



# CITY OF CARNATION

REGULAR MEETING OF THE CARNATION CITY COUNCIL

## PROPOSED AGENDA

**City Council:**

- Jim Berger,  
*Mayor*
- Fred Bereswill,  
*Deputy Mayor*
- Lee Grumman
- Kim Lisk
- Dustin Green

**City Staff:**

- Phil Messina,  
*City Manager*
- Tim Woolett,  
*City Planner*
- Mary Madole,  
*City Clerk*
- Zach Lell,  
*City Attorney*

DATE: **JULY 19, 2016** TIME: **7:00 PM**  
 LOCATION: **CARNATION CITY HALL**  
**COUNCIL CHAMBERS, 4621 TOLT AVENUE**

- CALL TO ORDER:** Mayor Jim Berger  
**PLEDGE OF ALLEGIANCE:** Councilmember Lee Grumman  
**ROLL CALL:** City Clerk Mary Madole  
**APPROVAL OF AGENDA:** Mayor Jim Berger

**CONSENT AGENDA:**

- A. Approval of Minutes – Regular Meeting – June 21, 2016.
- B. Approval of Claims Check Vouchers numbered 32665 – 32723 in the amount of \$168,942.08. *(Claims vouchers and invoices to be reviewed by Councilmember Grumman)*
- C. Approval of June 2016 Payroll Direct Deposits and Checks numbered 13642 – 13656 in the amount of \$79,209.57.

**REPORTS & REQUESTS:** Mayor, City Council, & Council Committees.

**STAFF & AFFILIATE REPORTS:** City Manager, Department Heads, Other.

**CITIZEN COMMENTS & REQUESTS:** This portion of the meeting is open to receive public comment on meeting agenda items or other issues of note or concern.

**AGENDA BILLS:**

- AB16-11R Ordinance (Second Reading & Adoption).** Granting Puget Sound Energy, Inc., its successors and assigns, the nonexclusive right, privilege, authority and franchise to set, erect, lay, construct, extend, support, attach, connect, maintain, repair, replace, enlarge, operate and use Facilities in, upon, over, under, along, across and through the Franchise Area to provide for the transmission, distribution and sale of natural gas.
- AB16-19 Ordinance.** Amending Title 12 CMC by the addition of a new Chapter 12.02 Complete Streets thereto; establishing a complete streets policy; providing for severability; and establishing an effective date.
- AB16-20 Resolution.** Adopting the 2015 Update to the Comprehensive Emergency Management Plan for the City of Carnation.

**ADDITIONAL BUSINESS & DISCUSSION ITEMS:**

1. Disposition of public property: Old Maintenance Shop (31830 E Myrtle); River’s Edge Park (Corner of 335<sup>th</sup> Ave & Tolt River Rd); and Westside Park (Stewart Ave at Alley B).
2. Overview of the 2015 Update to the Comprehensive Water System Plan.
3. Review of upcoming City Council meeting agenda items.
4. Other.

**ADJOURNMENT.**



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# Carnation City Council Agenda Process Guidelines

|  |  |
|--|--|
| <b>Call to Order</b>                     | Carnation City Council meetings begin at 7:00 PM on the first and third Tuesdays of each month. Meetings are held in the Council Chambers at Carnation City Hall, 4621 Tolt Avenue.  |
| <b>Approval of Agenda</b>                | Councilmembers may move or change items on the agenda to allow for additional consideration or to accommodate attendees. The Council may also add and take action on other items not listed on the Proposed Agenda, or remove items from the agenda.   |
| <b>Consent Agenda</b>                    | The Consent Agenda consists of items which have previously been discussed by the Council, matters which are based on information delivered to the Council by administration that can be reviewed by a Councilmember without further explanation, or items which are so routine or non-technical in nature that passage is likely.  |
| <b>Citizen's Comments &amp; Requests</b> | <p>The public is provided an opportunity to give comment to the Council on the City's annual budget, meeting agenda items, or other issues of note or concern.</p> <p>To address the Council, please write your name on the sign-in sheet and indicate the subject of your comments. Indicate if you would prefer to make your remarks during a particular agenda item. Please wait for the Chair to recognize you; then approach the podium, state your name, legal address, and the nature of the matter you wish to bring before the Council. Members of the public will generally be limited to a maximum of three minutes for their comments. Neither the Council nor staff should be expected to respond during the meeting to citizen requests except in an emergency. In general, most service requests or concerns will not be discussed during the meeting, but referred to staff for review and/or action. Requests for action or information should be submitted in writing to the City Clerk. Forms are available in the front office at City Hall.</p> |
| <b>Public Hearings</b>                   | Public Hearings are held to receive public comment on important matters before the Council. Please use the sign-up sheet(s) at the agenda table if you wish to speak. You are welcome to offer your comments verbally or in writing after being recognized by the Mayor; please approach the podium and provide your name and address for the record. After all persons have spoken, the hearing is closed to public comment, and the Council will proceed with deliberation and decision-making.  |
| <b>Executive Sessions</b>                | Executive Sessions may be held by the Council to discuss matters where confidentiality is required for the public interest, including issues of national security, property acquisition, contract bid negotiations, certain personnel issues, and lawsuits. An Executive Session is the only type of Council meeting permitted by law to be closed to the public. Executive Sessions are governed by RCW 42.30.110.  |

**CITY OF CARNATION**

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**MINUTES OF THE REGULAR CITY COUNCIL MEETING  
June 21, 2016**

**CALL TO ORDER:** The regular meeting of the Carnation City Council was called to order at 7:00 PM by Mayor Jim Berger in the Council Chambers at Carnation City Hall.

**PLEDGE OF ALLEGIANCE:** Led by Mayor Berger.

**ROLL CALL:** Mayor Jim Berger, Deputy Mayor Fred Bereswill, Councilmember Dustin Green, Councilmember Kim Lisk, Councilmember Lee Grumman, City Manager Phil Messina, City Planner Tim Woolett, City Clerk Mary Madole, and citizens present.

**APPROVAL OF AGENDA:** MOTION BY DEPUTY MAYOR BERESWILL AND SECOND BY COUNCILMEMBER GREEN TO APPROVE THE AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY (5-0).

**CONSENT AGENDA:** MOTION BY COUNCILMEMBER LISK AND SECOND BY COUNCILMEMBER GRUMMAN TO ADOPT THE CONSENT AGENDA AS PRESENTED. MOTION PASSED UNANIMOUSLY (5-0), THE FOLLOWING ITEMS WERE APPROVED:

- Minutes of the Regular City Council Meeting – June 7, 2016.
- Claims Check Vouchers numbered 32634 – 32664 in the amount of \$318,661.73.

**REPORTS & REQUESTS:** Councilmember Lisk reported that the theme for this year's 4<sup>th</sup> of July Celebration is "Hometown Heroes" and the Grand Marshall is Tod Johnson. Councilmember Lisk also reported that the Utilities & Public Facilities Committee met on June 13 to discuss the undeveloped Westside and River's Edge park properties.

Mayor Berger reported that he is attending the AWC Annual Conference in Everett, and current issues being discussed include indigent defense funding and PRA reform.

**STAFF REPORTS:** City Manager Messina reported that a quote from Mayor Berger appeared on page 9 of the May/June 2016 AWC Cityvision magazine. The East Rutherford Street Improvement Project will be advertised for construction bids beginning on June 29, with a bid opening date of July 20. Employee performance evaluations are underway. He will be attending the PSRC board meeting on June 23 to discuss PSRC's conditional certification of comprehensive plans. The city attorney is still working with PSE on the natural gas franchise agreement. The Cedarcrest High School FFA (Future Farmers of America) students recently assisted with Tolt Commons weeding and cleanup. A total of 68 building permits for new residential construction have been issued year to date.

City Planner Woolett reported that things are plugging along.

**CITIZEN COMMENTS & REQUESTS:** Robert Cox, 32218 NE 16<sup>th</sup> Street, spoke about the park properties that were discussed by the Utilities & Public Facilities Committee, and said that there is a side sewer line running through the westside park property. He inquired why the 4<sup>th</sup> of July Committee doesn't cleanup the fireworks debris at the dog park rather than the Public Works Department, and he thinks that Timberfest should also have to cleanup the dog park property after they use it for parking. He saw that a flashing traffic control sign was placed near the fire station for a recent bicycle event, and he inquired how that was allowed since electronic flashing signs are prohibited. The Fire Department will soon be placing another flashing sign with a message about July 4<sup>th</sup> fireworks prohibition. He inquired why Public Works staff only have a bucket to water street plants, and doesn't have proper equipment to water the plants with a hose.

**PRESENTATION: SVPA OFFICE TOUR.** Quick tour of the new Snoqualmie Valley Preservation Alliance (SVPA) office on the second floor of City Hall: Ms. Cynthia Krass, SVPA Executive Director, said that she

**CITY OF CARNATION**

**MINUTES OF THE REGULAR CITY COUNCIL MEETING  
June 21, 2016**

**(SVPA OFFICE TOUR, CONTINUED FROM PAGE 1)** is appreciative of the City for leasing the space. SVPA is very happy with their new office and she is excited to show it to the Councilmembers.

Mayor Berger called a 5-minute recess so that everybody in attendance could tour the new SVPA office on the second floor of City Hall. The regular meeting reconvened at 7:40 PM.

**AGENDA BILLS:**

**AB16-16R – ORDINANCE 874. ADOPTING THE 2015 STATE BUILDING CODE.** Mayor Berger introduced the agenda item and read the text of the proposed ordinance by title. MOTION BY DEPUTY MAYOR BERESWILL AND SECOND BY COUNCILMEMBER LISK TO ADOPT AN ORDINANCE AMENDING CHAPTER 16.01 CMC CONSTRUCTION AND BUILDING CODES; ADOPTING THE 2015 VERSION OF THE STATE BUILDING CODE AND ASSOCIATED TECHNICAL CODES PURSUANT TO CHAPTER 19.27 RCW; AND ADOPTING APPROPRIATE LOCAL AMENDMENTS THERETO. MOTION PASSED UNANIMOUSLY (5-0), Ordinance No. 874 assigned.

**AB16-18 – ORDINANCE 875. AMENDING THE 2016 BUDGET.** Mayor Berger introduced the agenda item and read the text of the proposed ordinance by title. MOTION BY COUNCILMEMBER GRUMMAN AND SECOND BY COUNCILMEMBER LISK TO ADOPT AN ORDINANCE AMENDING SECTION 1 OF ORDINANCE NO. 873 AND THE ADOPTED 2016 BUDGET. MOTION PASSED UNANIMOUSLY (5-0), Ordinance No. 875 assigned.

**ADDITIONAL BUSINESS & DISCUSSION ITEMS:** Washington State Transportation Improvement Board (TIB) Complete Streets Award Program: City Manager Messina reviewed his memo dated 06/07/2016 regarding the new TIB funding program. Discussion took place. Staff was directed to prepare the necessary policy ordinance for the City’s participation on the program.

The Councilmembers briefly reviewed and discussed the items on the upcoming business list. The July 5, 2016, regular City Council meeting was cancelled.

**EXECUTIVE SESSION:** Pursuant to RCW 42.30.110(1)(g), the City Council held an executive session to review the performance of a public employee. The executive session began at 8:02 PM, and was expected to last no more than 15-minutes without action being taken afterwards. The executive session was extended an additional 15-minutes at 8:17 PM, extended an additional 5-minues at 8:32 PM, and concluded at 8:37 PM.

**ADJOURNMENT:** There being no further business before the City Council, the meeting adjourned by common consent at 8:37 PM.

**SIGNATURES:** Approved at the regular meeting of the Carnation City Council on July 19, 2016.

\_\_\_\_\_  
MAYOR, JIM BERGER

\_\_\_\_\_  
CITY CLERK, MARY MADOLE

**CITY OF CARNATION  
CLAIMS VOUCHER  
CERTIFICATION AND APPROVAL**

We, the undersigned members of the Carnation City Council, do hereby attest that claims check numbers **32665** through **32723**, in the amount of **\$168,942.08**, have been approved for payment by motion of the Carnation City Council at a regular meeting this 19th day of July, 2016.

| <u>FUND#</u>        | <u>FUND NAME</u>          | <u>PURPOSE</u>   | <u>AMOUNT</u>        |
|---------------------|---------------------------|------------------|----------------------|
| 001                 | GENERAL                   | ACCOUNTS PAYABLE | \$ 81,219.96         |
| 101                 | STREET                    | Jul-16           | \$ 3,447.95          |
| 106                 | CEMETERY                  |                  | \$ 141.57            |
| 107                 | EQUIPMENT REPLACEMENT     |                  | \$ 1,967.63          |
| 108                 | PARK DEVELOPMENT          |                  | \$ 4,612.25          |
| 109                 | TRAFFIC IMPACT FEE        |                  | \$ -                 |
| 201                 | LTGO BOND REDEMPTION FUND |                  | \$ -                 |
| 301                 | CAPITAL IMPROVEMENT       |                  | \$ 56,891.57         |
| 401                 | WATERWORKS OPERATING      |                  | \$ 10,323.46         |
| 402                 | WATER CAPITAL REPLACEMENT |                  | \$ 115.00            |
| 404                 | WATER BOND REDEMPTION     |                  | \$ -                 |
| 406                 | LANDFILL ASSURANCE        |                  | \$ 2.18              |
| 407                 | SEWER DEBT SERVICE        |                  | \$ -                 |
| 408                 | SEWER CAPITAL PROJECTS    |                  | \$ 154.19            |
| 633                 | TRUST                     |                  | \$ 10,066.32         |
| <b>TOTAL CLAIMS</b> |                           |                  | <b>\$ 168,942.08</b> |

\_\_\_\_\_  
*Fred Bereswill, Deputy Mayor*  
Finance & Operations Committee

Invoices, Register & Voucher Review by:

\_\_\_\_\_  
*Lee Grumman, Councilmember*

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
*Kim Lisk, Councilmember*  
Finance & Operations Committee

Pursuant to CMC 3.12.030, the blanket voucher is to be signed by at least two members of the council committee after council approval.



# Voucher Directory

| Vendor                            | Number             | Reference               | Account Number       | Description                          | Amount          |
|-----------------------------------|--------------------|-------------------------|----------------------|--------------------------------------|-----------------|
| <b>Airgas - Norpac, Inc</b>       | <b>32675</b>       |                         |                      | <b>2016 - July - Jul 19th Claims</b> |                 |
|                                   |                    | <b>9927593090</b>       |                      |                                      |                 |
|                                   |                    |                         | 401-000-534-80-31-02 | Operating Supplies: Chlorine         | \$5.97          |
|                                   |                    | <b>Total 9927593090</b> |                      |                                      | <b>\$5.97</b>   |
|                                   | <b>Total 32675</b> |                         |                      |                                      | <b>\$5.97</b>   |
| <b>Total Airgas - Norpac, Inc</b> |                    |                         |                      |                                      | <b>\$5.97</b>   |
| <b>AM TEST, INC</b>               | <b>32676</b>       |                         |                      | <b>2016 - July - Jul 19th Claims</b> |                 |
|                                   |                    | <b>93084</b>            |                      |                                      |                 |
|                                   |                    |                         | 401-000-534-60-41-03 | Water Testing                        | \$575.00        |
|                                   |                    | <b>Total 93084</b>      |                      |                                      | <b>\$575.00</b> |
|                                   |                    | <b>93261</b>            |                      |                                      |                 |
|                                   |                    |                         | 401-000-534-60-41-03 | Water Testing                        | \$190.00        |
|                                   |                    | <b>Total 93261</b>      |                      |                                      | <b>\$190.00</b> |
|                                   | <b>Total 32676</b> |                         |                      |                                      | <b>\$765.00</b> |
| <b>Total AM TEST, INC</b>         |                    |                         |                      |                                      | <b>\$765.00</b> |
| <b>Bank of America</b>            | <b>32671</b>       |                         |                      | <b>2016 - July - Jul 19th Claims</b> |                 |
|                                   |                    | <b>2495...061916</b>    |                      |                                      |                 |
|                                   |                    |                         | 001-000-518-10-35-00 | Small Tools & Equipment              | \$30.63         |
|                                   |                    |                         | 001-000-518-10-41-04 | Computer Network Support             | \$54.46         |
|                                   |                    |                         | 001-000-558-50-35-00 | Small Tools & Equipment              | \$153.18        |
|                                   |                    |                         | 001-000-558-50-41-04 | Computer Network Support             | \$20.42         |
|                                   |                    |                         | 001-000-558-60-35-00 | Small Tools & Equipment              | \$9.74          |
|                                   |                    |                         | 001-000-576-80-31-00 | Operating Supplies                   | \$11.00         |
|                                   |                    |                         | 001-000-576-80-31-00 | Operating Supplies                   | \$6.51          |
|                                   |                    |                         | 001-000-576-80-31-00 | Operating Supplies                   | \$21.70         |
|                                   |                    |                         | 001-000-576-80-35-00 | Small Tools & Equipment              | \$5.92          |
|                                   |                    |                         | 001-000-576-80-35-00 | Small Tools & Equipment              | \$8.68          |
|                                   |                    |                         | 101-000-542-30-35-00 | Small Tools & Equipment              | \$8.74          |
|                                   |                    |                         | 101-000-542-30-35-00 | Small Tools & Equipment              | \$12.84         |
|                                   |                    |                         | 101-000-543-10-41-04 | Computer Network Support             | \$15.89         |
|                                   |                    |                         | 106-000-536-50-48-02 | Repairs & Maintenance                | \$65.15         |
|                                   |                    |                         | 108-000-594-76-63-01 | Hockert Park Improvements            | \$26.00         |
|                                   |                    |                         | 401-000-534-10-35-00 | Small Tools & Equipment              | \$61.28         |
|                                   |                    |                         | 401-000-534-80-31-00 | Operating Supplies                   | \$117.27        |
|                                   |                    |                         | 401-000-534-80-31-02 | Operating Supplies: Chlorine         | \$200.25        |

| Vendor   | Number             | Reference                      | Account Number       | Description                          | Amount            |
|--|--------------------|--------------------------------|----------------------|--------------------------------------|-------------------|
|  |                    |                                | 401-000-534-80-35-00 | Small Tools & Equipment              | \$8.96            |
|  |                    |                                | 401-000-534-80-35-00 | Small Tools & Equipment              | \$39.99           |
|  |                    |                                | 401-000-535-10-35-00 | Small Tools/Equipment                | \$61.28           |
|  |                    |                                | 401-000-535-80-31-00 | Operation Supplies                   | \$16.04           |
|  |                    |                                | 401-000-535-80-35-00 | Small Tools & Equipment              | \$39.99           |
|  |                    |                                | 401-000-535-80-35-00 | Small Tools & Equipment              | \$8.68            |
|  |                    |                                | 401-000-535-80-35-01 | Personal Safety Equipment            | \$83.74           |
|  |                    |                                | 401-000-538-10-41-06 | Computer Network Support             | \$136.16          |
|  |                    |                                | 401-000-538-10-42-02 | Communications: Telephone            | \$17.08           |
|  |                    | <b>Total 2495...061916</b>     |                      |                                      | <b>\$1,241.58</b> |
|  | <b>Total 32671</b> |                                |                      |                                      | <b>\$1,241.58</b> |
| <b>Total Bank of America</b>                   |                    |                                |                      |                                      | <b>\$1,241.58</b> |
| <b>Barbara DeBock</b>                          |                    |                                |                      |                                      | <b>\$1,241.58</b> |
|  | <b>32677</b>       |                                |                      |                                      |                   |
|  |                    |                                |                      | <b>2016 - July - Jul 19th Claims</b> |                   |
|  |                    | <b>June Cleaning</b>           |                      |                                      |                   |
|  |                    |                                | 001-000-518-10-41-05 | Custodial Services                   | \$43.20           |
|  |                    |                                | 001-000-558-50-41-05 | Janitorial Services                  | \$16.20           |
|  |                    |                                | 101-000-543-10-41-07 | Prof Svc: Janitorial                 | \$12.60           |
|  |                    |                                | 401-000-538-10-41-08 | Prof Svc: Janitorial                 | \$108.00          |
|  |                    | <b>Total June Cleaning</b>     |                      |                                      | <b>\$180.00</b>   |
|  | <b>Total 32677</b> |                                |                      |                                      | <b>\$180.00</b>   |
| <b>Total Barbara DeBock</b>                    |                    |                                |                      |                                      | <b>\$180.00</b>   |
| <b>BILFINGER WATER TECHNOLOGIES, INC</b>       |                    |                                |                      |                                      |                   |
|  | <b>32678</b>       |                                |                      |                                      |                   |
|  |                    |                                |                      | <b>2016 - July - Jul 19th Claims</b> |                   |
|  |                    | <b>90071891/80061042</b>       |                      |                                      |                   |
|  |                    |                                | 401-000-535-40-49-00 | Sewer Utility Training/Tuition       | \$720.00          |
|  |                    | <b>Total 90071891/80061042</b> |                      |                                      | <b>\$720.00</b>   |
|  | <b>Total 32678</b> |                                |                      |                                      | <b>\$720.00</b>   |
| <b>Total BILFINGER WATER TECHNOLOGIES, INC</b> |                    |                                |                      |                                      | <b>\$720.00</b>   |
| <b>BLUEFIN</b>                                 |                    |                                |                      |                                      |                   |
|  | <b>32679</b>       |                                |                      |                                      |                   |
|  |                    |                                |                      | <b>2016 - July - Jul 19th Claims</b> |                   |
|  |                    | <b>June, 2016</b>              |                      |                                      |                   |
|  |                    |                                |                      | <b>Redeemed via EFT</b>              |                   |
|  |                    |                                | 001-000-514-20-41-05 | Electronic Payment Processing Fees   | \$22.93           |
|  |                    |                                | 401-000-514-20-41-05 | Electronic Payment Processing Fees   | \$206.38          |
|  |                    | <b>Total June, 2016</b>        |                      |                                      | <b>\$229.31</b>   |
|  | <b>Total 32679</b> |                                |                      |                                      | <b>\$229.31</b>   |
| <b>Total BLUEFIN</b>                           |                    |                                |                      |                                      | <b>\$229.31</b>   |
| <b>Carnation Market</b>                        |                    |                                |                      |                                      |                   |
|  | <b>32680</b>       |                                |                      |                                      |                   |
|  |                    |                                |                      | <b>2016 - July - Jul 19th Claims</b> |                   |
|  |                    | <b>17158</b>                   |                      |                                      |                   |
|  |                    |                                | 001-000-518-10-31-00 | Office/Operating Supplies            | \$5.19            |
|  |                    | <b>Total 17158</b>             |                      |                                      | <b>\$5.19</b>     |

| Vendor   | Number             | Reference                   | Account Number       | Description                                       | Amount          |
|--|--------------------|-----------------------------|----------------------|---|-----------------|
|  |                    | <b>21817</b>                |                      |   |                 |
|  |                    |                             | 001-000-518-10-31-00 | Office/Operating Supplies                         | \$3.79          |
|  |                    |                             | 001-000-558-50-31-00 | Office/Operating Supplies                         | \$1.42          |
|  |                    |                             | 101-000-543-30-31-00 | Office/Operating Supplies                         | \$1.10          |
|  |                    |                             | 401-000-538-10-31-00 | Office/Operating Supplies                         | \$9.47          |
|  |                    | <b>Total 21817</b>          |                      |   | <b>\$15.78</b>  |
|  |                    | <b>7938</b>                 |                      |   |                 |
|  |                    |                             | 401-000-535-80-31-00 | Operation Supplies                                | \$8.01          |
|  |                    | <b>Total 7938</b>           |                      |   | <b>\$8.01</b>   |
|  | <b>Total 32680</b> |                             |                      |   | <b>\$28.98</b>  |
| <b>Total Carnation Market</b>                      |                    |                             |                      |   | <b>\$28.98</b>  |
| <b>Carnation Post Office ~ Utility Bills</b>       |                    |                             |                      |   | <b>\$28.98</b>  |
| <b>32668</b>                                       |                    |                             |                      |   |                 |
|  |                    |                             |                      | <b>2016 - July - Jul 19th Claims</b>              |                 |
|  |                    | <b>July2016Bills</b>        |                      |   |                 |
|  |                    |                             | 001-000-518-10-42-01 | Communications: Postage                           | \$42.34         |
|  |                    |                             | 401-000-538-10-42-01 | Communications: Postage                           | \$381.03        |
|  |                    | <b>Total July2016Bills</b>  |                      |   | <b>\$423.37</b> |
|  | <b>Total 32668</b> |                             |                      |   | <b>\$423.37</b> |
| <b>Total Carnation Post Office ~ Utility Bills</b> |                    |                             |                      |   | <b>\$423.37</b> |
| <b>Cedarcrest FFA ~ Floral</b>                     |                    |                             |                      |   |                 |
| <b>32681</b>                                       |                    |                             |                      |   |                 |
|  |                    |                             |                      | <b>2016 - July - Jul 19th Claims</b>              |                 |
|  |                    | <b>2016 Donation</b>        |                      |   |                 |
|  |                    |                             | 101-000-544-70-31-00 | Street Beautification-Supplies                    | \$600.00        |
|  |                    | <b>Total 2016 Donation</b>  |                      |   | <b>\$600.00</b> |
|  | <b>Total 32681</b> |                             |                      |   | <b>\$600.00</b> |
| <b>Total Cedarcrest FFA ~ Floral</b>               |                    |                             |                      |   | <b>\$600.00</b> |
| <b>CENTURYLINK</b>                                 |                    |                             |                      |   |                 |
| <b>32670</b>                                       |                    |                             |                      |   |                 |
|  |                    |                             |                      | <b>2016 - July - Jul 19th Claims</b>              |                 |
|  |                    | <b>300566073/0716</b>       |                      |   |                 |
|  |                    |                             | 001-000-518-10-42-02 | Communications: Telephone                         | \$32.35         |
|  |                    |                             | 001-000-558-50-42-02 | Communications: Telephone                         | \$32.35         |
|  |                    |                             | 401-000-535-10-42-02 | Communications: Telephone                         | \$38.90         |
|  |                    |                             | 401-000-538-10-42-02 | Communications: Telephone                         | \$39.14         |
|  |                    | <b>Total 300566073/0716</b> |                      |   | <b>\$142.74</b> |
|  | <b>Total 32670</b> |                             |                      |   | <b>\$142.74</b> |
| <b>Total CENTURYLINK</b>                           |                    |                             |                      |   | <b>\$142.74</b> |
| <b>City of Carnation</b>                           |                    |                             |                      |   |                 |
| <b>32665</b>                                       |                    |                             |                      |   |                 |
|  |                    |                             |                      | <b>2016 - June - June Claims Approved in July</b> |                 |
|  |                    | <b>BLD16-0054</b>           |                      |   |                 |
|  |                    |                             | 001-000-518-10-48-00 | City Hall R&M                                     | \$33.24         |
|  |                    |                             | 001-000-558-50-48-00 | City Hall R&M                                     | \$12.46         |
|  |                    |                             | 101-000-518-10-48-01 | City Hall R&M                                     | \$9.69          |
|  |                    |                             | 401-000-518-30-48-01 | City Hall R & M                                   | \$83.10         |
|  |                    | <b>Total BLD16-0054</b>     |                      |   | <b>\$138.49</b> |

| Vendor                               | Number             | Reference                 | Account Number                       | Description                     | Amount          |
|--------------------------------------|--------------------|---------------------------|--------------------------------------|---------------------------------|-----------------|
|                                      |                    | <b>MEC16-0012</b>         |                                      |                                 |                 |
|                                      |                    |                           | 001-000-518-10-48-00                 | City Hall R&M                   | \$15.77         |
|                                      |                    |                           | 001-000-558-50-48-00                 | City Hall R&M                   | \$5.91          |
|                                      |                    |                           | 101-000-518-10-48-01                 | City Hall R&M                   | \$4.60          |
|                                      |                    |                           | 401-000-518-30-48-01                 | City Hall R & M                 | \$39.42         |
|                                      |                    | <b>Total MEC16-0012</b>   |                                      |                                 | <b>\$65.70</b>  |
|                                      | <b>Total 32665</b> |                           |                                      |                                 | <b>\$204.19</b> |
| <b>Total City of Carnation</b>       |                    |                           |                                      |                                 | <b>\$204.19</b> |
| <b>City of Carnation ~ Utilities</b> |                    |                           |                                      |                                 |                 |
| <b>32682</b>                         |                    |                           |                                      |                                 |                 |
|                                      |                    |                           | <b>2016 - July - Jul 19th Claims</b> |                                 |                 |
|                                      |                    | <b>0132500/0716</b>       |                                      |                                 |                 |
|                                      |                    |                           | <b>Tolt Commons</b>                  |                                 |                 |
|                                      |                    |                           | 001-000-576-80-47-01                 | Utilities: Water                | \$34.20         |
|                                      |                    | <b>Total 0132500/0716</b> |                                      |                                 | <b>\$34.20</b>  |
|                                      |                    | <b>0144000/0716</b>       |                                      |                                 |                 |
|                                      |                    |                           | <b>City Hall</b>                     |                                 |                 |
|                                      |                    |                           | 001-000-518-10-47-05                 | Utilites: Combined Water/Sewer  | \$44.50         |
|                                      |                    |                           | 001-000-558-50-47-05                 | Utilities: Combined Water/Sewer | \$16.69         |
|                                      |                    |                           | 101-000-543-50-47-05                 | Utilities: Combined Water/Sewer | \$12.98         |
|                                      |                    |                           | 401-000-538-10-47-05                 | Utilities: Combined Water/Sewer | \$111.24        |
|                                      |                    | <b>Total 0144000/0716</b> |                                      |                                 | <b>\$185.41</b> |
|                                      |                    | <b>0161500/0716</b>       |                                      |                                 |                 |
|                                      |                    |                           | <b>Cemetery</b>                      |                                 |                 |
|                                      |                    |                           | 106-000-536-20-47-01                 | Utilities: Water                | \$36.99         |
|                                      |                    | <b>Total 0161500/0716</b> |                                      |                                 | <b>\$36.99</b>  |
|                                      |                    | <b>0302500/0716</b>       |                                      |                                 |                 |
|                                      |                    |                           | <b>Vac Station</b>                   |                                 |                 |
|                                      |                    |                           | 401-000-535-80-47-01                 | Utilities: Water                | \$66.01         |
|                                      |                    | <b>Total 0302500/0716</b> |                                      |                                 | <b>\$66.01</b>  |
|                                      |                    | <b>0442250/0716</b>       |                                      |                                 |                 |
|                                      |                    |                           | <b>Memorial Park</b>                 |                                 |                 |
|                                      |                    |                           | 001-000-576-80-47-01                 | Utilities: Water                | \$34.20         |
|                                      |                    | <b>Total 0442250/0716</b> |                                      |                                 | <b>\$34.20</b>  |
|                                      |                    | <b>0569500/0716</b>       |                                      |                                 |                 |
|                                      |                    |                           | <b>Loutsis Park</b>                  |                                 |                 |
|                                      |                    |                           | 001-000-576-80-47-01                 | Utilities: Water                | \$34.20         |
|                                      |                    | <b>Total 0569500/0716</b> |                                      |                                 | <b>\$34.20</b>  |
|                                      |                    | <b>0594500/0716</b>       |                                      |                                 |                 |
|                                      |                    |                           | <b>Community Shelter</b>             |                                 |                 |
|                                      |                    |                           | 001-000-576-80-47-01                 | Utilities: Water                | \$34.20         |
|                                      |                    | <b>Total 0594500/0716</b> |                                      |                                 | <b>\$34.20</b>  |
|                                      |                    | <b>0697700/0716</b>       |                                      |                                 |                 |
|                                      |                    |                           | <b>City Shop</b>                     |                                 |                 |
|                                      |                    |                           | 001-000-576-80-47-05                 | Utilities: Water/Sewer Combine  | \$15.26         |

| Vendor                                     | Number             | Reference                 | Account Number                       | Description                          | Amount            |
|--|--------------------|---------------------------|--------------------------------------|--------------------------------------|-------------------|
|  |                    |                           | 101-000-543-50-47-05                 | Utilities: Combined Water/Sewer      | \$33.06           |
|  |                    |                           | 401-000-538-10-47-05                 | Utilities: Combined Water/Sewer      | \$205.98          |
|  |                    | <b>Total 0697700/0716</b> |                                      |                                      | <b>\$254.30</b>   |
|  | <b>Total 32682</b> |                           |                                      |                                      | <b>\$679.51</b>   |
| <b>Total City of Carnation ~ Utilities</b> |                    |                           |                                      |                                      | <b>\$679.51</b>   |
| <b>City of Issaquah ~ Jails</b>            |                    |                           |                                      |                                      |                   |
|  | <b>32683</b>       |                           |                                      | <b>2016 - July - Jul 19th Claims</b> |                   |
|  |                    | <b>04-50008209</b>        |                                      |                                      |                   |
|  |                    |                           | <b>May Services</b>                  |                                      |                   |
|  |                    |                           | 001-406-523-60-51-00                 | Jail Services ~ Other                | \$714.16          |
|  |                    | <b>Total 04-50008209</b>  |                                      |                                      | <b>\$714.16</b>   |
|  | <b>Total 32683</b> |                           |                                      |                                      | <b>\$714.16</b>   |
| <b>Total City of Issaquah ~ Jails</b>      |                    |                           |                                      |                                      | <b>\$714.16</b>   |
| <b>City of Snoqualmie</b>                  |                    |                           |                                      |                                      |                   |
|  | <b>32684</b>       |                           |                                      | <b>2016 - July - Jul 19th Claims</b> |                   |
|  |                    | <b>66479</b>              |                                      |                                      |                   |
|  |                    |                           | <b>May Services</b>                  |                                      |                   |
|  |                    |                           | 001-000-524-20-51-00                 | Building Inspections (ILA)           | \$5,088.78        |
|  |                    | <b>Total 66479</b>        |                                      |                                      | <b>\$5,088.78</b> |
|  | <b>Total 32684</b> |                           |                                      |                                      | <b>\$5,088.78</b> |
| <b>Total City of Snoqualmie</b>            |                    |                           |                                      |                                      | <b>\$5,088.78</b> |
| <b>Comcast</b>                             |                    |                           |                                      |                                      |                   |
|  | <b>32669</b>       |                           |                                      | <b>2016 - July - Jul 19th Claims</b> |                   |
|  |                    | <b>43943499</b>           |                                      |                                      |                   |
|  |                    |                           | 001-000-518-10-42-02                 | Communications: Telephone            | \$167.46          |
|  |                    |                           | 001-000-558-50-42-02                 | Communications: Telephone            | \$62.80           |
|  |                    |                           | 101-000-543-30-42-02                 | Communications/Telephone             | \$48.84           |
|  |                    |                           | 401-000-538-10-42-02                 | Communications: Telephone            | \$418.65          |
|  |                    | <b>Total 43943499</b>     |                                      |                                      | <b>\$697.75</b>   |
|  | <b>Total 32669</b> |                           |                                      |                                      | <b>\$697.75</b>   |
| <b>Total Comcast</b>                       |                    |                           |                                      |                                      | <b>\$697.75</b>   |
| <b>Daily Journal of Commerce</b>           |                    |                           |                                      |                                      |                   |
|  | <b>32685</b>       |                           |                                      | <b>2016 - July - Jul 19th Claims</b> |                   |
|  |                    | <b>3315261</b>            |                                      |                                      |                   |
|  |                    |                           | 301-254-595-30-41-01                 | Design/Engineering                   | \$382.20          |
|  |                    | <b>Total 3315261</b>      |                                      |                                      | <b>\$382.20</b>   |
|  | <b>Total 32685</b> |                           |                                      |                                      | <b>\$382.20</b>   |
| <b>Total Daily Journal of Commerce</b>     |                    |                           |                                      |                                      | <b>\$382.20</b>   |
| <b>Davidson-Macri Sweeping Inc</b>         |                    |                           |                                      |                                      |                   |
|  | <b>32686</b>       |                           |                                      | <b>2016 - July - Jul 19th Claims</b> |                   |
|  |                    | <b>170422</b>             |                                      |                                      |                   |
|  |                    |                           | <b>Tolt &amp; Entwistle Sweeping</b> |                                      |                   |
|  |                    |                           | 101-000-542-67-41-00                 | Street Cleaning                      | \$250.50          |
|  |                    | <b>Total 170422</b>       |                                      |                                      | <b>\$250.50</b>   |

| Vendor                                    | Number             | Reference                       | Account Number                      | Description                          | Amount          |
|---|--------------------|---------------------------------|-------------------------------------|--------------------------------------|-----------------|
|   |                    | 170423                          |                                     |                                      |                 |
|   |                    |                                 | <b>Parade Detour Route Sweeping</b> |                                      |                 |
|   |                    |                                 | 001-404-573-90-48-00                | 4th of July Clean UP                 | \$450.01        |
|   |                    | <b>Total 170423</b>             |                                     |                                      | <b>\$450.01</b> |
|   | <b>Total 32686</b> |                                 |                                     |                                      | <b>\$700.51</b> |
| <b>Total Davidson-Macri Sweeping Inc</b>  |                    |                                 |                                     |                                      | <b>\$700.51</b> |
| <b>DOE ~ Hazardous Waste Fee</b>          |                    |                                 |                                     |                                      |                 |
|   | 32667              |                                 |                                     |                                      |                 |
|   |                    |                                 |                                     | <b>2016 - July - Jul 19th Claims</b> |                 |
|   |                    | 179000004                       | <b>2015 Fee</b>                     |                                      |                 |
|   |                    |                                 | 001-000-518-90-49-00                | Miscellaneous Dues & Fees            | \$12.25         |
|   |                    |                                 | 101-000-542-90-49-00                | Miscellaneous Dues/Fees              | \$12.25         |
|   |                    |                                 | 401-000-534-10-49-00                | Misc: Incl AWWA/WA Permit Fees       | \$12.25         |
|   |                    |                                 | 401-000-535-80-49-00                | Miscellaneous Dues/Fees              | \$12.25         |
|   |                    | <b>Total 179000004 2015 Fee</b> |                                     |                                      | <b>\$49.00</b>  |
|   | <b>Total 32667</b> |                                 |                                     |                                      | <b>\$49.00</b>  |
| <b>Total DOE ~ Hazardous Waste Fee</b>    |                    |                                 |                                     |                                      | <b>\$49.00</b>  |
| <b>Duvall Auto Parts</b>                  |                    |                                 |                                     |                                      |                 |
|   | 32687              |                                 |                                     |                                      |                 |
|   |                    |                                 |                                     | <b>2016 - July - Jul 19th Claims</b> |                 |
|   |                    | 5204-357328                     |                                     |                                      |                 |
|   |                    |                                 | 401-000-535-50-48-00                | Sewer Facility Maintenance           | \$19.96         |
|   |                    | <b>Total 5204-357328</b>        |                                     |                                      | <b>\$19.96</b>  |
|   | <b>Total 32687</b> |                                 |                                     |                                      | <b>\$19.96</b>  |
| <b>Total Duvall Auto Parts</b>            |                    |                                 |                                     |                                      | <b>\$19.96</b>  |
| <b>FCSGroup, Inc.</b>                     |                    |                                 |                                     |                                      |                 |
|   | 32688              |                                 |                                     |                                      |                 |
|   |                    |                                 |                                     | <b>2016 - July - Jul 19th Claims</b> |                 |
|   |                    | 2362-21606091                   |                                     |                                      |                 |
|   |                    |                                 | 402-000-534-20-41-02                | Prof Svc-Water Rate Study            | \$115.00        |
|   |                    |                                 | 408-000-535-20-41-02                | Prof Svc - Sewer Rate Study          | \$115.00        |
|   |                    | <b>Total 2362-21606091</b>      |                                     |                                      | <b>\$230.00</b> |
|   | <b>Total 32688</b> |                                 |                                     |                                      | <b>\$230.00</b> |
| <b>Total FCSGroup, Inc.</b>               |                    |                                 |                                     |                                      | <b>\$230.00</b> |
| <b>ICMA Retirement Corporation</b>        |                    |                                 |                                     |                                      |                 |
|   | 32689              |                                 |                                     |                                      |                 |
|   |                    |                                 |                                     | <b>2016 - July - Jul 19th Claims</b> |                 |
|   |                    | 16389                           |                                     |                                      |                 |
|   |                    |                                 | <b>Q2 2016 Fees</b>                 |                                      |                 |
|   |                    |                                 | 001-000-513-10-20-01                | Retirement Plan Admin Fees           | \$125.00        |
|   |                    | <b>Total 16389</b>              |                                     |                                      | <b>\$125.00</b> |
|   | <b>Total 32689</b> |                                 |                                     |                                      | <b>\$125.00</b> |
| <b>Total ICMA Retirement Corporation</b>  |                    |                                 |                                     |                                      | <b>\$125.00</b> |
| <b>INTEGRATED TECHNOLOGIES GROUP, INC</b> |                    |                                 |                                     |                                      |                 |
|   | 32690              |                                 |                                     |                                      |                 |
|   |                    |                                 |                                     | <b>2016 - July - Jul 19th Claims</b> |                 |
|   |                    | 8033                            |                                     |                                      |                 |
|   |                    |                                 | <b>New Phone System Cabling</b>     |                                      |                 |
|   |                    |                                 | 001-000-558-50-42-02                | Communications: Telephone            | \$194.60        |

| Vendor  | Number             | Reference             | Account Number       | Description                          | Amount            |
|---|--------------------|-----------------------|----------------------|--------------------------------------|-------------------|
|   |                    |                       | 107-000-594-18-64-01 | Equipment - General Services         | \$518.94          |
|   |                    |                       | 107-000-594-18-64-38 | Equipment - Water/Sewer              | \$1,297.34        |
|   |                    |                       | 107-000-594-42-64-01 | Equipment - Streets                  | \$151.35          |
|   |                    | <b>Total 8033</b>     |                      |                                      | <b>\$2,162.23</b> |
|   | <b>Total 32690</b> |                       |                      |                                      | <b>\$2,162.23</b> |
| <b>Total INTEGRATED TECHNOLOGIES GROUP, INC</b> |                    |                       |                      |                                      | <b>\$2,162.23</b> |
| <b>IRON MOUNTAIN</b>                            |                    |                       |                      |                                      |                   |
|   | <b>32691</b>       |                       |                      | <b>2016 - July - Jul 19th Claims</b> |                   |
|   |                    | <b>MTK1040</b>        |                      |                                      |                   |
|   |                    |                       | 001-000-518-10-31-00 | Office/Operating Supplies            | \$10.58           |
|   |                    |                       | 001-000-558-50-31-00 | Office/Operating Supplies            | \$3.97            |
|   |                    |                       | 101-000-543-30-31-00 | Office/Operating Supplies            | \$3.08            |
|   |                    |                       | 401-000-538-10-31-00 | Office/Operating Supplies            | \$26.44           |
|   |                    | <b>Total MTK1040</b>  |                      |                                      | <b>\$44.07</b>    |
|   | <b>Total 32691</b> |                       |                      |                                      | <b>\$44.07</b>    |
| <b>Total IRON MOUNTAIN</b>                      |                    |                       |                      |                                      | <b>\$44.07</b>    |
| <b>Itech Computer Services LLC</b>              |                    |                       |                      |                                      |                   |
|   | <b>32692</b>       |                       |                      | <b>2016 - July - Jul 19th Claims</b> |                   |
|   |                    | <b>CARN1016</b>       |                      |                                      |                   |
|   |                    |                       | 001-000-518-10-41-04 | Computer Network Support             | \$311.52          |
|   |                    |                       | 001-000-558-50-41-04 | Computer Network Support             | \$116.82          |
|   |                    |                       | 101-000-543-10-41-04 | Computer Network Support             | \$90.86           |
|   |                    |                       | 401-000-538-10-41-06 | Computer Network Support             | \$778.79          |
|   |                    | <b>Total CARN1016</b> |                      |                                      | <b>\$1,297.99</b> |
|   | <b>Total 32692</b> |                       |                      |                                      | <b>\$1,297.99</b> |
| <b>Total Itech Computer Services LLC</b>        |                    |                       |                      |                                      | <b>\$1,297.99</b> |
| <b>KC Finance - INET Billing</b>                |                    |                       |                      |                                      |                   |
|   | <b>32693</b>       |                       |                      | <b>2016 - July - Jul 19th Claims</b> |                   |
|   |                    | <b>11004712</b>       |                      |                                      |                   |
|   |                    |                       | 001-000-518-10-42-04 | Communications: I-NET,Wan,Web        | \$33.75           |
|   |                    |                       | 001-000-558-50-42-04 | Communications: INET/Web             | \$33.75           |
|   |                    |                       | 001-406-521-20-42-04 | Communications/INET                  | \$108.75          |
|   |                    |                       | 401-000-538-10-42-04 | Communications: INET/Web             | \$198.75          |
|   |                    | <b>Total 11004712</b> |                      |                                      | <b>\$375.00</b>   |
|   | <b>Total 32693</b> |                       |                      |                                      | <b>\$375.00</b>   |
| <b>Total KC Finance - INET Billing</b>          |                    |                       |                      |                                      | <b>\$375.00</b>   |
| <b>KC Finance - Radio Comm Services</b>         |                    |                       |                      |                                      |                   |
|   | <b>32694</b>       |                       |                      | <b>2016 - July - Jul 19th Claims</b> |                   |
|   |                    | <b>11222</b>          |                      |                                      |                   |
|   |                    |                       | <b>June Services</b> |                                      |                   |
|   |                    |                       | 001-000-525-60-49-00 | Emergency Radio Service Fee          | \$30.14           |
|   |                    |                       | 101-000-525-60-49-00 | Emergency Radio Service Fee          | \$30.14           |

| Vendor  | Number             | Reference                | Account Number                  | Description                          | Amount             |
|---|--------------------|--------------------------|---------------------------------|--------------------------------------|--------------------|
|   |                    |                          | 401-000-525-60-49-00            | Emergency Radio Service Fee          | \$60.27            |
|   |                    | <b>Total 11222</b>       |                                 |                                      | <b>\$120.55</b>    |
|   | <b>Total 32694</b> |                          |                                 |                                      | <b>\$120.55</b>    |
| <b>Total KC Finance - Radio Comm Services</b> |                    |                          |                                 |                                      | <b>\$120.55</b>    |
| <b>LES SCHWAB TIRE CENTER</b>                 |                    |                          |                                 |                                      |                    |
|   | <b>32672</b>       |                          |                                 |                                      |                    |
|   |                    |                          |                                 | <b>2016 - July - Jul 19th Claims</b> |                    |
|   |                    | <b>36300259017</b>       |                                 |                                      |                    |
|   |                    |                          | 001-000-576-80-48-01            | Repairs/Maintenance-Equipment        | \$71.16            |
|   |                    |                          | 101-000-542-90-48-01            | Vehicle Repair & Maintenance         | \$142.32           |
|   |                    |                          | 401-000-534-60-48-00            | Vehicle Repairs & Maintenance        | \$11.86            |
|   |                    |                          | 401-000-535-60-48-00            | Vehicle Repairs & Maintenance        | \$11.86            |
|   |                    | <b>Total 36300259017</b> |                                 |                                      | <b>\$237.20</b>    |
|   | <b>Total 32672</b> |                          |                                 |                                      | <b>\$237.20</b>    |
| <b>Total LES SCHWAB TIRE CENTER</b>           |                    |                          |                                 |                                      | <b>\$237.20</b>    |
| <b>LOCHNER, INC</b>                           |                    |                          |                                 |                                      |                    |
|   | <b>32695</b>       |                          |                                 |                                      |                    |
|   |                    |                          |                                 | <b>2016 - July - Jul 19th Claims</b> |                    |
|   |                    | <b>2</b>                 |                                 |                                      |                    |
|   |                    |                          | <b>E Rutherford Project</b>     |                                      |                    |
|   |                    |                          | 301-254-595-30-41-01            | Design/Engineering                   | \$15,724.52        |
|   |                    | <b>Total 2</b>           |                                 |                                      | <b>\$15,724.52</b> |
|   |                    | <b>OC-0003</b>           |                                 |                                      |                    |
|   |                    |                          | <b>Streets/Storm</b>            |                                      |                    |
|   |                    |                          | 101-000-543-10-41-01            | Prof Svc-Engineering                 | \$288.59           |
|   |                    | <b>Total OC-0003</b>     |                                 |                                      | <b>\$288.59</b>    |
|   |                    | <b>WO2-003</b>           |                                 |                                      |                    |
|   |                    |                          | <b>BrookTree</b>                |                                      |                    |
|   |                    |                          | 001-000-558-60-41-07            | Prof Svc: Proj Spec Engineering      | \$420.96           |
|   |                    | <b>Total WO2-003</b>     |                                 |                                      | <b>\$420.96</b>    |
|   |                    | <b>WO3-002</b>           |                                 |                                      |                    |
|   |                    |                          | <b>Earth to Earth</b>           |                                      |                    |
|   |                    |                          | 001-000-558-60-41-07            | Prof Svc: Proj Spec Engineering      | \$1,577.50         |
|   |                    | <b>Total WO3-002</b>     |                                 |                                      | <b>\$1,577.50</b>  |
|   |                    | <b>WO5-002</b>           |                                 |                                      |                    |
|   |                    |                          | <b>Clarks</b>                   |                                      |                    |
|   |                    |                          | 001-000-558-60-41-07            | Prof Svc: Proj Spec Engineering      | \$75.29            |
|   |                    | <b>Total WO5-002</b>     |                                 |                                      | <b>\$75.29</b>     |
|   |                    | <b>WO6-001</b>           |                                 |                                      |                    |
|   |                    |                          | <b>FortWest ~ Myrtle Street</b> |                                      |                    |
|   |                    |                          | 001-000-558-60-41-07            | Prof Svc: Proj Spec Engineering      | \$315.72           |
|   |                    | <b>Total WO6-001</b>     |                                 |                                      | <b>\$315.72</b>    |

| Vendor                                  | Number             | Reference              | Account Number                 | Description                          | Amount             |
|---|--------------------|------------------------|--------------------------------|--------------------------------------|--------------------|
|   |                    | <b>WO7-001</b>         |                                |                                      |                    |
|   |                    |                        | <b>Pioneer Homes</b>           |                                      |                    |
|   |                    |                        | 001-000-558-60-41-07           | Prof Svc: Proj Spec Engineering      | \$420.96           |
|   |                    | <b>Total WO7-001</b>   |                                |                                      | <b>\$420.96</b>    |
|   |                    | <b>WO8-001</b>         |                                |                                      |                    |
|   |                    |                        | <b>Coy Short Plat</b>          |                                      |                    |
|   |                    |                        | 001-000-558-60-41-07           | Prof Svc: Proj Spec Engineering      | \$420.96           |
|   |                    | <b>Total WO8-001</b>   |                                |                                      | <b>\$420.96</b>    |
|   |                    | <b>WO9-001</b>         |                                |                                      |                    |
|   |                    |                        | <b>Thirteen 13 LLC</b>         |                                      |                    |
|   |                    |                        | 001-000-558-60-41-07           | Prof Svc: Proj Spec Engineering      | \$105.24           |
|   |                    | <b>Total WO9-001</b>   |                                |                                      | <b>\$105.24</b>    |
|   | <b>Total 32695</b> |                        |                                |                                      | <b>\$19,349.74</b> |
| <b>Total LOCHNER, INC</b>               |                    |                        |                                |                                      | <b>\$19,349.74</b> |
| <b>Lynn Moberly</b>                     | <b>32696</b>       |                        |                                |                                      |                    |
|   |                    |                        |                                | <b>2016 - July - Jul 19th Claims</b> |                    |
|   |                    | <b>June 2016</b>       |                                |                                      |                    |
|   |                    |                        | 001-406-515-30-41-02           | Legal/Prosecutor                     | \$1,200.00         |
|   |                    | <b>Total June 2016</b> |                                |                                      | <b>\$1,200.00</b>  |
|   | <b>Total 32696</b> |                        |                                |                                      | <b>\$1,200.00</b>  |
| <b>Total Lynn Moberly</b>               |                    |                        |                                |                                      | <b>\$1,200.00</b>  |
| <b>Mountain Mist</b>                    | <b>32697</b>       |                        |                                |                                      |                    |
|   |                    |                        |                                | <b>2016 - July - Jul 19th Claims</b> |                    |
|   |                    | <b>000729019</b>       |                                |                                      |                    |
|   |                    |                        | 001-000-518-10-31-00           | Office/Operating Supplies            | \$5.43             |
|   |                    |                        | 001-000-558-50-31-00           | Office/Operating Supplies            | \$2.09             |
|   |                    |                        | 101-000-543-30-31-00           | Office/Operating Supplies            | \$1.62             |
|   |                    |                        | 106-000-536-20-31-00           | Operating Supplies                   | \$0.14             |
|   |                    |                        | 401-000-538-10-31-00           | Office/Operating Supplies            | \$13.91            |
|   |                    | <b>Total 000729019</b> |                                |                                      | <b>\$23.19</b>     |
|   | <b>Total 32697</b> |                        |                                |                                      | <b>\$23.19</b>     |
| <b>Total Mountain Mist</b>              |                    |                        |                                |                                      | <b>\$23.19</b>     |
| <b>National Barricade Co, LLC</b>       | <b>32698</b>       |                        |                                |                                      |                    |
|   |                    |                        |                                | <b>2016 - July - Jul 19th Claims</b> |                    |
|   |                    | <b>558371</b>          |                                |                                      |                    |
|   |                    |                        | <b>NO FIREWORKS Barricades</b> |                                      |                    |
|   |                    |                        | 001-404-573-90-45-00           | 4th of July Rentals                  | \$1,005.42         |
|   |                    | <b>Total 558371</b>    |                                |                                      | <b>\$1,005.42</b>  |
|   |                    | <b>558417</b>          |                                |                                      |                    |
|   |                    |                        | <b>NO Parking Barricades</b>   |                                      |                    |
|   |                    |                        | 001-404-573-90-45-00           | 4th of July Rentals                  | \$966.54           |
|   |                    | <b>Total 558417</b>    |                                |                                      | <b>\$966.54</b>    |
|   | <b>Total 32698</b> |                        |                                |                                      | <b>\$1,971.96</b>  |
| <b>Total National Barricade Co, LLC</b> |                    |                        |                                |                                      | <b>\$1,971.96</b>  |

| Vendor                                       | Number             | Reference                 | Account Number       | Description                          | Amount             |
|--|--------------------|---------------------------|----------------------|--------------------------------------|--------------------|
| <b>Northwest Cascade Inc</b>                 | <b>32699</b>       |                           |                      | <b>2016 - July - Jul 19th Claims</b> |                    |
|  |                    | <b>0550057410</b>         |                      |                                      |                    |
|  |                    |                           | <b>Hockert Park</b>  |                                      |                    |
|  |                    |                           | 001-000-576-80-41-01 | Prof Svc-Sanican                     | \$515.95           |
|  |                    | <b>Total 0550057410</b>   |                      |                                      | <b>\$515.95</b>    |
|  |                    | <b>0550057411</b>         |                      |                                      |                    |
|  |                    |                           | <b>Memorial Park</b> |                                      |                    |
|  |                    |                           | 001-000-576-80-41-01 | Prof Svc-Sanican                     | \$135.13           |
|  |                    | <b>Total 0550057411</b>   |                      |                                      | <b>\$135.13</b>    |
|  | <b>Total 32699</b> |                           |                      |                                      | <b>\$651.08</b>    |
| <b>Total Northwest Cascade Inc</b>           |                    |                           |                      |                                      | <b>\$651.08</b>    |
| <b>Office Depot</b>                          | <b>32700</b>       |                           |                      | <b>2016 - July - Jul 19th Claims</b> |                    |
|  |                    | <b>847823030001</b>       |                      |                                      |                    |
|  |                    |                           | 001-000-518-10-31-00 | Office/Operating Supplies            | \$17.76            |
|  |                    |                           | 001-000-558-50-31-00 | Office/Operating Supplies            | \$6.66             |
|  |                    |                           | 101-000-543-30-31-00 | Office/Operating Supplies            | \$5.18             |
|  |                    |                           | 401-000-538-10-31-00 | Office/Operating Supplies            | \$44.39            |
|  |                    | <b>Total 847823030001</b> |                      |                                      | <b>\$73.99</b>     |
|  | <b>Total 32700</b> |                           |                      |                                      | <b>\$73.99</b>     |
| <b>Total Office Depot</b>                    |                    |                           |                      |                                      | <b>\$73.99</b>     |
| <b>Ogden Murphy Wallace PLLC</b>             | <b>32701</b>       |                           |                      | <b>2016 - July - Jul 19th Claims</b> |                    |
|  |                    | <b>727267</b>             |                      |                                      |                    |
|  |                    |                           | 001-000-514-30-41-01 | Records Requests                     | \$48.38            |
|  |                    |                           | 001-000-515-30-41-02 | Legal Fees - City Attorney           | \$110.00           |
|  |                    |                           |                      | PSE Gas Franchise                    |                    |
|  |                    |                           | 001-000-515-30-41-03 | Legal Fees - General Planning        | \$55.00            |
|  |                    |                           | 001-000-558-50-41-09 | Public Records Request               | \$48.38            |
|  |                    |                           | 101-000-514-30-41-01 | Public Records Request               | \$48.38            |
|  |                    |                           | 101-000-544-40-51-00 | Prof Svc: STIP                       | \$258.00           |
|  |                    |                           | 401-000-514-30-41-01 | Public Records Request               | \$48.36            |
|  |                    | <b>Total 727267</b>       |                      |                                      | <b>\$616.50</b>    |
|  | <b>Total 32701</b> |                           |                      |                                      | <b>\$616.50</b>    |
| <b>Total Ogden Murphy Wallace PLLC</b>       |                    |                           |                      |                                      | <b>\$616.50</b>    |
| <b>Olympic Environmental Resources</b>       | <b>32702</b>       |                           |                      | <b>2016 - July - Jul 19th Claims</b> |                    |
|  |                    | <b>16OER1</b>             |                      |                                      |                    |
|  |                    |                           | <b>2016 SRCE</b>     |                                      |                    |
|  |                    |                           | 001-000-537-24-49-00 | SRCE Event                           | \$18,091.51        |
|  |                    | <b>Total 16OER1</b>       |                      |                                      | <b>\$18,091.51</b> |
|  | <b>Total 32702</b> |                           |                      |                                      | <b>\$18,091.51</b> |
| <b>Total Olympic Environmental Resources</b> |                    |                           |                      |                                      | <b>\$18,091.51</b> |

| Vendor   | Number             | Reference                         | Account Number                      | Description                          | Amount             |
|--|--------------------|-----------------------------------|-------------------------------------|--------------------------------------|--------------------|
| <b>Otak</b>                                    | <b>32703</b>       |                                   |                                     | <b>2016 - July - Jul 19th Claims</b> |                    |
|  |                    | <b>61600144</b>                   |                                     |                                      |                    |
|  |                    |                                   | <b>SR203/Tolt Avenue/CBD Design</b> |                                      |                    |
|  |                    |                                   | 301-251-595-30-63-01                | Design/Engineering                   | \$17,578.03        |
|  |                    | <b>Total 61600144</b>             |                                     |                                      | <b>\$17,578.03</b> |
|  |                    | <b>61600155</b>                   |                                     |                                      |                    |
|  |                    |                                   | <b>Hockert Park Design</b>          |                                      |                    |
|  |                    |                                   | 108-000-594-76-63-01                | Hockert Park Improvements            | \$4,586.25         |
|  |                    | <b>Total 61600155</b>             |                                     |                                      | <b>\$4,586.25</b>  |
|  | <b>Total 32703</b> |                                   |                                     |                                      | <b>\$22,164.28</b> |
| <b>Total Otak</b>                              |                    |                                   |                                     |                                      | <b>\$22,164.28</b> |
| <b>Phil Messina</b>                            | <b>32704</b>       |                                   |                                     | <b>2016 - July - Jul 19th Claims</b> |                    |
|  |                    | <b>062016 Reimbursement</b>       |                                     |                                      |                    |
|  |                    |                                   | 001-000-518-10-31-00                | Office/Operating Supplies            | \$14.38            |
|  |                    | <b>Total 062016 Reimbursement</b> |                                     |                                      | <b>\$14.38</b>     |
|  |                    | <b>2016 ICMA Dues</b>             |                                     |                                      |                    |
|  |                    |                                   | 001-000-513-10-49-00                | Dues/Fees                            | \$450.00           |
|  |                    | <b>Total 2016 ICMA Dues</b>       |                                     |                                      | <b>\$450.00</b>    |
|  | <b>Total 32704</b> |                                   |                                     |                                      | <b>\$464.38</b>    |
| <b>Total Phil Messina</b>                      |                    |                                   |                                     |                                      | <b>\$464.38</b>    |
| <b>Puget Sound Energy</b>                      | <b>32705</b>       |                                   |                                     | <b>2016 - July - Jul 19th Claims</b> |                    |
|  |                    | <b>300000001242/0716</b>          |                                     |                                      |                    |
|  |                    |                                   | <b>Citywide Street Lights</b>       |                                      |                    |
|  |                    |                                   | 101-000-542-63-47-00                | Street Lighting                      | \$1,403.49         |
|  |                    | <b>Total 300000001242/0716</b>    |                                     |                                      | <b>\$1,403.49</b>  |
|  | <b>Total 32705</b> |                                   |                                     |                                      | <b>\$1,403.49</b>  |
| <b>Total Puget Sound Energy</b>                |                    |                                   |                                     |                                      | <b>\$1,403.49</b>  |
| <b>RRJ Company LLC ~ Spilman Pathway</b>       | <b>32674</b>       |                                   |                                     | <b>2016 - July - Jul 19th Claims</b> |                    |
|  |                    | <b>Retainage ~ Final</b>          |                                     |                                      |                    |
|  |                    |                                   | 301-252-594-42-63-01                | Construction                         | \$13,776.65        |
|  |                    | <b>Total Retainage ~ Final</b>    |                                     |                                      | <b>\$13,776.65</b> |
|  | <b>Total 32674</b> |                                   |                                     |                                      | <b>\$13,776.65</b> |
| <b>RRJ Company LLC ~ Spilman Pathway</b>       | <b>32706</b>       |                                   |                                     | <b>2016 - July - Jul 19th Claims</b> |                    |
|  |                    | <b>Pay Request #6</b>             |                                     |                                      |                    |
|  |                    |                                   | 301-252-594-42-63-01                | Construction                         | \$9,322.63         |
|  |                    | <b>Total Pay Request #6</b>       |                                     |                                      | <b>\$9,322.63</b>  |
|  | <b>Total 32706</b> |                                   |                                     |                                      | <b>\$9,322.63</b>  |
| <b>Total RRJ Company LLC ~ Spilman Pathway</b> |                    |                                   |                                     |                                      | <b>\$23,099.28</b> |

| Vendor                                      | Number             | Reference                          | Account Number                     | Description                          | Amount             |
|---|--------------------|------------------------------------|------------------------------------|--------------------------------------|--------------------|
| <b>RVSD ~ School Impact Fees</b>            | <b>32707</b>       |                                    |                                    | <b>2016 - July - Jul 19th Claims</b> |                    |
|   |                    | <b>June 2016 Impact Fees</b>       |                                    |                                      |                    |
|   |                    |                                    | 633-000-586-00-00-05               | Trust: School Impact Fee Remit       | \$10,066.32        |
|   |                    | <b>Total June 2016 Impact Fees</b> |                                    |                                      | <b>\$10,066.32</b> |
|   | <b>Total 32707</b> |                                    |                                    |                                      | <b>\$10,066.32</b> |
| <b>Total RVSD ~ School Impact Fees</b>      |                    |                                    |                                    |                                      | <b>\$10,066.32</b> |
| <b>Sharp Electronic Corp ~ Usage</b>        | <b>32708</b>       |                                    |                                    | <b>2016 - July - Jul 19th Claims</b> |                    |
|   |                    | <b>C85843-701</b>                  |                                    |                                      |                    |
|   |                    |                                    | <b>550 Copier 051516 to 063016</b> |                                      |                    |
|   |                    |                                    | 001-000-511-60-31-00               | Office/Operating Supplies            | \$3.12             |
|   |                    |                                    | 001-000-514-20-31-00               | Office/Operating Supplies            | \$1.56             |
|   |                    |                                    | 001-000-518-10-31-00               | Office/Operating Supplies            | \$6.24             |
|   |                    |                                    | 001-000-558-50-31-00               | Office/Operating Supplies            | \$3.12             |
|   |                    |                                    | 001-000-558-60-31-00               | Office/Operating Supplies            | \$3.12             |
|   |                    |                                    | 101-000-543-30-31-00               | Office/Operating Supplies            | \$1.56             |
|   |                    |                                    | 401-000-538-10-31-00               | Office/Operating Supplies            | \$12.49            |
|   |                    | <b>Total C85843-701</b>            |                                    |                                      | <b>\$31.21</b>     |
|   |                    | <b>SH156121 ~ Usage</b>            |                                    |                                      |                    |
|   |                    |                                    | <b>5141 043016 to 053116</b>       |                                      |                    |
|   |                    |                                    | 001-000-511-60-31-00               | Office/Operating Supplies            | \$16.76            |
|   |                    |                                    | 001-000-514-20-31-00               | Office/Operating Supplies            | \$8.38             |
|   |                    |                                    | 001-000-518-10-31-00               | Office/Operating Supplies            | \$33.52            |
|   |                    |                                    | 001-000-558-50-31-00               | Office/Operating Supplies            | \$16.76            |
|   |                    |                                    | 001-000-558-60-31-00               | Office/Operating Supplies            | \$16.76            |
|   |                    |                                    | 101-000-543-30-31-00               | Office/Operating Supplies            | \$8.38             |
|   |                    |                                    | 401-000-538-10-31-00               | Office/Operating Supplies            | \$67.05            |
|   |                    | <b>Total SH156121 ~ Usage</b>      |                                    |                                      | <b>\$167.61</b>    |
|   | <b>Total 32708</b> |                                    |                                    |                                      | <b>\$198.82</b>    |
| <b>Total Sharp Electronic Corp ~ Usage</b>  |                    |                                    |                                    |                                      | <b>\$198.82</b>    |
| <b>Sharp Electronics Corp ~ Lease</b>       | <b>32709</b>       |                                    |                                    | <b>2016 - July - Jul 19th Claims</b> |                    |
|   |                    | <b>SH156121 ~ Lease</b>            |                                    |                                      |                    |
|   |                    |                                    | <b>5141 Copier</b>                 |                                      |                    |
|   |                    |                                    | 001-000-518-10-45-02               | Copier Lease                         | \$46.22            |
|   |                    |                                    | 001-000-558-50-45-02               | Copier Lease                         | \$22.01            |
|   |                    |                                    | 101-000-543-30-45-02               | Copier Lease                         | \$11.00            |
|   |                    |                                    | 106-000-536-10-45-02               | Copier Lease                         | \$1.10             |
|   |                    |                                    | 401-000-538-10-45-02               | Copier Lease                         | \$138.66           |
|   |                    |                                    | 406-000-537-30-45-02               | Copier Lease                         | \$1.11             |
|   |                    | <b>Total SH156121 ~ Lease</b>      |                                    |                                      | <b>\$220.10</b>    |
|   | <b>Total 32709</b> |                                    |                                    |                                      | <b>\$220.10</b>    |
| <b>Total Sharp Electronics Corp ~ Lease</b> |                    |                                    |                                    |                                      | <b>\$220.10</b>    |

| Vendor                              | Number             | Reference                              | Account Number       | Description                                       | Amount           |
|-------------------------------------|--------------------|--|----------------------|---|------------------|
| <b>SHELL OIL</b>                    |                    |  |                      |   |                  |
|                                     | <b>32710</b>       |  |                      | <b>2016 - July - Jul 19th Claims</b>              |                  |
|                                     |                    | <b>8000122922606</b>                   |                      |   |                  |
|                                     |                    |  | 001-000-576-80-32-00 | Fuel  | \$14.89          |
|                                     |                    |  | 101-000-542-30-32-00 | Fuel  | \$71.49          |
|                                     |                    |  | 106-000-536-50-32-01 | Fuel  | \$4.96           |
|                                     |                    |  | 401-000-534-80-32-00 | Fuel  | \$202.57         |
|                                     |                    |  | 401-000-535-80-32-00 | Vehicle Fuel                                      | \$202.58         |
|                                     |                    | <b>Total 8000122922606</b>             |                      |   | <b>\$496.49</b>  |
|                                     | <b>Total 32710</b> |  |                      |   | <b>\$496.49</b>  |
| <b>Total SHELL OIL</b>              |                    |  |                      |   | <b>\$496.49</b>  |
| <b>Sound Publishing, Inc</b>        |                    |  |                      |   |                  |
|                                     | <b>32711</b>       |  |                      | <b>2016 - July - Jul 19th Claims</b>              |                  |
|                                     |                    | <b>111213 Credit</b>                   |                      |   |                  |
|                                     |                    |  | 001-000-511-30-41-00 | Legal Notices: Council                            | (\$90.81)        |
|                                     |                    | <b>Total 111213 Credit</b>             |                      |   | <b>(\$90.81)</b> |
|                                     |                    | <b>PN# 1630194</b>                     |                      |   |                  |
|                                     |                    | <b>SHP16-0003 NCC</b>                  |                      |   |                  |
|                                     |                    |  | 001-000-511-30-41-01 | Legal Notices: Proj Specific                      | \$120.66         |
|                                     |                    | <b>Total PN# 1630194</b>               |                      |   | <b>\$120.66</b>  |
|                                     |                    | <b>PN# 1636607</b>                     |                      |   |                  |
|                                     |                    | <b>ECF16-0003 E Rutherford</b>         |                      |   |                  |
|                                     |                    |  | 301-254-595-30-41-01 | Design/Engineering                                | \$106.43         |
|                                     |                    | <b>Total PN# 1636607</b>               |                      |   | <b>\$106.43</b>  |
|                                     |                    | <b>PN# 1636963</b>                     |                      |   |                  |
|                                     |                    | <b>4th July</b>                        |                      |   |                  |
|                                     |                    |  | 001-404-511-30-41-00 | Legal Notices - Fourth of July                    | \$46.63          |
|                                     |                    | <b>Total PN# 1636963</b>               |                      |   | <b>\$46.63</b>   |
|                                     |                    | <b>PN# 1636972</b>                     |                      |   |                  |
|                                     |                    | <b>Ord 875 Budget Amendment</b>        |                      |   |                  |
|                                     |                    |  | 001-000-511-30-41-00 | Legal Notices: Council                            | \$60.87          |
|                                     |                    | <b>Total PN# 1636972</b>               |                      |   | <b>\$60.87</b>   |
|                                     |                    | <b>PN# 1637000</b>                     |                      |   |                  |
|                                     |                    | <b>Ord 874 Building Code Amendment</b> |                      |   |                  |
|                                     |                    |  | 001-000-558-50-41-03 | Affidavits of Publication                         | \$69.41          |
|                                     |                    | <b>Total PN# 1637000</b>               |                      |   | <b>\$69.41</b>   |
|                                     | <b>Total 32711</b> |  |                      |   | <b>\$313.19</b>  |
| <b>Total Sound Publishing, Inc</b>  |                    |  |                      |   | <b>\$313.19</b>  |
| <b>State of Washington ~ Excise</b> |                    |  |                      |   |                  |
|                                     | <b>32673</b>       |  |                      | <b>2016 - June - June Claims Approved in July</b> |                  |
|                                     |                    | <b>05/2016</b>                         |                      |   |                  |
|                                     |                    | <b>Redeemed via EFT 6.28.16</b>        |                      |   |                  |
|                                     |                    |  | 106-000-536-20-53-00 | Excise Taxes (WA State)                           | \$33.00          |
|                                     |                    |  | 401-000-534-10-53-00 | State Taxes - Dept of Revenue                     | \$2,694.46       |

| Vendor   | Number             | Reference                                      | Account Number       | Description                          | Amount            |
|--|--------------------|--|----------------------|--------------------------------------|-------------------|
|  |                    |  | 401-000-535-10-53-02 | State Utility Excise Tax             | \$1,177.21        |
|  |                    |  | 408-000-535-10-53-02 | Excise Tax                           | \$39.19           |
|  |                    | <b>Total 05/2016</b>                           |                      |                                      | <b>\$3,943.86</b> |
|  | <b>Total 32673</b> |  |                      |                                      | <b>\$3,943.86</b> |
| <b>Total State of Washington ~ Excise</b>        |                    |  |                      |                                      | <b>\$3,943.86</b> |
| <b>State of Washtington ~ Lease Excise</b>       |                    |  |                      |                                      |                   |
|  | <b>32712</b>       |  |                      | <b>2016 - July - Jul 19th Claims</b> |                   |
|  |                    | <b>Q2 16</b>                                   |                      |                                      |                   |
|  |                    |  | 001-000-518-20-53-01 | Leasehold Excise Tax Remittance      | \$154.08          |
|  |                    | <b>Total Q2 16</b>                             |                      |                                      | <b>\$154.08</b>   |
|  | <b>Total 32712</b> |  |                      |                                      | <b>\$154.08</b>   |
| <b>Total State of Washtington ~ Lease Excise</b> |                    |  |                      |                                      | <b>\$154.08</b>   |
| <b>Tara Niemela</b>                              |                    |  |                      |                                      |                   |
|  | <b>32713</b>       |  |                      | <b>2016 - July - Jul 19th Claims</b> |                   |
|  |                    | <b>061016 Mileage Reimbursement</b>            |                      |                                      |                   |
|  |                    |  | 001-000-558-50-43-01 | Mileage                              | \$34.02           |
|  |                    | <b>Total 061016 Mileage Reimbursement</b>      |                      |                                      | <b>\$34.02</b>    |
|  | <b>Total 32713</b> |  |                      |                                      | <b>\$34.02</b>    |
| <b>Total Tara Niemela</b>                        |                    |  |                      |                                      | <b>\$34.02</b>    |
| <b>the WIDE FORMAT company</b>                   |                    |  |                      |                                      |                   |
|  | <b>32714</b>       |  |                      | <b>2016 - July - Jul 19th Claims</b> |                   |
|  |                    | <b>91970</b>                                   |                      |                                      |                   |
|  |                    | <b>Plotter/Scanner</b>                         |                      |                                      |                   |
|  |                    |  | 001-000-558-50-35-00 | Small Tools & Equipment              | \$7,325.07        |
|  |                    | <b>Total 91970</b>                             |                      |                                      | <b>\$7,325.07</b> |
|  | <b>Total 32714</b> |  |                      |                                      | <b>\$7,325.07</b> |
| <b>Total the WIDE FORMAT company</b>             |                    |  |                      |                                      | <b>\$7,325.07</b> |
| <b>TIM WOOLETT</b>                               |                    |  |                      |                                      |                   |
|  | <b>32715</b>       |  |                      | <b>2016 - July - Jul 19th Claims</b> |                   |
|  |                    | <b>063016 Office Depot Reimbursement</b>       |                      |                                      |                   |
|  |                    | <b>Water CCR's</b>                             |                      |                                      |                   |
|  |                    |  | 401-000-534-10-31-01 | Reference Materials                  | \$28.45           |
|  |                    | <b>Total 063016 Office Depot Reimbursement</b> |                      |                                      | <b>\$28.45</b>    |
|  | <b>Total 32715</b> |  |                      |                                      | <b>\$28.45</b>    |
| <b>Total TIM WOOLETT</b>                         |                    |  |                      |                                      | <b>\$28.45</b>    |
| <b>US Bank ~ Safekeeping</b>                     |                    |  |                      |                                      |                   |
|  | <b>32716</b>       |  |                      | <b>2016 - July - Jul 19th Claims</b> |                   |
|  |                    | <b>June, 2016</b>                              |                      |                                      |                   |
|  |                    | <b>386000171 Custody</b>                       |                      |                                      |                   |
|  |                    |  | 001-000-514-20-41-03 | Bond Maintenance Fees                | \$3.10            |
|  |                    |  | 106-000-514-20-41-02 | Bond Maintenance Fees                | \$0.23            |
|  |                    |  | 301-000-514-20-41-02 | Bond Maintenance Fees                | \$1.11            |
|  |                    |  | 401-000-514-20-41-34 | Bond Fees ~ Water                    | \$1.44            |
|  |                    |  | 401-000-514-20-41-35 | Bond Fees ~ Sewer                    | \$15.05           |

| Vendor                                | Number             | Reference                                    | Account Number       | Description                          | Amount          |
|---------------------------------------|--------------------|--|----------------------|--------------------------------------|-----------------|
|                                       |                    |  | 406-000-514-20-41-02 | Bond Maintenance Fees                | \$1.07          |
|                                       |                    | <b>Total June, 2016</b>                      |                      |                                      | <b>\$22.00</b>  |
|                                       | <b>Total 32716</b> |  |                      |                                      | <b>\$22.00</b>  |
| <b>Total US Bank ~ Safekeeping</b>    |                    |  |                      |                                      | <b>\$22.00</b>  |
| <b>Utilities Underground</b>          |                    |  |                      |                                      |                 |
|                                       | <b>32717</b>       |  |                      |                                      |                 |
|                                       |                    |  |                      | <b>2016 - July - Jul 19th Claims</b> |                 |
|                                       |                    | <b>Invoice - 7/15/2016 12:44:44 PM</b>       |                      |                                      |                 |
|                                       |                    |  | 401-000-534-60-41-05 | Utility Locates                      | \$29.03         |
|                                       |                    |  | 401-000-535-60-41-05 | Utility Locates                      | \$29.02         |
|                                       |                    | <b>Total Invoice - 7/15/2016 12:44:44 PM</b> |                      |                                      | <b>\$58.05</b>  |
|                                       | <b>Total 32717</b> |  |                      |                                      | <b>\$58.05</b>  |
| <b>Total Utilities Underground</b>    |                    |  |                      |                                      | <b>\$58.05</b>  |
| <b>Verizon Wireless</b>               |                    |  |                      |                                      |                 |
|                                       | <b>32718</b>       |  |                      |                                      |                 |
|                                       |                    |  |                      | <b>2016 - July - Jul 19th Claims</b> |                 |
|                                       |                    | <b>9768212875</b>                            |                      |                                      |                 |
|                                       |                    |  | 001-000-518-10-42-03 | Communications: Cellular             | \$5.36          |
|                                       |                    |  | 101-000-543-30-42-03 | Communications/Cellular Phone        | \$13.93         |
|                                       |                    |  | 401-000-538-10-42-03 | Communications: Cellular Phone       | \$87.83         |
|                                       |                    | <b>Total 9768212875</b>                      |                      |                                      | <b>\$107.12</b> |
|                                       | <b>Total 32718</b> |  |                      |                                      | <b>\$107.12</b> |
| <b>Total Verizon Wireless</b>         |                    |  |                      |                                      | <b>\$107.12</b> |
| <b>VISION FORMS, LLC</b>              |                    |  |                      |                                      |                 |
|                                       | <b>32719</b>       |  |                      |                                      |                 |
|                                       |                    |  |                      | <b>2016 - July - Jul 19th Claims</b> |                 |
|                                       |                    | <b>3627</b>                                  |                      |                                      |                 |
|                                       |                    |  |                      | <b>AP Checks</b>                     |                 |
|                                       |                    |  | 001-000-518-10-31-00 | Office/Operating Supplies            | \$124.60        |
|                                       |                    |  | 001-000-558-50-31-00 | Office/Operating Supplies            | \$46.73         |
|                                       |                    |  | 101-000-543-30-31-00 | Office/Operating Supplies            | \$36.34         |
|                                       |                    |  | 401-000-538-10-31-00 | Office/Operating Supplies            | \$311.51        |
|                                       |                    | <b>Total 3627</b>                            |                      |                                      | <b>\$519.18</b> |
|                                       | <b>Total 32719</b> |  |                      |                                      | <b>\$519.18</b> |
| <b>Total VISION FORMS, LLC</b>        |                    |  |                      |                                      | <b>\$519.18</b> |
| <b>Vision Municipal Solutions,LLC</b> |                    |  |                      |                                      |                 |
|                                       | <b>32720</b>       |  |                      |                                      |                 |
|                                       |                    |  |                      | <b>2016 - July - Jul 19th Claims</b> |                 |
|                                       |                    | <b>09-4622</b>                               |                      |                                      |                 |
|                                       |                    |  |                      | <b>Mary Madole Training</b>          |                 |
|                                       |                    |  | 001-000-514-20-49-01 | Training/Tuition                     | \$36.00         |
|                                       |                    |  | 001-007-558-10-43-00 | Travel/training                      | \$13.50         |
|                                       |                    |  | 101-000-543-30-49-00 | Training/Tuition                     | \$10.50         |
|                                       |                    |  | 401-000-534-10-49-01 | Training/Tuition - Water Admin       | \$45.00         |

| Vendor  | Number             | Reference                     | Account Number                    | Description                          | Amount             |
|---|--------------------|-------------------------------|-----------------------------------|--------------------------------------|--------------------|
|   |                    |                               | 401-000-535-40-49-00              | Sewer Utility Training/Tuition       | \$45.00            |
|   |                    | <b>Total 09-4622</b>          |                                   |                                      | <b>\$150.00</b>    |
|   |                    | <b>09-4638</b>                |                                   |                                      |                    |
|   |                    |                               | <b>Building Permit Software</b>   |                                      |                    |
|   |                    |                               | 001-000-558-50-64-05              | Building Permit Software Suite       | \$31,787.93        |
|   |                    | <b>Total 09-4638</b>          |                                   |                                      | <b>\$31,787.93</b> |
|   | <b>Total 32720</b> |                               |                                   |                                      | <b>\$31,937.93</b> |
| <b>Total Vision Municipal Solutions,LLC</b>         |                    |                               |                                   |                                      | <b>\$31,937.93</b> |
| <b>WABO</b>   |                    |                               |                                   |                                      |                    |
|   | <b>32721</b>       |                               |                                   | <b>2016 - July - Jul 19th Claims</b> |                    |
|   |                    | <b>32480</b>                  |                                   |                                      |                    |
|   |                    |                               | 001-000-558-50-31-01              | Reference Materials                  | \$757.44           |
|   |                    | <b>Total 32480</b>            |                                   |                                      | <b>\$757.44</b>    |
|   |                    | <b>32512</b>                  |                                   |                                      |                    |
|   |                    |                               | 001-000-558-50-31-01              | Reference Materials                  | \$122.72           |
|   |                    | <b>Total 32512</b>            |                                   |                                      | <b>\$122.72</b>    |
|   | <b>Total 32721</b> |                               |                                   |                                      | <b>\$880.16</b>    |
| <b>Total WABO</b>                                   |                    |                               |                                   |                                      | <b>\$880.16</b>    |
| <b>WFOA</b>   |                    |                               |                                   |                                      |                    |
|   | <b>32666</b>       |                               |                                   | <b>2016 - July - Jul 19th Claims</b> |                    |
|   |                    | <b>1817382-93014931</b>       |                                   |                                      |                    |
|   |                    |                               | <b>Registration 93014931</b>      |                                      |                    |
|   |                    |                               | 001-000-514-20-49-01              | Training/Tuition                     | \$425.00           |
|   |                    | <b>Total 1817382-93014931</b> |                                   |                                      | <b>\$425.00</b>    |
|   | <b>Total 32666</b> |                               |                                   |                                      | <b>\$425.00</b>    |
| <b>Total WFOA</b>                                   |                    |                               |                                   |                                      | <b>\$425.00</b>    |
| <b>Yakima County Department of Correction</b>       |                    |                               |                                   |                                      |                    |
|   | <b>32722</b>       |                               |                                   | <b>2016 - July - Jul 19th Claims</b> |                    |
|   |                    | <b>June 2016</b>              |                                   |                                      |                    |
|   |                    |                               | 001-406-523-60-51-00              | Jail Services ~ Other                | \$328.00           |
|   |                    | <b>Total June 2016</b>        |                                   |                                      | <b>\$328.00</b>    |
|   | <b>Total 32722</b> |                               |                                   |                                      | <b>\$328.00</b>    |
| <b>Total Yakima County Department of Correction</b> |                    |                               |                                   |                                      | <b>\$328.00</b>    |
| <b>Zeigler Construction, Inc</b>                    |                    |                               |                                   |                                      |                    |
|   | <b>32723</b>       |                               |                                   | <b>2016 - July - Jul 19th Claims</b> |                    |
|   |                    | <b>229-16-64</b>              |                                   |                                      |                    |
|   |                    |                               | <b>Corridor Lighting Upstairs</b> |                                      |                    |
|   |                    |                               | 001-000-518-20-48-00              | Property Mgmt R&M ~ City Hall        | \$2,679.16         |
|   |                    | <b>Total 229-16-64</b>        |                                   |                                      | <b>\$2,679.16</b>  |

| Vendor                                 | Number              | Reference              | Account Number                     | Description                   | Amount              |
|--|---------------------|------------------------|------------------------------------|-------------------------------|---------------------|
|  |                     | 229-16-77              |                                    |                               |                     |
|  |                     |                        | <b>Window Replacement Upstairs</b> |                               |                     |
|  |                     |                        | 001-000-518-20-48-00               | Property Mgmt R&M ~ City Hall | \$2,630.63          |
|  |                     | <b>Total 229-16-77</b> |                                    |                               | <b>\$2,630.63</b>   |
|  | <b>Total 32723</b>  |                        |                                    |                               | <b>\$5,309.79</b>   |
| <b>Total Zeigler Construction, Inc</b> |                     |                        |                                    |                               | <b>\$5,309.79</b>   |
| <b>Grand Total</b>                     | <b>Vendor Count</b> |                        | <b>58</b>                          |                               | <b>\$168,942.08</b> |



**CITY OF CARNATION  
PAYROLL BLANKET VOUCHER  
CERTIFICATION AND APPROVAL**

JUNE 2016

I, Mary Madole, City Clerk for the City of Carnation, do hereby attest that June 2016 payroll direct deposits and checks numbered 13642 through 13656 in the amount of \$79,209.57 have been prepared to the best of my ability, and reflect true and accurate compensation for the hours included on each employee's time sheet as submitted to me by the employee's supervisor.

| <u>FUND#</u>                    | <u>FUND NAME</u>                   | <u>PURPOSE</u>    | <u>AMOUNT</u>       |
|---------------------------------|------------------------------------|-------------------|---------------------|
| 001                             | GENERAL FUND                       | JUNE 2016 PAYROLL |                     |
| .10                             | Salaries & Wages                   | "                 | \$ 17,734.55        |
| .20                             | Employer Taxes & Employee Benefits | "                 | \$ 8,016.95         |
| 101                             | STREET FUND                        | "                 | .                   |
| .10                             | Salaries & Wages                   | "                 | \$ 4,428.19         |
| .20                             | Employer Taxes & Employee Benefits | "                 | \$ 2,578.75         |
| 106                             | CEMETERY FUND                      | "                 |                     |
| .10                             | Salaries & Wages                   | "                 | \$ 258.32           |
| .20                             | Employer Taxes & Employee Benefits | "                 | \$ 130.48           |
| 401                             | WATERWORKS OPERATING FUND          | "                 |                     |
| .10                             | Salaries & Wages                   | "                 | \$ 30,734.35        |
| .20                             | Employer Taxes & Employee Benefits | "                 | \$ 15,054.40        |
| 406                             | LANDFILL POST-CLOSURE FUND         | "                 |                     |
| .10                             | Salaries & Wages                   | "                 | \$ 188.15           |
| .20                             | Employer Taxes & Employee Benefits | "                 | \$ 85.43            |
| <b>TOTAL JUNE 2016 PAYROLL:</b> |                                    |                   | <b>\$ 79,209.57</b> |

Total Regular Hours Worked:  
1613.16

Total Overtime Hours Worked:  
17.75

Total Sick, Bereavement, & Jury Duty Leave Hours Compensated:  
11.50

Total Vacation, Comp, Mgmt & Exec Leave Hours Compensated:  
131.00

Total Legal & Personal Holiday Hours Compensated:  
0.00

Total On-Call Hours Compensated:  
518.50

**TOTAL ALL HOURS COMPENSATED FOR MONTH:**  
**2291.91**

Prepared By:

*Mary Madole* 06/29/2016  
Mary Madole, City Clerk Date

Reviewed By:

*Phil Messina* 6.30.16  
Phil Messina, City Manager Date

**APPROVED** by the Carnation City Council at a regular open public meeting held this 19th day of July, 2016.

\_\_\_\_\_  
Deputy Mayor Fred Bereswill (Finance & Operations Chair)

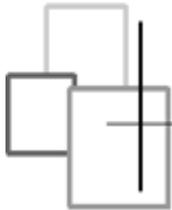
\_\_\_\_\_  
Councilmember Kim Lisk (Finance & Operations)



# Payroll Check Register

Council Dates: 2016 - June - Payroll

| Number                          | Name                               | Fiscal Description    | Cleared | Amount             |
|---------------------------------|------------------------------------|-----------------------|---------|--------------------|
| <u>13642</u>                    | Hankinson, Trevor R                | 2016 - June - Payroll |         | \$1,050.00         |
| <u>13643</u>                    | Mueller, Carl W                    | 2016 - June - Payroll |         | \$1,250.00         |
| <u>13644</u>                    | Bereswill, Frederick C.            | 2016 - June - Payroll |         | \$205.87           |
| <u>13645</u>                    | Berger, James L                    | 2016 - June - Payroll |         | \$369.40           |
| <u>13646</u>                    | Hankinson, Trevor R                | 2016 - June - Payroll |         | \$1,134.61         |
| <u>13647</u>                    | Mueller, Carl W                    | 2016 - June - Payroll |         | \$2,774.15         |
| <u>13648</u>                    | AFLAC Remittance Processing        | 2016 - June - Payroll |         | \$29.90            |
| <u>13649</u>                    | AWC Employee Benefit Trust         | 2016 - June - Payroll |         | \$24.61            |
| <u>13650</u>                    | Department of Labor & Industries   | 2016 - June - Payroll |         | \$938.20           |
| <u>13651</u>                    | Dept of Retirement Systems         | 2016 - June - Payroll |         | \$7,747.97         |
| <u>13652</u>                    | Employment Security Department     | 2016 - June - Payroll |         | \$156.29           |
| <u>13653</u>                    | Internal Revenue Service           | 2016 - June - Payroll |         | \$14,841.85        |
| <u>13654</u>                    | Teamsters Union Local 763          | 2016 - June - Payroll |         | \$608.00           |
| <u>13655</u>                    | Vantagepoint Transfer - 106258     | 2016 - June - Payroll |         | \$1,425.81         |
| <u>13656</u>                    | Washington Teamsters Welfare Trust | 2016 - June - Payroll |         | \$15,128.00        |
| <u>Direct Deposit - 6/15/16</u> | Payroll Vendor                     | 2016 - June - Payroll |         | \$8,550.00         |
| <u>Direct Deposit - 6/30/16</u> | Payroll Vendor                     | 2016 - June - Payroll |         | \$22,974.91        |
|                                 |                                    |                       |         | <b>\$79,209.57</b> |



# Cost Center Account Activity

| Employee                                | Account Number       | Account Title                  | Employee          | Employer        | Total             |
|---|----------------------|--------------------------------|-------------------|-----------------|-------------------|
| <b>001.511.60-Legislative</b>           |                      |                                |                   |                 |                   |
| Bereswill, Frederick C.                 |                      |                                |                   |                 |                   |
|   | 001-000-511-60-10-00 | Salaries & Wages (Legislative) | \$212.51          | \$0.00          | \$212.51          |
|   | 001-000-511-60-20-00 | Payroll Taxes & Benefits       | \$0.00            | \$16.27         | \$16.27           |
|   |                      | Employee Totals                | \$212.51          | \$16.27         | \$228.78          |
| Berger, James L                         |                      |                                |                   |                 |                   |
|   | 001-000-511-60-10-00 | Salaries & Wages (Legislative) | \$340.00          | \$0.00          | \$340.00          |
|   | 001-000-511-60-20-00 | Payroll Taxes & Benefits       | \$0.00            | \$26.01         | \$26.01           |
|   |                      | Employee Totals                | \$340.00          | \$26.01         | \$366.01          |
| Green, Dustin J                         |                      |                                |                   |                 |                   |
|   | 001-000-511-60-10-00 | Salaries & Wages (Legislative) | \$170.00          | \$0.00          | \$170.00          |
|   | 001-000-511-60-20-00 | Payroll Taxes & Benefits       | \$0.00            | \$13.01         | \$13.01           |
|   |                      | Employee Totals                | \$170.00          | \$13.01         | \$183.01          |
| Grumman, Elizabeth S                    |                      |                                |                   |                 |                   |
|   | 001-000-511-60-10-00 | Salaries & Wages (Legislative) | \$170.01          | \$0.00          | \$170.01          |
|   | 001-000-511-60-20-00 | Payroll Taxes & Benefits       | \$0.00            | \$13.01         | \$13.01           |
|   |                      | Employee Totals                | \$170.01          | \$13.01         | \$183.02          |
| Lisk, Kimberly D                        |                      |                                |                   |                 |                   |
|   | 001-000-511-60-10-00 | Salaries & Wages (Legislative) | \$170.00          | \$0.00          | \$170.00          |
|   | 001-000-511-60-20-00 | Payroll Taxes & Benefits       | \$0.00            | \$13.01         | \$13.01           |
|   |                      | Employee Totals                | \$170.00          | \$13.01         | \$183.01          |
|   |                      | <b>Cost Center Totals</b>      | <b>\$1,062.52</b> | <b>\$81.31</b>  | <b>\$1,143.83</b> |
| <b>001.513.10-Executive</b>             |                      |                                |                   |                 |                   |
| Messina, Phillip M                      |                      |                                |                   |                 |                   |
|   | 001-000-513-10-10-00 | Salaries & Wages (Executive)   | \$2,060.42        | \$0.00          | \$2,060.42        |
|   | 001-000-513-10-20-00 | Payroll Taxes & Benefits       | \$0.00            | \$778.12        | \$778.12          |
|   |                      | Employee Totals                | \$2,060.42        | \$778.12        | \$2,838.54        |
|   |                      | <b>Cost Center Totals</b>      | <b>\$2,060.42</b> | <b>\$778.12</b> | <b>\$2,838.54</b> |
| <b>001.514.20-Finance &amp; Records</b> |                      |                                |                   |                 |                   |
| Buelna, Rebecca L                       |                      |                                |                   |                 |                   |
|   | 001-000-514-20-10-00 | Salaries & Wages (Finance)     | \$233.82          | \$0.00          | \$233.82          |
|   | 001-000-514-20-20-00 | Payroll Taxes & Benefits       | \$0.00            | \$121.57        | \$121.57          |
|   |                      | Employee Totals                | \$233.82          | \$121.57        | \$355.39          |
| Hankinson Russell, Kelly K              |                      |                                |                   |                 |                   |
|   | 001-000-514-20-10-00 | Salaries & Wages (Finance)     | \$941.39          | \$0.00          | \$941.39          |
|   | 001-000-514-20-20-00 | Payroll Taxes & Benefits       | \$0.00            | \$471.42        | \$471.42          |
|   |                      | Employee Totals                | \$941.39          | \$471.42        | \$1,412.81        |

| Employee                                | Account Number       | Account Title               | Employee          | Employer          | Total             |
|---|----------------------|-----------------------------|-------------------|-------------------|-------------------|
| <b>001.514.20-Finance &amp; Records</b> |                      |                             |                   |                   |                   |
| Madole, Mary L                          |                      |                             |                   |                   |                   |
|   | 001-000-514-20-10-00 | Salaries & Wages (Finance)  | \$3,345.66        | \$0.00            | \$3,345.66        |
|   | 001-000-514-20-20-00 | Payroll Taxes & Benefits    | \$0.00            | \$1,622.94        | \$1,622.94        |
|   |                      | Employee Totals             | \$3,345.66        | \$1,622.94        | \$4,968.60        |
| Niemela, Tara L                         |                      |                             |                   |                   |                   |
|   | 001-000-514-20-10-00 | Salaries & Wages (Finance)  | \$163.93          | \$0.00            | \$163.93          |
|   | 001-000-514-20-20-00 | Payroll Taxes & Benefits    | \$0.00            | \$107.97          | \$107.97          |
|   |                      | Employee Totals             | \$163.93          | \$107.97          | \$271.90          |
| Rogers, Kathleen E                      |                      |                             |                   |                   |                   |
|   | 001-000-514-20-10-00 | Salaries & Wages (Finance)  | \$127.59          | \$0.00            | \$127.59          |
|   | 001-000-514-20-20-00 | Payroll Taxes & Benefits    | \$0.00            | \$11.24           | \$11.24           |
|   |                      | Employee Totals             | \$127.59          | \$11.24           | \$138.83          |
|   |                      | <b>Cost Center Totals</b>   | <b>\$4,812.39</b> | <b>\$2,335.14</b> | <b>\$7,147.53</b> |
| <b>001.558.50-Building</b>              |                      |                             |                   |                   |                   |
| Buelna, Rebecca L                       |                      |                             |                   |                   |                   |
|   | 001-000-558-50-10-00 | Salaries & Wages (Building) | \$1,870.77        | \$0.00            | \$1,870.77        |
|   | 001-000-558-50-20-00 | Payroll Taxes & Benefits    | \$0.00            | \$972.94          | \$972.94          |
|   |                      | Employee Totals             | \$1,870.77        | \$972.94          | \$2,843.71        |
| Hankinson Russell, Kelly K              |                      |                             |                   |                   |                   |
|   | 001-000-558-50-10-00 | Salaries & Wages (Building) | \$49.53           | \$0.00            | \$49.53           |
|   | 001-000-558-50-20-00 | Payroll Taxes & Benefits    | \$0.00            | \$24.77           | \$24.77           |
|   |                      | Employee Totals             | \$49.53           | \$24.77           | \$74.30           |
| Madole, Mary L                          |                      |                             |                   |                   |                   |
|   | 001-000-558-50-10-00 | Salaries & Wages (Building) | \$52.29           | \$0.00            | \$52.29           |
|   | 001-000-558-50-20-00 | Payroll Taxes & Benefits    | \$0.00            | \$25.37           | \$25.37           |
|   |                      | Employee Totals             | \$52.29           | \$25.37           | \$77.66           |
| Messina, Phillip M                      |                      |                             |                   |                   |                   |
|   | 001-000-558-50-10-00 | Salaries & Wages (Building) | \$412.09          | \$0.00            | \$412.09          |
|   | 001-000-558-50-20-00 | Payroll Taxes & Benefits    | \$0.00            | \$155.63          | \$155.63          |
|   |                      | Employee Totals             | \$412.09          | \$155.63          | \$567.72          |
| Niemela, Tara L                         |                      |                             |                   |                   |                   |
|   | 001-000-558-50-10-00 | Salaries & Wages (Building) | \$1,311.45        | \$0.00            | \$1,311.45        |
|   | 001-000-558-50-20-00 | Payroll Taxes & Benefits    | \$0.00            | \$863.90          | \$863.90          |
|   |                      | Employee Totals             | \$1,311.45        | \$863.90          | \$2,175.35        |
| Rogers, Kathleen E                      |                      |                             |                   |                   |                   |
|   | 001-000-558-50-10-00 | Salaries & Wages (Building) | \$427.79          | \$0.00            | \$427.79          |
|   | 001-000-558-50-20-00 | Payroll Taxes & Benefits    | \$0.00            | \$37.69           | \$37.69           |
|   |                      | Employee Totals             | \$427.79          | \$37.69           | \$465.48          |
| Woolett, Timothy S.                     |                      |                             |                   |                   |                   |
|   | 001-000-558-50-10-00 | Salaries & Wages (Building) | \$593.64          | \$0.00            | \$593.64          |
|   | 001-000-558-50-20-00 | Payroll Taxes & Benefits    | \$0.00            | \$267.35          | \$267.35          |
|   |                      | Employee Totals             | \$593.64          | \$267.35          | \$860.99          |
|   |                      | <b>Cost Center Totals</b>   | <b>\$4,717.56</b> | <b>\$2,347.65</b> | <b>\$7,065.21</b> |

| Employee                        | Account Number       | Account Title                 | Employee          | Employer          | Total             |
|---------------------------------|----------------------|-------------------------------|-------------------|-------------------|-------------------|
| <b>001.558.60-Planning</b>      |                      |                               |                   |                   |                   |
| Woolett, Timothy S.             |                      |                               |                   |                   |                   |
|                                 | 001-000-558-60-10-01 | Salaries & Wages (Planning)   | \$4,155.39        | \$0.00            | \$4,155.39        |
|                                 | 001-000-558-60-20-01 | Payroll Taxes & Benefits      | \$0.00            | \$1,871.38        | \$1,871.38        |
|                                 |                      | Employee Totals               | \$4,155.39        | \$1,871.38        | \$6,026.77        |
|                                 |                      | <b>Cost Center Totals</b>     | <b>\$4,155.39</b> | <b>\$1,871.38</b> | <b>\$6,026.77</b> |
| <b>001.576.80-Parks</b>         |                      |                               |                   |                   |                   |
| Ferry, William T                |                      |                               |                   |                   |                   |
|                                 | 001-000-576-80-10-00 | Salaries & Wages (Parks)      | \$59.20           | \$0.00            | \$59.20           |
|                                 | 001-000-576-80-20-00 | Payroll Taxes & Benefits      | \$0.00            | \$27.39           | \$27.39           |
|                                 |                      | Employee Totals               | \$59.20           | \$27.39           | \$86.59           |
| Hankinson, Trevor R             |                      |                               |                   |                   |                   |
|                                 | 001-000-576-80-10-00 | Salaries & Wages (Parks)      | \$660.35          | \$0.00            | \$660.35          |
|                                 | 001-000-576-80-20-00 | Payroll Taxes & Benefits      | \$0.00            | \$462.01          | \$462.01          |
|                                 |                      | Employee Totals               | \$660.35          | \$462.01          | \$1,122.36        |
| Maggard, Kellen P               |                      |                               |                   |                   |                   |
|                                 | 001-000-576-80-10-00 | Salaries & Wages (Parks)      | \$183.76          | \$0.00            | \$183.76          |
|                                 | 001-000-576-80-20-00 | Payroll Taxes & Benefits      | \$0.00            | \$102.44          | \$102.44          |
|                                 |                      | Employee Totals               | \$183.76          | \$102.44          | \$286.20          |
| Mueller, Carl W                 |                      |                               |                   |                   |                   |
|                                 | 001-000-576-80-10-00 | Salaries & Wages (Parks)      | \$22.96           | \$0.00            | \$22.96           |
|                                 | 001-000-576-80-20-00 | Payroll Taxes & Benefits      | \$0.00            | \$11.51           | \$11.51           |
|                                 |                      | Employee Totals               | \$22.96           | \$11.51           | \$34.47           |
|                                 |                      | <b>Cost Center Totals</b>     | <b>\$926.27</b>   | <b>\$603.35</b>   | <b>\$1,529.62</b> |
| <b>101.542.90-Streets Ops</b>   |                      |                               |                   |                   |                   |
| Ferry, William T                |                      |                               |                   |                   |                   |
|                                 | 101-000-542-90-10-00 | Salaries & Wages (Street Ops) | \$296.02          | \$0.00            | \$296.02          |
|                                 | 101-000-542-90-20-00 | Payroll Taxes & Benefits      | \$0.00            | \$136.96          | \$136.96          |
|                                 |                      | Employee Totals               | \$296.02          | \$136.96          | \$432.98          |
| Hankinson, Trevor R             |                      |                               |                   |                   |                   |
|                                 | 101-000-542-90-10-00 | Salaries & Wages (Street Ops) | \$2,311.24        | \$0.00            | \$2,311.24        |
|                                 | 101-000-542-90-20-00 | Payroll Taxes & Benefits      | \$0.00            | \$1,617.03        | \$1,617.03        |
|                                 |                      | Employee Totals               | \$2,311.24        | \$1,617.03        | \$3,928.27        |
| Maggard, Kellen P               |                      |                               |                   |                   |                   |
|                                 | 101-000-542-90-10-00 | Salaries & Wages (Street Ops) | \$257.25          | \$0.00            | \$257.25          |
|                                 | 101-000-542-90-20-00 | Payroll Taxes & Benefits      | \$0.00            | \$143.42          | \$143.42          |
|                                 |                      | Employee Totals               | \$257.25          | \$143.42          | \$400.67          |
| Mueller, Carl W                 |                      |                               |                   |                   |                   |
|                                 | 101-000-542-90-10-00 | Salaries & Wages (Street Ops) | \$229.80          | \$0.00            | \$229.80          |
|                                 | 101-000-542-90-20-00 | Payroll Taxes & Benefits      | \$0.00            | \$115.41          | \$115.41          |
|                                 |                      | Employee Totals               | \$229.80          | \$115.41          | \$345.21          |
|                                 |                      | <b>Cost Center Totals</b>     | <b>\$3,094.31</b> | <b>\$2,012.82</b> | <b>\$5,107.13</b> |
| <b>101.543.10-Streets Admin</b> |                      |                               |                   |                   |                   |
| Hankinson Russell, Kelly K      |                      |                               |                   |                   |                   |
|                                 | 101-000-543-10-10-00 | Salaries & Wages (Street Adm) | \$297.30          | \$0.00            | \$297.30          |

| Employee                         | Account Number       | Account Title                   | Employee          | Employer        | Total             |
|----------------------------------|----------------------|---------------------------------|-------------------|-----------------|-------------------|
| <b>101.543.10-Streets Admin</b>  |                      |                                 |                   |                 |                   |
| Hankinson Russell, Kelly K       | 101-000-543-10-20-00 | Payroll Taxes & Benefits        | \$0.00            | \$148.85        | \$148.85          |
|                                  |                      | Employee Totals                 | \$297.30          | \$148.85        | \$446.15          |
| Madole, Mary L                   | 101-000-543-10-10-00 | Salaries & Wages (Street Adm)   | \$196.03          | \$0.00          | \$196.03          |
|                                  | 101-000-543-10-20-00 | Payroll Taxes & Benefits        | \$0.00            | \$95.06         | \$95.06           |
|                                  |                      | Employee Totals                 | \$196.03          | \$95.06         | \$291.09          |
| Messina, Phillip M               | 101-000-543-10-10-00 | Salaries & Wages (Street Adm)   | \$824.15          | \$0.00          | \$824.15          |
|                                  | 101-000-543-10-20-00 | Payroll Taxes & Benefits        | \$0.00            | \$311.23        | \$311.23          |
|                                  |                      | Employee Totals                 | \$824.15          | \$311.23        | \$1,135.38        |
| Niemela, Tara L                  | 101-000-543-10-10-00 | Salaries & Wages (Street Adm)   | \$16.40           | \$0.00          | \$16.40           |
|                                  | 101-000-543-10-20-00 | Payroll Taxes & Benefits        | \$0.00            | \$10.79         | \$10.79           |
|                                  |                      | Employee Totals                 | \$16.40           | \$10.79         | \$27.19           |
|                                  |                      | <b>Cost Center Totals</b>       | <b>\$1,333.88</b> | <b>\$565.93</b> | <b>\$1,899.81</b> |
| <b>106.536.10-Cemetery Admin</b> |                      |                                 |                   |                 |                   |
| Buelna, Rebecca L                | 106-000-536-10-10-00 | Salaries & Wages (Cemetery Ad)  | \$11.69           | \$0.00          | \$11.69           |
|                                  | 106-000-536-10-20-00 | Payroll Taxes & Benefits        | \$0.00            | \$6.08          | \$6.08            |
|                                  |                      | Employee Totals                 | \$11.69           | \$6.08          | \$17.77           |
| Hankinson Russell, Kelly K       | 106-000-536-10-10-00 | Salaries & Wages (Cemetery Ad)  | \$24.77           | \$0.00          | \$24.77           |
|                                  | 106-000-536-10-20-00 | Payroll Taxes & Benefits        | \$0.00            | \$12.42         | \$12.42           |
|                                  |                      | Employee Totals                 | \$24.77           | \$12.42         | \$37.19           |
| Madole, Mary L                   | 106-000-536-10-10-00 | Salaries & Wages (Cemetery Ad)  | \$52.29           | \$0.00          | \$52.29           |
|                                  | 106-000-536-10-20-00 | Payroll Taxes & Benefits        | \$0.00            | \$25.37         | \$25.37           |
|                                  |                      | Employee Totals                 | \$52.29           | \$25.37         | \$77.66           |
| Niemela, Tara L                  | 106-000-536-10-10-00 | Salaries & Wages (Cemetery Ad)  | \$32.78           | \$0.00          | \$32.78           |
|                                  | 106-000-536-10-20-00 | Payroll Taxes & Benefits        | \$0.00            | \$21.59         | \$21.59           |
|                                  |                      | Employee Totals                 | \$32.78           | \$21.59         | \$54.37           |
|                                  |                      | <b>Cost Center Totals</b>       | <b>\$121.53</b>   | <b>\$65.46</b>  | <b>\$186.99</b>   |
| <b>106.536.50-Cemetery Ops</b>   |                      |                                 |                   |                 |                   |
| Ferry, William T                 | 106-000-536-50-10-00 | Salaries & Wages (Cemetery Ops) | \$118.41          | \$0.00          | \$118.41          |
|                                  | 106-000-536-50-20-00 | Payroll Taxes & Benefits        | \$0.00            | \$54.78         | \$54.78           |
|                                  |                      | Employee Totals                 | \$118.41          | \$54.78         | \$173.19          |
| Maggard, Kellen P                | 106-000-536-50-10-00 | Salaries & Wages (Cemetery Ops) | \$18.38           | \$0.00          | \$18.38           |
|                                  | 106-000-536-50-20-00 | Payroll Taxes & Benefits        | \$0.00            | \$10.24         | \$10.24           |
|                                  |                      | Employee Totals                 | \$18.38           | \$10.24         | \$28.62           |
|                                  |                      | <b>Cost Center Totals</b>       | <b>\$136.79</b>   | <b>\$65.02</b>  | <b>\$201.81</b>   |

| Employee                        | Account Number       | Account Title                  | Employee          | Employer          | Total              |
|---------------------------------|----------------------|--------------------------------|-------------------|-------------------|--------------------|
| <b>401.534.80-Water Ops</b>     |                      |                                |                   |                   |                    |
| Ferry, William T                |                      |                                |                   |                   |                    |
|                                 | 401-000-534-80-10-00 | Salaries & Wages (water Ops)   | \$3,285.87        | \$0.00            | \$3,285.87         |
|                                 | 401-000-534-80-20-00 | Payroll Taxes & Benefits       | \$0.00            | \$1,520.25        | \$1,520.25         |
|                                 |                      | Employee Totals                | \$3,285.87        | \$1,520.25        | \$4,806.12         |
| Hankinson, Trevor R             |                      |                                |                   |                   |                    |
|                                 | 401-000-534-80-10-00 | Salaries & Wages (water Ops)   | \$165.08          | \$0.00            | \$165.08           |
|                                 | 401-000-534-80-20-00 | Payroll Taxes & Benefits       | \$0.00            | \$115.52          | \$115.52           |
|                                 |                      | Employee Totals                | \$165.08          | \$115.52          | \$280.60           |
| Maggard, Kellen P               |                      |                                |                   |                   |                    |
|                                 | 401-000-534-80-10-00 | Salaries & Wages (water Ops)   | \$3,101.75        | \$0.00            | \$3,101.75         |
|                                 | 401-000-534-80-20-00 | Payroll Taxes & Benefits       | \$0.00            | \$1,729.31        | \$1,729.31         |
|                                 |                      | Employee Totals                | \$3,101.75        | \$1,729.31        | \$4,831.06         |
| Mueller, Carl W                 |                      |                                |                   |                   |                    |
|                                 | 401-000-534-80-10-00 | Salaries & Wages (water Ops)   | \$824.48          | \$0.00            | \$824.48           |
|                                 | 401-000-534-80-20-00 | Payroll Taxes & Benefits       | \$0.00            | \$414.08          | \$414.08           |
|                                 |                      | Employee Totals                | \$824.48          | \$414.08          | \$1,238.56         |
|                                 |                      | <b>Cost Center Totals</b>      | <b>\$7,377.18</b> | <b>\$3,779.16</b> | <b>\$11,156.34</b> |
| <b>401.535.80-Sewer Ops</b>     |                      |                                |                   |                   |                    |
| Ferry, William T                |                      |                                |                   |                   |                    |
|                                 | 401-000-535-80-10-00 | Salaries & Wages (Sewer Ops)   | \$2,131.36        | \$0.00            | \$2,131.36         |
|                                 | 401-000-535-80-20-00 | Payroll Taxes & Benefits       | \$0.00            | \$986.10          | \$986.10           |
|                                 |                      | Employee Totals                | \$2,131.36        | \$986.10          | \$3,117.46         |
| Hankinson, Trevor R             |                      |                                |                   |                   |                    |
|                                 | 401-000-535-80-10-00 | Salaries & Wages (Sewer Ops)   | \$165.09          | \$0.00            | \$165.09           |
|                                 | 401-000-535-80-20-00 | Payroll Taxes & Benefits       | \$0.00            | \$115.48          | \$115.48           |
|                                 |                      | Employee Totals                | \$165.09          | \$115.48          | \$280.57           |
| Maggard, Kellen P               |                      |                                |                   |                   |                    |
|                                 | 401-000-535-80-10-00 | Salaries & Wages (Sewer Ops)   | \$355.07          | \$0.00            | \$355.07           |
|                                 | 401-000-535-80-20-00 | Payroll Taxes & Benefits       | \$0.00            | \$197.98          | \$197.98           |
|                                 |                      | Employee Totals                | \$355.07          | \$197.98          | \$553.05           |
| Mueller, Carl W                 |                      |                                |                   |                   |                    |
|                                 | 401-000-535-80-10-00 | Salaries & Wages (Sewer Ops)   | \$3,692.06        | \$0.00            | \$3,692.06         |
|                                 | 401-000-535-80-20-00 | Payroll Taxes & Benefits       | \$0.00            | \$1,854.14        | \$1,854.14         |
|                                 |                      | Employee Totals                | \$3,692.06        | \$1,854.14        | \$5,546.20         |
|                                 |                      | <b>Cost Center Totals</b>      | <b>\$6,343.58</b> | <b>\$3,153.70</b> | <b>\$9,497.28</b>  |
| <b>401.538.11-Wtr/Swr Admin</b> |                      |                                |                   |                   |                    |
| Bereswill, Frederick C.         |                      |                                |                   |                   |                    |
|                                 | 401-000-538-11-10-00 | Salaries & Wages (Wtr/Swr Adm) | \$37.49           | \$0.00            | \$37.49            |
|                                 | 401-000-538-11-20-00 | Taxes & Benefits               | \$0.00            | \$2.86            | \$2.86             |
|                                 |                      | Employee Totals                | \$37.49           | \$2.86            | \$40.35            |
| Berger, James L                 |                      |                                |                   |                   |                    |
|                                 | 401-000-538-11-10-00 | Salaries & Wages (Wtr/Swr Adm) | \$60.00           | \$0.00            | \$60.00            |
|                                 | 401-000-538-11-20-00 | Taxes & Benefits               | \$0.00            | \$4.59            | \$4.59             |
|                                 |                      | Employee Totals                | \$60.00           | \$4.59            | \$64.59            |

| Employee                             | Account Number       | Account Title                  | Employee           | Employer          | Total              |
|--------------------------------------|----------------------|--------------------------------|--------------------|-------------------|--------------------|
| <b>401.538.11-Wtr/Swr Admin</b>      |                      |                                |                    |                   |                    |
| Buelna, Rebecca L                    |                      |                                |                    |                   |                    |
|                                      | 401-000-538-11-10-00 | Salaries & Wages (Wtr/Swr Adm) | \$2,548.92         | \$0.00            | \$2,548.92         |
|                                      | 401-000-538-11-20-00 | Taxes & Benefits               | \$0.00             | \$1,325.62        | \$1,325.62         |
|                                      |                      | Employee Totals                | \$2,548.92         | \$1,325.62        | \$3,874.54         |
| Green, Dustin J                      |                      |                                |                    |                   |                    |
|                                      | 401-000-538-11-10-00 | Salaries & Wages (Wtr/Swr Adm) | \$30.00            | \$0.00            | \$30.00            |
|                                      | 401-000-538-11-20-00 | Taxes & Benefits               | \$0.00             | \$2.29            | \$2.29             |
|                                      |                      | Employee Totals                | \$30.00            | \$2.29            | \$32.29            |
| Grumman, Elizabeth S                 |                      |                                |                    |                   |                    |
|                                      | 401-000-538-11-10-00 | Salaries & Wages (Wtr/Swr Adm) | \$29.99            | \$0.00            | \$29.99            |
|                                      | 401-000-538-11-20-00 | Taxes & Benefits               | \$0.00             | \$2.29            | \$2.29             |
|                                      |                      | Employee Totals                | \$29.99            | \$2.29            | \$32.28            |
| Hankinson Russell, Kelly K           |                      |                                |                    |                   |                    |
|                                      | 401-000-538-11-10-00 | Salaries & Wages (Wtr/Swr Adm) | \$3,617.03         | \$0.00            | \$3,617.03         |
|                                      | 401-000-538-11-20-00 | Taxes & Benefits               | \$0.00             | \$1,811.28        | \$1,811.28         |
|                                      |                      | Employee Totals                | \$3,617.03         | \$1,811.28        | \$5,428.31         |
| Lisk, Kimberly D                     |                      |                                |                    |                   |                    |
|                                      | 401-000-538-11-10-00 | Salaries & Wages (Wtr/Swr Adm) | \$30.00            | \$0.00            | \$30.00            |
|                                      | 401-000-538-11-20-00 | Taxes & Benefits               | \$0.00             | \$2.29            | \$2.29             |
|                                      |                      | Employee Totals                | \$30.00            | \$2.29            | \$32.29            |
| Madole, Mary L                       |                      |                                |                    |                   |                    |
|                                      | 401-000-538-11-10-00 | Salaries & Wages (Wtr/Swr Adm) | \$1,568.28         | \$0.00            | \$1,568.28         |
|                                      | 401-000-538-11-20-00 | Taxes & Benefits               | \$0.00             | \$760.79          | \$760.79           |
|                                      |                      | Employee Totals                | \$1,568.28         | \$760.79          | \$2,329.07         |
| Messina, Phillip M                   |                      |                                |                    |                   |                    |
|                                      | 401-000-538-11-10-00 | Salaries & Wages (Wtr/Swr Adm) | \$4,862.58         | \$0.00            | \$4,862.58         |
|                                      | 401-000-538-11-20-00 | Taxes & Benefits               | \$0.00             | \$1,836.35        | \$1,836.35         |
|                                      |                      | Employee Totals                | \$4,862.58         | \$1,836.35        | \$6,698.93         |
| Niemela, Tara L                      |                      |                                |                    |                   |                    |
|                                      | 401-000-538-11-10-00 | Salaries & Wages (Wtr/Swr Adm) | \$1,745.84         | \$0.00            | \$1,745.84         |
|                                      | 401-000-538-11-20-00 | Taxes & Benefits               | \$0.00             | \$1,150.08        | \$1,150.08         |
|                                      |                      | Employee Totals                | \$1,745.84         | \$1,150.08        | \$2,895.92         |
| Woolett, Timothy S.                  |                      |                                |                    |                   |                    |
|                                      | 401-000-538-11-10-00 | Salaries & Wages (Wtr/Swr Adm) | \$1,187.22         | \$0.00            | \$1,187.22         |
|                                      | 401-000-538-11-20-00 | Taxes & Benefits               | \$0.00             | \$534.64          | \$534.64           |
|                                      |                      | Employee Totals                | \$1,187.22         | \$534.64          | \$1,721.86         |
|                                      |                      | <b>Cost Center Totals</b>      | <b>\$15,717.35</b> | <b>\$7,433.08</b> | <b>\$23,150.43</b> |
| <b>401.538.18-PW On-Call Wtr/Swr</b> |                      |                                |                    |                   |                    |
| Maggard, Kellen P                    |                      |                                |                    |                   |                    |
|                                      | 401-000-538-18-10-00 | Wages (Water/Sewer On-Call)    | \$677.50           | \$0.00            | \$677.50           |
|                                      | 401-000-538-18-20-00 | Payroll Taxes & Benefits       | \$0.00             | \$377.72          | \$377.72           |
|                                      |                      | Employee Totals                | \$677.50           | \$377.72          | \$1,055.22         |
| Mueller, Carl W                      |                      |                                |                    |                   |                    |
|                                      | 401-000-538-18-10-00 | Wages (Water/Sewer On-Call)    | \$618.74           | \$0.00            | \$618.74           |

| Employee                             | Account Number       | Account Title                   | Employee           | Employer           | Total              |
|--------------------------------------|----------------------|---------------------------------|--------------------|--------------------|--------------------|
| <b>401.538.18-PW On-Call Wtr/Swr</b> |                      |                                 |                    |                    |                    |
| Mueller, Carl W                      |                      |                                 |                    |                    |                    |
|                                      | 401-000-538-18-20-00 | Payroll Taxes & Benefits        | \$0.00             | \$310.74           | \$310.74           |
|                                      |                      | Employee Totals                 | \$618.74           | \$310.74           | \$929.48           |
|                                      |                      | <b>Cost Center Totals</b>       | <b>\$1,296.24</b>  | <b>\$688.46</b>    | <b>\$1,984.70</b>  |
| <b>406.537.30-Landfill</b>           |                      |                                 |                    |                    |                    |
| Buelna, Rebecca L                    |                      |                                 |                    |                    |                    |
|                                      | 406-000-537-30-10-00 | Salaries & Wages (Landfill Ops) | \$11.75            | \$0.00             | \$11.75            |
|                                      | 406-000-537-30-20-00 | Payroll Taxes & Benefits        | \$0.00             | \$6.11             | \$6.11             |
|                                      |                      | Employee Totals                 | \$11.75            | \$6.11             | \$17.86            |
| Ferry, William T                     |                      |                                 |                    |                    |                    |
|                                      | 406-000-537-30-10-00 | Salaries & Wages (Landfill Ops) | \$29.61            | \$0.00             | \$29.61            |
|                                      | 406-000-537-30-20-00 | Payroll Taxes & Benefits        | \$0.00             | \$13.71            | \$13.71            |
|                                      |                      | Employee Totals                 | \$29.61            | \$13.71            | \$43.32            |
| Hankinson Russell, Kelly K           |                      |                                 |                    |                    |                    |
|                                      | 406-000-537-30-10-00 | Salaries & Wages (Landfill Ops) | \$24.79            | \$0.00             | \$24.79            |
|                                      | 406-000-537-30-20-00 | Payroll Taxes & Benefits        | \$0.00             | \$12.47            | \$12.47            |
|                                      |                      | Employee Totals                 | \$24.79            | \$12.47            | \$37.26            |
| Madole, Mary L                       |                      |                                 |                    |                    |                    |
|                                      | 406-000-537-30-10-00 | Salaries & Wages (Landfill Ops) | \$13.02            | \$0.00             | \$13.02            |
|                                      | 406-000-537-30-20-00 | Payroll Taxes & Benefits        | \$0.00             | \$6.34             | \$6.34             |
|                                      |                      | Employee Totals                 | \$13.02            | \$6.34             | \$19.36            |
| Maggard, Kellen P                    |                      |                                 |                    |                    |                    |
|                                      | 406-000-537-30-10-00 | Salaries & Wages (Landfill Ops) | \$18.36            | \$0.00             | \$18.36            |
|                                      | 406-000-537-30-20-00 | Payroll Taxes & Benefits        | \$0.00             | \$10.24            | \$10.24            |
|                                      |                      | Employee Totals                 | \$18.36            | \$10.24            | \$28.60            |
| Messina, Phillip M                   |                      |                                 |                    |                    |                    |
|                                      | 406-000-537-30-10-00 | Salaries & Wages (Landfill Ops) | \$82.43            | \$0.00             | \$82.43            |
|                                      | 406-000-537-30-20-00 | Payroll Taxes & Benefits        | \$0.00             | \$31.14            | \$31.14            |
|                                      |                      | Employee Totals                 | \$82.43            | \$31.14            | \$113.57           |
| Niemela, Tara L                      |                      |                                 |                    |                    |                    |
|                                      | 406-000-537-30-10-00 | Salaries & Wages (Landfill Ops) | \$8.19             | \$0.00             | \$8.19             |
|                                      | 406-000-537-30-20-00 | Payroll Taxes & Benefits        | \$0.00             | \$5.42             | \$5.42             |
|                                      |                      | Employee Totals                 | \$8.19             | \$5.42             | \$13.61            |
|                                      |                      | <b>Cost Center Totals</b>       | <b>\$188.15</b>    | <b>\$85.43</b>     | <b>\$273.58</b>    |
|                                      |                      | <b>Grand Totals</b>             | <b>\$53,343.56</b> | <b>\$25,866.01</b> | <b>\$79,209.57</b> |



# CARNATION CITY COUNCIL AGENDA BILL

| <p><b>TITLE:</b> An Ordinance granting Puget Sound Energy, Inc., its successors and assigns, the nonexclusive right, privilege, authority and franchise to set, erect, lay, construct, extend, support, attach, connect, maintain, repair, replace, enlarge, operate and use Facilities in, upon, over, under, along, across and through the Franchise Area to provide for the transmission, distribution and sale of natural gas.</p>  | <b>Agenda Bill No.:</b>          | AB16-11R     |                           |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
|---|----------------------------------|--------------|---------------------------|----------|---------|-------------------|--|--|-----------------|--|--|-----------------|--|--|------------|--|--|------------|--|--|--|----------|---------|--|----------|---------|-----------|--|--|-----------|--|--|--------|--|--|--------|--|--|---------|--|--|---------|--|--|------|--|--|------|--|--|-------|--|--|-------|--|--|---------------|--|--|---------------|--|--|---------------------------|--|--|---------------------------|--|--|
|   | <b>Type of Action:</b>           | ORDINANCE    |                           |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
|   | <b>Origin: (Council/Manager)</b> | City Manager |                           |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
|   | <b>Agenda Bill Author:</b>       | Phil Messina |                           |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
| <p><b>EXHIBITS:</b></p> <p style="padding-left: 40px;">Proposed Natural Gas Franchise Agreement with Puget Sound Energy</p>   | <b>Date Submitted:</b>           | 7/12/2016    |                           |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
|   | <b>For Agenda of:</b>            | 7/19/2016    |                           |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
|   | <b>Expenditure Required:</b>     | \$0          |                           |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
|   | <b>Amount Budgeted:</b>          | \$0          |                           |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
|   | <b>Appropriation Required:</b>   | \$0          |                           |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
| <p><b>SUMMARY STATEMENT AND DISCUSSION:</b> Cities have the authority to grant franchises to utility companies in exchange for those companies to place their facilities in city right-of-ways. The bulk of the franchise agreement relates to repairing city roads after the utility has conducted work in the right-of-way; indemnification, and insurance. Staff have been in discussions with PSE and a final version of the franchise has been negotiated by the City Attorney with assistance from the City Engineer. This final version is substantially the same as the version Council received for the First Reading on April 5<sup>th</sup>. The franchise includes a cost recovery for the Attorney, Engineer and some staff time in the amount of \$8,500.</p>   |                                  |              |                           |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
| <p><b>RECOMMENDED ACTION:</b> I move to approve an ordinance granting Puget Sound Energy, its successors and assigns, a nonexclusive franchise for the transmission, distribution and sale of natural gas.</p>  |                                  |              |                           |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
| <p><b>AMENDED MOTION:</b></p>   |                                  |              |                           |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
| <p><b>ACTION TAKEN</b></p>  |                                  |              |                           |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left;">MOTION AS PROPOSED</th> <th colspan="3" style="text-align: left;">MOTION AS AMENDED</th> </tr> <tr> <td colspan="3">Motion made by:</td> <td colspan="3">Motion made by:</td> </tr> <tr> <td colspan="3">Second by:</td> <td colspan="3">Second by:</td> </tr> <tr> <td></td> <td style="text-align: center;">YES Vote</td> <td style="text-align: center;">NO Vote</td> <td></td> <td style="text-align: center;">YES Vote</td> <td style="text-align: center;">NO Vote</td> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Bereswill</td> <td></td> <td></td> <td style="text-align: center;">Bereswill</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Berger</td> <td></td> <td></td> <td style="text-align: center;">Berger</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Grumman</td> <td></td> <td></td> <td style="text-align: center;">Grumman</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Lisk</td> <td></td> <td></td> <td style="text-align: center;">Lisk</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Green</td> <td></td> <td></td> <td style="text-align: center;">Green</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Passed/Failed</td> <td colspan="3">Passed/Failed</td> </tr> <tr> <td colspan="3">Ordinance/Resolution No.:</td> <td colspan="3">Ordinance/Resolution No.:</td> </tr> </tbody> </table> |                                  |              | MOTION AS PROPOSED        |          |         | MOTION AS AMENDED |  |  | Motion made by: |  |  | Motion made by: |  |  | Second by: |  |  | Second by: |  |  |  | YES Vote | NO Vote |  | YES Vote | NO Vote | Bereswill |  |  | Bereswill |  |  | Berger |  |  | Berger |  |  | Grumman |  |  | Grumman |  |  | Lisk |  |  | Lisk |  |  | Green |  |  | Green |  |  | Passed/Failed |  |  | Passed/Failed |  |  | Ordinance/Resolution No.: |  |  | Ordinance/Resolution No.: |  |  |
| MOTION AS PROPOSED  |                                  |              | MOTION AS AMENDED         |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
| Motion made by:   |                                  |              | Motion made by:           |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
| Second by:  |                                  |              | Second by:                |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
|   | YES Vote                         | NO Vote      |                           | YES Vote | NO Vote |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
| Bereswill   |                                  |              | Bereswill                 |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
| Berger  |                                  |              | Berger                    |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
| Grumman   |                                  |              | Grumman                   |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
| Lisk  |                                  |              | Lisk                      |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
| Green   |                                  |              | Green                     |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
| Passed/Failed   |                                  |              | Passed/Failed             |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |
| Ordinance/Resolution No.:   |                                  |              | Ordinance/Resolution No.: |          |         |                   |  |  |                 |  |  |                 |  |  |            |  |  |            |  |  |  |          |         |  |          |         |           |  |  |           |  |  |        |  |  |        |  |  |         |  |  |         |  |  |      |  |  |      |  |  |       |  |  |       |  |  |               |  |  |               |  |  |                           |  |  |                           |  |  |

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE of the City Council of the City of Carnation, Washington, granting Puget Sound Energy, Inc., a Washington corporation, its successors and assigns, the nonexclusive right, privilege, authority and franchise to set, erect, lay, construct, extend, support, attach, connect, maintain, repair, replace, enlarge, operate and use Facilities in, upon, over, under, along, across and through the Franchise Area to provide for the transmission, distribution and sale of natural gas.

THE CITY COUNCIL OF THE CITY OF CARNATION, WASHINGTON, DO ORDAIN AS FOLLOWS:

**Section 1. Definitions.**

1.1 Where used in this franchise (the "Franchise") the following terms shall mean:

1.1.1 "PSE" means Puget Sound Energy, Inc., a Washington corporation, and its successors and assigns.

1.1.2 "City" means the City of Carnation, a code city of the State of Washington, and its successors and assigns.

1.1.3 "Franchise Area" means any, every and all of the public roads, streets, avenues, alleys, and highways of the City as now laid out, platted, dedicated or improved; and any, every and all public roads, streets, avenues, alleys and highways that may hereafter be laid out, platted, dedicated or improved within the present limits of the City and as such limits may be hereafter extended.

1.1.4 "Facilities" means, collectively, any and all natural gas distribution systems, including but not limited to, gas pipes, pipelines, mains, laterals, conduits, feeders, regulators, valves, meters, meter-reading devices, fixtures and communication systems; and any and all other equipment, appliances, attachments, appurtenances and other items necessary, convenient, or in any way appertaining to any and all of the foregoing, whether the same be located over or under ground.

1.1.5 "Ordinance" means Ordinance No. \_\_\_\_\_ , which sets forth the terms and conditions of this Franchise.

1.1.6 "Public Works Improvement" means any construction, installation, relocation, expansion, maintenance, repair or removal of roads, streets, sidewalks, parks, curbs, gutters, storm drainage facilities, sewer lines, water utility lines or other capital improvement project within the Franchise Area that is undertaken by or on behalf of the City and is funded by the City (either directly with its own funds or with other public monies obtained by the City). For the avoidance of doubt, the term "Public Works Improvement" shall include any such capital improvement project undertaken by the City which requires the relocation of PSE's

Facilities within the Franchise Area, even if the capital improvement project entails, in part, related work funded and/or performed by or for a third party governmental entity under a valid interlocal agreement between the City and such entity (except to the extent the relocation of PSE's Facilities is caused by the related work funded and/or performed by or for such third party governmental entity), but shall not include, without limitation, any other improvements or repairs undertaken by or for the benefit of third party private entities.

## **Section 2. Facilities Within Franchise Area.**

2.1 The City does hereby grant to PSE the nonexclusive right, privilege, authority and franchise to set, erect, lay, construct, extend, support, attach, connect, maintain, repair, replace, enlarge, operate and use Facilities in, upon, over, under, along, across and through the Franchise Area to provide for the transmission, distribution and sale of gas and other such services as may be provided by such Facilities.

2.2 This Franchise shall not convey any right to PSE to install its Facilities on, under, over or across, or to otherwise use, any City-owned or leased properties of any kind that are located outside the Franchise Area.

2.3 This Franchise shall not govern or apply to Facilities located on PSE-owned or leased properties or easements (whether inside or outside of the Franchise Area, whether granted by a private or public entity, and whether now existing or hereafter acquired) and such Facilities are not, and will not be deemed to be, located pursuant to rights derived from this Franchise or pursuant to rights otherwise granted by the City.

## **Section 3. Noninterference of Facilities.**

3.1 PSE's Facilities shall be maintained, used and operated within the Franchise Area so as not to unreasonably interfere with the free passage of traffic and in accordance with the laws of the State of Washington. PSE shall exercise its rights within the Franchise Area in accordance with applicable City codes, policies and ordinances governing use and occupancy of the Franchise Area; provided, however, in the event of any conflict or inconsistency of such codes, policies and ordinances with the terms and conditions of this Franchise, the terms and conditions of this Franchise shall govern and control to the extent of such conflict or inconsistency; provided, further, nothing herein shall be deemed to waive, prejudice or otherwise limit any right of appeal afforded PSE by such City codes and ordinances.

3.2 PSE shall provide the City, upon the City's reasonable request, copies of available drawings in use by PSE showing the location of its Facilities at specific locations within the Franchise Area. As to any such drawings so provided, PSE does not warrant the accuracy thereof and, to the extent the location of Facilities are shown, such Facilities are shown in their approximate location. Further, upon the City's reasonable request in connection with the City's design of a Public Works Improvement within the Franchise Area, PSE shall provide field markings of its underground Facilities within the Franchise Area, if such Facilities can be so marked with reasonable accuracy. Nothing herein is intended (nor shall be construed) to

relieve either party of their respective obligations arising under applicable law with respect to determining the location of utility facilities.

#### **Section 4. Relocation of Facilities.**

4.1 Whenever the City causes a Public Works Improvement to be undertaken within the Franchise Area, and such Public Works Improvement requires, in the City's reasonable determination, the relocation of PSE's then existing Facilities within the Franchise Area (for purposes other than those described in Section 4.2 below), the City shall:

4.1.1 provide PSE, within a reasonable time prior to the commencement of such Public Works Improvement, written notice requesting such relocation; and

4.1.2 provide PSE with reasonable plans and scope documents for such Public Works Improvement.

No later than one hundred twenty (120) days (or such shorter or longer period of time as the parties may mutually agree in writing for a given Public Works Improvement) following receipt of such notice and such reasonable plans and scope documents (the "Relocation Deadline"), PSE shall relocate such Facilities within the Franchise Area at no charge to the City (even if, for the avoidance of doubt, the Public Works Improvement is undertaken by the City in conjunction with related work funded and/or performed by or for a third party governmental entity that is subject to the relocation requirements set forth in Section 4.2 below); provided, however, that the Relocation Deadline will be equitably extended as reasonably necessary for up to three hundred sixty (360) days (or such shorter or longer period of time as the parties may mutually agree in writing for a given Public Works Improvement) if it would be impossible or impracticable for PSE to complete the relocation work by the original Relocation Deadline due to factors and/or circumstances beyond PSE's reasonable control, including, but not limited to, PSE's actual inability (despite using its best efforts) to obtain materials in a timely manner or PSE's relocation work being dependent on the performance of other work by the City or any third party. If the City requires the subsequent relocation of the same Facilities within five (5) years from the date of relocation of such Facilities pursuant to this Section 4.1, then PSE shall relocate such Facilities in accordance with this Section, but the City shall bear the entire cost of such subsequent relocation.

4.2 Whenever (i) any public or private development within the Franchise Area, other than a Public Works Improvement, requires the relocation of PSE's Facilities within the Franchise Area to accommodate such development; or (ii) the City requires the relocation of PSE's Facilities within the Franchise Area for the benefit of any person or entity other than the City, then in such event, PSE shall have the right as a condition of such relocation, to require such developer, person or entity to make payment to PSE, at a time and upon terms acceptable to PSE, for any and all costs and expenses incurred by PSE in the relocation of PSE's Facilities.

4.3 Any condition or requirement imposed by the City upon any person or entity, other than PSE, that requires the relocation of PSE's Facilities shall be a required relocation for

purposes of Section 4.2 above (including, without limitation, any condition or requirement imposed pursuant to any contract or in conjunction with approvals or permits for zoning, land use, construction or development).

4.4 Subject to the exclusions and requirements set forth below in this Section 4.4, and to the maximum extent provided by law, if PSE breaches its obligations under Section 4.1 with respect to relocating its Facilities within the Franchise Area by the applicable Relocation Deadline in order to accommodate a Public Works Improvement, and to the extent such breach causes a delay in the work being undertaken by the City's third party contractor(s) on the Public Works Improvement that results in a claim by the third party contractor(s) for costs, expenses and/or damages that are directly caused by such delay and are legally required to be paid by the City (each, a "Contractor Delay Claim"), the City may at its sole option:

4.4.1 tender the Contractor Delay Claim to PSE for defense and indemnification in accordance with Section 7; or

4.4.2 require that PSE reimburse the City for any such costs, expenses, and/or damages that are legally required to be paid by the City to its third party contractor(s) as a direct result of the Contractor Delay Claim; provided that, if the City requires reimbursement by PSE under this Section 4.4.2, the City shall first give PSE written notice of the Contractor Delay Claim and give PSE the opportunity to work with the third party contractor(s) to resolve the Contractor Delay Claim for a period of not less than sixty (60) days prior to the City's payment of the Contractor Delay Claim.

Nothing in this Section 4.4 or otherwise will require PSE to bear or be responsible for any cost, expense or damage, or to defend or indemnify the City against any claim, that results from any delay in meeting the applicable Relocation Deadline for a Public Works Improvement if and to the extent the delay is caused by the City, any third party that is not an agent of PSE, or any other cause, event or circumstance beyond the reasonable control of PSE.

4.5 Nothing in this Section 4 "Relocation of Facilities" shall require PSE to bear any cost or expense in connection with the location or relocation of any Facilities then existing pursuant to easement or such other rights not derived from this Franchise regardless of whether such easement or other rights are on public or private property.

## **Section 5. Shared Use of Excavations.**

5.1 In the event either PSE or the City shall cause excavations to be made within the Franchise Area, the party causing such excavation shall afford the other, upon receipt of a written request to do so, an opportunity to use such excavation so long as such joint use does not unreasonably delay the work of the party causing such excavation, and such joint use is arranged and accomplished upon terms and conditions reasonably satisfactory to the party causing such excavation.

## **Section 6. Reservation of Easement in Event of Vacation.**

6.1 In the event the City considers vacating any portion of the Franchise Area during the term of this Franchise, the City shall give PSE advance written notice of the same to allow PSE the opportunity to review and comment on the proposed vacation. Thereafter, unless otherwise requested by PSE, the City shall, in its vacation procedure, reserve and grant an easement to PSE for PSE's Facilities based on the input received from PSE, to the extent that the Carnation City Council determines that such reservation and grant is in the public interest.

## **Section 7. Indemnification.**

7.1 PSE shall indemnify, defend and hold harmless the City, its officers, officials and employees, from any and all third party claims, suits and demands, and any damages, judgments, losses, costs, including attorneys' fees, resulting from such claims, suits and demands (collectively, "Claims"), including without limitation Claims on account of injury or damage to the person or property, to the extent such Claims are caused by the negligence or willful misconduct of PSE, its agents, servants or employees in exercising the rights granted to PSE in this Franchise, and/or PSE's violation of any of the provisions of this Franchise; provided, however, that in the event any such Claim be presented to or filed with the City, the City shall promptly notify PSE thereof, and PSE shall have the right, at its election and at its sole cost and expense, to settle and compromise such Claim; provided further, that in the event any suit or action is begun against the City based upon any such Claim, the City shall likewise promptly notify PSE thereof, and PSE shall have the right, at its election and its sole cost and expense, to settle and compromise such Claim, or defend the same at its sole cost and expense, by attorneys of its own election.

7.2 Inspection or acceptance by the City of any work performed by PSE at the time of completion of construction shall not be grounds for avoidance by PSE of any of PSE's obligations under this Section 7. Said indemnification obligations shall extend without limitation to Claims which are not reduced to a suit and any Claims which may be compromised prior to the culmination of any litigation or the institution of any litigation.

7.3 Without prejudice to the foregoing, in the event that PSE refuses the tender of defense with respect to any Claim, said tender having been made pursuant to the indemnification provisions contained herein, and said refusal is subsequently determined by a court of competent jurisdiction (or such other tribunal that the parties may agree to decide the matter), to have been a wrongful refusal on the part of PSE, then PSE shall pay all of the City's costs for defense of the Claim, including without limitation all expert witness fees, costs and attorneys' fees, including costs and fees incurred in recovery under this indemnification provision.

7.4 In the event of liability for damages arising out of injury or damage to the person or property caused by or resulting from the concurrent negligence of PSE and the City, PSE's liability hereunder shall be only to the extent of PSE's negligence.

7.5 Solely to the extent required to enforce the indemnification provisions of this Section 7, PSE waives its immunity under Title 51 RCW, Industrial Insurance; provided, however, the foregoing waiver shall not in any way preclude PSE from raising such immunity as a defense against any claim brought against PSE by any of its employees. This waiver has been mutually negotiated by the parties.

7.6 Subject to Section 4.4 and the City's option thereunder, the indemnification provided herein shall specifically include, without limitation, Contractor Delay Claims.

7.7 The provisions of this Section shall survive the expiration or termination of this Franchise.

**Section 8. Default and Forfeiture.**

8.1 If PSE shall fail to comply with the provisions of this Franchise, the City may serve upon PSE a written order to so comply within sixty (60) days from the date such order is received by PSE. If PSE is not in compliance with this Franchise after expiration of said sixty (60) day period, the City may, by ordinance, declare an immediate forfeiture of this Franchise; provided, however, if any failure to comply with this Franchise by PSE cannot be corrected with due diligence within said sixty (60) day period (PSE's obligation to comply and to proceed with due diligence being subject to unavoidable delays and events beyond its control), then the time within which PSE may so comply shall be extended for such time as may be reasonably necessary and so long as PSE commences promptly and diligently to effect such compliance.

**Section 9. Nonexclusive Franchise.**

9.1 This Franchise is not, and shall not be deemed to be, an exclusive Franchise. This Franchise shall not in any manner prohibit the City from granting other and further franchises over, upon, and along the Franchise Area that do not interfere with PSE's rights under this Franchise. This Franchise shall not prohibit or prevent the City from using the Franchise Area or affect the jurisdiction of the City over the same or any part thereof.

**Section 10. Franchise Term.**

10.1 This Franchise is and shall remain in full force and effect for a period of twenty (20) years from and after the effective date of the Ordinance; provided, however, PSE shall have no rights under this Franchise nor shall PSE be bound by the terms and conditions of this Franchise unless PSE shall, within sixty (60) days after the effective date of the Ordinance, file with the City its written acceptance of the Ordinance.

**Section 11. Assignment.**

11.1 PSE shall have the right to assign its rights, benefits and privileges in and under this Franchise, upon 30 days written notice to, and approval by, the City, which shall not be unreasonably withheld. Any assignee shall, prior to the effective date of any assignment, file written notice of the assignment with the City together with its written acceptance of all terms

and conditions of this Franchise, and shall, without limitation of the foregoing, furnish the City with evidence of all insurance coverage certificates and bonds required hereunder. No assignment by PSE shall be deemed effective prior to the City's receipt of the afore-referenced acceptance, insurance coverage certificates and bonds. Notwithstanding the foregoing, PSE shall have the right, without such notice or such written acceptance, to mortgage its rights, benefits and privileges in and under this Franchise for the benefit of bondholders.

**Section 12. Recovery of Costs.**

12.1 As specifically provided by RCW 35.21.860, the City may not impose a franchise fee or any other fee or charge of whatever nature or description upon PSE. However, as provided in RCW 35.21.860, the City may recover from PSE actual administrative expenses incurred by the City that are directly related to: (i) receiving and approving a permit, license or this Franchise, (ii) inspecting plans and construction, or (iii) preparing a detailed statement pursuant to Chapter 43.21C RCW. In accordance with and subject to the foregoing, PSE agrees to remit payment to the City in the amount of \$8,500.00 to defray the City's staff and legal expenses incurred in receiving and approving this Franchise prior to execution hereof. Nothing herein shall be construed as preventing the City from imposing a utility tax per RCW 35.21.865.

**Section 13. Miscellaneous.**

13.1 If any term, provision, condition or portion of this Franchise shall be held to be invalid, such invalidity shall not affect the validity of the remaining portions of this Franchise which shall continue in full force and effect. The headings of sections and paragraphs of this Franchise are for convenience of reference only and are not intended to restrict, affect or be of any weight in the interpretation or construction of the provisions of such sections or paragraphs.

13.2 This Franchise may be amended only by written instrument, signed by both parties, which specifically states that it is an amendment to this Franchise and is approved and executed in accordance with the laws of the State of Washington. Without limiting the generality of the foregoing, this Franchise (including, without limitation, Section 7 above) shall govern and supersede and shall not be changed, modified, deleted, added to, supplemented or otherwise amended by any permit, approval, license, agreement or other document required by or obtained from the City in conjunction with the exercise (or failure to exercise) by PSE of any and all rights, benefits, privileges, obligations or duties in and under this Franchise, unless such permit, approval, license, agreement or other document specifically:

13.2.1 references this Franchise; and

13.2.2 states that it supersedes this Franchise to the extent it contains terms and conditions that change, modify, delete, add to, supplement or otherwise amend the terms and conditions of this Franchise.

In the event of any conflict or inconsistency between the provisions of this Franchise and the provisions of any such permit, approval, license, agreement or other document, the provisions of this Franchise shall control.

13.3 This Franchise is subject to the provisions of any applicable tariff on file with the Washington Utilities and Transportation Commission (“WUTC”) or its successor. In the event of any conflict or inconsistency between the provisions of this Franchise and such tariff, the provisions of such tariff shall control to the extent of such conflict or inconsistency.

13.4 PSE shall, when making application for any changes in tariffs affecting the provisions of this Franchise, notify the City in writing of said application and provide the City with a copy of the same within five (5) days of filing with the WUTC. PSE shall thereafter provide the City with a copy of any approved tariff(s) affecting the provisions of this Franchise.

**Section 14. No Third Party Beneficiary.**

14.1 Nothing in this Franchise shall be construed to create any rights in or duties to any third party, nor any liability to or standard of care with reference to any third party. This Franchise shall not confer any right or remedy upon any person other than the City and PSE. No action may be commenced or prosecuted against either the City or PSE by any third party claiming as a third party beneficiary of this Franchise. This Franchise shall not release or discharge any obligation or liability of any third party to either the City or PSE.

**Section 15. Plan, Design, Construction and Installation of PSE’s Facilities; Permits, Restoration and Notice of Excavation.**

15.1 All Facilities installed or used by PSE within the Franchise Area under authority of this Franchise shall be used, constructed, operated, repaired and maintained in accordance with applicable federal, state and City laws, codes and regulations, specifically including without limitation all laws, codes and regulations regarding safety; provided, however, in the event of any conflict or inconsistency between any such City laws, codes or regulations and the terms and conditions of this Franchise, the terms and conditions of this Franchise shall govern and control to the extent of such conflict or inconsistency; provided, further, nothing herein shall be deemed to waive, prejudice or otherwise limit any right of appeal afforded PSE by such City laws, codes or regulations.

15.2 Except in the case of an emergency, PSE shall, prior to commencing new construction or major reconstruction work within the Franchise Area, apply for a right of way permit from the City in accordance with applicable regulatory standards and procedures. PSE will fully abide by all applicable ordinances and all rules, regulations and requirements of the City consistent with applicable law and this Franchise, and the City may inspect the manner of such work and require remedies as may be reasonably necessary to assure compliance. Notwithstanding the foregoing, PSE shall not be obligated to obtain, in advance, a permit to

perform emergency repairs, but PSE shall apply for and obtain all applicable permit(s) following the completion of such repairs.

15.3 All Facilities of PSE within the Franchise Area shall be located so as to not unreasonably interfere with the use of the Franchise Area by the general public and shall be constructed, installed, maintained, renovated or replaced in accordance with applicable code, policies, ordinances and regulations of the City and this Franchise; provided, however, in the event of any conflict or inconsistency between any such code, policies, ordinances or regulations of the City and the terms and conditions of this Franchise, the terms and conditions of this Franchise shall govern and control to the extent of such conflict or inconsistency; provided, further, nothing herein shall be deemed to waive, prejudice or otherwise limit any right of appeal afforded PSE by such code, policies, ordinances or regulations of the City. For purposes of clarity, nothing in this Section 15.3 is intended to, or will, limit in any way PSE's rights under Section 4 or any other provision of this Franchise with respect to work undertaken by PSE to accommodate any third party's use of the Franchise Area.

15.4 If, during the course of work on its Facilities within the Franchise Area, PSE causes damage to or alters the Franchise Area, PSE shall replace and restore the Franchise Area at PSE's expense to a condition reasonably comparable to the condition of the Franchise Area that existed immediately prior to such damage or alteration. All replacement and restoration work under this section shall be subject to the inspection, approval and acceptance of the City.

15.5 PSE shall have the right to temporarily excavate within the Franchise Area subject to reasonable conditions and requirements of the City consistent with this Franchise. Before undertaking any trenching or excavation work within the Franchise Area, each party shall first notify the other of such work by written notice.

15.6 Before commencing any street improvements or other work within the Franchise Area that will directly affect PSE's Facilities, the City shall give written notice to PSE.

## **Section 16. Emergency Response.**

16.1 PSE's emergency response plans and procedures shall designate PSE's emergency response personnel and a direct 24-hour emergency contact number and shall furnish any updates as to responsible personnel, or emergency numbers annually or as needed.

16.2 Annually, upon request of the City, PSE shall meet with the City's public safety personnel to coordinate emergency response procedures and, if requested by the City, to actively participate in emergency preparedness drills and/or planning sessions.

## **Section 17. Insurance.**

17.1 PSE shall procure and maintain for the duration of this Franchise, insurance, or provide self-insurance, against all claims for injuries to persons or damages to property which may arise from or in connection with the exercise of the rights, privileges and authority granted

hereunder to PSE, its agents, representatives or employees. PSE shall provide evidence of self-insurance and/or an insurance certificate, together with an endorsement naming the City, its officers, elected officials, agents and employees, as additional insureds, to the City for its inspection prior to the commencement of any work or installation of any Facilities pursuant to this Franchise, and such self-insurance and/or insurance certificate shall evidence the following minimum coverages;

A. Commercial general liability insurance including coverage for premises - operations, explosions and collapse hazard, underground hazard, and products and completed operations, with limits not less than:

- (1) \$5,000,000 for bodily injury or death to each person
- (2) \$5,000,000 for property damage resulting from any one accident;  
and
- (3) \$5,000,000 for general liability.

B. Automobile liability for owned, non-owned and hired vehicles with a limit of \$2,000,000 for each person and \$2,000,000 for each accident;

C. Worker's compensation within statutory limits and employer's liability insurance with limits of not less than \$2,000,000;

D. Environmental pollution liability with a limit not less than \$5,000,000 for each occurrence, at a minimum covering liability from sudden and/or accidental occurrences.

If coverage is purchased on a "Claims made" basis, then PSE shall warrant continuation of coverage, either through policy renewals or the purchase of an extended discovery period. If such extended coverage is available, for not less than three years from the date termination of this Franchise, and/or conversion from a "claims made" form to an "occurrence" coverage form.

17.2 Any deductibles or self-insured retentions must be declared to the City. Payment of deductibles and self-insured retentions shall be the sole responsibility of PSE. The insurance certificate required by this Section shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

17.3 PSE's insurance shall be primary insurance with respect to the City, its officers, officials, agents and employees. Any insurance maintained by the City, its officers, officials, agents and employees shall be in excess of PSE's insurance and shall not contribute with it.

17.4 In addition to the coverage requirements set forth in this Section, the certificates of insurance furnished by PSE shall provide that:

The above described policies will not be canceled before the expiration date thereof, without the issuing company giving sixty (60) days written notice of the certificate holder.

In the event of said cancellation or intent not to renew, PSE shall obtain and furnish to the City evidence of replacement insurance policies meeting the requirements of this Section by the cancellation date.

17.5 In lieu of the insurance requirements set forth in this Section 17, above, PSE may self-insure against such risks in such amounts as are consistent with prudent utility practice and that provide comparable coverage to the coverage types and amounts specified herein. The parties mutually acknowledge that PSE has provided the City with reasonable written evidence that PSE is maintaining such self-insurance prior to the effective date of this Franchise.

### **Section 18. Bonding Requirement.**

18.1 Before undertaking any of the work within the Franchise Area authorized by this Franchise, PSE shall, if requested by the City, furnish a bond executed by PSE and a corporate surety authorized to do surety business in the State of Washington, in a sum to be set and approved by the Public Works Director as reasonably sufficient to ensure performance of PSE's obligations under this Franchise with respect to such work. The bond may be subject to reasonable conditions imposed by the Public Works Director relating to the performance of such work by PSE, including without limitation a requirement that PSE shall restore or replace any defective work or materials discovered in the restoration of the Franchise Area within a period of two (2) years from the final City inspection date of any such restoration. PSE may satisfy the obligations of this Section with one (1) or more bonds acceptable to the City. In the event that a bond furnished pursuant to this Section is canceled by the surety, after proper notice and pursuant to the terms of said bond, PSE shall, prior to the expiration of said bond, procure a replacement bond which complies with the terms of this Section.

18.2 With respect to undertaking any of the work within the Franchise Area authorized by this Franchise, in the event PSE fails to perform its obligations under this Franchise with respect to such work and further fails to cure its deficiency within a reasonable period of time after receipt of written notice of such deficiency by the City, then the City may use any bond(s) furnished by PSE pursuant to this Section to cure such deficiency. Neither the amount of such bond(s) nor the City's use thereof shall limit the City's full recovery from PSE of costs incurred by the City to cure such deficiency.

18.3 In the event the City makes use of such bond(s) furnished by PSE pursuant to this Section, the City shall promptly provide written notice of same to PSE. Within thirty (30) days of receipt of such notice, PSE shall replenish or replace such bond(s) as provided herein.

18.4 The rights reserved to the City by this Section are in addition to other rights of the City whether reserved by this Franchise or authorized by law, and no action, proceeding, or exercise of right under this Section shall constitute an election or waiver of any rights or other remedies the City may have.

#### **Section 19. State Highways.**

19.1 The City and PSE will each comply with the provisions of Chapter 47.24 RCW and associated regulations of the Washington State Department of Transportation (WSDOT), including future amendments thereto, as they relate to any public rights-of-way within the Franchise Area that are part of the state highway system. Any applicable provision of Chapter 47.24 RCW and associated regulations that is required by law to be included in this Franchise shall be deemed so included by this reference. The foregoing, however, will not and is not intended to waive any rights or recourse of any kind available to either party under any other federal or state law or regulation or any tariff now or hereafter on file with the WUTC.

#### **Section 20. Venue, Governing Law and Attorneys' Fees.**

20.1 This Franchise shall be governed by the laws of the State of Washington. The exclusive venue for any litigation arising out of this Franchise shall be the Superior Court for King County, Washington. The substantially prevailing party in such litigation shall be entitled to an award of its reasonable attorneys' fees.

#### **Section 21. Remedies; Regulatory Authority Reserved.**

21.1 No provision of this Franchise shall be deemed to bar the right of either party to seek or obtain judicial relief from a violation of any provision of the Franchise. Neither the existence of other remedies identified in this Franchise nor the exercise thereof shall be deemed to bar or otherwise limit the right of either party to recover monetary damages for such violations by the other party, and/or to seek and obtain judicial enforcement of the other party's obligations by means of specific performance, injunctive relief or mandate, or any other remedy at law or in equity.

21.2 Except for and subject to the express terms and conditions of this Franchise, which are each binding on the City and may not be altered or amended by the City, nothing herein shall be construed as a waiver, abridgment or other limitation of the City's regulatory authority and/or police power, which the City hereby expressly reserves in full.

#### **Section 22. Decommissioned Facilities; Post-Service Abandonment.**

22.1 In connection with PSE's continued operation of its Facilities within the Franchise Area, PSE may from time to time decide to discontinue use of a portion of those Facilities and permanently decommission them in place. In such event, PSE shall notify the City of its decision to permanently decommission such Facilities in place and provide a plan for such

decommissioning to the City. Thereafter, the parties shall meet to discuss the proposed plan and shall work together in good faith in an effort to adjust the plan and establish any additional requirements as may be reasonably necessary to address each party's concerns. In addition to any further requirements agreed upon by the City and PSE based on their review of the proposed plan, (a) PSE shall, at PSE's expense, decommission such Facilities so as to render the Facilities safe in accordance with applicable law, (b) such decommissioned Facilities will continue to be subject to the terms of this Franchise (including but not limited to the relocation provisions in Section 4), and (c) PSE shall provide the City with maps that show the approximate location of such Facilities. In no case shall PSE be permitted to permanently decommission Facilities that are located above ground or overhead within the Franchise Area.

22.2 If, after the expiration or termination of this Franchise, PSE at any time ceases to provide all natural gas service within the jurisdictional boundaries of the City and ownership of the Facilities of PSE within the Franchise Area is not transferred to a replacement or substitute natural gas service provider (including, without limitation, the City), PSE will continue to be responsible for maintaining such Facilities within the Franchise Area and will remove the Facilities at no cost to the City as and to the extent requested by the City upon not less than one hundred eighty (180) days' prior written notice to PSE.

22.3 The provisions of this Section shall survive the expiration or termination of this Franchise.

**Section 23. Effective Date.**

23.1 This Ordinance shall be effective on \_\_\_\_\_, 20\_\_, having been: (i) introduced to the City Council not less than five days before its passage; (ii) first submitted to the City Attorney on November 30, 2015; (iii) published at least five days prior to the above-referenced effective date and as otherwise required by law; and (iv) passed at a regular meeting of the Carnation City Council by an approving majority of the entire legislative body of the City of Carnation on \_\_\_\_\_, 20\_\_.

Signed and approved by the Mayor on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Jim Berger, Mayor

ATTEST:

\_\_\_\_\_  
Mary Madole, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
J. Zachary Lell, City Attorney

Date: \_\_\_\_\_



# CARNATION CITY COUNCIL

## AGENDA BILL

|  |                                  |              |
|--|----------------------------------|--------------|
| <b>TITLE:</b> An Ordinance amending Title 12 CMC by the addition of a new chapter 12.02 CMC <u>Complete Streets</u> thereto, establishing a Complete Streets Policy. | <b>Agenda Bill No.:</b>          | AB16-19      |
|  | <b>Type of Action:</b>           | ORDINANCE    |
| <b>EXHIBITS:</b><br><br><ul style="list-style-type: none"> <li>• Proposed Ordinance No. &lt; ___ &gt;</li> </ul>   | <b>Origin: (Council/Manager)</b> | City Manager |
|  | <b>Agenda Bill Author:</b>       | Phil Messina |
|  | <b>Date Submitted:</b>           | 07/11/2016   |
|  | <b>For Agenda of:</b>            | 07/19/2016   |
|  | <b>Expenditure Required:</b>     |              |
|  | <b>Amount Budgeted:</b>          |              |
|  | <b>Appropriation Required:</b>   |              |

**SUMMARY STATEMENT AND DISCUSSION:** The Washington State Legislature created the Complete Streets Award Program as an incentive to encourage city and county governments to adopt a complete streets policy. The policies require that cities and counties plan, design, operate and maintain their streets while considering all transportation users and modes. Cities and counties that show achievement in planning, designing, building and involving the community in design for all users may receive Complete Streets Awards. The funding is flexible and can be used to build eligible complete streets projects. In the first year of funding if we are successful, we can expect up to \$250,000 from the Program. We would then have up to three years to use the funding.

The policies that are integrated into this ordinance reflect the design work that has been done on the Tolt Ave reconstruction project: a redesigned street that includes pedestrians, bicyclists and vehicles and includes gathering places and aesthetic improvements to the Tolt Avenue corridor. We believe that the ordinance as presented gives the City flexibility in our future road design.

**RECOMMENDED ACTION:** I move to approve an Ordinance amending Title 12 CMC by the addition of a new Chapter 12.02 Complete Streets thereto, establishing a complete streets policy.

**AMENDED MOTION:**

### ACTION TAKEN

| MOTION AS PROPOSED        |          |         | MOTION AS AMENDED         |          |         |
|---------------------------|----------|---------|---------------------------|----------|---------|
| Motion made by:           |          |         | Motion made by:           |          |         |
| Second by:                |          |         | Second by:                |          |         |
|                           | YES Vote | NO Vote |                           | YES Vote | NO Vote |
| Bereswill                 |          |         | Bereswill                 |          |         |
| Berger                    |          |         | Berger                    |          |         |
| Grumman                   |          |         | Grumman                   |          |         |
| Lisk                      |          |         | Lisk                      |          |         |
| Green                     |          |         | Green                     |          |         |
| Passed/Failed             |          |         | Passed/Failed             |          |         |
| Ordinance/Resolution No.: |          |         | Ordinance/Resolution No.: |          |         |

MLM/  
07/08/16

**ORDINANCE NO. \_\_\_\_**

AN ORDINANCE OF THE CITY OF CARNATION, WASHINGTON, AMENDING TITLE 12 CMC BY THE ADDITION OF A NEW CHAPTER 12.02 CMC COMPLETE STREETS THERETO; ESTABLISHING A COMPLETE STREETS POLICY; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

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WHEREAS, the Washington State Transportation Improvement Board has established a complete streets grant award program; and

WHEREAS, “complete streets” refers to the concept that roadways should be planned, designed, and constructed to provide safe access to all legal users, including bicyclists, pedestrians, motorists, and public transportation users; and

WHEREAS, pursuant to RCW 47.04.320(2)(b) the City Council desires to establish a jurisdiction-wide complete streets policy for retrofit street projects that plans for the needs of all users and is consistent with sound engineering principles; NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF CARNATION, WASHINGTON, DO  
ORDAIN AS FOLLOWS:

Section 1. Amendment of Title 12 CMC. Title 12 of the Carnation Municipal Code is hereby amended by the addition of new Chapter 12.02 Complete Streets to provide in its entirety as contained in Exhibit A, attached hereto and incorporated herein by this reference as if set forth in full.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. Effective Date. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

APPROVED by the Carnation City Council this \_\_\_\_ day of July, 2016.

\_\_\_\_\_  
MAYOR, JIM BERGER

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
CITY CLERK, MARY MADOLE

FILED WITH THE CITY CLERK: ..... 07/08/2016  
PASSED BY THE CITY COUNCIL: ..... \_\_\_\_\_  
PUBLISHED: ..... \_\_\_\_\_  
EFFECTIVE DATE:..... \_\_\_\_\_  
ORDINANCE NO. .... \_\_\_\_\_

## Exhibit A

### Chapter 12.02 COMPLETE STREETS

#### Sections:

|           |   |
|-----------|---|
| 12.02.010 | Purpose                                       |
| 12.02.015 | Complete streets definition                   |
| 12.02.020 | Projects                                      |
| 12.02.030 | Exceptions                                    |
| 12.02.040 | Intergovernmental cooperation                 |
| 12.02.050 | Design criteria                               |
| 12.02.060 | Community context                             |
| 12.02.070 | Network                                       |
| 12.02.080 | Performance measures                          |
| 12.02.090 | Implementation of complete streets principles |

#### **12.02.010 Purpose.**

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The purpose of this chapter is to promote pedestrian, bicycle, and public transportation travel to reduce negative environmental impacts, promote healthy living, advance the well-being of travelers, support the goal of compact development, and meet the needs of the diverse populations that comprise our community. It is intended to help achieve the goals and objectives of the City of Carnation (City) as a community in which all residents and visitors, regardless of their age, ability, or financial resources, can safely and efficiently use the public right-of-way to meet their transportation needs regardless of their preferred mode of travel.

The City will plan for, design, construct, operate, and maintain an appropriate and integrated transportation system that plans for the needs of all users in new roadway construction, retrofit, or reconstruction projects. The system's design will be consistent with sound engineering principles and supportive of local neighborhoods, recognizing that transportation needs vary and must be balanced in a flexible, safe, and cost effective manner.

#### **12.02.015 Complete streets definition.**

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A “complete street” is a road that is designed to provide safe access to all users, including bicyclists, motorists, public transit vehicles and users, school buses, emergency responders, wheelchair users, and pedestrians of all ages and abilities. The complete streets concept focuses not just on individual roads but on changing the decision-making process so that all users are routinely considered during

the planning, designing, building and operating of all roadways. Transportation facilities that support the concept of complete streets include, but are not limited to, pavement markings and signs; street and sidewalk lighting; sidewalk and pedestrian safety improvements; Americans with Disabilities Act and Title VI compliance; transit accommodations; bicycle accommodations including appropriate signage and markings, and as appropriate streetscapes that appeal to and promote pedestrian use.

#### **12.02.020 Projects.**

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Those involved in the planning and design of projects within the public right-of-way will give consideration to all users and modes of travel from the start of planning and design work. Transportation improvements shall be viewed as opportunities to create safer, more accessible streets for all users. This shall apply to new construction, reconstruction, and rehabilitation.

#### **12.02.030 Exceptions.**

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Exceptions to this policy may be determined by the City Manager under the circumstances listed below:

- A. Street projects may exclude those elements of this policy that would require the accommodation of street uses prohibited by law;
- B. Ordinary and routine maintenance of the transportation network designed to keep assets in serviceable condition that does not change the roadway geometry or operations, such as mowing, snowplowing, sweeping, spot repair, joint or crack sealing, or pothole filling do not require that elements of this policy be applied beyond the scope of that maintenance activity;
- C. Repairs made pursuant to pavement opening and restoration allowed by approval of the City Manager or City Engineer;
- D. Ordinary maintenance paving projects should include evaluation of the condition of existing facilities supporting alternate transportation modes as well as modifying existing pavement markings and signage that supports such alternative modes as appropriate.
- E. Street reconstruction projects and maintenance paving projects which involve widening pavement may exclude elements of this policy when the accommodation of a specific use is expected to:
  1. Require more space than is physically available, or

2. Be located where both current and future need is proven absent, or
  3. Incur cost that would be disproportionate to the current or probable future need, or
  4. Have adverse impacts on environmental resources such as streams, wetlands floodplains, steep slopes or other critical areas; or
  5. Have significant adverse impacts on neighboring land uses or on historic structures or sites above and beyond the impacts of currently existing infrastructure, including impacts from right-of-way acquisition; or
  6. Be unnecessary or inappropriate because it would be contrary to public safety.
- F. Street projects may exclude the development of sidewalks in areas falling outside those identified as appropriate for sidewalks on the basis of an adopted sidewalk policy.

#### **12.02.040 Intergovernmental cooperation.**

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The City will foster partnerships and cooperation with other transportation agencies including the Washington State Department of Transportation and King County to ensure the principles and practices of complete streets are embedded within their planning, design, construction, and maintenance activities. The City will specifically cooperate to ensure the transportation network flows seamlessly between jurisdictions in accordance with local and regional road, transit, bicycle, and pedestrian plans.

#### **12.02.050 Design criteria.**

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The City shall maintain design criteria, standards and guidelines based upon recognized best practices in street design, construction and operation as identified in Carnation Municipal Code Chapter 12.06. To the greatest extent possible, the City shall adopt standards with particular emphasis on pedestrian and bicycle markings and wayfinding signage (as permitted through City of Carnation Municipal Code). Resources to be referenced in developing these standards shall include, but not necessarily be limited to, the latest editions of: American Association of State Highway Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets, Washington State Department of Transportation Design Manual, and the Manual on Uniform Traffic Control Devices.

#### **12.02.060 Community context.**

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Implementation of this Chapter shall take into account the goal of enhancing the context and character of the surrounding built and natural environments.

**12.02.070 Network.**

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Appropriate attention should be given to projects which enhance the overall transportation system and its connectivity for access to parks or recreation areas, schools, shopping/commercial areas, public transportation, employment centers, existing pedestrian or bicycle networks, or regional bicycle pedestrian plans prepared by other associated groups such as the Washington State Department of Transportation and King County.

**12.02.080 Performance measures.**

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The City Manager or his/her designee shall report to the City Council on an annual basis on the transportation projects undertaken within the prior year and planned within the coming six year period and the extent to which each of these projects has met the objectives of this policy.

**12.02.090 Implementation of complete streets principles.**

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The City will incorporate complete streets principles into the City's comprehensive plan, public works standards, parks and recreation master plan, and other plans, manuals, rules, regulations and programs as appropriate. Implementation may also be done through developing transportation network plans on a regional basis within the city and in conjunction with regional plans. These plans shall specify the type and location of improvements and shall be implemented as funding becomes available. Special emphasis shall be placed on those elements of these plans that can be accomplished with little or no additional expense, such as providing bike lanes where existing pavement is adequate or where road shoulders are sufficient to allow for safe bicycle use.



# CARNATION CITY COUNCIL AGENDA BILL

|  |   |                           |           |
|--|---|---------------------------|-----------|
| <b>TITLE:</b> A Resolution adopting the 2015 Update to the Carnation Comprehensive Emergency Management Plan.  | <b>Agenda Bill No.:</b>                 | AB16-20                   |           |
|  | <b>Type of Action:</b>                  | RESOLUTION                |           |
|  | <b>Origin:</b> <i>(Council/Manager)</i> | City Manager              |           |
|  | <b>Agenda Bill Author:</b>              | Phil Messina              |           |
| <b>EXHIBITS:</b> <ul style="list-style-type: none"> <li>• Carnation Comprehensive Emergency Management Plan, Updated December 2015</li> </ul>  | <b>Date Submitted:</b>                  | 7/12/2016                 |           |
|  | <b>For Agenda of:</b>                   | 7/19/2016                 |           |
|  | <b>Expenditure Required:</b>            | \$0                       |           |
|  | <b>Amount Budgeted:</b>                 | N/A                       |           |
|  | <b>Appropriation Required:</b>          | N/A                       |           |
| <b>SUMMARY STATEMENT AND DISCUSSION:</b> Cities in Washington are required to prepare a Comprehensive Emergency Management Plan (CEMP) and to review and revise that Plan every four years. City staff met with staff from the State Emergency Management Division (EMD) last fall and received guidance on the needed revisions to the CEMP. The EMD's plan review measures the plan's consistency with the National Response Framework, the National Incident Management System and the Washington State Comprehensive Emergency Management Plan. Per the EMD's review the Carnation Plan, "...meet the standards in most areas and exceeds in others."<br>This document is the result of an additional review by the EMD. As indicated by the word "Comprehensive" this Plan consists of 15 "Emergency Support Functions" (ESFs) that outline the roles and responsibilities of various agencies, including Carnation, in the event of a local or regional emergency situation. |   |                           |           |
| <b>RECOMMENDED ACTION:</b> Motion to approve a Resolution adopting the 2015 Update to the Carnation Comprehensive Emergency Management Plan.   |   |                           |           |
| <b>AMENDED MOTION:</b>   |   |                           |           |
| <b>ACTION TAKEN</b>  |   |                           |           |
| <b>MOTION AS PROPOSED</b>  |   | <b>MOTION AS AMENDED</b>  |           |
| Motion made by:  |   | Motion made by:           |           |
| Second by:   |   | Second by:                |           |
|  | YES Vote                                | NO Vote                   |           |
| Bereswill  |   |                           | Bereswill |
| Berger   |   |                           | Berger    |
| Grumman  |   |                           | Grumman   |
| Lisk   |   |                           | Lisk      |
| Green  |   |                           | Green     |
| Passed/Failed  |   | Passed/Failed             |           |
| Ordinance/Resolution No.:  |   | Ordinance/Resolution No.: |           |
|  |   |                           |           |

RESOLUTION NO. \_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
CARNATION, WASHINGTON, ADOPTING THE 2015 UPDATE  
TO THE COMPREHENSIVE EMERGENCY MANAGEMENT  
PLAN FOR THE CITY OF CARNATION.

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WHEREAS, the Revised Code of Washington 38.52.070 directs local jurisdictions to develop and maintain a local comprehensive emergency management plan; and

WHEREAS, local comprehensive emergency management plans establish the emergency management functions and responsibilities of the City and other public and private organizations that aid in the response and recovery from any hazard that could effect the city; and

WHEREAS, the City of Carnation first adopted a Comprehensive Emergency Management Plan by Resolution No. 314 in August 2006, which was subsequently updated in July 2011; and

WHEREAS, the City received notice in May 2015 from the Washington State Emergency Management Division (EMD) that another periodic update to the Carnation Comprehensive Emergency Management Plan was due by the end of December 2015; and

WHEREAS, a proposed update to the Carnation Comprehensive Emergency Management Plan was submitted to EMD for review and comment in December 2015; and

WHEREAS, the comments received from EMD in January 2016 have been addressed within the updated Carnation Comprehensive Emergency Management Plan attached to this resolution; and

WHEREAS, adoption of the updated Carnation Comprehensive Emergency Management Plan allows the City to remain current with the law and eligible for Emergency Management Performance Grant consideration; NOW, THEREFORE,

IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARNATION AS FOLLOWS:

Section 1. Plan Adoption. The updated Carnation Comprehensive Emergency Management Plan dated December 2015, attached hereto as Exhibit A, and incorporated herein by this reference as if fully set forth, is hereby adopted as the comprehensive emergency management plan for the City of Carnation pursuant to RCW 38.52.070.

Section 2. Effective Date and Superseding Effect. This resolution shall become effective upon adoption by the Carnation City Council and shall supersede all previous local comprehensive emergency management plans adopted by previous resolutions.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF THIS \_\_\_\_ DAY OF JULY, 2016.

CITY OF CARNATION

\_\_\_\_\_  
MAYOR, JIM BERGER

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
CITY CLERK, MARY MADOLE

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



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# Comprehensive Emergency Management Plan

## *Basic Plan and Emergency Support Functions (ESFs)*

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*City of Carnation*  
**Comprehensive Emergency Management Plan**  
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## DISTRIBUTION LIST

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| <u>COPY NO.</u> | <u>DEPARTMENT / AGENCY</u>               | <u>STAFF</u>  |
|-----------------|--|---|
| #1.             | CITY HALL COUNTER – <i>City Hall</i>     | Office Staff  |
| #2.             | SHERIFF - King Co Sheriff's Office       | Major Mitzi Johanknecht<br><i>Including full CD</i> |
| #3.             | SHERIFF – <i>Local Office</i>            | Deputy Scott Allen                                  |
| #4.             | FIRE – <i>Eastside Fire &amp; Rescue</i> | Fire Chief  |
| #5.             | ADMINISTRATION- <i>City Manager</i>      | Phil Messina  |
| #6.             | PUBLIC WORKS - <i>Public Works</i>       | Bill Ferry  |
| #7.             | FULL COPY CD – <i>City Hall</i>          | <b>(NOT FOR PUBLIC DISCLOSURE)</b>                  |
| #8.             | RIVERVIEW SCHOOL DISTRICT                | <i>District Office: Current Superintendent</i>      |
| #9.             | ADMINISTRATION CD- <i>Council</i>        | Mayor/Council Copy                                  |



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## RECORD OF CHANGES

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### NOTE

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This plan will be updated periodically to reflect current information. Corrected pages are issued with a new date in the footer. After numerous changes to this plan have been issued or when changes are broad in scope, the entire plan will be issued as a revision.

| <b>REVISION OR CHANGE NUMBER</b> | <b>ISSUE DATE</b>    | <b>TITLE OR BRIEF DESCRIPTION</b>  |
|----------------------------------|----------------------|--|
| <b>ORIGINAL</b>                  | <b>AUGUST 2006</b>   | <b>EMERGENCY MANAGEMENT PLAN</b>   |
| <b>REVISION</b>                  | <b>JULY 2011</b>     | <b>EMERGENCY MANAGEMENT PLAN</b>   |
| <b>REVISION<br/>(12/2015)</b>    | <b>DECEMBER 2015</b> | <b>EMERGENCY MANAGEMENT PLAN<br/>(READOPTION AND REISSUANCE OF ENTIRE<br/>PLAN IN JULY 2016)</b> |
|                                  |                      |  |
|                                  |                      |  |



*City of Carnation*  
**Comprehensive Emergency Management Plan**  
**BASIC PLAN**

## **I. INTRODUCTION**

### **A. Mission**

1. To provide the emergency organization, programs, training and resources necessary to maximize population survival and preservation of property in the City of Carnation in the event of a natural and/or man-made disaster.
2. It is the policy of the government of Carnation, in order to preserve lives and property, to take appropriate actions to mitigate, prepare for, respond to, and recover from, all natural and man-made disasters and emergencies within its jurisdiction.
3. This policy is implemented cooperatively with the King County Sheriff's Office (KCSO), Carnation/King County Fire District 10 (KCFD10), part of the Eastside Fire and Rescue consortium and the Riverview School District.
4. It shall further be the policy of the City of Carnation to encourage its citizens to prepare for emergencies and disasters in order to be self-sufficient for a minimum of 72 hours following such an event.

### **B. Purpose**

1. This plan will facilitate restoration of basic City government operations following disasters.
2. This plan will establish appropriate governmental response and recovery actions to emergencies and disasters and will delineate what resources will and will not be available from the City of Carnation.

### **C. Scope and Applicability**

1. This document is the Basic Plan ("Plan") to the City's Comprehensive Emergency Management Plan (CEMP). This document defines and describes general tasks and responsibilities of the City of Carnation and identifies other emergency service organizations with which the City will interact.
2. This Plan describes emergency management responsibilities of the City government departments and elected officials, and addresses what each can and cannot provide.
3. This Plan is applicable to Carnation's government organization, which includes the following departments: Finance and Records, Planning, Public Works, and Police services jointly contracted with the King County Sheriff's Office.
4. This Plan extends to KCFD10 (Eastside Fire & Rescue), which provides fire and emergency medical services to Carnation residents and businesses.
5. This Plan also identifies the Emergency Operations Center (EOC) as a Unified Command Organization in its operational function. The unified command structure consists of key officials from the City and the KCFD10, and other agencies as available and necessary. It is a coordination process that determines overall incident needs and objectives, selects multi-jurisdictional strategies, and insures that joint planning for tactical activities will be accomplished.
6. This plan seeks compliance with the doctrines describe within the National Incident Management System, particularly the Incident Command System as a tool for organizing and responding to incidents and events of local, regional and national significance.

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**D. Incident Management Activities:**

The City has institutionalized the utilization of the Incident Command System (ICS) per the National Incident Management System (NIMS) for all natural and manmade disasters. Under the guidance of NIMS, this plan addresses the full spectrum of activities related to local incident management, including, prevention, preparedness, response, and recovery actions.

This plan has been developed to emulate the National Response Framework (NRF), the NIMS, Washington State Comprehensive Emergency Management Plan (WA CEMP), and the King County Regional Disaster Plan (RDP).

**E. Authorities**

This Plan is developed under the following local, state and federal statutes and regulations:

1. City of Carnation Resolution No. 314
2. King County Code (KCC) 1.28, 2.16, 2.56, 12.52
3. RCW Chapter 38.52; Emergency Management
4. WAC 118-40 Title III; Community Right To Know – State Level
5. WAC 118-30, Local Emergency Management/Services Organizations, Plans and Programs
6. Public Law (PL) 81-920, “The Federal Civil Defense Act of 1950,” as amended
7. U.S. Codes 5121-5202 Disaster Relief Act of 1974, as amended, 2301-2303 Improved Civil Defense 1980
8. PL 95-124; Earthquake Hazards Reduction Act of 1977, as amended
9. PL 99-499; Superfund Amendments and Reauthorization Act of 1986 (changed to Emergency Planning, Community Right To Know Act)
10. HSPD 5 - Management of Domestic Incidents
11. Presidential Policy Directive (PPD) 8: National Preparedness

**F. Key Concepts**

This plan details the key concepts utilized by the City in mitigation, preparation, response and recovery efforts relating to emergencies and disasters in accordance with RCW 38.52.070 and the NIMS. This includes but is not limited to: disaster and emergency responsibilities and procedures; and training and community education activities. The CEMP (Carnation Emergency Management Plan), including its appendices, checklists and supporting documents, provides for the coordination of operations during emergencies and disasters and the proper utilization of all resources available to the City.

The City of Carnation government has the primary responsibility of disaster mitigation, preparedness, response and recovery within City limits. The City may conduct such functions outside its territorial limits as may be required pursuant to RCW 38.52 as amended and current resolutions, ordinances, and mutual aid agreements. Normal day-to-day organizational structures and chains of command will be maintained insofar as possible in government and supporting organizations.

City officials, employees, or volunteers engaged in authorized response activities on behalf of the City shall be entitled to all privileges, benefits and immunities provided by state law and state or federal regulations for registered emergency workers (RCW 38.52.310).

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Special purpose districts (school districts, water districts, fire districts, hospital districts, etc) are responsible for providing such services within their respective jurisdictions, except where contracts or agreements with the City are in place for such services.

## **II. PLANNING ASSUMPTIONS**

The City has been affected and will be affected by various types of situations that could lead to a significant emergency situation. The City is vulnerable to the both natural and man-made hazards. These hazards include, but are not limited to flooding, wind, rain, and snow storms; earthquakes, failure of the Tolt Dam, landslides, common and private carrier accidents, urban search and rescue emergencies, explosion, structural collapses, hazardous material incidents, major fires, civil disturbance, terrorist activities, and major emergency and/or utility systems failure.

This plan recognized that any of the noted situations could create significant property damage, injury, loss of life, panic, and disruption of essential services. These situations may also create significant financial, psychological, and sociological impact on citizens of the community and the local government organization.

In the event of a widespread disaster, it is unlikely that the City will receive any significant assistance from nearby communities, county, state, or federal agencies, or human services organization for 72 hours or longer. In this situation, the initial response activities will rely on available City resources and those of private organizations, businesses, and residents within the City.

Special purpose jurisdictions (fire, school, flood district, etc.) will develop mitigation, preparedness, response and recovery planning capabilities for their own jurisdictions.

City of Carnation residents, businesses and industry will have to utilize their own resources and be self-sufficient following a disaster event for a minimum of three days and most likely longer. Priority of response will be to life safety, protection of public property, the economy and the environment. Re-establishment of government functions and basic infrastructure (utilities, transportation, economy) will be critical to returning to a "normal" situation.

Communications systems will be overloaded and may suffer physical disruption and loss of staff. Implementation of this Plan will reduce disaster-related losses.

In situations not specifically addressed in this Plan, City departments will improvise and carry out their responsibilities to the best of their abilities under the circumstances.

Carnation may be requested to provide support to other jurisdictions with both resources and sheltering during emergencies and disasters not affecting this city.

The information and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this plan or any part therein, that in the event of a disaster the response and recovery activities will occur as described within this document. As a result of a disaster or emergency, the City's response resources may be overwhelmed and essential systems may be nonfunctioning. For this reason, the City will respond in the best manner possible based on the situation and the information and resources available at the time the situation occurs.

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### **III. ROLES AND RESPONSIBILITIES**

#### **A. The Federal Government – Basic Responsibilities**

The Federal Government, through the Federal Emergency Management Agency (FEMA), shall provide assistance in a timely manner to save lives and to protect property. Federal response will be organized through the use of the National Response Framework to facilitate the delivery of all types of federal assistance to states to help them deal with the consequences of significant emergencies and disasters. FEMA shall:

1. Collect, evaluate and disseminate information to state governments, appropriate federal agencies and military commands.
2. Establish federal emergency management priorities in consultation with states.
3. Assist state and local governments in the effective use of available resources, to warn the public and to maintain government services during a disaster.
4. Coordinate the resource mobilization activities of the federal government field establishment.
5. Direct and coordinate post-disaster management of federal resources required for emergency relief and rehabilitation, essential military requirements and national recovery.

#### **B. Washington State – Basic Responsibilities**

Washington State, through its Comprehensive Emergency Management Plan (CEMP) and Emergency Operations Center, shall coordinate all emergency management activities of the state, to protect lives and property of the people, and preserve the environment.

1. The Governor is responsible for directing and controlling all state activities to protect lives, the environment and property from the effects of disasters.
2. The Washington State Emergency Operations Center (WSEOC) is responsible for coordinating operational support and resources from adjacent counties, states and the federal government.
3. State Departments are responsible for providing various services such as specialized skills, equipment and resources, in support of state and local government emergency operations.

#### **C. King County – Basic Responsibilities**

King County has the responsibility for disaster mitigation, preparedness, response and recovery for unincorporated King County, and a regional responsibility for coordination of response and recovery operations including warning, public information, damage assessment, resource coordination, and recovery guidance for individuals and political and special purpose jurisdictions. Regional Coordination will be done within the guidelines outline in the *Regional Disaster Plan for Public and Private Agencies*.

#### **D. The City of Carnation – Basic Responsibilities**

The following are basic responsibilities for emergency management operations provided by the City of Carnation. Detailed responsibilities and essential activities are found in the appropriate Appendices and Emergency Support Functions (ESFs) to this document. Department level standard operating procedures (SOPs) detail how individual departments shall perform their responsibilities.

##### **1. All City Departments are responsible for the following:**

- a) Develop plans (SOPs) for employee notification and support during disasters.

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- b) Establish internal plans and procedures (SOPs) outlining how they will carry out assigned tasks as identified in this Plan.
- c) Participate in training and exercise programs initiated by the City.
- d) When appropriate, develop mutual aid support agreements.
- e) Conduct departmental training on SOPs.
- f) Secure essential departmental records.
- g) Assign a representative to the EOC during times of disaster.
- h) Keep records and receipts of all emergency actions and expenditures to be reported to the Finance Director.
- i) Purchase supplies or equipment required for department staff to perform emergency response activities.
- j) Assign staff member to participate on the City's emergency management planning committee as requested.
- k) All normal lines of supervision will remain in effect unless changed by the Department Director or executive order.

**2. Carnation City Council has the responsibility to:**

- a) Provide for continuity of government through the City Council in order to continue legislative duties, and temporarily fill any vacancy of elected position by succession plan or appointment.
- b) Approve proclamations, ordinances, motions, and appropriate revenue and expenditures.
- c) Coordinate actions with the Emergency Operations Center to assist in public information and the dissemination of emergency information.
- d) Direct citizen requests for assistance to the appropriate governmental agencies.
- e) Support resource and recovery activities as required.
- f) Report to the EOC upon the occurrence of a disaster or upon notification by the City Manager.
- g) Review, with assistance from the Council's Finance Committee, the emergency financial operations of City government and the emergency performance audit.

**3. The Carnation City Manager has the responsibility to:**

- a) Serve as the "Executive Head" and/or "Director" as defined in RCW 38.52.070.
- b) Issue a Proclamation of Local Emergency when appropriate and acquire a mission number of the Washington State Emergency Operations Center.
- c) Implement emergency statutes; recommend for Council approval emergency proclamations, (Refer to Appendix 1 – Direction and Control)
- d) Approve Evacuation Orders.
- e) Formulate and recommend major policy decisions; including those for economic stabilization.
- f) Inform the public, either as, or with the assistance of the EOC Public Information Officer, and approve all public information disseminated to the news media regarding

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City emergency operations and services to ensure release of compatible and accurate information.

- g) Utilize Emergency Powers as defined in RCW 38.52.070(2), as needed, following a Proclamation of Local Emergency.
- h) Establish clear lines of succession in all aspects of City responsibilities and functions.
- i) Enter into mutual aid agreements on behalf of the City.
- j) Recommend Council rescind any emergency ordinances when they are no longer needed.
- k) Formally accept resources from state and federal agencies in accordance with RCW 38.52.100 (Appropriations – Acceptance of Funds, services, etc.)
- l) Provide overall direction and control of City operations.
- m) Act as or appoint a Public Information Officer.
- n) Allocate budget for emergency preparedness and supplies.
- o) The Acting City Manager shall serve in the capacity of the Manager in his/her absence.

**4. The Carnation City Manager is responsible to plan in advance of a disaster to:**

- a) Provide for the development and maintenance of the City's Comprehensive Emergency Management Plan.
- b) Advise the Mayor, Council and Department Directors on direction and control of their emergency operations, emergency fiscal and administrative procedures, and requirements.
- c) Insure Continuity of Operations and Government during emergencies.
- d) Coordinate the development of associated documents and standard operating procedures.
- e) Provide and coordinates through the Eastside Fire & Rescue, King County, Washington State and Federal agencies for staff training, public information and education on emergency preparedness.
- f) Coordinate dissemination of emergency warning information through the, Emergency Alert System (King County), NORCOM R-911, KCOEM's MyStateUSA, and other available City and Eastside Fire & Rescue resources.
- g) Coordinate mitigation and preparedness, response and recovery activities as appropriate.
- h) Collect emergency operations information, analyze data and prepare operational reports.
- i) Coordinate and plan drills/exercises and training.
- j) Advise and assist City officials on direction and control of emergency operations and act as liaison with appropriate organizations, as requested.
- k) Coordinate emergency efforts between the City, Eastside Fire & Rescue and other agencies through the Unified Command Structure Incident Commander.
- l) The Assistant Director of Emergency Management will exercise the powers and perform the duties of the Director during the Director's absence or disability or at the Director's request.

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**5. The Finance Department and City Clerk have the responsibility to:**

**Administration Operations:**

- a) Provide City departments with guidance and direction for the protection of computer hardware, software, data and City telephone systems.
- b) Coordinate the recovery operations of the City's computer and telephone systems following disaster situations.
- c) Provide for the development of plans for emergency feeding and shelter for City staff during disaster activities.
- d) Secure essential financial records of the City, including paper files (essential paper records such as Ordinances, and Resolutions are scanned for electronic retention with off-site backup, and have been physically transferred to WA State Archives for safe-keeping) and computer files (backed up automatically to an off-site location) and provide departments with guidelines for recovery of records after an emergency.
- e) Assist in the procurement of supplies and materials during emergencies and recovery periods.
- f) Serve as liaison to County, State, Federal agencies during recovery, assist in obtaining grants and loans to defray costs of disaster and emergencies.
- g) Record Emergency/Disaster proclamations.
- h) Establish a records management system for records retention and security.
- i) Provide resources for elections if necessary.

**Finance Operations:**

- j) Provide for the receipt, disbursement and accounting of State, County or Federal disaster relief funds.
- k) Promote and review emergency fiscal accuracy and accounting procedures and records.
- l) Provide information and data on taxes in order to ascertain levels of damage.
- m) Establish an accounting system to track expenditures and obligations incurred during emergencies.
- n) Provide for internal cash and system financial auditing of City departments as required to maintain the continuous provision of emergency management functions.
- o) Coordinate with banks to establish and maintain a system to meet payroll and other payment obligations during emergencies and disasters.

**6. The Planning Department has the responsibility to:**

- a) Provide streamline permit process for disaster recovery efforts (e.g. environmental review, land use applications).
- b) Develop plans to deal with land use, environmental impacts and related mitigation issues following disasters.
- c) Provide City maps, land use maps and other such maps to the EOC.
- d) Provide direct support to the City Manager and other City departments as appropriate in the compilation of damage assessment, and preparation of documents being submitted to state and federal agencies.
- e) Assist in monitoring and reporting environmental and other hazards.

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- f) Provide support to other departments in field activities, including damage assessment, as appropriate.
- g) Establish a system to provide shelter, food, emergency first aid and spiritual support during and following an emergency or disaster. (Refer to ESF 6 – Mass Care)
- h) Coordinate the use of City facilities for staging areas for disaster operations, points of distribution, mass care and temporary housing.
- i) Develop plans and provide limited temporary shelter for “special needs” individuals.
- j) Coordinate provision of food and water until the Red Cross Mass Care Program is activated.

**7. The Public Works Department has the responsibility to:**

- a) Act as incident commander in the event of an emergency primarily involving public works
- b) Coordinate essential public works support and services provided by the City, King County and other agencies.
- c) Assess and report damage to streets, roads, bridges, and waterways.
- d) Provide for the maintenance, repair and construction of roads.
- e) Develop citywide evacuation plans to include transportation, transportation routes, coordination with supporting agencies and surrounding jurisdictions. (Refer to ESF 13 Appendix 1 – Evacuation & Movement of People)
- f) Maintain a liaison and coordinate emergency transportation services with transportation providers for the movement of people, equipment and supplies.
- g) Provide flood protection through emergency channel improvements, emergency bank stabilization and other flood protection and prevention projects.
- h) Assist with the disposal of residential and commercial solid waste by coordinating with King County and Recology/Cleanscapes to emergency operations of transfer stations and disposal sites.
- i) Manage the City vehicles.
- j) Provide support to the KCFD10 in hazardous material incident response to sewers and streets.
- k) Coordinate response and utility use with electric utilities, natural gas and telephone representatives.
- l) Provide debris removal from public property during emergencies.
- m) Direct, control and manage sandbag resources for City government.
- n) Assist Police Department with traffic and crowd control duties with barricades and equipment.
- o) Assist Police Department with evacuation, search and rescue activities, and provide assistance in extraction of injured and trapped people from damaged areas, if necessary.
- p) Develop damage assessment forms.
- q) Provide an emergency permitting and inspection program for the repair and reconstruction of damaged buildings during the recovery period. (Refer to ESF 3 Appendix 1 – Damage Assessment)

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- r) Assist in fire prevention planning and coordination.
- s) Assist in monitoring and reporting environmental and other hazards.
- t) Coordinate the abatement of dangerous buildings and structures.
- u) Provide personnel to conduct on-site inspections of City property and facilities to determine if buildings are safe for use or if entry should be restricted or prohibited.
- v) Assess property damage (e.g. determining the geographical and monetary extent of damage) and provide assessments to the EOC.
- w) Provide support to the shelter function by assessing the serviceability and usefulness of potential shelters within the community.
- x) Provide expertise and recommendations for reconstruction, demolition and structural mitigation during recovery period.
- y) Provide support to other departments in the damage assessment of City infrastructure.
- z) Coordinate issues pertaining to permits and temporary building code variances during the recovery and restoration phases of the disaster.
- aa) Provide streamline permit process for disaster recovery efforts.

**8. The City Attorney has the responsibility to:**

- a) Be available to advise City officials on legal matters relating to emergency management authority and responsibility.
- b) Represent City government in all criminal and civil proceedings in which it may be a party as a result of emergency planning and operations.
- c) Coordinate with Northeast District Court to maintain due process of law in civil and criminal justice matters.
- d) Assist in preparing Proclamation of Local Emergency.
- e) Review emergency contracts for City liability considerations.
- f) Review pre-disaster mutual aid agreements.
- g) Provide legal review of emergency plans and supporting documents to ensure compliance with local, state and federal laws.

**9. The Police Department has the responsibility to:**

- a) Act as the Incident Commander for Police related emergencies.
- b) Establish and maintain law and order within City limits.
- c) Provide damage assessment and support when conducting other duties and report findings to the EOC.
- d) Maintain communications capabilities and provide for the use of available personnel and equipment to support emergency communications requirements.
- e) Provide emergency traffic control.
- f) Provide direction and control for evacuation efforts.
- g) Provide support in the dissemination of emergency warning information to the public.
- h) Provide active security at the EOC, or satellite EOC, during activation as appropriate.

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- i) Provide personnel and equipment to assist in the rapid dissemination of warnings and emergency information.
- j) Assist in the provision of Critical Incident Stress Debriefing through coordination with Chaplaincy program.

**10. King County Fire District 10 has the responsibility to:**

- a) Act as the Incident Commander for fire related emergencies.
- b) Provide command and control for field operations through established command posts as appropriate.
- c) Provide fire suppression services.
- d) Provide initial hazardous materials incident response and radiological monitoring. Coordinate with outside agencies as appropriate. (Refer to ESF 10 – Hazardous Materials).
- e) Provide structural collapse rescue and other technical rescues as necessary.
- f) Provide transportation to hospitals.
- g) Provide support to the Public Information Officer in the dissemination of emergency warning information to the public.
- h) Ensure provisions have been made to coordinate the organization and mobilization of medical health, mental health, and mortuary services (Refer to ESF 8).
- i) Support evacuation efforts as appropriate.
- j) Provide damage assessment and support when conducting other duties and report findings to the EOC.
- k) Provide initial damage assessment, cleanup, repair and reconstruction of department facilities.

**11. In addition:**

- 1. Because of the nature of emergencies and disasters, and the potential to disrupt or destroy City resources thus diminishing the City's capability to respond to protect life, public health and public property, it is the policy of the City of Carnation to encourage and assist its citizenry to prepare to be self-sufficient for three days.
- 2. It is anticipated that City employees will not be at peak efficiency or effectiveness during a disaster if the status of their household is unknown or in doubt. Accordingly, City employees assigned disaster response functions are encouraged to make arrangements with other employees, friends, neighbors, and relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee or to the EOC.
  - a) Employees required to report to the EOC should bring a basic preparedness kit containing sufficient supplies to last a minimum of 72 hours.
  - b) Employees who report to the EOC may be assigned to a location or task other than his/her normal duties.

**E. Other Agencies/Organizations**

The following is an example list of agencies that may be called upon to assist City government in providing disaster assistance. Additional specific agencies and associations are listed in appendices

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to the Emergency Support Functions (ESFs) or in individual department standard operating procedures or resource lists.

|                                     |   |
|-------------------------------------|---|
| American Red Cross                  | Congregate care, health and welfare inquiry services, emergency shelter, food, clothing, housing and other necessities for disaster victims, crisis counseling, Critical Incident Stress Management (CISM) for disaster services  |
| Comcast                             | Television, Internet and VOIP communications  |
| Bonneville Power Agency (BPA)       | Electrical power  |
| King County Labor Council           | Services trades support   |
| King County Fire Chiefs Association | Fire services support   |
| King County Metro                   | Transportation  |
| King County Flood Control District  | Levy management, flood warning system, flood prevention and mitigation planning. The King County Flood Control District was established to provide a proactive, regional approach to flooding as well as funding to improve the county's nearly 500 aging and inadequate flood protection facilities.   |
| Duvall/Carnation Citizen Corp       | Provides trained volunteers in CERT and Medical Reserve Corp that can serve the city in a variety of capacities.  |
| Riverview School District           | Student safety, reuniting students with parents/guardians, damage assessment, provide available District resources to the City (buses, nursing, food, counseling, maintenance services and facility access, provide school facilities for shelter and feeding, provide situation reports to EOC from field observations of bus drivers and other school personnel, provide EOC representative as needed.                                      |
| Puget Sound Energy (PSE)            | Electrical power, natural gas   |
| Salvation Army                      | Mass feeding, shelters  |
| Seattle-King County Public Health   | Data collection, reporting and analysis of casualties and environmental health effects, organize and mobilize public health services during an emergency, coordinate with American Red Cross EOC representatives to assist with environmental health provisions at temporary shelters and disaster assistance distribution centers, coordinate morgue services and issue all death certificates associated with the disaster, health supplies |
| Washington State                    | National Guard, assistance from state divisions/departments   |

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Emergency  
Operations Center

|   |   |
|---|---|
| Washington State<br>Department of<br>Transportation | Coordinate with Washington State Patrol to close state highways and interstates, provide damage assessment and other emergency information to the King County Office of Emergency Management for dissemination to King County cities. |
|---|---|

|   |                  |
|---|------------------|
| Washington Funeral<br>Directors Association | Mortuary support |
|---|------------------|

|   |  |
|---|--|
| Washington<br>Volunteers Active in<br>Disasters<br>(WAVOAD) | Mass feeding, shelter, home repair, support with Business Continuity issues; recovery support. |
|---|--|

|                |   |
|----------------|---|
| Local Churches | Chaplain/religious services, shelters, food, supplies |
|----------------|---|

|                          |  |
|--------------------------|--|
| Local Volunteer<br>Group | Mass Feeding, shelter, self-sufficiency campaign |
|--------------------------|--|

**F. Limitations**

1. It is the policy of the City of Carnation that no guarantee of a perfect response system is implied by this plan or any of its Emergency Support Functions (ESFs), Appendices or Standard Operating Procedures (SOPs).
2. The City of Carnation's assets and systems may be overwhelmed by natural or technological problems that may limit response. The City of Carnation can only endeavor to make every reasonable effort to respond based on the situation, information and resources available at the time of the emergency/disaster.
3. In the event of severe devastation throughout the City, fundamental resources such as basic supplies may be needed. The City does not have sufficient supplies and equipment on hand for long-term use.
4. The disaster response and relief activities of City government may be limited by:
  - a) Inability of the general citizenry to survive on their own for more than 3 days without additional supplies of food, water, medical and shelter resources.
  - b) Lack of police, fire, emergency medical and public works response due to damage to infrastructure, facilities, equipment and shortage of personnel.
  - c) The lack of any medical facilities or personnel available in the City, with the exception of volunteers.
  - d) The shortage of trained response personnel and equipment for fire, emergency medical, police, public works and hazardous materials releases. The impact of these shortages may be felt immediately because of increased need and the necessity for twenty-four hour operations sustained over long periods of time.
  - e) Damage to life lines such as road, rail, air transportation routes, utilities, petroleum pipelines, and communications networks. This damage will prevent normal distribution of all resources that keep the social and economic infrastructure running.

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- f) Damage to responder communications by equipment damage or overloading of telephone lines into Redmond's 911 center or City communication systems.
- g) Damage assessment capabilities limited during the response phase because of a lack of trained personnel and support systems.
- h) The arrival of state and/or federal assistance which may be delayed for several days or weeks after the occurrence.
- i) RCW 38.52.070(1) states "No political subdivision may be required to include in its plan provisions for the emergency evacuation or relocation of residents in anticipation of nuclear attack."
- j) It is the policy of the City of Carnation that no services will be denied on the basis of race, color, national origin, religion, sex, age, or disability and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of City services. Local activities pursuant to the Federal/State agreement for major disaster recovery will be carried out per Title 44, CFR, Section 205.16. –Nondiscrimination. Federal disaster assistance is conditional on full compliance with this rule.

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

1. The City of Carnation will be responsible for disaster operations within the City limits. When activated, the Emergency Operations Center (EOC) will be the focal point for emergency management decision-making. Prior to a disaster, preparedness and mitigation activities (including the development of standard operating procedures) are the responsibility of each City department and supporting agencies. The City will respond to preserve life and public property, to mitigate the effects of disaster, and take actions to recover from it.
2. City of Carnation Ordinance Chapter 2.08.020 CMC establishes the City's emergency management function. It states that the City Manager is directly responsible for the organization, administration, and operation of emergency services within the City. All officers and employees of the City of Carnation are part of the emergency services program and have responsibility to carry out tasks and functions during disaster or major emergency in Carnation.
3. The City Manager serves as the Director of Emergency Management and he/she or designee will implement emergency statutes and ordinances, and mobilize and commit City emergency resources as required. In the event that all City resources are committed and additional resources are required, principles outlined in the **Regional Disaster Plan for Public and Private Organizations** will be followed: assistance and resources shall be met through existing mutual aid agreements, from other jurisdictions w/ the King County Response Zone One. If needs cannot be met through these channels, a request will be made to the King County Office of Emergency Management (OEM). A Proclamation of Local Emergency must be made by the Mayor prior to this request. (Refer to Appendix 1 to the Basic Plan). Protection of life, public property, the economy and environment, are the primary concerns of City government.
4. The City Manager and City employees, augmented by elected and appointed officials and volunteers, will take all possible action to respond to the effects of a disaster and expedite response and recovery. Top priority will be the preservation of human life.
5. Elected and appointed City officials, departments, supporting organizations, agencies or individuals, will retain their identity and autonomy but will function under this plan as an emergency organization. The essential activities of the emergency organization will be coordinated through Carnation's Emergency Operations Center (EOC). Emergency operations will be conducted on a 24-hour basis, as required.

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6. Each City department is responsible for providing qualified and trained personnel to the EOC.
7. The City will utilize the Incident Command System (ICS) as required by NIMS and RCW 38.52.070 to respond to any emergency or disaster that could affect the City. When multiple agencies are coordinating response activities, decisions will be made by Unified Command.
8. Normal day-to-day organizational structures and chains of command will be maintained insofar as possible in government and supporting organizations.
9. The City will use all locally available resources, including mutual aid, to manage the emergency before requesting assistance from King County.
10. When mutual aid is requested, the responsible requesting officials will be in direct charge unless the specific mutual aid agreements direct otherwise.
11. Non-city personnel will be registered as Emergency Workers and then assigned to carry out responsibilities as part of the City emergency organization. These workers are given the authority to carry out assigned responsibilities by and under this plan. (Refer to ESF 7 – Resource Support)
12. Standard Operating Procedures (SOP) that are revised, existing, or newly developed will be used by Department Directors and employees when carrying out essential activities necessary to the accomplishment of responsibilities assigned to City government departments.
13. It is essential that accurate (verified), timely and consistent information be disseminated to the public when the EOC is activated. City Departments and agency liaisons (representatives from support or volunteer agencies) will coordinate the development and dissemination of all disaster related public information through the EOC’s Public Information Officer.

**B. Overall Coordination of Incident Management Activities:**

1. The City Manager is responsible for the direction and control of all emergency management mitigation, response, preparedness and recovery efforts provided by Carnation City government. The Manager will serve as the “Director of Emergency Management” (Director) who will direct, control and coordinate City emergency services. The Manager will further designate an Acting City Manager in his/her absence who shall serve as “Assistant Director of Emergency Management” (Assistant) who will assist the “Director” and serve in his/her absence.
2. It is the policy of the City to conduct emergency and disaster preparedness and mitigation activities in accordance with the NIMS in an effort to minimize the effects of a major emergency or disaster.
3. The City Manager, acting as Director of Emergency Management, with assistance from the Assistant Director of Emergency Management, will coordinate City emergency services.
  - a) The Manger is responsible to the Council.
  - b) The Director will coordinate decision-making regarding the direction of emergency management activities with the Incident Commander (if other than the Director of Emergency Management) and EOC representatives present during activation.
4. The City shall use the concepts of the incident command systems (ICS) for emergency response within the EOC as required by RCW 38.52.070
5. An EOC Manager will assume direction and control of all assigned community resources during the duration of an emergency or disaster. The EOC Manager could be the Director or Assistant Director of Emergency Management, Police Chief, Fire Chief, Public Works Director, or other EOC representative.
  - a) The EOC Manager, if other than the City Manager is responsible to the City Manager.

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- b) The EOC Manager shall collect information and provide situation reports to the King County and State's EOC.
- 6. Each City department shall designate staff members who will report to the EOC, if appropriate, to coordinate response efforts and to support field operations.
- 7. Representatives (liaisons) of non-government organizations providing services from the EOC, will be assigned to a Section Leader under ICS for coordination and accounting purposes.

**Facilities**

- 1. City government will coordinate disaster activities from a central location, referred to as the Carnation Emergency Operations Center (EOC). The primary EOC will be located at Eastside Fire & Rescue Station 85 (3600 Tolt Avenue) and will be the focal point of all disaster response and recovery.
- 2. A satellite EOC may be established at the Carnation City Hall or any other facility designated by the City Manager.

**C. Concurrent Implementation with Other Plans:**

- 1. The City of Carnation, as a signatory of the Regional Disaster Plan for Public and Private entities, will follow the voluntary guidelines provided by the plan, particularly the plan's Omnibus Legal Agreement for lend and receiving resources.
- 2. The 2006 King County Flood Hazards Plan. The Plan established policy, program and project recommendations to improve public health and safety, and it minimize risks to people, property, roads and public infrastructure and natural resources.

**D. Organizational Structure**

- 1. **The City.** The City operates under a Council/Manager form of government. City Council Members establish City policies and laws, adopt an annual budget, approve appropriations, contract for services and grant franchises. City Council Members serve staggered four-year terms; roughly half the Council is up for election every two years. The City Council chooses a Mayor and Deputy Mayor from among its members at the first meeting of the new year following an election. The Mayor presides at Council meetings and represents the City at ceremonial functions and inter-governmental meetings. The Deputy Mayor presides in the Mayor's absence.

The Continuity of Government Act RCW 42.14 establishes provisions for the continuation of government in the event its leadership is incapacitated. RCW 42.14 provides for filling vacancies of elected and appointed officials in the City. (See ESF # 5 - Emergency Management)

The emergency management organization will be compatible with the existing City organization and will provide clear lines of authority and channels of communication. It will provide for the incorporation of existing staff having emergency response capabilities and those having support roles.

**2. Other Agencies & Jurisdictions**

- a. **King County Office of Emergency Management.** The King County Office of Emergency Management (OEM) may provide guidance, as appropriate, to the City's CEMP development and ongoing maintenance and related emergency management activities within the city. The King County OEM will provide overall coordination with outside agencies and organizations involved in emergency planning and response; and manage the KCECC during activation and interact with outside agencies and organizations to coordinate emergency support activities. The KCECC will help coordinate requests for outside assistance through county, state and federal agencies. KCECC will also coordinate dissemination of emergency warning

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information through the Central Puget Sound Emergency Broadcast System and available resources. A King County OEM representative may respond to and assist at the City's EOC during localized emergencies, when requested. Guidance and assistance is also provided to the City for Preliminary Damage Assessment (PDA) processes moving into the recovery phase of a disaster.

**E. Principal Incident Management Organizational Elements**

Protection of life, public and private property, the economy, and natural resources are the primary concerns of City government. City personnel will take all possible actions, within the limits of available resources, to mitigate the effects of a disaster and to assist response and recovery.

When a disaster occurs, all necessary steps will be taken by appropriate personnel to alleviate suffering and protect life and property. The magnitude of the disaster will dictate the specific coordinated actions taken.

Normal organizational structures and reporting authority will be maintained as much as possible given the severity of the situation.

Citywide emergency management activities will be coordinated by the EOC. Direction and control of overall activities occur in a linear progression beginning with the Director of Emergency Services. Policy recommendations flow from the Director of Emergency Management to the City Council for policy actions as appropriate.

Overall direction, control and coordination will normally be conducted through the EOC in order to support the overall community response to the disaster and to best coordinate efforts with County, State and Federal Agencies (see ESF #5 – Emergency Management).

The City's EOC was developed to be activated at various levels as appropriate to coordinate a sufficient level of disaster operations. The level of staffing will be determined by the Director of Emergency Management (see ESF #5 Emergency Management).

The Incident Commander (IC) will be responsible for the management and coordination of field activities. The IC will be supported by the EOC and its staff to facilitate an efficient and effective response.

The field command will act in coordination with the EOC and in accordance with the City's CEMP, the NIMS and the National Response Framework (NRF). All City departments will coordinate activities with the IC and will utilize the field command post to coordinate with the EOC. The City recognizes that a single field command post may not be sufficient and will utilize area command posts as needed and will operate within a joint field command post when appropriate.

**F. Emergency Response and Support Teams (Field Level)**

Specialized teams, such as the Eastside Fire Technical Rescue Team, the Eastside Hazardous Materials Team and the State Hazard Mitigation Assistance Team (SHMAT), may be available to respond to incidents within the City. The special response teams are designed to assist with incident management, set up emergency response facilities, or provide specialized expertise and capabilities. These teams should be trained and certified to the standards published by the NFPA and NIMS Integration Center. Response and support Teams are available from various jurisdictions within King County, the State of Washington and the Federal government. Teams from King County Zone 1 are available through mutual aid agreements and the Regional Disaster Plan and can be activated or requested either directly from the jurisdiction or through the Zone 1 Coordinator. Resource teams from outside Zone 1 may be requested through the Zone 1 Coordinator, King County ECC, directly from the Washington SEOC.

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## **G. Defense Support of Civil Authorities**

All defense related support will be coordinated through the KC ECC and the Washington SEOC to access the Washington National Guard. All defense support must be coordinated through the Washington SEOC. Activation of the Washington Nation Guard requires the Governor's approval before those resources can be deployed within the state. Other defense resources can be requested from the Department of Defense (DOD) through the Washington SEOC. DOD resources can only be utilized within the United States for incidents of national significance.

## **H. Law Enforcement Assistance**

Law enforcement assistance may be available from the King County Sheriff's Office (KCSO). Request for additional assistance can be made of the (KCSO). The Washington State Patrol may and should be coordinated through the Washington SEOC.

Federal law enforcement agencies may be requested to provide public safety and security support during incidents of national significance. ESF #13 – Public Safety, Law Enforcement and Security provides further guidance on the integration of public safety and security resources to support the full range of incident management functions.

# **V. INCIDENT MANAGEMENT ACTIONS**

This section describes incident management actions ranging from initial threat identification to early coordination efforts to assess and disrupt the threat, to preparatory activation of the Emergency Support Functions (ESF) structure and deployment of resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

It is the policy of the City that all departments prepare and maintain an updated list of its personnel, facilities and equipment resources. Any or all of these resources may be called upon during disaster and emergency situations.

All incident management actions within the City will be conducted in accordance with the NIMS and will utilize the ICS.

The City will be required by State and Federal agencies to submit reports on disaster situations with information concerning nature, magnitude and impact for use in evaluating needs and coordinating appropriate response resources and services. These reports include but are not limited to:

1. Situation Reports
2. Proclamation of Local Emergency
3. Requests for Assistance
4. Damage Assessment Reports
5. Mitigation and Recovery Costs

No services or assistance will be denied on the basis of race, color, national origin, religion, sex, economic status, age or disability.

Local activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with RCW 49.60-Laws Against Discrimination and Title 44, CFR 205.16 - Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.

### **1. Notification and Assessment**

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The City will communicate information regarding actual or potential threats either natural or manmade to the Federal Emergency Management Agency (FEMA) and/or Homeland Security Operations Center (HSOC) through established reporting mechanisms in coordination with county and state government officials.

Upon submitting notification to the KCSO, King County Emergency Coordination Center (KC ECC), Washington State Patrol and the Washington SEOC, the City will make appropriate notifications to City personnel and initiate actions to initiate emergency plans. The EOC and required staff may be activated at the appropriate level required by the situation. The EOC will disseminate emergency warnings as appropriate and will utilize all resources available to accomplish this task, including but not limited to the Emergency Alert System.

**2. Activation**

Once the City is made aware of a threat or potential threat, the City Manager, as Director of Emergency Management, will determine the need to activate components of this CEMP to conduct further assessment of the situation, initiate activation of the EOC, and/or coordinate information with regional and county agencies. Additionally, the Director of Emergency Management will determine whether the threat or potential threat meets the criteria established for a Proclamation of Local Emergency.

Designated staff report to the EOC to coordinate response efforts and support field operations. All or part of the EOC may be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster.

**3. Requests for Assistance**

When a major emergency or disaster occurs, it is anticipated that City departments and other responding agencies will organize their areas of responsibilities into manageable units, assess damages, and determine needs. If department resources cannot meet the needs created by the disaster, additional assistance may be requested through existing mutual aid agreement and mutual orders of understanding. In the event of a Proclamation of Local Emergency, the deployment of resources will be coordinated through the EOC. Resources to be utilized to support city operations may be placed at staging areas until specific assignments can be made

In the event the situation exceeds or is expected to exceed the resources within the City and those provided through mutual aid, the City may request assistance through the Zone 1 Coordinator, the KC ECC and/or the Washington SEOC.

**4. Pre-Incident Actions (Prevention)**

The EOC facilitates information sharing activities to enable the assessment, prevention, or resolution of a potential incident and coordinates with appropriate agencies and jurisdictions as required during developing situations to utilize resources and authorities to prevent an incident, as well as to initiate appropriate preparatory and mitigating measure to reduce vulnerabilities.

The preventive actions within the City are taken by first responders and city government officials and include efforts to protect the public and minimize damage to property and the environment, such as:

Public Health and Safety – Initial safety efforts focus on actions to detect, prevent or reduce the impact to public health and safety. Such actions can include environmental analysis, plume modeling, evacuations, emergency sheltering, air monitoring, decontamination, emerging infectious disease tracking, emergency broadcasts, etc. These efforts may also include public health education; site and public health surveillance and testing procedures; and immunizations, prophylaxis, and isolation or quarantine for biological threats coordinated by Public Health Seattle/King County.

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Responder Health and Safety – The safety and health of responders is a high priority for the City. Actions that are essential to limit risks include full integration of deployed health and safety assets and expertise; risk assessments based upon timely and accurate data; and situational awareness that considers responder and recovery worker safety.

Property and the Environment – Responders may also take incident mitigation actions to protect public and private property and the environment. Such actions may include sandbagging in anticipation of a flood or booming of environmentally sensitive areas in response to a potential oil spill.

The City will coordinate with other local, county, state and federal agencies to assure cohesive working relationships and compatible emergency plans and will coordinate with volunteer organizations to assure cohesive working relationships and coordinated response.

Training will be provided to City personnel on a routine basis to enhance response capabilities and public education will be offered to enhance citizen self-sufficiency.

## **5. Response Actions**

Once an incident occurs, the priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities that are necessary to preserve life, property, the environment, and the social, economic, and political structure of the City. In the context of a terrorist threat, simultaneous activities by the State and Federal government are initiated to assess regional and national-level impacts, as well as to assess and take appropriate action to prevent and protect against other potential threats.

Response actions may include but are not limited to, immediate law enforcement, fire, ambulance, and emergency medical service actions; emergency flood fighting; evacuations; transportation system detours; emergency public information; actions taken to minimize additional damage; urban search and rescue; the establishment of facilities for mass care; the provision of public health and medical services, food, ice, water and other emergency essentials; debris clearance; the emergency restoration of critical infrastructure; control, containment, and removal of environmental contamination; and protection of responder health and safety.

During the response to a terrorist event, law enforcement actions to collect and preserve evidence and to apprehend perpetrators are critical. These actions take place simultaneously with response operations necessary to save lives and protect property and are closely coordinated to facilitate the collection of evidence without impacting ongoing life-saving operations.

In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved as provided in the State Environmental Policy Act, Hydraulics Act, Forest Practices Act, Shoreline Growth Management Act, and Flood Control Act.

Following a Proclamation of Local Emergency, the Director of Emergency Management has the authority to commandeer the services and equipment of citizens as necessary in response to the disaster. Those citizens are entitled to all privileges, benefits and immunities provided for emergency workers under state and federal emergency management regulations, RCW 38.52.110.

The City Manager or designee is authorized to contract with any person, firm, corporation or entity to provide construction or work, on an agreed upon cost basis during emergency or disaster response operations and throughout the recovery and mitigation operations, in accordance with RCW 38.52.390. This process allows City employees to operate within their normal roles and perform the day-to-day functions of local government as much as possible given the severity of the disaster.

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**6. Recovery Actions**

All recovery actions within the City will be coordinated through the EOC. The EOC staff will prioritize recovery actions based on damage assessments and other information provided from the incident command posts throughout the City.

The City recognizes recovery as the development, coordination and execution of service, site restoration plans, and the reconstitution of government operations and services through individual, private-sector, nongovernmental and public assistance programs.

The City will utilize resources available through the Zone 1 Coordinator, KC ECC, Washington SEOC, and, in the event of an Incident of National Significance, the Federal Joint Field Office (JFO) to coordinate available resources to assist with recovery efforts.

Repair and restoration of damaged facilities may require a critical areas alteration permit prior to final project approval, in compliance with applicable city, state, and federal regulations.

Properties of historic significance and archeological sites are protected by law. Non-time critical missions and recovery actions affecting these sites will be coordinated with the Washington Office of Archeology and Historic Preservation.

**7. Mitigation Actions**

The City recognizes the need to use an all-hazard approach to mitigation. Within the City, mitigation involves reducing or eliminating long-term risk to people and property from hazards and their side effects. Following a disaster, the emergency management organization within the City will coordinate mitigation efforts with the King County OEM and the Washington SEOC. In the event of a large scale disaster, the City will coordinate with the Joint Field Office (JFO) which is the central coordination point among federal, state, local, and tribal agencies and non-governmental agencies for beginning the process that leads to the delivery of mitigation assistance programs.

If public assistance is needed after an incident, the City will work with the King County OEM and Washington SEOC to provide public assistance programs to the residents of Carnation. If the disaster is considered an Incident of National Significance, the City will also utilize the JFO's Community Recovery and Mitigation Branch which is responsible for coordinating the delivery of all mitigation programs within the affected area, including hazard mitigation for:

- i. Grant programs for loss reduction measures
- ii. Delivery of loss reduction building-science expertise;
- iii. Coordination of federal flood insurance operations and integration of mitigation with other program efforts;
- iv. Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs
- v. Predictive modeling to protect critical assets
- vi. Early documentation of losses avoided due to previous hazard mitigation measures
- vii. Community education and outreach necessary to foster loss reduction.

In addition, City officials and the EOC staff will work with King County OEM and the Washington SEOC to develop a long-term recovery strategy for the City.

**8. Demobilization**

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Once response and recovery efforts for an event requiring activation of the CEMP and/or the EOC have been completed all aspects of the response and recovery efforts will be transitioned back into normal day-to-day operations. This process will occur in stages and resources will be returned to normal functions once their responsibilities and/or tasks are completed or transferred to other personnel or groups. The EOC will remain activated until all resources have been demobilized and returned to their previous condition or previous position.

As a component of demobilization, incident debriefing will occur as soon as possible and an After Action Report will be developed to detail operational successes, problems, and key issues affecting incident management.

## **VI. ONGOING PLAN MANAGEMENT AND MAINTENANCE**

- A. Coordination.** All departments participate in the City's emergency management organization for the ongoing management and maintenance of the CEMP. All City departments will have a responsibility in the coordination of policy, planning, training, equipping, and other preparedness requirements related to the CEMP.
- B. Plan Maintenance.** The City Manager will serve as the key person for the coordination of plan management and maintenance. The CEMP will be reviewed and updated periodically as required to incorporate new Presidential directives, legislative changes and procedural changes based on lessons learned from exercises and actual events. This section establishes procedures for interim changes and full updates of the CEMP.

*Types of changes* – Changes include additions of new or supplementary material and deletions. No proposed change should contradict or override authorities or other plans contained in City resolutions or ordinances or county, state, or federal statute or regulation.

*Coordination and approval* – Any City department with assigned responsibilities under the CEMP may propose a change to the plan. The City Manager will coordinate proposed modifications with primary and support departments and other stakeholders, as required.

- C. NIMS Integration.** In accordance with the NIMS, the City's emergency management organization will utilize the NIMS Integration Center to ensure that the City's emergency management activities are in full compliance with federal requirements relating to incident management. The City will utilize the NIMS Integration Center's standards, guidelines, and protocols in preparedness and response activities unless those standards, guidelines, and protocols contradict established resolutions and ordinances of the City.

## **VII. APPENDICES**

- 1. Miscellaneous Resources**
- 2. References**
- 3. Definitions & Acronyms**
- 4. Training and Exercises**

*City of Carnation*  
**Comprehensive Emergency Management Plan**  
**BASIC PLAN**

The City of Carnation Emergency Management Plan dated December 2015 is adopted as the official plan for the providing of emergency management services when life-saving and property protection services cannot be accomplished as a normal daily function of City government departments.

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Mayor Date

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City Manager Date

*City of Carnation*  
**Comprehensive Emergency Management Plan**  
**APPENDIX 1 – MISCELLANEOUS RESOURCES**

**TAB 1 – Emergency Call Back List (available as appropriate)**

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**APPENDIX 1 – MISCELLANEOUS RESOURCES**

**TAB 2 – Emergency Management Organization Chart (to be published)**

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**APPENDIX 1 – MISCELLANEOUS RESOURCES**

**Tab 3 – ESF Responsibility Matrix**

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**Comprehensive Emergency Management Plan**  
**APPENDIX 1 – MISCELLANEOUS RESOURCES**

**Tab 4 – Sample Proclamation**

CITY OF CARNATION  
WASHINGTON

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**A DECLARATION OF THE CITY OF CARNATION,  
WASHINGTON, DECLARING AN EMERGENCY DUE TO**

\_\_\_\_\_:

WHEREAS, on <<Date>>, <<emergency>> occurred within the City of Carnation and the surrounding Puget Sound area; and

WHEREAS, \_\_\_\_\_ suffered significant damage posing a threat to the public health and safety; and

WHEREAS, there may be additional, undiscovered damage to public property that poses a threat to the public health and safety; and

WHEREAS, the City desires to declare an emergency in order to take such actions as may be necessary to protect the public health and safety;

NOW, THEREFORE, THE \_\_\_\_\_ OF THE CITY OF CARNATION, WASHINGTON, DOES DECLARE AS FOLLOWS:

Section 1. There is hereby declared a state of emergency within the city limits of the City of Carnation.

Section 2. This declaration shall be presented to the City Council, at the earliest convenience of the Council, for approval and ratification.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

CITY OF CARNATION

\_\_\_\_\_  
Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
City Clerk

City of Carnation  
*Comprehensive Emergency Management Plan*  
**APPENDIX 2 – REFERENCES**

Carnation Governing Statutes:

Carnation Municipal Code Section 2.08.020, describing and clarifying the role of the city manager in serving in support of the Emergency Management Plan.

Plan References

Disaster Assistance for Local Government, June 1996

Washington State Comprehensive Emergency Management Plan, May 2002

Northwest Area Contingency Plan, Washington State Department of Ecology, 1996

Hazardous Materials Emergency Resource Plan, Draft, King County LEPC, 1996

Vital Records and Disaster Recovery Guidelines (King County 3/96)

Text References

Disaster Assistance: A Guide to Recovery Program (FEMA 1995)

Earthquake Recovery: survival Manual for Local Government (California/1993)

Other Sources

Article 80 Uniform Fire Code, 1995

City of Carnation  
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**APPENDIX 3 – DEFINITIONS**

**A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM (ACCESS)** – Statewide law enforcement data network controlled and administered by the Washington State Patrol. Provides capability to send warning and notification of emergencies from state to local jurisdictions.

**ACCESS CONTROL POINT (ACP)** – Road intersection or other logistically viable point on the relocation and food control boundaries, which enable law enforcement and other emergency workers to maintain access control of the respective area(s).

**ADVANCE ELEMENT OF THE EMERGENCY RESPONSE TEAM (ERT-A)** – The portion of the Federal Emergency Response Teams, which is the first federal group, deployed to the field to respond to a disaster.

**AIR FORCE RESCUE COORDINATION CENTER (AFRCC)** – The Rescue Coordination Center operated by the U.S. Air Force at Langley Air Force Base, Virginia that coordinates the Federal response in search and rescue (SAR) operations within the inland Search and Rescue region. This region is defined as the 48 contiguous states (see Rescue Coordination Center (RCC) definition).

**AIR SEARCH AND RESCUE** – Search and Rescue operations for aircraft in distress, missing, or presumed down conducted by the Washington State Department of Transportation, Aviation Division, under authority of RCW 47.68 and WAC 468-200. Related land SAR operations, including the rescue and/or recovery of victims of a downed aircraft incident, are the responsibility of the chief law enforcement officer in whose jurisdiction the incidents site is located. Air search and rescue does not include air support of land search and rescue operations conducted under authority of RCW 38.52.

**ASSISTANT DIRECTOR OF EMERGENCY MANAGEMENT** – is appointed by the City Manager who will assist the Director of Emergency Management and who shall act for and exercise the powers and perform the duties of the Director of Emergency Management during his/her absence. (See LOCAL DIRECTOR)

**AUTHORIZED OFFICIAL** – An individual authorized under Revised Code of Washington 38.52 and Washington Administrative Code 118-043 to direct the activities of emergency workers. These individuals are the Adjutant General of the Military Department or designee of a local emergency management agency, the chief law enforcement officer or designee of a political subdivision, or other such officials as identified in ESF 9 – Search and Rescue of a local comprehensive emergency management plan.

**AUTHORIZED ORGANIZATION** – A state or local agency authorized under Revised Code of Washington 38.52 and Washington Administrative Code 118-04 to register and/or employ categories of repair work needed for damages offered. The results are used in the preparation of Damage Survey Reports. Used in conjunction with Presidential Declaration disaster.

**CATASTROPHE** – An event, expected or unexpected, in which a community, because of the severity of the event, is unable to use its resources, or the need for resources has greatly exceeded availability; and the social or economic structure of the community has been disrupted; and the fulfillment of the community's essential functions are prevented, and the community is incapable of responding to or recovering from the effects of the event without massive and prolonged outside help.

**COMPREHENSIVE EMERGENCY MANAGEMENT NETWORK (CEMNET)** – Dedicated 2-way Very High Frequency (VHF) low band radio system. Provides direction and control capability for state and local jurisdictions for emergency use, and during an emergency or disaster. This is an emergency management net belonging to and managed by Washington State Emergency Management. King County Emergency Management has CEMNET capabilities.

City of Carnation  
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**APPENDIX 3 – DEFINITIONS**

**COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)** -The City of Carnation’s plan that states the who, what, when and where response to a disaster or emergency will be handled. The CEMP is comprised of the Basic Plan, Appendices, Emergency Support Functions (ESFs) and Standard Operating Procedures (SOPs).

**CONGREGATE CARE CENTER** – A public or private facility that is predesignated and managed by the American Red Cross during an emergency, where evacuated or displaced persons are housed and fed.

**DAMAGE ASSESSMENT** – The process of determining the magnitude of damage and the unmet needs of the community as the result of a hazardous event.

**DAMAGE SURVEY REPORTS** – A description of the disaster damage caused to property of a State or local government and estimated repair costs based upon Federal Emergency Management Agency eligibility criteria. Damage Survey Reports establish the basis of an eligible claim for a financial grant under the Federal Emergency Management Public Assistance Program.

**DAMAGE SURVEY REPORT TEAMS** – Teams of federal, state, and local jurisdiction experts. Typically architects or engineers who conduct detailed on-site inspections of disaster damage caused to property of state and local jurisdictions. The team determines costs and categories of repair work needed for damages offered. The results are used in the preparation of Damage Survey Reports. Used in conjunction with Presidential Declaration disaster.

**DECONTAMINATION** – The removal or covering of radioactive or toxic chemical contamination from a structure, area, object, or person to reduce the radiation or toxic hazard.

**DEFENSE COORDINATING OFFICER** – Individual supported and provided by the Department of Defense to serve in the field as the point of contact to the Federal Coordinating Officer and the Emergency Support functions regarding requests for military assistance. The Defense Coordinating Officer and staff coordinate support and provide liaison to the Emergency Support Functions.

**DIRECTION AND CONTROL** – The Emergency Support Function (ESF) that defines the management of emergency response and recovery. (See EMERGENCY SUPPORT FUNCTION)

**DISASTER** – An event expected or unexpected, in which a community’s available, pertinent resources are expended; or the need for resources exceeds availability; and in which a community undergoes severe danger; incurring losses so that the social or economic structure of the community is disrupted; and the fulfillment of some or all of the community’s essential functions are prevented. (See EMERGENCY)

**DISASTER APPLICATION CENTER** – A temporary facility where, under one roof, representatives of Federal agencies, local and state governments, and voluntary relief organizations can process applications from individuals, families, and business firms.

**DISASTER FIELD OFFICE** – The office established in or near the designated area to support federal and state response and recovery operations. The Disaster Field Office houses the Federal Coordinating Officer (CFO) and The Emergency Response Team (ERT) and where possible, the State Coordinating Officer (SCO) and support staff.

**DISASTER SEARCH AND RESCUE** – Large scale search and rescue operations conducted as a result of a natural or technological (human-caused) emergency, or disaster.

**DIRECT EFFECTS** – The effect classified as ‘direct’ includes flash, blast, thermal radiation, electromagnetic pulse, and initial nuclear radiation.

City of Carnation  
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**APPENDIX 3 – DEFINITIONS**

**DIRECT FEDERAL ASSISTANCE** – Emergency work or assistance, beyond the capability of state and local jurisdictions, which is performed by a federal agency under mission assignment from FEMA.

**DIRECTOR** – means the Director of the state emergency management as established by state law. (See LOCAL DIRECTOR)

**EMERGENCY** – An event, expected or unexpected, involving shortages of time and resources; that places life, property, or the environment in danger; that requires response beyond routine incident response resources. (See DISASTER)

**EMERGENCY ALERT SYSTEM (EAS)** – Established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Composed of amplitude modulation (AM), frequency modulation (FM) television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

**EMERGENCY INFORMATION SYSTEM (EIS)** – An emergency planning and response software program that facilitates emergency management operations. The current software standard for the Washington State Emergency Management.

**EMERGENCY MANAGEMENT** – The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate from, prepare for, respond to, and recover from emergencies and disasters; and to aid victims suffering from injury or damage, resulting from disaster caused by all hazards, whether man-made or natural, and to provide support for search and rescue operations for persons and property in distress. “Emergency Management” or “comprehensive emergency management” does not mean preparation for emergency evacuation or relocation of residents in anticipation of nuclear attack.

**EMERGENCY OPERATIONS CENTER (EOC)** – A designated site from which public, private, or voluntary agency officials can coordinate emergency operations in support of on-scene responders. The EOC is generally equipped and staff to perform the following functions: collect, record, analyze, display and distribute information, coordinate government emergency activities, support first responders by coordinating the management and distribution of information and resources and the restoration of services, conduct appropriate liaison and coordinate activities with all levels of government, public utilities, volunteer and civic organizations and the public.

**EMERGENCY SUPPORT FUNCTION (ESF)** – are functional annexes to the Basic Plan. They outline the general guidelines by which city departments will carry out the responsibilities assigned in the Plan. i.e. How response to a disaster or emergency will be handled. (See COMPREHENSIVE EMERGENCY MANAGEMENT PLAN)

**EMERGENCY WORKER** – Any person, who is registered with a local emergency management organization or Washington State, and holds an identification card issued by the local emergency management director or the state for the purpose of engaging in authorized emergency management activities or is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

**EXECUTIVE HEAD** – and “executive heads” means the county executive in the those charter counties with an Executive office of County executive, however, designated and, in case of other counties, the county legislative authority. In the case of cities and towns, it means the City Manager.

**FEDERAL COORDINATING OFFICER** – The individual appointed by the Federal Emergency Management Agency Director (by delegation of authority from the President) to coordinate assistance in a federally-declared disaster.

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**APPENDIX 3 – DEFINITIONS**

**FEDERAL DISASTER DECLARATION** – is the formal action by the U.S. President to make a state eligible for federal disaster assistance.

**FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)** – Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation, preparedness, response, and recovery. FEMA manages the President’s Disaster Relief Fund, and coordinates the disaster assistance activities of all federal agencies in the event of a presidential disaster declaration.

**FEDERAL EMERGENCY RESPONSE TEAM** – An interagency team, consisting of the lead representative from each federal department or agency assigned primary responsibility for an Emergency Support Function and key members of the Federal coordinating Officer’s staff, formed to assist the Federal Coordinating Officer in carrying out his/her coordination responsibilities. The Emergency Response Team provides a forum for coordinating the overall federal response, reporting on the conduct of specific operations, exchanging information, and resolving issues related to Emergency Support Functions and other response requirements.

**FEDERAL RESPONSE PLAN** – The plan that establishes the basis for the provision of federal assistance to a state and the local jurisdiction impacted by a disaster or significant emergency, which results in a requirement for federal response assistance.

**FEDERAL ASSESSMENT TEAM (FAST)** – A designated team of technical experts from federal, state, and local emergency management organizations that are alerted and deployed to a disaster to augment or supplement state and local jurisdiction assessment capabilities.

**FIRE COMMUNICATION (FIRECOM)** – Statewide mutual aid firefighting frequency used by fire fighters of different departments and district for the command and coordination of fire suppression operations.

**FIRE SERVICE MOBILIZATION REGIONS** – One of nine organizations responsible to develop Regional Fire Service Resource Mobilization Plans, ensure consistency with plans and systems, administer the Washington State Fire Services Resource Mobilization Plan and Procedures within the region, maintain local liaison, and maintain inventories of equipment.

**FOREST FIRE** – One occurring in wooded areas and often in rugged and difficult terrain. The land commonly is shared between the federal or state governments or large corporations.

**FULL-SCALE EXERCISE** – An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The EOC is activated and field command posts may be established. A full-scale exercise is always formally evaluated.

**FUNCTIONAL EXERCISE** – An activity designed to test or evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are used.

**GOVERNOR’S PROCLAMATION OF A STATE OF EMERGENCY** – A proclamation by the Governor, in accordance with RCW 42.06 and 38.52, which activates the State of Washington Comprehensive Emergency Management Plan and authorizes state resources to be used to assist affected political jurisdictions. (See PROCLAMATION OF LOCAL EMERGENCY)

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**APPENDIX 3 – DEFINITIONS**

**HAZARDOUS ANALYSIS** – Process of identifying the hazards that may impact a community and forms the basis for emergency planning and preparedness.

**HAZARD IDENTIFICATION & VULNERABILITY ANALYSIS (HIVA)** – provides information on various large-scale hazards, both natural and technological, that could affect a jurisdiction. The HIVA serves as a basis for emergency management planning, as a justification for necessary preparedness-related budgeting and expenditures and as a foundation for mitigation and recovery policy decisions.

**HAZARD MITIGATION** – Any measure that reduces or prevents the damaging effects of a hazard.

**HAZARD MITIGATION GRANT PROGRAM** – A program authorized under Section 404 of the Stafford Act, which provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

**HAZARD VULNERABILITY** – The ratio of population, property, commerce and essential infrastructure and services at risk from a given hazard relative to the entire community.

**HOSPITAL EMERGENCY ADMINISTRATIVE RADIO (HEAR)** – Radio frequency for communications between emergency medical responders.

**INCIDENT** – An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.

**INCIDENT COMMANDER** – The individual responsible for the management of operations at the scene of an incident.

**INCIDENT COMMAND SYSTEM (ICS)** – An all-hazards, on-scene functional management system that establishes common standards in organization, terminology, and procedures. ICS is a concept of operation that is based upon the following functions: command, operations, planning, logistics and finance/administration.

**INDIVIDUAL ASSISTANCE** – Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs.

**INDIVIDUAL ASSISTANCE OFFICER (IAO)** – The individual who, under the direction of the Federal Coordinating Officer, establishes the Disaster Application Centers, monitoring the Individual Assistance programs of all agencies, and reports to the Federal Coordinating Officer on the total effectiveness of the Individual Assistance effort.

**INDIVIDUAL AND FAMILY GRANT PROGRAM (IFGP)** – The program authorized under Section 411 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act for the purpose of making grants available to individuals and families whose disaster related serious needs or necessary expenses cannot be satisfied by any other federal, state, or volunteer program. The grant program is normally seventy five percent federally funded and twenty five percent state funded. The state administers the program.

**INTERFACE AREA** – The area where residences are built in proximity to the flammable fuels naturally found in wild land areas, such as forests, prairies, hillsides and valleys.

**INTERFACE FIRE** – Fire that threatens or burns the interface area. Fire affecting both wildlands and homes.

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**INTERMIX FIRE** – Fire which threatens or has caused damage in areas containing both forestlands and structures.

**IONIZING RADIATION** – Any radiation displacing electrons from atoms or molecules, thereby producing ions. Examples: alpha, beta, gamma radiation, X-ray or short-wave ultraviolet light. Ionizing radiation may produce severe skin or tissue damage.

**JOINT INFORMATION CENTER (JIC)** – A facility that is used by the affected utility, state and county to jointly coordinate the public information function during an emergency.

**JOINT PRIMARY AGENCY** – Two or more state agencies assigned primary responsibilities to manage and coordinate a specific Emergency Support Function (ESF), jointly. Joint primary agencies are designated on the basis of their having shared authorities, resources, capabilities, or expertise relative to accomplishment of the specific ESF activities. Joint primary agencies are responsible for overall planning and coordination with support agencies for the ESF, with ESF delivery assistance, if requested from the State EOC. An example of Joint Primary Agency activities are the Department of Ecology and the Washington State Patrol for ESF 10 Hazardous Materials.

**LAW ENFORCEMENT RADIO NETWORK (LERN)** – Statewide law enforcement mutual aid frequency controlled by the Washington State Police Chiefs Association and Washington State Patrol.

**LOCAL DIRECTOR** – The director or designee of a county or municipal emergency management agency. For the City of Carnation, the local director is the Director of Emergency Management. The Carnation Director of Emergency Management is appointed by the Mayor upon the basis of ability and training and is responsible for the administration and operation of the Emergency Management program and plan for the City of Carnation. (See ASSISTANT DIRECTOR OF EMERGENCY MANAGEMENT)

**LOCAL EMERGENCY MANAGEMENT AGENCY** – The emergency management or emergency services organization of a political subdivision of the state established in accordance with Revised Code of Washington (RCW) 38.52.070.

**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)** – The planning body designated by the Superfund amendments and Reauthorization Act, Title III legislation as the planning body for preparing local hazardous materials plans.

**LOCAL EMERGENCY PROCLAMATION** – A resolution or ordinance of the City of Carnation in accordance with RCW 36.40.180 and 38.52.070(2) which activates the City of Carnation Comprehensive Emergency Management Plan and the liability protection and resource procurement provisions of RCW 38.52 (See FEDERAL DISASTER DECLARATION and GOVERNOR’S PROCLAMATION OF A STATE OF EMERGENCY)

**MAJOR DISASTER** - As defined in federal law, is “any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm.

**MEDICAL EMERGENCY DELIVERY NETWORK (MEDNET)** – Dedicated 2-sya Ultra High Frequency (UHF) radio system to provide communications between emergency medical responders and hospitals.

**MILITARY DEPARTMENT** – refers to both the Emergency Management Division and the National Guard.

**MISSION** – a distinct assignment of personnel and equipment to achieve a set of tasks related to an incident, emergency, disaster, catastrophe, or search and rescue operations that occurs under the direction and control of an authorized official.

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**APPENDIX 3 – DEFINITIONS**

**MISSION STATEMENT** – A task assigned by the Federal Emergency Management Agency to any capable federal agency to provide necessary disaster assistance not available under other statutory authorities. The task may involve logistical and personnel of Federal assistance as well as direct federal assistance to state and local jurisdictions.

**MITIGATION** – Actions taken to eliminate or reduce the degree of long term risk to life, property, and the environment from natural and technological hazards. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Examples of mitigation are: building and fire codes, land acquisition equipment and computer tie downs, safety codes, statutes and ordinances.

**MUTUAL AID AGREEMENT** – a formal or informal agreement for reciprocal assistance for emergency services and resources between jurisdictions or between the public and private sector.

**NATIONAL DISASTER MEDICAL SYSTEM (NDMS)** - A system designed to deal with extensive medical care needs in very large disasters or emergencies. The system is a cooperative effort of the Department of Health and Human Services, FEMA, Department of Defense, state and local governments, and the private sector.

**NATIONAL RESPONSE CENTER** – Communications center for activities related to hazardous materials response actions at Coast Guard headquarters in Washington DC. The center receives and relays notices of discharges or releases to the appropriate on-scene coordinator, disseminates on-scene reports, and provides facilities for the National Response Team to use in coordinating national response actions when required.

**NATIONAL PUBLIC SAFETY PLANNING ADVISORY COMMITTEE (NPSPAC)** – Advisory committee that review and approves or disapproves applications in accordance with National Public Safety Planning Advisory Committee Region 43 (Washington State) for use of a specific band of 800 megahertz (MHz) frequencies within the state.

**NATIONAL SEARCH AND RESCUE PLAN (NSP)** – An interagency agreement providing a national plan for the coordination of Search and Rescue services to meet domestic needs and international commitments.

**NATIONAL WARNING SYSTEM (NAWAS)** – The federal portion of the Civil Defense Warning System, used for the dissemination of warning and other emergency information from the FEMA National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities which affect public safety.

**NUCLEAR EMERGENCY SEARCH TEAM (NEST)** – A Department of Energy sponsored team trained to search for and identify lost or stolen weapons and special nuclear materials, and to respond to nuclear bomb threats or radiation dispersal threats. The team is made up of personnel from many agencies and other organizations.

**NUCLEAR REGULATORY COMMISSION (NRC)** – The federal agency that regulates and licenses commercial nuclear facilities.

**ON-SCENE COMMAND AND COORDINATION RADIO (OSCCR)** – A frequency used by “on-scene” emergency responders of different agencies for command and coordination of an incident or emergency, according to a joint Military Department, Emergency Management Division and Association of Police Communications Officers (APCO) agreement.

**POLITICAL SUBDIVISION** – means any county, city or town.

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**PRELIMINARY DAMAGE ASSESSMENT (PDA)** – The joint local, state, and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The preliminary Damage Assessment is documented through surveys, photographs, and other written information.

**PRELIMINARY DAMAGE ASSESSMENT TEAM** – An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state, and local representatives to do an initial damage evaluation to sites damaged.

**PREPAREDNESS** – Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures continuity of government, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, public education programs, exercise of plans, mutual aid agreements, stocking of disaster supplies, training of emergency response personnel, and warning systems.

**PRESIDENTIAL DECLARATION** – Formal declaration by the President that an Emergency or Major Disaster exists, based upon the request for such a declaration by the Governor and with the verification of FEMA preliminary damage assessments.

**PRIMARY AGENCY** – An agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of their having the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific emergency support function.

**PUBLIC ASSISTANCE (PA)** – Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private and non-profit agencies.

**PUBLIC ASSISTANCE OFFICER (PAO)** – A member of the FEMA Regional Director's staff who is responsible for management of the Public Assistance Program.

**PUBLIC INFORMATION OFFICER (PIO)** – Person designated by the City Manager and trained to coordinate disaster related public information and media relations.

**RADIO AMATEUR CIVIL EMERGENCY SERVICES (RACES)** – Licensed amateur radio operators who support state and local jurisdictions during emergencies or disasters.

**RADIOLOGICAL INSTRUMENT MAINTENANCE AND CALIBRATION (RIM&C)** – An operation at the state level with the mission to repair, maintain, and calibrate Civil Defense radiological monitoring instruments. Its mission includes distribution and exchange with local jurisdictions and other entities and agencies.

**RADIOLOGICAL MONITOR (RM)** – An individual trained to measure, record, and report radiation exposure and exposure rates, and to provide limited field guidance on radiation hazards.

**RADIOLOGICAL RESPONSE TEAM (RRT)** – A community based radiological defense cadre consisting of members from the community emergency services, vital facilities, and essential services. This cadre, trained and exercised on continuous basis, forms a baseline radiological defense capability which can be used for surge training and to assist in the rapid buildup of community radiological defense capability during an increased readiness period. The radiological Response Team may be used to respond to peacetime radiological accidents such as transportation and nuclear power plant accidents.

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**RAPID IMPACT ASSESSMENT** – is a process that is launched to quickly capture the degree that the event has challenged the community. (See PRELIMINARY DAMAGE ASSESSMENT)

**RAPID EVALUATION** – is the first level of structural assessment and is performed simultaneously with Rapid Impact Assessment.

**RECOVERY** – Activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing and business resumption.

The extrication, packaging, and transport of the body of a person killed in search and rescue incident.

**RECOVERY RESTORATION TASK FORCE (RRTF)** - In the wake of a catastrophic disaster, the Governor may direct the formation of the RRTF. Its purpose is to guide, recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. The RRTF will determine the extent of economic impacts by the disaster. The RRTF will determine the extent of economic impacts on citizens, businesses, as well as the ecological impacts on land and property.

**REGIONAL DISASTER PLAN (RDP)** – The King County Regional Disaster Plan (RDP) establishes the architecture for a systematic, coordinated, and effective response to multi-agency, multi-jurisdictional emergencies and disasters that occur within the geographic boundaries of King County, Washington. The plan defines common assumptions and policies, establishes a shared concept of operations, and pre-assigns functional responsibilities to appropriate disciplines, private and nonprofit organizations, and government agencies and jurisdictions. Through implementation of this plan, the resources and capabilities of the public, private, and non-profit sectors can be more efficiently utilized to minimize the loss of life and property and to protect the environmental and economic health of King County. The RDP is an all-hazards response plan, it applies to any event that concurrently challenges multiple jurisdictions or multiple disciplines.

**REMOTE PICK-UP UNIT (RPU)** – A radio transmitter and receiver used in conjunction with emergency Alert System (EAS), to provide communications between the Primary Emergency Alert System station and the local Emergency Operations center.

**RESPONSE** – Actions taken immediately before, during, or directly after an emergency occurs to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning system activation.

**ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT** – Public Law 93-288 as amended by Public Law 100-707. The act which authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

**SEARCH AND RESCUE** – The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused event, including instances of searching for downed aircraft when ground personnel are used. Includes Disaster, Urban, and Wildland Search and Rescue.

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**SPILL RESPONSE** – All actions taken to carry out the Department of Ecology’s responsibilities to spills of hazardous materials, e.g. receiving and making notifications, information gathering and technical advisory phone calls, preparation for and travel to and from spill sites, direction of clean-up activities, damage assessment, report writing, enforcement investigations and actions, cost recovery, and program development.

**RECOVERY RESTORATION TASK FORCE (RRTF)** – In the wake of a catastrophic disaster, the Governor may direct the formation of the RRTF. Its purpose is to guide, recommend and coordinate efforts to restore normalcy to areas adversely impacted by the disaster. The RRTF will determine the extent of economic impacts on citizens, businesses, as well as the ecological impacts on land and property.

**STATE AND REGIONAL DISASTER AIRLIFT PLAN (SARDA)** – A plan prepared by Washington State Department of Transportation, Aviation division which provides overall policy and guidance for aviation support in time of emergency.

**STATE COORDINATING OFFICER (SCO)** – The individual appointed by the governor to act in cooperation with the Federal Coordinating Officer to administer disaster recovery.

**STATEWIDE EMERGENCY COMMUNICATIONS SYSTEM (HF)** – The State Military Department’s High Frequency (HF) radio system. The net is controlled by the Washington National Guard and interconnects all National Guard Armories with Camp Murray.

**STATE EMERGENCY COMMUNICATIONS USING RADIO EFFECTIVELY (SECURE)** – Dedicated federal 2-way High Frequency (HF) radio system which provides an alternate direction and control capability as needed by the state to other locations during an emergency or disaster.

**STATE FIRE DEFENSE BOARD** – An organization which maintains the Washington State Fire Services Resource Mobilization Plan, develops planning guidance for the Fire Service Mobilization Regions, promotes standardization of fire communications, develops alerting and dispatching procedures, maintains a listing of regional firefighting resources, reviews and approves curriculum, requires the use of the Incident Command System by the State Fire Service, and provides guidance for the approval of requests for reimbursement.

**SUPPORT AGENCY** – An agency designated to assist a specific primary, or joint primary agency, with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities, under the coordination of the primary, or joint primary, agency. An example of a support agency is the Department of Agriculture for ESF 8, Health and Medical Services.

**TABLE TOP EXERCISE** – An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

**TITLE III** – A major section of the Superfund Amendments and Reauthorization Act entitled the “Emergency Planning and Community Right-to-Know Act of 1986”. Law that requires the establishment of state and local planning jurisdictions, State Emergency Response Commissions and Local Emergency Planning committees, and to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific planning for extremely hazardous substances, (2) participation in the planning process by facilities storing or using hazardous substances, and (3) notifications to the commission or committee of releases of specified hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical events to the public.

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**TRAINING EVENT** – A planned, non-emergency activity for the development, maintenance, or upgrading of emergency worker skills.

**URBAN FIRE** – Fire that is primarily found within the boundaries of limits of a city.

**URBAN SEARCH AND RESCUE** - Locating, extricating, and providing for the immediate medical treatment of victims trapped in collapsed or damaged structures.

**URBAN SEARCH AND RESCUE TASK FORCE** – A 56-member organization sponsored by the Federal emergency Management Agency in support of Emergency Support Function #9. The Task Force is trained and equipped to conduct heavy urban search and rescue and is capable of being deployed to any disaster site nationwide.

**WARNING** – advising the public of a threatening or occurring hazard and providing information to assist them in safely preparing for and responding to the hazard.

**WASHINGTON STATE EMERGENCY INFORMATION CENTER (WEIC)** – State level emergency public information will be established, provided to the media and the public, and managed through the Information Center, which is a part of the Washington State Emergency operations Center (EOC).

**WASHINGTON STATE EMERGENCY OPERATIONS CENTER** – Washington State Military Department, Emergency Management Division.

**WILDLAND FIRE** – Fire that occurs in wildland area made up of sagebrush, grasses or other similar flammable vegetation.

**WILDLAND SEARCH AND RESCUE** – Search and rescue conducted in wildland areas. Due to the increasing wildland-urban interface, wildland search and rescue strategy and tactics may also be employed for subjects lost or missing in urban or suburban areas. See SEARCH AND RESCUE, DISASTER SEARCH AND RESCUE, and URBAN SEARCH AND RESCUE.

**WIND (DF) MESSAGES** – Weather information concerning wind direction and speed. The information would be used for fallout forecasting.

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**COMMONLY USED ACRONYMS AND ABBREVIATIONS**

**ACCESS** – A Centralized Computerized Enforcement Service System

**AE** – Aeromedical Evacuation (ESF8)

**AG** – Attorney General

**APCO**- Associated Public Safety Communications Officer Inc.

**ARC** – American Red Cross

**ARES** – Amateur Radio Emergency Services

**ARRL** – Amateur Radio Relay League

**ATC** – Applied Technology Council

**AWC** – Association of Washington Cities

**CCA** – Comprehensive Cooperative Agreement

**CCP** – Casualty Collection Point (ESF8)

**CD** – Civil Defense

**CDC** – Centers for Disease Control

**CDRG** – Catastrophic Disaster Response Group

**CEM** – Certified Emergency Manager

**CEMP** – Comprehensive Emergency Management Plan

**COE** – Corps of Engineers

**COG** – Continuity of Government

**COMMO** – Communications

**CSEPP** – Chemical Stockpile Emergency Preparedness Program

**DAC** – Disaster Application Center

**DAP** – Disaster Assistance Program

**DECON** – Decontamination

**DEM** – Department of Emergency Management (local)

**DES** – Department of Emergency Services (local)

**DFO** – Disaster Field Office

**DOD** – U.S. Department of Defense

**DOE (WA)** – Washington State Department of Ecology

**EMS**- Emergency Medical Services

**EOC** – Emergency Operations Center

**ESF** – Emergency Support Function

**EST** – (Federal) Emergency Support Team

**FEMA** – Federal Emergency Management Agency

**HIVA** – Hazards Identification & Vulnerability Analysis

**IC** – Incident Commander

**ICS** – Incident Command Structure

**IST** – Incident Support Team (ESF9)

**JIC** – Joint Information Center

**KCFD10** – Carnation/King County Fire District 10

**NDMS** – National Disaster Medical System

**NICC** – National Interagency Coordination Center (ESF4)

**NAWAS** – National Warning Service

**NOAA** – National Oceanographic & Atmospheric Agency

**NWS** – National Weather Service

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**NRC** – Nuclear Regulatory Commission

**PDA** – Preliminary Damage Assessment (ESF 3, App. 1)

**PIO** – Public Information Officer (Append. 2)

**RIA** – Rapid Impact Assessment (ESF 3, App. 1)

**RCW** – Revised Code of Washington

**RDP** – Regional Disaster Plan

**RRTF** – Recovery Restoration Task Force

**SLA** – State & Local Assistance (ESF 13, App. 1)

**SOP** – Standard Operating Procedure

**US&R** – Urban Search & Rescue (ESF9)

**WAC** – Washington Administrative Code

**WMD** – Weapons of Mass Destruction (ESF10)

**WSEOC** – Washington State Emergency Operations Center

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**APPENDIX 4 – TRAINING & EXERCISES**

**Primary Agency:** Administrative Team

**Support Agencies:** Carnation/KCFD10 – Eastside Fire and Rescue  
King County Sheriff's Office  
King County Office of Emergency Management

***I. INTRODUCTION***

***A. Purpose***

The purpose of this appendix is to outline the emergency management training responsibilities of the City of Carnation and the schedule and objectives of emergency management exercises. The training and exercise programs serve to improve operational readiness by improving individual skills and by improving the emergency management system in the City of Carnation.

***B. Scope***

The Director of Emergency Management (City Manager) provides training for EOC representatives and provides training and consultation to City departments upon request. The Director of Emergency Management, together with the Police Chief and the Fire Chief, coordinates and facilitates the range of exercises, which serve to verify the effectiveness of both the City's Comprehensive Emergency Management Plan and the plans and procedures of City Departments.

Exercising is the principle method of validating the City's capability to implement its emergency management plan and perform to the functional standards set by the Federal Emergency Management Agency (FEMA). The City of Carnation government is committed to developing a progressive community-based exercise program whereby City staff and relevant agencies participate in increasingly challenging exercises over a period of time. In the progressive community-based program, one exercise builds on another systematically to meet specified goals.

***II. EXERCISE AND TRAINING POLICIES***

It is the policy of the City of Carnation to hold EOC meetings a minimum of once a year that also serve as training sessions for the participants.

King County Office of Emergency Management (OEM) delivers a range of training classes to enhance the emergency planning and response capabilities of government employees, schools, businesses, emergency workers, and the public. The Director of Emergency Management will coordinate with OEM for City employee participation in these local classes and with the Washington State Emergency Operations Center for City employees attendance at relevant state training classes.

***III. ASSUMPTIONS***

Emergency Management exercises are stand-alone events. They are part of the City of Carnation's commitment to improving the overall emergency management program. The City's progressive community-based exercise program will receive ongoing support from the Mayor and all City departments and participating agencies. All departments and participating agencies will continue to develop and test their internal emergency procedures as part of the progressive community-based exercise program.

***IV. CONCEPT OF OPERATIONS***

The exercises and training courses are based on current needs and are part of a systemic effort to further the emergency readiness of the City of Carnation government and the public. The

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exercise and training programs are continually evaluated and reviewed. Exercises are evaluated so that shortcomings in the plans, training, coordination capabilities, and procedures can be identified and corrected. Training courses are evaluated to identify shortcomings and future training needs.

Prior to a disaster, a person or organization seeking training may contact the Director of Emergency Management with a request for training. The Director of Emergency Management will provide appropriate training or refer the request to the King County OEM. Other sources of training include but are not limited to:

- FEMA's Emergency Management Institute
- Washington State Emergency Operations Center
- The American Red Cross
- Western Washington Emergency Network
- Disaster Educators of Puget Sound
- Carnation-Duvall Citizen Corps
- Private Consultants

The five elements of the City's exercise program include: orientations (informal seminar to familiarize participants to the plan), tabletop exercises (discussion of simulated emergency situation), drills (tests a single response procedure), functional exercises (activity to evaluate capability of an individual function), and full-scale exercises (evaluates operation capability of emergency management systems over time).

**V. RESPONSIBILITIES**

**A. Director of Emergency Management shall:**

1. Coordinate all exercises that test and evaluate the City's Comprehensive Emergency Management Plan
2. Develop and coordinate the progressive community exercise program and facilitates the training that is necessary to orient City employees and the public
3. Provide emergency planning training to the public and private organizations and individuals commensurate with the resources available
4. Coordinate the procurement and distribution of emergency training course materials
5. Assist the King County OEM training officers and emergency planners in preparing and conducting training and exercise programs
6. Coordinate and facilitate a progressive community-based exercises program
7. Determine exercise requirements and develop an exercise program based on current capabilities and shortcomings
8. Evaluate all exercises and revise plans and procedures based on the shortcomings discovered through the exercising of plans and procedures

**B. All City of Carnation Departments shall:**

1. Develop training and exercise programs to support their internal emergency planning, response, and recovery functions. In addition, departments will participate in the various emergency management training courses and exercises.
2. Designate qualified employees to coordinate emergency management training programs with the Director of Emergency Management
3. Participate in exercises with increasing levels of complexity
4. Participate in at least one functional exercise per year

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**ESF 1 – TRANSPORTATION**

**Primary Agencies:** Public Works Department

**Support Agencies:** King County Sheriff's Office  
Eastside Fire and Rescue  
Permit Center  
Washington State Department of Transportation  
King County Department of Transportation (Roads Division and Metro)  
Riverview School District  
Planning Department

***Introduction***

**A. Purpose**

This ESF provides for the effective coordination, mobilization, uses and maintenance of available transportation services and resources to meet the emergency needs of the City of Carnation and supporting organizations. This ESF also defines the City of Carnation's roles and responsibilities for the coordination and delivery of transportation support and assistance following an emergency or disaster.

**B. Scope**

Transportation support involves the provision of road and bridge maintenance, as well as equipment and vehicle maintenance. This ESF also encompasses the coordination, mobilization and use of available transportation services.

Activities within the scope include:

1. Participation in mitigation and preparedness activities.
2. Participation in needs and damage assessment and coordination of resources during the response phase immediately following an emergency or disaster.
3. Restoration and temporary repair of critical transportation services and systems during the recovery phase from an emergency or disaster.
4. Coordination between city, county, state and special purpose districts as needed.

***Policies***

- It is the policy of the government of the City of Carnation to provide the emergency organization and resources to minimize loss of life, and protect public property, the economy, and the environment of Carnation.
- It is the policy of the City of Carnation to assess the integrity of transportation routes within the City. The provision and coordination of transportation assistance will be prioritized by the City EOC.
- All City departments will utilize to the greatest extent possible day-to-day policies, except when emergency or disaster situations require exceptional policy changes or modifications.
- The City of Carnation will comply with the Washington State Emergency Operations Center revised Sandbag Bulk Distribution/ Storage & Emergency Usage Policy.

***Situation***

**A. Emergency/ Disaster Conditions and Hazards**

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1. Transportation systems available in King County include air, rail, water, and road. All of these systems and supporting transportation resources provide services on a national, regional, and local basis. Interstates, highways, county roads and arterials serve the immediate and surrounding Carnation area.
2. State Route 203 provides essential connections between the City of Carnation and other local cities and counties. County roads also provide essential connections between the City of Carnation and the greater urban area.
3. SR 203, which connects the City of Carnation with I-90 and the cities of Seattle, Bellevue and other parts of King County, and connects the City of Carnation to Monroe and other parts of Snohomish County, runs north-south through the City.
4. Tolt Hill Road, which connects the City of Carnation with Redmond, Bellevue, and Seattle, runs east-west south of the Carnation city limits.
5. The City of Carnation will periodically experience emergency and disaster situations which require restoration of essential public services (see Hazard Identification and Vulnerability Analysis for a description of potential emergency conditions). Roadways, bridges, and other transportation facilities and structures may be weakened or destroyed, necessitating repair, reinforcement, or demolition to ensure safe operations. Personnel, equipment, and supply resources may be insufficient to meet demands. Additionally, equipment in the immediate event area may be inaccessible or damaged.
6. The City of Carnation is impacted by closures of SR 203, Tolt Hill Road (Bridge); closures can occur due to flooding, hazardous materials releases and roadway accidents.
7. The City of Carnation provides for the safe and efficient transportation of people and goods by planning, constructing and maintaining the streets and roadways within the City. Privately owned vehicles prove to be the primary means of transportation for individuals in Carnation and the surrounding county.

**B. Planning Assumptions**

1. The local and regional transportation infrastructure will sustain damage. Disaster response and recovery activities that require use of the transportation network may be difficult to coordinate.
2. Rapid assessment of the event area will be made to determine critical response time and potential workload. Significant numbers of personnel with engineering and construction skills and construction equipment may not be available within the event area.
3. The immediate use of the transportation system for response and recovery activities will exceed the capabilities of the City of Carnation, thus requiring assistance from the County, State and Federal governments to supplement efforts.
4. Access to the event area will be dependent upon the re-establishment of ground and air transportation routes. Gradual clearing of access routes will permit a sustained flow of emergency relief efforts.
5. The City of Carnation is responsible for the inspection, repair and operation of City-owned facilities and infrastructure. (Refer to ESF 3 Appendix 1, Building Damage Assessment)
6. Previously inspected structures may require re-evaluation if subsequent events occur after the initial event.
7. Normal means of communications may not be available and repairs to communications networks could take days, weeks or months. In those situations, non-traditional means of communication must be established and used.
8. Support agencies will perform tasks under their own authorities as applicable, in addition to tasks received under the authority of the Carnation Comprehensive Emergency Management Plan.

**Concept of Operations**

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**ESF 1 – TRANSPORTATION**

**A. General**

1. The primary movement of people, equipment, and supplies will be by privately owned vehicles, common carrier trucks and privately owned trucks. Minimum use of private vehicles will be recommended in order to conserve fuel supplies, spare parts, and expense. The public will be informed of restrictions on private vehicle use to avoid confusion and reduce congestion under disaster circumstances.
2. Transportation system providers or operators (whether public or private) will operate their own systems and facilities to provide the maximum essential services and support possible.
3. Consumer rationing regulations, as specified by City, County, State, or Federal governments, will be adhered to in providing fuel for operation of transportation equipment.
4. City-controlled vehicles will be dispatched for use according to a priority system. Priority will be awarded to those services primarily concerned with life safety (i.e. Rapid Impact Assessment – Refer to ESF 3 Appendix 1). Establishing priority will be consistent with and reflect the nature of the existing circumstances, as determined by the Emergency Operations Center.
5. Inspection and repair of county and state highways are the responsibility of King County Department of Transportation (KCDOT), Washington State Department of Transportation (WSDOT) and the State Patrol. During large regional events, however, the county and state Departments of Transportation may be overwhelmed and unable to perform these tasks in the Carnation area. Therefore, the City of Carnation may conduct inspection and repair of county and state highways as necessary to support safety of citizens and public property. The City of Carnation will attempt to contact KCDOT or WSDOT prior to conducting these types of activities.

**B. Organization**

The basic responsibility for direction, control, and coordination of the emergency transportation services for City government is assigned to the City of Carnation Public Works Department. The Public Works Department is also responsible for equipment and vehicle maintenance activities. The Director of Public Works/City Engineer has responsibility for damage assessment of transportation infrastructure. When requested, the Fire District will assist the City Engineer in the evaluation of damage to transportation facilities. Authorities to accomplish various emergency transportation activities shall be given to departmental managers and staff.

***Responsibilities***

**A. Primary**

**The City of Carnation is responsible for ensuring that transportation functions and operations are protected and reconstituted as soon as possible following a disaster. Specific responsibilities are detailed below:**

**1. City Manager (in lieu of City Engineer) has responsibility to:**

- a. Coordinate and provide transportation support and services and will actively support City response and recovery efforts to the maximum extent possible.
- b. Coordinate for City government the use of locally available transportation resources to fill emergency transport needs for movement of people, equipment, and supplies.
- c. Coordinate the mobilization of emergency transportation services, maintenance, and supply system.
- d. Make temporary repairs, bypasses or alterations to provisionally restore City road and bridge facilities; or provide coordination for the contracting of private companies to conduct this work.
- e. Furnish personnel, heavy equipment, and supplies to assist with emergency operations in the response and recovery phases of a disaster.

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**ESF 1 – TRANSPORTATION**

- f. Provide maintenance support for City-owned vehicles. Maintenance priorities will be established consistent with the requirements of the emergency.
  - g. Coordinate the emergency use required of personnel and equipment belonging to local bus and truck lines, etc.
  - h. Assist other first responders (Police, Fire) with barricades and other traffic related activities.
  - i. Purchase, store, track, manage, distribute, coordinate, and replenish sandbag resources.
  - j. Coordinate with the Finance Department as required for the rental of equipment required for emergency transportation of people, equipment, and supplies.
  - k. Develop procedures for the immediate notification of: King County Metro, Riverview School District; King Co Sheriff's Office, Eastside Fire & Rescue and other possible affected agencies of routes affected by partial or total road closures and detours.
  - l. Develop contingency plans for detour routes and appropriate changes to traffic control devices to improve the safety and efficiency of the transportation network in major events.
  - m. Coordinate the evaluation of damage to the transportation infrastructure.
  - n. Provide expertise to the EOC when establishing priorities for restoration and repair of transportation infrastructure.
  - o. Assist in contracting private companies to conduct infrastructure restoration and repair, when necessary.
  - p. Develop a system or checklist by which the decision to reopen roads that have been closed is accomplished in a safe and efficient manner.
  - q. Provide support to field operations as appropriate.
  - r. Develop a plan for removal and collection of disaster debris.
- 2. City Manager (in lieu of Public Works Director) has responsibility to:**
- a. Provide expertise to the EOC when establishing priorities for restoration and repair of transportation facilities.
  - b. Assist in contracting private companies to conduct structure restoration and repair to city-owned structures, when necessary.
- 3. The Director of Emergency Management has responsibility to:**
- a. Submit all requests for emergency transportation resources and support that cannot be met locally to the King County EOC.
  - b. Coordinate with King County to provide bus support and services for the movement of people, equipment and supplies.
  - c. Establish mutual aid agreements, as deemed necessary.
  - d. Coordinate the transportation and movement of special needs individuals.
  - a. Collect information from City departments and special purpose districts on damage to facilities and infrastructure.
  - b. Prioritize the restoration and repair of damaged facilities and infrastructure with priority given to City-owned facilities and essential buildings.
  - c. Establish procedures and policies on coordination, use, and allocation of transportation equipment.
- 4. Each City Department has responsibility to:**
- a. Ensure that training is provided to respond to emergencies and disasters.
  - b. Establish and coordinate procedures necessary to meet the responsibilities listed in this ESF and the Basic Plan.
  - c. Coordinate the return of Department activities to normal levels following the emergency or

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**ESF 1 – TRANSPORTATION**

disaster.

- d. Keep logs of actions taken and information received, as well as supplies purchased, and personnel overtime.

**B. Support Agencies**

**1. The Washington State Department of Transportation has responsibility to:**

- a. Notify the City of Carnation, via broadcast fax or other methods; any time state highways and interstates are closed. This information is also available via the Internet at ([www.wsdot.gov](http://www.wsdot.gov)).
- b. Coordinate with Washington State Patrol to close state highways and interstates.
- c. Provide damage assessment and other emergency information to the King County Office of Emergency Management (have 800MHz capabilities) for dissemination to King County cities.

**2. The King County Department of Transportation has responsibility to:**

- a. Notify the City of Carnation, via broadcast fax or other means any time county roads serving Carnation are closed. This information is also available via the Internet at ([www.metrokc.gov](http://www.metrokc.gov)).
- b. Coordinate with King County Sheriff's Department to close county roads.
- c. Provide damage assessment and other emergency information to the King County Office of Emergency Management (have 800MHz capabilities) for dissemination to King County cities.

**3. Riverview School District has responsibility to:** Assist, when needed, in the transportation of residents after student and staff needs have been met.

**Resource Requirements**

**A. Traffic Control Devices (i.e. traffic cones, barricades, etc.)**

**Possible resources.**

1. City owned.
2. King County Street Department.
3. Washington State Department of Transportation Maintenance Division.
4. Neighboring Jurisdictions.
  - a. City of Duvall.
  - b. City of Woodinville.
  - c. City of Monroe.
  - d. City of North Bend.
  - e. City of Snoqualmie.
  - f. City of Redmond.
5. Private Vendors.

**B. Personal Safety Equipment (i.e. safety vests, hard hats, etc.)**

1. City to provide for staff.
2. Others to provide their own.

**C. Certified Flaggers**

1. City to provide training for staff personnel (Public Works, and Police).
2. Private contractors.

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**ESF 1 – TRANSPORTATION**

***References***

None

***Terms and Definitions***

See Appendix 3 to the Basic Plan (Definitions)

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**ESF 2 – COMMUNICATIONS & WARNING**

**Primary Agency:** City of Carnation, Eastside Fire & Rescue, King County Sheriff's Office

**Supporting Agencies:** King County Office of Emergency Management (KCOEM)  
Emergency Alert System (EAS)  
Snoqualmie Valley Amateur Radio Club (SnoVARC)  
National Weather Service (NWS)  
National Oceanographic and Atmospheric Administration (NOAA)  
National Warning System (NAWAS)

### ***Introduction***

#### **A. Purpose**

1. Communication: The purpose of this Emergency Support Function (ESF) is to organize, establish and maintain the communications capabilities necessary to meet the operational requirements of the City of Carnation in preparing for, responding to, and recovering from emergencies and disasters. **(Refer to Annex 2 of this ESF, Communications)**
2. Warning: It also provides guidance for rapid alerting and warning to key officials and the general public of a potential or occurring emergency or disaster. **(Refer to Annex 1 of this ESF, Warning Point Operations)**

#### **B. Scope**

ESF 2 discusses the use and maintenance of communications systems for emergency management functions within the City of Carnation and Carnation/Eastside Fire and Rescue during times of disaster. Those systems include voice, data, radios, telephone and cellular systems, amateur radio, National Warning System (NAWAS) and the National Weather Service (NWS). Specific operating procedures and protocols will be addressed in the Standard Operating Procedures (SOPs).

### ***Policies***

- A. The City of Carnation and Eastside Fire and Rescue will use normal communications and warning systems as much possible during a disaster.
- B. Communications and warning support requirements which cannot be met by the City of Carnation will be transmitted to the Emergency Operations Center.
- C. Priority in establishing communications systems within the City of Carnation is life safety first, followed by the re-establishment of critical government functions and the protection of property, the economy and the environment.
- D. In accordance with RCW 38.52.110(1), in responding to a disaster, or the threat of a disaster, the City is directed to utilize the services, equipment, supplies and facilities of existing departments, offices and agencies of the state, political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extent practicable, and the officers and personnel of all such department, offices and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.
- E. No guarantee of a perfect system is implied by this plan. As assets and personnel may be overwhelmed, City of Carnation can only endeavor to make every reasonable effort to respond to a disaster or emergency based on the situation, and on information and resources available at the time.

### ***Situation***

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**EMERGENCY SUPPORT FUNCTION (ESF)**  
**ESF 2 – COMMUNICATIONS & WARNING**

**A. Emergency/Disaster Conditions and Hazards**

1. The City of Carnation will periodically experience emergency situations which require heavy use of current communications systems. Due to natural or technological disasters, some communications systems may be damaged or destroyed. When the need for communications equipment is highest, we may have fewer resources dictating a need for reprioritization or reallocation of working systems.
2. Emergency or disaster warning may originate from any level of government or other sources. Some weather related disasters are foreseeable for several days prior to the incident. Weather warnings, watches and advisories are issued by the National Weather Service well in advance whenever possible. Floods and fires sometimes build over several hours or days, allowing some time for warning and preparation. Other incidences such as earthquakes or hazardous materials releases offer no opportunity for warning though in some cases impacts may be lessened by actions taken after the incident.

**B. Planning Assumptions**

1. There is currently no community wide warning system within the City of Carnation to warn the general public of emergency situations.
2. There will be occasions when there is no time or mechanism to provide warning.
3. Communications systems are vulnerable and may be damaged, destroyed, or overwhelmed during and following an emergency or disaster. Due to disrupted transportation routes, weather conditions, a lack of resources, or the level of damage, repairs to communications equipment and the infrastructure could take days, weeks or months.

***Concept of Operations***

**A. General**

1. Reliable communications capabilities are necessary for government functions for day-to-day operations, warnings of impending events, response and recovery efforts, search and rescue missions, and coordination with other organizations. Communications capability must be available for emergency management functions from the Emergency Operations Center (EOC).
2. With no warning system in place, notification of citizens with instructions and information may be through Emergency Alert System (EAS), media broadcasts, social media posting, telephone or radio notification, public address announcements and person-to-person contacts.
3. Activation of the EAS within King County is restricted to authorized organizations and operates through designated broadcasters and cable companies (see King County Emergency Management Plan ESF2, Appendix 1, Emergency Alert System). The EAS may be activated by contacting the 24-hour duty officer of the King County Office of Emergency Management. (REFER TO APPENDIX 2 – PUBLIC INFORMATION).
4. The Carnation EOC maintains many communications capabilities within the EOC. Systems in place include: fax machine, pagers, telephones, cellular phones, local television, and AM/FM radio. Radio systems in place in the EOC include 800 MHz. Radio transmitting and receiving capabilities include all city agencies using 800 MHz trunking systems. Other agencies including the American Red Cross, Washington State Emergency Operations Center, King County Office of Emergency Management and local hospitals are also linked by radio to the EOC.
5. When normal government communications systems become overwhelmed or damaged, Sno Valley Amateur Radio Club (Sno Varc) may be the only available form of communication.
6. Whenever the City of Carnation emergency management officials are alerted to the threat or occurrence of a hazardous event that could lead to or has resulted in a disaster, the Emergency Operations Center (EOC) will be activated at the appropriate level and the situation monitored.

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Depending on the circumstances, monitoring could be a prolonged activity or result in the immediate activation of the local information and warning system.

8. Monitoring will consist of the accumulation, display, and evaluation of relevant information, release of appropriate public information advisories, and alerting response agencies and organizations of the situation.
9. Warning or imminent or existing danger can be accomplished by Fire and Police Department vehicles using mobile sirens, public address speakers and door-to-door notifications.
10. Immediate notification of key officials will be carried out by phone, texts, alerting devices, or in the event of total communication loss, by messenger.
11. To inform the general public of emergency situations or for ongoing information, local radio and/or television stations, social media websites or local newspapers can be used.

**B. Organization**

1. The National Warning System (NAWAS) is the primary system utilized by the Federal Government to disseminate warning information. Warnings received over NAWAS are received at the Washington Warning Point which in turn disseminates the warning to local warning points.
2. The Washington State Emergency Management Division (WEMD) is the custodian of the State Emergency Operations Center (SEOC) which is operated by State agencies. This includes the operation of a 24-hour Duty Officer position that provides for early warning and information dissemination to local jurisdictions and state agencies. When activated for disasters the State EOC accumulates damage assessment data from counties and state agencies. After collecting and analyzing the data the EOC make recommendations to the governor regarding response and recovery assistance needs.
3. Warning Points for Carnation are received at the King County EOC and secondarily from the Eastside Communications Center (Bellevue) which notifies local emergency authorities.
4. The Warning Point for the City of Carnation is the Carnation/Eastside Fire and Rescue Emergency Operations Center. The Fire Chief appoints the Warning Point Supervisor. The Warning Point Supervisor has 24-hour access to the King County Warning Point via the Emergency Operations Center. **(See Annex 1 to this ESF, Warning Point Operations)**
5. Telephone systems are the primary communications methods for directing, controlling and coordinating emergency services.
6. Cellular phone systems are the primary back up to the telephone systems and will be used to supplement two-way radio systems for field operations.
7. Two-way radio is used as a second back-up to the telephone systems and provides the primary method of communications with personnel conducting emergency services in the field.
8. 800 MHz radios will be utilized as the backup system for communication with other emergency management agencies.
9. Facsimile and electronic communications will be used, if available, when communication of written material is required during and after a disaster.
10. Law enforcement, fire service, and other government services radio networks will control their own systems.
11. Private radio systems will be controlled by their respective organizations with coordination through the Emergency Operations Center.
12. Backup communication equipment may be provided by supporting agencies such as the School District.

**C. Procedures**

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When disaster conditions disrupt the communications between critical functions, communications issues will be routed to the **Warning Point Supervisor** in the EOC. (*Refer to Annex 1 to this ESF, Warning Point Operations*)

**D. Mitigation and Preparedness Activities**

1. The **Director of Emergency Management** shall have responsibility to:
  - a. Ensure that the communication facilities are maintained and tested routinely.
  - b. Prepare and maintain current, adequate warning plans, SOPs and call lists.
2. **Each City Department Director** is responsible for training and preparing employees of the department how to respond to warning and activate emergency procedures.

**E. Response Activities**

The Manager shall authorize the dissemination of warning information for localized emergencies and disasters.

**F. Recovery Activities**

Warning systems may be used in the recovery phase for emergency communications so that the community may be fully restored.

**Responsibilities**

**A. Primary Agency – City of Carnation; Carnation/KCFD10-Eastside Fire and Rescue**

The primary focal point for the City communications will be Carnation City Hall in normal operation periods and the Emergency Operations Center (EOC) in the event of disaster operations. This is a 24-hour operation facility, with emergency and advisory information provided to the City by the fire district. The existing telephone network and the non-emergency radios of the City will be the basis for effective communication. It is understood that in a disaster partial or total disruption of communications may occur. By working with telephone service and equipment providers, the City and fire district will work together to provide telephone service for emergency management functions as soon as possible following a disaster.

1. Radio systems including amateur radio will be established for emergency management functions as soon as possible following a disaster. Priority will be given to those departments that provide critical life safety functions. The City will establish and maintain an Amateur Radio Liaison. This liaison will be developed to enhance and expand the emergency communications capabilities of the City in a major event. This communications option will be the secondary communication capability of the City.
2. The Eastside Fire and Rescue will maintain equipment, and in cooperation with the City of Carnation, develop operational procedures for the EAS. Coordination will occur with federal, state, county and other local agencies, and members of the media participating in this program.
3. The Eastside Fire and Rescue will coordinate with federal, state and county agencies in the use of the National Warning System.

**B. Support Agencies**

1. Available City personnel with technical skills in the area of communications will work to re-establish compromised systems.
2. The National Warning System (NAWAS), established by the Federal Government, is the primary means of receiving and disseminating warning(s) to state and local officials within Washington State. The Washington State Warning Point is operated 24 hours a day by the Washington State Emergency Operations Center, with operational assistance from the Washington State Patrol.

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3. Emergency information or warning is transmitted by broadcasters at their discretion except for Emergency Alert System (EAS) Presidential messages received from the National Control Point. Broadcasters may not choose to broadcast all state and local requests.
4. The Emergency Alert System which provides emergency information and guidance via local radio and television may be activated through the King County Office of Emergency Management. **(Refer to Appendix 2, Public Information, Tab 1, Emergency Alert System Central Puget Sound Area Plan)**
5. Once the initial warning is accomplished, the task of keeping the public informed of what actions to take to prevent injury or property loss lies with the **Public Information Officer. (Refer to Appendix 2, Public Information)**
6. SnoValley Amateur Radio Club to assist the EOC with communications.

***Resource Requirements***

The City does not have sufficient technical support on staff to reestablish critical communications systems. The City will make every effort to reestablish those systems, but there is limited technical expertise available.

***References***

See Appendix 2 to the Basic Plan, References

***Terms and Definitions***

See Appendix 3 to Basic Plan, Definitions

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**ANNEXES & TABS TO ESF 2**

**Annex 1: Warning Point Operations**

- Tab 1: Public Warning
- Tab 2: Fan Out Warning List for City Officials/Staff
- Tab 3: EOC Representative Notification List (available as appropriate)

**Annex 2: Communications**

- Tab 1: Communications Coordinator
- Tab 2: Radio Channel Assignments (to be published; available as appropriate)

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**ANNEX 1**  
**WARNING POINT**

**Primary Agency:** Carnation/KCFD10-Eastside Fire and Rescue

**Support Agencies:** City of Carnation  
King County Emergency Operations Center  
Eastside Communications Center (Bellevue EOC)

***Introduction***

**A. Purpose**

To provide guidance for and dissemination of emergency warning information to key officials, employees and the general public.

**B. Scope**

Annex 1 discusses Warning Point Operations and establishes the duties of the **Warning Point Supervisor**.

**C. Definition**

The Warning Point is the Eastside Fire and Rescue Operations Center (EOC). The Center provides a 24-hour access to the King County Warning Point. Communication with King County Warning Point is by radio and telephone.

***Policies***

The Fire Chief for Eastside Fire and Rescue will appoint a **Warning Point Supervisor**.

***Situation***

**A. Emergency/Disaster Conditions and Hazards**

The City of Carnation will periodically experience emergency situations which will require notification of city employees, officials and the general public. Potential emergency situations include both natural and technologically caused events.

**B. Planning Assumptions**

The Emergency Alert System (EAS) is the best means to give initial warning to city employees, officials and the general public.

***Concept of Operations***

**A. General**

The 24-hour duty officer of the King County Office of Emergency Management may activate the EAS. The secondary line of EAS activation will be through utilization of the KCFD 10 communications with the Eastside Communications Center (Bellevue EOC). The Warning Point is the Eastside Fire and Rescue Communications Center. The Center provides a 24-hour access to the King County Warning Point.

**B. Organization**

Carnation/Eastside Fire and Rescue is the lead agency in disseminating Warning Point information to city employees, officials and the general public.

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**C. Procedures**

The **Warning Point Supervisor** will receive emergency information and:

1. Disseminate warning information to the public (*Tab 1 to this Annex 1*)
2. Disseminate warning information to other designated governmental agencies (*Tab 2 to this Annex 1*)
3. Disseminate warnings to the Director of Emergency Management, and also notify applicable EOC participants/representatives (*Tab 3 to this Annex 1*), when directed.

**Responsibilities**

**A. Primary Agency – Carnation/KCFD10 – Eastside Fire and Rescue**

1. Appoint a Carnation Warning Point Supervisor
2. Operating Warning Point
3. Appointing and training operators
4. Maintaining equipment and records
5. Developing plans and procedures
6. Developing methods of conveying warning to the population of Carnation
7. Disseminating warning to secondary warning points
8. Testing warning systems

**B. Support Agency - City of Carnation**

1. Appoint a Director of Emergency Management
2. Maintain an up-to-date emergency number and contact list for the Notification SOP
3. Develop and maintain warning procedures for the City of Carnation in cooperation with the Eastside Fire and Rescue.

**Resource Requirements**

See Basic ESF -2

**References**

None

**Tabs to Annex 1 (ESF-2)**

Tab 1 - Disseminate warning information to the public

Tab 2 - Disseminate warning information to other designated governmental agencies

Tab 3 - Disseminate warnings to the Disaster Coordinator, and also notify applicable EOC participants City of Carnation

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**ANNEX 1 - WARNING POINT**  
**TAB 1 - PUBLIC WARNING**

**The public will be given warning and information as follows:**

1. Radio and television announcements authorized and implemented by King County Office of Emergency Management or City of Carnation Emergency Operations Center (EOC).
2. Public address systems contained in KCSO or KCFD10 vehicles and other City vehicles.
3. Person to person contacts.
4. City's web page ([www.carnationwa.gov](http://www.carnationwa.gov))
5. City's facebook/current social media page

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**ANNEX 1 - WARNING POINT**  
**TAB 2 - FAN OUT WARNING LIST**

The following key city representatives are to receive fan out warning information from the Carnation/Eastside Fire and Rescue Warning Point. Warning information will be received on Radio Frequency 3 from King County Office of Emergency Management and will be disseminated as follows:

**PRIMARY FAN OUT LIST**

|   | <b>Primary</b>                    | <b>Alternate</b>               |
|---|-----------------------------------|--------------------------------|
| 1 | Police Chief                      | Public Works Superintendent    |
| 2 | City Manager                      | Designated Acting City Manager |
| 3 | Director of Emergency Management  |                                |
| 4 | Department Directors – City Clerk |                                |
| 5 | City Council                      |                                |

Once the department directors receive information, bulletins or warnings, they will in turn relay information to their respective staff. **(Refer to Emergency Call Back List, Appendix 1, Tab 1)**

In the event the King County Office of Emergency Management is unable to disseminate warning to all Warning Points by using Radio Frequency 3, they will disseminate warning by telephone.

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**ANNEX 2**  
**COMMUNICATIONS**

**Primary Agency:** Carnation/KCFD10 – Eastside Fire and Rescue

**Support Agency:** City of Carnation

***Introduction***

**A. Purpose**

To provide for and maintain an effective communications system and plan for emergency operations in the City of Carnation.

**B. Scope**

This Annex discusses the use and maintenance of telecommunications systems for emergency management functions within City of Carnation government during times of disaster. Those systems include voice, data and radios.

***Policies***

The primary focal point for the City Communications will be Carnation City Hall in normal operation periods and the EOC in the event of disaster operations.

The Assistant Director of Emergency Management will act as the **Communications Coordinator (See Tab 1 to this Annex)**. The **Communications Coordinator** will be the contact/coordination point for all City communications planning. The Coordinator will, on an on-going basis, continue to assess the capabilities and plans to make any recommendations necessary to effectively assure the communication capability of the City.

The non-safety city departments may use these guides to establish secondary communications within their respective divisions for coordination of their own emergency resources. However, coordination through the EOC will be vital and essential for the City's ability to effectively coordinate emergency operations.

***Situation***

**A. Emergency/Disaster Conditions and Hazards**

An emergency or disaster may have adverse effects on existing wired and wireless communications systems, including both voice and data. Circuits may be damaged, non-existent, or so over-loaded as to be useless for routine and emergency communications between the Emergency Operations Center, public safety and other necessary government agencies and City departments; between hospitals and health care systems, non-governmental response agencies, field personnel, and the citizens of the City.

There may be significant property damage and damage to infrastructure such that normal day-to-day operations of the City are disrupted, and a need for additional resources is identified.

**B. Planning Assumptions**

The City will rely on its own internal communications systems, and public systems to the limits they are available following an emergency incident or disaster. Assistance from outside communications resources - both equipment and personnel, will be utilized as necessary.

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Depending on type and scale of the disaster, the requirement for communications, especially mobile communications, will increase as the emergency operation grows.

***Concept of Operations***

**A. General**

Communications capability must be available for emergency management functions to and from the Emergency Operations Center (EOC).

**B. Organization**

During day-to-day operations, the City of Carnation and the KCFD10 – Eastside Fire and Rescue develop, coordinate and maintain communications systems independently. When disaster conditions disrupt the communications between critical functions, communications issues will be routed to the **Communications Coordinator** in the EOC.

**C. Procedures**

In the event of a citywide emergency or major event, all non-safety City departments with communications capabilities will report to the **Communications Coordinator** as soon as possible for assignment, relocation or reallocation of communication tools and/or systems.

The **Communications Coordinator** will coordinate all communications information for the City with the public for release through the designated **Public Information Officer** (see **Appendix 2 to the Basic Plan**).

***Responsibilities***

**A. Primary Agency – KCFD 10**

1. Develop mutual aid agreements and procedures
2. Maintain database of existing communications tools and systems
3. Provide coordination with state and county Emergency Management Departments
4. Coordinate preliminary damage assessment with city and other jurisdictions.

**B. Support Agency - City of Carnation**

1. Appoint a **Communications Coordinator** (SEE TAB 1 TO THIS ANNEX 2)
2. Assist in the development of mutual aid agreements, procedures
3. Development of voice and data communications networks
4. Provide technical guidance and assistance
5. Training programs and opportunities
6. Provide communications equipment to EOC (radios, phones, etc.)

***Resource Requirements***

The City does not have technical staff to reestablish critical communications abilities. Equipment and supplies should be secured so that basic functions can be established even if transportation routes in the region are compromised. Sharing resources between teams and jurisdictions may be necessary due to failure of transportation and other lifeline infrastructure systems.

***Tabs to Annex 2/ESF 2***

Tab 1 - Communication Coordinator

Tab 2 - Radio Channel Assignment (available as appropriate)

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**ANNEX 2**  
**TAB 1 – COMMUNICATIONS COORDINATOR**

1. The **Assistant Director of Emergency Management** will act as the Communications Coordinator as necessary to accomplish emergency communications planning recommendations.
2. The **Communications Coordinator** shall:
  - a. Direct all communications support activities of the City
  - b. Advise the Disaster Coordinator of status and capabilities of the emergency communications system.
  - c. Activate SnoVARC when necessary
  - d. Maintain all city directories and radio frequency listings.
  - e. Provide training on radio protocol and procedures as they relate to emergency communications.
3. **All City Department Directors** shall:
  - a. Provide to the Communications Coordinator a list of communication resources to include: type, frequency, call signs, numbers, responsible or assigned personnel for radio and cellular telephones.



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**ESF 3 – PUBLIC WORKS**

**Primary Agency:** Public Works Department

**Support Agencies:** King County Sheriff's Office  
Eastside Fire & Rescue  
King County Solid Waste Division

***Introduction***

**A. Purpose**

To provide for the effective coordination of the Carnation Public Works Department as the lead agency for the engineering operations and resources during major emergencies and disasters.

**B. Scope**

This ESF addresses necessary public works activities including, but not limited to:

1. Damage assessment for public facilities and infrastructure
  2. Maintaining emergency transportation routes
  3. Debris and wreckage clearance
  4. Coordinating with local water purveyors
  5. Coordinating with utility companies
  6. Temporary repair of essential facilities
  7. Inspection of facilities for structural condition and safety
  8. Assisting in traffic control by providing barricades and signs
  9. Emergency permitting and inspections
  10. Demolition of unsafe structures
  11. Coordination of heavy equipment resources for emergency operations of City government
- Related ESF's – Transportation (ESF-1); Building Damage Assessment (ESF 3 Appendix 1)

***Related Policies***

- A.** It is the policy of the City of Carnation to provide public works services to lands and facilities under City jurisdiction. Other services to private property, such as debris collection or fee adjustments, may be offered at the request of the City Council.
- B.** Permitting fees and normal inspection procedures will stay in effect following a disaster unless otherwise directed by the City Council.
- C.** The City of Carnation may collect for any costs incurred by its authorized representatives, contractors, and sub-contractors in carrying out any necessary work on property needed to protect public health and safety, including debris removal, demolition of unsafe or abandoned structures, removal of debris and wreckage, and administration costs. The collection of these costs and penalties may include billing the owner or placing a lien on the property and withholding further permits to the permittee or property until the penalties are paid.
- D.** Assistance may be obtained from the private sector at cost as provided for by RCW 38.52.390.
- E.** It is the policy of City of Carnation to utilize the inspection guidance in the Applied Technology Council (ATC) 20, Procedures for Post-earthquake Safety Evaluation of Buildings, ATC-20-1, the field manual for post earthquake safety evaluation of buildings and ATC 20-2 (Addendum to ATC 20) to

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survey damaged public works facilities. (Refer to ESF 3 Appendix 1 for Building Damage Assessment).

- F. PUBLIC WORKS staff will be mobilized on a case-by-case basis. This will normally be done by telephone or pager through the department's notification procedures. As communication systems may fail in a major event, PUBLIC WORKS staff should report to work as soon as possible following obvious major disasters regardless of whether they have been notified.

***Planning Assumptions***

- A. A major emergency or disaster may cause extensive damage to property and the infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged or be partially or fully inoperable.
- B. Access to the disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.
- C. Rapid damage assessment of the disaster area will be required to determine potential workload.
- D. Assistance from the Federal government may be needed to clear debris, perform damage assessments, structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and fire fighting.
- E. Emergency environmental waivers and legal clearances may be needed for disposal of materials from debris clearance and demolition activities for the protection of threatened public and private improvements.
- F. Significant numbers of personnel with engineering and construction skills along with construction equipment and materials may be required from outside the disaster area.
- G. Aftershocks will require re-evaluation of previously assessed structures and damages.
- H. Activities related to structural evaluation are addressed in ESF 3 Appendix 1, Damage Assessment.

***Concept of Operations***

**A. Local**

**1. Public Works Department**

PUBLIC WORKS is the lead agency for the coordination of Public Works and Engineering activities within the City of Carnation. It will:

- a. Provide damage assessment of Public Works facilities, transportation routes and essential city-owned infrastructure. The department will provide for emergency repair and restoration of city-owned facilities.
- b. Coordinate with local water purveyors as appropriate to identify and resolve issues where regional and local facility operations could affect one another. The department will communicate health and environmental hazards to the Emergency Operations Center and other appropriate agencies.
- c. Coordinate with private utility companies and other private and public organizations responsible for electricity, natural gas, telephone and solid waste collection services to ensure all response and recovery operations conducted within the city right-of-way are done in as orderly a manner as possible.
- d. Provide engineering services and perform/contract for major recovery work as appropriate for city-owned buildings and Public Works infrastructure.

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- e. Provide expertise and recommendations for reconstruction, demolition and mitigation during the recovery period including stability of slopes and sensitive areas.
  - f. Coordinate the containment and recovery efforts of leaks and spills that are determined to be of a non-emergent nature: i.e. oil sheen on waterways, diesel spills on roadways and parking lots. Eastside Fire & Rescue will coordinate efforts that are determined to be of an emergency nature (i.e. hazards to life or property).
  - g. The Public Works Superintendent or designee will designate Emergency Operations Center representative(s) to coordinate field operations and resources from the Emergency Operations Center when it is activated during recovery efforts. (*Refer to ESF 2, Annex 1, Tab 3, EOC Representative Notification List*)
  - h. The Public Works Superintendent or designee will designate a communications operator to operate back-up communication equipment from the Emergency Operations Center when requested by the Emergency Operations Center Manager or anytime it is necessary to supplement regular communications capabilities to provide for the coordination and/or allocation of resources.
  - i. Assist Building Department in building damage assessment (ESF 3 Appendix 1).
  - j. Public Works Superintendent serves as Section Lead for Operations under the Incident Command System. (See Basic Plan Appendix 1, Direction and Control)
2. **Incident Management System (IMS)**
- a. The Incident Management System will be used by PUBLIC WORKS for coordination of field operations.
  - b. Command Posts will be established for the coordination of field operations. Co-location of command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.
  - c. The Field Commander shall provide regular status reports and provide timely reports regarding emergency public information to the Emergency Operations Center.
  - d. Additional resources or public works assistance may be obtained through existing mutual aid agreements and/or contracts through private contractors. Requests for additional assistance should be coordinated through the Emergency Operations Center.
  - e. Communications between the Field Commander and the Emergency Operations Center shall be through established channels. (**See ESF #2 – Communications and Warning**)
  - f. Public Works Director or designee shall provide direction and control over department resources and coordination with the EOC. Department personnel shall operate according to specific directives, department standard operating procedures (SOPs) and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.
- B. King and Snohomish Counties**
- 1. Upon request, King and Snohomish Counties may provide coordination of county public work resources to provide support when local jurisdictions have exhausted their resources.
  - 2. The King County EOC coordinates requests for resources to the state.
- C. State**
- 1. Washington State Emergency Operations Center alerts appropriate state agencies of the possible requirements for emergency engineering services, coordinates state assets and requests federal assistance to support local emergency engineering efforts. State departments/agencies that support the emergency engineering effort are identified in *ESF #3*

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*Public Works and Engineering of the Washington State Comprehensive Emergency Management Plan.*

2. State government will provide engineering services primarily to lands and facilities under its jurisdiction and will lend support to local government as requested and as circumstances allow. Supplemental assistance shall be requested through local and state emergency management channels.

**D. Federal**

1. *The Federal Response Plan, ESF #3 - Public Works* and Engineering provides for the federal response and support to assist state and local government. The primary federal agencies are the Department of Defense (DOD) and the U.S. Army Corps of Engineers for planning, preparedness, and response with assistance to be provided by other branches as needed. In the event of federal activation, City of Carnation will coordinate with other local, state, and federal agencies.
2. If direct federal assistance has been authorized by the President under an Emergency or Major Disaster Declaration, FEMA may issue a mission assignment to those federal agencies possessing the needed expertise or assets, only when it is verified to be beyond the capability of the affected state and local governments.

**Responsibilities**

**A. Public Works Department**

1. Maintain operation of the public water, sewer, storm drain and street systems.
2. Provide debris removal, emergency protective measures, emergency temporary repairs and/or construction to:
  - a. Maintain passable vehicular circulation on priority routes
  - b. Control flooding on public drainage ways or resulting from the failure of public drainage ways
  - c. Mitigate damage to public utilities
  - d. Mitigate damage to any facility, public or private, by the failure of public utilities.
3. Provide for priority restoration of critical facilities.
4. Provide damage assessment, engineering and contract services management.
5. Provide or contract for major recovery work for Public Works infrastructure.
6. Coordinate assessment of damage to street, water, sewer and storm drain facilities and transportation routes and take action to appropriately close or adjust the operation of those deemed unsafe.
7. Utilize volunteer personnel and equipment as required.
8. Establish liaison with Public Works Departments of counties, cities and private organizations involved in mutual aid.
9. Notify King County Health and Washington Department of Ecology of sewer overflows.

**B. Eastside Fire & Rescue**

1. Provide support in establishing on-scene command posts.
2. Provide support in evacuation operations of citizens as appropriate.
3. Provide support to Public Works for non-hazardous spills or leaks.

**C. King County Sheriff's Office**

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1. Provide support in evacuation operations as appropriate.
2. Provide assistance in implementing road closures, traffic control, and detours for roadways.
3. Provide perimeter control due to unsafe conditions.

**D. Building Department**

Conduct damage assessment of public and private facilities. (Refer to ESF 3 Appendix 1, Damage Assessment)

**References**

- The National Response Framework - ESF 3
- Washington State Comprehensive Emergency Management Plan, ESF 3 Public Works and Engineering

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**APPENDIX 1 – BUILDING DAMAGE ASSESSMENT**

**(REFER TO ESF 1 FOR TRANSPORTATION ASSESSMENT)**

**Primary Agency:** City Planning with contract to Carnation Building Department

**Support Agencies:** King County, Office of Emergency Management (KCOEM)  
King County Disaster Assistance Council (DAC)  
Carnation/ Eastside Fire & Rescue (ESFR)  
Federal Emergency Management Agency (FEMA)  
All Other City of Carnation Departments

***Introduction***

**A. Purpose**

The purpose of this ESF Appendix is to establish uniform policies for the City of Carnation to:

1. Manage and administer timely inspections of buildings for damage assessment resulting from natural and technological disasters.
2. Report response and recovery information to state and local emergency management agencies.
3. Reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented before, during and after the immediate recovery from a disaster.

***Policies***

- A. When there is a disaster that affects the structural integrity of buildings, such as an earthquake, the City shall, through the assistance of the Building Official, make it a top priority to determine the safety of “essential facilities”, “major buildings”, and buildings in areas hardest hit; and to identify safe shelter for those left homeless.
- B. The City of Carnation shall mitigate disasters before, during and after they occur.
- C. There shall be clear, concise written procedures in reporting response and recovery information to state and local emergency management agencies should a disaster occur.
- D. Emergency equipment shall be kept in City vehicles at all times.
- E. Personnel and volunteers performing the structural assessment of buildings shall be familiar with “ATC 20 Procedures For Post Earthquake Safety Evaluation of Buildings”, “Addendum to the ATC-20 Post Earthquake Building Safety Evaluation Procedures” and the ATC-20-1 Field Manual: Post Earthquake Safety Evaluation Of Buildings”. The City’s Damage Structural Assessment Teams shall not offer “individual assistance” during the Rapid Impact Assessment and Preliminary Damage Assessment phases.
- F. Essential facilities such as hospitals, police stations, and fire stations should be given Rapid Evaluation and Detailed Evaluations by structural engineers as soon as possible after the event.

***Situation***

**A. Emergency/Disaster Conditions and Hazards**

Disasters cause injury or death to individuals and damage to property, the environment, businesses, nonprofit entities, and to government-owned assets.

The City of Carnation buildings were built over the past 100 years. Many will not comply with the uniform building code due to the age of the structure. As of 2003, there are 5 essential buildings that

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need to be assessed during the rapid assessment. Of these essential buildings, 6 are government facilities of which 2 are schools. Of non-essential buildings, there are approximately 650 single-family residences, multi-family complexes, 3 light industrial buildings, 1 mobile home parks, and 30 commercial buildings in the City of Carnation.

### **Concept of Operations**

#### **A. General**

**Rapid Impact Assessment (RIA)** is a process that is launched to quickly capture the degree that the event has challenged the community, immediately followed by the **Preliminary Damage Assessment (PDA)**. The PDA is a more quantified damage assessment process to determine eligibility for various forms of disaster aid. ESF 3 Appendix 1 deals with the structural assessment of buildings during a disaster and is part of the PDA.

A **three-level procedure** has been developed for structural assessment of buildings. The **first level** is the Rapid Evaluation and is performed simultaneously with the RIA. This process provides the quick determination of whether or not predetermined buildings are safe enough to occupy, and if not, to decide what restrictions to place on their use or entry. Placards will be posted on buildings as either inspected, potentially dangerous (i.e. restricted use), or unsafe. Those not specifically designated, the so-called gray area buildings, are then designated for a more detailed visual examination by a structural engineer. This inspection, designated the Detailed Evaluation, is the second level of examination and is designed to result in the rating of all buildings as either inspected, potentially dangerous (i.e. restricted use), or unsafe. After this evaluation, any further evaluations (**third level**) would normally be done by a structural engineering consultant retained by the owner to prepare an Engineering Evaluation of the building. The City of Carnation's Structural Damage Assessment Teams may perform the Rapid Evaluations and the Detailed Evaluations and shall **not** perform RIAs or the third level of evaluations.

The **primary EOC** location shall be at: Carnation/King County Fire District 10 Building. The **alternate EOC** location shall be at Carnation Police Department or other appropriate City-owned facility.

#### **B. Organization**

The City of Carnation's Emergency **Building Damage Assessment Coordinator** is responsible for the structural assessment of buildings during the Rapid Evaluation and the Detailed Evaluation within the City of Carnation and shall report and receive directions from the EOC Manager.

The Emergency **Building Damage Assessment Coordinator** is the City of Carnation's:

1. Building Official, or in her/his absence;
2. Building Inspector/Coordinator, or in her/his absence;
3. The Plans Examiner/Inspector, or in her/his absence;
4. City of Carnation employee knowledgeable in ATC-20 procedures (priority given to licensed engineer)
5. Volunteer with structural knowledge in ATC-20 procedures.

The **Emergency Building Damage Assessment Coordinator** shall be stationed at the EOC, and shall be responsible for organizing the Building Damage Assessment Teams. The Rapid Evaluation team shall have a minimum of two members, ideally consisting of two building inspectors or a building inspector and an engineer. Under more pressing circumstances, a building inspector and an unlicensed engineer might form an acceptable team. The **Detailed Evaluation Team** shall have a minimum of two members, ideally comprised of a building inspector and a structural engineer. An architect, and other specialists may be needed to address specific situations.

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**C. Procedures**

1. The Rapid Impact Assessment (RIA) for the City of Carnation shall be activated by City of Carnation's EOC Manager following any event where disaster intelligence is needed. Carnation's EOC may solely activate the RIA or it may be activated by the King County Office of Emergency Management (OEM).
2. The order of priority for inspection of buildings shall be:
  - a. Essential buildings - comprised of city hall, fire stations, police stations, public elementary/junior high/senior high schools, and emergency shelters.
  - b. Major buildings – comprised of grocery stores, rental equipment stores, apartments, and fuel dispensing service stations
  - c. Areas hardest hit
  - d. All other buildings deemed necessary by the City of Carnation\*\*\*
3. During safety building evaluations for the Rapid Evaluation process, the Building Assessment Teams shall post placards on buildings as either inspected, potentially dangerous (i.e. restricted use), or unsafe, and complete ATC-20 Rapid Evaluation Safety Assessment forms and ATC-20 Fixed Equipment Checklist forms. The designated placard postings shall be phoned to the Emergency Building Damage Assessment Coordinator upon completion of inspection/posting. The completed ATC forms shall be turned in to the Emergency Building Damage Assessment Coordinator when feasible, who will instruct staff at the alternate EOC to convert the reported percentage losses from the ATC-20 Rapid Evaluation Safety Assessment forms. The converted reported percentage losses will be phoned to the EOC when completed and hard copies of the ATC forms and conversions shall be turned in to the EOC when feasible.
4. Following completion of the Rapid Evaluation as outlined above, the Detailed Evaluation of buildings shall occur in the following priority:
  - a. Essential buildings shall be comprised of city hall, fire station, police station, public elementary/junior high/senior high schools and emergency shelters
  - b. Major buildings shall be grocery stores, rental equipment stores, apartments, and fuel dispensing service stations
  - c. Areas hardest hit
  - d. All other buildings deemed necessary by the City of Carnation\*\*\*
5. During safety building evaluations of the Detailed Evaluation process, the Building Damage Assessment Teams shall post placards on buildings as either inspected, potentially dangerous (i.e. restricted use), or unsafe, and complete ATC-20 Detailed Evaluation Safety Assessment forms and ATC-20 Fixed Equipment Checklist forms. The designated placard postings shall be phoned to the Emergency Building Damage Assessment Coordinator upon completion of inspection/posting. The completed ATC forms shall be turned in to the Emergency Building Damage Assessment Coordinator when feasible, who will instruct staff at the alternate EOC to convert the reported percentage losses from the ATC-20 Detailed Evaluation Safety Assessment forms. The converted reported percentage losses will be phoned to the EOC when completed and hard copies of the ATC forms and conversions shall be turned in to the EOC when feasible.
6. Buildings that are posted Unsafe, and areas in restricted use buildings that are specified as restricted, are to be entered only as allowed by the City of Carnation. If there is a dangerous situation that may exist around a building (regardless of building structural classification), another posting category designated "Area Unsafe", which shall be used for primarily defining a barricaded area that is unsafe to enter. The Building Damage Assessment Team shall cordon off the unsafe area with "Do Not Cross Line" tape until the Public Works Department can bring barricades.

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7. The procedures contained in the “ATC 20 Procedures For Post Earthquake Safety Evaluation of Buildings”, “Addendum to the ATC-20 Post Earthquake Building Safety Evaluation Procedures”, and the “ATC 20-1 Field Manual: Post Earthquake Safety Evaluation of Buildings” shall provide guidance and procedures for the City during the three levels of evaluation. They shall be kept at the EOC, the alternate EOC (the Permit Center’s Building Official’s cabinet) and in each Permit Center City vehicle.

\*\*\*It should be noted that Detailed Evaluation assessment may occur to buildings listed in Priorities 1, 2 & 3 before the Rapid Evaluation assessment occurs to buildings listed in Priority 4.

**D. Mitigation Activities**

1. Mitigation activities shall occur before, during and after a disaster. It is acknowledged that there may be new mitigation activities that could occur, and that this ESF 3 Appendix 1 is not meant to limit these mitigating activities.
2. Before a disaster, the mitigating activities would include the City enforcing the adopted building codes and standards; City Council providing prompt approval of updated uniform Building Codes and Uniform Fire Codes; City employees attending seminars & classes relating to building structures, emergency management, first aid, and survival techniques; and the Building Official reviewing the ESF 3 Appendix 1 procedures on an annual basis and updating same when necessary. Also, included would be the Building Official maintaining and updating on an annual basis a list of volunteers for the Building Damage Assessment Teams. The City of Carnation has acquired procedures for post emergency safety assessment of buildings – “ATC 20 Procedure For Post Earthquake Safety Evaluation of Buildings”, “Addendum to the ATC-20 Post Earthquake Building Safety Evaluation Procedures”, and “ATC 20-1 Field Manual: Post Earthquake Safety Evaluation of Buildings”. The Emergency Operations Building Damage Assessment Coordinator and the Building Damage Assessment Teams shall be familiar with these written procedures in order to make quick, accurate assessment of damaged facilities of all types that may result from any emergency situation. Pre-determined emergency supplies and emergency equipment shall be kept in all Permit Center vehicles and at EOC and alternate EOC locations at all times.
3. During a disaster, there are many mitigating activities. These range from emergency procedures for processing permits being implemented; standard operating procedures and the ATC-20 Procedures & Addendum and ATC 20-1 being followed; gas, water, and power being shut off where appropriate; and the Building Damage Assessment Teams wearing protective equipment such as gloves, boots, dust masks, and safety goggles during inspections. (This is a very limited protection against some forms of toxic exposure hazards and from flame and explosion hazards during inspections).
4. After a disaster occurs, mitigating procedures will range from Building Damage Assessment Team members assisting other departments with their duties; offering reassurance to property owners/homeowners that their home is safe by inspecting the buildings prior to homeowners obtaining permits; assisting in finding shelter for people that are homeless; and staff taking steps to relieve some of their stress.

**E. Preparedness Activities are on-going activities and include, but are not limited to:**

1. The Emergency Building Damage Assessment Coordinator and the Building Damage Assessment Teams being trained in rapid evaluation and detailed evaluation assessment, first aid and survival techniques.
2. The Emergency Building Damage Assessment Coordinator identifying and establishing three (3) structural damage assessment teams of a minimum of two people each for Rapid Evaluation assessment response and Detailed Evaluation assessment response.

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3. The Emergency Building Damage Assessment Coordinator and the Building Damage Assessment teams reading and becoming familiar with the ATC 20 manuals listed under “Section VI.E” herein and attending ATC training classes.
4. The Emergency Structural Damage Assessment Coordinator and the Structural Damage Assessment teams performing mock emergency disasters.
5. The **Emergency Structural Damage Assessment Coordinator** identifying and procuring the appropriate supplies (equipment, food, water, first aid) for the Building Damage Assessment Teams.
6. A list of identified “essential buildings” and “major buildings” and a map identifying the RIA route shall be at the EOC, alternate EOC, and in the City vehicles. The building plans of the identified “essential” and “major” buildings shall be kept and maintained at the alternate EOC.
7. The City obtaining the names & addresses of businesses that utilize hazardous materials in their operations and maintaining a list at the EOC and alternate EOC.
8. The City maintaining a list of volunteers that can be called upon during an activation of an EOC, comprised of building inspectors, civil/structural engineers, and architects that live or work in the City of Carnation or nearby. (REFER TO TAB 1 OF THIS APPENDIX)

**F. Response Activities**

When a disaster occurs during nonworking hours, Carnation’s EOC shall contact the Building Damage Assessment Team personnel and request that they report immediately to the EOC. The Rapid Evaluation shall not be performed while enroute to the EOC as it is not safe to perform the Rapid Evaluation without the proper equipment and other team members. Upon arrival at the EOC, they shall report immediately to the Emergency Building Damage Assessment Coordinator for further instructions and direction. If they are the first person at the EOC, they report immediately, by phone or radio, to the EOC Manager to receive further instructions and direction.

**Responsibilities**

**A. Primary Agency - Emergency Building Damage Assessment Coordinator, (Building Permit Center)**

1. Quickly assess the event’s impacts on the department’s personnel and capabilities, equipment and facilities, and continue to assess during and after the disaster.
2. Prioritize safety evaluations of buildings based on access to essential buildings, major buildings, areas hardest hit, and, finally, privately owned structures. Report same to Carnation’s EOC.
3. Determine the safety of buildings within City limits and forward information to Carnation’s EOC.
4. Compile cost estimates of building damages determined through rapid evaluation and detailed evaluation for inclusion in situation report to Carnation’s EOC.
5. Assist Carnation’s EOC in the coordination of rapid impact assessment and damage assessment tasks.
6. Provide direction to the Emergency Building Damage Assessment Teams in assessing structural damage of buildings.
7. Assist Carnation’s EOC in determining boundaries of the disaster.
8. Assist Public Works in the assessment of transportation routes and status of communication systems.
9. Assist Carnation’s EOC with the coordination in the use of ESF 3 Appendix 1 volunteer resources.
10. Maintain file of updated “essential buildings” and “major buildings” plans at City EOC and EOC.

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11. Forward requests for additional services (i.e., gas, water, sewer, electricity, shelter) requested by the Building Damage Assessment Teams to Carnation's EOC.

**B. Primary Agency: City of Carnation's Building Damage Assessment Teams**

1. Determine the safety of building structures within City limits.
2. Perform Rapid Evaluations and Detailed Evaluations in support of the ESF 3 Appendix 1.
3. Assist in compiling cost estimates of structural damages determined through initial assessment for inclusion in situation report to City of Carnation's EOC.
4. Quickly assess the event's impacts on the department's personnel and capabilities, equipment and facilities.
5. Assist in determining boundaries of the disaster.
6. Assist Public Works in the assessment of transportation routes and status of communication systems.
7. Assist in evacuating unsafe structures, as necessary.

The Building Damage Assessment Teams shall assess structural damage of buildings under the direction of the Emergency Building Damage Assessment Coordinator. Each team shall have a team leader. The role of the team leader is to ensure that safety procedures are followed, accurate records are completed, and records and statistics are forwarded to the Emergency Building Damage Assessment Coordinator. The team leader must also make the final decision on posting level if disagreements arise.

Additional required services (i.e., gas, water, sewer, electricity, shelter) requested by the Building Damage Assessment Team shall be communicated to the Emergency Building Damage Assessment Coordinator, who will formalize the request to the City of Carnation's EOC. It will be the responsibility of the City of Carnation's EOC to arrange, prioritize, and request the additional services from other agencies.

**C. Support Agencies:**

Perform rapid evaluation assessment and detailed evaluation assessment tasks in support of the ESF-3 Appendix 1.

***Resource Requirements***

**A. Required equipment in City vehicles necessary to maintain/operate a City vehicle during an emergency activation:**

1. Eight foot jumper cable
2. Fire extinguisher
3. Siphon squeeze pump
4. 12 v plug in spotlight
5. Eight ounce rubber mallet
6. Ten yard Roll of emergency tape (U.L. listed)
7. Reversible screwdriver
8. Six inch pliers
9. Distress flag
10. Knee/fender pad
11. One ounce tire sealant and inflator
12. Two 15 minute safety flares (qty 4)

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13. Mag Lite with Red Traffic wand & battery (qty 1)
  14. Red Warning 12 hour lite sticks (qty 2)
  15. Square point shovel (qty 1)
  16. Disposable Nontoxic dust masks (qty 20)
  17. Polypropylene heavy duty tow strap (qty 1)
  18. Duct tape (qty 1)
  19. Empty bag (qty 1)
  20. Small knife (qty 1)
  21. Wrench (qty 1)
- B. Emergency Medical Supply Kit** – contains injury-specific packs and step-by-step instruction cards, in addition to the supplies, for injuries relating to breathing, bleeding, shock, head & spine, bone, eye, burn, bites & stings.
- C. Food & Water** supply for three people for three days per vehicle.
- D. Miscellaneous supplies per vehicle:**
1. All weather blanket (qty 3)
  2. Hard hat (qty 2)
  3. Dust Mask (qty 9)
  4. Goggles (qty 3)
  5. Ear plugs (qty 9)
  6. Safety vests orange w/yellow stripes (qty 3)
  7. Toilet paper
- E. Identifying/Posting Classification supplies per vehicle:**
1. Clip board (qty 1)
  2. Water proof Pen (qty 2)
  3. Pencil (qty 2)
  4. Tape – Yellow “Do Not Cross Line” tape for “unsafe” areas around buildings (Qty 1 roll each vehicle)
  5. Placards – Qty 40 each
    - a. “Inspected” – Lawful occupancy permitted
    - b. “Restricted Use” – Entry, occupancy & lawful use are restricted
    - c. “Unsafe” – Do not enter or occupy
  6. Safety Assessment Forms – Qty 50 each
    - a. ATC-20 Rapid Evaluation Safety Assessment Form
    - b. ATC-20 Detailed Evaluation Safety Assessment Form
    - c. ATC-20 Fixed Equipment Checklist
    - d. Log Sheets (building inspections) Qty 20
  7. Stapler – open faced hand stapler (qty 1) & staples (qty 1 box)
  8. ATC 20 Procedures For Post Earthquake Safety Evaluation Of Buildings
  9. ATC-20-2 Addendum to the ATC-20 Post Earthquake Building Safety Evaluation Procedures
  10. ATC20-1 Field Manual: Post Earthquake Safety Evaluation of Buildings
  11. List of “essential buildings” and “major buildings”

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12. Map of the City of Carnation with “essential buildings” and “major buildings” identified on map.

13. RIA route

**F. Communication**

**G. Transportation**

1. Arrive at Alternate EOC to form team & receive assigned City vehicle & equipment.
2. Communicate through Public Works Director for road conditions and routes.

**References**

- Washington State Comprehensive Emergency Management Plan
- ATC 20 Procedures For Post Earthquake Safety Evaluation Of Buildings
- City of Carnation Emergency Management Plan, Basic Plan
- ATC 20-2, Addendum to ATC-20
- ATC 20-1 Field Manual for Post Earthquake Safety Evaluation of Buildings

**Terms and Definitions**

Refer to Appendix 3 to the Basic Plan, Definitions

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**TABS TO ESF 3 APPENDIX 1**

- Tab 1:** Structural Damage Assessment Form *(to be published)*
- Tab 2:** Windshield Survey Form *(to be published)*
- Tab 3:** List of Manpower Resources (inspectors, civil/structural engineers, architects)  
*(to be published; available as necessary)*

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**ESF 4 – FIREFIGHTING**

**Primary Agency:** Eastside Fire & Rescue

**Support Agencies:** King County Office of Emergency Management (KCOEM)  
King County Emergency Medical Service  
Carnation Emergency Communications Team (SnoVARC Amateur Radio Operators)  
U.S. Environmental Protection Agency (EPA)  
U.S. Federal Emergency Management Agency (FEMA)  
U.S. Fire Administration (USFA)  
Washington State Patrol – Fire Protection Division

### ***Introduction***

#### **A. Purpose**

Emergency Support Function (ESF) 4 — Firefighting provides direction for detection and suppression of wild land, rural, and urban fires resulting from, or occurring coincidentally with, a major disaster or emergency.

#### **B. Scope**

ESF #4 manages and coordinates firefighting activities, including the detection and suppression of fires within the City of Carnation and surrounding unincorporated area. It further provides for personnel, equipment, and supplies in support of county, State and other local agencies involved in rural and urban firefighting operations.

### ***Policies***

- A.** All District personnel in responding to a major disaster or emergency under the response plan will follow processes and procedures established in the Carnation Comprehensive Emergency Management Plan, Fire District Operating Standards and mutual aid agreements.
- B.** Mutual aid support will be accomplished through local, county and State agreements in place at the time of events.
- C.** Coordination with and support of resources and fire suppression organizations will be accomplished through the City/District Emergency Operations Center (EOC), in cooperation with the Fire Chief or the EOC Fire Operation's Section Chief under the Incident Command System (ICS).
- D.** Priority will be given to saving lives and protecting property and protecting the environment, in that order.
- E.** The primary agency for this ESF will be EASTSIDE FIRE AND RESCUE at the local level. For operations that involve City or District resources outside the recognized jurisdiction, the District EOC in cooperation with the Zone One Coordinator, King County and State EOC will act as operational lead for firefighting response.

### ***Situation***

#### **A. Disaster Condition**

1. The management of a large firefighting operation is complex, often involving large numbers of resources and many different agencies and jurisdictions. Fire resulting from, or independent of but occurring coincidentally with, a major disaster or emergency may place extraordinary demands on available resources and logistics support systems.

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2. A major disaster or emergency may result in many urban, rural, and wildland fires. The damage potential from fires in urban areas during and after a major disaster (such as an earthquake) exceeds that of all other causes. Numerous fires may have the potential to spread rapidly, cause extensive damage, and pose a serious threat to life and property. Urban fire departments not incapacitated by an earthquake may be totally committed to fires in urban areas. Normally available firefighting resources may be difficult to obtain and utilize because of massive disruption of communication, transportation, utility, and water systems.

**B. Planning Assumptions**

1. Many urban, rural, and wildland fires may result from or occur coincidentally with an earthquake or as the result of another significant event. Large, damaging fires may be common.
2. At the time of a major disaster or emergency, there may be wildland fires burning elsewhere in the county or State. These fires will draw upon the same resources that would be needed to support firefighting and other emergency operations. It must be assumed that some firefighting resources will become scarce, resulting in the disaster-related firefighting operations competing for resources through established resource ordering channels.
3. Telephone communications may be interrupted, making radio communications necessary. Early ordering of radio support systems is a high priority.
4. Wheeled-vehicle access may be hampered by bridge failures, landslides, etc., making conventional travel to the fire location extremely difficult or impossible. Aerial attack by airtankers, helicopters, and smokejumpers may be essential in these situations. Helicopter availability may be scarce, and damage to airports or runways will cause congestion at usable airports.
5. Agencies that commonly support large fire suppression operations, including the military, may receive urgent requests from non-fire-related agencies for personnel, equipment, and supplies. Many of the resources commonly available for use in fighting large wildland fires will be scarce or unavailable.
6. Wildland firefighting techniques may have to be applied to rural and urban fire situations, particularly where water systems are inoperative. Aerial delivery of fire retardants or water for structural protection may be essential. In the case of multiple fires, firebreaks may be cleared and burning-out and backfiring techniques may be used.
7. Efficient and effective mutual aid among the various local, County, State and Federal fire suppression agencies requires the use of ICS together with compatible firefighting equipment and communications.

**Concept of Operations**

**A. General**

1. ESF #4 will manage and coordinate firefighting activities. This will be accomplished by mobilizing firefighting resources in support of EOC directed activities. ESF #4 will use established firefighting and support organizations, processes, and procedures. Responsibility for situation assessment and determination of resource needs lies primarily with local Incident Commanders in coordination with the Operations Section at the EOC.
2. Requests for firefighting assistance and resources will be transmitted from the field to the EOC Operations Section. For resources beyond those available within the geographic area, the requests will be sent to the Zone One Coordination Center or the King County ECC. KC ECC will work through the Fire Reps to coordinate State and Federal resources in the event of national level shortages or unavailability of needed resources.
3. Actual firefighting operations will be managed under ICS. Situation and damage assessment information will be transmitted through established fire suppression intelligence channels and

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directly between the field units and EOC operations information and planning procedures.

**B. Organization**

1. In disaster or major events, the Fire Chief, his/her designee or the ranking officer available, coordinates firefighting response support. The Fire Chief has responsibility for establishing and maintaining coordination with regional support agencies and resources placed at the disposal of EASTSIDE FIRE AND RESCUE.
2. When the EOC is activated coordination of additional fire resources requested will be directed from that location. The fire operations representative will have representatives available by telephone or pager on a 24- hour basis for the duration necessary.
3. The fire operations representative will be located in the City/District EOC located at EASTSIDE FIRE AND RESCUE headquarters during a disaster when ESF #4 support is required. This position is a member of EASTSIDE FIRE AND RESCUE and will establish a link with the Zone One Coordination Center KC ECC for broad policy and coordination support.

**C. Notification**

1. In the event of a significant event or upon notification by District or City personnel of a potential or actual event requiring response, the Duty Chief will notify the Fire Chief and all other EASTSIDE FIRE AND RESCUE members by telephone or pager.
2. Any other EASTSIDE FIRE AND RESCUE members necessary will be notified by telephone or pager through District communication procedures.

**D. Response Actions**

1. Initial Actions

The **Duty Chief** or representative will:

- a. Enact appropriate disaster procedures in accordance with the EASTSIDE FIRE AND RESCUE Emergency Operations Plan (EOP). EOP is available under separate cover and maintained at EOC.
- b. Establish communication links with all stations, Fire Dispatch, the Fire Chief, and the City's Director of Emergency Management
- c. Ensure that the EOC is activated and set up. Set up procedures are maintained at the EOC.
- d. Obtain an initial fire and rescue situation and damage assessment through established intelligence procedures.

**E. Recovery Actions**

The **Fire Operations Section** representative will:

1. Obtain, maintain, and provide fire situation and damage assessment information through established intelligence procedures.
2. Determine and resolve, as necessary, issues regarding resource shortages and slow processing, interagency conflicts, and policy matters involving fire, rescue and EMS activities.
3. Maintain close coordination with the EOC activities, support agencies, and higher authorities.
4. Maintain a complete log of actions taken, resource orders, records, and reports.

**Responsibilities**

**A. Primary Agency: CARNATION/KCFD10-Eastside Fire and Rescue**

1. Provide qualified representative to serve as EOC Operations Section Chief.

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2. Task support agencies as necessary to accomplish ESF #4 support responsibilities.
3. Provide logistics support through the EOC for mobilizing resources for firefighting.
4. Assume full responsibility for suppression of fires, EMS and rescue activities.
5. Provide and coordinate firefighting assistance to other local, county and State fire organizations as requested under the terms of existing agreements and the response plan.
6. Arrange for direct liaison with fire chiefs in the designated area to coordinate requests for firefighting assistance in structural or industrial fire protection operations.
7. Provide information to the EOC Planning Section as assessments of fire-caused damages are obtained.

**B. Support Agencies**

1. City of Carnation  
Provide support where necessary.
2. King County Office of Emergency Management (OEM)  
Support ESF #4 operations coordination with personnel, equipment, and supplies under the terms of the existing laws and interagency agreement, to include the arrangement of liaisons as required. Also provide support for military and other Federal resource requests and needs to obtain heavy equipment and/or demolition services as needed to suppress disaster related fires and respond to rescue situations.
3. Environmental Protection Agency (USEPA)  
Provide technical assistance and advice in the event of fires involving hazardous materials.
4. Federal Emergency Management Agency (FEMA), U.S. Fire Administration (USFA)  
Provide rescue and firefighting advice and assistance in the event of Federal declaration of disaster.
5. Other Organizations  
State forestry organizations in most States are responsible for wildland firefighting on non-Federal lands. States may assist other States in firefighting operations and may assist Federal agencies through agreement. The Washington State Patrol also assists with firefighting.

**References**

- RCW 38.52
- WAC 118-04
- King County Emergency Management Plan
- National Response Framework
- National Interagency Mobilization Guide available from NICC.

**Terms and Definitions**

**A. Incident Command System (ICS)**

An on-site incident management system applicable to all types of emergencies. Includes standard organizational structure, agency qualifications, training requirements, procedures, and terminology enabling participating agencies to function together effectively and efficiently.

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**B. National Interagency Coordination Center (NICC)**

The organization responsible for coordination of national emergency response for wildland fire suppression, located at the National Interagency Fire Center in Boise, ID.

**C. Regional/Area Fire Coordinator**

The person primarily responsible for operation of ESF #4 at the regional level.



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**ESF 5 – EMERGENCY MANAGEMENT**

**ESF Coordinator:** Director of Emergency Management

**Lead Agency:** City Manager's Office

**Support Agencies:** All City Departments

### ***Introduction***

#### **A. Purpose**

Emergency Support Function (ESF) # 5 Emergency Management is responsible for supporting overall activities of the City of Carnation (City) relating to large scale incident management. The City's emergency management organization provides the core management and administrative functions in support of the Emergency Operations Center (EOC) and the City's Comprehensive Emergency Management Plan (CEMP).

#### **B. Scope**

This ESF serves to support all City departments and the EOC across the spectrum of incident management from mitigation and preparedness to response and recovery.

### ***Policies***

- A.** All activities within ESF 5 – Emergency Management will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
- B.** ESF# 5 is responsible for establishing the support infrastructure within the City to satisfy the requirements for mitigation, preparedness, response, and recovery efforts.
- C.** The City has established Interlocal Agreements (IA) with surrounding cities in order to allow for direct city-to-city assistance in the event of a disaster. During a disaster, the City will make requests for assistance to cities through established MOUs. In the event additional resources are required, the City will make requests to the Zone 1 Emergency Coordinator (Z1 EMC), King County Regional Emergency Coordination Center (KC RECC), and the Washington State Emergency Operations Center (WSEOC). Requests to Z1 EMC and KC ECC may be made simultaneously. All requests for assistance will be initiated by the EOC based upon information from the field command posts.
- D.** As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Z1 EMC and KC ECC, whenever possible.
- E.** ESF #5 outlines the coordination of resource allocation. ESF #5 staff identifies and resolves resources allocation issues identified by the incident command post and the Incident Commander (IC).
- F.** ESF #5 staff provides the informational link between the City and the Z1 EMC, KC ECC, and the WSEOC.
- G.** ESF #5 provides representatives to staff key positions in the EOC.
- H.** ESF # 5 maintains an on-call workforce of trained and skilled reserve employees to provide surge capability to perform essential emergency management functions on short notice and for varied duration.

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**ESF 5 – EMERGENCY MANAGEMENT**

**Concept of Operations**

**A. General**

1. ESF #5 provides a trained and experienced staff to fill management positions in the Command, Operations, Planning, Logistics and Finance and Administration Sections of the EOC.
2. The EOC staffed by ESF #5 and other ESFs when activated, monitors potential or developing incidents and supports the efforts within the City. In addition, the EOC coordinates operations and situations reports to the Z1 EMC, KC RECC, and WSEOC, as appropriate.
3. ESF #5 supports the activation and deployment of first responders within the City during a disaster.
4. To identify urgent response requirements during a disaster, or the threat of one, and to plan for continuing response, recovery and mitigation activities, there will be an immediate and continuing need to collect, process and disseminate situational information.
5. Information will be provided by trained field personnel, responders, volunteers, the public, the media, and others.
6. Information, particularly initial information, may be ambiguous, conflict with information from other sources or with previous information from the same source, or be limited in detail.
7. Information collection may be hampered due to many factors including: damage to communication systems; communications system overload; damage to the transportation infrastructure; effects of weather, smoke, and other environmental factors.

**B. Organization**

1. ESF #5 is organized in accordance with the National Incident Management System (NIMS). The ESF #5 structure supports the general staff functions described in the NIMS. These functions include:
  - a. **Command Support.** ESF #5 supports the command functions by providing senior staff, incident action planning capabilities, information, administration, logistics, and financial support functions.
  - b. **Operations.** EOC staff will serve as the Operations Section Chief and Operations Branch Director positions to coordinate the human resources, infrastructure support, emergency services and mitigation and community recovery branches (various ESFs also provide key staff for these areas); process requests for assistance, and initiate and manage the mission assignment and/or the reimbursement agreement.
  - c. **Planning.** ESF #5 provides the Planning Section Chief to manage and control for the collections, evaluation, dissemination and use of information regarding incident prevention and response actions and the status of resources. The planning section is responsible for coordinating the incident action planning process. This includes preparing and documenting incident priorities; establishing the operational period and tempo; and developing contingency, long-term, and demobilization planning,
  - d. **Logistics.** ESF #5 provides staff for the Logistics Section Chief to manage the control and accountability of supplies and equipment; resource ordering; delivery of equipment, supplies and services; resource tracking; facility location and operations; transportation coordination; and information technology systems services and other administrative services. The Logistics Section coordinates closely with ESF #7 Resource Support and with the Z1 ECC, KC ECC, and WSEOC.
  - e. **Finance/Administration.** ESF #5 provides staff for the Finance and Administration Section Chief to monitor funding requirements and incident costs. The Finance/Administration

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Section is responsible for employee services, including security for personnel, facilities and assets.

**C. Actions**

See Emergency Operations Center Standard Operating Procedures.

**Responsibilities**

**A. Lead Agency**

1. Director of Emergency Management (DEM)
  - a. Activates and convenes City assets and capabilities to prevent and respond to a disaster and coordinates with regional, county, state and federal emergency management organizations as needed.
  - b. Coordinate planning activities including immediate, short-term and long-term planning. The response planning and operations implementation priorities are developed in coordination with the Incident Commander (IC).
  - c. Coordinate the overall staffing of the EOC and field, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the EOC, incident command post, and response personnel.

**B. Support Agencies**

1. Support agencies responsibilities and capabilities are outlined in the CEMP Basic Plan and each of the ESFs. Every ESF has detailed responsibilities of the lead and support agencies for every aspect of response and recovery during a disaster. Every ESF directly relates to the management of an emergency or disaster.
2. Support agencies provide personnel to the EOC as requested, to assist ESF operations and provide reports to ESF #5. All city departments, as appropriate, identify staff liaisons or points of contact to provide technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of each department. Support capabilities of other departments may be used as required and available.
3. All City departments will provide support to the emergency management operations as required.

**References**

- National Response Framework
- CEMP Basic Plan
- King County Regional Disaster Plan

**Appendices**

See Basic Plan Appendix 1 Tab 4 for Declaration of Local Emergency



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**ESF 6 – MASS CARE**

**Primary Agencies:** Finance and Records Department

**Support Agencies:** All other City of Carnation Departments  
Carnation/Eastside Fire and Rescue  
Seattle-King County Chapter of the American Red Cross  
King County Disaster Assistance Council (DAC)  
Salvation Army

### ***Introduction***

#### **A. Purpose**

The purpose of Emergency Support Function (ESF) 6 is to define the City of Carnation's roles and responsibilities in mass care services of shelters, emergency feeding, first aid, and disaster welfare information. The City, in cooperation with the King County, American Red Cross (ARC) and other agencies, will develop and coordinate a system to provide mass care for the City of Carnation population that are victims of disasters.

#### **B. Scope**

1. Mass Care in the City of Carnation is a shared responsibility between the City, the County, the Seattle-King County Chapter of the American Red Cross, and other non-profit agencies. The City Clerk is the lead department for the City in coordinating support for mass care activities and shelters. As an incorporated city in King County, the City of Carnation has the responsibility to coordinate the city's mass care shelters using city assets, or to coordinate with the King County Emergency Operations Center (EOC) in the placement of mutually supported shelters.
2. Mass Care includes shelters, feeding, emergency first aid, Disaster Welfare Information (DWI), and bulk distribution of emergency relief items.
  - a. Shelter: The provision of emergency shelter for victims includes the use of the designated shelter sites in existing structures, creation of temporary facilities such as tent cities, or the use of similar facilities outside the affected area, should an evacuation be necessary.
  - b. Feeding: The provision for feeding victims and emergency workers through a combination of fixed sites, mobile feeding units and bulk food distribution. Such operations will be based on sound nutritional standards and will make an effort to meet dietary requirements of victims with special dietary needs.
  - c. Emergency First Aid: Emergency first aid services will be provided to victims and workers as mass care facilities or at designated sites within the affected areas.
  - d. Disaster Welfare Information: DWI regarding individuals residing within the affected area will be collected and provided to immediate family members outside the area through a DWI system. DWI will also be provided to aid in reunification of family members within the area who were separated at the time of the event.
  - e. Bulk Distribution of Emergency Relief Items: Sites will be established within the affected area for distribution of emergency relief items. The bulk distribution of these relief items will be determined by the requirement to meet urgent needs of victims for essential items.
3. This ESF will address the provision of shelters and meeting the urgent needs of victims of disaster. Physical and mental health issues are addressed under ESF 8.
4. Primary shelters are the three schools. Shelters are ADA accessible and are under the authority of the American Red Cross.

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**Policies**

- A. It is the policy of the government of the City of Carnation to provide the emergency management organization and resources to minimize the loss of life, protect public property and the environment in the City of Carnation. Additionally, the City will provide support to other jurisdictions to the maximum extent possible depending on the disaster conditions.
- B. As an incorporated jurisdiction, the City of Carnation will perform emergency management functions within the city's jurisdictional boundaries as mandated by RCW 38.52.070.
- C. Services provided will be determined on the needs of the victims, the situation and available resources. The disaster encountered will determine the type of shelter required.
- D. Services will be provided without regard to economic status or racial, religious, political, ethnic or other affiliation.
- E. Mass care facilities will receive priority consideration for structural inspection to ensure safety of occupants.
- F. The American Red Cross will provide staff, supplies, and shelters as disaster conditions dictate and resources allow, in accordance with the Disaster Relief Act of 1974 (P.L. 93-288, as amended by the Stafford Act of 1988).
- G. The City of Carnation's ESF-6 will be implemented based on the impacts of major natural or technological disaster events. The City of Carnation EOC will make decisions regarding the activation of shelters that will be managed by the City Clerk.
- H. Appropriate federal, state, and local jurisdiction, voluntary agency, and private sector resources will be used as available.
- I. Mass care shelters are temporary in nature and are designed for people displaced as a result of emergency incidents or disasters. All mass care and shelter services will attempt (but not guarantee), to meet current requirements for the Americans with Disabilities Act (ADA). Services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- J. Disaster Welfare Information (DWI) is provided by the American Red Cross (see ESF-8, Health, Medical & Mortuary Services). The listing of event related deaths will be limited to officially confirmed fatalities.

**Situation**

**A. Emergency/Disaster Conditions and Hazards**

The City of Carnation is vulnerable to natural and technological disaster events. Historically, disasters tend to have cumulative impacts that disrupt utility, communications, medical, transportation, and food service systems at the same time. Because of those impacts, emergency response efforts can be seriously reduced. The movement of disaster supplies and service providers, emergency workers, and volunteers can be impeded. Professional emergency responders may be unable or delayed in reaching their assigned organizations due to injury, death, or family problems.

There will be a requirement for shelter sites for people that are impacted by the disaster. Many will be separated from their families due to impassible transportation routes and gridlock.

Family members may be separated immediately following a sudden-impact events, such a children in school and parents at work. Transients, such as tourists, may be involved.

**B. Planning Assumptions**

- 1. The local and regional utilities, communications, lifelines, medical and transportation systems and networks will sustain damage. Disaster response and recovery activities will be difficult to coordinate.

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2. Public, private and volunteer organizations and the general public will have to utilize their own resources and be self-sufficient for a minimum of three days, possibly longer.
3. No single agency or organization will be able to satisfy all emergency resource requests during a major emergency or disaster.
4. A partnership approach will be needed between public, private, and volunteer agencies in order to provide sheltering for large-scale disaster events.
5. Resources from Public Health Seattle / King County (PHSKC) and the Duvall/Carnation Citizen Corp may be utilized to support Mass Care efforts with emergency food service, disaster welfare information and referrals.
6. The City of Carnation will provide shelters using city staff and resources.
7. Shortages of emergency response personnel will exist creating a need for auxiliary fire, police, search and rescue, emergency medical, public works, and shelter manager personnel. Private sector support will be needed to augment disaster response and recovery efforts.
8. Some victims will go to mass shelters, others will find shelter with friends and relatives, and many victims will remain with or near their damaged homes.
9. The magnitude of the event may require the operation of large long-term shelters.
10. Shelter space may be available in public use buildings. Public shelters in the residential areas are usually located in schools, churches, and a few public use buildings.
11. There is no government agency that has the responsibility or authority to coordinate or administer a public shelter program on a day-to-day basis.
12. When the City of Carnation is declared within a disaster area by the Governor, certain emergency welfare services may become available to eligible disaster victims. The emergency welfare services made available by federal and state government as the result of the Governor's disaster declaration are in addition to the welfare services provided by volunteer organizations and may include low-interest loans, food stamps, disaster counseling and unemployment benefits.

## **Concept of Operations**

### **A. General**

Requests for shelters will be coordinated through the City of Carnation Emergency Operations Center (EOC) following a major disaster impacting the city. Shelter requests will be prioritized and coordinated by the representatives of the Administration and Finance Department in the EOC, King County RECC, American Red Cross (ARC), and selected organizations as needed. During small local disasters when the King County RECC is not activated, the Seattle-King County Chapter of the ARC will help provide shelter and mass care services coordinated through the chapter headquarters, as appropriate to their operational capacity.

When the King County RECC is activated, placement, coordination, operations, and support of shelters will be a cooperative effort between the city, the county, the Red Cross and selected social service agencies. The city will designate **shelter managers** to staff the City of Carnation EOC during activations and be the primary contact in the City of Carnation government for mass care.

When a mass care shelter is set up during a major disaster event, a team approach will provide needed support:

- a. The City of Carnation EOC representatives will determine location of shelter(s). (**Refer to Tab 1 of this ESF, Potential Shelter locations**)
- b. **Shelter Managers** will be chosen by either the Red Cross or be city staff trained by the Red Cross in shelter management. Managers will be responsible for opening, managing and closing shelter sites.
- c. Health inspections will be provided by the King County Department of Public Health.

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- d. The King County Sheriff's Office will provide security.
- e. Shelter sites will meet accessibility standards required by the Americans With Disabilities Act.
- f. Food service by ARC, Salvation Army, or other selected organizations.
- g. Crisis Counseling by Department of Health as the lead agency, with the support of the Seattle-King Chapter of the American Red Cross and selected local social service agencies.
- h. Supplies such as water, sanitation, generators, etc., from public agencies and private vendors.
- i. Communications support from amateur radio organizations.
- j. Public information will be disseminated by the Public Information Officer (**Refer to ESF-15: Public Information**)

**B. Organization**

The City of Carnation EOC, Logistics Section, will coordinate the placement, opening, and support of shelters and mass care activities. The City Clerk serves as the Section Lead for the Logistics Section. (**Refer to Basic Plan: Concept of Operations**)

**C. Procedures**

The Seattle-King County Chapter of the American Red Cross maintains procedures for the opening and management of shelters. Standard Operating Procedures for identifying local facilities that can be used for shelters are maintained by the City Clerk and provided at the EOC. All shelters opened and managed by the City will be in accordance with American Red Cross standards. All procedures for support of shelters are maintained by the appropriate support agencies.

**Responsibility**

**A. Primary Agency**

1. The Administration and Finance Department is responsible for providing mass care that comprises shelters, feeding, and emergency first aid. Partnerships will be utilized between the city, King County, and other incorporated cities when appropriate. The Department will provide representatives in the City of Carnation EOC to lead the Mass Care team (ARC, Salvation Army, and personnel designated to set up and manage shelters).
2. The **Director of Emergency Management** has responsibility to:
  - a. Alert the King County RECC, advise them of the situation and request activation of shelters.
  - b. Coordinate with other jurisdiction for combined shelters or if residents of Carnation need to be relocated.
  - c. Work with state and federal agencies to find adequate facilities to open a Disaster Application Center, if needed.
3. The **City Clerk** has the responsibility to:
  - a. Obtain the required training through the American Red Cross or require training of department staff.
  - b. Provide for emergency sheltering of city staff during disaster activities.
  - c. Supervise American Red Cross activities within the City of Carnation.
  - d. Control available shelter supplies and arrange for re-supply requirements.
  - e. Plan and direct any remedial sheltering activities such as relocation.
  - f. Distribute and utilize standardized registration forms at all shelter locations.
4. **KCSO** have the responsibility to:
  - a. Establish security, maintain law, and prevent crimes at public shelters and/or congregate care facilities.
  - b. Provide crowd and traffic control at public shelters and/or congregate care facilities.
  - c. Assist in providing emergency communications between public shelters and/or congregate care facilities and the EOC.
  - d. Assist in identifying safe routes of travel to and from shelter sites.

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5. **Public Information Officer** has responsibility to coordinate dissemination of information concerning sheltering services.
6. **Eastside Fire and Rescue** has responsibility to:
  - a. Provide emergency medical services and fire suppression at shelters as needed.
  - b. Provide mobile medical support and basic and advance life support services at public shelters and/or congregate care facilities.
7. **Director of Public Works** has responsibility to:
  - a. Coordinate the disposal of solid waste from shelter sites.
  - b. Assist in emergency repairs at shelters as needed.
  - c. Assist in crowd control operations through signage and barricades
  - d. Coordinate the use of city facilities and parks sites for use as reception centers, staging area or shelters.
  - e. Provide support to the shelter function by assessing the serviceability and usefulness of potential shelters within the community.

**B. Support Agencies**

1. The **Seattle-King County Chapter of the American Red Cross** support may include:
  - a. Representatives in the City of Carnation EOC for coordination of shelter requests.
  - b. Mass care for small emergencies or localized events not requiring activation of the EOC.
  - c. Initial resources (staff, supplies, locations) to provide mass care shelters, feeding, and emergency first aid during large disaster events.
2. The **Salvation Army** may provide resources and staff for emergency food service supporting shelters and responders.
3. **All City departments** are responsible for supporting the Administration and Finance Department with specialty resources for shelters as needed. Requests will be coordinated through the EOC.
4. **Public Health Seattle-King County (PHSKC)** has responsibility to:
  - a. Provide for emergency environmental and public health services and programs at public shelters and/or congregate care facilities.
  - b. Establish emergency environmental health controls for public shelters and/or congregate care facilities to include: sanitation, waste disposal, lighting, noise, heating/ventilation, water quality.
  - c. Provide information and referral service to inform disaster victims of government services available.
5. **Duvall-Carnation Citizen Corp**
  - a. CERT Teams
  - b. Medical and Mental Health Reserve Corp

**Resource Requirements**

Each participating organization will provide personnel for 24-hour operations when the EOC is activated. Shelter supplies will be coordinated by the EOC Health and Human Services Group.

**References**

- Washington State Comprehensive Emergency Management Plan
- American Red Cross Regulations 3000, 3030
- City of Carnation Emergency Management Plan, Basic Plan

**Tabs**

- Tab 1: Map of potential shelter locations (to be published)
- Tab 2: Religious and volunteer groups (to be published)



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**ESF 7 – RESOURCE SUPPORT**

**Primary Agency:** All City of Carnation Departments

**Supporting Agencies:** Eastside Fire and Rescue  
King County Disaster Assistance Council (DAC)  
Volunteer Organizations

### ***Introduction***

#### **A. Purpose**

The purpose of this Emergency Support Function (ESF) is to provide logistical and resource support following an emergency or disaster. This ESF also provides for the effective utilization, prioritization and conservation of available local resources in the City of Carnation.

#### **B. Scope**

Resource support involves the provision of services, personnel, commodities, and facilities to City departments and contract agencies during the response and recovery phases of an emergency or disaster.

### ***Policies***

- A.** During and directly following a disaster, emergency services will become the major users of resources. Resource needs will be coordinated through the City EOC. Needs for resources will be submitted and coordinated with County and State Emergency Management organizations, in accordance with their resource management plans. The City of Carnation may request assistance from King County once local resources are exhausted and the Mayor has made a Proclamation of Local Emergency.
- B.** When government resource management is required, voluntary controls will be encouraged. It is the policy of the City of Carnation that controls will only be placed when necessary and will be removed as soon as possible. The public, through extensive public information programs, will be encouraged to cooperate with emergency resource management measures imposed by the city.
- C.** Responsibilities for administering individual resource programs will be assigned to existing departments within City government, with the utilization of private business if appropriate. The Finance Department may operate under existing authorities and regulations for the procurement of resources.
- D.** RCW 38.52.070 gives "each political subdivision, in which any disaster occurs, the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers... without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publications of notices, provisions pertaining to the performance of public works, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds."

### ***Situation***

#### **A. Emergency/ Disaster Conditions and Hazards**

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In natural and technological disasters, City and County governments are responsible for the management of available local resources necessary to health and safety. A significant emergency or disaster may severely damage and limit access to the resource infrastructure.

**B. Planning Assumptions**

1. The City's response to the emergency or disaster event may be severely impacted. No guarantee of a perfect response system is expressed or implied by this ESF. The City of Carnation will make every reasonable effort to respond based on the situation, information, and resources available at the time of the disaster.
2. The management and logistics of resource support is highly situational and is dependent upon the event, resource accessibility, transportation systems available, and location of vendors and suppliers. A significant emergency or disaster may severely damage infrastructure and limit access to the resource. Similarly, resources may be exhausted due to impacts of disasters. Extraordinary measures may have to be taken in order to re-supply City departments.
3. Fundamental resources such as water, food, first aid, shelter, sanitation supplies, fuels, and hand tools may be needed. The City of Carnation does not have sufficient supplies and equipment on hand for long-term use. Disaster recovery may be limited by the inability of the general citizenry to be self-sufficient for more than three days without additional supplies of food, water, medical and shelter resources.
4. There are no medical facilities or medical personnel available in Carnation except for volunteers.
5. The normal forms of communication and utilities may be severely interrupted during the early phases of an emergency or disaster. Transportation to affected areas may be cut off or delayed because of damage to roads, bridges, airports, seaports and other means of transportation.
6. It is assumed that volunteers will be available during any such disaster. When possible, volunteers will be assigned to duty by the EOC. Appropriate personal information will be obtained from volunteers for the purpose of documenting his/her activities, and to meet state law concerning emergency workers (RCW 38.52). Standard Operating Procedures (SOPs) will address emergency worker recruitment and registration.

**Concept of Operations**

**A. General**

1. The Director of Emergency Management or his/her designee will be the authority for decisions on resource utilization, prioritization, conservation and distribution. In order to carry out its resource support responsibilities effectively, the City of Carnation will make provisions for the development and administration of policies, programs, and measures for the management of resources under its jurisdiction in times of emergency.
2. Emergency management of any resource will involve the following functions:
  - a. Evaluating the supply and the need for a particular resource.
  - b. Determining the current and long term needs of available resources.
  - c. Taking actions necessary to channel resources for use in essential activities.
  - d. Ensuring the most effective use of existing and potential supplies of the resource, while considering the future supply.
  - e. Evaluating and amending policies, programs, and measures to meet new emergency needs and conditions.
3. When the City of Carnation EOC is activated for emergencies or disasters, it will be the focal point for resource management for City government. The EOC may provide support for special purpose districts (i.e., fire, school). Department representatives in the EOC serve as specialists

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and advisors for their respective departments and organizations. They will assist in the coordination, management, distribution and conservation of supplies and resources necessary for City government emergency operations.

4. Whenever possible, City representatives will operate under standard operating procedures for normal purchase of supplies, equipment, and services. The City will consider adopting procedures to address emergency fiscal policies. All departments will also maintain vendor and supply lists of the most critical supplies, equipment, and services that enable them to operate under disaster situations. Copies of these lists will be kept at the City EOC. When resource requests exceed the capability of Carnation government, the Director of Emergency Management will request supplemental supplies and/or equipment from the King County Regional Emergency Coordination Center.

**B. Organization**

1. The **Director of Emergency Management (City Manager)** is responsible for overall resource coordination and utilization, including the management of donated goods and services. When necessary, the Director of Emergency Management will designate the Treasurer with responsibility for managing all emergency or disaster procurement and contracting issues. The head of each City department determines quantities and use of equipment and supplies based on need.
2. The **Manager** is responsible for managing personnel resources for all emergency or disaster operations, including EOC staffing, King County search and rescue support, and volunteers.

**C. Procedures**

City departments will make resource requests to the Carnation EOC. The basic measures of economic stabilization available to the **City Manager** achieve two basic purposes: controlling the use of resources and maintaining the supply of resources. The basic measures include:

**Indirect:** Voluntary and indirect control measures include special financial arrangements to encourage expanded function, and training and information through public information to solicit voluntary cooperation from the public and from industry.

**Direct:** Mandatory direct control measures include priority systems of distribution, allocation systems, production directives, conservation measures, consumer rationing, anti-hoarding measures and restriction directives.

**Anti-hoarding:** The authority to prohibit the accumulation and hoarding for business, personal or home consumption.

**Priority:** The authority to require that performance under contracts and orders deemed necessary to promote stability after a disaster would take priority over any other contract or order.

**Allocation:** The authority whereby a scarce and critical item, material, commodity or product could be assigned or reserved for exclusive use.

**Requisitioning:** The authority whereby, in certain urgent circumstances and under certain specified conditions, the City may obtain the use of any equipment, materials, supplies, components or facilities and other real property needed, provided just compensation is made.

***Responsibilities***

**A. Primary Agency:**

1. The **Director of each City department** and office has responsibility to:

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- a. Develop department procedures that increase capabilities to respond and recover from emergencies and disasters. The procedures may include the identification and notification of critical staff, allocating equipment and supplies, preparedness training of employees, and procurement and storage of emergency supplies.
  - b. Provide resources (supplies, equipment, services, and vendor information) from department stocks as coordinated by the EOC.
  - c. Prepare and maintain lists of available essential supplies and equipment. (**Refer to Tab 2 to this ESF, Resource List, to be developed**)
  - d. Determine additional supplies and equipment required by the department for conducting essential operations, i.e., food, fuel, batteries, tires, etc.
  - e. Establish emergency procedures for the distribution, conservation, and use of essential supplies for the department.
  - f. Establish and maintain liaison with private sector and government resource providers.
  - g. Request all emergency procurement of supplies and equipment through the **Director of Emergency Management**.
2. The **City Manager**, upon declaration of a disaster by the City Council of the City of Carnation has responsibility to:
- a. Authorize economic stabilization measures, such as the coordinated rationing of food, petroleum, and other essential items, and by the stabilization of prices and rents.
  - b. Appoint, ration, price control, and establish rent boards, and any sub-boards, which are required for the City of Carnation.
  - c. Authorize the ration of use levels for all categories of consumer-rationed items and other essential survival items for the local community. At such times as county, state or national consumer use levels are established, adjust local levels accordingly.
  - d. If necessary, select business, industry and government representatives to serve as liaison between the private sector resource providers and the EOC and to act as advisors on production, distribution, and use of resources.
3. The **Carnation City Council** has responsibility to:
- a. Make policy,
  - b. Adopt and enact ordinances and motions to place economic controls in effect.
4. The **Director of Emergency Management** has responsibility to:
- a. Supervise and manage the procurement, storage, and distribution of supplies and equipment in an emergency or disaster through the EOC.
  - b. Request emergency supplies and equipment not available through the City government from the King County Emergency Operations Center.
  - c. Assist in coordinating procurement of supplies and equipment not available through normal channels.
  - d. Establish specific priorities in the assignment and use of all resources - including personnel, food, water, health resources, fuel, electric power, transportation, communications, and other survival items and services under the jurisdictional control of City of Carnation government.
  - e. Provide the required administrative support for emergency resource management and economic stabilization programs.
  - f. Provide King County EOC with periodic situation reports including supply requirements.
  - g. Establish staging areas in support of resource management.
  - h. Establish procedures for managing volunteers.
  - i. Provide guidance for City officials on the relative urgency of essential activities.

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5. The **Treasurer** has responsibility to:
  - a. Establish procedures for procurement of emergency supplies, equipment and contracting not covered in existing procedures.
  - b. Develop procedures for documenting private resources utilized during times of emergency. This information will assist in later reimbursement of the private sector for these resources.
  - c. When directed, manage all disaster procurement and contracting responsibilities for the city.
6. **City Clerk** has responsibility to:
  - a. Coordinate the registration of emergency workers and volunteers under the provisions of RCW 38.52 and WAC 118-04. These provisions do not include employees of the City.
  - b. Develop Standard Operating Procedures for emergency worker registration and recruitment.
7. **King County Sheriff's Office** has responsibility to:
  - a. Provide the necessary security to ensure that stockpiled and/or stored materials and supplies are secured from looting or vandalism.
  - b. Provide crowd control during distribution of resources.

***Volunteer organizations are to support response and recovery activities.***

***Resource Requirements***

Resources required by this ESF may be established in coordination with support agencies

***References***

Refer to Appendix 2 to the Basic Plan, References

***Tabs***

- |        |  |
|--------|--|
| Tab 1: | Donated Goods Management Plan/Policy (to be published) |
| Tab 2: | Resource list (to be published)                        |
| Tab 3: | Manpower Resource List (to be published)               |



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**Primary Agency:** Eastside Fire and Rescue

**Support Agencies:** PHSKC Medic One/ Emergency Medical Service (EMS)  
Evergreen Healthcare (King County Public Hospital District #2)  
American Red Cross  
Washington State Department of Health  
King County Office of Emergency Management  
Federal Emergency Management Agency (FEMA)  
U.S. Department of Justice (USDOJ)  
U.S. Environmental Protection Agency (USEPA)  
U.S. Department of Transportation (USDOT)  
Public Health – Seattle & King County (Medical Examiner, Health  
Department East Region, and Mental Health)  
King County Sheriff's Office

### ***Introduction***

#### **A. Purpose**

Emergency Support Function (ESF) #8 — Health, Medical and Mortuary Services provides coordinated assistance in response to public health and medical care needs following a major disaster or emergency, or during a developing potential medical situation. Assistance provided under ESF #8 is directed by Eastside Fire & Rescue through the Fire Chief or his/her designee. Resources will be furnished when public health and/or medical assistance is requested due to overwhelming circumstances or upon request from the Emergency Operations Center (EOC).

#### **B. Scope**

ESF #8 involves assistance in identifying and meeting the health and medical needs of victims of a major disaster, emergency, or terrorist attack. This support is categorized in the following functional areas:

1. Assessment of health/medical needs
2. Medical response
3. Health surveillance
4. Medical care personnel
5. Health/medical equipment and supplies
6. Patient evacuation
7. Pre/In-hospital care
8. Food/drug/medical device safety
9. Worker health/safety;
10. Radiological/chemical/biological hazards consultation
11. Mental health care
12. Public health information
13. Potable water/wastewater and solid waste disposal
14. Victim identification/mortuary services; and
15. Veterinary services.

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Eastside Fire & Rescue, in its primary agency role for ESF #8, coordinates the health and medical assistance to fulfill the requirements identified by the EOC and local authorities. Included in ESF #8 are overall public health response; triage, treatment, and transportation of victims of the disaster; and evacuation of patients out of the disaster area, as needed, into a network of hospitals, medical centers and aid stations identified by the EOC located in the affected areas.

ESF #8 will utilize resources primarily available from within Eastside Fire & Rescue and support agencies including: King County EMS, private providers and local volunteers.

Also utilized by ESF #8 is a medical mutual aid network between Eastside Fire & Rescue and other local, county and State sectors that includes medical response, patient evacuation, and definitive medical care. At the county level, it is a partnership between public health, county EMS, and the county Office of Emergency Management (OEM).

Specific non-local sources such as major pharmaceutical suppliers, hospital supply vendors, the National Foundation for Mortuary Care, certain international disaster response organizations and international health organizations are also available through higher emergency management channels.

***Policies***

- A. ESF #8 will be implemented upon the appropriate request for assistance following the occurrence of a major disaster or emergency and after determination has been made by the EOC that a large scale coordinated response is warranted.
- B. The EOC is responsible for activating and coordinating the activities of ESF #8. The lead official for ESF #8 is the Fire Chief or the Operations section Chief of the EOC. The lead official is responsible for coordinating the implementation of ESF #8 and providing staff support to the EOC.
- C. EASTSIDE FIRE & RESCUE will provide liaison between the EOC and appropriate regional officials in the response structure for the coordination of medical assistance to meet the requirements of the situation. The EOC will coordinate and facilitate the overall ESF #8 response.
- D. In accordance with assignment of responsibilities in ESF #8, and further tasking by the primary agency, each support agency will contribute to the overall response but will retain full control over its own resources and personnel.
- E. ESF #8 is the primary source of public health and medical response/information for all officials involved in response operations.

***Situation***

**A. Emergency/Disaster Hazards and Conditions**

- 1. A significant natural disaster or man-made event that overwhelms the affected jurisdiction necessitates public health and medical care assistance. Pharmacies may be severely structurally damaged or destroyed.
- 2. There are very limited medical supplies available on a regular basis, only what is available in the pharmacies. In the face of massive increases in demand and the damage sustained, medical supplies (including pharmaceuticals) and equipment will probably be in short supply. Disruptions in local communications and transportation systems could also prevent timely re-supply.
- 3. Uninjured persons who require daily or frequent medications such as insulin, antihypertensive drugs, digitalis, and dialysis may have difficulty in obtaining these medications and treatments because of damage/destruction of normal supply locations and general shortages within the disaster area.
- 4. In certain other disasters, there could be a noticeable emphasis on relocation, shelters, area control, and returning water, wastewater, and solid waste facilities to operation.

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**B. Planning Assumptions**

1. No medical facilities or supplies are located in the City other than those on hand at Eastside Fire & Rescue's fire station. Eastside Fire & Rescue maintains a staff of three Emergency Medical Technicians on duty at the Carnation Fire Station which provide basic life support level care. Advanced life support (paramedic) response is provided from the Redmond and/or Bellevue Fire Department medic units stationed on the Woodinville/Duvall Road (Station 35), downtown Redmond (Station 11) or Issaquah Highlands (Station 73), and may have an extended response time during times of disaster.
2. Resources within the affected disaster area will be inadequate to clear casualties from the scene. Additional mobilized capabilities will be urgently needed to assist local agencies to triage and treat casualties in the disaster area and then transport them to the closest appropriate hospital or other health care facility. Additionally, medical re-supply will be needed throughout the disaster area. In a major disaster, operational necessity may require the further transportation by air of patients to the nearest metropolitan areas with sufficient concentrations of available hospital beds, where patient needs can be matched with the necessary definitive medical care.
3. A terrorist release of weapons of mass destruction; damage to chemical and industrial plants, sewer lines, and water distribution systems; and secondary hazards such as fires will result in toxic environmental and public health hazards to the surviving population and response personnel. This type of event includes exposure to hazardous chemicals, biologicals, radiological substances, and contaminated water supplies, crops, livestock, and food products.

**Concept of Operations**

**A. General**

1. Upon notification of a major disaster or emergency, Eastside Fire and Rescue (as primary agency) will activate the EOC. The agency coordinators and staff will be notified. Pre-identified personnel will be alerted to meet requirements for representing ESF #8.
2. Any necessary support agencies will be notified and tasked to provide 24-hour representation as necessary. Each support agency is responsible for ensuring that sufficient program staff is available to support the EOC and to carry out the activities tasked to its agency on a continuous basis. Individuals representing agencies that are staffing the EOC will have extensive knowledge of the resources and capabilities of their respective agencies and have access to the appropriate authority for committing such resources during the activation. These agencies will provide communications support to the EOC to facilitate direct communications.
3. The responsible official for ESF-8 will coordinate with the appropriate county and State medical and public health officials and organizations to determine current medical and public health assistance requirements.
4. ESF #8 will utilize locally available health and medical resources to the extent possible to meet the needs identified. The only health and medical resources available will be volunteers.
5. During the response period, the responsible official for ESF #8 will evaluate and analyze medical and public health assistance requests and responses, and develop and update assessments of medical and public health status. ESF #8 will maintain accurate and extensive logs to support after-action reports and other documentation of the disaster conditions.
6. ESF #8 will develop and provide medical and public health situation reports through the primary JIC. Organizations with a need for recurring reports of specific types of information including other ESFs, Federal agencies, county and the State will be provided information upon request. Information will be disseminated by all available means including fax, telephone, radio, memoranda, display charts and maps, and verbal reports at meetings and briefings.

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**B. Organization**

1. Response Structure:
  - a. ESF #8 response will be activated and directed by Eastside Fire and Rescue through the EOC. The EOC will consist of a core of agencies that will be supplemented by other organizations, governmental and private, as the situation dictates. During the initial activation, the principal core staff will consist of EASTSIDE FIRE & RESCUE staff and representatives.
  - b. Additional supporting agencies and organizations will be alerted and will be tasked either to provide a representative to the EOC or to provide a representative who will be immediately available via telecommunications (telephone, fax, conference calls, etc.) to provide support.
  - c. Coordination of ESF #8 will be centralized at the EOC.
  - d. Special advisory groups of health/medical subject matter experts will be assembled and consulted as needed.
2. Notification:
  - a. Upon the occurrence of a potential major disaster or emergency Eastside Fire & Rescue will notify the Fire Chief (or designee) and the city of ESF #8 action. Notification can be made via telephone, fax, or digital pagers. Such notification could be to advise of the potential disaster, convene the staff, establish the EOC at Eastside Fire & Rescue headquarters, or pass a request from regional or State officials seeking activation. Upon notification ESF #8 members will report to the EOC.
  - b. The EOC staff also will notify all other appropriate ESF #8 members by the most expeditious communications method.

**C. Response Actions**

Until the EOC becomes operational, the collection, analysis, and dissemination of requests for medical and public health assistance will be the responsibility of first responders, with the assistance of any and all local resources public and private. Upon EOC activation, the major responsibilities for requests for medical and public health assistance will be transferred to the EOC.

The EOC will conduct the following actions while bringing ESF #8 to a fully operational status:

Initiate action to immediately identify and report the potential need for health and medical support to the affected disaster area in the following functional areas:

1. **Assessment of Health/Medical Needs:** determining specific health/medical needs and priorities.
2. **Health Surveillance:** assist in establishing surveillance systems to monitor the general population and special high-risk population segments; carry out field studies and investigations; monitor injury and disease patterns and potential disease outbreaks; and provide technical assistance and consultations on disease and injury prevention and precautions.
3. **Medical Care Personnel:** If there are volunteer medical personnel available, provide care for injured persons until they can be evacuated to locations where they can provide definitive medical care.
4. **Patient Evacuation:** provide for movement of seriously ill or injured patients from the area affected by a major disaster or emergency to locations where definitive medical care is available.
5. **Food/Drug/Medical Device Safety:** assist to ensure the safety and efficacy of regulated foods, drugs, biologic products, and medical devices following a major disaster or emergency. Arrange for seizure, removal, and/or destruction of contaminated or unsafe products.
6. **Worker Health/Safety:** assist in monitoring health and well being of emergency workers; perform field investigations and studies addressing worker health and safety issues; and provide technical assistance and consultation on worker health and safety measures and precautions.

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7. **Public Health Information:** assist by providing public health and disease and injury prevention information that can be transmitted to members of the general public who are located in or near areas affected by a major disaster or emergency.
8. **Potable Water/Wastewater and Solid Waste Disposal:** assist in assessing potable water and wastewater/solid waste disposal issues; conduct field investigations, provide water purification assistance and wastewater/solid waste disposal equipment and supplies; and provide technical assistance and consultation on potable water and wastewater/solid waste disposal issues.

**D. Continuing Actions**

1. Situation Assessment
  - a. The ESF #8 staff will continuously acquire and assess information about the disaster situation. The staff will continue to attempt to identify the nature and extent of health and medical problems, and establish appropriate monitoring and surveillance of the situation to obtain valid ongoing information.
  - b. Because of the potential complexity of the health and medical response issues/situations, conditions may require special advisory groups of subject matter experts to be assembled to review health/medical intelligence information and advise on specific strategies to most appropriately manage and respond to a specific situation.
2. Coordination of Requests for Medical Transportation
  - a. Arrangements for medical transportation should be made at the lowest levels possible.
  - b. Normally, local transportation requirements are to be handled by local authorities. If it is determined that local or regional resources are inadequate to meet the requirements, a request for medical transportation assistance will be made to county emergency management.
3. Coordination of Requests for Medical Facilities

Arrangements for medical facilities are primarily a local function. Requests for additional assistance should first be referred to local authorities. Requests by local officials for county aid for hospital support should be routed through the EOC. The EOC will verify the request and refer it to the county EOC representatives.
4. Coordination of Requests for Aeromedical Evacuation of Patients from the Disaster Area
  - a. The requirement for aeromedical evacuation (AE) is communicated through the EOC. The ESF #8 EOC representative will coordinate with the appropriate commands. The agency contacted will then coordinate with the appropriate supporting command to obtain the needed support.
  - b. The concept of operation is for local authorities to operate Casualty Collection Points (CCPs). ESF #8 will coordinate the hand-off of patients into the patient evacuation system.
  - c. Patient regulating is the responsibility of ESF #8. Because the movement of patients is based upon the availability of hospital beds, ESF #8 will receive patient requirements and regulate patients to destination reception areas that report available beds.
5. Information Requests

Requests for information may be received at ESF #8 from various sources, such as the media and the general public, and they will be referred to the appropriate agency or JIC for response.
6. After-Action Reports

The EOC ESF #8 representative will, upon completion of the emergency, prepare a summary after-action report. The after-action report, which summarizes the major activities of ESF #8, will identify key problems, indicate how they were solved, and make recommendations for improving

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response operations in subsequent activations. Support agencies will assist in the preparation of the after-action report and endorse the final report.

***Responsibilities***

**A. Primary Agency: Eastside Fire and Rescue**

1. Provide leadership in directing, coordinating, and integrating overall efforts to provide medical and public health assistance to the affected area.
2. Direct the activation and the staffing of the EOC as necessary to support the emergency response operations,
3. Direct the activation and deployment of volunteer health/medical personnel in response to requests for health/medical assistance.
4. Coordinate the evacuation of patients from the disaster area when evacuation is deemed appropriate.
5. Provide human services assistance under the direction of the EOC.

**B. Support Agencies**

1. **King County Emergency Medical Service (EMS)**
  - a. Provide logistical support to health/medical response operations.
  - b. Provide medical units for casualty clearing/staging and other missions as needed.
  - c. Provide support for the coordination of medical supplies available in King County.
2. **Evergreen Healthcare (King County Public Hospital District #2)**
  - a. Provide logistical support over the telephone and/or radio to health/medical response operations.
  - b. Coordinate patient reception and management at Evergreen Hospital.
3. **U.S. Department of Justice**
  - a. Assist in victim identification, coordinated through the Federal Bureau of Investigation (FBI) Headquarters in Washington, DC
  - b. Provide State and local governments with legal advice concerning the identification of the dead
4. **U.S. Department of Transportation**
  - a. Assist in identifying and arranging for all types of transportation, such as air, rail, marine, and motor vehicle
  - b. Assist in identifying and arranging for utilization of U.S. Coast Guard (USCG) aircraft in providing urgent airlift support
  - c. Provide casualty distribution assistance
  - d. Coordinate with the Federal Aviation Administration for air traffic control support for priority missions.
5. **American Red Cross**
  - a. Provide emergency first aid, supportive counseling, health care for minor illnesses and injuries to disaster victims in mass care shelters, DFOs, selected disaster cleanup areas, and other sites deemed necessary by the primary agency
  - b. Provide available medical supplies for distribution to mass care centers and medical care locations being operated for disaster victims
  - c. Assist community health personnel subject to the availability of staff

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- d. Provide supportive counseling for the family members of the dead and injured
- e. Provide available personnel to assist in temporary infirmaries, immunization clinics, morgues, hospitals, and nursing homes
- f. Acquaint families with available health resources and services, and make appropriate referrals
- g. Provide blood and blood products through regional blood centers at the request of the appropriate agency
- h. Provide coordination for uploading appropriate casualty/patient information from ESF #8

**6. U.S. Environmental Protection Agency**

Provide technical assistance and environmental information for the assessment of the health/medical aspects of situations involving hazardous materials.

**7. Federal Emergency Management Agency**

- a. Assist in establishing priorities for application of health and medical support through the National Disaster Medical System (NDMS)
- b. Assist in providing NDMS communications support
- c. Assist in providing information/liaison with emergency management officials
- d. Provide logistics support as appropriate.

**8. Public Health – Seattle and King County (Health Department)**

The responsibilities assigned to the Public Health – Seattle and King County (formerly known as the Seattle-King County Health Department) is divided into separate divisions.

- a. The **King County Medical Examiner** is responsible for the coordination of mortuary services with the County.
  - 1) Compile data on the official death toll attributed to the disaster situation
  - 2) Issue all death certificates associated with the disaster
  - 3) Coordinate with local morticians to expand mortuary services as appropriate.
  - 4) Coordinate morgue services including body identification and disposition of unclaimed bodies.
  - 5) Maintain a record of information on all unexpected and violent deaths resulting from the disaster.
  - 6) Investigate and determine the cause of sudden death, unexpected, violent and non-natural deaths.
  - 7) Coordinate the notification of victims' relatives.
- b. **King County Health Department East Region** is responsible for advising Carnation and its citizens on public health issues such as the transmission of communicable diseases.
  - 1) Organize and mobilize public health services during an emergency
  - 2) Monitor potential causes of communicable diseases.
  - 3) Establish monitoring facilities for problems regarding public health, water supplies, sanitation and food needs when appropriate. Provide information to the public on safeguarding these resources.
  - 4) Provide epidemiological surveillance, case investigation, and follow-up to control infectious disease and food borne illness outbreaks.
  - 5) Coordinate with American Red Cross EOC representatives to assist with environmental health provisions at temporary shelters and disaster assistance distribution centers.

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- 6) Coordinate county-wide surveillance to determine: sewage disposal system failures, health risk due to environmental factors; natural gas leaks; extent of food contamination and spoilage; and inspection of food service establishments and provision of public information on food safety.
  - 7) Coordinate operations for general or mass emergency immunizations or quarantine procedures.
  - 8) Coordinate and provide laboratory services for identification required to support emergency health and emergency medical services.
  - c. The **Mental Health Division** will coordinate with the King County Department of Community and Human Services, the American Red Cross to provide crisis response and mental health services for persons who suffer from reactions to the disaster.
9. **King County Sheriff's Office**
- a. Provide security to field morgue operations and facilities.
  - b. Provide perimeter control at incident scenes when requested.

**References**

- Eastside Fire and Rescue Emergency Operations Plan (*current version*)
- King County Emergency Management Plan (*current version*)
- King County EMS Mass Casualty Incident Plan (*current version*)
- Washington State Mobilization Plan (*current version*)
- Meeting with Evergreen Healthcare Staff, April 2004
- DOD Directive 6010.22, National Disaster Medical System, January 21, 2003.
- Public Health Service Disaster Response Guides, May 1987.
- Facts on the National Disaster Medical System, February 1995.
- National Disaster Medical System — Concept of Operations, January 1991.
- National Disaster Medical System — Operations Support Center Manual, April 1991.
- National Disaster Medical System — Federal Coordinating Center Guide, January 1992.
- National Disaster Medical System — Disaster Medical Assistance Team Organization Guide, May 1992.

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**ESF 9 – URBAN SEARCH AND RESCUE**

**Primary Agency:** King County Sheriff's Office

**Support Agencies:** Eastside Fire and Rescue  
King County Office of Emergency Management (OEM)  
U.S. Federal Emergency Management Agency (FEMA)  
U.S. Department of Defense – Washington Military Department  
U.S. Department of Health and Human Services  
U.S. Department of Justice

### ***Introduction***

#### **A. Purpose**

Emergency Support Function (ESF) #9 — Urban Search and Rescue (US&R) rapidly deploys resources to provide specialized lifesaving assistance to local authorities in the event of a major disaster or emergency. US&R operational activities include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

#### **B. Scope**

The national system is built around a core of task forces prepared to deploy immediately and initiate US&R operations on implementation of ESF #9 of FEMA's National Response Framework (NRF). Primarily local fire department and emergency service personnel who are experienced and trained in collapsed structure search and rescue operations staff these task forces. On activation by FEMA any ESF #9 US&R task forces become Federal assets.

IMTs provide coordination and logistical support to US&R task forces during emergency operations. They also conduct needs assessments and provide technical advice and assistance to local, county and State emergency managers. Teams are formed with personnel from US&R task forces; Federal, State, and local government emergency response organizations; and private sector organizations.

Technical specialists provide expertise in various US&R disciplines. They are mobilized as needed from around the region through local mutual aid agreements.

At times there may be a need for search & rescue that is not disaster related. Incidents that entail lost children, assisted living walk-aways, missing swimmers, missing boaters, bicyclists, hikers and the like are referred to the King County Sheriff through the E-911 program. The KCSO has the authority and the responsibility for search and rescue in and around the City of Carnation.

### ***Policies***

- A.** The National US&R Response System assists and augments State and local US&R capabilities. Local personnel assigned to task forces of the National US&R Response System are highly trained and possess specialized expertise and equipment.
- B.** As primary agency for ESF #9, King County Sheriff's Office (KCSO) will coordinate with the County EOC for US&R resources.

### ***Situation***

#### **A. Disaster Condition**

Disasters and emergencies vary widely in scope, degree of devastation, and threat to human life. For example:

1. In situations that entail structural collapse, large numbers of people may require rescue and medical care.

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2. Because the mortality rate among trapped victims rises dramatically after 72 hours, US&R must be initiated without delay.
3. In the course of response, rescue personnel may encounter extensive damage to the local infrastructure, such as buildings, roadways, public works, communications, and utilities. Such damage can create environmental safety and health hazards, such as downed power lines, unsafe drinking water, and unrefrigerated food.
4. Following an earthquake, aftershocks, secondary events, and/or other hazards (such as fires, tsunami, landslides, flooding, and hazardous materials releases) may compound problems and threaten both disaster victims and rescue personnel.
5. Weather conditions such as temperature extremes, snow, rain, and high winds may pose additional hazards for disaster victims and rescue personnel.
6. In some circumstances, rescue personnel may be at risk from terrorism, civil disorder, or crime.

**B. Planning Assumptions**

In a major disaster requiring US&R assistance:

1. There is no US&R personnel in Carnation. Local US&R organizations in other areas may be overwhelmed and not be able to respond to all requirements.
2. Local residents, workers, and/or converging volunteers may initiate search and rescue efforts, but will usually lack specialized equipment and training. Spontaneous volunteers will require coordination and direction within the local incident command structure.
3. Access to damaged areas will be limited. Some sites may be initially accessible only by air or water.
4. Following an earthquake, both disaster victims and rescue personnel may be threatened by aftershocks, secondary events, and/or other environmental disturbances.

**Concept of Operations**

**A. General**

King County Sheriff's Office, as primary agency for ESF #9, will activate the US&R response system for any incident or anticipated incident that is determined likely to result in collapsed structures. The likelihood of activation depends on the nature and magnitude of the event, the suddenness of onset, and the existence of US&R resources in the affected area. Activation of the US&R system is notifying other agencies of the need for such resources.

**B. Organization**

1. **Local Response Structure.** The local US&R response system consists of local fire, police, other public/private agencies, and technical specialists, none of which are located in Carnation. At the core of the system are the first response agencies in the region with functional capabilities in management, search, rescue, medical, and technical search and with around-the-clock operations. Local response agencies also provide:
  - Comprehensive US&R needs assessment
  - Technical US&R assistance, support, and advice to local officials
  - US&R management and coordination assistance and expertise to the ESF #9 Leader
  - Coordination of the operations of multiple task forces in the field
  - Coordination and logistical support of deployed task forces beyond their initial 72-hour period of self-sufficiency

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US&R resources may be supplemented with technical specialists in various US&R disciplines. When needed, technical specialists are mobilized by EOC.

2. **Regional-Level Response Structure.** Initial field response to incidents that may require Federal US&R assistance. This usually begins at the EOC level. Extended US&R operations may require supplemental staffing and deployment of national-level resources by FEMA Headquarters.

**C. Notification**

1. **EOC To King County Sheriff's Office Headquarters**

- a. Notification of incidents with the potential for structural collapse may be received by EOC personnel from a number of sources, including field units, national or local news media, county, State or local government, and US&R members.
- b. Upon notification of an incident, EOC staff will immediately notify KCSO deputy or other authority personnel of a potential need for US&R response and notify the KC ECC of such needs.
- c. As soon as the need for US&R assets has been established, **EOC Operations Section staff** will develop recommendations for management on the type and quantity of resources required. This may involve the enactment of mutual aid agreements or other specialized response mechanisms. They shall coordinate the call for US&R assets through the Zone Fire Resource Coordinator, in accordance w/ the *Regional Catastrophic Preparedness Plan – Structural Collapse Rescue Annex*.
- d. During the initial response period, recommendations on US&R resources to be alerted or activated will be coordinated with the Fire Chief or designee.

**D. Response Actions**

1. **Initial Actions**

- a. Immediately following initiation of operations, the Sheriff or designee will establish and maintain a chronological log of US&R events and information obtained from the field. During the initial stages of the disaster or emergency, KCSO will serve as the single point of contact for responding forces and members for situation information and response status of US&R resources.
- b. Initial staff in the EOC will develop commitment documents and activate support agreements for supplemental staffing. The level of staffing will depend on the nature and magnitude of the incident and the response actions already underway.
- c. When EOC activation orders are issued, EOC staff will develop commitment documents to ensure that response costs are recorded in accordance with memorandums of agreement and support agreements for the reimbursement of members.
- d. EOC Operations Section staff will collect assessment information from damage assessment teams, US&R members, and county State government officials for inclusion in situation reports and for decision making regarding the need for US&R resources.
- e. At the onset of the disaster or emergency, officials will designate an initial point of contact for ESF #9. This individual will generally be part of KCSO. While US&R task forces are activated at the local level, the ESF #9 contact has a critical role in providing information on the need for US&R resources. This ESF #9 contact has the lead role in processing requests to higher authority for Federal US&R assistance.

2. **Continuing Actions**

- a. Based on recommendations developed by the ESF #9 representative and field commanders, decisions will be made on the deployment of additional US&R resources. EOC staff will issue additional Advisories and Alert and Activation Orders as required.

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- b. In the event that the disaster requires the utilization of all national-level US&R assets, the EOC will be responsible for developing strategies for providing additional US&R support.
- c. The EOC will act on unmet requirements for equipment and supplies that have been forwarded from the ESF #9 representative. The EOC will forward issues involving competing requirements and scarce resource allocation to the county EOC as appropriate.
- d. The ESF #9 representative in the EOC will coordinate with field representatives of ESF #8 — Health, Medical and Mortuary Services to develop procedures for the transfer of victims extricated from collapsed structures to definitive medical care locations.
- e. The EOC will develop a mechanism for re-supply of US&R forces operating in the affected area. The ESF #9 representative will pass unmet or competing requirements to higher authority for further action.
- f. The ESF #9 representative will continually monitor the situation and develop recommendations on additional resources needed, as well as demobilization of existing resources. The EOC will develop a demobilization plan for the concurrence of the ESF #9 representative. The demobilization plan will include recommended guidelines on personnel and equipment rehabilitation allowances for US&R assets.

**Responsibilities**

**A. Primary Agency:**

- 1. King County Sheriff's Office
  - a. Serve as **ESF #9 Coordinator**.
  - b. Request US&R assets as needed.
  - c. Develop policies and procedures for the effective use and coordination of US&R assets.
  - d. Provide status reports on US&R operations throughout the affected area.

**B. Support Agencies**

- 1. State Emergency Operations Center (SEOC)
- 2. U.S. Department of Defense (USDOD)
  - Serve as primary source for the following assistance:
    - a. Fixed-wing transportation of US&R task forces from base locations to mobilization centers or Base Support Installations.
    - b. Rotary-wing transportation of US&R task forces to and from isolated, surface-inaccessible, or other limited-access locations
    - c. Through the U.S. Army Corps of Engineers, provide trained Structures Specialists and System to Locate Survivors (STOLS) teams to supplement resources of US&R task forces
    - d. Through the U.S. Army Corps of Engineers, provide pre-disaster training for US&R task force and IST Structures Specialists
  - Serve as secondary source for the following assistance:
    - a. Ground transportation of US&R task forces within the affected area
    - b. Mobile feeding units for US&R task force personnel
    - c. Portable shelter (i.e., tents) for use by US&R task force and IST personnel for eating, sleeping, and working.
- 2. U.S. Department of Health and Human Services
  - a. Provide administrative support to US&R task force medical teams to:
  - b. Ensure that medical team personnel have appropriate and valid licenses to practice

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- c. Provide operational support to US&R members, as requested by the ESF #9 representative, to provide liaisons; medical supplies, equipment, and pharmaceuticals; supporting personnel and veterinary support.
  - d. Provide NDMS patient evacuation and continuing care after entrapped victims are removed from collapsed structures by US&R personnel.
3. U.S. Department of Justice
- a. Provide assistance with the development and maintenance of tort liability claims coverage for US&R task force personnel while they are engaged in mobilization, deployment, and field operations.
  - b. Provide Federal Tort Claims Act guidance and claims resolution services in support of field deployments.

**References**

- Washington State Comprehensive Emergency Management Plan – ESF 9 (*current version*)
- King County Emergency Management Plan (*current version*)
- King County EMS Mass Casualty Incident Plan (*current version*)
- Washington State Mobilization Plan (*current version*)



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**Primary Agency:** Eastside Fire and Rescue

**Support Agencies:** Public Works Department  
Eastside HAZMAT Consortium  
Washington State Patrol  
U.S. Environmental Protection Agency  
U.S. Coast Guard  
U.S. Department of Agriculture  
U.S. Department of Commerce  
National Oceanic and Atmospheric Administration (NOAA)  
U.S. Department of Defense  
U.S. Department of Energy  
U.S. Department of Health and Human Services  
U.S. Department of Justice  
U.S. Department of Labor (OSHA)  
U.S. Department of Transportation  
Nuclear Regulatory Commission

## ***Introduction***

### **A. Purpose**

Emergency Support Function (ESF) #10 — Hazardous Materials - provides support to local governments in response to an actual or potential discharge and/or release of hazardous materials following a major disaster or emergency. As an element of the response plan, ESF #10 may be activated under one of the following conditions:

1. In response to a disaster for which the President (through the Federal Emergency Management Agency (FEMA)) determines that assistance is required, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act; or
2. In anticipation of a major disaster or emergency that is expected to result in a declaration under the Stafford Act, a presidential declaration does not automatically activate ESF #10. The ESF #10 representative will determine, in consultation with affected agencies or areas if appropriate, if such activation is required. As primary agency for the ESF, Eastside Fire & Rescue also will be consulted in such cases.
3. Within the context of this ESF, the term “hazardous materials” is defined broadly to include oil, hazardous substances and pollutants under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended. Contaminants defined under Section 101(33) of CERCLA, and certain chemical, biological, and other weapons of mass destruction (WMD). Federal response to releases of “hazardous materials” is carried out under the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) (40 CFR 300).
4. Eastside Fire & Rescue will serve as the lead agency for activation of ESF #10 activities.
5. Washington State Patrol will serve as the lead agency for traffic incident and traffic management on the State Highway (SR 203).

### **B. Scope**

1. ESF #10 provides for a coordinated response to actual or potential discharges and/or releases of hazardous materials by placing the response mechanisms of the Eastside Fire & Rescue and the Eastside HAZMAT Consortium (EHMC) within the response plan coordination structure that ensures the most efficient and effective use of resources. The ESF includes the appropriate

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response actions to prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by actual or potential hazardous materials incidents.

2. This ESF establishes the lead coordination roles, the division and specification of responsibilities among agencies, and the on-site response organization that may be brought to bear in response actions. This ESF is applicable to all city/district departments and agencies with responsibilities and assets to support local response to actual or potential discharges and/or releases of hazardous materials.
3. Response to oil discharges and hazardous substance releases will be carried out in accordance with the Eastside Fire & Rescue and other accepted protocols in response plans (RP). The RP effectuates the response powers and responsibilities created by CERCLA, and the authorities established by section 311 of the Clean Water Act (CWA), as amended by the Oil Pollution Act (OPA). Under the RP, an **On-Scene Coordinator (OSC)**, designated by EPA, the USCG, Department of Defense (DOD), or Department of Energy (DOE), would undertake response actions. Appropriate response actions under the RP include efforts to detect, identify, contain, clean up, or dispose of released hazardous materials. The actions can include stabilization of berms, dikes, or impoundments; capping of contaminated soils or sludge; use of chemicals and other materials to contain or retard the spread of the release or to mitigate its effects; drainage controls; fences, warning signs, or other security or site control precautions; removal of highly contaminated soils from drainage areas; removal of drums, barrels, tanks, or other bulk containers that contain hazardous substances; and other measures as deemed necessary.
4. In addition, ESF #10 may respond to actual or threatened releases of hazardous materials not typically responded to under the RP but that, as a result of the disaster or emergency, pose a threat to public health or welfare or to the environment. Appropriate ESF #10 response activities to such hazardous materials incidents include, but are not limited to, household hazardous waste collection, permitting and monitoring of debris disposal, water quality monitoring and protection, air quality sampling and monitoring, and protection of natural resources.

**C. Relation to Existing Response under the RP**

1. Coordination of response actions carried out under this ESF is in accordance and does not conflict with the RP duties and responsibilities of Eastside Fire & Rescue and the EHMC response as carried out through the existing mutual aid agreements and mutual response actions. The EHMC is a highly organized network of agencies, programs, and resources with authorities and responsibilities in hazardous materials response. Agencies participate in the EHMC at the regional level.
2. The EHMC is composed of local agencies with major environmental and public health responsibilities for oil and hazardous substance releases. **Eastside Fire & Rescue or the EOC Operations Section Chief** is the primary vehicle for coordinating agency activities. At the EOC level, activities under this ESF provide a bridge between the EHMC and the EOC planning group. The EHMC participates in response plan activation activities under this ESF and is expected to be closely involved in response activities if this ESF is activated.
3. For disasters that occur where the USCG has jurisdiction, the USCG is the representative of ESF #10.
4. Eastside Fire & Rescue provides coordination and advice to the EOC. Eastside Fire & Rescue participates in preparedness activities under this ESF and is expected to be closely involved in response activities if this ESF is activated. At the regional level, activities under this ESF provide a bridge between the on-site response and the overall RP disaster response activities. The ESF representative will carry out their responsibilities under the RP to coordinate, integrate, and manage the effort to detect, identify, contain, clean up, or dispose of or minimize releases of oil or hazardous substances, or prevent, mitigate, or minimize the threat of potential releases. Their efforts will be coordinated under the direction of the EOC.

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5. If the RP is invoked and there are hazardous materials releases necessitating the activation of this ESF, Eastside Fire & Rescue first response units would carry out their duties and responsibilities as put forth in the district operating procedures. Those efforts will focus largely on specific oil and hazardous substance releases that may occur throughout the affected geographic area. There is a need, however, for a single coordination mechanism for the response as provided through this ESF because:
6. It is likely that there will be several releases occurring simultaneously, making heavy demands on response resources. In order to make the best use of limited resources and to ensure the most efficient overall response, damage information must be gathered quickly, analyzed, and response priorities established as soon as possible.
7. Information on response activities must be provided to the ESF representative and the EOC on a continuous basis. In some cases, this information could be coming in from more than one agency or region. To avoid confusion, this information should flow from the response site to the ESF #10 representative.
8. Many of the agencies represented on the EHMC also will be involved in responding to the disaster; hence, there may be conflicting demands on their agency resources. There may be heavy and conflicting demands on resources. Any resource conflicts affecting ESF #10 will be resolved at the EOC with the ESF representative.
9. Eastside Fire & Rescue will carry out the overall management of preparedness and response coordination activities for this ESF. The USCG, in coordination with EPA, will carry out the management of preparedness and response coordination activities for this ESF in those affected areas where the USCG has jurisdiction.

***Policies***

**A. Contingency Plan**

The EHMC and Eastside Fire & Rescue operating procedures serve as the basis for planning and utilization of resources for responding to releases or threats of releases of oil or hazardous substances. Response actions under this ESF will follow the policies, procedures, directives, and guidance developed to carry out provisions by those agencies plans.

**B. Support Agencies**

To the extent possible at both the EOC and regional levels, support agency representatives to this ESF should be those personnel also assigned to the EHMC or who have substantial training in Hazmat concerns. Where such dual assignments are not possible, each ESF representative is to maintain close coordination with the agency's EHMC representative.

**C. Multiple Response Actions**

When, because of multiple response actions, more than one agency is involved in implementing response, the ESF will be the mechanism through which close coordination will be maintained among all agencies. The representative of this ESF will ensure that response actions within its jurisdiction are properly coordinated and carried out. In cases where more than one district falls within an EPA region, the ESF representative in the EOC will ensure that response actions within USCG jurisdiction are properly coordinated and carried out.

**D. Terrorism Incidents**

If the Terrorism Incident Annex to the RP is activated, ESF #10 will provide assistance during both the crisis management and consequence management phases as specified in the annex.

***Situation***

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**A. Disaster Condition**

A natural or other disaster could result in numerous situations in which hazardous materials are released into the environment. Fixed facilities (e.g., chemical plants, tank farms, laboratories, operating hazardous waste sites) that produce, generate, use, store, or dispose of hazardous materials could be damaged so severely that existing spill control apparatus and containment measures are not effective. Hazardous materials that are transported may be involved in rail accidents, highway collisions, or waterway mishaps. Abandoned hazardous waste sites could be damaged, causing further degradation of holding ponds, tanks, and drums. The damage to, or rupture of, pipelines transporting materials that are hazardous if improperly released will present serious problems. Disaster recovery procedures could generate hazardous materials threats to the public health or welfare or to the environment. Terrorism incidents could occur involving WMD.

**B. Planning Assumptions**

1. Localities may be overwhelmed by the extent of the response effort required to assess, mitigate, monitor, clean up, and dispose of hazardous materials released into the environment.
2. There will be numerous incidents occurring simultaneously in separate locations, both inland and along coastal waters.
3. Standard communications equipment and practices (phone lines, radio, etc.) will be disrupted or destroyed.
4. Response personnel, cleanup crews, and response equipment will have difficulty reaching the site of a hazardous material release because of the damage sustained by the transportation infrastructure (roads, rails, bridges, airports, etc.).
5. Additional response/cleanup personnel and equipment will be needed to supplement existing capabilities and to provide backup or relief resources.
6. Even if the disaster does not cause an actual release, there will be considerable concern about facilities that are located in or near the affected area. These facilities will need to be assessed and monitored by ESF #10. Information submitted in compliance with Title III of the Superfund Amendments and Reauthorization Act (SARA), the Clean Air Act Amendments of 1990, the Oil Pollution Act of 1990, and the Hazardous Materials Transportation Uniform Safety Act of 1990 will be useful in identifying such facilities.
7. Laboratories responsible for analyzing hazardous materials samples may be damaged or destroyed.
8. Air transportation will be needed for damage reconnaissance and to transport personnel and equipment to the site of a release.
9. Emergency exemptions will be needed for disposal of contaminated material.
10. ESF #10 responders should expect to be self-sufficient in the early days of the response.
11. Incidents involving WMD will require additional coordination procedures and the need to follow specialized response actions. A WMD response might begin as a routine response action and then later be determined a Weapons for Mass Destruction (WMD) incident.
12. When a discharge or release involves radioactive material, the Federal response will be consistent with the Federal Radiological Emergency Response Plan (FRERP) or the National Contingency Plan as deemed appropriate by the lead agency. The FRERP response is coordinated by the Local Emergency Planning Agency (LEPA), which is the agency that owns, authorizes, regulates, or is otherwise responsible for the source, facility, or radiological activity causing the emergency, and for responding to that emergency.

**Concept of Operations**

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**A. General**

1. Eastside Fire & Rescue will serve as the lead agency for activation of ESF #10, with close coordination with the USCG in geographic locations under USCG jurisdiction. EPA will also be considered a primary support agency for the ESF #10 EOC representative in preparedness and for activation in response to disasters or emergencies affecting areas under EPA jurisdiction. The USCG will be the ESF #10 Regional Incident Chair for a disaster or emergency affecting only areas under USCG jurisdiction.
2. The operational response prescribed in the RP and any agency implementing procedures that contribute to response will be coordinated through this ESF. This ESF will promote an efficient, coordinated, and effective response to discharges or releases of hazardous materials that threaten human health, welfare, or the environment. In conjunction with the county and State, the ESF will coordinate the provision of support and the overall management to the various response sites to ensure actions are taken to mitigate, clean up, and dispose of hazardous materials and minimize the impact of the incidents. The ESF promotes close coordination with county, State, Federal, and local officials to establish priorities for response support.
3. This ESF requires documentation of all response activities to support after-action requirements and justify actions taken by primary and support agencies.
4. Upon activation of ESF #10, one or more Eastside Fire & Rescue representative will coordinate and direct oil and hazardous substance removal actions. Depending on the location of the incident(s), the representative may be provided by additional assistance from a variety of agencies. The representative of this ESF is responsible for coordinating the best use of response resources and to avoid gaps or overlaps in response actions.

**B. Organization**

**1. Response Support Structure**

- a. This ESF will be implemented under the direction of **the Fire Chief, Duty Officer or designee**. This ESF will also be implemented under the coordinated direction between the Chief, City officials and WSP officials consistent with local agreements and applicable RCW.
- b. Following an initial situation assessment, the ESF representative (in consultation with EOC personnel if appropriate) will determine which agencies will be required to continue to provide representatives to the ESF on a 24-hour basis (either by phone or in person) during the emergency response period. ESF #10 responses will operate from the EOC or other command location as deemed appropriate. ESF support agencies will have representatives available immediately by phone on a 24-hour basis.
- c. Where the USCG has jurisdiction, the USCG will operate from the USCG Headquarters Office of Response.
- d. Policies and procedures in the RP will be adhered to in carrying out an oil/hazardous substance response. In certain circumstances, some administrative procedures in the RP can be streamlined during the immediate response phase. The ESF representative will consult with the EOC manager for advice and assistance in carrying out activities under this ESF.
- e. In some cases ESF #10 may respond to releases or threatened releases of hazardous materials not typically responded to under the RP. Applicable policies and procedures in the RP will be adhered to in carrying out these hazardous materials responses.
- f. When the Terrorism Incident Annex is activated, the ESF representative will ensure that ESF #10 response activities are fully integrated and coordinated with the Federal Bureau of Investigation's Joint Operations Center.
- g. The ESF representative will support Federal responses provided by EPA for discharges and releases into or threatening areas under EPA jurisdiction, the USCG for discharges or releases into or threatening areas of USCG jurisdiction, DOD for hazardous substance

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releases from DOD facilities and vessels, or DOE for hazardous substance releases from DOE facilities.

- h. The county or State EOC directs oil and hazardous substance response efforts and coordinates all other Federal efforts at the scene of a discharge or release. Specific response efforts are noted in the RP and include actions taken as soon as possible to prevent, minimize, or mitigate a threat to public health or welfare, or the environment.
- i. The county/State EOC is supported by a Federal emergency response network that includes special forces and teams (e.g., National Strike Force, Environmental Response Team, Scientific Support Coordinators, District Response Groups, Radiological Emergency Response Teams, and Supervisor of Salvage and Diving (SUPSALV — Department of the Navy)), which can provide technical assistance, advice, services and additional support for cleanup and disposal of released material.
- j. The county/State EOC should consult as needed with the ESF representative in carrying out response activities and keep the ESF representative informed of response actions. To the extent possible, the ESF representative also will be the city/district representative to this level ESF.

**C. Notification**

- 1. Eastside Fire & Rescue will notify the City and an ESF representative of a potential or actual ESF #10 activation.
- 2. The ESF representative is responsible for notification of the National Response Center of a potential or actual ESF #10 activation. The NRC will notify the FEMA Headquarters and Regional Chairs of this ESF and other appropriate Federal and State personnel or their designees. Alternatively, the EPA Region and/or USCG District may be notified of an alert of a potential ESF #10 activation by their corresponding FEMA region.
- 3. In cases where other Federal assets are initially notified of an incident, they are responsible for contacting the National Response Center and FEMA Headquarters directly.
- 4. Upon notification, Eastside Fire & Rescue and the ESF representative will contact appropriate agencies, remain in 24-hour phone contact and be prepared to report conditions and situations at the affected locations as required.

**D. Response Actions**

- 1. **Initial Actions.** The **representative of this ESF** will convene appropriate agency representatives to develop a plan for providing the technical support required. This can be conducted via emergency conference call or by physically locating as appropriate. **ESF 10 Representative** will focus initially on the following actions:
  - a. Confirm that members of ESF staff have been notified.
  - b. Ensure that the EPA EOC or USCG EOC is notified if their respective jurisdiction that are or have the potential of being affected.
  - c. Establish communications with the affected regional response agencies.
  - d. Establish communications with designated backup regions and with other appropriate regional, county and State elements.
  - e. Coordinate with other ESFs, especially ESF #5 – Information Analysis.
  - f. Identify extent of hazardous materials incidents.
  - g. Identify initial resource requirements.
  - h. For terrorism incidents, provide support as required during the crisis management and consequence management phases while continuing to carry out RP response actions.
  - i. Coordinate and communicate with the county and State EOC ESF component when activated

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- j. Establish communications with EPA backup regions.
- k. Where the USCG has jurisdiction, establish communications with primary pre-designated USCG backup districts.
- l. Assess the situation, including the nature, amount, and locations of real or potential releases of hazardous materials; pathways to human and environmental exposure; probable direction and time of travel of the materials; potential impact on human health, welfare, safety, and the environment; types, availability, and location of response resources, technical support, and cleanup services; and priorities for protecting human health and welfare, and the environment.
- m. Upon identification of releases or potential releases of oil and hazardous sub-stances, the ESF representative will coordinate closely with the county/State EOC ESFs to develop and implement a response strategy.

**2. Continuing Actions**

Upon becoming fully operational and throughout the response period, the ESF representative will coordinate with agencies to meet ESF needs and carry out ESF actions. The **ESF**

**Representative** will:

- a. Receive damage information from reconnaissance teams, other ESFs, county, State, Federal and local agencies.
- b. In coordination with local agencies, identify support requirements and establish response priorities.
- c. Validate priorities and identify resources required.
- d. Work with county, State, Federal and local governments to maximize use of available regional assets and identify resources required from outside the region; and initiate actions to locate and move resources into the disaster area (transport of resources to be coordinated with ESF #1 — Transportation).
- e. Continue to coordinate on-scene response operations including stabilization of berms, dikes, or impoundments; capping of contaminated soil or sludge; use of chemicals and other materials to contain or retard the spread of the release or mitigate its effects (e.g., safety fences); drainage controls to ensure proper drainage; fences, warning signs, or other security or site control precautions; removal of highly contaminated soil from drainage or other areas; and removal of drums, barrels, tanks, or other bulk containers that contain hazardous materials.
- f. Because of the potential for response to numerous simultaneous events, the **ESF Representative** will, as time permits, coordinate all significant actions with the regional EOC ESFs. Significant actions are considered those that relate to competition for and commitment of resources not under their control, recommendations to State officials as to protective actions, or the impact on other response activities or priorities
- g. Maintain close coordination with the county/State EOC to share information and ensure effective response to requests for assistance. The regional ESFs will provide written situation reports on a regular basis as specified at the time of response (at a minimum, every shift change)
- h. For terrorism incidents, provide support as required during crisis management and consequence management while continuing to carry out ESF #10 response actions.

**Responsibilities**

**A. Primary Agency:** Eastside Fire and Rescue

- 1. Maintain close coordination between the EOC and the affected region or agency.

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2. Provide damage reports and assessments to support.
3. Facilitate resolution of any conflicting demands for hazardous materials response resources. Coordinate (through the EOC) the program of backup support from other regions to the affected area.
4. Provide technical, coordination, and administrative support and personnel, facilities and communications for this ESF.
5. Coordinate, integrate, and manage the overall effort to detect, identify, contain, clean up, or dispose of or minimize releases of oil or hazardous substances, or prevent, mitigate, or minimize the threat of potential releases.
6. Provide expertise on environmental effects of oil discharges or releases of hazardous substances, pollutants, or contaminants and environmental pollution control techniques.
7. Provide representatives for county/State EOC as necessary.

**B. Support Agencies**

During the planning or implementation of a response, the Federal agencies listed are prepared to provide the following assistance in their respective areas of expertise. The assistance provided by each agency that is consistent with its capability and legal authority.

1. U.S. Department of Agriculture
  - a. Ensure the purity and wholesomeness of meat and meat products, poultry and poultry products, and egg products.
  - b. Prevent the distribution of contaminated meat and meat products, poultry and poultry products, and egg products.
  - c. Measure, evaluate, and monitor the impact of the emergency incident on natural resources under the Department of Agriculture's jurisdiction.
  - d. Provide predictions of the effects of pollutants on soil and their movements over and through soil.
  - e. Assist in developing protective measures and damage assessments.
  - f. Assist in providing livestock feed.
  - g. Assist in the disposition of livestock and poultry affected by radiation.
  - h. Assist, in coordination with HHS, EPA, and USCG, in the production, processing, and distribution of food.
  - i. Provide information and assistance to farmers.
2. Department of Commerce, National Oceanic and Atmospheric Administration
  - a. Acquire and disseminate weather data, forecasts, and emergency information.
  - b. Provide expertise on natural resources and coastal habitat, the environmental effects of oil and hazardous substances, and appropriate cleanup and restoration alternatives
  - c. Coordinate scientific support for responses in coastal and marine areas, including assessments of the hazards that may be involved
  - d. Predict pollutant movement, dispersion, and characteristics (atmospheric or marine) over time
  - e. Provide information on meteorological, hydrological, ice, and oceanographic conditions for marine, coastal, and inland waters
  - f. Provide charts and maps for coastal and territorial waters
3. U.S. Department of Defense
  - a. Direct response actions for releases of hazardous substances from its vessels, facilities, and vehicles

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- b. Provide personnel and equipment to other Federal organizations and State and local governments (such as SUPSALV), as requested, if consistent with DOD operational requirements.
- 4. U.S. Department of Energy
  - a. Direct response actions for releases of hazardous substances from its vessels, facilities, and vehicles.
  - b. Provide advice in identifying the source and extent of radioactive releases relevant to the RP, and in the removal and disposal of radioactive contamination.
- U.S. Department of Health and Human Services
  - a. Provide assistance on all matters related to the assessment of health hazards at a response and protection of both response workers and the public health.
  - b. Determine whether illnesses, diseases, or complaints may be attributable to exposure to a hazardous substance.
  - c. Establish disease/exposure registries and conduct appropriate testing.
  - d. Develop, maintain, and provide information on the health effects of toxic substances.
- 6. U.S. Department of Justice
  - Provide expert advice on complicated legal questions arising from the Federal response.
- 7. Department of Labor, Occupational Safety and Health Administration:
  - a. Provide advice and consultation to EPA and other EHMC agencies, as well as to the EOC, regarding hazards to persons engaged in response activities. The Occupational Safety and Health Administration (OSHA) also may take any other action necessary to ensure that employees are properly protected. Any questions about occupational safety and health at these sites may be referred to the OSHA Regional Office.
- 8. U.S. Department of Transportation
  - a. Provide expertise on all modes of transporting oil and hazardous substances, including information on the requirements for packaging, handling, and transporting regulated hazardous materials.
- 9. U.S. Coast Guard
  - a. Assist ESF #10 in preparedness and response coordination activities for ESF #10. Such assistance may include responsibility as ESF representative during preparedness and during response
  - b. Provide the coordination for response to oil and hazardous substance events occurring within its jurisdiction.
  - c. Within its jurisdiction, coordinate, integrate, and manage the overall effort to detect, identify, contain, clean up, or dispose of or minimize releases of oil or hazardous substances; prevent, mitigate, or minimize the threat of potential releases.
  - d. To provide technical advice, assistance, and communications support for response actions within their jurisdictions.
  - e. Offer expertise in domestic and international port safety and security, maritime law enforcement, ship navigation, and the manning, operation, and safety of vessels and marine facilities.
  - f. Maintain continuously staffed facilities that can be used for command, control, and surveillance of oil discharges and hazardous substance releases occurring within its jurisdiction.

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10. Nuclear Regulatory Commission

- a. Coordinate the effort to mitigate the radiological consequences of an emergency involving a facility licensed by the Nuclear Regulatory Commission or an Agreement State in accordance with the FRERP. The Nuclear Regulatory Commission and EPA will coordinate their responses to an emergency involving both a radiological and chemical release in accordance with joint Nuclear Regulatory Commission/EPA implementing procedures.

11. Washington State Patrol

- a. Primary responsibility for the Hazmat response on all state highways.

12. Other Agencies

- a. Other local, county, State and Federal agencies may be called upon to provide advice and assistance as needed.

**References**

- Eastside Fire and Rescue Emergency Operations Plans
- Eastside HAZMAT Consortium Agreement (*current version*)
- King County Hazardous Material Response Plan (*current version*)
- **All RCW and WAC codes and requirements as applicable**
- Comprehensive Environmental Response, Compensation, and Liability Act, as amended,
- 42 U.S.C. 9601, *et seq.* (CERCLA — more popularly known as “Superfund”).
- Clean Water Act, as amended, 33 U.S.C. 1321.
- Oil Pollution Act of 1990, 33 U.S.C. 1321.
- Clean Air Act, as amended, 42 U.S.C. 7401.
- Transportation of Hazardous Material, 49 U.S.C. 5101.
- National Oil and Hazardous Substances Pollution Contingency Plan (NCP), 40 CFR 300.
- Executive Order 12580, Superfund Implementation.
- Executive Order 11735, Assignment of Functions under Section 311 of the Federal Water Pollution Control Act, as amended.
- U.S./Canada Joint Marine Pollution Contingency Plan, September 1983, revised 1986.
- Canada/U.S. Joint Inland Pollution Contingency Plan, July 1994.
- Superfund Amendments and Reauthorization Act of 1986, including the Emergency
- Planning and Community Right-to-Know Act (SARA Title III) of 1986.

**Terms and Definitions**

**Comprehensive Environmental Response, Compensation, and Liability Act, as amended (CERCLA).**

More popularly known as “Superfund,” CERCLA was passed to provide the needed general authority for Federal and State governments to respond directly to hazardous substances incidents.

**Environmental Response Team**

Established by EPA, the Environmental Response Team includes expertise in biology, chemistry, hydrology, geology, and engineering. The Environmental Response Team provides technical advice and assistance to the EOC ESFs for both planning and response to discharges and releases of oil and hazardous substances into or threatening the environment.

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**Hazardous Materials**

Under this ESF, hazardous materials are defined broadly to include oil, CERCLA hazardous substances, pollutants and contaminants as defined in CERCLA section 101(33), and certain chemical and biological WMD. Federal response to hazardous materials is carried out under the RP.

**Hazardous Substances**

Under this ESF, hazardous substances are defined by section 101(14) of CERCLA.

**National Oil and Hazardous Substances Pollution Contingency Plan (NCP)**

The NCP (40 CFR 300) administers the response powers and capabilities authorized by CERCLA and section 311 of the Clean Water Act. The NCP applies to all Federal agencies and provides for efficient, coordinated, and effective response to discharges of oil and releases of hazardous substances, pollutants, and contaminants.

**National Response Center (NRC)**

A national communications center for activities related to oil and hazardous substance response actions. The National Response Center, located at USCG Headquarters in Washington, DC, receives and relays notices of oil and hazardous substance releases to the appropriate Federal agency. The 24-hour number is 1 (800) 424-8802, or in Washington, DC, (202) 267-2675.

**National Response Team (NRT)**

The NRT, composed of the 16 Federal agencies with major environmental and public health responsibilities, is the primary vehicle for coordinating Federal agency activities under the NCP. The NRT carries out national planning and response coordination and is the head of a highly organized Federal oil and hazardous substance emergency response network. EPA serves as the NRT Chair (Director, Chemical Emergency Preparedness and Prevention Office), and the USCG serves as Vice-Chair.

**National Strike Force**

The National Strike Force consists of three Strike Teams established by the USCG on the Pacific, Atlantic, and Gulf coasts. The Strike Teams can provide advice and technical assistance for oil and hazardous substances removal, communications support, special equipment, and services.

**On-Scene Coordinator (OSC)**

The Federal official pre-designated to coordinate and direct hazardous substance removal actions. Depending upon the location of the incident, the OSC may be provided either by EPA, USCG, DOD, or DOE. OSCs from DOD and DOE will be used to coordinate and direct actions at their respective agency facilities.

**Radiological Emergency Response Teams**

EPA's Office of Indoor Air and Radiation provides Radiological Emergency Response Teams (RERTs) to support and respond to incidents or sites containing radiological hazards. These teams provide expertise in radiation monitoring, radionuclide analyses, radiation health physics, and risk assessment. RERTs can provide both mobile and fixed laboratory supports during a response.

**Regional Response Teams (RRTs)**

Regional counterparts to the NRT, the RRTs are made up of regional representatives of the Federal agencies on the NRT and representatives of each State within the region. The RRTs serve as planning and preparedness bodies before a response, and provide coordination and advice to the Federal OSC during response actions.

**Scientific Support Coordinator (SSC)**

Under the direction of the Federal OSC, a Scientific Support Coordinator leads a team of scientists that provides scientific support for response operational decisions and for coordinating on-scene scientific activity. Generally, a Scientific Support Coordinator is provided by NOAA in coastal zones and by EPA in the inland zone.



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**EMERGENCY SUPPORT FUNCTION (ESF)**  
**ESF 11 – FOOD AND WATER**

**Primary Agency:** Finance and Administration Department

**Support Agencies:** All Other City Departments  
American Red Cross  
Public Health – Seattle & King County

### ***Introduction***

#### **A. Purpose**

To control, coordinate, supervise and manage the procurement, distribution and conservation of food and water supply resources available during times of disaster.

### ***Policies***

- A. When required to implement emergency control of food resources, the City will prioritize the distribution of food to ensure all segments of the population are adequately addressed.

### ***Situation***

#### **A. Emergency/ Disaster Conditions and Hazards**

Contamination of food and/or water supplies could occur, requiring the rationing of safe products until a time when additional resources could be provided. Food and/or water supply resources could be depleted as a secondary hazard of other hazards affecting the City of Carnation. Following disaster events, infrastructure damage could restrict the amount of food and water available to City residents. During such times the City of Carnation would need to properly manage these and other resources that are in short supply.

#### **B. Planning Assumptions**

When the magnitude of the disaster is such that the City of Carnation cannot support emergency operations logistically from local resources, the **Director of Emergency Management** will coordinate requests for supplemental supplies, food and water through the King County Emergency Operations Center.

### ***Concept of Operations***

#### **A. General**

1. The **City Clerk** is the coordinator of food and water supplies for the City of Carnation. The Clerk/designee will work from the Emergency Operations Center where priorities for food and water resources will be established. Procurement of needed supplies will also be conducted by the Finance Department, through the EOC.
2. The **Public Works Department** is responsible for determining if the City water supply is potable. If not, the Public Works Department will work with the Public Information Officer to inform the public of acceptable uses or treatment of the City supply. Whenever possible, the City of Carnation will rely on local disaster assistance organizations to distribute food and water resources. This distribution will occur at shelter locations or specially designated distribution centers for people remaining in their homes.

#### **B. Organization**

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**ESF 11 – FOOD AND WATER**

1. The City's designated **Public Information Officer** will inform the public as to the status of food, water and other supplies that may be needed, the location where distribution will take place, the time or times when such distribution will take place.
2. The **Director of Emergency Management** will coordinate requests for supplemental supplies of food and water through the King County Emergency Operations Center. The Seattle- King County Department of Health is responsible for ensuring the safety of these supplies prior to distribution.
3. The Carnation EOC in conjunction with the King County Office of Emergency Management will coordinate county, state, and federal services needed in providing food and water to Carnation residents on a long-term basis.
4. The Seattle-King County Department of Public Health shall be called upon to assist the City in preparing and issuing information regarding the safe storage and consumption of food and water after a disaster

**Responsibilities**

- A. The **City Clerk** has responsibility to:
  1. Coordinate, supervise and manage the procurement, distribution and conservation of food and water supplies required to meet the basic needs of the staff and citizens in the City of Carnation.
  2. Appoint an **Emergency Food Coordinator** who is responsible for identifying and managing the distribution of food and water during emergencies.
  3. Coordinate with city departments and relief agencies regarding transportation and distribution for the provision and distribution of food to disaster victims or food service organizations.
  4. Assist in the procurement of supplies and equipment, as required by the type of disaster.
  5. Act as the central point of contact with private and public sector suppliers for procurement of emergency supplies.
  6. Establish procedures, as necessary, for the procurement of emergency supplies and equipment not covered in normal City policies and procedures.
- B. **Emergency Food Coordinator**
  1. Alert the local volunteer organizations about the disaster and damage
  2. Coordinate the donation or purchase of food and water through pre-identified sources.
  3. Develop plans and select sites for the distribution of food and water to City of Carnation residents and city staff.
- C. **King County Department of Health** has responsibility to:
  1. Provide for the safety of food and water supplies entering the area from outside suppliers.
  2. Establish procedures for the protection of food and water supplies within King County for use during disaster events.
- D. The **Public Works Department** has the responsibility to:
  1. Determine the safety of the City water supply following any event that could contaminate the supply.
  2. Work with the Public Information Officer to inform the public of possible hazards, if the water supply is not potable.
- F. **King County Sheriff's Office** has responsibility to:
  1. Ensure the safety of food, water, and other emergency supplies in transit.
  2. Implement crowd control measures at distribution sites.

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G. The **Director of Emergency Management** has responsibility to:

Provide for the procurement of food supplies that cannot be obtained through local sources and therefore must be requested through county or state government.

H. **All City Departments have responsibility to:**

1. Request all emergency procurement needs through the Finance Department, except as provided by policies and/or specific procedures issued.
2. Make all emergency procurement requests not available through the Finance Department to the Director of Emergency Management/City Manager (who will make requests of the County EOC).
3. Provide necessary support to the Finance Department for coordinating, documenting, and managing the procurement of emergency supplies.
4. Prepare and maintain lists of available critical supplies and equipment.
5. City employees may assist in the transportation of food and water to distribution sites as directed through the EOC.

***Tabs***

Tab 1: Locations of food and water storage facilities (to be published)

Tab 2: Locations of possible distribution sites (to be published)

Tab 3: Supplies and Equipment list (to be published)



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**ESF 12 – ENERGY**

**Primary Agency:** Public Works Department

**Support Agencies:** Solid Waste – Waste Management  
Electric Power – Puget Sound Energy (PSE)  
Natural Gas – Puget Sound Energy  
Telephone (fixed location and mobile/cellular)  
CenturyTel, Verizon, AT&T Wireless  
Television/Cable - Comcast

***Introduction***

**A. Purpose**

To provide for effective coordination and operation of utilities providing services within the City of Carnation, required to meet essential needs during major emergencies and disasters, and to provide for the orderly restoration of utilities affected by disaster.

**B. Scope**

The scope of this ESF includes:

1. Assessing energy systems and utilities damage, supply, demand, and requirements to restore such systems.
2. Helping the City of Carnation departments and support agencies obtain fuel for transportation, communications, emergency operations, and other critical facilities.
3. Helping energy suppliers and utilities obtain equipment, specialized labor, and transportation to repair or restore energy systems.
4. Participation in mitigation and preparedness activities.
5. Participation in needs and damage assessments and coordination of resources during the response phase immediately following a disaster or emergency
6. Restoration and temporary repair of critical utility systems during the recovery phase from an emergency or disaster.

***Policies***

- A. It is the policy of the government of the City of Carnation to provide the emergency management organization and resources to minimize the loss of life, protect public property and the environment in the City of Carnation. Additionally, the city will provide support to other jurisdictions to the maximum extent possible depending on the disaster conditions.
- B. As an incorporated jurisdiction, the City of Carnation will perform emergency management functions within the city's jurisdictional boundaries as mandated by RCW 38.52.070.
- C. WAC 194-22, Washington State Curtailment Plan for Electric Energy, establishes the process by which the State of Washington and Washington state utilities will initiate and implement state wide electric load curtailment when there is an insufficient supply of electrical energy.
- D. The majority of the City of Carnation receives its electricity and natural gas from Puget Sound Energy (PSE). Private companies that provide electricity service are regulated by the Washington Utilities and Transportation Commission.
- E. It is the policy of Puget Sound Energy service personnel to respond to gas leaks or other problems associated with distribution of gas within one (1) hour of notification.

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**ESF 12 – ENERGY**

**Situation**

**A. Emergency/Disaster Conditions and Hazards**

The City of Carnation is vulnerable to natural and technological disaster events. Historically, disasters tend to have cumulative impacts that disrupt utility, communications, medical, transportation, and food service systems at the same time. Because of those impacts, emergency response efforts can be seriously reduced. The movement of disaster supplies and service providers, emergency workers, and volunteers can be impeded. Professional emergency responders may be unable or delayed in reaching their assigned organizations due to injury, death, or family problems.

Emergencies or disasters may disrupt portions of the City's utilities system. The City utilities include electric power and natural gas provided by Puget Sound Energy, telecommunications provided by CenturyTel, sewer services and water supply provided by the City of Carnation.

**B. Planning Assumptions**

1. The local and regional utilities, communications, lifelines, medical and transportation systems and networks will sustain damage. Disaster response and recovery activities will be difficult to coordinate.
2. Most electrical power lines are above ground, making the susceptible to high winds and interference from trees and vegetation.
3. Public, private and volunteer organizations and the general public will have to utilize their own resources and be self-sufficient for a minimum of three days, possibly longer.
4. No single agency or organization will be able to satisfy all emergency resource requests during a major emergency or disaster.
5. A partnership approach will be needed between public, private, and volunteer agencies in order to provide sheltering for large-scale disaster events.
6. Shortages of emergency response personnel will exist creating a need for auxiliary fire, police, search and rescue, emergency medical, public works, and shelter manager personnel. Private sector support will be needed to augment disaster response and recovery efforts
7. Water pressure may be low, hampering fire fighting and impairing sewer system function.
8. Most homes in the City of Carnation use gas heat. Citizens and businesses are expected to leave the gas on unless gas is smelled inside a structure.

**Concept of Operations**

- A. Responding to energy disruptions or shortages and their effects is necessary for preservation of public health, safety, and the general welfare of our citizens.
- B. The occurrence of a major disaster could destroy or disrupt all or a portion of the City's energy and utility systems.
  1. The electrical power industry within Washington is organized into a network of public and private generation and distribution facilities, which form the Northwest Power Pool. Through such networks, the electrical power industry has developed a capability to provide power under even the most extreme circumstances.
  2. Water supply systems within the City are either publicly or privately owned and are organized at municipal or local private levels. Since these systems are not normally interconnected, emergency planning for water utilities is concerned with restoration efforts.
  3. Major natural gas companies through common pipelines originating in other states distribute natural gas within Washington.

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- C. To the maximum extent possible during a disaster, utility and energy systems will continue to provide services through their normal means.
- D. Energy and utility resources will be used to meet immediate local needs. If shortages exist, requests to meet needs will be submitted through normal emergency management channels. Actions may be taken to curtail use of energy, water or other utilities until normal levels of service can be restored or supplemented. These resources, when curtailed, will be used to meet immediate and essential emergency needs (e.g. hospitals, etc.).
- E. Priorities for restoration of services are determined by the responsible utility. Utilities must first repair major infrastructure such as transmission lines, sub-stations, and major feeder lines (often located along highways and major thoroughfares). Repairs to individual feeders would be prioritized following these repairs. Restoration of services is usually done in two phases. The first phase is a temporary restoration done as quickly as possible and is often disorderly. The second phase includes returning to these temporary fixes to solidify the repairs.
- F. Power companies maintain records of retirement communities and residences with medical equipment requiring electricity. Efforts are made to contact these high-risk consumers if an extended outage is expected.
- G. PSE organizes restoration processes through the 18 districts within their service area. Each district will be assigned crews, equipment and support to restore power within their area.
- H. The basic responsibility for coordination of the emergency energy and utility services for City government is assigned to the City of Carnation Department of Public Works. The Public Works Superintendent shall be the **Utilities and Energy Coordinator** for the City of Carnation.
- I. Puget Sound Energy's emergency operations center is located in the City of Redmond. This is where decisions will be made on the priorities for service restoration.

### **Responsibility**

#### **A. Primary Agency**

1. **Public Works Superintendent** has responsibility to act as the Utilities Energy Coordinator. The Department must be familiar with the facilities in the community that provide utility services delivery. The Department must also advise utilities of essential emergency services needed to protect life and property. The Department of Public Works will prepare SOP's that will enable the coordinator to provide status reports, specific requirements and useful recommendations to the City Manager and the Director of Emergency Management in times of emergency. The Department will provide the Public Information Officer with necessary information to keep the public and other utilities informed of service availability, restrictions, and requirements. The Department will also manage and coordinate resources provided by the utility systems. Management and coordination will be within State and Federal guidelines and policies.
2. The **Director of Emergency Management** shall submit all requests for resources and support that cannot be met locally to the King County EOC.
3. The **Public Works Director** shall ensure utilities are in compliance with State Statutes, Federal Law and Local Codes through inspections, review of designs, and construction management, to the extent possible during emergency situations

#### **B. Support Agencies**

1. Continue to operate in the tradition of self-help and inter-service mutual aid before calling for area, regional, or state assistance.
2. Comply with the prevailing priority systems relating to curtailment of customer demands or loads, restoration of services, and provision of emergency services for other utilities and systems.
3. In conjunction with the EOC operations, determine priorities among users if adequate utility supply is not available to meet all essential needs.

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4. Provide information necessary for compiling damage and operational capability reports.

***References***

- The National Response Framework, ESF #12 – Energy (*current version*)
- Washington State Comprehensive Emergency Management Plan (*current version*)

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**ESF 13 – PUBLIC SAFETY / LAW ENFORCEMENT**

**ESF Coordinator:** King County Sheriff's Office

**Primary Agency:** King County Sheriff's Office

**Support Agencies:** Eastside Fire & Rescue

***Introduction***

The City of Carnation Contracts with the King County Sheriff's Office (KCSO) for police services. KCSO is authorized to act as the City's police department.

**A. Purpose**

This document has been developed to coordinate public safety and security capabilities and resources to support the full range of incident management activities associated with a potential or actual natural or man-made disaster.

**B. Scope**

This ESF addresses the coordination and provision of law enforcement and public safety related activities during a disaster or emergency. Those activities may include but are not limited to the following:

1. Warning and evacuation
2. Damage assessment
3. Crime scene control
4. Search and rescue
5. Emergency Operations Center (EOC) representation and coordination
6. Emergency transportation
7. Emergency communications
8. Control of disaster site access
9. Looting control
10. Crowd control
11. Emergency traffic control

***Policies***

- A.** All activities within ESF #13 – Public Safety, Law Enforcement, and Security will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
- B.** As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Z1 EMC and KC ECC, whenever possible.
- C.** Local authorities have primary responsibility for public safety and security within the City, and are typically the first line of response and support in these activities.
- D.** The King County Sheriff's Office (KCSO) will coordinate activities within ESF #13. It is anticipated that the City will retain primary authority and responsibility for law enforcement activities, utilizing the ICS for all response and recovery activities.

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- E. Law enforcement units supplied by other levels of government will remain under the command of that agency but will operate under the direction and control of the KCSO while operating within the City.

**Concept of Operations**

**A. General**

1. The KCSO is the lead agency for the coordination of public safety, law enforcement, and security activities within the City.
2. The ICS will be used by KCSO for all field operations. The Incident Commander (IC) will report information and requests to the EOC Manager.
3. At least one incident command post will be established for the coordination of field operations. The unified command structure will be used when multiple departments/agencies are responding to an event.
4. In addition to maintaining 24-hour operational capabilities, the KCSO has two way radio communications on the 800 MHz system and cell phones. Each officer has a handheld radio and mobile radio. In addition, the KCSO has a portable satellite phone and has access to a fixed one installed in the KCSO EOC and an additional fixed one in the City's EOC located at the Carnation Fire Department Headquarters. (See ESF #2 Communications, Information Systems, and Warnings).
5. KCSO units, with the use of their sirens and public address systems, will be used to disseminate warning and emergency information.
7. The Sheriff or designee may designate a communications officer to operate backup communications equipment from the EOC when requested by the EOC manager or anytime it is necessary to supplement regular communications capabilities to provide for the coordination and/or allocation of city resources.
8. Department personnel shall operate according to specific directives, department standard operating procedures (SOPs) and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.
9. The alert system utilized to mobilize KCSO personnel shall be the call out system established with critical incident standard operating procedures. As communication systems may fail in a major event, KCSO staff should report to work as soon as possible following obvious major disasters regardless of whether they have been notified.
10. Mutual aid agreements exist with all Washington law enforcement agencies. Letters of mutual support exist with various law enforcement agencies. Supplemental law enforcement assistance should be requested through the EOC when activated.

**B. Organization**

1. The KCSO or successor will designate an EOC representative to coordinate field operations and resources from the EOC when it is activated.
2. The KCSO will follow all departmental policies and procedures relating to chain of command and on-scene management and will utilize the ICS.
3. A unified command structure will normally be established when law enforcement agencies from outside the City are assisting with operational activities within the City.
4. In the event military support is utilized within the City, the Sheriff or designee will coordinate activities with the military commander.
5. Communications between the EOC and the IC will be through established channels.

**C. Actions**

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See KSCO Standard Operating Procedures.

**Responsibilities**

**A. Primary Agency**

1. King County Sheriff's Office
  - a) Provide support to the Director of Emergency Management in the dissemination of emergency warning information to the public and in the operation of the EOC. (See ESF #2)
  - b) Provide command and control for field operations through established command posts as appropriate.
  - c) Provide law enforcement activities within the City that includes the enforcement of any special emergency orders issued.
  - d) Provide security and perimeter control at incident scenes and the EOC during activation when appropriate.
  - e) Provide emergency traffic control.
  - f) Assist and support Public Works Department in determining satisfactory evacuation routes. (See ESF #13, App 1 Evacuation)
  - g) Provide direction and control for evacuation efforts as appropriate. (See ESF #13, App. 1 - Evacuation)
  - h) Provide direction and control for urban search and rescue activities. (See ESF # 9 Urban Search and Rescue)
  - i) Work with the Fire Department in locating and setting up possible temporary morgue sites and provide site security. (See ESF #8 Medical, Health, and Mortuary Services)
  - j) Provide windshield survey and initial City-wide damage assessment in coordination with the Carnation Fire Department and the City's Customer response Team as appropriate.
  - k) Document costs and activities.
  - l) Develop emergency and evacuation plans for facilities under department management.
  - m) Provide for the identification and preservation of essential department records.
  - n) Develop and maintain resource lists for equipment, personnel and supply sources.
  - o) Develop and maintain departmental plans and standard operating procedures for emergency operations.
  - p) Coordinate with Eastside Fire & Rescue to develop and maintain a public warning system for the City (see ESF #2 Communications).

**B. Support Agencies**

1. Emergency Operations Center
  - a. Activate, when necessary, to provide for coordination of resources with all agencies involved.
  - b. Coordinate information between various departments within the City to ensure efficient and accurate communication.
  - c. Submit and coordinate requests for additional resources to the Zone 1 Emergency Management Coordinator (Z1 EMC), King County Emergency Coordination Center (KC ECC), or Washington State Emergency Operations Center (WSEOC).
2. Fire Department
  - a. Eastside Fire & Rescue (FD) will assist and support the KCSO as needed with activities within this ESF.
3. 911 Center(s)

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- a. NORCOM will provide for the continuation of day to day emergency communication, whenever possible. They have back-up contingencies in place if their 911 lines are not operational.
4. King County Sheriff's Office
5. Zone 1 Emergency Management Coordinator
  - a. Communicate and coordinate with jurisdictions within Zone 1 and KC ECC.
  - b. Submit and coordinate requests for assistance from Zone 1 jurisdictions with KC ECC to ensure proper distribution of resources.
6. King County Regional Emergency Coordination Center
  - a. Communicate with Zone 1, 3, and 5 ECCs and cities, WSEOC and all related agencies regarding law enforcement activities.
  - b. Coordinate requests for resources with the above entities and facilitate the equitable distribution of available resources.
7. Washington State Emergency Operations Center
  - a. Provide coordination of State resources to provide support, as appropriate, when all local, regional and county resources have been expended.
  - b. Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).
  - c. Request and coordinate Federal resources through the Federal Emergency Management Agency (FEMA).
8. Washington State Patrol
  - a. Assist the KCSO in law enforcement operations, when requested and as available.
  - b. Coordinate and maintain liaison with the appropriate state departments, as identified in the Washington State Comprehensive Emergency Management Plan.
  - c. Provide warning and communications support.

### **References**

- Mutual Aid Act (Washington Laws of 1985, Chapter 89, Section 7 [1])
- Washington State Comprehensive Emergency Management Plan
- King County Regional Disaster Plan For Public and Private Entities
- National Response Framework

### **Appendices**

1. Evacuation and Movement of People
2. King County Sheriff's Office Disaster Incident Checklist (to be published)
3. Warning/Evacuation Notification Instructions (to be published)

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**ESF 13 APPENDIX 1 – EVACUATION AND MOVEMENT OF PEOPLE**

**Coordinating Agencies:** City of Carnation  
KCSO  
ESF&R  
WSDOT  
Washington State Patrol  
Riverview School District

**Cooperating Agencies:** WEOC  
KCOEM

### ***Introduction***

#### **A. Purpose**

The Mass Evacuation Incident Annex to the *National Response Framework (NRF)* provides an overview of mass evacuation functions, agency roles and responsibilities, and overall guidelines for the integration of Federal, State, tribal, and local support in the evacuation of large numbers of people in incidents requiring a coordinated intra-governmental response.

#### **B. Scope**

This annex:

1. Identifies the agencies and organizations involved in a mass evacuation.
2. Defines the roles and responsibilities of coordinating and cooperating entities in planning, preparing for, and conducting mass evacuations in support of local Carnation authorities.
3. Identifies guidelines to improve coordination among Federal, State, tribal, and local authorities when evacuation support is required.

### ***Authorities***

- Homeland Security Act of 2002
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- Homeland Security Presidential Directive 5, Management of Domestic Incidents
- Post-Katrina Emergency Management Reform Act of 2006
- Pets Evacuation and Transportation Standards Act of 2006
- Americans With Disabilities Act (ADA) of 1990
- Sections 504 and 508 of the Rehabilitation Act of 1973, as amended
- Title VI of the Civil Rights Act of 1964
- Age Discrimination Act of 1975
- Executive Order 13166, Improving Access to Services for Persons With Limited English Proficiency
- Executive Order 13347, Individuals With Disabilities in Emergency Preparedness
- City of Carnation Code
- SCEMP
- KCEOCC
- Riverview School District

### ***Policies***

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The Post-Katrina Emergency Management Reform Act of 2006 authorizes the use of Urban Area Security Initiative (UASI) or Homeland Security Grant Program funds for States to develop catastrophic mass evacuation plans. The Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA) will primarily augment State, tribal, and local government plans and operations and secondarily be capable of implementing a federally supported evacuation and/or a federalized evacuation when requested or required.

Under the Americans With Disabilities Act, transportation providers must permit passengers with disabilities to be accompanied by their service animals.

### ***Situation***

#### **A. Planning Assumptions**

Evacuation measures will be taken:

1. When an emergency of such proportion has occurred that people and property must be evacuated to avoid loss of life and heavy property damage.
2. Local authorities, in conjunction with State and County authorities, will decide on the destinations for evacuees, and will regulate the flow of transportation assets accordingly.
3. The incident may cause significant disruption to the area's critical transportation infrastructure, hampering evacuation operations.

Carnation recognizes there is substantial need to coordinate with all support agencies on population movement. The City will coordinate their actions with State, local, and tribal governments.

The City, in consultation with State and County officials, will decide on the destinations for evacuees and will regulate the flow of transportation assets accordingly.

Planning for evacuation will incorporate household pet issues into evacuations. Emergency planners are aware that individuals may choose to not evacuate if directed to leave their animal(s) behind.

Residents of the evacuated area will need to return to the area post-event if possible. Plans and methods are necessary to facilitate return of evacuated residents.

**Members of the special needs population may require additional support or assistance in certain functional areas.**

#### **B. Key Considerations**

- **Lead Time Required To Conduct Mass Evacuations:** It may be necessary to activate plans as much as 72 hours prior to the time an evacuation is likely to be ordered. Resources may need to be mobilized as much as 48 hours prior to the start of evacuations to have sufficient capacity in place once the evacuation order is given.
- **Limits in Weather Forecasting:** The variables in forecasting track, intensity and forward speed of weather systems (the most likely and frequent reason for evacuations) make it extremely difficult for decision makers to commit costly resources as much as 5 days before the onset of storm-force winds and/or flood conditions and floods.
- **Interdependencies Between Shelters and Transportation:** The transportation solution to a mass evacuation is based on the numbers of people needing evacuation, availability of privately owned transportation, numbers of evacuees with special mobility and medical needs, the time available to conduct operations, and the distance to (and availability of) shelters. It is critical to identify and predesignate general and special needs population shelters as close to the embarkation points as safely possible. The designation and distance to household pet shelters or shelters that will accommodate pets are equally important to the success of an evacuation.

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- **Special Needs of Children:** It is critically important to recognize the special needs of children during mass evacuations. In a no-notice evacuation, children could be gathered in large numbers away from their parents, whether at schools, childcare facilities, summer camps, hospitals, or other locations. Reunification of children separated from their parents will be an issue during evacuation and consideration must be given to accomplishing this.
- **Special Needs Populations:** Accommodations must be made for the special needs of the citizens of the affected area. These needs may include practical and/or functional assistance in communication, mobility, maintaining independence, and medical care.
- **Animals:** The requirements for transporting and arranging for shelter and care of animals when they need to be relocated from their homes are of significant importance. There are special evacuation requirements for each category of animals within the *NRF*:
  - **Service Animals:** The ADA defines service animals as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability including, but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. Under the ADA regulations, service animals have access to the same facilities as the humans they serve.
  - **Household Pets:** Planning for and accommodating household pets as a component of mass evacuations is critical. History demonstrates that many residents will refuse to evacuate or resist rescue if they are forced to leave their household pets behind. Therefore, without advance planning, the tracking, embarkation, transportation, care, feeding, and sheltering of household pets can significantly impact the ability to safely evacuate the general population.

Local entities must plan for the co-location of pet shelters near general populations when possible during evacuations to receiving sites. The plan will include coordination of animal owner identification, tracking, reunification, and social support in addition to coordination of pet issues, including pet evacuation, care, and sheltering, with appropriate government and nongovernment support agencies.

The plan must consider methods of providing emergency veterinary care for sheltered and rescued animals, epidemiological monitoring and reporting of emergency-related animal health issues, and management of human bite/injury cases.

- **Environmental Contamination:** Evacuation efforts may be impacted when they are taken in response to a large-scale hazardous materials (HAZMAT) incident. Evacuation decision makers should consult with available HAZMAT officials as appropriate regarding the location of embarkation sites and evacuation routes.
- **Victim Decontamination:** Local officials retain primary responsibility for victim screening and decontamination operations when necessary in response to a HAZMAT incident. Appropriate personnel and equipment must be available for the decontamination process.
- **Events With and Without Warning:** The Concept of Operations applies to events for which there are warnings (e.g. Tolt Dam failure, flooding, windstorm) as well as events for which there are no warnings (e.g., industrial accident, terrorist attack).
- **Critical Infrastructure:** A mass evacuation could present a range of implications for many of the critical infrastructure and key resources (CIKR) sectors within the impacted area. The evacuation could directly affect CIKR operations, supply lines, and/or distribution systems.

### **Situation**

The conduct of evacuation operations is generally a local responsibility. However, there are circumstances that exceed the capabilities of these jurisdictions to support mass evacuations. When practical and possible, precautionary mass evacuation support is provided before an event to move citizens away from

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a potential incident when warning is available and after an event when conditions are such that it is unsafe for citizens to remain in the area.

### ***Concept of Operations***

#### **A. General**

Evacuation may be supported from the State emergency operations center, Regional Response Coordination Center (RRCC), or a Joint Field Office (JFO). Large-scale evacuations resulting from a catastrophic event will require national-level coordination.

Regardless of the scale of the incident, coordination among numerous command entities will be required to carry out the major functions of evacuation operations.

#### **B. Functions**

1. Mass evacuation support will require the cooperation of many different ESFs. For example:
  - a. ESF #1 – Transportation provides transportation technical assistance and analysis for evacuation operations and evacuation route conditions.
  - b. ESF #3 – Public Works and Engineering ensures debris removal and clearance of evacuation routes.
  - c. ESF #5 – Emergency Management provides situational awareness of and coordination of mass evacuation efforts.
  - d. ESF #6 provides information and coordination in the nonmedical mass care aspects required for mass evacuations, including housing and human services.
  - e. ESF #7 – Logistics Management and Resource Support provides goods and services to support evacuation efforts and transportation services.
  - f. ESF #8 provides supplemental assistance in identifying the public health and medical needs of victims, to include patient evacuation and child reunification with appropriate adult.
  - g. ESF #13 – Public Safety and Security provides support of local public safety and security measures (e.g., crowd control, traffic direction, and control of contra flow lanes used in evacuations).
  - h. ESF #15 ensures that sufficient assets are deployed to the field to provide accurate, coordinated, and timely information to affected audiences. Mass evacuation efforts must also be coordinated with other ESFs.
2. **Transportation.** The transportation function is responsible for ensuring the evacuation of all affected populations by providing resources to transport those individuals and households that do not have the means to self-evacuate, and ensuring sufficient transportation assets, including accessible transportation assets, are available.
3. **Fuels.** The fuels function is responsible for ensuring that adequate fuel supplies (primarily gasoline and diesel fuels) are available in an evacuation. Considerations include availability of fuel for individuals who are self-evacuating, availability of fuels for government-supplied transportation vehicles, and provision of fuel to emergency response vehicles along evacuation routes.
4. **Mass Care, Emergency Assistance, Housing, and Human Services.** The ESF #6 mission is to provide sheltering/housing, feeding, bulk distribution of essential items, and family reunification support and resources to individuals and households that do not have the personal resources, or access to personal resources, to meet these needs. In an evacuation, this function must be carefully coordinated with agencies providing evacuation services.
5. **Public Health and Medical Support.** The medical care and special needs requirements of evacuees must be identified and appropriate support provided. This support includes oversight of

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specialized transportation for evacuees with medical and functional needs; care for evacuees whose needs cannot be accommodated in general population shelters; and monitoring support for individuals at pickup points.

6. **Public Safety and Security.** State and local law enforcement agencies have primary responsibility for providing for public safety and security during an incident that requires a mass evacuation. During a mass evacuation, State, tribal, and local law enforcement agencies will be conducting operations in accordance with their respective plans and protocols. However, State, tribal, and local public safety and security agencies and private-sector entities could rapidly become overwhelmed and require logistics or operational support from within their States.

Chemical, biological, radiological, or nuclear contamination may impact potential evacuation routes. The Interagency Modeling and Atmospheric Assessment Center provides the official Federal prediction for airborne hazardous materials releases. ESF #10 provides all-hazards support for assessing the extent of environmental contamination, including on-the-ground sampling and monitoring. The Federal Radiological Monitoring and Assessment Center provides a coordinated Federal sampling and monitoring environmental contamination assessment for radiological incidents. The Federal Interagency Advisory Team for Environment, Food, and Health develops coordinated advice and recommendations for radiological incidents for the incident command and other decision makers, including advice on evacuation and sheltering-in-place.

**C. Reentry**

- Works in coordination with State, tribal, and local governments in planning for return of evacuees to the affected area.
- In conjunction with State, tribal, and local governments, coordinates the transportation of evacuees back to the affected area, and provides vehicles, including accessible vehicles.
- Determines housing options, to include return to affected areas, for evacuees temporarily displaced to locations away from their home of record.

**Responsibilities**

**A. State, Tribal, and Local Responsibilities**

State, tribal, and local governments have primary responsibility and authority for evacuation planning and for the transportation, sheltering, public safety, and security of persons and non-Federal property within their respective jurisdictions. The unique challenges that might confront State, tribal, and local governments during a mass evacuation could require them to request additional assistance, of either a logistical or operational nature, from within their State, from other States pursuant to mutual aid and assistance compacts, or from the Federal Government.

State and local transportation agencies play a significant role in evacuation planning and operations. The Washington State Department of Transportation, in coordination with the Washington State Patrol may institute measures to limit or control the flow of traffic on Federal and State highways to expedite the evacuation from the affected area. Operators of buses from transit agencies and school districts may be used to transport evacuees who are without access to personal vehicles.

Municipalities and counties are given responsibilities to protect the health and safety of their citizens including the authority to order an evacuation of their jurisdiction and to provide first responders.



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**ESF 14 – LONG TERM RECOVERY AND MITIGATION**

**ESF Coordinator:** Emergency Management Coordinator

**Primary Agency:** City Manager's Office

**Support Agencies:** All City of Carnation Departments  
King County Emergency Coordination Center  
Washington State Emergency Operations Center

### ***Introduction***

#### **A. Purpose**

The purpose of this ESF is to provide guidance for the implementation of federal, state, county, local, and private resources to enable the long term recovery of the community and to reduce or eliminate risk from future incidents, whenever possible.

#### **B. Scope**

This ESF applies to organizations and agencies that may be involved in the long term recovery of the City of Carnation (City) and the mitigation of future disasters.

#### **C. Policies**

1. All activities within ESF 14 – Long Term Community Recovery and Mitigation will be conducted in accordance with the National Disaster Recovery Framework (NDRF).
2. As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Zone 1 Emergency Coordination Center (CARNATION) and the King County Emergency Coordination Center (KC ECC), whenever possible.
3. Long term community recovery and mitigation efforts are forward looking and market based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, whenever possible.
4. The City will utilize the post-incident environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts.
5. ESF 14 facilitates the application of loss reduction building science expertise to the rebuilding of critical infrastructure.
6. The long term recovery efforts for the City will be coordinated through the Emergency Operations Center (EOC) until the EOC is closed. Once the EOC has been closed, the efforts will be coordinated from the City Manager's Office until all recovery and mitigation activities have been concluded.
7. The Emergency Management Coordinator in conjunction with the Finance Director and other department Director as applicable, will apply for and coordinate the receipt of state and federal recovery funds.

### ***Concept of Operations***

#### **A. General**

1. The Incident Command System (ICS) will be used by all organizations operating within this ESF.
2. The City Manager's Office will advise the City Council on the long term recovery implications of response activities and will coordinate the transition from response to long term recovery.

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3. The City will conduct assessments of the social and economic consequences of the disaster within the City to better understand the requirements needed to develop an effective long term recovery plan.
4. The City will determine/identify responsibilities for long term recovery activities within the City and will coordinate with all agencies involved to ensure follow through of recovery and mitigation efforts.

**B. Organization**

1. The City Manager's Office will serve as the lead agency for the coordination of long term recovery and mitigation activities within the City.
2. The Emergency Management Coordinator will coordinate the long term recovery and mitigation activities with all of the applicable city departments.
3. All City departments will participate in post-incident coordination activities to ensure an effective long term recovery process.

**C. Actions.** See the City Manager's Office Standard Operating Procedures.

**Responsibilities**

**A. Primary Agency:**

**1. City Manager's Office**

- a. Coordinate the development of ESF 14 operational procedures.
- b. Lead long term recovery efforts within the City.
- c. Coordinate the post-incident assistance efforts within the City.
- d. Coordinate with the EOC for the transition from response activities to long term recovery activities.
- e. Coordinate with federal, state, county, local and private organizations involved in the long term recovery activities.

**B. Support Agencies**

**1. All City Departments**

- a. Document all costs associated with long term recovery and mitigation.
- b. Coordinate activities with the EOC and the City Manager's Office to ensure effective recovery and mitigation activities.
- c. Assist with the development of a city-wide long term recovery plan and operational procedures.
- d. Train departmental personnel in the implementation of the recovery plan and operational procedures.

**2. King County Emergency Coordination Center**

- a. Coordinate county, state and federal long term recovery assistance with communities within King County to ensure equitable distribution of resources.

**3. Washington State Emergency Operations Center**

- a. Support local long term recovery and mitigation activities. This support will be contingent upon the resources available.

**References**

- National Disaster Recovery Framework
- Washington Comprehensive Emergency Management Plan
- King County Regional Disaster Plan For Public and Private Entities

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**Primary Agency:** City of Carnation, City Manager’s Office

**Support Agencies:** All City of Carnation Departments  
American Red Cross  
King County Departments and Divisions  
Riverview School District  
Washington State Departments and Divisions  
Carnation/KCFD10 (Eastside Fire & Rescue)  
King County Joint Information System  
Evergreen Hospital District

***Introduction***

**A. Purpose**

The purpose of this ESF is to provide for, and maintain a program that prepares, and distributes emergency information and instructions to the public before, during, and after emergencies, using all available communications media. Further, it is to establish uniform policies for the effective development, coordination and dissemination of information to the public, media, key City officials and City employees in case of a natural or technological emergency or disaster. This Appendix has been prepared to be consistent with the Washington State Comprehensive Emergency Management Plan and the National Response Framework format for emergencies and disasters.

The objectives of emergency public information are:

- To warn the public of disaster dangers, their effects and proper countermeasures.
- To coordinate the City’s release of public information to the media.
- To instruct the public on survival and recovery measures.
- To increase the public’s capability to survive and recover.
- To control rumors and reassure the public.
- To train personnel in proper emergency public information responsibilities.
- To instruct the public on disaster assistance and recovery services and procedures.

**B. Scope**

The City of Carnation emergency public information actions before, during and following any emergency will be determined by the severity of the emergency as determined by the Emergency Operations Center (EOC). A significant emergency public information response may involve city departments, King County, the State of Washington, the Federal government and other emergency services organizations. This Appendix describes those agencies and their responsibilities and relationships.

***Policies***

**A. Authorities.** See Basic Plan.

**B. Public Information Policies for the City of Carnation.** During disasters the flow of public information and facts concerning the event and government’s response to save lives and property must be consolidated. The descriptions provided to the public must reflect the best information available. The City of Carnation’s EOC will be staffed by one Public Information Officer (PIO) to

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coordinate a single access point for information. All information and press releases provided by the PIO must be approved by the Director of Emergency Management.

***Situation***

**A. Emergency/Disaster Conditions and Hazards**

The City of Carnation will periodically experience emergency situations that require the dissemination of critical information to the public news media. Potential emergency situations include both natural and technological events. Public information is critical to alerting citizens to an impending emergency, directing and informing them during the emergency, and assisting them during recovery.

**B. Planning Assumptions**

1. The Emergency Alert Systems (EAS) [Refer to ESF-2 Communications & Warning] is the best means to give an initial warning to the public. It will be used in time sensitive situations when the public must be warned immediately of an impending emergency or disaster.
2. The EAS provides specific procedures for the broadcast media to disseminate emergency information and warning to the general public. Public opinions and actions will be influenced by the general news and by official statements. As a crisis intensifies, public interest in emergency information, specifically on personal protective measures, will arise.
3. Once the initial warning is accomplished, the Public Information Officer(s) (PIOs) have the task of keeping the public informed of what to do to prevent injury or property damage, and what actions the City is taking.
4. Normal means of communication in the affected areas may be either destroyed, or largely incapacitated; therefore, only limited or incomplete information is anticipated from the disaster area until communications are restored. Non-traditional means of communicating with the public must be established and utilized.
5. Depending on the nature and magnitude of the emergency, different levels of emergency public information response will be required. Public information may in fact be the primary function occurring during an emergency. This may happen when, because of media coverage, the public perceives there to be a bigger story than there actually is.
6. Rumors or misinformation can cause unnecessary distress among citizens, provide counterproductive public actions and impede response and recovery efforts. PIOs must focus on stopping rumors and providing accurate and timely information.
7. Demands for information from media outside the affected area will be significantly increased.
8. In a disaster, the State and King County emergency management divisions may establish a Joint Information Center (JIC) to coordinate federal, state and local information.

***Concept of Operations***

**A. General Organization**

During normal, non-emergency periods and possibly during small events, information relating to emergency preparedness will be disseminated by the Director and/or Assistant Director of Emergency Management to the general public, City officials and staff.

During larger emergency periods, the Mayor will act as or designate the Public Information Officer (PIO) to coordinate and centralize the dissemination of information. The PIO may or may not be a city employee.

When the situation warrants, the PIO may appoint an Assistant PIO.

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The PIO will work out of the EOC and may participate in a Joint Information Center (JIC) with county and state officials. The purpose of a Joint Information Center (JIC) is not to control the activities of other jurisdictions, but to provide a forum of the sharing of information between jurisdictions and a central point for the media to get information.

**B. Procedures**

1. The Incident Commander will gather accurate details of the incident and conduct regular briefings with key EOC personnel, including the PIO.
2. The media will be contacted and informed on how information will be disseminated during emergencies.
3. Attempts will be made to coordinate the release of emergency public information with King County and the State of Washington, along with other cities and counties to ensure that no conflicting information or instructions are released.
4. Radio station KIRO, 710 AM, Seattle, is the primary EAS station for Seattle and King County. This and other stations, will broadcast emergency information as detailed in the Central Puget Sound Area Emergency Alert System Local Area Plan.
5. The decision to activate the EAS for weather related incidents is generally the responsibility of the National Weather Service. EAS activation for other emergencies will be responsibility of the King County Office of Emergency Management or the King County Sheriff's Office Communications Center (as an alternate).
6. Radio and television broadcast stations will be used to maintain contact with the public and to provide last-minute directions on disaster area operations.
7. In order to ensure credibility and response, a wide variety of information will be distributed through all of the media form available: radio, television, newspaper and direct distribution of printed materials. Additional sources of emergency information provided by the City of Carnation are cable Channel 61 and the city's web page.
8. The PIO will provide emergency information to the media via press releases, news conferences and media telephone inquiries.
9. Additional means of providing information to the public may include public meetings, public postings, pre-recorded messages on the City's phone system, releases to shelters and special need facilities and other methods as appropriate (i.e. runners/messengers).
10. The emergency information program will continue as needed through the recovery period, providing information and instructions about city, county, state and federal emergency operations, future plans for restoration of disaster-affected areas, and instructions on how to apply for federal disaster assistance programs.

**Responsibilities**

**A. The City Manager has responsibility to:**

1. Act as or appoint a Public Information Officer to coordinate the dissemination of information. The following individuals may be designated to serve as Public Information Officer and should report to the EOC upon learning of a disaster or emergency affecting Carnation:
  - Mayor
  - Director or Assistant Director of Emergency Management
  - Police Chief
  - Fire Chief, Carnation/King County Fire District 10 (KCFD10)
  - Public Information Officer/Public Educator, Carnation/King County Fire District 10

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- Communications Director, Riverview School District
- 2. Disseminate emergency information during non-emergency periods.
- 3. Develop procedures to meet the requirements listed in the City’s Comprehensive Emergency Management Plan (CEMP) and this Appendix.
- 4. Support the PIO in coordinating Emergency Alert System releases. Such requests are forwarded to King County Office of Emergency Management.
- 5. Initiate contact with the King County Office of Emergency Management to request inclusion of Carnation-related information to the EAS.
- 6. Advise city officials and staff on the emergency public information program and operations.
- 7. Maintain News Media Contact lists. (TAB 3 – MEDIA CONTACT LIST)

**B. The Public Information Officer has responsibility to:**

1. Coordinate with King County Office of Emergency Management and other local jurisdictions when information is to be released on the EAS.
2. Collect and coordinate emergency public information for timely release to the public.
3. Notify appropriate agencies to assist in the dissemination of emergency public information.
4. Give regular information briefings to city officials, news media and the public.
5. Maintain and provide information records for post-event actions and debriefings.
6. Utilize PIO Checklist (TAB 1 – PUBLIC INFORMATION OFFICER CHECKLIST)
7. Appoint an Assistant PIO as necessary.
8. Use standard format for Press Releases. (TAB 2 – PRESS RELEASE WORKSHEET & CHECKLIST)

**C. Any or all of the following methods may be utilized to relay emergency information to the public:**

- Print, radio, and television media.
- Printed education/information materials.
- Amateur radio systems.
- Public address systems.
- KIRO AM 710.
- Carnation’s web site ([www.carnationwa.gov](http://www.carnationwa.gov)).
- Carnation’s social media streams (Facebook & Twitter)
- Emergency Alert System.

It is anticipated that in some circumstances emergency public information may need to be released from field command posts. In this event, the individual in charge at the location shall notify the EOC in a timely manner and provide detailed information regarding information released.

***Tabs***

- Tab 1: PIO Checklist
- Tab 2: Press Release Worksheet & Checklist
- Tab 3: Media Contact List
- Tab 4: News Conference Checklist (to be published)
- Tab 5: Interview Checklist (to be published)

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**TAB 1 – PIO Checklist**

In a disaster or major event, when communications may have been disrupted, pre-designated PIOs should report to the EOC, if activated, or City Hall as soon as possible.

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**PRIOR TO YOUR ARRIVAL**

1. When possible, determine as much information regarding the event as possible.
  2. Determine if the EOC is activated, who is the event or EOC director, and where they want you located.
  3. Advise directors how long it will take for you to reach your assigned location.
- 

**AFTER YOUR ARRIVAL AT YOUR ASSIGNED AREA**

1. Meet with the EOC Manager or the Director of Emergency Management or their designee, to **get an update** as to the situation and any specific concerns.
  2. Establish your **work area** and an area for the media to be briefed. The media area should be a distance away from the EOC and primary operations so there is no interruption in work of the EOC.
  3. Set up the needed communications **network** to have access to the information you need.
  4. Ensure field personnel know you are in place and will be doing releases.
  5. Establish **briefing times** for update and release parameters. Try to establish a set schedule for press conferences (such as every hour, every 2 hours). This will reduce interruptions and allow all to be aware when releases will be available. (Refer to **Tab 4, News Conference Checklist** for guidelines in conducting a press conference.)
  6. Try to establish a set schedule for press conferences (such as every hour, every 2 hours). This will reduce interruptions and allow all to be aware when releases will be available. (Refer to **Tab 4, News Conference Checklist** for guidelines in conducting a press conference.)
  7. If possible, develop or obtain handouts with basic information concerning the emergency. This will assure that all in the media get the same information and reduce the number of questions you will be asked.
  9. Take a proactive stance. Develop plans for possible situations that may occur.
    - a) street closures
    - b) evacuations
    - c) shelter locations and instructions
    - d) information sheets on purifying water
    - e) guidelines for items to bring if evacuated
    - f) other
  10. Appoint assistants as necessary.
  11. Be sure you know where key city staff and council members are located. You may need them to make statements to the public/media. Keep them briefed on the situation.
- 

**DURING THE EMERGENCY**

1. Establish an Event Journal to log the emergency events and activities of the PIO function. This PIO event journal will be of value to track activities during the event and to evaluate activities after the emergency is over.
2. Establish a Press Release binder or folder. Keep copies of all press releases in chronological order. (Refer to **Tab 2, Press Release Worksheet & Checklist**)

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3. Have regular briefings with the EOC Manager to assure that you have timely information and the facts.
  4. Make extra copies of all press releases. This will allow you to update late arriving media without needing to recreate a release or to spend time giving the data verbally.
  5. To prepare for interviews, refer to **Tab 5, Interview Checklist**
- 

**DEMOBILIZATION**

1. Assure all "loose ends" are taken care of and that there is someone available to handle all late-coming inquiries.
2. Make sure that the PIO event journal is up to date and covers all activities of your office.
3. Assure any information the public needs to access is released to the media and to those who will be contacts after the EOC is deactivated.

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**TAB 2 – Public Information Officer (PIO) Press Release Worksheet and Checklist**

*Public Information Officer Press Release Worksheet*

|  |              |
|--|--------------|
| <b>DATE:</b>   | <b>TIME:</b> |
| <b>GENERAL SITUATION:</b>  |              |
| <b>WHO:</b>  |              |
| <b>WHAT:</b>   |              |
| <b>WHEN:</b>   |              |
| <b>WHERE:</b>  |              |
| <b>WHY:</b>  |              |
| <b>HOW:</b>  |              |
| <b>RELEASING INDIVIDUAL:</b>   |              |
| <b>RELEASE TYPE:</b> <i>(i.e., general, emergency workers, etc.)</i> |              |

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**PRESS RELEASE CHECKLIST**

|  |   |
|--|---|
|  | Cover the Who, What , When, Where, Why and How portions of information as soon as you can in the release.                             |
|  | Double-space with two-inch margins. Print only on one side of the paper.  |
|  | Releases should be numbered for tracking purposes.  |
|  | Releases should be dated. Also include the time of release.   |
|  | Make sure releases include a contact person -- “For more information....”   |
|  | Insert “For Immediate Release” unless the release is of a preparedness or awareness nature and needs to be dated.                     |
|  | Multi-paged releases need to have numbered pages.   |
|  | Insert “more” at the bottom of continued pages.   |
|  | Insert “end” after the last paragraph.  |
|  | Get the release out as soon as possible -- make sure your system for signing off on releases is smooth and quick.                     |
|  | Follow-up releases should contain new information!  |
|  | Keep a file on all released information so you can refer back to them when needed.  |
|  | Make sure everyone who needs to know about the release is informed ahead of time -- don’t catch your boss off guard!                  |
|  | Remember media deadlines -- write them down.  |
|  | Use of fax machines can help you meet deadlines.  |
|  | Remember that releases may generate requests for phone interviews, video, and audio tape sessions, and news conferences. Be prepared! |
|  | Clearly identify all quotes by name and title in the release. Keep the quotes short and avoid any technical jargon.                   |
|  | Develop a comprehensive mailing list for the releases.  |
|  | Have all background information related to the release prepared so you are ready when questions arise!                                |

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**TAB 3 – Media Contact List**

| <b>Name</b>  | <b>E-mail</b>  | <b>Phone number</b>                            |
|--|--|--|
| <b><u>REGIONAL</u></b>                                 |  |  |
| Pacific Northwest Magazine<br>(Seattle Times Magazine) | <a href="mailto:pacificnw@seattletimes.com">pacificnw@seattletimes.com</a>                 | 206-464-2209                                   |
| Seattle PI   | <a href="mailto:citydesk@seattlepi.com">citydesk@seattlepi.com</a>                         | 206-448-8030                                   |
| Seattle Times  | <a href="mailto:newstips@seattletimes.com">newstips@seattletimes.com</a>                   |  |
| The News Tribune                                       | <a href="mailto:newstips@thenewstribune.com">newstips@thenewstribune.com</a>               | 253-597-8585                                   |
| The Stranger   | <a href="mailto:editor@thestranger.com">editor@thestranger.com</a>                         | 206-323-7101                                   |
| The Today File (Seattle Times<br>breaking news blog)   | <a href="mailto:nprovenza@seattletimes.com">nprovenza@seattletimes.com</a>                 |  |
| <b><u>ZONE 1</u></b>                                   |  |  |
| <b>Internet &amp; Print Media</b>                      |  |  |
| Bellevue Reporter                                      | <a href="mailto:editor@bellevuereporter.com">editor@bellevuereporter.com</a>               | 425-453-4233                                   |
| Bothell Reporter                                       | <a href="mailto:anystrom@bothell-reporter.com">anystrom@bothell-reporter.com</a>           | 425-483-3732                                   |
| Fall City Community Association                        | <a href="mailto:editor@fcneighbors.org">editor@fcneighbors.org</a>                         | 425-444-0866;<br>425-246-3350;<br>425-441-9750 |
| Issaquah Press   | <a href="mailto:news@isspress.com">news@isspress.com</a>                                   | 425-392-6434                                   |
| Issaquah/ Sammamish Reporter                           | <a href="mailto:cgroshart@issaquahreporter.com">cgroshart@issaquahreporter.com</a>         | 425-453-4233                                   |
| Kenmore Blog   |  |  |
| Kirkland Reporter                                      | <a href="mailto:cwood@kirklandreporter.com">cwood@kirklandreporter.com</a>                 | 425-822-9166 ex. 5050                          |
| Mercer Island Reporter                                 | <a href="mailto:mgrady@mi-reporter.com">mgrady@mi-reporter.com</a>                         | 206-232-1215                                   |
| Newcastle News   | <a href="mailto:editor@isspress.com">editor@isspress.com</a>                               | 425-392-6434, ext. 239                         |
| Redmond Reporter                                       | <a href="mailto:bchristianson@redmond-reporter.com">bchristianson@redmond-reporter.com</a> | 425-867-0353                                   |
| Sammamish Review                                       | <a href="mailto:samrev@isspress.com">samrev@isspress.com</a>                               | 425-392-6434 ext. 233                          |
| Shoreline Area News                                    | <a href="mailto:editor@shorelineareanews.com">editor@shorelineareanews.com</a>             | 206-650-1573                                   |
| Sky Valley Chronicle                                   | <a href="mailto:newsrelease@skyvalleychronicle.com">newsrelease@skyvalleychronicle.com</a> | 425-791-1471                                   |
| Snoqualmie Valley Record                               | <a href="mailto:cladwig@valleyrecord.com">cladwig@valleyrecord.com</a>                     | 425-888-2311                                   |
| SnoValley Star   | <a href="mailto:editor@snovalleystar.com">editor@snovalleystar.com</a>                     | 425-392-6434 ex. 246                           |
| The Bothell Blog                                       |  |  |
| Woodinville Weekly                                     | <a href="mailto:editor@woodinville.com">editor@woodinville.com</a>                         | 425-483-0606                                   |
| <b>Patch.com</b>                                       |  |  |
| Bellevue Patch   |  |  |

*City of Carnation*  
**Comprehensive Emergency Management Plan**  
**EMERGENCY SUPPORT FUNCTION (ESF)**  
**ESF 15 – EXTERNAL AFFAIRS**

|                                      |  |                              |
|--------------------------------------|--|------------------------------|
| Kirkland Patch                       | <a href="mailto:greg.johnson@patch.com">greg.johnson@patch.com</a>         | 425-301-4474                 |
| Mercer Island Patch                  | <a href="mailto:kendall.watson@patch.com">kendall.watson@patch.com</a>     | 206-455-1331                 |
| Redmond Patch                        |  |                              |
| Sammamish -Issaquah Patch            | <a href="mailto:jeanne.gustafson@patch.com">jeanne.gustafson@patch.com</a> | 425-394-3506                 |
| Shoreline - Lake Stevens Patch       | <a href="mailto:Tony.dondero@patch.com">Tony.dondero@patch.com</a>         | 206-612-0697                 |
| Woodinville Patch                    | <a href="mailto:ann.archer@patch.com">ann.archer@patch.com</a>             | 425-354-8301                 |
| <b><u>Television</u></b>             |  |                              |
| KCPQ (Q13)                           | <a href="mailto:tips@q13fox.com">tips@q13fox.com</a>                       | 206-674-1305                 |
| KING 5                               | <a href="mailto:newstips@king5.com">newstips@king5.com</a>                 | 206-448-5555                 |
| KIRO 7                               | <a href="mailto:newstips@kirotv.com">newstips@kirotv.com</a>               | 206-728-8308                 |
| KOMO 4                               | <a href="mailto:tips@komo4news.com">tips@komo4news.com</a>                 | 206-404-4145                 |
| NWCN (Northwest Cable News)          | <a href="mailto:newstips@nwcen.com">newstips@nwcen.com</a>                 | 206-448-3600                 |
| <b><u>Radio</u></b>                  |  |                              |
| 1000 AM (KOMO)                       | <a href="mailto:comments@komo1000news.com">comments@komo1000news.com</a>   | 206-404-5666                 |
| 770 AM (KTTH)                        | <a href="mailto:lgifford@bonneville.com">lgifford@bonneville.com</a>       | 206-421-0770                 |
| 88.5 FM (KPLU)                       | <a href="mailto:info@kplu.org">info@kplu.org</a>                           | 206-922-1020                 |
| 94.9 FM (KUOW)                       | <a href="mailto:newsroom@kuow.org">newsroom@kuow.org</a>                   | 206-685-1136                 |
| 97.3 FM(KIRO)                        | <a href="mailto:newsdesk@973kiro.com">newsdesk@973kiro.com</a>             | 206-726-5476                 |
| <b><u>Spanish Language Media</u></b> |  |                              |
| El Mundo (Spanish Newspaper)         | <a href="mailto:martha@elmundous.com">martha@elmundous.com</a>             | 800-797-4544                 |
| KUNS TV (Univision Seattle)          | <a href="mailto:jpalmera@kunstv.com">jpalmera@kunstv.com</a>               | 206-404-5867                 |
| 1360 AM (KKMO)                       |  | 206 436-7851<br>866-786-1360 |
| 99.3 FM (KDDS)                       |  | 253-735-9700                 |

*(Listing Source: King County Office of Emergency Management)*

July 14, 2016

To: Mayor, City Council

From: City Manager 

Subject: Discussion on possible sale of City-owned property

In June staff met with John Lambert President of Snoqualmie Valley Housing Solutions. His organization is working on building low income rental housing in the Valley. Mr. Lambert inquired about the possibility of Carnation selling the old shop property on Myrtle Street as his group is looking at that piece and some adjacent property for potential housing.

In addition, at last month's Utilities and Public Facilities Committee meeting Councilor Grumman and Councilor Lisk along with staff discussed the feasibility of selling two other parcels of city-owned property: The strip of land west of Stewart Avenue that is undeveloped and the parcel that is in River's Edge northeast corner of NE 45<sup>th</sup> and 336<sup>th</sup> Ave NE.

I have attached a copy of the letter from Mr. Lambert and a copy of Chapter 3.20 from the Carnation Municipal Code that describes the method to dispose of real property. (3.20.050)



|                               |              |                          |
|-------------------------------|--------------|--------------------------|
| PO Box 1131, Duvall, WA 98019 | 206-255-4326 | www.snovalleyhousing.org |
|-------------------------------|--------------|--------------------------|

June 20, 2016

Phil Messina, City Manager  
City of Carnation  
PO Box 1238  
Carnation, WA. 98014-1238



Mr. Messina,

Thank you for the opportunity to speak with you recently regarding the City-owned property at 31822 E. Myrtle St. This letter is to formally express our interest in possibly purchasing the property and to request that you relay our interest to the City Council for their consideration. It would be our intent to develop and manage low income rental units on the site for individuals and families at or below 50% area mean income. We estimate that the site would accommodate six units.

We are also exploring the possible purchase of an adjacent lot that would allow for another six units.

Please contact me if you need further information. I would be happy to attend any meeting where this is discussed if you feel it could be helpful.

Thank you for your time and consideration.

  
John Lambert  
President, Board of Directors

as scrap, or discarded. (Ord. 735 § 1 (part), 2007)

**3.20.050 Disposition of real property.**



A. The decision to declare any real property as surplus shall rest solely with the city council.

B. If the city council votes to declare the real property as surplus, the city manager shall secure an independent fee appraisal thereof unless said requirement is waived by the city council.

C. Unless the city council specifies a particular method of disposition, the city manager may thereafter proceed to sell, trade or otherwise dispose of the surplus real property by any commercially reasonable means consistent with state law. (Ord. 735 § 1 (part), 2007)

**3.20.060 Public hearing.**

Prior to the sale, lease or conveyance of any property originally acquired for public utility purposes, and prior to the intergovernmental disposition of any real property valued in excess of fifty thousand dollars, the city council shall hold a public hearing and follow the procedures set forth in RCW 35.94.040 and RCW 39.33.020, respectively. (Ord. 735 § 1 (part), 2007)

**3.20.070 Lease of real property.**

All leases and subleases of real property shall be submitted to the city council for approval prior to execution, and shall be let either by use of negotiations or bidding in the best interest of the city. Leases of real property shall not be granted for a period of more than fifteen years; provided, that leases may provide for additional renewal periods for a maximum of twenty total years, inclusive of the original lease term, as long as the lease provides that (i) any such renewal is at the discretion of the city, and (ii) any such renewal will not occur automatically or otherwise by default, and instead requires affirmative city approval action to be effective. (Ord. 735 § 1 (part), 2007) (Ord. No. 855, § 1, 12-16-2014)

July 14, 2016

To: Mayor, City Council

From: City Manager

**Subject: Comprehensive Water System Plan**

As required by the State every six years, City Staff and Stantec Engineers are nearing the completion of the latest updates to the Water Comprehensive Plan. The Plan describes the City's water system, spells out policies for management, reliability, planning and design; it will include a systems hydraulic analysis, water use efficiency policies, source protection, and a discussion of operations and maintenance. The heart of the Plan is the financial analysis and the Capital Improvement Plan, which is the list of needed repairs, and improvements for the system over the next twenty years.

**The CIP**

The Capital Improvement element of the Comprehensive Water System Plan has been reviewed extensively by staff, by Stantec and by Jorge Garcia our City Engineer. We reviewed and scheduled future projects by discussing which improvements should have priority, which budget cycle should they appear in, the cost and the ability of the City to finance the projects.

**The Utility Rates Study**

We have forwarded the CIP to FCS&G, the consultants who will use the information to prepare the financial plan and rate study, which will be the final piece in the Water Comprehensive Plan.

At the August 2<sup>nd</sup> Council meeting Laurie Fulton will be presenting the details of the Capital Improvement projects. We will schedule the Rate Study for Council discussion in September.



# Carnation City Council

## Upcoming Agenda Items

*This list is intended to be used for planning purposes only. Agenda items and dates may change.*

**MEETING DATE: 8/2/2016** Firm Date?

**AGENDA BILLS**

- MOTION Accepting the Q2-2016 Financial Report. *Finance & Operations*
- ORDINANCE Repealing Chapter 5.36 CMC "Natural Gas and Propane". *City Manager*

**PUBLIC FORUM**

- DISCUSSION Proposed 2015 Comprehensive Water System Plan. *City Manager*

**MEETING DATE: 8/16/2016** Firm Date?

**STUDY SESSION**

- DISCUSSION 2017 Budget Workshop *City Manager*

**MEETING DATE: 9/6/2016** Firm Date?

**AGENDA BILLS**

- RESOLUTION Adopting the 2015 Comprehensive Water System Plan for Agency Review. *City Manager*

**MEETING DATE: 10/4/2016** Firm Date?

**PUBLIC FORUM**

- DISCUSSION Community Forum: 2017 Budget Priorities, review of Proposed Preliminary Line Item Budget. *City Manager*

**MEETING DATE: 10/18/2016** Firm Date?

**OTHER BUSINESS**

- DISCUSSION Continued review of 2017 Proposed Preliminary Line Item Budget. *City Manager*

**MEETING DATE: 11/1/2016** Firm Date?

**AGENDA BILLS**

- MOTION Accepting the Q3-2016 Financial Report. *Finance & Operations*

**PUBLIC HEARING**

- DISCUSSION 2017 Preliminary Budget and Revenue Sources. (send notice to paper 10/13) *City Manager*

**MEETING DATE: 11/15/2016** Firm Date?

**AGENDA BILLS**

- ORDINANCE Adoption of 2017 Property Tax Levy. *City Manager*

**PUBLIC HEARING**

- DISCUSSION Final Hearing on 2017 Budget. (send notice to paper by 10/27) *City Manager*

**MEETING DATE: 12/6/2016** Firm Date?

**AGENDA BILLS**

- ORDINANCE Adoption of 2017 Budget. *City Manager*

**MEETING DATE: 12/20/2016** Firm Date?

Meeting cancelled. (tentative, unless there is urgent business)