

CITY OF BURIEN, WASHINGTON

RESOLUTION NO. 483

**A RESOLUTION OF THE CITY OF BURIEN, WASHINGTON, APPROVING THE BURIEN
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN.**

WHEREAS, Chapter 38.52 RCW and Chapter 118-30 WAC require counties and cities within the State of Washington to establish emergency management organizations and emergency plans to protect persons and property in the event of disaster and to coordinate emergency management functions with other public agencies and organizations;

WHEREAS, the Comprehensive Emergency Management Plan provides the municipal government with operational guidelines and procedures to ensure an effective, organized response to, recovery from, mitigation against, and preparation for emergencies and disasters;

WHEREAS, the City Council recognizes that the Comprehensive Emergency Management Plan may need to be revised and updated based on changes in the organization and Emergency Management, and recognizes the City Manager's authority to implement administrative changes resulting from an emergent need, and authorizes any other necessary acts that the City Manager believes are required to save lives or property consistent with BMC Chapter 2.75;

WHEREAS, the 2022 Burien Comprehensive Emergency Plan has been submitted and reviewed by the Washington State Emergency Management Division; and


NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section One. That the City Council of the City of Burien approve the 2022 Burien Comprehensive Emergency Management Plan, and authorize the City Manager to implement administrative changes, or changes resulting from an emergent need.

Section Two. Effective Date. This resolution shall take effect immediately upon passage by the Burien City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, AT A REGULAR BUSINESS MEETING THEREOF THIS 7th DAY OF NOVEMBER, 2022.

CITY OF BURIEN



Sofia Aragon, Mayor

ATTEST/AUTHENTICATED:



Heather Dumlao, City Clerk

Approved as to form:



Garmon Newsom II, City Attorney

Filed with the City Clerk: October 10, 2022
Passed by the City Council: November 7, 2022
Resolution No. 483

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



Burien

City of Burien, WA

March 2022

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FOREWORD

The City of Burien sincerely appreciates the cooperation and support of those agencies, departments, and local jurisdictions that have contributed to the revisions, development, and publication of the 2022 City of Burien Comprehensive Emergency Management Plan (CEMP).

Coordination of the CEMP represents a committed and concerted effort by the City of Burien to emergency management. The CEMP demonstrates the ability of many agencies to work together to achieve a common goal.

Special recognition for the document preparation and integration of materials into this plan go to the City of Burien Emergency Management Committee and City of Burien Public Works & Emergency Management, without whose efforts this document would not have been produced.

The CEMP is one of many efforts to prepare all people in the City of Burien for emergencies and disasters. The CEMP is formatted to be consistent with the King County CEMP, Washington State CEMP, as well as, the National Response Framework (NRF). Standardized plans throughout the state help improve interoperability between local, county, state, and federal levels of government. The CEMP improves our ability to minimize the impacts of emergencies and disasters on people, property, economy, and the environment of the City of Burien.

Adolfo Bailon
Director of Emergency Management
City of Burien



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LETTER OF PROMULGATION

November 7, 2022

To All Recipients:

A disaster is a sudden event, accident, or catastrophe that results in deaths, injuries, and/or property damage that cannot be managed through the routine procedures and resources of local government. Natural hazards are common causes of disasters, as well as, biological, technological, or human-made disasters.

Disasters require an escalation in service and information, and a reorganization of resources and personnel to adequately respond to the situation.

Pursuant to Burien Ordinance No. 473, this Comprehensive Emergency Management Plan (CEMP) is the City of Burien's official emergency operations plan. The CEMP assigns tasks and responsibilities to Burien's elected officials and departments, specifying their roles during an emergency or disaster. This plan establishes emergency organization and resources to minimize the effects of incidents. It prepares the municipal government of the City of Burien to respond to disasters, ensure safety and order, maximize survival, preserve property, and enable the orderly and fast return to normal community life.

Emergencies and disasters are dynamic events that require flexibility and adaptability to solve the challenges that are presented with the conditions that arise and evolve. Burien may deviate from this plan to pursue and achieve the best possible response. This plan may be supplemented by the King County Comprehensive Emergency Management Plan, the Puget Sound Regional Catastrophic Plan, the Washington State Emergency Management Plan, and other applicable plans.

All Burien departments must be familiar with the entire CEMP to respond effectively to emergencies and disasters. All outside entities involved in the plan are requested to cooperate with Burien to coordinate the total disaster response within the community. While all circumstances cannot be addressed, the content of this plan should be used as a guide for those events that do occur but are not specifically addressed herein.

This plan has been adopted by Resolution No. 483 by the City Council of the City of Burien, Washington at its regularly scheduled meeting on November 7, 2022.



Sophia Aragon
Mayor, City of Burien

DISTRIBUTION

This plan will be distributed to all participating City Departments, King County Emergency Management Agencies, Washington State Emergency Management Division, neighboring cities, other response entities, and the people of Burien.

For a full distribution list, see Appendix IV.

RECORD OF REVISIONS

| Change # | Date Entered | Summary of Changes | Initials |
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| 1 | | | |
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INTRODUCTION, PURPOSE, MISSION

A. Mission

The City of Burien, to protect lives, property, and the economic base of the community, and in cooperation with other public and private organizations of the community, will endeavor to mitigate against, prepare for, respond to, and recover from natural and human-caused emergencies and disasters. The City will prioritize and coordinate emergency operations and resources to maximize population survival and preservation of property in the City following a disaster, while simultaneously striving to provide all essential services to residents and business owners to the extent possible.

The day-to-day functions of the City and local agencies will be interrupted by disaster conditions. Therefore, the employees and resources of those agencies can be readily committed to support the disaster response and recovery efforts. The mission of this plan is to develop well-defined operational guidelines and procedures to ensure an effective, organized response to, recovery from, mitigation against, and preparation for emergencies and disasters to save lives, assist disaster victims, minimize damage, and protect property.

B. Purpose

This plan establishes the emergency management functions and responsibilities of the City of Burien and specifies those functions that are the responsibility of other organizations that aid in the response and recovery from hazards that could impact the City.

The CEMP includes the Basic Plan and Department Annexes. These documents comprise the CEMP and describe how Burien departments coordinate emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations. The CEMP establishes a mutual understanding of authority, responsibilities, and functions of local government, and provides a basis for incorporating essential agencies and organizations to the emergency management program.

This plan also intends to:

- Establish the chain of command in a disaster.
- Clearly outline disaster related functions assigned to government agencies.
- Identify resources, staffing, and equipment available in the government and private sector.
- Identify and clarify funding sources during disasters.
- Provide coordination between agencies to achieve assigned functions.

- Provide a framework for organizational activities during disasters.
- Establish a mutual understanding of authority, responsibilities, and functions of local government.

C. Scope

This CEMP is a local level all-hazards emergency management plan designed to describe the emergency/incident response of the City of Burien, Washington. This plan is designed to work in concert with the emergency management plans of organizations likely to be involved in disaster activities in the City.

The CEMP will be used in the event of a small or a large widespread disaster, event, or major incident that has the potential to or already has overwhelmed at least one city department. The City's Emergency Operations Center (EOC) may be activated upon the request of an internal department or outside agency to support their operations. The EOC will be activated to a level appropriate to the specific emergency, event, or disaster. When activated, the EOC will utilize the Incident Support Model (ISM) to organize operations, while field operations will be organized under the Incident Command System (ICS).

The CEMP is intended to be an "all hazards" plan, covering the entire range of emergency and disaster situations, from natural to technological hazards. This plan is designed to meet the requirements for a Comprehensive Emergency Management Plan as described in the Washington Administrative Code (WAC) 118-30 and Revised Code of Washington (RCW) 38.52. It is also intended to be consistent with Burien Ordinance 473, Resolution No. 218 (NIMS Adoption), and Resolution No. 121 as well as the National Frameworks. For a complete list of related authorities and references, see Appendix III.

D. Situation Overview

This CEMP considers that emergencies and disasters are likely to occur as identified in the King County Threat and Hazard Identification and Risk Assessment (THIRA), and describes:

- Functions and activities necessary to support a successful disaster response.
- Responsibilities identified in City Ordinances and other applicable laws.

The City of Burien is a mixture of residential and commercial properties with a thriving downtown core with an opportunity for significant residential and commercial future growth. Situated on the Puget Sound, with a population exceeding 51,500 people, the Burien is home to a mix of high-end waterfront/view homes and working-class neighborhoods made up of single and multifamily housing.

The City of Burien has a diverse population with more than 50 different languages spoken. The largest ethnic groups identify as, Caucasian (54.8%), Latino/Hispanic (23.8%), and Asian (12.9%).¹ These communities may also require Limited English Proficiency (LEP) planning and accommodations.

In addition to Burien's diverse ethnic population, 13.7% of the population is 65 or older. Roughly 8.7% of the total population, under 65, identifies as someone with a disability. Based on the aforementioned, potentially 22.4% of the population requires additional emergency planning that is in adherence with the Americans with Disabilities Act.²

Burien is located at the intersection of two major shipping and transportation routes, State Route 509 and State Route 518, and is also located immediately west of Seattle-Tacoma International Airport. The topography of Burien includes: bluffs, ravines, steep slopes, various soil types such as impermeable clay and silt, waterfront, lakes, and streams.

The City of Burien adopted the King County Regional Hazard Mitigation Plan on June 15, 2020. This Mitigation Plan includes the hazard risk ranking for the City of Burien as follows:

| | |
|---------------------------------|--------|
| Earthquakes | High |
| Public Health Emergency | High |
| Terrorism/Human Caused Disaster | High |
| Landslide | Medium |
| Severe Weather | Medium |
| Volcano | Medium |
| Cyber Attack | Low |
| Civil Disturbance | Low |
| HazMat Incident | Low |
| Tsunami | Low |
| Wildfire | Low |
| Flood | Low |

Geologic hazards are largely concentrated along the Puget Sound bluffs with the greatest landslide hazards found in parts of Shorewood, Seahurst Park, Salmon Creek Ravine, and the Three Tree Point area. Historically during heavy rainfall, ground saturation has led to downed trees and power failures in the same areas listed above. Flooding occasionally occurs in Burien, but, historically, is not one of the most destructive incidents in the City. The City has two small flood zone areas

¹ All census data obtained from: <https://www.census.gov/quickfacts/buriencywashington>

² This number is a combination of the percentage over 65 (13.7%) and persons under 65 with a disability (8.7%). People over 65 are often counted as "disability services eligible" regardless of whether or not they identify as having a disability. Most individuals over 65 have chronic medical problems that meet the ADA requirements of a disability and will require additional planning and considerations.

identified in the National Flood Insurance Program (NFIP), but through mitigation projects, flooding impact has dropped significantly.

The City of Burien has several key facilities that are critical to continuity of operations and emergency response. Burien City Hall (400 SW 152nd Street, Suite 300) is located on the third floor of a shared-use facility and is also home to the Burien Library. The Temporary Maintenance Facility (15446 Des Moines Memorial Drive) stores the majority of Public Works critical machinery. The Burien Community Center (14700 6th Ave SW) is in central Burien, adjacent to Dottie Harper Park and is within a block of the Community Center Annex Park. This Community Center would serve as an emergency shelter during an emergency or disaster. Fire Stations 28 & 29 (900 SW 146th Street and 135 S Normandy Road), as well as the Burien Police Department (14905 6th Ave SW) are critical to the City's Public Safety.

Burien's professional services such as Police, Fire and EMS are provided by King County Sheriff's Office and King County Fire Protection District #2, respectively. Advanced Life Support Services are provided by King County Medic One. The City also works with seven water districts to provide fresh water and sewer services to its citizens. Burien departments are generally understaffed for normal operations. In an incident, Burien departments would require substantial mutual aid/outside support.

E. Incident Management Activities

This plan describes the responsibilities of the Burien departments and the entities involved in the various aspects of emergency management in the City of Burien, including: prevention, protection, mitigation, response, and recovery actions.

The National Incident Management System (NIMS) provides a nationwide template enabling federal, state, and local governments, private sector, and non-governmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity. Therefore, it is the City of Burien's policy to apply principles of NIMS and specifically the Incident Command System (ICS) to all incident management activities.

F. Planning Assumptions

The information and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. As the true extent of the impacts of a disaster cannot be known before it occurs, the Burien can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time. The final outcome of an emergency may be different than the expected outcome based on these assumptions and others.

It is assumed that any of the noted situations could create significant loss of life, injury, property damage, and disruption of essential Burien-provided services. These situations may also create significant financial, psychological, and sociological impacts on the residents of the community and the Burien governmental organization.

It is reasonable to assume that, with impending incidents such as storms and floods, warnings will be issued to enable some preparation prior to the event. Other emergencies, such as earthquakes, will come with no advanced warning.

In the event of a severe disaster situation, there is not likely to be any significant assistance from nearby communities, counties, and state or federal agencies for two weeks or longer. In this situation, the City will need to rely on its available resources and those of private organizations, businesses, and residents within Burien for initial response operations.

II. CONCEPT OF OPERATIONS (CONOPS)

A. Whole Community Involvement

It is the intent of this plan to take a “whole community approach”, being as inclusive as possible to provide equitable opportunities for everyone in our community to prepare for, respond to, and recover from disasters. This includes planning with and for people with access and functional needs (AFN), including those with disabilities, children, household pets and service animals, Limited English Proficiency (LEP), and others through the identification of physical, programmatic and, communication needs of the aforementioned groups.

Burien will conduct emergency management operations in a fair and equitable manner with zero tolerance for discrimination based on age, color, creed, disability, gender identity, orientation or preference, national origin, race, religion, sex, or sexual orientation across all day-to-day or emergency operations.

Burien explicitly acknowledges its responsibility to plan for the essential needs of household pets and service animals, as required by law. In addition, the City recognizes that children have different needs than adults and that the city has a responsibility to specifically address those needs in the execution of operational plans.

Burien will make every reasonable attempt and accommodation to conduct emergency management operations consistent with the U.S. Department of Justice guidelines for making community emergency preparedness and response programs accessible to people with disabilities and access and functional needs.

LEP Program requirements

An Emergency Communications Proficiency Plan (published separately) was developed to support the City in better communicating life-safety messages to people with limited English proficiency (LEP). This document is a guidance document which describes the City's language access obligations, messaging strategies, message distribution options, and contact information.

B. Leadership Intent

During a disaster/emergency, the City of Burien will endeavor to maintain normal operations as long as feasible. Conditions may be of such magnitude and severity that some or all city services may be redirected, limited, or lost altogether. Restoration of services will be done as soon as possible following a disruption. The city may be unable to fulfill all disaster/emergency related requests under extreme conditions and will need to set priorities for the city and its residents.

Operational Objectives

Overarching city priorities for all disaster/emergency operations are for:

- Life safety
- Incident stabilization
- Protection of property and the economy
- Preservation of culture and the environment

Operational policies are created using the priorities above and any incident-specific priorities set by the Policy Group. Objectives are then established by Incident/Unified Command, with input from others responding to the emergency or disaster. The objectives are published in the Incident Action Plan (IAP) and follow the SMART (specific, measurable, achievable, relevant, and time-bound) format as much as possible. The operational policies are not limited to a single operational period but must consider the totality of the incident and response needs.

The objective after a disaster/emergency is to stabilize all community lifelines to include: safety and security, food/water/shelter, health and medical, energy, communications, transportation, and hazardous material. This includes a standard of normalcy for Burien, although the expectations are that the outcome from a disaster will not necessarily emulate the pre-incident status.

Request for a Proclamation of Emergency

An important component of situational analysis is to determine if a jurisdictional Proclamation of Emergency is warranted. This decision will typically be driven by the scope or complexity of the disaster/emergency and/or the need to temporarily

change city policies that are hampering response efforts. For instance, a major earthquake will require an immediate emergency proclamation, while a winter storm may not warrant one right away or at all.

If a proclamation is warranted, the City Manager will work with the City Attorney and Director of Emergency Management to determine the parameters of the proclamation. Considerations might include fiscal limits, curfews, and other issues required for successful response. Any proclamation issued will be communicated promptly to Burien employees, partner organizations, residents and businesses, King County OEM, and Washington State EMD.

Depending on the size and complexity of the emergency, King County and the State of Washington may follow up with additional supporting Proclamations of Emergency and Burien may request assistance from other cities and counties, states, or the federal government.

C. EOC/ECC Activation Levels

The initial response to, or the imminent threat of, an emergency will be conducted under the guidelines of the National Incident Management System (NIMS), the Incident Command System (ICS), and in accordance with the Department Plans contained in this plan.

The City Manager, Director of Emergency Management, or designees may activate the EOC. Any City department may also request that the EOC be activated. Additionally, the EOC may be activated at the request of an outside agency, such as King County Emergency Management or other governmental agencies to support their operations, subject to approval by the City Manager, Emergency Manager, or designees when the level of operations requires it. Requested staff will report to the EOC (physically or virtual as the situation dictates) to coordinate response efforts and support field operations. The EOC will be activated at the appropriate level to the specific emergency or disaster.

Level III Activation - Monitoring

- Requires minimal staff to set-up the EOC in a standby mode.
- Key personnel, including an EOC Manager, will begin to monitor events, gather situational awareness, evaluate required resources, and forecast future impacts.
- The Director of Emergency Management, City Manager, Mayor, and City Council are kept apprised of the situation through situation reports but are not physically located in the EOC.

Level II Activation - Partial

- Coordination Activation typically occurs when two or more departments are actively involved in an event/incident to facilitate interdepartmental coordination, public information dissemination, and information collection.
- An EOC manager, PIO, and department representatives will be assigned to the EOC; staff may include representatives of outside agencies.
- The EOC Manager will recommend staffing levels for the EOC consistent with current and projected incident activity.
- The function of this level is to facilitate communication between involved departments, maintain situational awareness, and to support in-field logistical needs.
- The Director of Emergency Management, City Manager, Mayor, and City Council are kept apprised of the situation through situation reports but are not located in the EOC.

Level I Activation - Full

- All sections staffed.
- The function of this level is to continue to facilitate department-to-department communications, situational awareness, and logistics requests on a city-wide basis.
- This level does not direct field operations, though decisions may be made regarding resource allocation.
- The Director of Emergency Management, City Manager, Mayor, and City Council are kept apprised of the situation.
- The Policy Group will likely be activated, consisting of the City Manager, Director of Emergency Management, and key Department Directors. Note that the policy group is likely NOT located in the EOC but coordinates with the EOC through the EOC Manager.

III. DIRECTION, CONTROL, AND COORDINATION

The purpose of direction and control is to provide for the effective supervision, authority, coordination, and cooperation of emergency management activities to ensure the continued operation of government and essential services before, during, and after emergencies/disasters. Direction and control of emergency management functions is the responsibility of the Director of Emergency Management with support from the Burien entities listed below, each playing a critical role in the four phases of a disaster: preparedness, response, recovery, and mitigation (RCW 38.52.070(1)).

PREPAREDNESS & MITIGATION

Emergency Management

Day to day, City of Burien Emergency Management is the primary division for preparedness and mitigation with the support of all city departments. The Emergency Manager, as a part of preparedness, ensures the creation and maintenance of the proper plans including: CEMP, COOP, COG, and Hazard/Mitigation Plans. The Emergency Manager is also responsible for public education related to preparedness and plays an integral role in assisting city departments with the development of their emergency plans.

City Departments

All City Departments are responsible for supporting Emergency Management activities through the development of department-specific plans, the engagement in city-wide emergency planning, encouraging staff personal and family preparedness, and completing training specific to their emergency functions, as directed by the Emergency Manager.

Policy Group

To adequately participate in preparedness and mitigation, the Policy Group is responsible for the completion of the necessary emergency management trainings issued and recommended by the Emergency Manager. The Policy Group is comprised of the Directors of each City Department.

City Council

The City Council is responsible for passing legislation and ordinances that are forward thinking and viewed through the lens of emergency management hazards and mitigation. The council does not have a direct role in emergency activities, beyond seeing to their own individual and family preparedness and encouraging the public to do the same.

RESPONSE

Incident Command

The lead department for Incident Command will be the department with the mission most similar to the emergency situation. The lead department shall ensure that an Incident Command or Unified Command structure is identified and established in order to provide for coordinated field operations. The lead department will provide a qualified representative to serve in the EOC if activated.

Department Operations Centers

Department Operations Centers (DOCs) may be established by any department to manage the dispatch and coordination of department-controlled or related resources. A DOC will maintain close communication with the Incident Commander and the EOC (when activated) regarding incident priorities and resource status to ensure overall incident objectives are met.

Emergency Operations Center

Although field Incident Command will control on-scene activities related to the disaster, the EOC will coordinate Burien's response to the disaster. The Director of Emergency Management, other emergency management staff, designated staff, agency representatives, and trained volunteers shall provide staffing at the EOC when activated. The Director of Emergency Management or their delegate will coordinate the activities of the EOC in the role of EOC Manager.

When resource requests or needs exceed that of the City's resources, the EOC is also responsible for multi-jurisdictional coordination; sending resource requests to the county, state, neighboring jurisdictions, private sector entities, or to non-profit groups.

Policy Group

Policy decisions will be referred to the Policy Advisory Group, along with a briefing and recommendations, by the Director of the lead Incident Command department and EOC Manager or Emergency Management Director. The Policy Advisory Group led by the City Manager will advise the City Council of policy-level decisions that require their direction and will oversee implementation of those decisions.

RECOVERY

Recovery involves actions needed to help individuals and communities regain a sense of normalcy to their lives. Following an emergency or disaster, the City Manager or their designee will appoint an individual or entity to lead the City's Recovery efforts. All departments play a critical role in recovery efforts.

All recovery activities are detailed in department SOPS, Department Annexes, and appropriate state and federal recovery guidelines. Directors of each department, with the support of emergency management will:

- Continue to report any observed damage and assess community needs.
- Prioritize recovery projects and assign tasks accordingly.
- Coordinate recovery efforts and logistical needs with supporting agencies and organizations.
- Re-establish and/or maintain essential services.

- Prepare documentation of the event including the event log, cost analysis, and estimated recovery costs.
- Assist in establishing disaster assistance offices to aid private businesses and residents in initial recovery.
- Assess special community needs and provide information and assistance, as deemed appropriate.

IV. ORGANIZATION

A. General Government Organization

The City of Burien operates under a Council-City Manager form of government with the City Manager serving as the Chief Executive. The City Council, as the City of Burien's legislative branch, sets policies and provides overall program and project direction. The City Manager directs, supervises, and monitors all the City Council initiatives and objectives. The executive and legislative branches of the City of Burien are responsible for overall policy direction within the City, including emergency management.

The City of Burien is organized into the City Manager's Office and several departments. The city departments are:

- Administrative Services
- Legal/City Attorney
- Finance
- Community Development
- Parks, Recreation and Cultural Services (PaRCS)
- Public Works – Public Works Director serves as City's Emergency Manager

Police services are contracted to King County Sheriff's Office. Fire and emergency medical services are provided by King County Fire Protection District #2 and King County Medic One.

As provided by state law and Burien City Municipal Code 2.75.010(4), the City Manager serves as the City's Director of Emergency Management. In the absence of the City Manager, an interim City Manager will be appointed and shall serve in this capacity, having the same responsibilities and authorities as the City Manager.

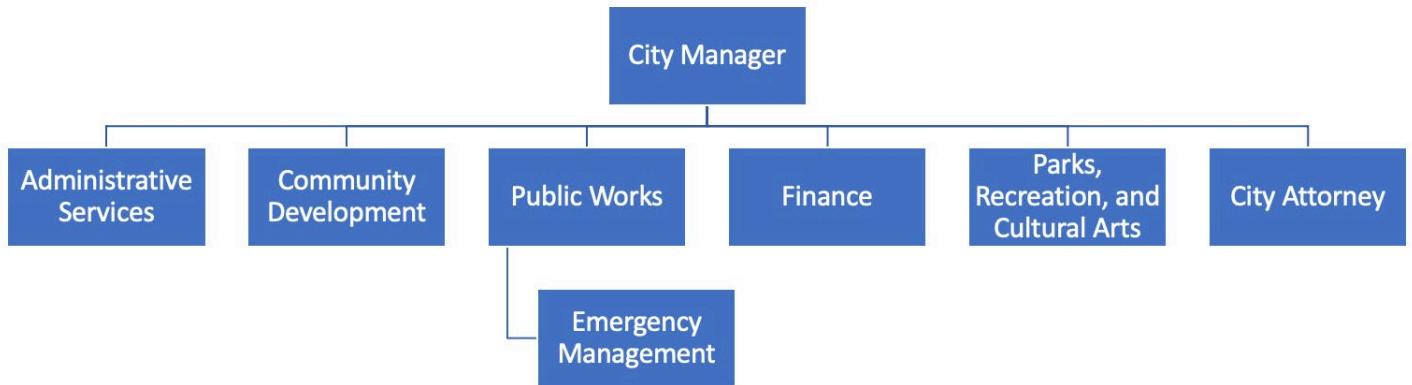


Figure 1: City of Burien day-to-day city organizational chart.

B. General Emergency Management

The Director of Emergency Management (City Manager) and Emergency Manager (Public Works Director) are the primary staff for the City's emergency management program. The Emergency Management Director and Emergency Manager provide the authority and guidance for the program.

The City of Burien CEMP is established to provide channels of communication for efficient coordination, communication, prioritization, and liaison of emergency life-saving operations between local, county, state, federal government, and the public sector. The Director of Emergency Management is directed to adopt administrative rules and regulations to carry out the designated emergency management functions set forth.

Emergency Management Committee

The Director of Emergency Management serves as the Committee chairperson. The Committee is comprised of key personnel from City departments, all of whom have key roles in preparedness, planning, and response activities. Members of the Emergency Management Committee may staff the Burien EOC during activations and coordinate the activities in their respective divisions or areas of responsibility during emergencies and disasters and/or ensure that others from their department are trained to do so. It is important to recognize that department leadership will be needed to serve on the policy group and to keep their own department operations running during an emergency, and that the EOC may require 24/7 staff for an extended period. Having a pool of qualified individuals beyond Committee members is essential to the successful operation of the EOC.

The City of Burien Emergency Management Committee provides overall guidance to the City's Emergency Management Program. The Committee meets every other month and serves an advisory capacity as well as an active role in staff support, direction, and expertise in the development of key emergency management plans

such as: the Comprehensive Emergency Management Plan (CEMP), Continuity of Operations Plan (COOP), Continuity of Government Plan (COG), and all supporting documents. The Committee will review and approve all plans and procedures identified herein.

The Emergency Management Committee consists of the following individuals:

- Administrative Services Director
- Burien Fire Chief
- Burien Fire Marshall
- Burien Police Chief
- City Attorney
- City Clerk
- City Manager/ Emergency Management Director
- Community Development Director
- Communications Officer
- Deputy Public Works Director
- Economic Development Manager
- Finance Director
- Human Services Manager
- Information Systems Manager
- PaRCS Director
- Public Works Director
- Project Manager- Special Projects
- Recreation Manager

Sub-committees are organized when deemed necessary by the committee. Sub-committees may include individuals from outside organizations but shall be chaired by an Emergency Management Committee person.

C. Disasters & Emergencies

Emergencies such as violations of law, emergency medical calls, etc., occur daily and do not normally require the direct involvement of the City's emergency management function.

On a less frequent basis, the City of Burien is confronted with large scale events that go beyond the organization's capabilities or that of local mutual aid. Whenever department capabilities are strained to this extent, it triggers the need for a multi-agency response which can be supplied from inside and outside the City government. Non-city resources could include non-routine mutual aid jurisdictions across the state through the Washington Intrastate Mutual Aid System (WAMAS), and other assistance available through inter-local agreements or pre-existing contractual arrangements with private sources of specialized services.

The Director of Emergency Management will serve as the City's Disaster Coordinator, leading Burien Emergency Operations Center (EOC) response and recovery operations during disasters and emergencies. The Director of Emergency Management may delegate those EOC responsibilities to their designee.

During a disaster or emergency that requires EOC activation, the City Manager identifies the following as the City's top priorities:

- Coordination and Situational Awareness
- Communications

When the EOC is activated, designated staff will report to the EOC to coordinate response efforts and support field operations. The Director of Emergency Management or their designee will assume the role of EOC Manager. City Departments with designated EOC positions will respond to the EOC and organize their areas of responsibilities into manageable units to assess damages and determine needs. Burien Departments will provide staff, as requested, for EOC training. Designated personnel unable to fill their position shall contact the EOC as soon as possible.

The primary EOC is located in Fire Station #28. If the primary facility is compromised or unavailable, the alternate site for the EOC is Fire Station #29. Procedures have been developed and practiced to move operations to an alternate facility. If necessary, functions of the EOC can also be run remotely using standard video conferencing and web-based tools.

EOC Location

Fire Station #28
900 SW 146th Street
Burien WA, 98166

Alternate EOC Location

Fire Station #29
135 S Normandy Road
Burien, WA 98148

Burien personnel are expected to carry out their responsibilities outlined in this plan using their best judgement and in a coordinated manner.

The Director of Emergency Management oversees and provides policy recommendations to City Council during emergency and recovery periods. The Director of Emergency Management or designee is responsible for coordinating all support for emergency operations.

The day-to-day organizational structure of departments will be maintained; to the extent it is practical to do so, for major emergency and disaster situations, with the

understanding that all departments have an obligation to assign personnel to the Emergency Operations Center and the labor pool as requested.

The City of Burien uses an Incident Support Model (ISM) for the EOC. Each department will assign the number of people requested from within their department to be fully trained to perform assigned duties in the EOC.

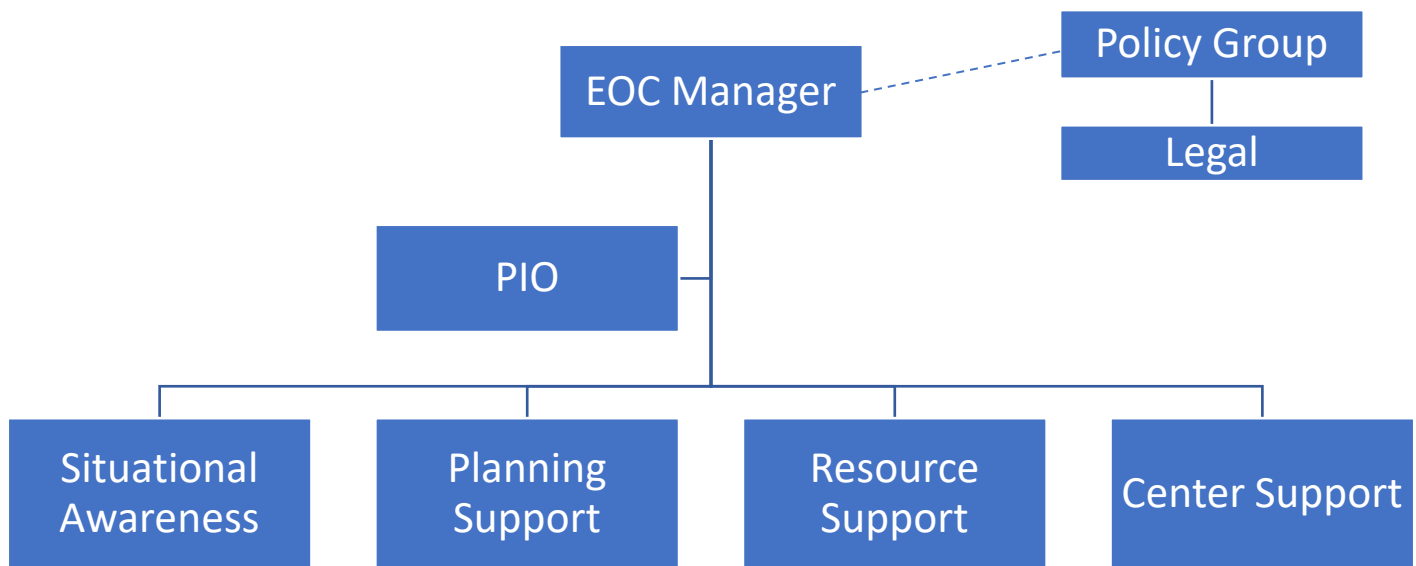


Figure 2: EOC Incident Support Organizational Diagram

D. Functional-to-Department Cross-Reference Matrix

| MISSION AREA | P – Primary S – Support C - Coordinating | Emergency Management | Police | Public Works | Community Development | Finance | Parks and Rec | Legal | Fire | Administrative Services (City Clerk, IT, HR, Communications) | City Manager (Economic Development, Human Services) |
|--|--|----------------------|--------|--------------|-----------------------|---------|---------------|-------|------|--|---|
| | CORE CAPABILITIES | | | | | | | | | | |
| PREVENTION (Anti-Terrorism/Human) | Planning | C | P | C | S | C | S | C | S | S | S |
| | Public Information & Warning | S | P | C | S | C | C | C | S | C | C |
| | Operational Coordination | C | P | C | C | C | C | C | C | S | C |
| | Intelligence & Information Sharing | C | P | | | | | | S | S | |
| | Interdiction & Disruption | | P | | | | | | S | S | |
| | Screening, Search, & Detection | | P | | | | S | | | | |
| | Forensics & Attribution | | P | | | | | | | | |
| PROTECTION (Infrastructure-focused/Access Control) | Planning | P | S | C | S | C | S | S | | S | S |
| | Public Information & Warning | S | S | C | S | C | S | C | S | P | C |
| | Operational Coordination | C | S | C | P | C | C | C | S | S | S |
| | Intelligence & Information Sharing | C | P | | | | | | S | | |
| | Interdiction & Disruption | C | P | | | | | | | | |
| | Screening, Search, & Detection | C | P | | | | | | | | |
| | Access Control & Identity Verification | | S | | | | S | | | P | |
| | Cybersecurity | | S | | | S | S | | | P | S |
| | Physical Protective Measures | C | P | S | | | | | | | S |
| | Risk Management for Protection Programs | C | P | | S | | | | S | | |
| Supply Chain Integrity & Security | | S | P | | | | | | | | |
| MITIGATION (Natural Hazards) | Planning | P | C | S | S | C | C | S | S | S | S |
| | Public Information & Warning | S | S | P | S | C | S | C | S | P | S |
| | Operational Coordination | C | S | P | S | C | C | C | S | S | C |
| | Community Resilience | C | S | | P | | S | | S | | |
| | Long-term Vulnerability Reduction | C | | P | S | | | S | S | S | |
| | Risk & Disaster Resilience Assessment | P | | S | S | | | S | S | | |
| | Threats & Hazards Identification | P | | S | S | | | S | S | S | |
| RESPONSE | Planning | P | S | S | S | C | S | S | S | S | C |
| | Public Information & Warning | S | S | S | S | C | S | S | S | P | C |

| | | | | | | | | | | | |
|------------------------------|--|----------|---|---|---|---|---|---|---|---|---|
| | Operational Coordination | C | P | S | S | C | S | S | S | S | S |
| | Infrastructure Systems | | S | P | S | S | S | S | S | S | |
| | Critical Transportation | | S | P | | S | S | | S | S | |
| | Environmental Response/Health & Safety | C | S | C | S | S | | | P | S | |
| | Fatality Management Services | C | S | | | S | S | | P | | |
| | Fire Management & Suppression | C | S | | | | | | P | | |
| | Logistics & Supply Chain Management | C | S | | | P | | | | | |
| | Mass Care Services | | | | | S | P | | S | S | S |
| | Mass Search & Rescue Operations | C | P | S | | S | S | | S | | |
| | On-scene Security, Protection, & Law Enforcement | C | P | S | | S | | | S | | |
| | Operational Communications | P | S | S | S | S | S | S | S | S | S |
| | Public Health, Healthcare, & EMS | C | S | | | S | S | | P | S | |
| | Situational Assessment | P | S | S | S | S | S | S | S | S | S |
| | RECOVERY | Planning | S | C | C | S | C | C | S | | P |
| Public Information & Warning | | S | S | C | S | C | S | S | S | P | C |
| Operational Coordination | | P | S | S | S | C | S | S | | C | S |
| Infrastructure Systems | | C | | P | | S | | | | | |
| Economic Recovery | | C | | S | | S | | S | | S | P |
| Health & Social Services | | C | | | | S | S | S | | | P |
| Housing | | C | | | S | S | S | | | | P |
| Natural & Cultural Resources | | C | S | | S | | P | S | S | | S |

V. RESPONSIBILITIES

A. Government Roles

The following are basic responsibilities for emergency management operations provide by and through City, County, State, and Federal Roles. Detailed responsibilities and essential activities for the City of Burien are found in the appropriate department annexes.

City Council & Administration

The City Council will convene pursuant to BMC Chapter 2.75 to perform legislative duties as the situation demands and will receive reports relative to Emergency Management activities.

The Director of Emergency Management for the City is the City Manager (Municipal Code No. 2.75.010(4)). The Director is responsible for the organization, administration, and operation of the emergency management program.

Emergency Manager Role

The Emergency Manager will be appointed by the Director of Emergency Management. The Emergency Manager will direct and coordinate development, implementation, and maintenance of all City emergency management related plans. The Emergency Manager facilitates coordination with outside agencies and organizations involved in emergency management, provides public education and information related to disasters, and manages the Emergency Operations Center during activations.

King County Emergency Management

King County Emergency Management will coordinate emergency activities in unincorporated areas of the county and will facilitate communication, coordination, and resource support functions across all jurisdictions in King County.

Washington State Emergency Management Division

Washington's Emergency Management Division (EMD) coordinates all emergency management activities of the State to protect lives and property and to preserve the environment.

Washington State EMD will take appropriate actions to coordinate requests for various services such as, specialized skills, equipment, and resources in support of State and local government emergency operations.

Federal Government

The federal government consists of several organizations that are responsible for emergency response and recovery activities, depending upon the incident. It is the responsibility of the Federal Emergency Management Agency (FEMA) to conduct consequence management activities in affected areas once a Presidential Emergency or Disaster Declaration has been made. FEMA facilitates the delivery of many types of federal response assistance to state and local governments, as well as coordinating the response of other federal agencies such as the Department of Defense (DoD), Health and Human Services (HHS), etc. It should be noted that many federal agencies have their own emergency response and recovery programs that are administered independently of FEMA (SBA, HUD, USDA, etc.), many of which are available outside of a Presidential Emergency or Disaster Declaration.

B. Incident Management Actions & Critical Tasks

When a major emergency or disaster occurs, departments will use the following general list as a basis for managing their disaster operations:

1. Establish Incident Command following procedures established by each department.
2. Report to a pre-determined site to manage department operations.
3. Account for personnel.
4. Assess damages to facilities to identify if there are obvious safety concerns.
5. Assess personnel and resources available.
6. Assess problems and needs.
7. Report the situation, damages, and capabilities to the EOC.
8. Send designated department representatives to the EOC.
9. Carry out department responsibilities and assigned tasks.
10. Continue assessments and report to the EOC regarding resources, needs, damages, actions, etc.
11. Keep detailed and accurate records, document actions, costs, situations, etc.

Department Pre-Incident Actions (Preparedness & Mitigation)

Preparedness involves taking steps to ready the City and the community for emergencies and disasters while mitigation involves actions taken to protect lives and property.

Specific preparedness activities for each department include:

- Establish policies and procedures for department chain of command and succession of authority.
- Designate primary and alternate locations from which to establish direction and control of department activities during an emergency or disaster.
- Identify and obtain necessary equipment and supplies which may be needed to manage department activities.
- Identify the information needed to manage department activities including how it will be gathered, stored, and accessed.
- Decide how department management relates to the EOC and who should report there when an emergency or disaster occurs.
- Encourage development of employee response teams from within the department.

- Establish procedures to ensure the ability to activate personnel on a 24-hour basis.
- Maintain methods of communicating internally, among first responders, and the community.
- Make staff available, when requested by the Director of Emergency Management or EOC Manager for appropriate training and emergency assignments, such as EOC activities, damage assessment, and liaisons with other agencies and organizations. All costs of these activities will be the responsibility of the respective department.
- Conduct department training on department-specific plans to enhance response and recovery capabilities.
- Review the hazard and risk analysis for the City and develop capabilities and resources to enhance the department's ability to respond.

Department Response Activities & Critical Tasks

Once an incident occurs, the priorities shift from prevention, preparedness, and mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community.

During an incident, the directors of each department, with concurrence of the Director of Emergency Management, will:

- Assess the impact of the event on department personnel, facilities, equipment, and capabilities.
- Report any observed damage through the respective department's chain of command to the EOC on a continuing basis.
- Maintain provisions for essential services.
- Keep complete records of expenditures, time worked (straight time and overtime), equipment used, repairs, and other disaster-related expenditures.
- In coordination with the EOC and Incident Command, direct the execution of emergency operations plans and perform appropriate incident stabilization activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.
- Response actions may include: immediate law enforcement, fire, and emergency medical service actions; emergency flood fighting; evacuations; transportation system detours; emergency public information; urban search and rescue; mass care services; debris clearance; emergency restoration of critical infrastructure; and more.

Though Burien does not have the direct capability to perform all these functions, it will ensure that the functions are carried out as needed and will support those organizations responsible for their execution.

Department Recovery Activities & Critical Tasks

In the context of a single incident, once immediate response missions and lifesaving activities conclude, the emphasis shifts from response to recovery operations. Recovery involves actions needed to help individuals and communities return to normal when feasible. All response and recovery activities are detailed in SOPS, and appropriate state and federal recovery guidelines. The process of collecting, analyzing data, developing objectives and action plans, and documenting critical incident information in the EOC is guided by SOPs. Following the event, the Director of each department, with the concurrence of the Director of Emergency Management, will:

- Continue to report any observed damage and assess community needs.
- Prioritize recovery projects and assign functions accordingly.
- Coordinate recovery efforts and logistical needs with supporting agencies and organizations.
- Prepare documentation of the event, including the event log, cost analysis, and estimated recovery costs.
- Assist in establishing disaster assistance offices to aid private businesses and residents with individual recovery.
- Assess special community needs and provide information and assistance, as deemed appropriate.
- Provide a continuous flow of pertinent information to employees, first responders, and the community about the status of recovery efforts.

C. Mutual Aid & Other Agreements – Requests for Assistance

When a major emergency occurs, it is anticipated that departments and other responding organizations will organize their areas of responsibility under manageable units, assess damages, and determine needs. If agency resources cannot meet the needs created by the incident, additional assistance may be requested through existing mutual aid agreements, through the King County Office of Emergency Management, surrounding jurisdictions, or directly from the State Emergency Operations Center (SEOC). Resources requested through King County or the SEOC may be delivered by other cities, counties, or Tribes in the state, who are a part of WAMAS. Resources may also need to be procured from private sector companies. In the event of a Proclamation of a Local Emergency, the deployment of resources will normally be coordinated through the EOC (if activated). Resources to support City operations may be placed in staging areas

until specific assignments can be made. It is critical to note that all requested resources must be paid from local funds, with no expectation of reimbursement from another source.

VI. COMMUNICATIONS

A. Interoperable Communications (All Government)

When conditions disrupt communications systems within the City, redundant systems will be utilized to establish communications with the City EOC, City departments, leadership, King County EOC, State EMD, and response partners. The following is a list of City communication resources that may be utilized during incidents:

- 800-MHz radio (**controlled by PSRN with priority 1 re- establishment*)
- Amateur Radio
- Radio Free Burien 540 AM
- Cellular Phones with Firstnet
- City Cable Channel TV 21
- City Facebook
- City Intranet
- City Twitter
- Alert King County (operated by King County)
- Email
- Emergency Alert System accessed through King County, WaEMD, and NWS
- Voice & Data Telecommunications System with Government Emergency Telecommunication Services (GETS) and Telecommunication Service Priority (TSP).
- Regional Public Information Network (RPIN)

When conditions disrupt communications systems within the City, redundant systems will be utilized to establish communications within the City, with King County EOC, State EMD and response partners through radio transmitting and receiving capabilities using 800 MHz and HAM Radio.

If all of Burien's capabilities are impacted, decreased, or otherwise unusable, the City will request that King County EOC provide radio transmission support, as their system allows. Additional redundancies and communications support is also available through Valley Comm to provide 911 services for police and fire. King County Sheriff's Office Communications Center can provide backup 911 service capabilities and, as a last resort, initiation of the Emergency Alert System (EAS) when requested by the EOC. Additional EAS redundancies include Washington State EOC and National Weather Service Seattle. Washington State EMD is also available to provide redundant communication capabilities, as resources allow, if

the City's and King County's capabilities are overwhelmed or otherwise insufficient to support response and recovery efforts.

B. Jurisdictional Communications Plan

The City of Burien is an ethnically and linguistically diverse community. In order to ensure life safety and community involvement, the City of Burien has created an Inclusive Emergency Communications Plan (IECP) to ensure that all residents have access to life safety information in a language they understand.

Process for Access & Functional Needs Populations

The Access and Functional Needs (AFN) Populations include those with visible and invisible disabilities that create a situation where accommodations are required in order for communications to be received and understood by the individual. This group includes, but is not limited to, Hearing Impaired, Visually Impaired, and people with Intellectual and Developmental Disabilities (IDD). To ensure that all emergency messaging is accessible to people with AFN, the City of Burien will:

- Ensure that ASL interpreters are available and fully visible to the cameras at all media briefings.
- Social media and digital content with images will have alternate text for each image.
- All digital and print materials will be written at an eight-grade reading level or have a plain language accompaniment.
- All media, documents, and digital content will be reviewed for screen reader friendliness before releasing the information.

Limited English Proficiency (LEP) Populations

The City of Burien's Inclusive Emergency Communications Plan (IECP) is drawn from the county-wide IECP, which represents a collaborative and coordinated effort by King County Emergency Management, Public Health-Seattle & King County, and other regional stakeholders. The IECP will be utilized during emergencies and disasters, such as evacuation, to communicate life safety messages to targeted populations.

The City of Burien has a variety of systems, community networks, and communication methodologies that can be leveraged to relay critical, life-safety information, including mass notification systems (Alert King County), translated written materials, ethnic media (TV, radio, social media), in-person and telephone-based interpretation services and community-based social media networks (i.e. Facebook). The City also has access to the Regional Joint Information System (JIS) and the County Trusted Partner Network (TPN), a network of individuals and community-based organizations who are seen as

trusted agents in their community, will transmit messages in the appropriate language to their community and clients.

Washington State RCW 38.52.070(3)(a)(ii) defines "significant population segment" as "each limited English Proficiency language group that constitutes five percent or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected within a city, town, or county." According to the State Office of Financial Management (OFM) LEP data, the City of Burien has three LEP language groups considered significant population segments. They are:

| Languages | Est. Language Speakers | % of Population |
|------------------------|-------------------------------|------------------------|
| English Only | 30,623 people | 60.4% |
| Spanish | 7,604 people | 15% |
| Amharic, Somali | 2,896 people | 5.7% |
| Vietnamese | 2,338 people | 4.6% |
| Samoan, Hawaiian | 943 people | 1.9% |

To quickly and effectively communicate with LEP communities, the City of Burien has the following resources available:

- Use of certified translators and interpreters (subject to vendor availability).
- Pre-scripted and pre-translated messages for a variety of hazards that threaten the region (e.g. earthquakes, flooding, landslides, fire).
- Translated printed materials are available to first responder agencies and volunteers to support in-person and door-to-door efforts.
- Community Centers can be used to disseminate urgent/non-urgent messages at city facilities, parks, senior centers, places of worship, libraries, schools, restaurants, grocery stores.
- Community Communications Network a two-way communication network controlled by Public Health Seattle & King County can be used to disseminate life-safety information.
- Trusted Partner Network is a regional network of bilingual community partners that can be accessed through King County's Duty Officer or PIO to disseminate life-safety information using established community networks.

Frequency of LEP Emergency Notification

At this time, the IECF has not been utilized by the City.

Evaluating Life Safety Communications Efficacy

Following every life safety event, a debrief is conducted and information from the debrief forms the basis for the After-Action Report (AAR). Debriefs of the event include the

evaluation of sentinel events, such as deaths and injuries. Information regarding the number of deaths among specific populations that utilized services, as well as follow-up with targeted communities after an event to determine what they wished they had known is information that will be used to determine the efficacy of our targeted population messaging. Information collected will be included in the AAR and the Improvement Plan (IP) and be assigned to specific individuals or groups of individuals to find solutions to close the identified gaps.

Technological Challenges Limited Communications

All the above-mentioned options for communicating with our LEP communities come with significant challenges. One of the largest challenges that is most of the above communications are “owned” by other entities which may delay communications if a regional catastrophic event has occurred. It also assumes that Burien can reach the County through one of the redundant systems. However, due to infrastructure collapse and radio congestion, it may be difficult to reach these entities in a reasonable amount of time.

In addition to issues of ownership, Alert King County can broadcast in two languages simultaneously by mobile, text, landline, and email. However, it cannot direct specific language translations to specific individuals or populations. Messages will first be sent out in English and Spanish and will be delayed while translations into other languages take place.

Social media presents unique challenges to an aging population as not all residents are users of social media.

In general, when communicating with local media, the message content is sent in English with a request that the message be translated into the audience’s preferred language. This translation/interpretation takes time.

The Trusted Partner Network is a newly formed network of volunteers that is largely untested and has not be used during a catastrophic event. During a disaster it may be difficult to reach these volunteers to utilize their language and translation skills. Volunteers are also likely to be among the populations that are disproportionately impacted and may be unable to assist the county. In addition, the Trusted Partner Network does not have a process for verifying an individuals’ language proficiency which may lead to inconsistent/unmatched language and intent of messages.

Recommendations for Addressing Challenges

All technology has limitations that can only be fixed by the developers enhancing the software or hardware. However, the City of Burien can address the challenges and gaps

in technology by deploying as many of the techniques as possible, including the utilization of community members, agreements already in place with language services, pre-printed messages, door-to-door messaging, and other approaches that require limited technology.

Additionally, building relationships with local businesses frequented by the targeted communities and the building of relationships with the communities themselves will be paramount to successful communications and message dissemination. Exercising each aspect of the IECP to identify, document, and address gaps will also improve the resilience and the efficacy of the plan.

Resources Needed to Address Identified Challenges

To address the above challenges the City of Burien will need the following resources:

- Content Accessibility Training that can teach identified positions how to develop accessible content and review content for accessibility.
- Pre-populated emergency and life safety messages in targeted languages.
- MOU/MOA with interpretation and language services including ASL interpreters.
- Cultural training for all city staff on how to respectfully engage with targeted populations.
- Development of relationships with businesses and community leaders of targeted populations.

VII. ADMINISTRATION

A. Documentation Process

Each City department shall designate personnel to be responsible for the documentation of emergency operations within their respective department. During emergency operations, non-essential activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments to provide support and documentation services.

Having comprehensive and accurate records are necessary in submitting requests for assistance or reimbursement following an emergency. The EOC and departments shall have processes established to ensure they are able to maintain accurate records. Important records for the EOC include, but are not limited to, the following:

- Situation Reports
- EOC Action Plans
- Requests for Assistance
- Damage Assessments

- Emergency Proclamations
- Expenditure Reports
- Individual logs
- Force account time and equipment usage
- After-Action Reports (AARs)

B. Document Retention Process

Records of emergency operation activities shall be kept in a manner that distinguishes them from day-to-day operational reports, service work requests, and payroll records. When appropriate, emergency reports and expenditures shall be coordinated, and documentation for state and/or federal reimbursement and/or assistance programs shall be prepared and submitted to the appropriate state and federal agencies.

The City Clerk's Office will assist the EOC and departments in identifying and maintaining accurate records for retention.

C. Preservation Process

All departments will identify records essential for continuity of preservation of government and provide for their protection as required by RCW 40.10.010 (Information regarding essential records designation, list of security and protection, and document reproduction as outlined by the State Archivist). In situations where emergency work is done to protect life and property, environmental review requirements and permits may be waived or orally approved, however this cannot be assumed and must be verified with each agency responsible for conducting reviews and issuing permits.

VIII. FINANCE

Emergency expenditures are not normally integrated into the budgeting process. Nevertheless, disasters occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures. Financial operations will be carried out under compressed schedules and intense public pressures, necessitating expeditious (non-routine) procedures, but with no lessened sound financial management and accountability.

A. Expenditure Approval Process & Documentation

In emergency situations, political subdivisions have the power to contract and incur obligations without regard to time-consuming procedures and formalities prescribed by law (except under mandatory constitutional requirements) including but not limited to budget law limitations and the appropriation expenditure of public funds identified in RCW 35.33.081, *Emergency Expenditures – non-debatable emergencies*. Individual employees of the City may not incur

expenditures outside of regular purchasing parameters without those parameters being waived through a City Emergency Proclamation as noted in the RCW.

Expenditures necessary for immediate survival of persons endangered by an emergency or that may be incurred by a disaster may not exceed the legal limitations of the budget unless the City Council passes a resolution authorizing a budget amendment. Pursuant of RCW 35.33.081, the City Manager may authorize emergency purchases without bidding. For purchases over \$25,000, the City Manager will seek City Council approval at the earliest opportunity.

The City of Burien will incur disaster related obligations and expenditures pursuant to the provisions of RCW 38.52.070(2) and is authorized to make expenditures necessary to meet emergencies without further notice of hearing as provided by RCW 35.33.081.

To allocate funds towards a disaster or emergency, a reasonable estimate will be determined by the City's administration, which would estimate a gap in funding between the overall cost of the disaster and the funding received from federal, state, and local funding sources. In addition, the Finance Department will create a project in the accounting system's project accounting module to track specific disaster-related costs for reporting purposes.

Burien, when expending resources in response to an emergency or disaster, will maintain detailed records during such emergencies or disasters that meet financial and accounting requirements. Records will be kept in such a manner that emergency or disaster related expenditures and obligations of local departments and agencies can be broken out and identified separate from regular or general programs and activities.

Complete and accurate records are necessary to:

- Document requests for assistance
- Seek cost recovery through appropriate avenues (private sector responsibility, Federal Disaster Declarations, etc.)
- Audit reports and records
 - Appropriate extracts for payrolls.
 - Schedule of equipment used or copies of invoices from rented equipment.
 - Invoices, warrants, and checks issued and paid for materials and supplies.
 - Copies of contracts for all work performed by an outside agency.

B. Cost Recovery Process/Reimbursement

Following a disaster or emergency, there may not always be a reimbursement avenue, however the City should take the appropriate actions and follow the same

level of documentation standards if reimbursement avenues become available. Cost recovery may come from:

- Jurisdiction Insurance/Risk Pool
- State Reimbursement Programs
- Federal Reimbursement Programs
- Grants from non-profit organizations or foundations
- Private-Sector entities in cases where they were responsible for causing the disaster

Federal and State Reimbursement

Emergency or disaster related expenditures and obligations of local political subdivisions may be reimbursed under several federal or state programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may be authorized by the federal or state government after a major disaster declaration by the President under statutory authority of certain federal agencies. The Federal Emergency Management Agency (FEMA) provides funding to public entities through the Public Assistance Program. Other agencies that may provide post-disaster funds to public agencies include, but are not limited to:

- Washington State Department of Energy—FCAAP Grants
- US Department of Transportation—Trans Aid
- US Fish & Wildlife
- FEMA Mitigation Program
- US Army Corp of Engineers
- Federal Highway Administration (for “on-system” roads)
- Natural Resources Conservation Service

C. Pending a Presidential Disaster Declaration

After an occurrence that may result in a declared major disaster or emergency, King County Office of Emergency Management will send notifications and forms to the local jurisdictions for reporting disaster related loss.

During response and recovery efforts, departments are responsible for using those forms to report information related to damages incurred by public facilities and infrastructure. Forms are compiled and sent back to King County Office of Emergency Management for county-wide compilation and submission to the Washington State Emergency Management Operations Center (SEOC). If

expenditures exceed a preset threshold, the governor will request a Presidential Disaster Declaration.

Pending this declaration, emergency disaster expenditures will come from currently appropriated local funds in accordance with RCW 35.33.081 "Emergency Expenditures—Nondebtable Emergencies" and RCW 35.33.091 "Emergency Expenditure—Other Emergencies."

D. Following a Presidential Disaster Declaration

Once a disaster declaration is made by the President, Joint Field Offices are opened and staffed by FEMA and the state, for the purpose of administering disaster assistance programs. Briefings will be arranged for all eligible applicants. The Finance Department is responsible for attending these briefings and completing all paperwork related to requesting disaster assistance.

Below are some of the avenues for community assistance:

Public Assistance Program

Public Assistance is one of FEMA's grant programs that provides funds directly to state and local governments and certain qualified non-profits to aid communities who are responding to and recovering from a major disaster or emergency that has resulted in a Presidential Disaster Declaration. The program provides emergency assistance to help save lives and protect property, as well as helping to permanently restore community infrastructure.

Individual Assistance Program

The Individual Assistance Program is for individuals and families impacted by the federally declared disaster or emergency. This program is designed to help meet disaster applicants' needs, which include: housing assistance (temporary housing, repair, replacement, etc.) and other needs (medical, funeral costs, clean-up, moving, etc.)

If a Disaster Declaration authorizes Individual Assistance, a toll-free federal telephone registration number is provided for people to report damages and begin the assistance process. Individual Assistance reporting is coordinated through King County Office of Emergency Management, but local Human Services Departments and non-profit organizations may be asked to support applicants through the process.

Small Business Administration Program

Businesses can apply for loans from the Small Business Administration (SBA) Program following a Federally Declared Disaster. These loans may cover operating

expenses, business losses, wage losses, etc. The SBA Program also offers loans to residents to repair or replace their primary home to its pre-disaster condition and replace some personal property (i.e., appliance and furniture). The SBA also has the authority to declare a disaster to authorize their own programs even when a Federal Major Disaster Declaration is not in place.

Other Needs Assistance Program

The Other Needs Assistance Program (ONA) under FEMA's Individuals and Households Program (IHP), provides financial assistance to necessary expenses and serious needs directly caused by the disaster, but is not covered by other assistance programs. The ONA may provide assistance for the following to those that qualify:

- Child Care
- Medical and Dental
- Funeral
- Transportation
- Moving and Storage
- Critical Needs
- Miscellaneous and Other Expenses

IX. LOGISTICS

Following an emergency or disaster, all departments are responsible for providing personnel and equipment to support emergency operations as directed by the City Manager. Emergency operations will be conducted by City personnel and efforts may be supplemented by trained volunteers and mutual aid. Burien maintains an inventory management system that is managed jointly by Public Works and Parks. This system is designed to provide current information on city resources and their status. The ability to add NIMS typing information to it is planned for 2022.

A. Methodology & Agencies Involved in Resource Procurement

Following a disaster or emergency, Burien will transition logistics ordering from a department spending process to a centralized ordering process led by the Resource Support Section of the EOC. The Resource Support Section will be staffed by individuals within the city who have been specifically trained to perform the duties and assignments of this section and has the responsibility of processing requests, ordering, and procuring the necessary operational resources to support department response efforts. Lower priority resources may be fulfilled prior to higher priority resources due to their availability, the EOC will focus on resource acquisition to provide and achieve the following:

- Life Safety
- Incident Stabilization
- Protection of Property

- Protection of Environment

They will first work to procure resources through their already established mutual aid and vendor contracts. For resources that are not available or procurable through established contracts, the Resource Support Section will work to source new contracts or agreements for requested resources and utilize mutual aid agreements with other jurisdictions. New contracts or agreements must be approved by Finance.

When local resources have been or are expected to be exhausted or overwhelmed (including department resources, private vendors, and automatic/local mutual aid), assistance can be requested via WebEOC through King County, which may also be forwarded to Washington State EMD. Requests can be submitted to King County via any available communications method and are not limited to WebEOC requests, though they are preferred.

B. Resource Gaps

The City of Burien has identified the following gaps related to an emergency or disaster response. Some gaps are being resolved through department and city planning while other resources will become resource requests for specialized resources during a response. The identified resource gaps include:

- **Public Works Facility** – At this time, the City of Burien lacks a Public Works facility capable of housing public works equipment, resources, and personnel, as well as resources related to emergency management.
- **Burien Community Center** – The Burien Community Center (BCC) has been used as an inclement weather (heating and cooling) center. Due to climate change, the need for inclement weather centers is increasing. The BCC was built in 1968 with additions made in 1986, and the structural soundness of the facility to endure a catastrophic earthquake is undocumented. The City of Burien is working to have the BCC structurally evaluated to ensure that the building will be available for response and recovery sheltering and mass care services following a catastrophic event.
- **Power Generators** – The City of Burien does not currently own a facility that is outfitted with back-up generators. The City is working to equip the Burien Community Center with back-up generators to support response and recovery mass care operations.
- **Shelter Staffing** – The City of Burien is a small government and lacks sufficient staff to effectively operate an emergency shelter and is in need of training.
- **Emergency Manager**– The City of Burien does not have a dedicated Emergency Manager. The Emergency Manager duties have been delegated to the Public Works Director as additional duties assigned. Additional emergency

management functions are distributed across city departments and contracted services.

C. Specialized Resources

In the event a situation that is beyond the capability of local and pre-designated mutual aid resources and or/contracts, City of Burien EOC will request additional or specialized resources through the King County Office of Emergency Management, which may forward them to Washington State EMD, who in turn may forward them to other states via EMAC, or to the federal government. It is important to note that the City of Burien is obligated to pay for these resources, and therefore fiscal impacts must be accounted for.

D. Resource Request Process

The Resource Support Section is responsible for having procedures to provide projected and/or anticipated costs, checklists for requesting and providing assistance, process for record keeping, and a description of reimbursement procedures. Burien EOC will use the established resources request process (Figure 3) below to procure and manage resources.

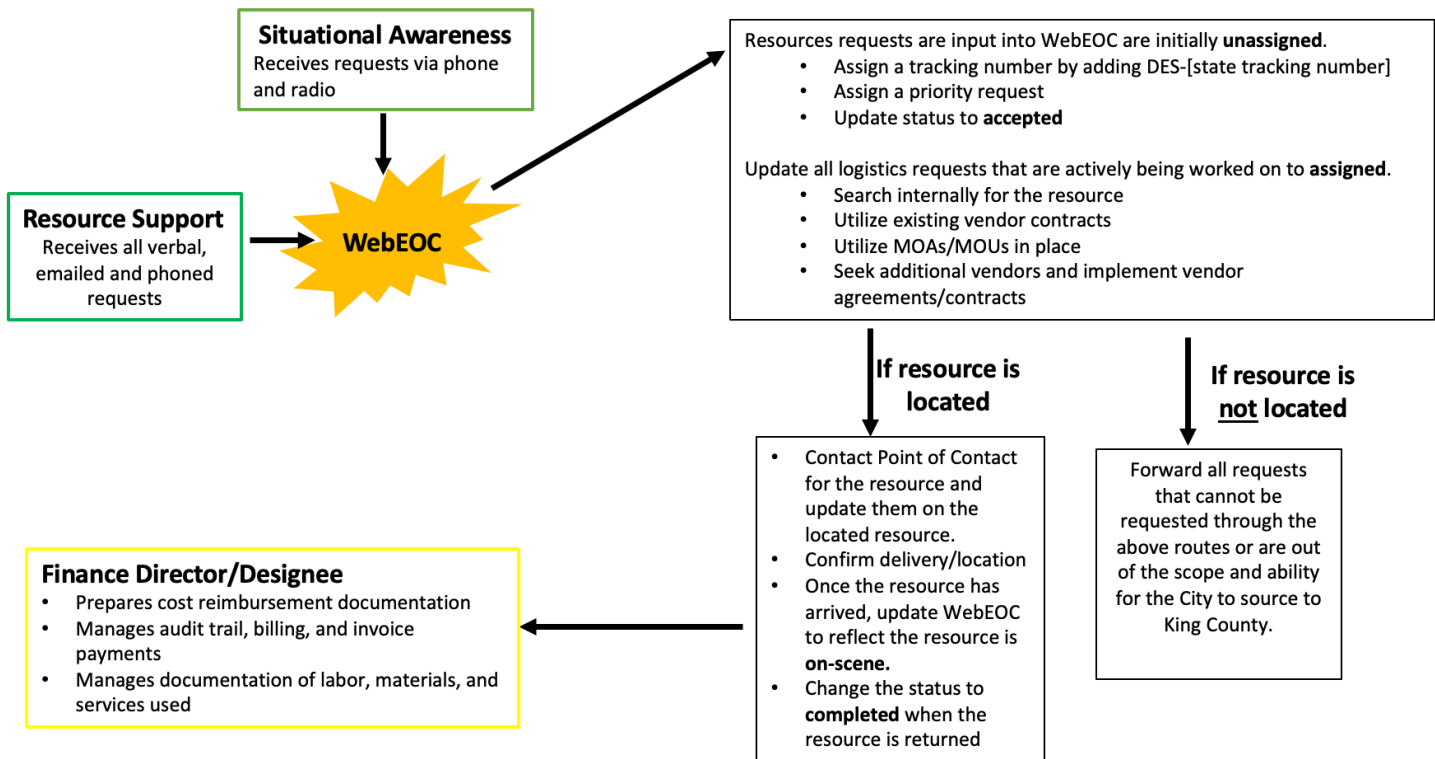


Figure 3: EOC Resource Request Process

E. Volunteer Emergency Workers

Volunteer emergency workers used during emergencies and disaster operations will be registered with the City as outlined in the Washington Administrative Code (WAC) 118.04 "Emergency Worker Program" and all donated hours will be tracked. Volunteers who are pre-registered will be issued City Volunteer Identification Cards. Spontaneous volunteers will be registered on-site and their identity verified with government issued photo ID.

In any event where volunteer emergency workers are used, Emergency Management will obtain a mission number from Washington State EMD. All volunteers, their arrival and departure times, the nature of their work, and any injuries or personal equipment losses will be documented for future reimbursement and claim issues.

F. Credentialing

The City does not have a formal credentialing process to use for outside resources. If outside resources are needed, the EOC will provide them with emailed or printed credentials that can be utilized to access the disaster area. Further, the EOC will ensure that those charged with securing scene access are made aware of the specific credential being used so that it can be verified.

Credentials and qualifications of incoming resources will explicitly be vetted by the original requestor before they are permitted to engage in response or recovery activities.

G. Donated Goods & Services

The City recognizes that both solicited and unsolicited goods and services will be donated to the city during times of emergency and disasters. Solicited donations of goods and services will be managed via the normal logistics resource management process to fulfill the needs they were requested for and to secure appropriate documentation.

Unsolicited donations of goods and services will be managed by Parks & Recreation Department and details can be found in their department plan.

X. DEVELOPMENT & MAINTENANCE

Ongoing plan development and maintenance requires coordination with the whole community. The City of Burien Emergency Manager will coordinate with all city agencies and organizations that have a role in incident response management for the development and execution of policy, planning, training, equipping, and other

preparedness activities. This will primarily be achieved through the City's Emergency Management Committee. A version of this plan will be available to the public on the City of Burien's website at <http://www.burienwa.gov>.

A. Review Process

The Emergency Manager will ensure that exercises of this plan are conducted on an annual basis, except in years when there are actual EOC activations. EOC activations will be used in lieu of exercises for plan evaluation and maintenance purposes. This plan will also be reviewed annually to ensure no fundamental changes have occurred within the City that need to be updated in the plan.

B. After-Action Reports (AARs)

After-Action Reviews (AAR) are an important part of understanding how and why emergency actions were successful or could have been more effective. They help the City improve its response and recovery efforts by evaluating the entire event, including training efforts beforehand.

Emergency Management will conduct an After-Action Review following each EOC activation and exercise, for the purpose of identifying lessons learned. All involved agencies, departments, and key personnel will be included in the AAR process to provide feedback and identification of areas for improvement and recommendations, as well as to identify things that work well and should be retained. Emergency Management will complete a corrective action plan to capture the items learned from the AAR, assign responsible parties for implementation, and follow-up with those parties to ensure the corrective actions are taken. Annual reports will be made by the Emergency Management Director and provided to the City Administrator and Mayor regarding the status of the corrective actions.

C. Revision & Maintenance Schedule

The Director of Emergency Management will appoint a primary Point-of-Contact for CEMP management and maintenance. The City considers the CEMP to be in a constant state of revision. Whenever an event or incident has a scope and scale that requires the EOC to activate or requires complex support operations, the specific portions of the plan that were implemented will be reviewed and appropriately revised to reflect lessons learned and best practices resulting from EOC operations.

This plan will be completely updated as required by state law, with supplemental updates done as the need arises. The complete update will be submitted to the Washington State Emergency Management Division for review prior to formal adoption by the city. Emergency Management will monitor and update this plan in accordance with changes in Federal & State requirements.

APPENDIX I: Terms & Definitions

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| After Action Report | A narrative report that presents issues found during an incident or exercise along with recommendations on how those issues can be resolved. |
| Alternate Facility | An alternate work site that provides the capability to perform minimum essential departmental or jurisdictional functions until normal operations can be resumed. |
| Appendix | Contains details, methods, and technical information that are unique to specific hazards identified as being likely to pose a threat of disaster in the community. Appendices are supplementary, helper documents, frequently changing but without specific direction. |
| Comprehensive Emergency Management Plan | A plan developed by the jurisdictional emergency management program and participating entities, which addresses the mitigation, preparation, response and recovery associated with emergency or disaster incidents, or large community events. |
| Concept of Operations (CONOPS) | User-oriented document that describes the characteristics for a proposed asset or system from the viewpoint of any individual or organizational entity that will use it in their daily work activities or who will operate or interact directing with it. |
| Continuity of Government | Measures taken by a government to continue to perform required functions during and after a disaster. A coordinated effort within each branch of government to continue its minimum essential responsibilities in a catastrophic emergency. |
| Continuity of Operations Plan | An internal effort within individual components of a government to ensure the capability exists to continue essential component functions across a wide range of potential emergencies, including localized acts of nature, accidents, and technological or attack-related incidents. |

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| Damage Assessment | The process of determining the magnitude of damage and the unmet needs of the community as the result of a hazardous event. Estimation of damages made after a disaster has occurred which serves as the basis of the Mayor's Proclamation of Emergency. |
| Debrief | A meeting held after an event or disaster to discuss what happened, lessons learned and to discuss what may or may not be shared with the public. |
| Direction and Control | The emergency support function that defines the management of emergency response and recovery. |
| Disaster | An incident, expected or unexpected, in which a community's available, pertinent resources are exhausted, or the need for resources exceeds availability, and in which a community undergoes severe damage, 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. |
| Emergency Alert System | A federally mandated program established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Formerly known as the Emergency Broadcast System, it requires broadcasters to relay emergency information. This system is for immediate action emergencies where the public needs to be informed. |
| Emergency Medical Services | A system that provides care to the sick and injured at the scene of any medical emergency or while transporting a patient in an ambulance to an appropriate medical control. In King County, the care will be BLS (basic life support) provided by an EMT (Emergency Medical Technician) or ALS (Advanced Life support) provided by a paramedic. |

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| Emergency | A sudden, usually unexpected event that does or could do harm to people resources, property, or the environment. Emergencies can range from single to localized incidents, natural or technological, that damage or threaten to damage, local operations. |
| Emergency Management | The preparation for and carrying out of all emergency functions to mitigate, prepare for, respond to, and recover from emergencies and disasters, to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress. |
| Emergency Management Director | The individual within each political subdivision that has coordination responsibility for jurisdictional emergency management. |
| Emergency Management Assistance Compact | Agreements that provide for jurisdictions in different states to provide resources or other support to one another during an incident. |
| Emergency Management Division | Washington State Emergency Management Division, responsible for state-wide emergency management activities. |
| Emergency Operations Center | A central physical or virtual location from which overall direction, control and coordination of a jurisdictional response to a disaster is established. The EOC is generally equipped and staffed to perform the following functions: collect, record, analyze, display and distribute information; coordinate public information and warning; coordinate government agency activities; support first responders by coordinating the management and distribution of information and resources and the restoration of services; conduct appropriate liaison and coordination activities with all levels of government, |

public utilities, volunteer and civic organizations and the public.

Emergency Operations Plan

The NIMS compliant plan developed by the jurisdictional emergency management program and participating entities, outlining the roles and responsibilities of the EOC staff supporting on-scene emergency operations and coordinating resources.

Emergency Proclamation

The legal action formalizing the ability of the jurisdictional authority (as determined by ordinance) to take extraordinary measures beyond normal capabilities to cope with the consequences of a natural or technological disaster to protect lives, property, economy, and the environment. The local proclamation is a pre-requisite for county, state, or federal assistance. A local proclamation authorizes the use of local resources and allows emergency expenditures, as well as, allowing for waiver or normal bid procedures and other processes.

Emergency Work

Work that must be done to immediately save lives and protect improved property and public health and safety to avert or lessen the threat of a major disaster.

Emergency Worker

Any person, including but not limited to, an architect registered under RCW 18.01, a professional engineer registered under RCW 18.43, or a volunteer registered under RCW 38.52/WAC 118.04, who is registered with a local emergency management organization 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.

Essential Functions

Those functions, stated or implied, that jurisdictions are required to perform by statute or executive order or are otherwise necessary to provide vital services, exercise civil authority, maintain the safety and well-being of the

general populace, and sustain the industrial/economic base in an emergency.

Essential Operations

Those operations, stated or implied that departments are required to perform by statute or executive order or are otherwise deemed necessary.

Essential Personnel

Staff of the department or jurisdiction that are needed for the performance of the organization's mission essential-functions.

Evacuation

A protective action which involves leaving an area of risk until the hazard has passed.

Event

A planned, non-emergency activity. ICS can be used as the management system for a wide range of events e.g. parades, concerts and sporting events.

Facility

Any publicly or privately owned building, works, system, or equipment built or manufactured, or an improved and maintained natural feature.

Federal Emergency Management Agency

An agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency 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.

Hazard

Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Identification & Vulnerability Analysis

A comprehensive plan that is the result of a systematic evaluation of a jurisdiction's existing natural and technological hazards. It includes a vulnerability assessment to such hazards and provides guidance for mitigation efforts.

Hazard Mitigation

Any measure that will reduce or prevent the damaging effects of a hazard.

Incident

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

Incident Action Plan

The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan. On small, single emergencies the action plan may be verbal.

Incident Command System

The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure for the purpose of responding to a hazardous incident. An all-hazard, on-scene functional management system that establishes common standards in organization, terminology, and procedures.

Major Disaster

As defined in the Stafford Act, "Any natural catastrophe (including hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud slide, snow storm, or drought) or, regardless of cause, any fire, flood, or explosion in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states local governments, and disaster relief organizations in alleviating the damage, loss, hardship and suffering caused hereby."

Any sustained actions taken to eliminate or reduce the degree of long-term risk to human life, property and the environment from natural and technological events.

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| Mitigation | Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include, but are not limited to: building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax incentives, and disincentives, equipment or computer tie downs, and stockpiling emergency supplies. |
| National Response Framework | The plan that established the basis for the provision of federal assistance to a state and local jurisdiction impacted by a catastrophic or significant disaster or emergency that result in a requirement for federal response assistance. |
| National Incident Management System | The concept that provides for a total approach to all risk incident management. NIMS addresses the ICS, training, qualifications and certifications, publications management, and supporting technology. NIMS outlines a standard incident management organization called Incident Command System (ICS) that establishes five functional areas—command, operations, planning, logistics, and finance/administration—for management of all major incidents. Within NIMS is the principle of Unified Command. |
| Non-Essential Personnel | Staff of the department or jurisdiction who are not required for the performance of the organization’s mission-essential functions. |
| Objectives | The specific operations that must be accomplished to achieve goals, Objectives must be both specific and measurable. |
| Operational Period | In Incident Command, the period scheduled for execution of a given set of operation actions such as specified in the Incident Action Plan. |

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| Plan Maintenance | Steps taken to ensure the plans are reviewed regularly and updated whenever major changes occur. |
| Preliminary Damage Assessment | 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 PDA is document through surveys, photos, and written information. |
| Preparedness | The range of deliberate, critical tasks, and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training, and exercises, personnel qualification and certification, equipment certification, and publication management. |
| Presidential Disaster 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 the FEMA preliminary damage assessment. |
| Public Information Officer | The person designated and trained to coordinate disaster related public information and media relations. |
| Recovery | A short-term and long-term process. Short-term operations restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs, including some form of economic viability. Recovery measures include, but are limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale |

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

Response

The actual provision of services during an event. These activities help to reduce casualties and damage to speed recovery. 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.

Warning & Information

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

APPENDIX II: Acronyms

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| AAR | After-Action Report |
| AFN | Access and Functional Needs |
| ALS | Advanced Life Support |
| ASL | American Sign Language |
| BIPOC | Black, Indigenous, People of Color |
| CEMP | Comprehensive Emergency Management Plan |
| COG | Continuity of Government |
| COOP | Continuity of Operations Plan |
| DOC | Department Operations Center |
| DoD | Department of Defense |
| EAS | Emergency Alert System |
| EMAC | Emergency Management Assistance Compact |
| EMD | Emergency Management Division |
| EOC | Emergency Operations Center |
| EOP | Emergency Operations Plan |
| FEMA | Federal Emergency Management Agency |
| HHS | Health & Human Services |
| IAP | Incident Action Plan |
| IC | Incident Command |
| ICS | Incident Command System |
| IECP | Inclusive Emergency Communications Plan |
| IDD | Intellectual & Development Disabilities |
| LEP | Limited English Proficiency |
| NIMS | National Incident Management System |
| NRF | National Response Framework |
| OFM | Office of Financial Management |
| ONA | Other Needs Assistance |
| PIO | Public Information Officer |
| SBA | Small Business Administration |
| SEOC | State Emergency Operations Center |
| SMART | Specific, Measurable, Achievable, Relevant, Time-bound |
| SOP | Standard Operating Procedure |
| UCG | Unified Command Group |
| WAMAS | Washington Mutual Aid System |

APPENDIX III: Authorities & References

This appendix is a compilation of the references and authorities used to complete this plan.

CODES & REGULATIONS

City of Burien

- Ordinance No. 473 Emergency Management Procedures
- Ordinance No. 740 Amending Burien Municipal Code Related to Emergency Powers
- Resolution No. 218 NIMS Adoption
- Resolution No. 121 Emergency Operations Plan Adoption

Washington State

- RCW 35.33.081 – Emergency Expenditures – Nondebatable Emergencies
- RCW 35.33.091 – Emergency Expenditures – Other Emergencies
- RCW 35.33.101 – Emergency Warrants
- RCW 38.52 – Emergency Management
- RCW 38.56 – Intrastate Mutual Aid System
- RCW 39.34 – Interlocal Cooperation Act
- RCW 40.10.010 – Essential Record Designation
- RCW 42.14 – Continuity of Government
- RCW 49 – Laws Against Discrimination
- WAC 118-04 – Emergency Worker Program
- WAC 118-30 – Local Emergency Management/Services Organizations, Plans & Programs
- WAC 296-843 – Hazardous Waste Operations
- WAC 296-62 – General Occupation Health Standards

Federal

- Public Law 93-288 – Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster and Emergency Assistance Act
- Public Law 96-342 – Improved Civil Defense Act of 1980, as amended
- Public Law 99-499 Title III Superfund Amendment and Re-authorization Act of 1986
- Public Law 107-296 – Homeland Security Act of 2002
- HSPD 5 – Management of Domestic Incidents
- Title 44, CFR, Section 205.16 – Nondiscrimination
- National Incident Management System (NIMS)
- Homeland Security Act of 2002

PLANS

Local

- Department Standard Operating Procedures
- City of Burien Inclusive Emergency Communications Plan (IECP)

County

- King County Hazard Mitigation Plan
- King County Threat/Hazard Identification and Risk Assessment
- King County Comprehensive Emergency Management Plan
- King County Inclusive Emergency Communications Plan
- King County Regional Disaster Plan
- King County Regional Coordination Framework

State

- Washington State Comprehensive Emergency Management Plan
- Emergency Management Assistance Compact (EMAC)

Federal

- Americans with Disabilities Act of 1990 as amended by the Americans with Disabilities Act of 2008, Public Law 110-325
- National Response Framework
- Interstate Mutual Aid Compact
- Pets Evacuation & Transportation Standards Act of 2006, Public Law 109-308
- CPG 101 – A Guide for All-Hazard Emergency Operations Planning

APPENDIX IV: CEMP Distribution List

| Name | Agency/Department | Date | Distribution Method | Copies |
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Administrative Services

1. Purpose

1.1. Administrative Services enhances the capabilities of the City of Burien to respond to emergencies by providing support and coordination in the areas and roles of City Clerk, Information Technology, Human Resources, and Communications.

| Primary Core Capabilities | |
|--------------------------------|---|
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate. |
| Mass Care | Capability to provide immediate shelter, feeding centers, and related services to persons affected by a large-scale incident. The capability may also provide for companion animal care/handling. |
| Access Control and Identify | Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems. |
| Cybersecurity | Protect (and if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation. |
| Planning | Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives. |

| Support Core Capabilities | |
|--------------------------------------|--|
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities. |
| Intelligence and Information Sharing | Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on US national or homeland security by local, state, tribal, territorial, federal, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate. |
| Interdiction and Disruption | Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards. |
| Long-term Vulnerability Reduction | Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences. |
| Threats and Hazards Identification | Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity. |

Administrative Services

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| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Mass Care | Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies. |
| Operational Communication | Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |
| Economic Recovery | Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community. |
| Natural and Cultural Resources | Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and Executive Orders. |

2. Authorities and Policies

- 2.1. Burien Municipal Code 475 Emergency Management Program
 - Burien Resolution No. 218 NIMS Adoption
 - Burien Resolution No. 121 Emergency Operations Plan Adoption
 - Revised Code of Washington 38.52- Emergency Management
 - Washington Administration Codes (WAC) 118-30 and 296 62-312

3. Situation Overview

- 3.1. All hazards have the potential to create the need for emergency services. Administrative Services plays a significant role in all mission areas, providing timely, predictable, and effective infrastructure services, including; risk management, dissemination of information, management of employees and volunteers, technical support needed by the City involved in emergency operations, and decision-making processes.

4. Concept of Operations

- 4.1. Some functions of this Department may include, but are not limited to, the following:
 - The Director of Administrative Services assures services including communications, personnel management, technology support, and risk management controls are functioning during an emergency, incident, or disaster.
 - The Public Information Officer (PIO) will supply timely, accurate, consistent and clear information to the media, the public, and the local governments, as approved by the City Manager, Incident Commander, or other designated people.
 - Information Technology (IT) has a critical role in supporting all City functions. During an emergency, IT is responsible for supporting the EOC and restoring the City's essential functions

Administrative Services

based on pre-established priorities while accounting for any critical needs that arise during the incident. During an IT-specific emergency, IT will have a lead role in response to the incident.

- Human resources coordinates with all departments to track employee welfare, absences, hours worked (including overtime), and to identify any unmet personnel or employee needs. HR assists in reassigning personnel between departments and with recruiting, organizing, tracking, and assigning volunteers who may be used during an emergency. HR also conveys emergency-related HR policy information to all departments.
- Ensure that contracted animal services providers are available to conduct animal rescue and sheltering.

4.2 Description of Core Capabilities

| Mission Area | Critical Task ID. | Critical Task |
|---------------------------------------|-------------------|--|
| Public Information and Warning | | |
| Protection | 1 | Use effective and accessible indication and warning systems to communicate significant hazards to involved operators, security officials, and the public (including alerts, detection capabilities, and other necessary and appropriate assets). |
| Mitigation | 1 | Communicate appropriate information, in an accessible manner, on the risks faced within a community after the conduct of a risk assessment. |
| Response | 1 | Inform all affected segments of society of critical lifesaving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions. |
| | 2 | Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery |
| Recovery | 1 | Reach all populations within the community with effective actionable recovery-related public information messaging and communications that are accessible to people with disabilities and people with limited English proficiency; protect the health and safety of the affected population; help manage expectations; and ensure stakeholders have a clear understanding of available assistance and their roles and responsibilities |
| | 2 | Support affected populations and stakeholders with a system that provides appropriate, current information about any continued assistance, steady state resources for long-term impacts, and monitoring programs in an effective and accessible manner. |
| Access Control and Identity | | |
| Protection | 1 | Implement and maintain protocols to verify identity and authorize, grant, or deny physical and cyber access to specific locations, information, and networks. |
| Cybersecurity | | |
| Protection | 1 | Implement risk-informed guidelines, regulations, and standards to ensure the security, reliability, integrity, and availability of critical information, records, and communications systems and services through collaborative cybersecurity initiatives and efforts. |
| | 2 | Implement and maintain procedures to detect malicious activity and to conduct technical and investigative-based countermeasures, mitigations, and operations |

Administrative Services

| Mission Area | Critical Task ID. | Critical Task |
|---------------------------------|-------------------|---|
| | | against malicious actors to counter existing and emerging cyber based threats, consistent with established protocols. |
| Planning | | |
| Prevention | 1 | Identify critical objectives during the planning process, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and ensure the objectives are implementable within the timeframe contemplated within the plan using available resources for prevention-related plans. |
| | 2 | Develop and execute appropriate courses of action in coordination with local, state, tribal, territorial, Federal, and private sector entities in order to prevent an imminent terrorist attack within the United States. |
| Protection | 1 | Develop protection plans that identify critical objectives based on planning requirements, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the planning objectives, and implement planning requirements within the timeframe contemplated within the plan using available resources for protection-related plans. |
| | 2 | Implement, exercise, and maintain plans to ensure continuity of operations. |
| Mitigation | 1 | Develop approved hazard mitigation plans that address relevant threats/hazards in accordance with the results of their risk assessment within all local, state, tribal, territorial, and Federal partners. |
| Response | 1 | Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources. |
| Recovery | 1 | Convene the core of an inclusive planning team (identified pre-disaster), which will oversee disaster recovery planning. |
| | 2 | Complete an initial recovery plan that provides an overall strategy and timeline, addresses all core capabilities, and integrates socioeconomic, demographic, accessibility, technology, and risk assessment considerations (including projected climate change impacts), which will be implemented in accordance with the timeline contained in the plan. |
| Operational Coordination | | |
| Prevention | 1 | Execute operations with functional and integrated communications among appropriate entities to prevent initial or follow-on terrorist attacks within the United States in accordance with established protocols. |
| Protection | 1 | Establish and maintain partnership structures among Protection elements to support networking, planning, and coordination. |
| Mitigation | 1 | Establish protocols to integrate mitigation data elements in support of operations with local, state, tribal, territorial, and insular area partners and in coordination with Federal agencies. |
| Response | 1 | Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident. |
| | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery |

Administrative Services

| Mission Area | Critical Task ID. | Critical Task |
|---|-------------------|--|
| Intelligence and Information Sharing | | |
| Prevention | 1 | Anticipate and identify emerging and/or imminent threats through the intelligence cycle. |
| | 2 | Share relevant, timely, and actionable information and analysis with local, state, tribal, territorial, Federal, private sector, and international partners and develop and disseminate appropriate classified/unclassified products. |
| | 3 | Ensure local, state, tribal, territorial, Federal, and private sector partners possess or have access to a mechanism to submit terrorism-related information and/or suspicious activity reports to law enforcement. |
| Interdiction and Disruption | | |
| Prevention | 1 | Maximize our ability to interdict specific conveyances, cargo, and persons associated with an imminent terrorist threat or act in the land, air, and maritime domains to prevent entry into the United States or to prevent an incident from occurring in the Nation. |
| Long-term Vulnerability Reduction | | |
| Mitigation | 1 | Achieve a measurable decrease in the long-term vulnerability of the Nation against current baselines amid a growing population base, changing climate conditions, increasing reliance upon information technology, and expanding infrastructure base |
| Threats and Hazards Identification | | |
| Mitigation | 1 | Identify the threats and hazards within and across local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas, in collaboration with the whole community, against a national standard based on sound science. |
| Infrastructure Systems | | |
| Response | 1 | Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life sustainment and congregate care services |
| | 2 | Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery. |
| | 3 | Provide for the clearance, removal, and disposal of debris. |
| | 4 | Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner. |
| Mass Care | | |
| Response | 1 | Move and deliver resources and capabilities to meet the needs of disaster survivors, including individuals with access and functional needs |
| | 2 | Establish, staff, and equip emergency shelters and other temporary housing options (including accessible housing) for the affected population. |
| | 3 | Move from congregate care to non-congregate care alternatives and provide relocation assistance or interim housing solutions for families unable to return to their pre-disaster homes. |
| Operational Communication | | |

Administrative Services

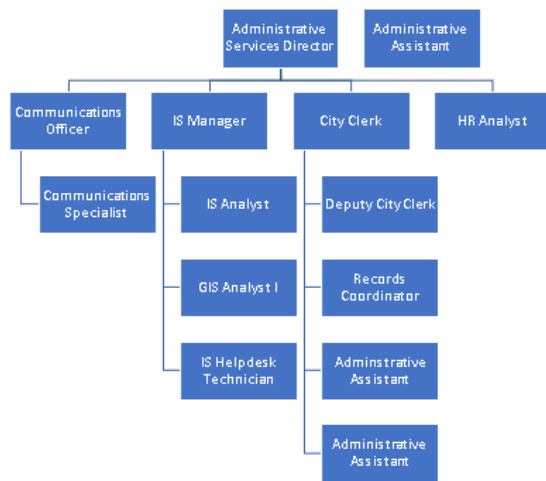
| Mission Area | Critical Task ID. | Critical Task |
|---|-------------------|--|
| Response | 1 | Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders. |
| | 2 | Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and a transition to recovery. |
| | 3 | Re-establish critical information networks, including cybersecurity information sharing networks, to inform situational awareness, enable incident response, and support the resilience of key systems. |
| Public Health, Healthcare, and EMS | | |
| Response | 1 | Deliver medical countermeasures to exposed populations. |
| | 2 | Complete triage and initial stabilization of casualties, and begin definitive care for those likely to survive their injuries and illnesses. |
| | 3 | Return medical surge resources to pre-incident levels, complete health assessments, and identify recovery processes. |
| Situational Assessment | | |
| Response | 1 | Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |
| | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |
| Economic Recovery | | |
| Recovery | 1 | Conduct a preliminary assessment of economic issues and identify potential inhibitors to fostering stabilization of the affected communities. |
| | 2 | Return affected area's economy within the specified timeframe in the recovery plan. |
| | 3 | Ensure the community recovery and mitigation plan(s) incorporates economic revitalization and removes governmental inhibitors to post-disaster economic sustainability, while maintaining the civil rights of citizens. |
| Natural and Cultural Resources | | |
| Recovery | 1 | Implement measures to protect and stabilize records and culturally significant documents, objects, and structures |
| | 2 | Mitigate the impacts to and stabilize the natural and cultural resources, and conduct a preliminary assessment of the impacts that identifies protections that need to be in place during stabilization through recovery. |
| | 3 | Complete an assessment of affected natural and cultural resources and develop a timeline for addressing these impacts in a sustainable and resilient manner. |
| | 4 | Preserve natural and cultural resources as part of an overall community recovery that is achieved through the coordinated efforts of natural and cultural resource experts and the recovery team in accordance with the specified timeline in the recovery plan |

Administrative Services

5. Organization

5.1. The City of Burien operates under a Council / City Manager form of government, with the City Manager serving as the chief executive. The city departments are Administrative Services, City Manager, City Attorney, Community Development, Finance, Parks and Recreation, and Public Works. The City has been annexed into King County Fire Protection District #2 jurisdiction for the provision of fire suppression and medical aid. The King County Sheriff's Office contracts Police Services to the City. In an emergency, the Administrative Services Director will be part of the Policy Group, while various members of divisions may be tasked with responsibilities in the EOC.

5.2. Structure



6. Direction, Control, & Coordination

6.1. Horizontal Integration

Administrative Services coordinates across all city departments to provide support services. During an emergency, this same control and coordination remains, with Administrative Services taking on additional responsibilities of lead PIO through the Communications Officer, lead for any cyber incident response through the IS Division, and lead for employee support and volunteer recruitment through the HR division. The IS Division also provides GIS services to the EOC and other departments as needed in an emergency.

6.2. Vertical Integration

The Administrative Services Director reports up to the City Manager and Mayor routinely and during an emergency. The Administrative Services Director conveys pertinent information down to each division as well. The Administrative Services division also communicates incident specific communications policy, IT procedures, and HR information down to each department during an emergency.

7. Information Collection, Analysis, & Dissemination

7.1. Information Collection

Administrative Services collects a wide range of information during an emergency. From the Communications Officer, information may be collected from social media and other public places regarding community needs. The IS Division may collect information from external partners and internal systems related to the incident. The City Clerk may collect information from existing City records and other sources. Finally, HR will collect information from employees regarding their status, including availability and hours worked.

Administrative Services

Information will be analyzed in ways that are appropriate to what has been collected. Specific information analysis needs will be assigned to GIS in support of EOC or Incident Command functions, due to the specialized nature of GIS analysis tools.

The Communications Officer and City Clerk have unique roles in information dissemination. The Communications Officer serves as the City PIO and all public facing information is coordinated through them. The City Clerk has unique responsibilities under state law to provide information to the public. Those two positions will coordinate with all other City departments to release necessary information to the public, in coordination also with the City Manager, EOC Manager, or Incident Commander.

7.1.1. Essential Elements of Information (EEIs)

The City of Burien has established Essential Elements of Information for various departments and incidents within the City. These elements are likely to change more often than this plan is updated. As such, the majority of the City's EEIs are located in the City of Burien EEI document, which is sortable by Department and incident and can be updated regularly, without modifying this plan. There are, however, basic elements that every Department should gather upon implementation of this plan:

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, deaths, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities, etc.)

Information gathered during this initial phase should be communicated as soon as possible to the EOC, with the exception of resource deficiencies, which should be reported immediately.

7.1.2. Information Analysis

Analyze incoming information to determine courses of action for response and recovery activities. Participate in hotwash in order to create after-action reports.

7.1.3. Information Dissemination

Ensure that all staff responding to an incident receive the goals and objectives defined by the policy group.

8. Responsibilities

| Preparedness | Activity/Action | Organization(s) Involved |
|--------------|---|--------------------------|
| Preparedness | Participate in initial and ongoing emergency management training. | |
| | Create, maintain, and exercise a COOP Plan. | |
| | Train an Administrative Department Lead and alternate to coordinate city management department operations in the EOC when needed. | |

Administrative Services

| Preparedness | Activity/Action | Organization(s) Involved |
|--------------|--|--------------------------|
| | Ensure all staff has the information necessary to prepare themselves and their families for emergencies and disasters. | |
| | Ensure the Department Directors and alternates are prepared to lead their departments in an emergency and to participate in the city policy group. | |

| Prevention | Critical Task ID. | Activity/Action | Organization(s) Involved |
|--------------------------------------|-------------------|---|--------------------------|
| Planning | 1 | As part of COOP Planning, identify critical IT systems and determine their order of priority for protection and restart. | IT |
| | 2 | Implement process and protocol that will allow early identification of possible terrorist (or criminal) attacks against IT systems. | IT |
| Operational Coordination | 1 | Coordinate with local, state, federal, and private section entities to share information related to potential terrorist (or criminal) attacks against IT systems | IT |
| Intelligence and Information Sharing | 1 & 2 & 3 | Establish systems to identify actual or potential threats to City IT systems and to appropriately share that information with City Departments and external stakeholders. | IT |
| | 1 & 2 & 3 | Establish a process by which threat information that comes to the City via an external source regarding cyber threats (such as through the Fusion Center, InfraGard, etc.) is appropriately shared with Police and other relevant City Departments. | IT |
| | 3 | Ensure that City employees and other with access to City systems have a straightforward way to report potential threats to the systems. | IT |
| Interdiction and Disruption | 1 | Ensure there are processes and systems in place to rapidly identify and stop instructions into City IT systems. | IT |

| Protection | Critical Task ID. | Activity/Action | Organization(s) Involved |
|--------------------------------|-------------------|---|--------------------------|
| Planning | 1 | Develop and implement plans that safeguard IT systems. | IT |
| | 2 | Participate in exercises that are based on protection and response plans. | IT |
| Public Information and Warning | 1 | Use appropriate methods and systems to notify the public of steps they can take to protect themselves, their families, their businesses, and their property during times of disaster. | Communications |
| Operational Coordination | 1 | Maintain Service contracts for security, warranty and repair of all IT based systems. | IT |

Administrative Services

| Protection | Critical Task ID. | Activity/Action | Organization(s) Involved |
|------------------------------------|----------------------|--|--|
| | 1 | Establish relationships with operational agreements with voluntary organizations and contract entities who may provide additional staffing during incidents. | HR |
| Access Control and Identify | 1 | Administer electronic door access program for employees that records and prevents entrance into city work areas. Immediately remove access for terminated employees and reviews user list monthly to check for oversights. Adjust user rights access to folders located on city servers. | IT |
| | 1 | Upon hiring of new staff, send access information to IT and direct staff to obtain City ID card. | HR |
| | Cybersecurity | 1 | Conduct end user training for email spam and social engineering practices. |
| 2 | | Review logs, reports generated by City computer systems and investigate/report suspicious activity. | IT |
| 1 | | Write policy in line with IT procedures to inform and hold staff accountable to proper computer and cell phone use and ensure all new staff are properly trained | HR |

| Mitigation | Critical Task ID. | Activity/Action | Organization(s) Involved |
|--|-------------------|--|--------------------------|
| Planning | 1 | Participate in the City's hazard mitigation planning process to ensure that IT assets are included. | IT |
| Public Information and Warning | 1 | Establish relationships with local media, Trusted Partner Network (TPN) and local non-profits that have an established reputation with delivering current and accurate information to the community. | Communications |
| | 1 | Participate in meetings and trainings relevant to public information. | Communications |
| | 1 | Communicate local threat and hazard information to the public, along with measures they can take to keep themselves, their families, their businesses, and their property safe. | Communications |
| Operational Coordination | 1 | Use standardized protocols to share mitigation data with partner organizations. | IT |
| Long-term Vulnerability Reduction | 1 | Participate in periodic risk and disaster resilience assessments to analyze vulnerabilities, resilience capabilities, and estimate impacts of threats and hazards across the City in accordance with Federal, state, and local requirements. | All |
| | 1 | Ensure physical security for servers and network devices. | IT |

Administrative Services

| Mitigation | Critical Task ID. | Activity/Action | Organization(s) Involved |
|---|-------------------|---|--------------------------|
| | | <p>Ensure servers, desktops, and other network devices have the latest patches installed and have up to date antivirus software.</p> <p>Monitor connections to network in firewalls and remote desktop servers and user desktop to identify, investigate, and report anomalies.</p> | |
| Threats and Hazards Identification | 1 | Participate in the threat and hazard identification process, to identify how specific hazards will affect City operations and functions. | All |

| Response | Critical Task ID. | Activity/Action | Organization(s) Involved |
|---------------------------------------|-------------------|--|--|
| Planning | 1 | Participate in the all-hazard response planning process, by actively contributing to the City of Burien Comprehensive Emergency Management plan, ensuring the capabilities and needs of each division are represented. | All |
| | 1 | Participate in planning process to create operational plans that protect IT systems and respond to threats and damage to IT systems. | IT |
| Public Information and Warning | 1&2 | The PIO will be an active member of the Joint Information System (JIS) and any activated Joint Information Center that is relevant to the emergency and be responsible for crisis communications, information, coordinating media relations, community relations, and VIP relations. | <p style="text-align: center;">Communications</p> <p style="text-align: center;">Internal and External stakeholder groups</p> |
| | 1&2 | The PIO will gather timely and accurate information from all activated departments on the status of the emergency or disaster response, life-safety action steps and other appropriate information to be shared with the public. | <p style="text-align: center;">Communications</p> <p style="text-align: center;">All City Departments and King County Fire District #2</p> |
| | 1 | The PIO will use appropriate social media platforms to get "real time" information to and from those affected by the emergency or disaster. | Communications VOAD groups |
| Operational Coordination | 1 | Designate non-essential department staff to be trained to work in the EOC during activations. | ALL |
| | 1 | Develop procedures and coordinate the registration of temporary emergency workers and volunteers, pursuant to Washington State Law. | HR and EM |
| | 1 | Assist in the reassignment of personnel from one department to another. | HR |
| | 2 | Manage the compensation for injury and claims process arising from the disaster, in accordance with City policies and procedures. | HR |

Administrative Services

| Response | Critical Task ID. | Activity/Action | Organization(s) Involved |
|---------------------------|-------------------|---|--------------------------|
| | 1 | Monitor human resources, and employee/volunteer safety. | HR |
| | 1 | Setup and test portable network devices to provide communications between departments and agencies. | IT |
| | 2 | Restore communication for EOC with established or backup network providers. | IT |
| Infrastructure Systems | 3 | Remove internal data devices from damaged desktops, servers, and network devices to be properly recycled | IT |
| | 2 | Work with other City Departments to staff emergency shelters with City employees and volunteers or temporary contracted staff. | HR |
| | 1 | Ensure constant and complete communication with the EOC on all staffing resource needs and deployments. | HR |
| Mass Care | | | |
| Operational Communication | 1 | Use any available method (phone, radio, e-mail, etc.) to communication incident information to necessary parties. | All |
| | 1, 2, 3 | Establish back up communications systems and make sure staff have access to them. Ensure primary communications are prioritized and reestablished as quickly as possible after a disaster. | IT |
| Situational Assessment | 1 | Share relevant information about department operations with the EOC in a timely manner. | ALL |

| Recovery | Critical Task ID. | Activity/Action | Organization(s) Involved |
|--------------------------------|-------------------|---|--------------------------|
| Planning | 1 | Update all emergency operation plans related to messaging that define the roles and responsibilities of city staff and partner organizations | Communications |
| Public Information and Warning | 1 | Provide timely and accurate information regarding recovery operations and available resources to residents, businesses, and all affected by the emergency or disaster. | Communications |
| | 1&2 | Communicate appropriate information, in an accessible manner, on all recovery efforts to employees during recovery and rebuilding. | HR |
| Operational Coordination | 1 | Rebuild and/or reestablish networks post-disaster. | IT |
| | | Restore system data from established backups. Expedite recovery by coordinating with local, state, or federal partners to obtain network access, server space, or staff. | |

Administrative Services

| Recovery | Critical Task ID. | Activity/Action | Organization(s) Involved |
|-------------------|-------------------|--|------------------------------|
| Economic Recovery | 1 | Work with city departments to create messaging regarding the reopening of city services and businesses closed due to the incident. | Communications |
| | 2 | Ensure a timely response for all claims against the City. | City Clerk |
| | 1 | Maintain all records on natural and cultural resources within the City. | City Clerk |
| | 3 | Work with Community Development to ensure all natural and cultural resources are assessed for damage after an incident. | City Clerk |
| | 3 | Reach out to the community to ensure community economic expectations and ideas are addressed during recovery | City Clerk Communications |

9. Resource Requirements

9.1. Micro-level (EOC/ECC)

City of Burien IECF
Access to WebEOC
VOAD Groups

9.2. Macro-level (Emergency-wide)

Trusted Partners Network (TPN)
Sound Cities Association – EM Committee
King County JIC
WA State JIC
Alert King County

10. References and Supporting Guidance

10.1

- Burien Comprehensive Emergency Management Plan
- King County Comprehensive Emergency Management Plan
- King County Regional Disaster Plan
- American Red Cross Serving King and Kitsap Counties Disaster Plan
- Seattle-King County Public Health Medical Needs Shelter Plan
- Stafford Act Section 403, as amended by the PETS Act

11. Terms and Definitions

11.1 Please refer to the base plan for a complete list of all terms and definitions that apply to the City of Burien CEMP.

City Manager

1. Purpose

1.1. The Emergency Management Director (City Manager) is responsible for the direction and control of the organization, administration, and operations of the City's Emergency Management Program and the Emergency Operations Center (EOC) for the City. In addition, Economic Development and Human Services directly report to the City Manager and will have a significant role in disaster recovery. Note that for the purposes of this plan, most Emergency Management specific functions are listed in the Emergency Management Department Annex.

| Primary Core Capabilities | |
|----------------------------------|--|
| Economic Recovery | Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community. |
| Health and Social Services | Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community. |
| Housing | Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience. |

| Support Core Capabilities | |
|----------------------------------|---|
| Planning | Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities. |
| Cybersecurity | Protect (and if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation. |
| Physical Protective Measures | Implement and maintain risk-informed countermeasures and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors. |
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate. |
| Mass Care Services | Provide life-sustaining and human services to the affected population, including hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies. |
| Operational Communication | Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces. |

City Manager

| | |
|--------------------------------|--|
| Situational Awareness | Provide all decision-makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |
| Natural and Cultural Resources | Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and executive orders. |

2. Authorities and Policies

2.1

- Burien Municipal Code 475 Emergency Management Program
- Burien Resolution No. 218 NIMS Adoption
- Burien Resolution No. 121 Emergency Operations Plan Adoption
- Revised Code of Washington 38.52- Emergency Management
- Washington Administration Codes (WAC) 118-30 and 296 62-312

3. Situation Overview

3.1. Any destructive emergency or disaster impacting the City will require coordination, Human Services support, and economic recovery. The City Manager will provide overall coordination of the City's response in conformance with the Emergency Services Ordinance. Human Services employees will provide guidance for coordinating human services operations for residents and business owners who are displaced during an emergency or disaster, with the Economic Development Manager will have the lead role in economic recovery.

4. Concept of Operations

4.1. Some functions of this Department may include, but are not limited to, the following:

- Save lives and protect the health, safety, and welfare of all City constituents.
- The City Manager received updates from, and provides policy guidance to, the Incident Commander (in the field) and the EOC Manager.
- Direct activation of the EOC.
- City Manager will designate an Emergency Management Coordinator, to fulfill the routine functions of emergency management.
- The Human Services staff will connect with volunteer-based organizations such as the Red Cross and Salvation Army to meet the basic needs of displaced Burien residents due to an emergency or disaster.
- Appoint a recovery manager following a disaster

4.2. Whole Community Involvement

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households, and communities: private and nonprofit sectors; and local, tribal, state, and Federal governments. This includes businesses, faith-based and disability organizations, and the general public, including people with Access and Functional Needs, people covered under the Americans with Disabilities Act, people with Limited English Proficiency, and culturally diverse populations. Emergency Management will identify and address the essential needs of children, those with access and

City Manager

functional needs, and the essential needs of household pets and service animals in disaster preparedness and planning.

4.3 Core Capabilities Descriptions

| Core Capability | | |
|-----------------------------------|--------------------|---|
| Mission Area | Critical Task I.D. | Critical Task |
| Economic Recovery | | |
| Recovery | 1 | Conduct a preliminary assessment of economic issues and identify potential inhibitors to fostering stabilization of the affected communities. |
| | 2 | Return affected area's economy within the specified timeframe in the recovery plan |
| | 3 | Ensure the community recovery and mitigation plan(s) incorporates economic revitalization and removes governmental inhibitors to post-disaster economic sustainability while maintaining the civil rights of citizens. |
| Health and Social Services | | |
| Recovery | 1 | Identify affected populations, groups, and key partners in short-term, intermediate, and long-term recovery. |
| | 2 | Complete an assessment of community health and social service needs; prioritize these needs, including accessibility requirements, based on the whole community's input and participation in the recovery planning process; and develop a comprehensive recovery timeline |
| | 3 | Restore health care (including behavioral health), public health, and social services functions. |
| | 4 | Restore and improve the resilience and sustainability of the health care system and social service capabilities and networks to promote the independence and well-being of community members in accordance with the specified recovery timeline |
| Housing | | |
| Recovery | 1 | Assess preliminary housing impacts and needs, identify currently available options for temporary housing, and plan for permanent housing. |
| | 2 | Ensure community housing recovery plans continue to address interim housing needs, assess options for permanent housing, and define a timeline for achieving a resilient, accessible, and sustainable housing market. |
| | 3 | Establish a resilient and sustainable housing market that meets the needs of the community, including the need for accessible housing within the specified timeframe in the recovery plan |
| Planning | | |
| Prevention | 1 | Identify critical objectives during the planning process, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and ensure the objectives are implementable within the timeframe contemplated within the plan using available resources for prevention-related plans. |
| | 2 | Develop and execute appropriate courses of action in coordination with local, state, tribal, territorial, Federal, and private sector entities in order to prevent an imminent terrorist attack within the United States. |
| Protection | 1 | Develop protection plans that identify critical objectives based on planning requirements, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the planning objectives, and implement planning requirements within the timeframe contemplated within the plan using available resources for protection-related plans. |

City Manager

| Core Capability | | |
|-------------------------------------|--------------------|---|
| Mission Area | Critical Task I.D. | Critical Task |
| | 2 | Implement, exercise, and maintain plans to ensure continuity of operations |
| Mitigation | 1 | Develop approved hazard mitigation plans that address relevant threats/hazards in accordance with the results of their risk assessment within all local, state, tribal, territorial, and Federal partners. |
| Response | 1 | Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources. |
| Recovery | 1 | Convene the core of an inclusive planning team (identified pre-disaster), which will oversee disaster recovery planning. |
| | 2 | Complete an initial recovery plan that provides an overall strategy and timeline, addresses all core capabilities, and integrates socioeconomic, demographic, accessibility, technology, and risk assessment considerations (including projected climate change impacts), which will be implemented in accordance with the timeline contained in the plan |
| Operational Coordination | | |
| Protection | 1 | Establish and maintain partnership structures among Protection elements to support networking, planning, and coordination. |
| Response | 1 | Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident. |
| | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |
| Recovery | 1 | Establish tiered, integrated leadership and inclusive coordinating organizations that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities. |
| | 2 | Define the path and timeline for recovery leadership to achieve the jurisdiction's objectives that effectively coordinates and uses appropriate local, state, tribal, territorial, insular area, and Federal assistance, as well as nongovernmental and private sector resources. This plan is to be implemented within the established timeline. |
| Cybersecurity | | |
| Protection | 1 | Implement risk-informed guidelines, regulations, and standards to ensure the security, reliability, integrity, and availability of critical information, records, and communications systems and services through collaborative cybersecurity initiatives and efforts. |
| | 2 | Implement and maintain procedures to detect malicious activity and to conduct technical and investigative-based countermeasures, mitigations, and operations against malicious actors to counter existing and emerging cyber-based threats, consistent with established protocols. |
| Physical Protective Measures | | |

City Manager

| Core Capability | | |
|---------------------------------------|---------------------------|---|
| Mission Area | Critical Task I.D. | Critical Task |
| Protection | 1 | Identify, assess, and mitigate vulnerabilities to incidents through the deployment of physical protective measures |
| | 2 | Deploy protective measures commensurate with the risk of an incident and balanced with the complementary aims of enabling commerce and maintaining the civil rights of citizens. |
| Public Information and Warning | | |
| Mitigation | 1 | Communicate appropriate information, in an accessible manner, on the risks faced within a community after the conduct of a risk assessment. |
| Mass Care Services | | |
| Response | 1 | Move and deliver resources and capabilities to meet the needs of disaster survivors, including individuals with access and functional needs. |
| | 2 | Move and deliver resources and capabilities to meet the needs of disaster survivors, including individuals with access and functional needs. |
| | 3 | Move from congregate care to non-congregate care alternatives and provide relocation assistance or interim housing solutions for families unable to return to their pre-disaster homes. |
| Operational Communications | | |
| Response | 1 | Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders. |
| | 2 | Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and a transition to recovery. |
| | 3 | Re-establish critical information networks, including cybersecurity information-sharing networks, to inform situational awareness, enable incident response, and support the resilience of key systems. |
| Situational Awareness | | |
| Response | 1 | Deliver information sufficient to inform decision-making regarding immediate life-saving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |
| | 2 | Deliver enhanced information to reinforce ongoing life-saving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |
| Natural and Cultural Resources | | |
| Recovery | 1 | Implement measures to protect and stabilize records and culturally significant documents, objects, and structures. |
| | 2 | Mitigate the impacts to and stabilize the natural and cultural resources, and conduct a preliminary assessment of the impacts that identifies protections that need to be in place during stabilization through recovery |
| | 3 | Complete an assessment of affected natural and cultural resources, and develop a timeline for addressing these impacts in a sustainable and resilient manner |
| | 4 | Preserve natural and cultural resources as part of an overall community recovery that is achieved through the coordinated efforts of natural and cultural resource |

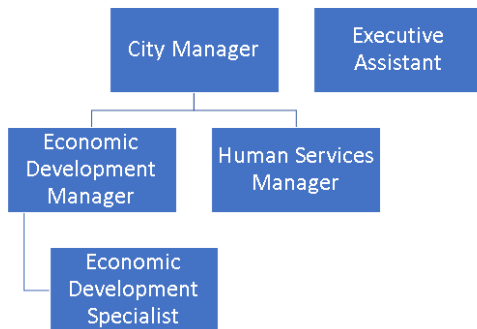
City Manager

| Core Capability | | |
|-----------------|--------------------|---|
| Mission Area | Critical Task I.D. | Critical Task |
| | | experts and the recovery team in accordance with the specified timeline in the recovery plan. |

5. Organization

5.1. The City of Burien operates under a Council / City Manager form of government, with the City Manager serving as the chief executive. The city departments are Administrative Services, City Manager, City Attorney, Community Development, Finance, Parks and Recreation, and Public Works. The City has been annexed into King County Fire Protection District #2 jurisdiction for the provision of fire suppression and medical aid. The King County Sheriff's office contracts Police Services to the City.

5.2. Structure-



6. Direction, Control, & Coordination

6.1. Horizontal Integration

The City Manager Department coordinates with other city departments to provide emergency human services for employees if needed and supply additional staffing if available. The Department also communicates human services and economic recovery information to other departments so that it can be distributed to the community.

6.2. Vertical Integration

The City Manager's role is to direct the operations of the City and to report to the Mayor and City Council routinely and during emergencies. This entails communicating exigent needs to the Mayor and City Council, receiving overall policy guidance, and relaying that guidance to the EOC, Incident Commander, and all City Departments.

In addition, the Human Services Manager coordinates with local partners and businesses to coordinate provision of food, shelter, and clothing for disaster survivors in Burien. This is done by developing partnerships with non-profit organizations, businesses, and other government entities, to ensure broad coordination across the region.

The Economic Development Manager will be the lead for economic recovery planning for the City after a disaster. This will require close coordination with local businesses, other cities, and county and state economic development organizations and entities.

City Manager

7. Information Collection, Analysis, & Dissemination

7.1. Information Collection

Information may be gathered from a wide variety of sources. The City Manager’s office will receive information from the Mayor and City Council members, from the public, from other City departments, and from other cities and the county. This information will be analyzed to determine what needs to be shared vertically or horizontally. It will specifically be shared with the EOC to help build situational awareness.

7.1.1. Essential Elements of Information (EEIs)

The City of Burien has established Essential Elements of Information for various departments and incidents within the City. These elements are likely to change more often than this plan is updated. As such, the majority of the City's EEIs are located in the City of Burien EEI document, which is sortable by Department and incident and can be updated regularly, without modifying this plan. There are, however, basic elements that every Department should gather upon implementation of this plan:

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, deaths, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities, etc.)

Information gathered during this initial phase should be communicated as soon as possible to the EOC, with the exception of resource deficiencies, which should be reported immediately.

7.1.2. Information Analysis

Analyze incoming information to determine courses of action for response and recovery activities. Participate in hotwash in order to create after-action reports.

7.1.3. Information Dissemination

Ensure that all staff responding to an incident receive the goals and objectives defined by the policy group.

8. Responsibilities

| Preparedness | Activity/Action | Organization(s) Involved |
|--------------|--|--------------------------|
| Preparedness | Participate in initial and ongoing emergency management training | |
| | Create, maintain, and exercise a COOP Plan | |
| | Train a City Manager Department Lead and alternate to coordinate city management department operations in the EOC when needed. | |
| | Ensure all staff have the information necessary to prepare themselves and their families for emergencies and disasters. | |

City Manager

| Preparedness | Activity/Action | | Organization(s) Involved |
|--------------|---|--|--------------------------|
| | Ensure the Department Director and alternates are prepared to lead their departments in an emergency and to participate in the city policy group. | | |
| Prevention | Critical Task I.D. | Activity/Action | Organization(s) Involved |
| Planning | 1&2 | Participate in the process of all-hazards plan development and maintenance, to define the roles and responsibilities of human services, economic recovery, and the City Manager. | |

| Protection | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|------------------------------|--------------------|--|--------------------------|
| Planning | 1&2 | Participate in the process of all-hazards plan development and maintenance, to define the roles and responsibilities of human services, economic recovery, and the City Manager. | |
| Operational Coordination | 1 | The City Manager will ensure that all departments and contract organizations participate in ongoing planning efforts related to protection. | |
| Cybersecurity | 1&2 | Implement training, cybersecurity, and physical controls as recommended by IT, to protect City of Burien data and physical assets. | |
| Physical Protective Measures | 1&2 | The City Manager will direct the review and updating of physical security plans covering publicly managed critical infrastructure facilities to incorporate new information from any assessment. | |

| Mitigation | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|--------------------------------|--------------------|---|--------------------------|
| Planning | 1 | Participate in the development and maintenance of the City of Burien Annex to the King County Regional Hazard Mitigation Plan. Ensure that Mayor and City Council are adequately informed of the King County Regional Hazard Mitigation Plan so that it can be formally adopted by the City. | |
| Public Information and Warning | 1 | Coordinate with the PIO to deliver information to the public about threats and hazards and they actions they can take to protect themselves and their businesses. | |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|--------------------------|--------------------|--|--------------------------|
| Operational Coordination | 1 | Mobilize all critical resources and establish command, control, and coordination of human services within Burien during an incident. | |

City Manager

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|----------------------------|--------------------|---|--------------------------|
| | 2 | The City Manager will ensure that there are qualified Incident Commanders and EOC Managers available to the City, pursuant to the City's adoption of NIMS. | |
| | 1 | The City Manager will approve plans that outline the incident command and coordination structures that will be used during incident response and recovery. | |
| Mass Care Services | 1 | Assist with identifying the need for mutual aid and requesting such through the appropriate channels | |
| Operational Communications | 1 | The City Manager's office will ensure that communication channels are established to quickly communicate information to/from the EOC and the Incident Commander, as well as to the Mayor and City Council. | |
| Situational Awareness | 1&2 | The City Manager's office will communicate all situational information to the EOC for analysis and further dissemination. The City Manager will keep the Mayor, Policy Group, and City Council apprised of important information. | |

| Recovery | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|--------------------------------|--------------------|---|---|
| Operational Coordination | 1&2 | The City Manager will appoint a disaster recovery coordinator after any incident that requires one, either for cost recovery or general recovery needs. | |
| Economic Recovery | 1,2,3 | The Economic Development Manager will lead the effort to create both a pre- and post-disaster economic recovery plan for the City. The Economic Development Manager will lead efforts to implement the economic recovery plan. | |
| Health and Social Services | 1,2,3,4 | The Human Services Manager will lead efforts to coordinate all human services needs for the City of Burien following a disaster, including health and social services. | Community Leaders |
| Housing | 1,2,3 | The Human Services Manager will lead efforts to coordinate short, mid, and long-term housing for displaced residents of Burien following a disaster. | |
| Natural and Cultural Resources | 1,2,3,4 | The City Manager's office will work with Washington State to restore damaged natural and cultural resources and historic properties in the City in a timely manner. | Parks & Rec, Washington Department of Natural Resources |

9. Resource Requirements

9.1. Micro-level (EOC/ECC)

- Laptop Computers
- City Assigned cell phones

City Manager

- Access to Web-EOC,
- The appropriate number of staff and/or volunteers to manage the incident.

9.2. Macro-level (Emergency-wide)

- Access to plans relevant to the Department and commonly used Human Services inventory (vehicles, supplies, etc.).
- Access to particular use inventory, such as life-sustaining supplies at evacuation sites.

10. References and Supporting Guidance

10.1

- Burien Comprehensive Emergency Management Plan
- King County Comprehensive Emergency Management Plan
- King County Regional Disaster Plan
- American Red Cross Serving King and Kitsap Counties Disaster Plan
- Seattle-King County Public Health Medical Needs Shelter Plan
- Stafford Act Section 403, as amended by the PETS Act

11. Terms and Definitions

11.1 Please refer to the base plan for a complete list of all terms and definitions that apply to the City of Burien CEMP.

Community Development

1. Purpose

The mission of the Community Development Department is to foster safe, decent and sustainable neighborhoods and to enhance housing quality and affordability for the residents of Burien, Washington.

| Primary Core Capabilities | |
|----------------------------------|--|
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities. |
| Community Resilience | Enable the recognition, understanding, communication of, and planning for risk and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents. |

| Support Core Capabilities | |
|--|---|
| Planning | Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives. |
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate. |
| Risk Management for Protection Programs | Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments. |
| Long-term Vulnerability Reduction | Build and sustain resilient systems, communities, and critical infrastructure, and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences. |
| Risk and Disaster Resilience Assessment | Assess risk and disaster resilience so that decision-makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience. |
| Threats and Hazards Identification | Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity. |
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Environmental Response, Health, and Safety | Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities. |
| Operational Communication | Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces. |
| Situational Assessment | Provide all decision-makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |
| Housing | Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience. |

Community Development

| | |
|--------------------------------|--|
| Natural and Cultural Resources | Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and executive orders. |
|--------------------------------|--|

2. Authorities and Policies

- Burien Municipal Code 475 Emergency Management Program
- Burien Resolution No. 218 NIMS Adoption
- Burien Resolution No. 121 Emergency Operations Plan Adoption
- Revised Code of Washington 38.52- Emergency Management
- Washington Administration Codes (WAC) 118-30 and 296 62-312

3. Situation Overview

3.1. The Community Development Department is comprised of the Building and Planning divisions, all of which are integral to citywide redevelopment and recovery activities for the City. In an emergency situation, all departments will assist with environmental stability, damage assessments and implementing reconstruction and repair plans for the community. The Building Official has specific responsibility for performing or coordinating building inspections during both response and recovery.

4. Concept of Operations

4.1. Some functions of this Department may include, but are not limited to, the following:
To coordinate and organize the City's planning, environmental stability, and impact activities for the services, technical assistance and expertise, construction management, and other support in response to an emergency or disaster. To guide damage assessments throughout the City, meeting rapid and preliminary damage assessment expectations. Plan and review comprehensive long-term planning.

4.1.1. Core Capabilities Description

| Core Capability | | |
|-----------------|--------------------|--|
| Mission Area | Critical Task I.D. | Critical Task |
| Planning | | |
| Prevention | 1 | Identify critical objectives during the planning process, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and ensure the objectives are implementable within the timeframe contemplated within the plan using available resources for prevention-related plans. |
| | 2 | Develop and execute appropriate courses of action in coordination with local, state, tribal, territorial, Federal, and private sector entities in order to prevent an imminent terrorist attack within the United States |
| Protection | 1 | Develop protection plans that identify critical objectives based on planning requirements, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the planning objectives, and implement planning requirements within the timeframe contemplated within the plan using available resources for protection-related plans |
| | 2 | Implement, exercise, and maintain plans to ensure continuity of operations |
| Mitigation | 1 | Develop approved hazard mitigation plans that address relevant threats/hazards in accordance with the results of their risk assessment within all local, state, tribal, territorial, and Federal partners |
| Response | 1 | Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources |

Community Development

| Core Capability | | |
|--|--------------------|---|
| Mission Area | Critical Task I.D. | Critical Task |
| Recovery | 1 | Convene the core of an inclusive planning team (identified pre-disaster), which will oversee disaster recovery planning. |
| | 2 | Complete an initial recovery plan that provides an overall strategy and timeline, addresses all core capabilities, and integrates socioeconomic, demographic, accessibility, technology, and risk assessment considerations (including projected climate change impacts), which will be implemented in accordance with the timeline contained in the plan |
| Public Information and Warning | | |
| Protection | 1 | Use effective and accessible indication and warning systems to communicate significant hazards to involved operators, security officials, and the public (including alerts, detection capabilities, and other necessary and appropriate assets) |
| Mitigation | 1 | Communicate appropriate information, in an accessible manner, on the risks faced within a community after the conduct of a risk assessment |
| Response | 1 | Inform all affected segments of society of critical life-saving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions |
| | 2 | Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery |
| Recovery | 1 | Reach all populations within the community with effective actionable recovery-related public information messaging and communications that are accessible to people with disabilities and people with limited English proficiency; protect the health and safety of the affected population; help manage expectations; and ensure stakeholders have a clear understanding of available assistance and their roles and responsibilities. |
| | 2 | Support affected populations and stakeholders with a system that provides appropriate, current information about any continued assistance, steady state resources for long-term impacts, and monitoring programs in an effective and accessible manner. |
| Operational Coordination | | |
| Protection | 1 | Establish and maintain partnership structures among Protection elements to support networking, planning, and coordination. |
| Mitigation | 1 | Establish protocols to integrate mitigation data elements in support of operations with local, state, tribal, territorial, and insular area partners and in coordination with Federal agencies. |
| Response | 1 | Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident |
| | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery |
| Recovery | 1 | Establish tiered, integrated leadership and inclusive coordinating organizations that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities. |
| | 2 | Define the path and timeline for recovery leadership to achieve the jurisdiction's objectives that effectively coordinate and uses appropriate local, state, tribal, territorial, insular area, and Federal assistance, as well as nongovernmental and private sector resources. This plan is to be implemented within the established timeline |
| Risk Management for Protection Programs | | |

Community Development

| Core Capability | | |
|---|---------------------------|--|
| Mission Area | Critical Task I.D. | Critical Task |
| Protection | 1 | Ensure critical infrastructure sectors and Protection elements have and maintain risk assessment processes to identify and prioritize assets, systems, networks, and functions |
| | 2 | Ensure operational activities and critical infrastructure sectors have and maintain appropriate threat, vulnerability, and consequence tools to identify and assess threats, vulnerabilities, and consequences. |
| Community Resilience | | |
| Mitigation | 1 | Maximize the coverage of the U.S. population that has a localized, risk-informed mitigation plan developed through partnerships across the entire community |
| | 2 | Empower individuals and communities to make informed decisions to facilitate actions necessary to adapt to, withstand, and quickly recover from future incidents |
| Long-term Vulnerability Reduction | | |
| Mitigation | 1 | Achieve a measurable decrease in the long-term vulnerability of the Nation against current baselines amid a growing population base, changing climate conditions, increasing reliance upon information technology, and expanding infrastructure base |
| Risk & Disaster Resilience Assessment | | |
| Mitigation | 1 | Ensure that local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas complete a risk assessment that defines localized vulnerabilities and consequences associated with potential natural, technological, and human-caused threats and hazards to their natural, human, physical, cyber, and socioeconomic interests |
| Threats & Hazards Identification | | |
| Mitigation | 1 | Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity. |
| Infrastructure Systems | | |
| Response | 1 | Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life sustainment and congregate care services |
| | 2 | Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery |
| | 3 | Provide for the clearance, removal, and disposal of debris. |
| | 4 | Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner |
| Environmental Response/Health & Safety | | |
| Response | 1 | Identify, assess, and mitigate worker health and safety hazards, and disseminate health and safety guidance and resources to response and recovery workers |
| | 2 | Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions |
| | 3 | Detect, assess, stabilize, and clean up releases of oil and hazardous materials into the environment, including buildings/structures, and properly manage waste. |
| | 4 | Identify, evaluate, and implement measures to prevent and minimize impacts to the environment, natural and cultural resources, and historic properties from all-hazard emergencies and response operations |
| Operational Communication | | |

Community Development

| Core Capability | | |
|------------------------------|--------------------|--|
| Mission Area | Critical Task I.D. | Critical Task |
| Response | 1 | Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders. |
| | 2 | Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and a transition to recovery |
| | 3 | Re-establish critical information networks, including cybersecurity information-sharing networks, to inform situational awareness, enable incident response, and support the resilience of key systems. |
| Situational Assessment | | |
| Response | 1 | Deliver information sufficient to inform decision making regarding immediate life-saving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident |
| | 2 | Deliver enhanced information to reinforce ongoing life-saving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |
| Housing | | |
| Recovery | 1 | Assess preliminary housing impacts and needs, identify currently available options for temporary housing, and plan for permanent housing |
| | 2 | Ensure community housing recovery plans continue to address interim housing needs, assess options for permanent housing, and define a timeline for achieving a resilient, accessible, and sustainable housing market. |
| | 3 | Establish a resilient and sustainable housing market that meets the needs of the community, including the need for accessible housing within the specified timeframe in the recovery plan. |
| Natural & Cultural Resources | | |
| Recovery | 1 | Implement measures to protect and stabilize records and culturally significant documents, objects, and structures |
| | 2 | Mitigate the impacts to and stabilize the natural and cultural resources, and conduct a preliminary assessment of the impacts that identifies protections that need to be in place during stabilization through recovery |
| | 3 | Complete an assessment of affected natural and cultural resources and develop a timeline for addressing these impacts in a sustainable and resilient manner. |
| | 4 | Preserve natural and cultural resources as part of an overall community recovery that is achieved through the coordinated efforts of natural and cultural resource experts and the recovery team in accordance with the specified timeline in the recovery plan |

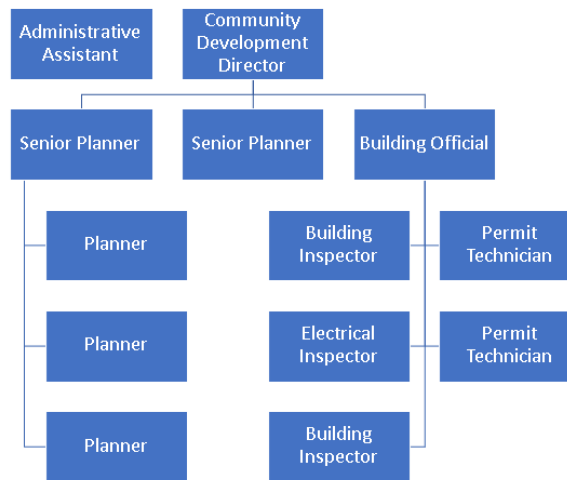
5. Organization

5.1. Summary

The City of Burien operates under a Council / City Manager form of government, with the City Manager serving as the chief executive. The city departments are Administrative Services, City Manager, City Attorney, Community Development, Finance, Parks and Recreation, and Public Works. The City has been annexed into King County Fire Protection District #2 jurisdiction for the provision of fire suppression and medical aid. The King County Sheriff's office contracts Police Services to the City.

5.2. Structure

Community Development



6. Direction, Control, & Coordination

- 6.1. Horizontal Integration- The Community Development department coordinates with all departments during a disaster to gather physical and environmental damage information and to provide services necessary for other departments to complete their own tasks.
- 6.2. Vertical Integration- The Community Development Department provides information up to the City Administrator, Mayor, City Council, and/or EOC regarding the physical and environmental effects of the incident upon the City. They communicate information down to the Planning Division, Permit Center, and Building Division regarding incident-specific policies and tasks that need to be completed.

7. Information Collection, Analysis, & Dissemination

7.1. Information Collection

Community Development planners will evaluate the stability of any impacted disaster zone to include landslides, flood zones, and wetlands. Building will deploy and gather information on any structure or building impacted by an event. Permitting will evaluate applications to ensure permitting is expedited to help the recovery and rebuilding efforts. All areas work closely with Public Works and share all information with the EOC to ensure a full understanding of the situation from the Community Development Department.

7.1.1. Essential Elements of Information (EIs)

The City of Burien has established Essential Elements of Information for various departments and incidents within the City. These elements are likely to change more often than this plan is updated. As such, the majority of the City's EIs are located in the City of Burien EEI document, which is sortable by Department and incident and can be updated regularly, without modifying this plan. There are, however, basic elements that every Department should gather upon implementation of this plan:

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, deaths, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities, etc.)

Community Development

Information gathered during this initial phase should be communicated as soon as possible to the EOC, with the exception of resource deficiencies, which should be reported immediately.

7.1.2. Information Analysis

Community Development will gather information via windshield surveys and rapid assessments. The Department will coordinate with Public Works, Police, and Fire to determine focus areas and set priorities for evaluations. Documentation of damage via photos on iPad and or Cell phones. Provide owners and occupants of damaged buildings the Damaged Buildings Guide.

7.1.3. Information Dissemination

Damaged property assessments are logged into Permit Trax after documentation has been completed. This creates COD for follow-up and will be flagged for the future permit application process. All information collected will be reported out to the EOC regularly to ensure all information pertaining to the emergency is communicated to all departments. Information will also be communicated to the Finance Department for inclusion in expenditure and damage reports.

8. Responsibilities

| Preparedness | Activity/Action | Organization(s) Involved |
|--------------|---|--------------------------|
| Preparedness | Participate in initial and ongoing emergency management training. | |
| | Create, maintain, and exercise a COOP Plan. | |
| | Train a Community Development Department Lead and alternates to coordinate community development operations in the EOC when needed. | |
| | Ensure all staff have the information necessary to prepare themselves and their families for emergencies and disasters. | |
| | Ensure the Department Director and alternates are prepared to lead their departments in an emergency and to participate in the city policy group. | |

| Prevention | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|------------|--------------------|---|--------------------------------|
| Planning | 1 & 2 | Designate one or more participants to serve on the City's emergency management committee, to engage in all-hazards planning, with specific attention paid to potential terrorist threats. | CD, Engineering, and GIS staff |

| Protection | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|--------------------|---|--|
| Planning | 1&2 | Conduct periodic reviews and updates to City zoning, environmental (example: Flood Hazard Code) and building codes and GIS mapping for compliance with federal and state laws. | FEMA, DNR, Ecology, DAHP, King County |
| Public Information and Warning | 1 | Maintain permit assistance memos and CD website content to educate the public on regulatory and permit requirements. | Citizens, property owners and businesses |
| Operational Coordination | 1 | Identify, assess, and prioritize risks to inform protection activities, countermeasures, and investments | |
| Risk Management for Protection Programs | 1&2 | Ensure that project reviews and permitting complies with applicable national, state, and local zoning, environmental, and building code requirements to achieve the highest required level of environmental, site, and building safety. | FEMA, DNR, Ecology, DAHP, King County, property owners, businesses |

Community Development

| Mitigation | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|--------------------|---|--|
| Planning | 1 | Conduct risk assessments of city/public buildings and infrastructure at risk for damage during an emergency and identify measures to repair or retrofit to reduce the potential for damage/hazards during an emergency (e.g., seismic event, flood, landslide). | WSDOT, Highline School District, all water, sewer, and electric providers that serve the city. |
| | | Participate in the City’s hazard mitigation planning process, and contribute to the Burien Annex to the King County Regional Hazard Mitigation Plan. | |
| Public Information and Warning | 1 | Communicate to the public, in coordination with the PIO, about flood hazards, geohazards, critical areas, and cultural/historic resource areas of concern and provide the public with information on how they can mitigate their own risk. | |
| Operational Coordination | 1 | Conduct post-construction inspections of buildings and development sites for structural and environmental compliance and safety. | |
| Community Resilience | 1 | Enable the recognition, understanding, communication of, and planning for risk, and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents. | |
| | | Review City Codes for compliance with all state laws and federal laws. Codes will be updated annually to ensure all information put forward to the community is accurate. | |
| | | Floodplain assessment will be reviewed as received and evaluated for adoption. | |
| Long-term Vulnerability | 1 | Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences | |
| | 2 | Inspects mass care shelter sites to ensure suitability and accessibility of facilities to safely shelter survivors | |
| Risk and Disaster Resilience Assessment | 1 | Assess risk and disaster resilience so that decision-makers, responders, and community members can take informed action to reduce their entity's risk and increase its resilience | |
| Threats and Hazards Identification | 1 | Community Development will participate in the threat and hazard identification process that is incorporated into the Hazard Mitigation Plan. | |

Community Development

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---|--------------------|---|--------------------------------------|
| Planning | 1 | Participate in the emergency management planning process, to create and maintain the Comprehensive Emergency Management Plan. | |
| Public Information and Warning | 1 | Coordinate with PIO to communicate Planning and Building related impacts and response priorities to the public and external stakeholders. Building will coordinate with the PIO to communicate information to the public about red-tagged facilities and other areas that should be avoided. | |
| Operational Coordination | 1&2 | Conduct and/or coordinate visual assessment through damaged areas to determine the need for emergency proclamation; prioritize red tag/remediation actions; and minimize public health and safety threats. Coordinate and compile initial damage assessment information and reports. Prioritize permitting for emergency repairs to critical public buildings and infrastructure. Provide a liaison to the EOC to coordinate Community Development activities when needed. | |
| Infrastructure Systems | 1 | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community | |
| | 2 | Arrange for construction of temporary shelter facilities, including accessible shelters in the affected area, as required | |
| | 4 | Gather rapid visual assessments made by public safety personnel, as they navigate through areas damaged because of a disaster or catastrophe. These assessments are made within the first hours after the disaster and when the activity is considered safe. | Public Works and Engineering |
| Environmental Response/ Health and Safety | 1, 2, 3, 4 | Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities. | EPA, FEMA, OSHA, USACE, DNR, Ecology |
| Operational Communication | 1, 2, 3 | Communicate all assessments to the EOC to be shared operation-wide and included in the Situational Awareness Report. | |
| Situational Assessment | 1&2 | Deploy Inspectors and Planners to the affected area to assess all Buildings and surrounding areas for stabilization and facility occupancy safety. | |

Community Development

| Recovery | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|--------------------------------|--------------------|---|---|
| Planning | 1&2 | Participate in the pre-and post-disaster recovery planning process, to ensure that CD services are appropriately represented and the needs of the community are met. Continually monitor redevelopment of damaged structures and land to ensure all rebuilding is completed as quickly and safely as possible. | |
| Public Information and Warning | 1&2 | Provide updated information on the website related to recovery efforts, including permit assistance memos, applications, expedited review, and fees. | CD and Engineering |
| Operational Coordination | 1 & 2 | Provide an expedited review of permits to facilitate repair and reconstruction efforts. | CD and Engineering |
| Housing | 1,2, 3 | Identify suitable locations for siting temporary emergency housing on publicly owned properties. Facilitate permitting for the repair of damaged housing or construction of replacement housing. | HUD, WA Housing Finance Commission, King County Housing Authority, SKHHP, Seattle/King County Coalition on Homelessness |
| Natural and Cultural Resources | 1,2,3,4 | Search the WISAARD database for archaeological sites, historic properties and cultural survey reports for affected areas in Burien. Coordinate with the State, County and Tribes to identify measures for mitigation, recovery and documentation of resources. | KingCounty Historic Preservation Program, Tribes and Washington State Department of Archaeology and Historic Preservation |

9. Resource Requirements

9.1. Micro-level (EOC/ECC)

- iPad
- Cell Phone
- Field Emergency Response Binder
- PermitTrax
- Radio
- City Vehicle
- Go Bags
- Emergency Tool Kits for Deploying throughout City of Burien

9.2. Macro-level (Emergency-wide)

- Transportation equipment
- Applied Technology Council Training for Earthquake, Windstorms and floods
- WASafe through WABO – Washington Association of Building Officials

10. References and Supporting Guidance

- King County Comprehensive Emergency Management Plan
- King County Regional Disaster Plan

Community Development

- Mutual Aid Agreements
- Legal Mandates
- Hard copies of Building Codes, DMMC and supporting documents (Shoreline Master Program, Comprehensive Plan, Design Guidelines, NAICS and SIC Codes).
- Hard copies of Forms (e.g., expedited review process/submittal checklists, permit applications and permit assistance memos).

11. Terms and Definitions

The terms and definitions included here are specific to this department plan. Please refer to the base plan for a complete list of all terms and definitions that apply to the City of Burien CEMP.

Damage Assessment: The process of determining the type and extent of a loss or harm to infrastructure resulting from a natural, accidental, or human-causes disaster.

DAHP: Department of Archaeology & Historic Preservation

DNR: Department of Natural Resources

EPA: Environmental Protection Agency

FEMA: Federal Emergency Management Agency

HUD: United States Department of Housing & Urban Development

NAICS: North American Industrial Classification System codes

OSHA: Occupational Safety & Health Administration

PSE: Puget Sound Energy

SIC: Standard Industrial Classification

SKHHP: South King Housing and Homelessness Partners

SPU: Seattle Public Utilities

USACE: United States Army Corp of Engineers

WASafe: A coalition of several organizations that help wot establish Washington State’s building responder program. The mission of the coalition is to train, enroll, and aid in the dispatch of building safety evaluators to help local building officials in Washington respond to disasters.

Windshield Survey: An informal survey where designated professionals drive around a community or impacted area and record their observations. This data provides background and context for working in the community.

Community Development

WISAARD database: Washington State's digital repository of architectural and archaeological resources and reports.

WSDOT: Washington State Department of Transportation

Emergency Management

1. Purpose

1.1. Provides effective direction, control, and coordination of emergency management functions and activities during an emergency or disaster operations and to ensure the continued operation of local government during and after an incident. Support all city departments in emergency management prevention protection, mitigation, response, and recovery.

| Primary Core Capabilities | |
|------------------------------------|---|
| Planning | Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives |
| Risk and Disaster Resilience | Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity’s risk and increase its resilience |
| Threats and Hazards Identification | Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity |
| Operational Communication | Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces |
| Situational Assessment | Provide all decision-makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities |

| Support Core Capabilities | |
|----------------------------------|---|
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community with clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate |

NOTE: Coordinating Core Capabilities are listed here simply for reference. They are primarily tasks performed by outside agencies, such as police, fire, or public utilities, over which the City has little direct control. They are listed here as a reminder that the Emergency Management function of the City is obligated to coordinate with those organizations on these items. They are not included in the core capabilities descriptions in Section 4, nor are there any critical tasks associated with them in this document.

| Coordinating Core Capabilities | |
|---------------------------------------|---|
| Intelligence and Information Sharing | Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on US |

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| | national or homeland security by local, state, tribal, territorial, federal, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate. |
| Interdiction and Disruption | Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards. |
| Screening, Search, and Detection | Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio surveillance, sensor technologies, or physical investigation and intelligence. |
| Physical Protection Measures | Implement and maintain risk-informed countermeasures, and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors. |
| Risk Management Protection Programs and Activities | Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments. |
| Community Resilience | Enable the recognition, understanding, communication of, and planning for risk and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents. |
| Long-term Vulnerability | Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences. |
| Environmental Response/Health & Safety | Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities. |
| Fatality Management Services | Provide fatality management services, including decedent remains recovery and victim identification, and work with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains and providing counseling to the bereaved. |
| Fire Management and Suppression | Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and environment in the affected area. |
| Logistics and Supply Chain Management | Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains. |
| Mass Search and Rescue Operations | Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, |

Emergency Management

| | |
|--|--|
| | with the goal of saving the greatest number of endangered lives in the shortest time possible. |
| On Scene Security, Protection, and Law Enforcement | Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in life-saving and life-sustaining operations. |
| Public Healthcare, and Emergency Medical Services | Provide life-saving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations. |
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Economic Recovery | Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community. |
| Health and Social Services | Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community. |
| Housing | Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience. |
| Natural and Cultural Resources | Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and executive orders. |

2. Authorities and Policies

Local

- Burien Ordinance 475 Emergency Management Program
- Burien Resolution No. 218 NIMS Adoption
- Burien Resolution No. 121 Emergency Operations Plan. Adoption

State:

- Revised Code of Washington 35.33.081 - Emergency Expenditures – Nondebatable Emergencies
- Revised Code of Washington 35.33.101 - Emergency Warrants
- Revised Code of Washington 38.52 - Emergency Management
- Revised Code of Washington 39.34 -Interlocal Cooperation Act
- Revised Code of Washington 42.14 - Continuity of Government Act
- Revised Code of Washington 43.43 - Washington State Patrol – State Fire Services Mobilization Plan
- Revised Code of Washington 49 - Laws Against Discrimination
- Washington Administrative Code 118-04 - Emergency Worker Program
- Washington Administrative Code 118-30 - Local Emergency Management/Services Organizations, Plans and Programs

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- Washington Administrative Code 296-62 - General Occupational Health Standards
- Washington Administrative Code 296-843 - Hazardous Waste Operations

Federal:

- Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Public Law 81-920, Federal Civil Defense Act of 1950, as amended Public Law 96-342, Improved Civil Defense Act of 1980
- Public Law 99-499, Title III Superfund Amendment and Re-authorization Act of 1986 Homeland Security Presidential Directive (HSPD) 5 – Management of Domestic Incidents
- Homeland Security Presidential Directive (HSPD) 8 – National Preparedness Goal Public Law 107-296, Homeland Security Act of 2002
- 44 CFR Section 205.16, Nondiscrimination

3. Situation Overview

3.1 Disasters and emergencies have occurred and will occur in the City of Burien. Through a process of hazard identification and vulnerability analysis it is determined that the City is vulnerable to numerous technological and natural hazards. These hazards include but are not limited to wind, rain and snowstorms; earthquake; flood; landslide; tsunamis; airplane crashes; search and rescue emergencies; civil disturbance; explosion; structural collapse; hazardous material incident; major fire; volcanic eruption and infrastructure failure.

4. Concept of Operations

4.1. Some functions of this Department may include, but are not limited to, the following:
 Upon notification of an incident or emergency, the Burien Office of Emergency Management will alert and notify the appropriate emergency management staff and officials, activate the EOC (if necessary), and implement the CEMP. Emergency Management will support the incident by establishing a liaison with other organizations and entities and implementing appropriate plan annexes and appendices to support response and recovery operations.

4.2. Whole Community Involvement

The “Whole Community” approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and non-profit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs, people covered under the Americans with Disabilities Act, and people with Limited English Proficiency, and culturally diverse populations. Emergency Management will identify and address the essential needs of children, those with access and functional needs, and the essential needs of household pets and service animals in disaster preparedness and planning.

4.2.1. Description of Core Capabilities

| Mission Area | Critical Task ID. | Critical Task |
|-----------------|-------------------|--|
| Planning | | |
| Protection | 1 | Develop protection plans that identify critical objectives based on planning requirements, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the planning objectives, and implement planning |

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| Mission Area | Critical Task ID. | Critical Task |
|--------------|-------------------|--|
| | | requirements within the timeframe contemplated within the plan using available resources for protection-related plans. |
| | 2 | Implement, exercise, and maintain plans to ensure continuity of operations |
| Mitigation | 1 | Develop approved hazard mitigation plans that address relevant threats/hazards in accordance with the results of their risk assessment within all local, state, tribal, territorial, and Federal partners. |
| Response | 1 | Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources. |
| Recovery | 1 | Convene the core of an inclusive planning team (identified pre-disaster), which will oversee disaster recovery planning. |
| | 2 | Complete an initial recovery plan that provides an overall strategy and timeline, addresses all core capabilities, and integrates socioeconomic, demographic, accessibility, technology, and risk assessment considerations (including projected climate change impacts), which will be implemented in accordance with the timeline contained in the plan. |

| Mission Area | Critical Task ID. | Critical Task |
|---|-------------------|---|
| Threats and Hazards Identification | | |
| Mitigation | 1 | Identify the threats and hazards within and across local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas, in collaboration with the whole community, against a national standard based on sound science. |
| Operational Communication | | |
| Response | 1 | Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders. |
| | 2 | Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs and a transition to recovery. |
| | 3 | Re-establish critical information networks, including cybersecurity information-sharing networks, to inform situational awareness, enable incident response, and support the resilience of key systems. |
| Situational Assessment | | |
| Response | 1 | Deliver information sufficient to inform decision-making regarding immediate life-saving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |
| | 2 | Deliver enhanced information to reinforce ongoing life-saving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |
| Operational Coordination | | |

Emergency Management

| Mission Area | Critical Task ID. | Critical Task |
|---------------------------------------|-------------------|---|
| Response | 2 | Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources. |
| Recovery | 1 | Establish tiered, integrated leadership and inclusive coordinating organizations that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities. |
| | 2 | Define the path and timeline for recovery leadership to achieve the jurisdiction’s objectives that effectively coordinates and uses appropriate local, state, tribal, territorial, insular area, and Federal assistance, as well as nongovernmental and private sector resources. This plan is to be implemented within the established timeline. |
| Public Information and Warning | | |
| Prevention | 1 | Share prompt and actionable messages, to include National Terrorism Advisory System alerts, with the public and other stakeholders, as appropriate, to aid in the prevention of imminent or follow-on terrorist attacks, consistent with the timelines specified by existing processes and protocols. |
| | 2 | Provide public awareness information to inform the general public on how to identify and provide terrorism-related information to the appropriate law enforcement authorities, thereby enabling the public to act as a force multiplier in the prevention of imminent or follow-on acts of terrorism. |
| Protection | 1 | Use effective and accessible indication and warning systems to communicate significant hazards to involved operators, security officials, and the public (including alerts, detection capabilities, and other necessary and appropriate assets. |
| Mitigation | 1 | Communicate appropriate information, in an accessible manner, on the risks faced within a community after the conduct of a risk assessment. |
| Response | 1 | Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions and facilitate the transition to recovery. |
| Recovery | 1 | Reach all populations within the community with effective actionable recovery-related public information messaging and communications that are accessible to people with disabilities and people with limited English proficiency; protect the health and safety of the affected population; help manage expectations; and ensure stakeholders have a clear understanding of available assistance and their roles and responsibilities. |
| | 2 | Support affected populations and stakeholders with a system that provides appropriate, current information about any continued assistance, steady state resources for long-term impacts, and monitoring programs in an effective and accessible manner. |

5. Organization

5.1. The City of Burien operates under a Council / City Manager form of government, with the City Manager serving as the chief executive and emergency manager. The city departments are Administrative Services, City Manager; City Attorney; Community Development, Finance; Parks and Recreation; and Public Works. The City has been annexed into King County Fire Protection District #2

Emergency Management

jurisdiction for the provision of fire suppression and medical aid. The King County Sheriff's office contracts Police Services to the City.

5.2. Department Structure

Emergency Management is not a stand-alone department, but rather a Division of Public Works. Thus it has no independent organizational chart. Refer to the Public Works Department Annex for the department structure.

6. Direction, Control, & Coordination

6.1. Horizontal Integration

Emergency Management coordinates the EOC, which serves as the hub for information and resources during an emergency. It communicates with all City departments, coordinating agencies, and other City EOCs to share information.

6.2. Vertical Integration

In the EOC management function, Emergency Management communicates vertically with the county and/or state EOCs, the City manager, the Policy Group to both relay and gather information.

7. Information Collection, Analysis, & Dissemination

7.1. Information Collection

Information collection provides situational awareness to leadership and promotes informed decision-making. Accordingly, the City has designated a process to collect, analyze, and disseminate information during an emergency to both internal and external response partners as well as the public. The Emergency Management function of the City, in its role as EOC Coordinator, is responsible for overseeing the gathering, analysis, and dissemination of all incident related information.

7.2. Essential Elements of Information (EIs)

The City of Burien has established Essential Elements of Information for various departments and incidents within the City. These elements are likely to change more often than this plan is updated. As such, the majority of the City's EIs are located in the City of Burien EEI document, which is sortable by Department and incident and can be updated regularly, without modifying this plan. There are, however, basic elements that every Department should gather upon implementation of this plan:

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, deaths, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities, etc.)

Information gathered during this initial phase should be communicated as soon as possible to the EOC, with the exception of resource deficiencies, which should be reported immediately.

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7.3 Information Analysis

During an incident, the EOC collects a large amount of information from multiple internal and external sources. This data is analyzed by the EOC and other stakeholders to distill into information that can be used to support decision-making. This function is typically handled by the Situational Awareness Section of the Burien EOC or by the EOC director if the Situational Awareness Section is not activated.

7.4. Information Dissemination

Emergency Management helps to integrate stakeholders and works with senior officials to facilitate the development of policy direction for incident support. EOC personnel work with legal counsel, authorize relevant protocols and procedures for response and coordination, and ensure the dissemination of timely, accurate, and accessible information to the public and other stakeholders. In addition, the staff in an EOC liaise with other government agencies at all levels.

8. Responsibilities

| Preparedness | Activity/Action | Organization(s) Involved |
|--------------|---|--------------------------|
| Preparedness | Manage the City EM committee | |
| | Update all plans as required, present updates to Departments and City Council, submit approved plans to external stakeholders. | |
| | Complete all training outlined in the EM Job description. | |
| | Maintain NIMS Training Records for all City of Burien employees. | |
| | Track staff training to ensure all employees complete initial required NIMS training within 90 days of hire. | |
| | Develop position descriptions and training plans for EOC positions. | |
| | Ensure that appropriate staff from across the City are identified to fill EOC positions and are properly trained. | |
| | Participate in initial and ongoing emergency management training | |
| | Create, maintain, and exercise a COOP Plan | |
| | Train an EOC Coordinator and alternates to coordinate EM operations in the EOC when needed. | |
| | Ensure all staff have the information necessary to prepare themselves and their families for emergencies and disasters. | |
| | Ensure the Department Director and alternates are prepared to lead their departments in an emergency and to participate in the city policy group. | |

| Prevention | Critical Task ID. | Activity/Action | Organization(s) Involved |
|--------------------------------|-------------------|--|--------------------------|
| Public Information and Warning | 1 | Develop a Community Outreach campaign in coordination with Police and the PIO to promote “See Something, Say Something” or similar anti-terrorism campaigns. | |

| Protection | Critical Task ID. | Activity/Action | Organization(s) Involved |
|------------|-------------------|--|--------------------------|
| Planning | 1&2 | Work with departments city-wide to develop Department-specific incident/disaster response plans. | |

Emergency Management

| Protection | Critical Task ID. | Activity/Action | Organization(s) Involved |
|--------------------------------|-------------------|---|--------------------------|
| | 1&2 | Coordinate training and exercise efforts along with response planning with departments city-wide, and with local and regional partners. | |
| Public Information and Warning | 1 | Create preparedness campaigns to be delivered to the public, in coordination with the PIO and regional partners. | |

| Mitigation | Critical Task ID. | Activity/Action | Organization(s) Involved |
|------------------------------------|-------------------|---|--|
| Planning | 1 | Work with City of Burien planners and public/private partners to maintain the City of Burien Annex to the King County Regional Hazard Mitigation Plan. | King County OEM and Washington State EMD |
| Public Information and Warning | 2 | Provide information to the public and other stakeholders on actions they can take to mitigate their own losses that might be caused by a disaster. Reach out to the community through outreach meetings, public surveys, and press releases to obtain feedback and answer questions. | |
| Risk and Disaster Resilience | 1 | Gather assessments from the community and groups represented in the Burien Area Emergency Management Group. | |
| Threats and Hazards Identification | 1 | Utilize THIRA and information from the Community Development Department to identify threats. Consider information gained from public input. | |

| Response | Critical Task ID. | Activity/Action | Organization(s) Involved |
|--------------------------------|-------------------|--|--------------------------|
| Planning | 1 | Create and maintain the City of Burien Comprehensive Emergency Management Plan. | |
| Public Information and Warning | 2 | Provide timely and relevant life and safety information to the public, in coordination with the PIO. | |
| Operational Coordination | 1 | Serve as the primary point of contact to contracted agencies, including police, fire, and water/sewer utilities, via the EOC, during an activation. | |
| | 2 | Ensure that operational plans during response include contracted agencies, avoiding duplication of effort and establishing timelines for regular reporting. | |
| Operational Communication | 1,2 &3 | Utilize all available methods (phone, radio, text, email, etc.) necessary to disseminate and receive vital information from the incident. Ensure scribes in the EOC are stationed appropriately to log communication to and from the EOC. | |

Emergency Management

| Response | Critical Task ID. | Activity/Action | Organization(s) Involved |
|-----------------------|-------------------|--|--------------------------|
| Situational Awareness | 1&2 | Collect and analyze all information gathered from the incident and EOC staff; ensure information is appropriately analyzed, with any gaps noted, and disseminated to the appropriate people at the appropriate time. | |

| Recovery | Critical Task ID. | Activity/Action | Organization(s) Involved |
|--------------------------------|-------------------|---|--------------------------|
| Planning | 1 | Establish and maintain a pre-disaster recovery plan for the City of Burien. | |
| | 1&2 | Work with City Manager, City Clerk, Community Development and Public Works team to build adequate timelines and strategies for addressing recovery efforts. | |
| Public Information and Warning | 1&2 | Provide timelines and establish a portal for information exchanges with community and public/private partners. Work with the PIO to ensure all relevant information is released to the public in a timely and accessible manner. | |
| Operational Coordination | 1&2 | Identify local recovery team leadership and communication structure that includes representation from all involved partners and community stakeholders. | |

9. Resource Requirements

9.1. Micro-level (EOC/ECC)

The EOC is a fully executed space. This space remains set up 24 hours a day-7 days a week and can be activated with little to no effort. All required information is available via a fiber to connect to the City of Burien data server, giving the EOC full access to all required plans, policies, and documentation needed in response. Relevant plans are printed and on file in hard copy at the EOC in case access is interrupted. All needed forms are available in printed format as well. Emergency Management Staff should not require any additional items other than personal go bags.

9.2. Macro-level (Emergency-wide)

Electronic resources to include Web site links, contact information for partner agencies and neighboring jurisdictions will be printed annually and reviewed quarterly for accuracy.

10. References and Supporting Guidance

10.1

- Burien Comprehensive Emergency Management Plan
- King County Mitigation Management Plan
- King County Regional Disaster Plan
- Mutual Aid Agreements
- Legal Mandates
- City of Burien Continuity of Operations Plan

Emergency Management

11. Terms and Definitions

The terms and definitions included here are specific to this department plan. Please refer to the base plan for a complete list of all terms and definitions that apply to the City of Burien CEMP.

Finance

1. Purpose

- 1.1. To provide guided and coordinated resource support prior to, during, and/or following an emergency or disaster.

| Primary Core Capabilities | |
|----------------------------------|--|
| Logistics & Supply Chain Manager | Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains. |

| Support Core Capabilities | |
|----------------------------|--|
| Planning | Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives. |
| Cybersecurity | Protect electronic communication systems, information, and services from damage, unauthorized use, and exploitation. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| Situational Awareness | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |
| Economic Recovery | Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community. |
| Health and Social Services | Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community. |

2. Authorities and Policies

2.1.

- Burien Municipal Code 475 Emergency Management Program
- Burien Resolution No. 218 NIMS Adoption
- Burien Resolution No. 121 Emergency Operations Plan Adoption
- Revised Code of Washington 38.52- Emergency Management
- Washington Administration Codes (WAC) 118-30 and 296 62-312

3. Situation Overview

- 3.1. Any destructive emergency or disaster impacting the City will demand resources to protect life, property, the environment, and the economy. Resources will be needed from a variety of places to support city disaster operations. Financial controls must also be observed, accounting for any emergency or disaster declarations as well.

4. Concept of Operations

Finance

4.1. The City will prioritize resource requests based on the best information available. The City may access any and all mutual aid agreements and private vendors for the procurement of resources, including WAMAS, the King County Regional Coordination Framework, existing vendors, and others.

4.2.

| Core Capability | | |
|--|---------------------------|--|
| Mission Area | Critical Task I.D. | Critical Task |
| Planning | | |
| Response | 1 | Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors. |
| | 2 | Enhance public and private resources and services support for an affected area. |
| Recovery | 1 | Convene the core of an inclusive planning team (identified pre-disaster), which will oversee disaster recovery planning |
| | 2 | Complete an initial recovery plan that provides an overall strategy and timeline, addresses all core capabilities, and integrates socioeconomic, demographic, accessibility, technology, and risk assessment considerations (including projected climate change impacts), which will be implemented in accordance with the timeline contained in the plan. |
| Logistics and Supply Chain Management | | |
| Response | 1 | Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors. |
| | 2 | Enhance public and private resources and services support for an affected area. |
| Cybersecurity | | |
| Protection | 1 | Implement risk-informed guidelines, regulations, and standards to ensure the security, reliability, integrity, and availability of critical information, records, and communications systems and services through collaborative cybersecurity initiatives and efforts. |
| | 2 | Implement and maintain procedures to detect malicious activity and to conduct technical and investigative-based countermeasures, mitigations, and operations against malicious actors to counter existing and emerging cyber-based threats, consistent with established protocols. |
| Operational Coordination | | |
| Response | 1 | Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident. |
| | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery |
| Recovery | 1 | Establish tiered, integrated leadership and inclusive coordinating organizations that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities. |

Finance

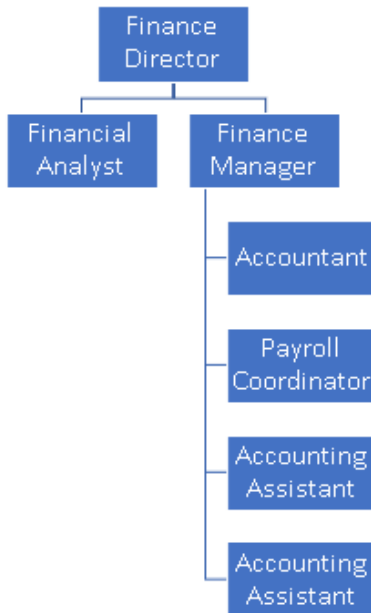
| Core Capability | | |
|-----------------------------------|---------------------------|---|
| Mission Area | Critical Task I.D. | Critical Task |
| | 2 | Define the path and timeline for recovery leadership to achieve the jurisdiction’s objectives that effectively coordinates and uses appropriate local, state, tribal, territorial, insular area, and Federal assistance, as well as nongovernmental and private sector resources. This plan is to be implemented within the established timeline. |
| Situational Awareness | | |
| Response | 1 | Deliver information sufficient to inform decision-making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |
| | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |
| Economic Recovery | | |
| Recovery | 1 | Conduct a preliminary assessment of economic issues and identify potential inhibitors to fostering stabilization of the affected communities |
| | 2 | Return affected area's economy within the specified timeframe in the recovery plan. |
| | 3 | Ensure the community recovery and mitigation plan(s) incorporates economic revitalization and removes governmental inhibitors to post-disaster economic sustainability while maintaining the civil rights of citizens. |
| Health and Social Services | | |
| Recovery | 1 | Identify affected populations, groups, and key partners in short-term, intermediate, and long-term recovery. |
| | 2 | Complete an assessment of community health and social service needs; prioritize these needs, including accessibility requirements, based on the whole community’s input and participation in the recovery planning process; and develop a comprehensive recovery timeline. |
| | 3 | Restore health care (including behavioral health), public health, and social services functions. |
| | 4 | Restore and improve the resilience and sustainability of the health care system and social service capabilities and networks to promote the independence and well-being of community members in accordance with the specified recovery timeline. |

5. Organization

The City of Burien operates under a Council / City Manager form of government, with the City Manager serving as the chief executive. The city departments are Administration, City Manager; City Attorney; Community Development, Finance; Parks and Recreation; and Public Works. The City has been annexed into King County Fire Protection District #2 jurisdiction for the provision of fire suppression and medical aid. The King County Sheriff’s office contracts Police Services to the City.

Finance

5.1. Department Structure-



6. Direction, Control, & Coordination

6.1. Horizontal Integration

The Finance Department coordinates across all departments, providing assistance with emergency budgeting and spending, tracking expenditures, and preparing emergency budget amendments.

6.2. Vertical Integration

The Finance Department keeps the City Manager, and City Council informed of financial information during an emergency while also communicating emergency financial policy to all City Departments. The Finance Department will also serve as the City's Primary Applicant Agent in cases of a Presidential Disaster Declaration and will act in that capacity as the liaison to King County, Washington State, and FEMA for purposes of cost recovery.

7. Information Collection, Analysis, & Dissemination

7.1. Information Collection

The Finance Department collects information from all departments on expenditures related to emergencies and disasters. They make recommendations for budget amendments, emergency purchasing policies, and other financial matters. They also compile expenditure information in preparation for any reimbursement or audit functions related to an emergency or disaster. When requested as part of an initial damage assessment, the Finance Department will provide King County and/or Washington State EMD with current expenditure and uninsured loss information related to a specific incident.

7.2 Essential Elements of Information (EEIs)

The City of Burien has established Essential Elements of Information for various departments and incidents within the City. These elements are likely to change more often than this plan is updated. As such, the majority of the City's EEIs are located in the City of Burien EEI document, which is sortable by Department and incident and can be updated regularly, without modifying this plan. There are, however, basic elements that every Department should gather upon implementation of this plan:

Finance

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, deaths, inability to reach the city, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities, etc.)

Information gathered during this initial phase should be communicated as soon as possible to the EOC, with the exception of resource deficiencies, which should be reported immediately.

7.3 Information Analysis

The Finance department is responsible for overseeing the overall financial solvency of the City. As such, they are charged with financial analysis during disasters to support operations and to meet all legal requirements. This analysis will include such things as resource consumption and use rates, projected shortfalls, and alternative sources.

7.4 Information Dissemination

Resource information will be provided at ICS meetings and the logistics section chief.

8.Responsibilities

| Preparedness | Activity/Action | Organization(s) Involved |
|--------------|---|--------------------------|
| Preparedness | Participate in Emergency Management Committee and plan development. | |
| | Ensure all staff complete required NIMS training within 90 days of hire. | |
| | Participate in initial and ongoing emergency management training. | |
| | Create, maintain, and exercise a COOP Plan. | |
| | Train a Finance Department Lead and alternate to coordinate finance department operations in the EOC when needed. | |
| | Ensure all staff has the information necessary to prepare themselves and their families for emergencies and disasters. | |
| | Ensure the Department Director and alternates are prepared to lead their departments in an emergency and to participate in the city policy group. | |

| Prevention | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|------------|--------------------|--------------------------------|--------------------------|
| | | No Tasks in this mission area. | |

| Protection | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---------------|--------------------|---|--------------------------|
| Cybersecurity | 1 & 2 | Implement training and controls provided by IT to safeguard data and systems. | |

Finance

| Mitigation | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|------------|--------------------|--------------------------------|--------------------------|
| | | No Tasks in this mission area. | |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|--------------------------|--------------------|--|--------------------------|
| Planning | 1 & 2 | Provide a representative to the City's emergency management committee to actively participate in the development and maintenance of the City's Comprehensive Emergency Management Plan. | |
| Operational Coordination | 1 & 2 | Develop effective methods and procedures for documenting disaster expenditures and provide each department with documentation forms or electronic reporting and completion instructions. | |
| Situational Awareness | 1 & 2 | Provide regular updates on resource burn rates, including funds obligated. | |
| | 1 | Maintain documentation of all resource requests and status of resources. | |
| | 1 & 2 | Review contracts for emergency work and procurement to ensure financial issues are accounted for. | |

| Recovery | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|-------------------|--------------------|---|--------------------------|
| Planning | 1 & 2 | Participate in post-disaster planning processes to ensure financial issues related to recovery are accounted for. | |
| Economic Recovery | 1, 2, 3 | Prepare financial estimates and budget impact statements to aid in recovery decision-making. | |

9 Resource Requirements

9.1 Micro-level

- Access to the EOC
- Computers
- Phones
- Access to Finance systems and City intranet.

9.2 Macro-level

- Proper Staffing to meet the needs of the emergency
- Access to necessary plans

10 References and Supporting Guidance

10.1

- King County Comprehensive Emergency Management Plan
- King County Regional Disaster Plan
- Mutual Aid Agreements

Finance

- Legal Mandates
- City of Burien Continuity of Operations Plan (to be developed)

11 Terms and Definitions

The terms and definitions included here are specific to this department plan. Please refer to the base plan for a complete list of all terms and definitions that apply to the City of Burien CEMP.

King County Regional Coordination Framework: allows signatory organizations (local governments, private sector, non-profit signatories) to enter into simplified contracts to provide resources to others, or to acquire emergency resources and supplies, on a reimbursement basis. This framework also allows for the influence of the allocation of incoming resources.

Legal Services

1. Purpose

1.1. Provide legal counsel and services to the City of Burien, including Code Compliance and Rental Housing Inspections.

| Primary Core Capabilities | |
|--|---|
| The Legal Services Department does not serve in a Primary role in an emergency | |
| Support Core Capabilities | |
| Planning | Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives. |
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate. |
| Threats & Hazards Identifications | Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities. |
| Situational Assessment | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |
| Housing | Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience. |

2. Authorities and Policies

2.1.

- Burien Ordinance 475 Emergency Management Program
- Burien Resolution No. 218 NIMS Adoption
- Burien Resolution No. 121 Emergency Operations Plan. Adoption Revised Code of Washington 38.52- Emergency Management
- Washington Administration Codes (WAC) 118-30 and 296 62-312

3. Situation Overview

3.1. The city attorney's office is responsible for legal advice to the City Council and the city administration. The attorney's office reviews city ordinances and contracts, prepares and reviews resolutions, and advises council and staff at public meetings and during emergencies and/or disasters.

4. Concept of Operations

4.1. Functions of this Legal Department may include, but are not limited to:

- Assist the City Manager and the Director of Emergency Management in preparing and processing Proclamations of Emergency.
- Assist with contracts needed to respond and recover from the emergency or disaster.
- Oversee city code compliance and rental housing inspections.

4.2 Description of Core Capabilities

Legal Services

| Mission Area | Critical Task I.D. | Critical Task |
|--|--------------------|--|
| Planning | | |
| Protection | 1 | Develop protection plans that identify critical objectives based on planning requirements, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the planning objectives, and implement planning requirements within the timeframe contemplated within the plan using available resources for protection-related plans. |
| | 2 | Implement, exercise, and maintain plans to ensure continuity of operations |
| Mitigation | 1 | Develop approved hazard mitigation plans that address relevant threats/hazards in accordance with the results of their risk assessment within all local, state, tribal, territorial, and Federal partner |
| Response | 1 | Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources. |
| Recovery | 1 | Convene the core of an inclusive planning team (identified pre-disaster), which will oversee disaster recovery planning |
| | 2 | Complete an initial recovery plan that provides an overall strategy and timeline, addresses all core capabilities, and integrates socioeconomic, demographic, accessibility, technology, and risk assessment considerations (including projected climate change impacts), which will be implemented in accordance with the timeline contained in the plan. |
| Threats & Hazards Identifications | | |
| Mitigation | 1 | Identify the threats and hazards within and across local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas, in collaboration with the whole community, against a national standard based on sound science |
| Public Information and Warning | | |
| Response | 1 | Inform all affected segments of society of critical life-saving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions |
| | 2 | Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery |
| Recovery | 1 | Reach all populations within the community with effective actionable recovery-related public information messaging and communications that are accessible to people with disabilities and people with limited English proficiency; protect the health and safety of the affected population; help manage expectations; and ensure stakeholders have a clear understanding of available assistance and their roles and responsibilities |
| | 2 | Support affected populations and stakeholders with a system that provides appropriate, current information about any continued assistance, steady state resources for long-term impacts, and monitoring programs in an effective and accessible manner |
| Operational Coordination | | |
| Response | 1 | Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident |
| | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery |

Legal Services

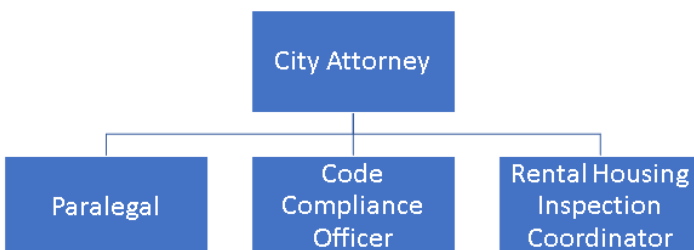
| Mission Area | Critical Task I.D. | Critical Task |
|-------------------------------|--------------------|--|
| Recovery | 1 | Establish tiered, integrated leadership and inclusive coordinating organizations that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities. |
| | 2 | Define the path and timeline for recovery leadership to achieve the jurisdiction's objectives that effectively coordinates and uses appropriate local, state, tribal, territorial, insular area, and Federal assistance, as well as nongovernmental and private sector resources. This plan is to be implemented within the established timeline |
| Situational Assessment | | |
| Response | 1 | Deliver information sufficient to inform decision-making regarding immediate life-saving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |
| | 2 | Deliver enhanced information to reinforce ongoing life-saving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |
| Housing | | |
| Recovery | 1 | Assess preliminary housing impacts and needs, identify currently available options for temporary housing, and plan for permanent housing. |
| | 2 | Ensure community housing recovery plans continue to address interim housing needs, assess options for permanent housing, and define a timeline for achieving a resilient, accessible, and sustainable housing market. |
| | 3 | Establish a resilient and sustainable housing market that meets the needs of the community, including the need for accessible housing within the specified timeframe in the recovery plan. |

5. Organization

The City of Burien operates under a Council / City Manager form of government, with the City Manager serving as the chief executive. The city departments are Administrative Services, City Manager, City Attorney, Community Development, Finance, Parks and Recreation, and Public Works. The City has been annexed into King County Fire Protection District #2 jurisdiction for the provision of fire suppression and medical aid. The King County Sheriff's office contracts Police Services to the City.

In an emergency the City Attorney operates in a support role- providing and coordinating legal counsel when indicated and providing policy guidance to the City Manager and City Council. The Legal department also oversees the code compliance and rental housing inspection functions of the City, which have a distinct role to play in disaster response.

5.1 Structure



Legal Services

6. Direction, Control, & Coordination

- 6.1. Horizontal Integration - The legal department coordinates with all City departments to provide legal advice, including contract review. Via Code Compliance and the Rental Housing Inspection Coordinator, the Legal department also works with other departments and contracted services to provide inspections of relevant sites.
- 6.2. Vertical Integration- the City attorney serves in a support function during an emergency, providing assistance to the City Manager and City Council in policy development. Via Code Compliance and the Rental Housing Inspection Coordinator, the Legal department has the authority to issue stop works orders and to prevent access to certain locations.

7. Information Collection, Analysis, & Dissemination

- 7.1. Information Collection- Legal Services will collect information from the EOC to assist in providing proper legal advice to City Council and the City Administrator. Legal services will also collect information from the state and county regarding their emergency declarations and interpret how those may affect the City. Legal Services will collect information from the Resource Management section of the EOC to assist in contract preparation. Finally, information will be collected from Code Compliance and the Rental Housing Inspection divisions to support EOC or ICS operations.

7.2 Essential Elements of Information (EEIs)

The City of Burien has established Essential Elements of Information for various departments and incidents within the City. These elements are likely to change more often than this plan is updated. As such, the majority of the City's EEIs are located in the City of Burien EEI document, which is sortable by department and incident and can be updated regularly, without modifying this plan. There are, however, basic elements that every department should gather upon implementation of this plan:

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, deaths, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities, etc.)

Information gathered during this initial phase should be communicated as soon as possible to the EOC, with the exception of resource deficiencies, which should be reported immediately.

8. Responsibilities

| Preparedness | Activity/Action | Organization(s) Involved |
|--------------|---|--------------------------|
| Preparedness | Participate in initial and ongoing emergency management training. | |
| | Create, maintain, and exercise a COOP Plan. | |

Legal Services

| Preparedness | Activity/Action | | Organization(s) Involved |
|--------------|---|--|--------------------------|
| | Train a Legal Services Department Lead and alternates to coordinate legal services operations in the EOC when needed. | | |
| | Ensure all staff has the information necessary to prepare themselves and their families for emergencies and disasters. | | |
| | Ensure the Department Director and alternates are prepared to lead their departments in an emergency and to participate in the city policy group. | | |

| Prevention | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|------------|--------------------|--------------------------------|--------------------------|
| | | No Tasks in this mission area. | |

| Protection | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|------------|--------------------|--|--------------------------|
| Planning | 1 | Conduct a systemic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives. | |
| | 2 | Assist as needed in drafting, reviewing, and updating plans to ensure continuity of operations. | |

| Mitigation | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|----------------------------------|--------------------|---|--------------------------|
| Planning | 1 | Participate as an active member of the Emergency Management Committee, assisting in the development of the City of Burien Annex to the King County Regional Hazard Mitigation Plan. | City Administration |
| | 1 | Review pertinent emergency management plans for legal relevance and compliance | |
| | 1 | Review and comment on new and renewed mutual aid and interlocal agreements | |
| Threats & Hazards Identification | 1 | As part of the Code Compliance function, assist in identifying threats and hazards relevant to the City of Burien. | |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|------------------------------|--------------------|--|----------------------------------|
| Planning | 1 | Participate in the development and review of the City of Burien Comprehensive Emergency Management Plan. | |
| | 1 | Assist the City Manager and the Director of Emergency Management in preparing and processing Proclamation of Emergency | City Administration and Attorney |
| Public Information & Warning | 1 | Support drafting and legal review of public information policy, and specific messaging and communications as needed. | |
| Operational Coordination | 1 & 2 | Support preparation of contracts and/or mutual aid agreements to facilitate response to emergencies or disaster | |

Legal Services

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|------------------------|--------------------|---|--------------------------|
| | 1 & 2 | Incorporate Code Compliance and Rental Housing inspection into the incident command and/or EOC structure as required. | |
| Situational Assessment | 1 & 2 | Review situation assessments for issues that may cause legal concerns for the City. | |
| | 1 & 2 | Provide pertinent situation updates from Code Compliance and Rental Housing Inspections to the EOC and/or Incident Command as required. | |

| Recovery | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|--------------------------------|--------------------|---|----------------------------------|
| Planning | 1&2 | Participate in recovery planning efforts to provide guidance on meeting legal aspects of grants, contracts, and mutual aid agreements. | City Administration and Attorney |
| Public Information and Warning | 1&2 | Review messaging efforts to ensure legal compliance for all stakeholders. | |
| Operational Coordination | 1&2 | Work with all departments to review and recommend language on contracts focused on recovery efforts. | |
| | 1&2 | Review and provide legal guidance for all pre- and post-disaster recovery plans and actions. | |
| | 1&2 | Draft, review, and/or provide guidance on any contracts or agreements the City enters in to related to recovery. | |
| | 1&2 | Ensure all departments are complying with all local, county, state, and federal laws, rules, and guidance related to recovery. | |
| Housing | 1 | Directly assess physical impacts to housing via the Code Compliance and Rental Housing Inspection divisions and provide that information to the Recovery Coordinator. | |
| | 2 & 3 | Provide expertise to the Housing recovery function via the Rental Housing Inspection division. | |

9. Resource Requirements

9.1. Micro-level

- Computer
- Phone
- Proper supplies to sustain legal employees
- Possible access to Web EOC

9.2. Macro-level

- Proper Staffing to meet the needs of the emergency
- Access to necessary plans and contracts for vendors, partners, and unions.

10. References and Supporting Guidance

10.1.

- City of Burien Comprehensive Emergency Management Plan
- Mutual Aid Agreements

Legal Services

- Legal Mandates
- King County Comprehensive Emergency Management Plan
- King County Regional Disaster Plan

11. Terms and Definitions

11.1 The terms and definitions included here are specific to this department plan. Please refer to the base plan for a complete list of all terms and definitions that apply to the City of Burien CEMP.

1. Purpose

1.1. Coordination of mass care for Burien residents and business owners and to support mass care, housing, and human services operations for displaced residents from other jurisdictions impacted by an emergency or disaster

| Primary Core Capabilities | |
|--------------------------------|--|
| Mass Care | Capability to provide immediate shelter, feeding centers, and related services to persons affected by a large-scale incident. The capability may also provide for companion animal care/handling. |
| Natural and Cultural Resources | Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and Executive Orders. |

| Support Core Capabilities | |
|----------------------------------|---|
| Planning | Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives. |
| Screening, Search, and Detection | Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio surveillance, sensor technologies, or physical investigation and intelligence. |
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard and, as appropriate, the actions being taken, and the assistance being made available. |
| Access Control & Identification | Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems. |
| Cybersecurity | Protect (and, if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation. |
| Community Resilience | Enable the recognition, understanding, communication of, and planning for risk, and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities. |
| Infrastructure Systems | Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the |

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| | |
|------------------------------------|---|
| | evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |
| Fatality Management | Provide fatality management services, including decedent, remains recovery and victim identification, and work with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains and providing counseling to the bereaved. |
| Mass Search and Rescue Operations | Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible. |
| Operational Communication | Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces. |
| Public Health, Healthcare, and EMS | Provide life-saving medical treatment via Emergency Medical Services and related operations, and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support and products to all affected populations. |
| Situational Assessment | Provide all decision-makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response |
| Health and Social Services | Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community |
| Housing | Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience |

2. Authorities and Policies

- Burien Municipal Code 475 Emergency Management Program
- Burien Resolution No. 218 NIMS Adoption
- Burien Resolution No. 121 Emergency Operations Plan Adoption
- Revised Code of Washington 38.52- Emergency Management
- Washington Administration Codes (WAC) 118-30 and 296 62-312

3. Situation Overview

3.1. All hazards have the potential to require the relocation of people to protect life. High magnitude earthquakes, extended power outages, and fires are the hazards most likely to create the need for services.

4. Concept of Operations

4.1

- Provide city sheltering operations for incidents impacting Burien
- Assist with shelter operations for large regional incidents

- Offer mass care and reunification support services to the community through collaboration and mutual aid agreement with partner agencies.

4.2 Whole Community Involvement

The "Whole Community" approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs, people covered under the Americans with Disabilities Act, and people with Limited English Proficiency, and culturally diverse populations. Emergency Management will identify and address the essential needs of children, those with access and functional needs, and the essential needs of household pets and service animals in disaster preparedness and planning.

4.3 Definitions of Core Capabilities

| Core Capability | | |
|---------------------------------------|--------------------|---|
| Mission Area | Critical Task I.D. | Critical Task |
| Mass Care | | |
| Response | 1 | Move and deliver resources and capabilities to meet the needs of disaster survivors, including individuals with access and functional needs. |
| | 2 | Establish, staff, and equip emergency shelters and other temporary housing options (including accessible housing) for the affected population. |
| | 3 | Support the movement from congregate care to non-congregate care alternatives and provide relocation assistance or interim housing solutions for families unable to return to their pre-disaster homes. |
| Natural and Cultural Resources | | |
| Recovery | 1 | Implement measures to protect and stabilize records and culturally significant documents, objects, and structures |
| | 2 | Mitigate the impacts to and stabilize the natural and cultural resources, and conduct a preliminary assessment of the impacts that identifies protections that need to be in place during stabilization through recovery. |
| | 3 | Complete an assessment of affected natural and cultural resources and develop a timeline for addressing these impacts in a sustainable and resilient manner. |
| | 4 | Preserve natural and cultural resources as part of an overall community recovery that is achieved through the coordinated efforts of natural and cultural resource experts and the recovery team in accordance with the specified timeline in the recovery plan |
| Planning | | |
| Prevention | 1 | Identify critical objectives during the planning process, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and ensure the objectives are implementable within the timeframe contemplated within the plan using available resources for prevention-related plans. |
| | 2 | Develop and execute appropriate courses of action in coordination with local, state, tribal, territorial, Federal, and private sector entities in order to prevent an imminent terrorist attack within the United States. |
| Protection | 1 | Develop protection plans that identify critical objectives based on planning requirements, provide a complete and integrated picture of the sequence and scope |

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| Core Capability | | |
|---|---------------------------|---|
| Mission Area | Critical Task I.D. | Critical Task |
| | | of the tasks to achieve the planning objectives, and implement planning requirements within the timeframe contemplated within the plan using available resources for protection-related plans |
| | 2 | Implement, exercise, and maintain plans to ensure continuity of operations. |
| Response | 1 | Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources. |
| Screening, Search, and Detection | | |
| Prevention | 1 | Maximize the screening of targeted cargo, conveyances, mail, baggage, and people associated with an imminent terrorist threat or act using technical, non-technical, intrusive, or non-intrusive means. |
| | 2 | Initiate operations immediately to locate persons and networks associated with an imminent terrorist threat or act. |
| | 3 | Conduct CBRNE search/detection operations in multiple locations and in all environments, consistent with established protocols. |
| Protection | 1 | Screen cargo, conveyances, mail, baggage, and people using information-based and physical screening technology and processes. |
| Public Information and Warning | | |
| Protection | 1 | Use effective and accessible indication and warning systems to communicate significant hazards to involved operators, security officials, and the public (including alerts, detection capabilities, and other necessary and appropriate assets). |
| Mitigation | 1 | Communicate appropriate information, in an accessible manner, on the risks faced within a community after the conduct of a risk assessment |
| Response | 1 | Inform all affected segments of society of critical lifesaving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions. |
| | 2 | Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions and facilitate the transition to recovery |
| Recovery | 1 | Reach all populations within the community with effective, actionable recovery-related public information messaging and communications that are accessible to people with disabilities and people with limited English proficiency; protect the health and safety of the affected population; help manage expectations, and ensure stakeholders have a clear understanding of available assistance and their roles and responsibilities |
| | 2 | Support affected populations and stakeholders with a system that provides appropriate, current information about any continued assistance, steady-state resources for long-term impacts, and monitoring programs in an effective and accessible manner. |
| Access Control and Identity Verification | | |
| Protection | 1 | Implement and maintain protocols to verify identity and authorize, grant, or deny physical and cyber access to specific locations, information, and networks. |

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| Core Capability | | |
|---------------------------------|--------------------|---|
| Mission Area | Critical Task I.D. | Critical Task |
| Cybersecurity | | |
| Protection | 1 | Implement risk-informed guidelines, regulations, and standards to ensure the security, reliability, integrity, and availability of critical information, records, and communications systems and services through collaborative cybersecurity initiatives and efforts. |
| | 2 | Implement and maintain procedures to detect malicious activity and to conduct technical and investigative-based countermeasures, mitigations, and operations against malicious actors to counter existing and emerging cyber based threats, consistent with established protocols |
| Community Resilience | | |
| Mitigation | 1 | Maximize the coverage of the U.S. population that has a localized, risk-informed mitigation plan developed through partnerships across the entire community |
| | 2 | Empower individuals and communities to make informed decisions to facilitate actions necessary to adapt to, withstand, and quickly recover from future incidents |
| Operational Coordination | | |
| Response | 1 | Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident |
| | 2 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery |
| Recovery | 1 | Establish tiered, integrated leadership and inclusive coordinating organizations that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities. |
| | 2 | Define the path and timeline for recovery leadership to achieve the jurisdiction's objectives that effectively coordinate and uses appropriate local, state, tribal, territorial, insular area, and Federal assistance, as well as non-governmental and private sector resources. This plan is to be implemented within the established timeline. |
| Infrastructure Systems | | |
| Response | 1 | Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life sustainment and congregate care services |
| | 2 | Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery. |
| | 3 | Provide for the clearance, removal, and disposal of debris |
| | 4 | Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner |

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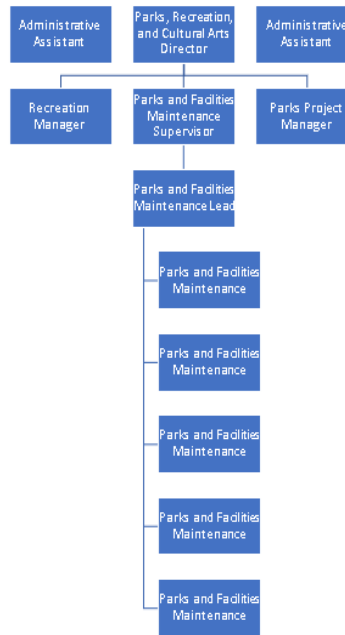
| Core Capability | | |
|--|---------------------------|---|
| Mission Area | Critical Task I.D. | Critical Task |
| Critical Transportation | | |
| Response | 1 | Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors. |
| | 2 | Ensure basic human needs are met, stabilize the incident, transition into recovery for an affected area, and restore basic services and community functionality. |
| Fatality Management Systems | | |
| Response | 1 | Establish and maintain operations to recover a significant number of fatalities over a geographically dispersed area. |
| | 2 | Mitigate hazards from remains, facilitate care to survivors, and return remains for final disposition |
| Mass, Search, and Rescue Operations | | |
| Response | 1 | Conduct search and rescue operations to locate and rescue persons in distress. |
| | 2 | Initiate community-based search and rescue support operations across a wide, geographically dispersed area. |
| | 3 | Ensure the synchronized deployment of local, regional, national, and international teams to reinforce ongoing search and rescue efforts and transition to recover |
| Operational Communication | | |
| Response | 1 | Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders |
| | 2 | Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and a transition to recovery. |
| | 3 | Re-establish critical information networks, including cybersecurity information sharing networks, to inform situational awareness, enable incident response, and support the resilience of key systems |
| Situational Assessment | | |
| Response | 1 | Deliver information sufficient to inform decision-making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident |
| | 2 | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |
| Health And Social Services | | |
| Recovery | 1 | Identify affected populations, groups, and key partners in short-term, intermediate, and long-term recovery. |
| | 2 | Complete an assessment of community health and social service needs; prioritize these needs, including accessibility requirements, based on the whole community's input and participation in the recovery planning process; and develop a comprehensive recovery timeline. |
| | 3 | Restore health care (including behavioral health), public health, and social services functions. |

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| Core Capability | | |
|-----------------|--------------------|--|
| Mission Area | Critical Task I.D. | Critical Task |
| | 4 | Restore and improve the resilience and sustainability of the health care system and social service capabilities and networks to promote the independence and well-being of community members in accordance with the specified recovery timeline. |
| Housing | | |
| Response | 1 | Assess preliminary housing impacts and needs, identify currently available options for temporary housing, and plan for permanent housing. |
| | 2 | Ensure community housing recovery plans continue to address interim housing needs, assess options for permanent housing, and define a timeline for achieving a resilient, accessible, and sustainable housing market. |
| | 3 | Establish a resilient and sustainable housing market that meets the needs of the community, including the need for accessible housing within the specified timeframe in the recovery plan. |

5. **Organization:** The City of Burien operates under a Council / City Manager form of government, with the City Manager serving as the chief executive. The city departments are Administrative Services, City Manager, City Attorney, Community Development, Finance, Parks and Recreation, and Public Works. The City has been annexed into King County Fire Protection District #2 jurisdiction for the provision of fire suppression and medical aid. The King County Sheriff’s office contracts Police Services to the City.

5.1. Structure:



6. Direction, Control, & Coordination

6.1. Horizontal Integration

The Parks and Recreation Department coordinates with other city departments to provide emergency housing and feeding of employees if needed and supply additional staffing if available. The Department also communicates shelter and mass care information to other departments so that it can be distributed to the community.

6.2. Vertical Integration

Coordinate with local Human Service partners to provide food, shelter, clothing for any and all incidents that impact the Burien residents. Continued relationship building with local partners will be key in assuring successful operations.

7. Information Collection, Analysis, & Dissemination

7.1. Information Collection

Parks and Recreation is the department of people. This Department will help assess the needs of the community after an incident and coordinate the provision of life-sustaining services such as food, water, shelter, and medical care. Information will be collected from the public, from the EOC, and from all other available sources. The gathered information will be relayed to the EOC for analysis and further dissemination.

7.2 Essential Elements of Information (EEIs)

The City of Burien has established Essential Elements of Information for various departments and incidents within the City. These elements are likely to change more often than this plan is updated. As such, the majority of the City's EEIs are located in the City of Burien EEI document, which is sortable

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by Department and incident and can be updated regularly, without modifying this plan. There are, however, basic elements that every Department should gather upon implementation of this plan:

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, deaths, inability to reach the city, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities, etc.)

Information gathered during this initial phase should be communicated as soon as possible to the EOC, with the exception of resource deficiencies, which should be reported immediately.

7.3. Information Analysis

Analyze incoming information to determine courses of action for response and recovery activities. Participate in hotwash to create after-action reports.

7.4. Information Dissemination

Ensure that all staff responding to an incident receive the goals and objectives defined by the policy group.

8. Responsibilities

| Preparedness | Activity/Action | Organization(s) Involved |
|--------------|---|--------------------------|
| Preparedness | Networking with local partners to establish relationships with local NGOs. | |
| | Building local mutual aid agreements to be activated in times of emergency. | |
| | Ensure full-time staff are trained in Mass Care, Reunification, and Social Services resource availability. | |
| | Participate in initial and ongoing emergency management training. | |
| | Create, maintain, and exercise a COOP Plan. | |
| | Train a Parks and Recreation Department Lead and alternates to coordinate Parks and Rec operations in the EOC when needed. | |
| | Ensure all staff have the information necessary to prepare themselves and their families for emergencies and disasters. | |
| | Ensure the Department Director and alternates are prepared to lead their departments in an emergency and to participate in the city policy group. | |

| Prevention | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|------------|--------------------|---|--------------------------|
| Planning | 1&2 | Serve as a member of the Emergency Management Committee to develop emergency response plans and participate in organized exercises. | |

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| Prevention | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|----------------------------------|--------------------|--|--------------------------|
| Screening, Search, and Detection | 1 | Establish SOP's including training for all Full and Part-Time staff for ensuring that all participants at scheduled public events are screened and note actions to be taken to report suspicious activity. | |
| | 2 | Ensure all staff actively participate in event management and report any incidents that are disruptive or seem out of the ordinary. | |
| | 2 | Promote See Something Say Something through all available programs. | |

| Protection | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|--|--------------------|--|--------------------------|
| Planning | 1 | Make information available to the public on disaster preparedness in all programs to ensure residents are resilient in an emergency. | Emergency Management |
| | 2 | Work with staff to ensure they have a plan in place for their family, including proper supplies, so that staff can report to work in times of emergency. | |
| Public Information and Warning | 1 | Ensure that all public messaging approved and supported by the PIO is shared across all communication platforms, including website, social media, voice mail, and mass message services. | |
| Screening, Search, & Detection | 1 | Ensure participants at public events are appropriately screened. | Police |
| Access Control and Identity Verification | 1 | Onboard all employees and Volunteers following all Policies and Procedures put in place by the City. Identify main entrances for staff and the public. | Human Resources; I.T. |
| Cybersecurity | 1 | Train all staff in cyber security mitigation strategies to ensure they are aware how they can help keep the city information and public information safe on all city platforms. | I.T. |
| | 2 | Report any suspicious activity on social media, E-mail, Computer Message boards and cell phones to I.T. for full investigation and direction. | I.T. |

| Mitigation | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|--------------------------------|--------------------|--|--------------------------|
| Public Information and Warning | 1 | Ensure that all public messaging approved and supported by the PIO is shared across all communication platforms, including website, social media, voice mail, and mass message services. | |
| Community resilience | 1 | Offer training virtually and in-person to Seniors and local families in Preparedness and Emergency Planning | Emergency Management |

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| Mitigation | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|------------|--------------------|--|--------------------------|
| | | to build capabilities of individuals to care for selves in times of emergency. | |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|--------------------------------|--------------------|--|--|
| Planning | 1 | Assess the needs of the community and develop response plans based on available or requested resources. | |
| | 1 | Develop plans for temporary emergency shelters using city facilities. | Catholic Community Services, Multiservice Center, Churches |
| Public Information and Warning | 1 | Ensure all public messaging approved and supported by the PIO is shared across all communication platforms, including website, social media, and voice mail, and mass message services. | |
| | 2 | Ensure available support resources are communicated to the community's residents in a way that ensures the majority of the community understands and benefits from the messaging. | |
| | 1 | Coordinate communication updates to the individuals taking shelter within provided services to ensure all survivors have up-to-date information as soon as it is available. | |
| Operational Coordination | 1 | Work with all available staff to determine resource needs to be communicated to the EOC fulfillment. | |
| | 2 | Work across all City Departments to establish response resources for the community to help preserve life. | |
| Infrastructure Systems | 1 | Establish an evacuation resources center for all individuals that require evacuation. Help in the reunification efforts of individuals that have been separated during emergency evacuations. | |
| Critical Transportation | 2 | Coordinate transportation resources for the mass movement of citizens for sheltering and other purposes. | Public Works, Police, Fire, KC Metro |
| | 2 | Make vehicles available when requested to include a driver. | |
| | 2 | Maintain liaison with essential departments and authorities to ensure cooperative and efficient use of transportation resources. | |
| | 2 | Supports traffic control, road closures, and the protection of public property. | Police, Public Works |

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| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|----------------------------------|--------------------|---|--------------------------|
| Fatality Management | 1 | Support the King County Mass Fatality plan by locating and designating temporary morgue sites if requested. | |
| Mass Care Services | 1 | Open and coordinate logistical support when needed for warming/cooling centers. | Human Services |
| | 2 | Work with other department and agencies to ensure that services for survivors are located in areas set up in a way that is accessible to all, including those with access and functional needs. | |
| | 2 | Coordinate mass care services, including shelter and feeding, for displaced city residents. | |
| | 1 | Provide emergency feeding and shelter to city staff and other responders during disaster operations. | |
| Operational Communication | 1 | Ensure all Parks and Rec staff have the ability to communicate information to other City Departments and response partners. | |
| | 1 | Communicate updates on Parks and Rec status and service offerings to the EOC in a timely manner. | |
| Situational Assessment | 1 | Provide detailed information to the EOC to ensure a complete and accurate account of what is happening in the disaster area. | |
| | 2 | Provide accurate, up-to-date analysis on the situation to ensure all resources can be attained to help support those being impacted by the emergency. | |

| Recovery | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|---------------------------------------|--------------------|--|--------------------------|
| Public Information and Warning | 1 | Ensure that all public messaging approved and supported by the PIO is shared across all communication platforms, including website, social media, voice mail, and mass message services. | |
| | 2 | Work with the PIO to create messaging about available recovery assistance that is available through Parks and Rec. | |
| Operational Coordination | 1 | Provide needed resource requests and resources excess to the EOC to ensure that needs in other departments can be filled or redeployed. | |
| | 2 | Track and utilize resources effectively to ensure recovery goals and objectives are achieved within the given timeline. If additional resources are needed, communicate the needs immediately to help ensure achievement or adjustments as required. | |
| Health and Social Services | 1 | Provide human services to the affected population to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies | |

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| Recovery | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|----------|--------------------|---|--------------------------|
| | 3 | Partner with local organizations to ensure outreach efforts are organized to ensure those in need receive the services that are of greatest need first. | |
| | 2 | Gather all required information obtained by Community Development during their evaluation of Cultural and Natural resources. Analyze for potential impacts and report to the EOC or Recovery Manager. | |
| | 4 | Supply the EOC or Recovery Manager with a completed report identifying needed resources to preserve natural and cultural resources. | |

9. Resource Requirements

9.1. Micro-level (EOC-ECC)

- Laptop Computers
- City Assigned cell phones
- Access to City intranet
- Access to Web-EOC
- The appropriate number of staff to manage the operation
- Volunteer management system

9.2 Macro-level (Emergency-wide)

- Access to plans relevant to the department and commonly used Parks and Recreations inventory (vehicles, supplies, etc.).
- Access to particular use inventory, such as life-sustaining supplies at evacuation sites.

10. References and Supporting Guidance

10.1

- City of Burien Comprehensive Emergency Management Plan
- King County Comprehensive Emergency Management Plan
- King County Regional Disaster Framework
- King County Mass Fatality Plan
- American Red Cross Serving King County Disaster Plan
- Seattle-King County Public Health Medical Needs Shelter Plan
- Stafford Act Section 403. As amended by the PETS Act

11. Terms and Definitions

The terms and definitions included here are specific to this department plan. Please refer to the base plan for a complete list of all terms and definitions that apply to the City of Burien CEMP.

Access & Function Needs (AFN): Individuals with function-based needs related to a restriction or limited ability to perform activities normally considered routine.

American with Disabilities Act (ADA): A civil rights law that prohibits discrimination against individuals with disabilities, access and functional needs in several areas, including: employment,

transportation, sheltering, public accommodations, communications, and access to local government programs and services.

COOP (Continuity of Operations Plan): Internal effort of an organization to establish a plan and policy for ensuring critical functions remain operational following an emergency situation

Mass Care: The caring for large populations of citizens who are in need due to a natural or human caused disaster. Mass Care services including: feeding, sheltering, distribution of emergency supplies, reunification of family members, housing, and other human services.

NGO: Non-governmental organizations, typically non-profits and private industry partners.

SOP: Standard Operating Procedures

Public Works

1. Purpose

1.1. To coordinate and organize public works activities and resources of Burien for the delivery of services, technical assistance and expertise, construction management, and other support in response to an emergency or disaster. Note that for the purposes of this plan, Emergency Management is broken out into its own separate department plan, even though it is part of Public Works.

| Primary Core Capabilities | |
|-------------------------------------|---|
| Supply Chain Integrity and Security | Strengthen the security and resilience of the supply chain. |
| Operational Coordination | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities |
| Long-term Vulnerability Reduction | Build and sustain resilient systems, communities, and critical infrastructure, and key resources lifelines to reduce their vulnerability to natural, changing climate conditions, increasing reliance upon information technology, and expanding infrastructure base. |
| Infrastructure Systems | Stabilize critical infrastructure functions minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community. |
| Critical Transportation | Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas. |

| Support Core Capabilities | |
|---|---|
| Physical Protective Measures | Implement and maintain risk-informed countermeasures and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors. |
| Planning | Conduct a systemic process engaging the whole community as appropriate in the development of executable strategic, operational and/or tactical-level approaches to meet the defined objectives |
| Risk and Disaster Resilience Assessment | Assess risk and disaster resilience so that decision-makers, responders, and community members can take informed action to reduce their entity's risk and increase its resilience. |
| Threats and Hazards Identification | Identify the threats and hazards that occur in the geographic area, determine the frequency and magnitude, and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity. |
| Public Information and Warning | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate. |
| Mass Search and Rescue Operations | Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible. |

Public Works

| | |
|--|---|
| On Scene Security Protection and Law enforcement | Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in life-saving and life-sustaining operations. |
| Situational Assessment | Provide all decision-makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response |
| Economic Recovery | Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community. |

2. Authorities and Policies

- Burien Municipal Code 475 Emergency Management Program
- Burien Resolution No. 218 NIMS Adoption
- Burien Resolution No. 121 Emergency Operations Plan Adoption
- Revised Code of Washington 38.52- Emergency Management
- Washington Administration Codes (WAC) 118-30 and 296 62-312

3. Situation Overview

3.1 Public Works has an essential role in all phases of emergency management and provides a considerable share of the combined effort. Staffing during an emergency event is situational, with the participation of various persons and agencies shifting according to specific needs. For instance, in natural events (floods, tornadoes, earthquakes, etc.), involvement tends to increase for Public Works, particularly in the areas of response and recovery.

4. Concept of Operations

4.1. Some functions of this department may include but are not limited to the following: Public Works has a central role in mitigation by providing much of the required engineering and technical expertise. It also plans, constructs, coordinates with and/or operates many of the community's protective and lifeline facilities in which all community activity and health depend:

- Transportation - streets, highways, bridges, etc.
- Utility systems - water, sewer, electric, gas, etc.
- Drainage and flood control systems
- Communication facilities - telephone, cable television, etc. Whether public or privately owned, these all are most often located on public rights-of-way or on public property, and Public Works must concern itself about the condition and continued operation of such critical facilities regardless of ownership.

Public Works

4.1.2. Description of Core Capabilities

| Core Capability | | |
|--|--------------------|--|
| Mission Area | Critical Task I.D. | Critical Task |
| Supply Chain Integrity and Security | | |
| Protection | 1 | Secure and make resilient key nodes, methods of transport between nodes, and materials in transit |
| Operational Coordination | | |
| Mitigation | 1 | Establish protocols to integrate mitigation data elements in support of operations with local, state, tribal, territorial, and insular area partners and in coordination with Federal agencies. |
| Recovery | 1 | Establish tiered, integrated leadership and inclusive coordinating organizations that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities |
| | 2 | Define the path and timeline for recovery leadership to achieve the jurisdiction's objectives that effectively coordinate and uses appropriate local, state, tribal, territorial, insular area, and Federal assistance, as well as non-governmental and private sector resources. This plan is to be implemented within the established timeline |
| Response | 1 | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery |
| Long-term Vulnerability | | |
| Mitigation | 1 | Achieve a measurable decrease in the long-term vulnerability of the Nation against current baselines amid a growing population base, changing climate conditions, increasing reliance upon information technology, and expanding infrastructure base |
| Infrastructure Systems | | |
| Response | 1 | Decrease and stabilize immediate infrastructure threats to the affected population, including survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life sustainment and congregate care services. |
| | 2 | Re-establish critical infrastructure within the affected areas to support on-going emergency response operations, life sustainment, community functionality, and a transition to recovery. |
| | 3 | Provide for the clearance, removal, and disposal of debris. |
| | 4 | Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner |
| Recovery | 1 | Restore and sustain essential services (public and private) to maintain community functionality |
| | 2 | Develop a plan with a specified timeline for redeveloping community infrastructures to contribute to resiliency, accessibility, and sustainability. |

Public Works

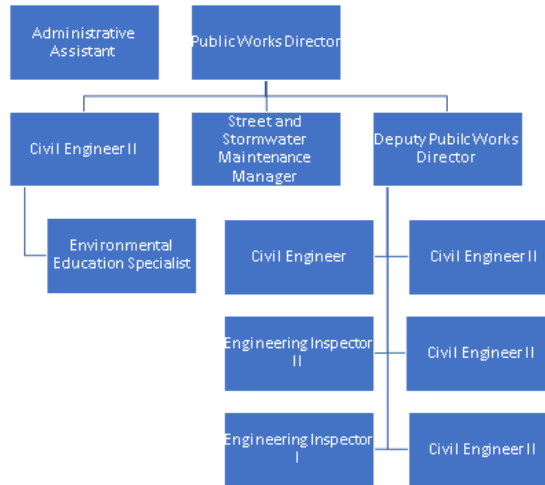
| Core Capability | | |
|---|--------------------|---|
| Mission Area | Critical Task I.D. | Critical Task |
| | 3 | Provide systems that meet the community needs while minimizing service disruption during restoration within the specified timeline in the recovery plan. |
| Critical Transportation | | |
| Response | 1 | Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors |
| | 2 | Ensure basic human needs are met, stabilize the incident, transition into recovery for an affected area, and restore basic services and community functionality |
| | 3 | Clear debris from any route type (i.e., road, rail, airfield, port facility, waterway) to facilitate response operations |
| Physical Protective Measures | | |
| Protection | 2 | Deploy protective measures commensurate with the risk of an incident and balanced with the complementary aims of enabling commerce and maintaining the civil rights of citizens. |
| Planning | | |
| Mitigation | 1 | Develop approved hazard mitigation plans that address relevant threats/hazards in accordance with the results of their risk assessment within all local, state, tribal, territorial, and Federal partners |
| Response | 1 | Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources. |
| Risk and Disaster Reliance Assessment | | |
| Mitigation | 1 | Ensure that local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas complete a risk assessment that defines localized vulnerabilities and consequences associated with potential natural, technological, and human-caused threats and hazards to their natural, human, physical, cyber, and socioeconomic interests. |
| Threat and Hazard Identification | | |
| Mitigation | 1 | Identify the threats and hazards within and across local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas, in collaboration with the whole community, against a national standard based on sound science |
| Public Information and Warning | | |
| Mitigation | 1 | Communicate appropriate information, in an accessible manner, on the risks faced within a community after the conduct of a risk assessment. |
| Response | 2 | Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery |
| Mass Search and Rescue Operations | | |
| Response | 3 | Ensure the synchronized deployment of local, regional, national, and international teams to reinforce on-going search and rescue efforts and transition to recover |
| On Scene Security Protection and Law Enforcement | | |
| Response | 1 | Establish a safe and secure environment in an affected area. |
| Situational Assessment | | |

Public Works

| Core Capability | | |
|-------------------|--------------------|---|
| Mission Area | Critical Task I.D. | Critical Task |
| Response | 1 | Deliver information sufficient to inform decision-making regarding immediate life-saving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |
| | 2 | Deliver enhanced information to reinforce on-going life-saving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery |
| Economic Recovery | | |
| Recovery | 1 | Conduct a preliminary assessment of economic issues and identify potential inhibitors to fostering stabilization of the affected communities. |

5. Organization: The City of Burien operates under a Council / City Manager form of government, with the City Manager serving as the chief executive. The city departments are Administrative Services, City Manager, City Attorney, Community Development, Finance, Parks and Recreation, and Public Works. The City has been annexed into King County Fire Protection District #2 jurisdiction for the provision of fire suppression and medical aid. The King County Sheriff's office contracts Police Services to the City.

5.1. Department Structure:



6. Direction, Control, & Coordination

6.1. Horizontal Integration

Public Works coordinates with all City departments to accomplish life safety missions during emergencies and disasters. Post-disaster, Public Works coordinates with those departments to help return the city of a state of normal operations.

6.2. Vertical Integration

Public Works is central to most incidents facing the city. They operate and maintain city owned equipment and have access to a significant amount of city resources, requiring them to manage equipment needs for other departments and coordinate those needs through the EOC or the City Manager.

Public Works

7. Information Collection, Analysis, & Dissemination

7.1. Information Collection

7.1.1. Essential Elements of Information (EIs)

The City of Burien has established Essential Elements of Information for various departments and incidents within the City. These elements are likely to change more often than this plan is updated. As such, the majority of the City’s EIs are located in the City of Burien EI document, which is sortable by department and incident and can be updated regularly, without modifying this plan. There are however basic elements that every department should gather upon implementation of this plan:

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, deaths, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities, etc.)

Information gathered during this initial phase should be communicated as soon as possible to the EOC, with the exception of resource deficiencies, which should be reported immediately.

7.1.2. Information Analysis

Analyze incoming information to determine courses of action for response and recovery activities. Participate in hotwash to create after action reports.

7.1.3. Information Dissemination

Ensure that all staff responding to an incident receive the goals and objectives defined by the policy group.

8. Responsibilities

| Preparedness | Activity/Action | Organization(s) Involved |
|--------------|---|--------------------------|
| Preparedness | Participate in initial and ongoing emergency management training. | |
| | Create, maintain, and exercise a COOP Plan. | |
| | Train a Public Works Department Lead and alternates to coordinate public works operations in the EOC when needed. | |
| | Ensure all staff has the information necessary to prepare themselves and their families for emergencies and disasters. | |
| | Ensure the Department Director and alternates are prepared to lead their departments in an emergency and to participate in the city policy group. | |

| Prevention | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|------------|--------------------|---|--------------------------|
| | | No Primary or Support tasks in this mission area. | |

Public Works

| Protection | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|-------------------------------------|--------------------|---|---|
| Physical Protective Measures | 1 | Following the completion of a risk and vulnerability assessment, Public Works will review and update physical security plans including critical infrastructure facilities to incorporate new information from the assessment and will work with partner organizations to do the same. | Seattle City Light, Puget Sound Energy, All water and sewer districts serving the City of Burien. |
| Supply Chain Integrity and Security | 1 | Engage with partner agencies to understand how best to support their supply chain needs, specific to critical transportation routes and other functions specific to Public Works. | Seattle City Light, Puget Sound Energy, All water and sewer districts serving the City of Burien. |

| Mitigation | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|------------------------------------|--------------------|---|--------------------------|
| Planning | 1 | Participate in the hazard mitigation planning process and contribute to the Burien Annex to the King County Regional hazard mitigation plan. | King County OEM |
| Public Information and Warning | 1 | Release information to the public regarding threats and hazards that exist in the community and specifying what the public can do to mitigate against those items. | |
| Operational Coordination | 1 | Lead mitigation projects, in cooperation in with other agencies and departments. | |
| Long-term Vulnerability Reduction | 1 | Hire and train staff that can provide construction, engineering, and project management expertise and support for temporary housing and sheltering that ensures accessibility for those with access and functional needs. | |
| Risk and Disaster Resilience | 1 | Assess the impacts of threat and hazard scenarios identified and incorporate those into planning efforts. | |
| Threats and Hazards Identification | 1 | Participate in annual planning efforts, engaging with city departments and partner organizations to assess realistic threats and hazards that could significantly impact the City's facilities and critical infrastructure. | |

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|----------|--------------------|---|--------------------------|
| Planning | 1 | Engage in an annual review and update of all emergency operation plans that define the roles and responsibilities of Public Works and partner organizations involved in incident management across jurisdictions affected and the scope of tasks needed to prevent, protect, mitigate, respond to, and recover from events. | |

Public Works

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|-----------------------------------|--------------------|--|---|
| Operational Coordination | | Establish and maintain a unified and coordinated structure and process with partner organizations involved in incident management and ensure it can be maintained for the time needed to resolve the incident. | |
| | 1 | Appoint an Incident Commander or public works branch director in the ICS Structure for the purpose of directing Public Works activities in the field. | |
| | | Appoint a Public Works technical specialist to the EOC when requested, for the purpose of prioritizing, coordinating, and explaining public works activities within the EOC. | |
| Infrastructure Systems | 1 | Coordinate and compile initial damage assessment information and reports and provide to the EOC. | |
| | 1 | Provide for damage assessment, emergency repairs for City owned vehicles, field communications equipment, department-managed facilities, and coordination of transportation facilities restoration. | |
| | 4 | Gather rapid visual assessments made by public safety personnel, as they navigate through areas damaged because of a disaster or catastrophe. These assessments are made within the first hours after the disaster and when the activity is considered safe. | Community Development |
| | 1 | Coordinate supplies of sandbags and sand, and make deliveries as requested by City EOC. | |
| Critical Transportation | 3 | Manage, monitor, and/or provide technical advice in the clearance, removal, and disposal of debris from public property and the reestablishment of ground and water routes into impacted areas | |
| | 1 | Coordinate the assessment of transportation routes, identification of alternate routes; and location of temporary traffic control measures/devices and operational control of traffic signals; | |
| Mass Search and Rescue Operations | 3 | Coordinate debris removal, traffic control, road closures and protection of public property. Clears debris from roads to facilitate response operations. | |
| | 2 | Provide construction and emergency equipment, supplies and personnel for response and recovery activities. | King County Fire Protection District #2 |
| | 2 | Assist with temporary housing needs by providing staffing (as available). | |
| | 2 | Manage debris removal to uncover remains. | |

Public Works

| Response | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|--|--------------------|--|---|
| | | Arrange for temporary structures to serve as a morgue if requested. | |
| On-scene security, protection, and law enforcement | 1 | Work with Police and Fire to support the establishment of a safe and secure environment in an affected area | King County Fire Protection District #2, KCSO |
| Situational Assessment | 1 | Assess the situation (on a continuous basis) and deliver information relevant to the EOC regarding immediate life-saving and life-sustaining activities. | |
| | 2 | Deploy physical barriers and road signage as a warning to the public approaching an incident. | |
| | 1 | Work with the PIO to develop public messaging specific to public works issues. | |

| Recovery | Critical Task I.D. | Activity/Action | Organization(s) Involved |
|--------------------------|--------------------|--|--------------------------|
| Operational Coordination | 1 | Ensure recovery goals and objectives are clearly communicated to teams responsible for executing desired outcomes. | |
| | 2 | Communicate recovery timelines daily to teams responsible for achieving goals and objectives, | |
| Infrastructure systems | 2 | Conduct post-incident assessments of public works and infrastructure | |
| | 1 | Work with partners to restore and sustain public and private services to maintain community functionality. | |
| | 3 | Work internally and with partners to restore services in a timely manner. | |
| Economic Recovery | 2 | Work with other city departments to create a realistic recovery plan following a disaster. Support the return of the City's economy within the specified timeframe in the recovery plan | |

9. Resource Requirements

9.1. Micro-level (EOC/ECC)

Access to WebEOC, and any communication tools needed to participate in the EOC and incident command of the event. Have the necessary resources to address any and all public works needs to resolve the incident, including equipment, radios, vehicles, and personnel.

9.2. Macro-level (Emergency-wide)

Access to commonly used Public Works inventory (vehicles, supplies, etc.). Access to special use inventory, such as sand, sandbags, salt, and snowplow blades.

10. References and Supporting Guidance

Public Works

10.1.1 Burien Comprehensive Emergency Management Plan.
King County Comprehensive Emergency Management Plan.

11. Terms and Definitions

The terms and definitions included here are specific to this department plan. Please refer to the base plan for a complete list of all terms and definitions that apply to the City of Burien CEMP.

Access & Function Needs (AFN): Individuals with function-based needs related to a restriction or limited ability to perform activities normally considered routine.

ICS: Incident Command System