

EMERGENCY SUPPORT FUNCTION - FIVE
EMERGENCY MANAGEMENT

PRIMARY AGENCY: Chelan County Sheriff's Office Emergency Management (EM)

SUPPORT AGENCIES: Local Law Enforcement Agencies
Local Fire Service Agencies
Local Emergency Medical Services
RiverCom
Chelan County Assessor's Offices
Chelan County Public Works Departments
Chelan County Building Departments
Amateur Radio Operators (R.A.C.E.S.)
American Red Cross
Wenatchee Valley Humane Society
Chelan County Coroner
Chelan County Auditor
Chelan County Prosecuting Attorney
Chelan County Treasurer
Chelan Douglas Health District
Chelan County IT Department
Local City Services

INTRODUCTION

- A. Purpose
The purpose of this portion of the Emergency Support Function is to provide for the effective direction, control, and coordination of emergency management activities during emergency or disaster operations and to ensure the continued operation of local government during and after emergencies and disasters.

POLICIES

- A. If an emergency or disaster is beyond the normal capabilities of local government, a local proclamation of emergency is made by the legislative heads of the involved governments in accordance with RCW 36.40.180 for counties and RCW 35.33.081 for cities. The proclamation is usually prepared by Chelan County Sheriff's Office Emergency Management and is approved and signed by the legislative head(s) of government as an ordinance or resolution. This proclamation is usually a prerequisite for state and federal assistance.

- B. The elected executive officials, department heads and other key officials may operate from the Emergency Operations Center or an alternative Command Post during emergency or disaster situations. Information regarding the situation will be coordinated at the Emergency Operations Center and the elected and/or senior government officials will make the policy decisions.
- C. All emergency operations in Chelan County will be conducted utilizing the accepted concepts and principals of the Incident Command System to assure functional and cooperative management of emergency operations.
- D. Chelan County Emergency Management coordinates local capabilities and resources needed to alleviate or lessen the impact of a disaster or emergency. When the situation is determined to be beyond the capabilities of local government, Emergency Management also provides the necessary liaison for state and federal assistance.

SITUATION

- A. Authority
The authority for the Direction and Control concepts and procedures as outlined in the Plan is derived from RCW 38.52 and other applicable state statutes and regulations, Chelan County Emergency Management Interlocal agreements and policies promulgated under the authority of this plan.

CONCEPT OF OPERATIONS

- A. Legislative Authority
 - 1. Board of County Commissioners
 - a. The legislative authority of Chelan County is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers
 - b. In the event a majority of the Board is not available, the remaining one Commissioner may make decisions dealing with an occurring emergency or disaster
 - 2. Mayors and City Councils
 - a. The legislative authority of each city is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers.
 - b. In the event a majority of the City Council is not available, the remaining Council may make decisions dealing with an occurring emergency or disaster.

B. Designation of Successors

Decision-making succession authority will occur if the senior elected or appointed official is not available to make policy decisions. Upon the availability of any elected executive official, succession to non-elected personnel will cease.

1. County Government
 - a. If the entire Board of Commissioners is not available, then this authority is assumed in this order:
 - (1) Sheriff
 - (2) Director of Public Works
 - (3) Assessor
 - (4) Auditor
 - b. In the event no elected officials are available, emergency authority will fall to the Senior Sheriff's Office Commander.
2. City Government must designate a line of succession for times that senior elected officials are not available.
3. Emergency Management responsibilities of successors acting as the legislative authority:
 - a. Shall abide by any and all procedures pre-determined by the elected executive officials for their particular political subdivision.
 - b. Shall make only those decisions necessary to protect life, property and the environment.
 - c. Shall commit funds to the emergency or disaster operations as provided in the Revised Code of Washington

Incident Command System

- A. Homeland Security Presidential Directive/HSPD-5 – Management of Domestic Incidents. This directive provides direction enhancing the ability of the U.S. to manage domestic incidents by establishing a single, comprehensive national incident management system (NIMS).
- B. WAC 296-305-05001 Emergency Fire Ground Operations – Structural -- The fire department shall establish an incident command system (ICS) with written guidelines applying to all members involved in emergency operations.
- C. WAC 296-824-50010 Labor and Industries – Employers must implement and maintain an incident command system (ICS). They must: Make sure a single individual, acting as the incident commander (IC), is in charge of the site specific incident command system and acts within their designated role and training level.
- D. Incident Command System – All emergency operations in Chelan County will be conducted utilizing the accepted concepts and principals of the

Incident Command System. The following outline generally describes the Chelan County Emergency Management system operational concept for direction and control during emergencies and disasters.

1. Level 1 Response – Day-to-day emergencies
 - a. Command – Incident Commander (IC) is in charge of the incident.
 - b. Coordination – IC will coordinate all incident activities and operations.
 - c. Direction and Control – Will utilize department procedures for regular response.
2. Level 2 Response – Usually multiple agencies, jurisdictions or situation-based incidents that are of the magnitude to be potential major emergencies.
 - a. Command – Incident Commander (IC) or Unified Command will manage the incident and establish an Incident Command organization meeting with demands of the incident.
 - b. Coordination – The Incident Command General Staff, with necessary liaisons or agency representatives, will coordinate incident activities and operations; and coordinate their operation with Chelan County Emergency Management either with a representative of Chelan County Emergency Management or the EOC if activated.
 - c. Direction and Control – The IC will receive direction and control from the appropriate legislative authority of the jurisdiction. This may be direct to the IC or through the Chelan County EOC if activated.
3. Level 3 Response – Major emergency or disaster
 - a. Command – Each Incident Commander or Unified Command, if implemented, will manage the incident(s) and establish an Incident Command Organization meeting the demands of the incident(s). The magnitude and scope of the situation may require multiple Incident Command Organizations to be established.
 - b. Coordination – Each Incident Command Organization, with necessary liaisons or agency representatives, will coordinate individual incident activities and operations; and coordinate their operation with Chelan County Emergency Management/EOC. During this level of response, resource management and the establishment of priorities is essential.
 - c. Direction and Control – The IC will receive direction and control from the appropriate legislative authority of the jurisdiction and other agency administrators through Chelan County Emergency Management/EOC. Emergency actions will need to be coordinated and prioritized countywide.

4. For hazardous material incidents in Chelan County, the Washington State Patrol is the designated Incident Command agency.
- E. Emergency Operations Center (EOC)
1. EOC Activation The following local government officials have the authority to activate the Chelan County Emergency Management EOC:
 - a. County Commissioners
 - b. Mayors
 - c. City Managers
 - d. Director of Chelan County Emergency Management, or designee
 - e. Incident Commanders, through the Director, or Assistant Director of Chelan County Emergency Management.
 2. The primary EOC for Chelan County is located at 408 N. Western, Wenatchee. Alternate locations may be needed, and locations to be considered are Chelan County Fire District 1, Chelan County Fire District 3, and Chelan County Fire District 7 facilities. Any public agency's facilities and equipment may be called upon and utilized during a declared emergency.
 3. The procedures for operations is established and published in a Standard Operations Procedure manual.
 4. EOC Personnel and Staffing
 - a. Initial EOC staffing will be done by Chelan County Emergency Management personnel. The need for EOC staff will expand and contract during the various phases of the disaster, with the largest commitment of personnel usually required during the response phase.
 - b. During a major emergency or disaster, it may become necessary to support the EOC with personnel from varying departments. All Directors, Supervisors, Chiefs and other heads of departments, agencies, and local political subdivisions should provide personnel to support the EOC when requested.
 - c. Chelan County Emergency Management personnel must be prepared to respond to the EOC during emergencies. They must also participate in scheduled exercises and training events.
 5. Equipment
 - a. VHF radios – Chelan County Emergency Management maintains a cache of radios that can be utilized as needed.
 - b. CEMNET Radio --- The WA State Emergency Management Dept. operates a statewide, VHF, low-band radio system, as the primary backup communication link between the State of WA Military Dept., Emergency Management Office and local EOCs. The Chelan County CEMNET radios are located at

RiverCom and at the Chelan County Emergency Management office.

- c. Amateur Radio – The EOC has voice amateur radio capability.
- d. Telephones – The EOC has VoIP telephones to be used in the event the center is open. The primary incoming number is 509-667-6598. There are additional telephone numbers that can be utilized when the EOC is activated.
- e. Emergency Alert System (EAS) – The EAS is located at RiverCom and can be activated by RiverCom personnel upon request. WA State EMD can also activate the EAS upon request.
- f. Computers --- Chelan County Emergency Management has several laptop computers that can be utilized in the EOC. A Wireless Access Point has been installed, in addition there are data lines that can be hooked up when needed. Additional laptops will be provided by agency representatives responding to the EOC, and additional computers will be provided by the Chelan County IT department as needed.
- g. The EOC has limited back-up power supplied by a generator.

6. Coordination

- a. The use and allocation of resources available in the County to support an emergency operation need to be coordinated through the EOC.
- b. Requests for State, Federal, and other out of county resources must be made through the EOC.

F. Continuity of Government

1. Each political subdivision shall adopt rules and regulations providing for appointment of temporary interim successors to the elected and appointed offices of the political subdivisions (RCW 42.14.070). The successors are to be made aware of their emergency responsibilities and receive appropriate training.
2. An alternate operations office should be designated in the event the normal office is not usable.
3. All departments, agencies, and commissions shall identify essential records and take actions to protect those records during a disaster or emergency operation.

Responsibilities

- A. General
Operations of the emergency management organization within Chelan County are established by contracts between Chelan County and the cities of Cashmere, Leavenworth, Entiat, and Chelan. The City of Wenatchee maintains its own Emergency Management office.
- B. Chelan County Sheriff's Office
 1. The Sheriff of Chelan County is the Emergency Management Director and has the overall responsibility for the emergency preparedness of the county and its political sub-divisions, to include:
 - a. Appointment of an Assistant Director of Emergency Management, and establishing and maintaining an Emergency Management office.
 - b. Designating and maintaining a primary EOC as well as mobile EOC capabilities.
 - c. Ensure that the County's Comprehensive Emergency Management Plan is maintained.
- C. Local Government --- The chief elected official of each jurisdiction is responsible for the emergency preparedness of their jurisdiction.
- D. County and City Public Works
 1. Each jurisdiction needs to establish an SOP for their organization's use in time of an emergency operation to include a continuity of command.
 2. If an emergency operation is impacting their jurisdiction they must assign a representative to the EOC.
- E. County Assessor and Building Inspectors
 1. These personnel will normally become involved in the later stages of the response phase or at the beginning of the recovery phase with the mission of determining the extent and cost of the damage.
 2. Building inspectors may be part of a damage assessment team which will be organized by the EOC and assigned to specific areas.
- F. Volunteer Groups
 1. The American Red Cross may be called upon to assist with feeding and sheltering victims.
 2. Groups such as amateur radio operators and search and rescue may be called upon to assist by participating on disaster assessment teams.

INFORMATION ANALYSIS AND PLANNING

INTRODUCTION

A. PURPOSE

The purpose of this portion of the ESF is to provide guidelines for collecting, analyzing, and sharing information about a potential or actual emergency or disaster in Chelan County and to enhance response and recovery activities.

B. SCOPE

This portion of the ESF applies to agencies and jurisdictions that are expected to coordinate with, or receive assistance from the Chelan County Emergency Management or EOC during an emergency or disaster.

1. It is essential that all available emergency information is collected, processed and disseminated appropriately to provide for efficient and effective planning and reporting.
2. It is critical to facilitate warning, public information, emergency response, disaster analysis, resource management, damage assessment, and recovery operations and efforts.
3. It is especially important in escalating incidents such as wildfires, severe weather and flooding where forecasting plays a critical part in the response plan of action.
4. The analysis and planning for every type of emergency or disaster is beyond the scope of this ESF.

POLICIES

Chelan County Emergency Management will disseminate current and accurate information and request the same from county agencies and volunteer organizations during times of EOC activation.

1. Chelan County Emergency Management will only request information that is necessary to support response and recovery activities.
2. The analysis of this information, and planning for anticipated resources will occur in support of emergency or disaster response and recovery activities.

SITUATION

- A. Planning Assumptions
1. Urgent response requirements during an emergency or disaster, or the threat of one, and planning for continuing response and recovery activities, necessitates the immediate and continuing collection, processing, and dissemination of situational information.
 2. Information, especially during the early phases of the event, may be inaccurate, ambiguous, conflict with information from other sources or be limited in detail.
 3. The Chelan County EOC will be used as the point of contact for all information coordination.
 4. Individual jurisdictions and agencies will be busy with the event and information and updates provided to the EOC will be delayed or overlooked.
 5. Citizens and/or the media may unknowingly or purposefully spread speculation and rumors.
 6. The information flow to the EOC will improve as the situation/event progresses.
 7. Information collection may be hampered due to many factors including, but not limited to: damage to communications systems; communication system overload; damage to transportation infrastructure; and effects of weather, smoke and environmental factors.

CONCEPT OF OPERATIONS

- A. General
1. Information will be coordinated from the Chelan County EOC or other designated point, as appropriate to the incident.
 2. Information will be used for planning purposes and to inform all involved agencies on the situation and actions.
 3. The Incident Commander is responsible for providing situation reports and periodic updates.
 4. Jurisdiction, agency, and volunteer organization representatives in the EOC will assist with meeting the information requirements of Chelan County Emergency Management or EOC staff. This will include maintaining contact with their field representatives for reports and updates. Additionally, the Chelan County EOC may need to request information from other local jurisdictions or agencies, as well as other governmental entities.
 5. The Information Analysis and Planning Section of the ICS in the Chelan County EOC is responsible for the management of the information received in the EOC. This section will be responsible for the collection, distribution, and displaying of the current information.

6. Individual jurisdiction and agency representatives in the EOC will share information from their field representatives by posting on boards, making announcements, routing messages to other EOC staff, or preparing periodic situation reports.
 7. Chelan County Emergency Management will provide situation reports to the WA State Emergency Management Office on a regular basis. This includes transmission of local proclamations of emergencies. This will be done by the best means available, most often this is by fax.
- B. Organization
1. Chelan County Emergency Management is the primary agency for the coordination, collection, and dissemination of information during EOC activations.
- C. Procedures
1. The Chelan County EOC functions under a variety of laws and rules contained in the Revised Code of WA, WA Administrative Code and Public Laws. Within the Chelan County EOC, actions are guided by the EOC Standard Operating Procedures, maintained as a separate document.
 2. Chelan County Emergency Management will activate the Chelan County EOC or alternate site for the information analysis and planning functions. Chelan County EM will maintain the facility (EOC or alternate site) and the necessary equipment to serve as a point of contact for information collection, coordination and distribution.
 3. Incident Commanders and support agencies will coordinate information with Chelan County Emergency Management. This will be accomplished by periodic situation reports that should include:
 - a. Time and date of report
 - b. Contact person and call back number, etc.
 - c. Incident status and projected plan of action
 - d. Area affected
 - e. Resource status and needs
 - f. Public information news releases
- D. Mitigation Activities
1. Primary agency – Chelan County Emergency Management
 - a. Develop and maintain the Chelan County Hazard Identification and Vulnerability Analysis (HIVA).
 - b. Provide public information on family, home and business mitigation efforts.
 2. Support agencies
 - a. Provide public information of family, home and business mitigation efforts.

E. Preparedness Activities

1. Primary agency – Chelan County Emergency Management
 - a. Develop and maintain liaison with support agencies. Encourage preparedness activities including training, drills and exercises.
 - b. Assist support agencies with training, drills, and exercises.
 - c. Develop and maintain the process for information coordination during an emergency or disaster.
 - d. Utilize: various types and styles of maps and map boards, status and display boards and charts; provide standardized reporting formats, message forms, templates and other resources to assist in displaying and sharing information.
 - e. Maintain the readiness of the Chelan County EOC to support field incident commanders. Ensure communication systems such as the fax, phone lines, CEMNET radio and internet connections are functional. Provide coordination with amateur radio operators for their communication assets.
 - f. Provide training to designated EOC staff.
2. Support agencies
 - a. Develop and maintain procedures for information coordination during an emergency or disaster.
 - b. Maintain readiness to respond or support community incidences. Conduct training, exercises and drills.

F. Response Activities

1. Primary agency – Chelan County Emergency Management
 - a. Implement the information analysis and planning process.
 - b. Analyze provided information and distribute to appropriate agencies.
 - c. Coordinate and prepare periodic situation reports and other necessary information for local officials and the State Emergency Management Office.
 - d. Request special information from local agencies and volunteer organizations, as necessary.
2. Support agencies
 - a. Provide information to Chelan County EM/EOC
 - b. Keep Chelan County EM/EOC apprised of agency status
 - c. Collect information from field representatives, and share that with EOC staff as appropriate.
 - d. Analyze the information specific to their jurisdiction, agency or organization, and make recommendations to the Planning Section or Chelan County EOC manager on actions to be taken.
 - e. Chelan County Planning Section, in coordination with other ICS sections:

- (1) Collects and displays the information provided to the Chelan County EOC staff
- (2) Analyzes the information provided and shares it with the appropriate Chelan County EOC representative(s).
- (3) Coordinates and prepares periodic Situation Reports – at least one every 24 hours.
- (4) Requests special information from local jurisdictions, agencies, and volunteer organizations as necessary.

G. Recovery Activities

1. Primary Agency – Chelan County Emergency Management
 - a. Prepares, maintains, and finalizes situation reports and information displays as required.
 - b. Continues to gather and post information, as necessary.
 - c. Continues to analyze and distribute information to appropriate personnel.
 - d. Assist with recovery plans and maintain written records and documents for the event.
 - e. Assist, when appropriate, with preparation of written termination to the declaration of emergency or disaster.
 - f. Coordinate after action reports and provide updates to the State of WA Emergency Management Office.
2. Support Agencies
 - a. Continue to collect and analyze information from field representatives regarding recovery, and share that information with other Chelan County EOC staff as needed.
 - b. Prepare Situation Reports and After Action Reports when requested.
 - c. Assist in collection of damage assessment information and coordinate activities with Chelan County Emergency Management/EOC.
 - d. Coordinate with field representatives and staff regarding demobilization/deactivation procedures and actions.

RESPONSIBILITIES

- A. Primary Agency – Chelan County Emergency Management
 1. Coordinate the collection, analysis, planning, and distribution of information about potential or actual emergencies or disasters that could affect Chelan County. Assure that action plans are developed and implemented, as appropriate.
 2. Provide timely and complete reports and updates to the State EM office and other necessary agencies.

- B. All Support Agencies
1. Support Chelan County Emergency Management/EOC in the collection, analysis and sharing of information about potential or actual emergencies. Contribute to the development of action plans, and assist with their implementation, as appropriate.
 2. Provide all necessary incident information to Chelan County Emergency Management/EOC.
 3. Participate in the analysis and planning functions.
 4. Provide requested maps, property descriptions, forecasts, predictions, display information and other tools to Chelan County Emergency Management/EOC.
 5. Incident Commanders will establish and maintain a planning section function for each incident and coordinate information with Chelan County Emergency Management/EOC.

RESOURCE REQUIREMENT

- A. Standard office machines, computers, printers, fax machine, charts, boards, maps, and other communications equipment.
- B. Jurisdiction, Agency and Organization representatives or liaison personnel to support the Chelan County EOC.
- C. Communication links between Chelan County Emergency Management/EOC and support agencies not physically present in the EOC, and between Chelan County Emergency Management/EOC and the WA State Emergency Management Office/EOC.

REFERENCES

- A. Comprehensive Emergency Management Plan, ESF 15 Public Affairs
- B. Comprehensive Emergency Management Plan, ESF 14 Long Term Community Recovery and Mitigation
- C. WA State Disaster Assistance Guide for Local Government

ADMINISTRATION AND FINANCES

INTRODUCTION

A. PURPOSE

This portion of ESF 5 provides guidance to jurisdictions, agencies, and organizations on administrative matters necessary to support emergency or disaster operations.

CONCEPT OF OPERATIONS

- A. Jurisdictions and organizations with emergency management responsibilities are required to establish, maintain, and protect vital records under a record retention program as defined in RCW 40.10.010. Records include, but are not limited to, files of directives and forms.
- B. All county, city and town services and facilities may be utilized during a declared disaster or emergency (RCW 38.52.110).
- C. Immediate reports of damage losses and requests for assistance must be sent or called into the Emergency Management Office or EOC in order for the County Commissioners to have a basis for declaring an emergency. The county needs to forward damage reports to the WA State Emergency Management Dept./EOC in order for the Governor to have a basis for declaring a state of emergency. The state needs to declare an emergency before requests for federal assistance and a Presidential Declaration can be made. If there is a delay in requesting assistance, there could also be a delay in receiving any outside assistance that might be available.
- D. An Emergency Worker is defined in RCW 38.52.010(4) and rules and regulations concerning workers are established by RCW 38.52.310. Chapter 118.04 of the WAC covers the Emergency Worker Program in detail. It is expected that many persons will volunteer as emergency workers. Their advance registration will reduce the administration required during an actual event.
- E. Liability Coverage
 - 1. The State of WA Emergency Division/EOC will assign a mission number to a local jurisdiction any time they declare a disaster. If the state declares a state of emergency or a disaster, then all counties that are impacted may be included under the same number. This number will be used through the response and recovery phases of the incident. When a mission number has been obtained there is some coverage for injuries and loss of equipment for registered "Emergency Workers".

2. Equipment and vehicles should only be used by trained, qualified personnel. Personal property not relevant to the mission will not be considered for compensation coverage.
- F. Replacement, repair, and restoration of damaged facilities may require environmental review or a permit prior to final project approval for state and/or federal funding. Statutes and regulations that apply include, but are not limited to the following:
1. Chapter 75.20 RCW, Construction Projects in State Waters
 2. Chapter 76.09 RCW, Forest Practices
 3. Chapter 86.16 RCW, Flood Plain Management
 4. Chapter 173.14 WAC, Permits for Substantial Developments on Shorelines of the State
 5. Chapter 197.11 WAC, State Environmental Policy Act
 6. Chapter 75.20.100-160 RCW, Hydraulic Permit
- G. In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be exempted by the agency with jurisdiction. Details can be found in the same statutes and regulations listed in Paragraph F above.
- H. Many structures, archaeological sites or properties of historical significance are protected by law. Non-time critical missions and recovery actions affecting such protected areas will be coordinated with the Dept. of Community, Trade and Economic Development, Office of Archaeology and Historic Preservation.
- I. The state's program of non-discrimination in disaster assistance will be carried out in accordance with Title 44 Code of Federal Regulations (CFR), Section 205.16. This program will encompass all state and local jurisdiction actions to the Federal/State Agreement.
1. Federal financial assistance to the state and local political jurisdictions will be conditional on full compliance with Title 44 CFR, Part 205.
 2. All personnel carrying out federal major disaster or emergency assistance functions, including the distribution of supplies, the processing of applications, and other relief and assistance activities, shall perform their work in an equitable and impartial manner, without discrimination on the grounds of race, religion, sex, color, age, economic status, or national origin.
 3. As a condition of participation in the distribution of assistance or supplies under Public Law 93-288, government bodies and other organizations shall provide a written assurance of their intent to comply with regulations relating to nondiscrimination promulgated by the President or the Administrator of FEMA and shall comply with such other regulations applicable to activities within an area

affected by a major disaster or emergency as the administration of FEMA deems necessary for the effective coordination of relief efforts.

4. The provision of Title 44 CFR, Section 205.16 concerning non-discrimination in disaster assistance are included in this document by reference.
5. The provision of Chapter 49.60 RCW, "Discrimination – Human Rights Commission," shall be included in this document by reference.

EMERGENCY FINANCIAL MANAGEMENT OPERATIONS

- A. Emergency expenditures are not normally integrated into the budgeting process. However, events may occur requiring substantial and necessary unanticipated obligations and expenditures. Local jurisdictions enter into contracts and incur obligations and expenditures to combat disasters, protect the health and safety of persons and property and provide emergency assistance to victims under provisions of RCW 38.52.070(2). The following statutes also apply:
 1. Cities under 300,000 population – Chapter 35.33 RCW
 2. Optional Municipal Code – Chapter 35A RCW
 3. Counties – Chapter 36.40 RCW

- B. Records will be kept in such a manner as to separately identify event related expenditures and obligations from general programs and activities of the jurisdiction, agency or organizations. Records are necessary:
 1. To document requests for assistance
 2. For reimbursement under approved applications pertaining to declared emergencies or major disasters.
 3. For audit reports. Records need to include:
 - a. Work that is performed by force account (Local Agency)
 - (1) Appropriate extracts from payrolls, with any cross-reference needed to locate original documents
 - (2) A schedule of equipment used on the job
 - (3) Invoices, warrants, and checks issued and paid for materials and supplies used on the job
 - b. There are two types of contract work:
 - (1) Time and material contracts. This type needs a schedule of equipment, labor rates, and material prices.
 - (2) Small works or advertised contracts. This type requires plan specification, engineer estimate, bid tabulations, possibly proof of advertisement, and concurrence from FEMA in award, certified payrolls, and ledger of payments to contractor.

- C. Disaster-related expenditures and obligations may be reimbursed under a number of federal and state programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may be authorized by the federal government after a major disaster declaration by the President under the statutory authority of certain federal agencies.
- D. Audits of state and local jurisdiction emergency expenditures will be conducted in the course of normal audits of state and local governments. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

PLAN CHANGES, MAINTENANCE, AND REVIEW PROCESS

- A. Proposed changes to this plan will be accepted at anytime, especially after a major emergency, disaster, exercise or anytime a key element changes.
- B. Plan changes will be published either using an entire new publication, by subsection, or by publishing only those pages that have changes. The changes are to be recorded on the Record of Revisions form.
- C. The normal review period will be every four years. It is the intent to conduct a form review of 25 percent of the plan each year and publish the appropriate changes annually. Reviews and revisions will be performed by the Emergency Management Program Specialist assigned to the task. It is the responsibility of the Assistance Chelan County Emergency Management Director to schedule and coordinate the reviews and to publish any changes that may be necessary.
- D. Changes to the Appendices and Emergency Support Functions (ESFs) will be coordinated with the agencies and organization impacted by the particular Appendix or ESF.
- E. The Basic Plan, and any changes to it, will be coordinated by the Assistant Director of Chelan County Emergency Management.

Levels of Emergency Operations Center (EOC) Activation

LEVEL 1 Informational level

This level is used when there is an emergency or potential emergency situation somewhere in the State, Region or County that has the potential to impact any part of Chelan County, either directly or indirectly. The purpose of this activation level is to keep track of events and monitor resources in case it escalates to a point where it may impact Chelan County. Generally this level will require at least one Chelan County Emergency Management employee to maintain frequent contact with RiverCom, the Incident Commander, Emergency PIO and other staff as needed. Other EOC staff may be alerted to standby.

LEVEL 2 Support level

If it appears that Chelan County may be requested to provide assistance to another county, provide sheltering for evacuees, there is an emergency event that is expected to last several hours or more, there is an emergency situation involving multiple agencies and/or jurisdictions, or there are multiple emergencies/events occurring simultaneously, this level of activation would be appropriate. All appropriate EOC staff will be asked to report to the EOC for a briefing, and then only those needed for the particular situation would remain. Others would remain on standby status.

LEVEL 3 Limited Operational level

When part of Chelan County is directly impacted, or will likely be significantly impacted by an emergency situation, this level would be appropriate. At this level, designated EOC Staff or their representatives will need to be in the EOC, or on call, until the emergency situation is downgraded. Emergencies involving multiple agencies or jurisdictions, events affecting the infrastructure of the area or County, events requiring a high degree of coordination and technical expertise, or events that will likely take many hours or days to resolve are examples of situations that may require a level 3.

LEVEL 4 Full Operational level

When more than one area or jurisdiction within Chelan County is being significantly impacted, and coordination with the State of WA Emergency Management Office/EOC and/or adjacent counties is required, this level would be appropriate. Full staffing of the EOC will be required on a 24 hour basis. This is the highest level of EOC activation.

Stand-by Status (or on call) means that a person is to remain in contact by phone, at home or at work, until the emergency situation is over or they are asked to report to the EOC. If the person on standby is unavailable for a period

of time, that person is responsible to advise the EOC who their replacement will be.

Staffing the EOC means either the department head or an alternate authorized by the department head that can represent them and make decisions for deployment of department resources.

Authority References for Emergency Situations

Type of Action	Authorities
Emergency expenditures for cities under 300,000	RCW 35.33.081 and RCW 35.33.101
Emergency expenditures for counties	RCW 36.40.180 and RCW 36.40.190
Contract for construction work	RCW 38.52.390
Use of Emergency Workers	RCW 38.52.010(5) and RCW 38.52.310 and WAC 118-04
Use of public facilities	RCW 38.52.110(1)
Impressment of citizenry	RCW 38.52.110(2)
In emergency situations the requirements for environmental reviews and permits may be waived or orally approved per the following statutes and regulations:	
State Environmental Policy Act (Environmental Review)	RCW 43.21C.110
Hydraulics Act (Permits)	RCW 77.55.100
Shorelines Management Act (Permits)	WAC 173-26 RCW 90.58.140
Flood Control zones by State (Permits)	RCW 86.16

Also see Appendix 3 – REFERENCES AND AUTHORITIES