

**CITY OF MARYSVILLE AGENDA BILL**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: 11/27/2017**

<b>AGENDA ITEM:</b>	
Resolution Adopting Comprehensive Emergency Management Plan	
<b>PREPARED BY:</b>	<b>DIRECTOR APPROVAL:</b>
Diana Rose	
<b>DEPARTMENT:</b>	
Executive	
<b>ATTACHMENTS:</b>	
Copy of City of Marysville Comprehensive Emergency Management Plan	
<b>BUDGET CODE:</b>	<b>AMOUNT:</b>
<b>SUMMARY:</b>	

**RECOMMENDED ACTION:**

City Staff recommends that the City Council consider authorizing the Mayor to sign a resolution adopting the Comprehensive Emergency Management Plan.

CITY OF MARYSVILLE  
Marysville, Washington

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARYSVILLE,  
WASHINGTON, ADOPTING A COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN.**

WHEREAS, a wide range of natural, technological, and man-made hazards and disasters can expose citizens and property in the City of Marysville to risk of loss, damage, injury, or death; and

WHEREAS, the City has created its own emergency management organization to plan for and respond to emergencies and disasters that may occur in the City; and

WHEREAS, responding to such risks requires the City to have planned to coordinate the response of its emergency personnel and supporting services internally and with other local, state, and federal agencies; and

WHEREAS, the Comprehensive Emergency Management Plan attached as Exhibit A is a framework for disaster mitigation, preparedness, and response and recovery activities and supports National Incident Management System (NIMS) compliance requirements; and

WHEREAS, public health, safety, and welfare will be enhanced by the adoption of a Comprehensive Emergency Management Plan to coordinate and plan the City's response in the case of an emergency or disaster.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARYSVILLE that the Comprehensive Emergency Management Plan attached as Exhibit A is adopted.

ADOPTED by the City Council at an open public meeting this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

CITY OF MARYSVILLE

By \_\_\_\_\_  
JON NEHRING, MAYOR

Attest:

By \_\_\_\_\_  
TINA BROCK, DEPUTY CITY CLERK

Approved as to form:

By \_\_\_\_\_  
JON WALKER, CITY ATTORNEY

# EXHIBIT A



City of  
Marysville

2017

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Comprehensive Emergency  
Management Plan (CEMP)

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**Promulgation/Adoption Memorandum**

WHEREAS, citizens and property within the City of Marysville are at risk to a wide range of natural, technological, and man-caused hazards; and

WHEREAS, when such an unfortunate event occurs; local, county, state, and federal response agencies must be prepared to respond in a well-coordinated manner by developing and using an Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) to protect the public and the natural resources and minimize property damage within the community; and

WHEREAS, this Comprehensive Emergency Management Plan is needed to coordinate the response of emergency personnel and supporting services of all Marysville agencies in the event of an emergency or disaster and during the aftermath thereof; and

NOW, THEREFORE, the undersigned, by virtue of the power and authority vested in us by the laws of this State do hereby adopt the City of Marysville Comprehensive Emergency Management Plan. This plan superseded all previous versions of the City of Marysville's Comprehensive Emergency Management Plan.

Signed by:

\_\_\_\_\_  
Mayor, City of Marysville

\_\_\_\_\_  
Date

\_\_\_\_\_  
Risk/Emergency Manager  
City of Marysville

\_\_\_\_\_  
Date



## Forward

The City of Marysville Comprehensive Emergency Management Plan (CEMP) represents the framework for disaster mitigation, preparedness, and response and recovery activities. The CEMP supports National Incident Management System (NIMS) compliance requirements and utilizes the NIMS Incident Command System (ICS). This plan establishes an all-hazards approach to enhance the City of Marysville ability to manage emergencies and disasters in an effort to reduce the impact to citizens, the environment, the economy and property.

This version, dated November 27, 2017 supersedes all previous editions.

This CEMP organized in accordance with FEMA's 2010 Comprehensive Preparedness Guide (CPG) 101 v. 2 and, as such, is designed to achieve the desired effects outlined in that document.

It assigns responsibilities to organizations and departments for carrying out specific actions during an emergency that exceeds the capability or routine responsibility of any one agency or department; sets forth lines of authority and organizational relationships and shows how multi-agency actions will be coordinated; identifies personnel, equipment, facilities, supplies, and other resources available; and identifies steps to address preparedness and mitigation concerns.

Department Directors are reminded of their responsibilities concerning emergency management; specifically to support and participate on assigned committees, attend training sessions, offer updates to the CEMP as necessary, and develop and maintain emergency departmental standard operating guidelines that allow for the continuation of services during and following a disaster or significant event. All City of Marysville Line of Succession personnel, Department Directors, and recipients of the CEMP should review this document and become familiar with their obligations and responsibilities.

As a concept, Whole Community is a means by which residents, emergency management practitioners, 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. By doing so, a more effective path to societal security and resilience is built.

The Department of Homeland Security (DHS) defines access and functional need accommodations as circumstances that are met for providing physical, programmatic and effective communication access to the whole community by accommodating individual requirements through universal accessibility and/or specific actions or modifications.

To the extent possible based on local resources, this plan is intended to manage emergencies and disasters in a manner that address the needs of vulnerable populations.



City of Marysville  
 COMPREHENSIVE EMERGENCY MANAGEMENT  
 PLAN

**RECORD OF DISTRIBUTION**

<b>Copy#</b>	<b>Date</b>	<b>Office/Department/Title</b>
		<b>City of Marysville</b>
1		Mayor
2		Chief Administrative Officer
3		Emergency Manager
4		Communications Officer
5		City Attorney
6		Public Works Director
7		Parks Director
8		Finance Director
9		Community Development Director
10		Human Resources Director
11		Information Services Manager
12		Safety Training Officer
13		Police Department - Chief
14		Police Department – Assistant Chief
15		Police Department – Commander Operations
16		Police Department – Commander Operations
		<b>Marysville Fire District</b>
17		Fire District – Chief
18		Fire District – Deputy Chief/Fire Marshall
19		Fire District – Deputy Chief of Operations
		<b>364th Expeditionary Sustainment Command (ESC)</b>
20		Area Security/Force Protection Officer
		<b>Partner Agencies</b>
21		Snohomish County DEM
22		City of Everett OEM
23		Marysville School District – Main Office
24		Marysville School District – Transportation Office
25		Snohomish Health District

## BASIC PLAN

### I. INTRODUCTION

#### Purpose

The intent of this document is to provide guidance during an emergency, or major disaster to coordinate response efforts, prioritize restoration of government services, and speed economic and physical recovery. Additionally, it outlines broad prevention, preparedness, and mitigation approaches. It outlines Marysville functions and responsibilities of participating departments, agencies, organizations, and individuals.

It is expressly the purpose of this comprehensive emergency management plan adopted by the city to provide for and promote the health, safety, and welfare of the general public and not to create or otherwise establish or designate any particular class or group of persons who will or should be specially protected or benefited by the terms of this plan.

Nothing in this plan is intended nor shall be construed to create or form the basis of any liability on the part of the City, or its officers, employees or agents, for any injury or damage resulting from any action or inaction on the part of the City related in any manner to the enforcement of this plan by its officers, employees or agents.

The City of Marysville Ordinance No. \_\_\_\_\_ establishes a local Emergency Management Organization and approves the CEMP and adopts the National Incident Management System (NIMS), including the Incident Command System (ICS), as the standard for managing emergency incidents.

#### Scope

This CEMP will be activated for major disasters and emergencies that affect the incorporated areas of Marysville.

Procedures for minor emergencies and incidents are covered in respective local departmental, agency, or jurisdictional plans, policies, and/or procedures.

#### Situation Overview

City of Marysville is located 35 miles north of Seattle, adjacent to Everett on the north side of the Snohomish River. It is the second-largest city in Snohomish County after Everett, with a population of 65,900 residents (April 2017 OFM Population of Cities, Towns and Counties).

The 2015 Snohomish County Natural Hazards Mitigation Plan (NHMP) list the man-made and natural disasters and emergencies the County is vulnerable to. The City of Marysville has an annex within the Snohomish County plan that identifies natural hazards that are specific to our city. Severe Weather, Climate Change, Flooding and Earthquakes are among the highest ranking for our area. The following is a list of recent federally declared disasters that affected our city:

NATURAL HAZARD EVENTS			
Type of Event	FEMA Disaster #(if applicable)	Date	Preliminary Damage Assessment
Severe Storm Event	4249-DR	11/2015	\$95,528.36
Severe Storm Event	4242-DR	08/2015	\$67,289.05
Snow/Severe Weather	4056-DR	1/2012	\$56,156.77

The City of Marysville will endeavor to make every reasonable effort to respond in the event of an emergency or disaster. However, municipal resources and systems may be overwhelmed. The responsibilities outlined in the CEMP will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time.

There is no guarantee implied by this plan that a perfect response to emergency or disaster incidents will be practical or even possible.

## Planning Assumptions

- An emergency or disaster may occur with no advance warning and quickly overcome not only the City of Marysville's response capabilities, but the surrounding areas as well.
- The City of Marysville will manage emergency management operations within its jurisdictional borders in accordance with the principles outlined in the National Incident Management System (NIMS).
- The City of Marysville will make every reasonable effort to respond in the event of an emergency or disaster; however, the ability to fulfill the responsibilities and roles as outlined in this plan are subject to the extent of the situation and availability of resources.
- Delivery of routine city services to citizens will likely be impacted by an emergency or major disaster and may be reduced or cease for an undetermined period of time. Continuation and restoration of services will be prioritized by the impact to citizens and resources available
- A large-scale incident may result in numerous casualties; fatalities; displaced people; property loss; disruption of normal life support systems, essential public services, and basic infrastructure; and significant damage to the environment. It may also attract a large influx of spontaneous volunteers and supplies.
- Depending upon the magnitude of the disaster, outside assistance may be delayed indefinitely. City of Marysville residents, businesses, and industry should plan to be self-sufficient for a minimum of ten days.
- The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations, and volunteers will be required to mitigate, prepare for, respond to, and recover from large-scale incidents. These efforts may require prolonged, sustained incident management operations and support activities.
- Citizens can register through the Smart911 system and self-identify if they have any access or functional needs. This information will be available to dispatchers at the 911 call center and can be communicated to local first responders. Citizens can register at [www.smart911.com](http://www.smart911.com).
- Nothing in this Plan is intended to impose any duty upon the city or any of its officers or employees.

## II. CONCEPT OF OPERATIONS

### General

During an incident, the top priorities for incident management will be:

- Save lives and protect the health and safety of the public, responders, and recovery workers.
- Protect property and mitigate damages and impacts to individuals, communities, and the environment.
- Protect and restore critical infrastructure and key resources.
- Facilitate the recovery of individuals, families, businesses, governments, and the environment.

Each department needs to develop emergency departmental standard operating guidelines complementary to this plan. At a minimum, it is the responsibility of departmental leadership to establish a:

- Line of succession to execute emergency and disaster responsibilities.
- Departmental emergency and disaster response capability to include personnel, facilities, and equipment.
- Means of departmental emergency mobilization and communications.

### Emergency Operations

#### Incident with Advance Warning:

If notified of a situation that could develop into an emergency (flood, high wind event, winter storm, etc.),

City of Marysville may:

- Place staff on standby and increase situation monitoring.
- Activate/staff local Emergency Operations Center (EOC) or Incident Command Post (ICP) as appropriate to manage preparedness/response activities.
- Emergency response agencies (fire, law enforcement, public works, etc.) may add more shift staff to cover the anticipated impact of the emergency.
- Notify potentially threatened areas utilizing local resources and/or in conjunction with Snohomish County Emergency Management.
- Coordinate public/media information releases.
- Draft a Proclamation of Emergency if the incident is expected to be large enough to warrant one.

#### No-Notice Incident:

If a spontaneous emergency happens (earthquake, HAZMAT incident, etc.), City of Marysville's departments and agencies will activate their emergency response personnel according to their established procedures.

### EOC Operations

#### EOC Activation Authority

The decision to activate the EOC is made by the Mayor or designee.

The City of Marysville EOC will normally activate in response to:

- Intelligence data indicates the potential for an emergency that may exceed local capabilities.
- At the direction of the Mayor or designee.
- At the request from an on-site Incident Commander or Department Director.

## EOC Activation Levels

The EOC activation level should correspond to the situation and need for coordination and support. EOC activation levels listed below consistent with the levels utilized by Snohomish County ECC and the Washington State EOC:

- **MONITORING (Level 1)** – Applicable department head(s) and EOC Manager monitor the situation.
  - This corresponds to a WA EMD EOC Phase/Level 3.
- **PARTIAL (Level 2)** – Assigned Jurisdiction staff plus incident specific representatives and support staff as needed.
  - This corresponds to a WA EMD EOC Phase/Level 2.
- **FULL (Level 3)** – Assigned Jurisdiction staff plus EOC representative and support staff positions filled.
  - This corresponds to a WA EMD EOC Phase/Level 1

## Emergency Proclamation

When a disaster exceeds the jurisdiction's capabilities, the Mayor may issue a proclamation of emergency and request additional assistance through the Snohomish County Executive to DEM. If the disaster should exceed the capabilities of the county, the county executive may issue a proclamation of emergency and request additional assistance through Washington State Emergency Management Division or to the Governor.

The City of Marysville Mayor, Chief Administrative Officer, assisted by the Emergency Manager, shall be responsible for the preparation of Emergency Proclamations.

The City of Marysville is responsible for notifying the Snohomish County EOC following the Local Proclamation of Emergency.

## Preparedness Activities

**Preparedness** involves actions taken to encourage a state of readiness in governments, public organizations, the private sector, families and individuals that provide the capability to prepare for and to survive a disaster or event. Before a disaster strikes, city, county, and other government agencies shall take steps to reduce the impacts. These steps should include, but are not limited to:

- Conduct planning studies of potential disaster elements in the city.
- Review disaster readiness capabilities and upgrade procedures to keep current with changing and evolving emergency management and response technology.
- Encourage and maintain interagency cooperation and coordination of readiness planning.
- Maintain vehicles, equipment, and facilities in a ready condition.
- Conduct public information and educational programs and presentations on disaster preparedness, personal safety, and sustainability.
- Test and gauge response capabilities by conducting and participating in training, drills, and exercises. Establish and test "call outs" in the event of an emergency.

## Prevention Activities

**Prevention** involves actions necessary to avoid, prevent, or stop a threatened or actual act of terrorism within the United States. These steps may include, but are not limited to:

- Provide timely, accurate, and appropriate information relating to known or anticipated terror incidents (Intel & Info Sharing).
- Integrate security design elements in the construction/renovation of buildings/facilities (Interdict & Disrupt).
- Implement security procedures and protocols to identify, discover, or locate threats and/or hazards through surveillance and/or search procedures (Screening, Search, & Detection).
- Preserve and protect physical and digital evidence related to actual or suspected acts of terrorism (Forensics & Attribution).

## Protection Activities

**Protection** involves capabilities necessary to secure the homeland against acts of terrorism, and manmade or natural disasters. These steps may include, but are not limited to:

- Implement guidelines and protocols to verify and control access to sensitive locations, information, and networks (Access Control & ID Verification).
- Implement guidelines and protocols to safeguard information systems and information (Cybersecurity)
- Implement guidelines and procedures to detect, respond to, and report malicious cyber activities (Cybersecurity).
- Implement guidelines and physical security procedures to protect critical infrastructure, materials, systems, and personnel from deliberate efforts to damage or incapacitate (Physical Protective Measures).
- Implement proactive strategies to identify and measure risks based on known or anticipated threats/hazards, and implement appropriate risk reduction strategies (Risk Management for Protection Programs & Activities).
- Implement proactive strategies to increase the security of and resiliency of the supply chain to include methods of production, storage, and transport (Supply Chain Integrity & Security).

## Mitigation Activities

**Mitigation** includes programs, plans, and activities designed to eliminate or reduce the degree of long term risk to life and property, and to reduce future losses from disasters or events. Mitigation efforts undertaken by City of Marysville include:

- Participate in Snohomish County's Natural Hazard Mitigation planning efforts by providing input on the county's overall mitigation plan and creating a jurisdictional annex to that plan.
- Identify and maintain an inventory of potential mitigation opportunities throughout the city for possible future grant funding.
- Identify funding sources to complete projects that have significant risk reduction for the community



## Response Activities

**Response** includes actions taken immediately before, during, or directly after an emergency to save lives, minimize damage, and to enhance recovery activities. All agencies involved in response shall:

### Response – Increased Readiness Period

- Comply with established checklists and review response status and procedures.
- Notify key personnel according to existing SOPs.
- Notify the appropriate organizations.
- Prepare and update necessary information for public information.
- Activate the appropriate Emergency Operations Center (EOC).
- If possible, initiate mitigation and preparedness programs to reduce the effects of the event.
- Initiate all record-keeping, data collection, and control measures to quality control.

### Response – Emergency Period

- Initiate and conduct disaster response operations in accordance with established SOG's.
- Coordinate their response with all involved agencies and jurisdictions through the EOC.
- Keep the public and government officials advised of actions taken.
- Assess and evaluate the effectiveness of emergency response efforts and establish priorities in the application of resources.
- Ensure accurate record keeping, data collection, and control measures are maintained.
- Account for the safety and well-being of responders and their families.

## Recovery Activities

**Recovery** involves actions taken to return vital life support systems to minimum operating standards, and long-term activities to a "new state of normal". After the threat to life and property has passed those agencies involved in response shall:

- Obtain detailed damage assessment information.
- Coordinate the application of resources to meet the long term needs of the jurisdiction.
- Identify deficiencies in response, conduct after action critiques, and implement actions for improvement.

## III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Federal Government

See the National Planning Frameworks (NPFs), May 2013

Requests for Federal assistance will be processed in accordance with the National Response Framework. Normally, the request will be processed through Snohomish County Department of Emergency Management to the State Emergency Operations Center (SEOC) and subsequently to the Federal Emergency Management Agency. Some typical federal assets that may be requested are: Federal Emergency Management Agency, US Coast Guard, US Department of Homeland Security, Federal Bureau of Investigation (USDOJ) and US Department of Defense.

## State Government

See the Washington State Comprehensive Emergency Management Plan (CEMP), June 2016

Requests for State assistance may be submitted directly to the State Emergency Operations Center (SEOC) by the City of Marysville Emergency Management, or Marysville Emergency Operations Center as appropriate based on activation level of the Emergency Operations Center. Normally, requests for State assistance will be submitted to the Snohomish County Department of Emergency Management. Some typical state assets that may be requested are: State Patrol, National Guard, Department of Transportation, Department of Agriculture, Department of Ecology and Department of Health.

## County Government

See the Snohomish County Comprehensive Emergency Management Plan (CEMP), December 2014

Snohomish County Department of Emergency Management through the Snohomish County Emergency Coordinating Center (SC ECC) will be the primary point of contact for requesting emergency or major disaster support, except for existing departmental mutual aid agreements.

## City of Marysville

### Mayor/Designee

- Provide elected official coordination and request support from County representatives.
- Guide overall response policy direction.
- Responsible for establishing EOC response objectives.

### City of Marysville Council

- Provide policy approval for funding support/allocation
- Approve appropriate motions, ordinances, or other required legislation to facilitate an expedient response.

### City of Marysville Risk/Emergency Manager

- Assume responsibility for updating this Plan.
- Coordinate emergency activities of local agencies in preparing and responding to disasters and/or events.
- Provide communication coordination for response agencies during a disaster.
- Assist elected officials by providing staff assistance in a disaster.
- Act as a point-of-contact for requesting disaster assistance from other governmental agencies (except mutual aid).
- Prepare damage assessment, incident reports, or other disaster analysis reports as necessary.
- Work with the PIO to warn the public of impending disasters and provide adequate instructions before, during, and after an emergency event.
- Provide public education as it pertains to preparedness and response.
- Coordinate resource availability and use.
- Maintain current Standard Operating Guidelines (SOGs) for emergency management functions.

## **Finance/Treasury/City Clerk**

- Ensure disaster related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.
- Remove and secure public records as necessary.
- Provide personnel for damage assessment teams as needed.
- Maintain current SOG's.

## **City of Marysville Public Works**

- Maintain and/or repair major thoroughfares and bridges for emergency vehicles.
- Provide refuse and/or debris removal or disposal.
- Keep storm, sewer, and water systems sanitary and operational.
- Provide barricades and other traffic control equipment as needed.
- Provide equipment and operators to assist in emergency situations.
- Provide damage assessment reports.
- Provide information on current road conditions.
- Maintain current SOPs.
- Document emergency related costs and activities

## **Police**

- Provide Law Enforcement services for the city.
- Provide command and control for field operations through established Incident Command Posts as appropriate
- Provide guidance for emergency traffic control
- Direct or support evacuation efforts as appropriate
- Provide support to the Snohomish County Medical Examiner in the identification of the deceased
- Provide support in the dissemination of emergency warning information to the public
- Participate in initial jurisdiction-wide damage assessment as appropriate
- Provide coordination of explosive device identification, handling, and disposal
- Document emergency related costs and activities

## **Fire Service**

- Marysville Fire District provides Fire Service for City of Marysville.
- Provide command and control for field operations through established Incident Command Posts as appropriate
- Provide fire suppression services
- Provide hazardous materials incident command and radiological monitoring. Coordinate with other government agencies as appropriate.
- Provide light and heavy rescue response. Coordinate with other government agencies as appropriate.
- Provide emergency medical services. When necessary and resources are available, coordinate the establishment of first aid stations, temporary medical treatment facilities and morgues within the jurisdiction. Coordinate transportation to hospitals.
- Direct or support evacuation efforts as appropriate.
- Provide support in the dissemination of emergency warning information to the public.
- Provide support to other departments in city-wide structural damage assessment, traffic control, emergency warnings, road closure and protection of property as appropriate.
- Participate in initial jurisdiction-wide damage assessment as appropriate, including assessment of department facilities.

## **Snohomish Health District**

- In the event of an emergency that affects the health of the community.
- Coordination of public health and medical services within the county during the disaster response
- Provide disease investigation and surveillance
- Identify ways to reduce risk's to the community's health
- Provide health information and updates to the community through all forms of media they have access to.

## **Private Sector**

- Private sector organizations are a vital part of the emergency management team before, during and after an incident.
- They must provide for the welfare and protection of their employees, infrastructure and facilities.
- Emergency Management and city staff must work seamlessly with businesses that provide power, communications, networks, transportation, and medical care.
- Planning for the protection of information and the continuity of business operations is essential for the recovery phase
- Collaborating with emergency management personnel before an incident to identify what assistance may be necessary in a catastrophic event.
- Establishing mutual aid agreements in advance of an event to provide specific response capabilities.

## **Volunteers**

- The use of volunteers has proven critical to emergency management.
- Both individual volunteers and established volunteer groups offer a wealth of skills and resources that can be used prior to, during, and after an emergency.
- The city trains volunteers in emergency management through Community Emergency Response Team (CERT) training annually with refresher courses twice a year.
- The Marysville Volunteer Program (MVP) trains volunteers in security and other various roles that are useful to the city before, during and after an incident.
- We have an established Volunteer Reception Center (VRC) located at Grove Church 4705 Grove Street in Marysville.

## **IV. DIRECTION, CONTROL, AND COORDINATION**

### **Direction**

The Mayor and/or designee is responsible for establishing objectives for emergency management and providing general guidance for disaster response and recovery operations.

The City of Marysville Emergency Manager is responsible for coordinating the emergency management program.

Roles and responsibilities of the EOC Manager and the City of Marysville Emergency Operations Center are outlined in a separate documents titled Emergency Operations Center Standard Operating Guide (EOC SOG) and EOC Position Descriptions (Annex 1)

### **Control**

During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment should carry out mission assignments directed by the Incident Commander or EOC Manager.

During emergencies, certain agencies may relocate their center of control to the EOC. During large-scale emergencies, the EOC may become the seat of government during the duration of the crisis.

## Coordination

Department/agency heads and other officials legally administering from their office may perform their emergency functions(s) on their own initiative if, in their judgment, the safety or welfare of citizens of the city are threatened. The City of Marysville Emergency Manager should be notified as soon as possible.

Emergency response at an incident site will be managed by the on-scene Incident Commander, assisted by a staff sufficient for the tasks to be performed, that have jurisdiction.

## V. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

### Purpose

The accurate and timely collection, analysis, and sharing of information is critical in developing situational awareness during an emergency or disaster. This collation of information should result in creating a Common Operating Picture (COP) of the emergent situation from which appropriate responses can be formulated.

### General

Information collection and sharing will normally be accomplished by the Situation Report (SITREP). The SITREP is the standard format established by the Washington State Emergency Management Division and used by the Snohomish County ECC (SC-ECC). Situation Reports may be submitted multiple times during an operational period, but at a minimum of once a day.

Other quick, short-term formats may be used when appropriate to keep the SC-ECC informed of rapidly changing circumstances. The Incident Snapshot Report (ISNAP) is often used for immediate messaging while the SITREP is in progress.

The City of Marysville EOC is the eyes and ears of the SC-ECC. Developing situational awareness obtained through Windshield Damage Assessments and other means conveyed to the SC-ECC in a timely manner is the best means to help the county deliver meaningful levels of prioritized support to where it is needed most by City of Marysville EOC.

### Priority Information Requirements

- Immediate hazards to Life Safety such as the presence of hazardous materials, building, bridge or road damage, fires, dangerous individuals, live electricity, etc.
- 
- Immediate hazards to property and/or the environment
- Victim/Casualty information such as:
  - a. Numbers of injured/killed
  - b. Types of injuries
  - c. Location

## VI. COMMUNICATIONS

Communications utilized during emergency and disaster operations will include all systems now in use by all response agencies and emergency support units, provided they are available. Agency two-way radio communications will be the primary means of communication used to direct, control and coordinate emergency operations. Telephones and amateur radio systems will be used to support communications, when necessary and available. If available, Emergency Notification Systems will be used to notify the public. SMS Text Messaging, Social Media and Radio Broadcasts.

## VII. ADMINISTRATION, FINANCE, AND LOGISTICS

### Administration

All organizations with disaster responsibilities should establish and maintain files of disaster related directives and forms. These files include, but are not limited to:

- Situation Reports
- Proclamations of Emergency
- Requests for Assistance
- Offers of Assistance
- Damage Assessment Reports

During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments in order to provide support services.

Executive heads of local political subdivisions may command the service and equipment of citizens under the provisions and limitations of RCW 38.52.110 (2).

Emergency workers utilized as outlined in Chapter 38.52 RCW shall be granted liability insurance coverage provided they meet all legal provisions as stated in Chapter 118-04 WAC.

All volunteer resources and donations will be tracked and recorded to use as documentation for the event. This will be done by trained volunteers and city employees at the Volunteer Reception Center (VRC) and Donations Management Site (DMS). The VRC/DMS is located at Grove Church 4705 Grove Street in Marysville.

### Finance

Emergency expenditures are not normally integrated into the budgeting process of local governments. However, disasters may occur which require substantial and necessary unanticipated obligations and expenditures. The City of Marysville will incur disaster related obligations and expenditures in accordance with the provisions of RCW 38.52.070 (2).

- Emergency expenditures for towns and cities with populations less than 300,000. RCWs 35.33.081, 35.33.091, and 35.33.101.
- Emergency expenditures for code cities. RCWs 35A.33.080 and 35A.34.140.

Every City department shall be responsible for maintaining detailed records from the onset of an incident or event to include, but are not limited to:

- Work that is performed by force account.

- Appropriate extracts from payrolls, with any cross references needed to locate original documents. This will include timesheets or payroll reports, verification of wage and benefits, overtime or comp time approvals, and copies of union contracts.
- A schedule of equipment used on the job.
- Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
- Work that is contracted out.
- Copies of requests for bids.
- Invoices submitted by the contractor.
- Work done under Mutual Aid Agreements and Interlocal Agreements

Additionally, the City of Marysville Finance Department is responsible for verifying all City departments' disaster financial records and maintaining complete, city-wide disaster financial records.

Disaster-related expenditures and obligations of local jurisdictions and 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.

- Public Assistance (PA) Program – Provides supplemental financial assistance to state, local governments, certain private and non-profit organizations for response and recovery activities as a result of a presidentially declared disaster. The PA Program provides federal grant assistance for the repair, replacement or restoration of disaster-damaged, publicly owned and uninsured facilities. This grant funding is provided at a 75% federal share to 25% applicant share for expenses that are approved during the application process.
- Individual Assistance (IA) Program – Following a presidentially declared disaster, the IA program assists individuals who are experiencing difficulties post-disaster.
- Small Business Administration (SBA) – Following a presidentially declared disaster, the SBA can loan money to homeowners, renters, and business owners for disaster related repairs and personal property replacement.
- Other Needs Assistance (ONA) – Following a presidentially declared disaster, the ONA can provide financial assistance to individuals and households who have no applicable insurance and may have been denied by the SBA Disaster Assistance Program.

Audits of state, county 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. The state and federal government conduct these audits. .

Records shall be kept so disaster related expenditures and obligations of the city can be readily identified from regular or general programs and activities.

It is the policy of City of Marysville that each city department will assign personnel to be responsible for documentation of disaster activities and costs. The Finance Director or designee shall develop effective administrative methods to keep detailed records distinguishing disaster operational activities and expenditures from routine activities and expenditures.

## Logistics

City of Marysville departments need to prepare and maintain an updated list of its personnel, facilities and equipment resources as part of their Standard Operating Guidelines. Any or all of these resources may be called upon during disaster and emergency operations.

Community Points of Distribution (CPOD) have been identified and developed in conjunction with Snohomish County Department of Emergency Management (SC DEM). Updates to the list of locations will be provided to SC DEM and also to the State of Washington Emergency Management Division. The City of Marysville participates in annual CPOD training and has trained volunteers and city staff that are qualified to operate a CPOD.

The executive heads of local political subdivisions “are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies” of their political subdivision and “all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the emergency management organizations of the state upon request notwithstanding any other provision of law.” (RCW 38.52.110 (1))

### VIII. AUTHORITIES

Washington State Law: Revised Code of Washington (RCW) and Washington Administrative Codes (WAC)

- RCW 35A.33.080, 35.33.081, 35A.34.140, 35.33.091, Emergency expenditures-Nondebatable emergencies
- RCW 38.52 Emergency Management
- RCW 38.56 Intrastate Mutual Aid System
- RCW 43.88.250 Emergency Expenditures
- RCW 49.60.030 Freedom from discrimination – Declaration of civil rights
- RCW 70.136 Hazardous Materials Incidents
- WAC 118-04 Emergency Worker Program
- WAC 118-09 Criteria for Eligibility and Allocation of Emergency Management Assistance Funds
- Title 44 CFR 206 Federal Disaster Assistance
- Public Law 93-288 and 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974, as amended by the Disaster Mitigation Act of 2000, (Public Law 106-390), and Sandy Recovery Improvement Act of 2013 (PL 113-2)
- Public Law 104-321 Emergency Management Assistance Compact
- Public Law 109-308 Pets Evacuation and Transportation Standards (PETS) Act
- Public Law 110-325 The ADA Amendments Act of 2008

### IX. PLAN DEVELOPMENT AND MAINTENANCE

Responsibility for overall development and maintenance of this CEMP is the responsibility of City of Marysville Emergency Manager.

After Action Review Meetings will be done within two (2) weeks following every activation. This process will include departments and representatives that were present in the Emergency Operations Center during the activation. The results of the review can be used to improve our processes and guidelines during an activation.



The City EOC staff will participate in annual training either through specific position training or EOC training in a full scale exercise or tabletop drill. The after action discussion and training evaluation forms will be used to ensure this plan is continually developed and changes are identified and implemented.

The CEMP will be revised at a minimum of every five years from the date of last State approval. Notwithstanding the regular update schedule, the City of Marysville Emergency Manager will review the CEMP on an annual basis and collate suggested updates and revisions from multiple sources.

Revisions may result from a variety of causes such as:

- New procedures, policies or technologies
- Changes from local, state and federal agencies
- Lessons learned from an actual event
- Feedback from training/exercises or case study review
- To accommodate new organizations or organizational structures
- After Action Review meeting results