

**OKANOGAN COUNTY  
Comprehensive Emergency Management Plan**

**EMERGENCY SUPPORT FUNCTION 7**

**RESOURCE SUPPORT**

**RESPONSIBILITY SUMMARY**

Primary Response

Okanogan County Department of Emergency Management

Supporting

Okanogan County Communications Center  
Amateur Radio Emergency Services /Radio Amateur Civil Emergency Service  
Okanogan County Public Information Officer  
Energy and Utility Providers  
Okanogan County Commissioners  
Mayors  
WSU Extension  
Okanogan County Assessor  
Okanogan County Auditor  
Okanogan County Community Action Council  
Okanogan County Coroner/ Prosecuting Attorney  
Okanogan County Public Health Department  
Okanogan County Treasurer  
North Cascades Chapter of the American Red Cross  
Public Works Departments  
Okanogan Valley Transportation and Nutrition  
Okanogan County School Districts

Plan Preparation & Maintenance

Okanogan County Department of Emergency Management

**I. INTRODUCTION**

A. Purpose

1. To provide guidance for logistical and resource support following an emergency or disaster.
2. To provide efficient utilization and conservation of available resources during an emergency or disaster situation.
3. To provide a framework for requesting, obtaining, allocating and utilizing additional resources.
4. To provide a framework for the process to establish mandatory controls on essential materials, supplies and services during and after major disasters, if adequate resources are not or will not be available.

**B. Scope**

1. This Emergency Support Function (ESF) primarily applies to operations during major events that would have a widespread and complex impact on the county and its citizens. However, any incident has the potential to require specific resource management activities with the operation.
2. Resource support includes providing services, personnel, commodities, and facilities to the county and cities within the county during the response and recovery phases of an emergency or disaster. This includes emergency relief supplies, office space, office equipment and supplies, contracting services, transportation services, and personnel as needed to support emergency activities.
3. The Okanogan County Emergency Operations Center (EOC) coordinates resources and support agencies and organizations including the county and cities resources, volunteer groups, businesses, and community service organizations.

**II. POLICIES**

Emergency Medical Services (EMS) and EOC functions are based on the Constitution and Revised Code of Washington (RCW) governing emergency management, which includes references regarding resource procurement, etc.

- A. Washington State Constitution. Article 8, Section 7, “No county, city, town or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation, .....
- B. Washington State RCW
  1. 38.52.070 - Emergency Contracts and Obligations
  2. 38.52.110 - Use of existing resources: command the service and equipment of the citizens.

**III. SITUATION**

- A. Emergency/Disaster Conditions and Hazards
  1. A significant emergency or disaster will severely damage, or limit access to the local resource infrastructure. (See Okanogan County CEMP Basic.)
  2. Several emergency and disaster scenarios, such as earthquakes, floods or wildfires could require extensive resource management and coordination. Potential situations could occur during a disaster situation that would isolate the county or specific areas of the county and restrict available resource support.
  3. Another situation might be a lack of specific resources necessary for emergency response activities.
  4. An extreme situation could also develop that might require the elected officials of the county to invoke local resource restrictions or economic controls to assure an acceptable level of recovery and response.

**B. Planning Assumptions**

1. Normal methods of communication will be overloaded or interrupted during the early phases of an emergency or disaster.
2. Transportation to, and within the affected area, will be impaired or disrupted due to blocked or damaged roads, bridges, airports, or railways.
3. Each responding organization has established a system for managing agency resources.
4. The National Incident Command System, Incident Command System (ICS) will be utilized.
5. Initially, there may be sufficient local and mutual aid resources necessary for emergency operations.
6. Following an emergency or disaster, there will be a need to provide a variety of resources and services to the affected area.
7. In a large emergency or disaster situation, request for and utilization of outside resources will often become necessary.
8. The management and logistics of resource support will require extensive coordination and personnel. A system will need to be established to record and utilize donated goods and services, and for the management and support of spontaneous volunteers.
9. The free market economy and existing systems will be maintained when possible.

**IV. CONCEPT OF OPERATIONS****A. General**

1. This ESF will be implemented upon notification of a potential or actual major emergency or disaster. Implementing this ESF will be the mechanism for providing support activity to other ESFs.
2. Actions undertaken by this ESF will be coordinated by personnel in the EOC.
3. During initial emergency operations, each entity will be responsible for managing its own resources. Local resources will be utilized before requesting assistance from the state.
4. Multi-agency response will use the ICS.
5. DEM/EOC will manage resource coordination activities.
6. The elected officials of the political subdivisions are empowered to establish controls on resources and resource allocation priorities during a state of emergency, once it has been declared.
7. Voluntary controls are the preferred method of resource management, although mandatory controls may be required, when feasible, as a temporary measure. The public will be encouraged to voluntarily cooperate with emergency measures through the public information program.

8. The Okanogan County Board of Commissioners and the respective Mayors/City Councils has the responsibility and authority to manage resources and invoke economic and other controls, if the situation warrants.
9. When appropriate, private agricultural, industrial, commercial, financial, or other services may assist local government in an advisory capacity with emergency resource distribution and mobilization policies or control programs.
10. Local community service organizations, with the Red Cross being the lead agency, will manage donated goods and services. The Red Cross will determine receiving and distribution points for donated goods.

B. Organization

1. The County EOC, in coordination with the Commissioners and Mayors, will establish overall resource management priorities and strategies as appropriate and necessary.
2. If the size of the incident warrants it, the group of individuals within the EOC designated as the Support Group will coordinate resource support and management.
3. Authorization for expenditures, entering into contracts, and other administrative issues will come from the Emergency Management Director/Sheriff or EOC Manager.

C. Procedures

1. The management of initial emergency response will be the responsibility of the Incident Commander(s).
2. Resource requests will be received, coordinated and processed through the EOC. Requests will be evaluated by the EOC, and assigned to the appropriate group or sub-group for completion of the task.
3. EOC may request additional outside resources; these requests will be coordinated through the state EMD/EOC.
4. If the EOC is activated and the need for resource management activities requires additional assistance, the EOC Manager will designate a participating member as the Resource Coordinator.
5. Incoming resources will usually be processed through a staging area operation which will be determined by the situation.
6. Procedures for purchasing resources during an emergency or disaster are described in RCW 43.19.200.
7. If the magnitude and complexity of the situation warrants, the EOC in coordination with the IC may establish priorities and allocations of essential resources.
8. Demobilize outside resources as soon as practical.

- D. Mitigation Activities
1. Okanogan County DEM/EOC
    - a. Works with local agencies and organizations to establish and review department and agency roles and responsibilities for preparedness; and providing resource support during the response and recovery phases of an emergency or disaster.
    - b. Participates in emergency management training at the county and state level.
  2. Support Agencies and Organizations

Develop plans and conduct a needs assessment analysis to identify their resource needs; and identify resources that can be provided to them during response and recovery phases of an emergency or disaster. Necessary resources may include, but is not limited to the following:

    - a. Identify essential personnel and staffing for internal and external support requirements.
    - b. Identify emergency supplies needed for personnel.
    - c. Identify essential records, equipment, office supplies, and office space requirements.
    - d. Identify additional transportation requirements and resources in support of emergency or disaster.
    - e. Identify and prioritize internal activities that may require assistance from DEM/EOC in an emergency or disaster.
- E. Preparedness Activities
1. DEM/EOC
    - a. Conducts and participates in emergency and disaster exercises.
    - b. Coordinates a backup plan for staffing the EOC in case the designated staff are unavailable or are unable to respond.
    - c. Assists with and coordinates the development of lists of essential resource requirements and resources.
    - d. Obtain support of private resource organizations to participate in emergency resource management activities.
  2. Support Agencies and Organizations
    - a. Identify, develop and prioritize an inventory list for essential response and support agency resource requirements in an emergency or disaster.
    - b. Develop suggested operating procedures for resource management.
    - c. Ensure that all personnel are familiar with their roles during an incident.
    - d. Identify and inventory essential lacking resources that may be needed during a major emergency.

- e. Participate in local emergency management meetings, training, exercises and drills.

F. Response Activities

1. DEM/EOC

- a. Activate EOC or other location for resource management activities.
- b. Prioritizes requirements in support of ESF 7 and other ESFs as necessary, when activated for an emergency or disaster.
- c. Establish resource needs and identify available resources.
- d. Activate/request and coordinate with registered volunteer organizations and individuals as needed based on the type of emergency or disaster.
- e. Coordinate the establishment and operation of staging areas to process incoming resources.
- f. Provide support and coordination for managing spontaneous donations of goods, services, and volunteers that are received by the county or EOC in coordination with ARC.
- g. Coordinate with the PIO regarding public announcements and press releases to clearly specify what the resource needs are and how to support them.
- h. Enter into contracts for critical goods or services if not available through local government or volunteer agencies.
- i. Request other resources and support through the Washington State EOC, as necessary. Many state resources will require authorization from the Governor before they can be deployed to the county.

2. Okanogan County Board of Commissioners and City Mayors

- a. Keep in contact with DEM/EOC or other coordinating location for duration of incident.
- b. Establish overall incident resource management strategies.
- c. Prioritize resource necessity and allocation, in cooperation with DEM/EOC and operational agencies.
- d. Provide necessary funding for required resources, as appropriate, for the incident and available within county/city fiscal capabilities.

3. Support Agencies and Organizations

- a. Keep DEM/EOC advised on resource status and needs.
- b. Prioritize their resource needs; identify and prioritize their assets.
- c. Provide their standard and supplemental support and resources to Okanogan County.
- d. Provide support and coordination of spontaneous donated goods, services and volunteers received by their agencies/organizations.

- e. Maintain communication with the EOC regarding needs and assets, and coordinate information and resources with them.
- f. Coordinate with the PIO regarding public announcements and press releases concerning donations of goods, services, and volunteers
- g. Document all activities and costs incurred.

#### G. Recovery Activities

- 1. Okanogan County DEM/EOC
  - a. Continue to support and coordinate response and recovery activities as needed.
  - b. Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures.
  - c. Assure continuation of accurate and complete documentation of the event, and actions taken. Continue to submit situation reports and after-action reports to the Washington State EOC as needed.
  - d. Document and report on resource status and activity.
  - e. Revise procedures or plans, as necessary, based on information learned from the event or disaster. Some of this information may continue to be learned long after the event or disaster is over.
- 2. Okanogan County Board of Commissioners and City Mayors
  - a. As necessary, establish priorities in the allocation and utilization of essential services needed to provide effective recovery and restoration activity.
  - b. Coordinate recovery activities through DEM/EOC and direct all county and city departments to cooperate with DEM/EOC.
- 3. Support Agencies or Organizations
  - a. Keep DEM/EOC informed on resource status and needs.
  - b. Continue to support by providing available resources and coordinate response and recovery activities as needed.
  - c. Continue to document the event and actions take; and document identified or potential problems.
  - d. Contribute to after-action reports, and revise plans and/or procedures as necessary, based on information learned from the event or disaster.

#### V. RESPONSIBILITIES

- A. Okanogan County DEM/EOC
  - 1. Maintain communication with involved agencies; and coordinate required logistical and resource support.
  - 2. Develop and maintain local resources inventory.

3. Assist all other local agencies in establishing resource inventories and resource management procedures.
  4. Coordinate local resources through EOC or other coordination point.
  5. Document and report on resource status and activity.
  6. Coordinate local requests for out of area resources and maintain contact with Washington State Emergency Management.
  7. Coordinate activities with adjacent jurisdictions.
  8. Document all activities and costs incurred.
- B. Support Agencies and Organizations
1. Support internal resource requirements as much as possible.
  2. Maintain communication with field personnel, other coordinating logistical and resource agencies/organizations, and DEM/EOC.
  3. Work with DEM/EOC to maintain resource inventories and operating procedures.
  4. Document all activities and costs incurred.

## **VI. RESOURCE REQUIREMENTS**

- A. Resources required by this ESF will be established in coordination with local government and supporting agencies.
- B. Okanogan County resources will be utilized before purchasing goods or services from commercial vendors.

## **VII. REFERENCES**

- A. Washington State Constitution, Article 8, Section 7
- B. RCW 38.52.070
- C. RCW 38.52.110
- D. RCW 43.19.200

## **VIII. APPENDIX**

- A. Appendix A – Emergency Workers



## APPENDIX A

### EMERGENCY WORKERS

#### I. INTRODUCTION

##### A. Purpose

The purpose of the Emergency Support Function (ESF) is to provide for the utilization and management of local or requested emergency personnel resources.

#### II. POLICIES and ASSUMPTIONS

A. The DEM organization, including county and municipal departments, state and federal agencies, local political subdivisions, volunteer and other organizations, their personnel, services and facilities will be utilized as the primary emergency management staff (RCW 38.52.110).

B. Locally organized and trained volunteer groups will provide the majority of additional specialized emergency personnel resources for areas such as operations, damage assessment, shelter and mass care activities, and handling donated goods and other emergency functions. These groups may include.

1. Red Cross
2. Fire Services
3. SAR/CERT
4. Local Church Groups
5. Local School Districts
6. Law Enforcement reserves and volunteers
7. Other local organizations

C. Additional emergency personnel assistance may be requested and will be coordinated through Washington State Emergency Management.

D. Responding agencies should notify DEM of all requests for additional personnel.

#### III. RESPONSIBILITIES

A. Okanogan County DEM is responsible for coordinating emergency personnel and will:

1. Identify and register available personnel resources as emergency workers (RCW 38.52.310).
2. Utilize appropriate temporary emergency workers by registering and classifying them as to ability and skills (RCW 38.52.310).
3. Coordinate specialized training requirements for emergency workers.
4. Process emergency worker liability or other claims, as necessary (RCW 38.52.210).
5. Adhere to the rules pertaining to the uses, classes, scope, conditions of duty and training of emergency workers and compensation of emergency

workers' claims per Washington State Administrative Code (WAC) 118-07 – Emergency Worker Program.

- B. During an emergency or disaster county and city/town departments and agencies and private and volunteer organizations are responsible for:
  - 1. Administrative Functions - Documenting all emergency or disaster related expenditures and obligations for auditing and reimbursement purposes.
  - 2. Support Functions - Providing personnel as agreed upon, contracted for, or designated in mutual aid agreements.

#### **IV. REFERENCES**

- A. RCW 38.52.210
- B. RCW 38.52.310
- C. WAC 118-04-020