



**CITY OF PROSSER  
EMERGENCY OPERATIONS PLAN  
2011**

# Prosser Emergency Operations Plan

## Foreword

The City of Prosser appreciates the cooperation and support from those agencies, departments, and individuals who contributed to the development and publication of the 2011 City of Prosser Emergency Operations Plan (EOP). The City of Prosser EOP is one of many efforts to prepare individuals, families, neighborhoods, businesses, and City employees for emergencies and disasters. The EOP is formatted to be consistent with the Benton County Emergency Management and Washington State Comprehensive Emergency Management Plans as well as the National Response Framework. This coordination represents a commitment by the City of Prosser, Benton County Emergency Services, and the Washington State Emergency Management Division to work together to improve our ability to respond to and recover from major emergencies and disasters. The EOP is current as of the time written. As emergency management evolves and as we learn from exercises and actual events, we expect that this document will be revised on an on-going basis.

Charlie Bush  
Prosser City Administrator

Date: August 1, 2011

To: Recipients of City of Prosser Emergency Operations Plan

From: Paul Warden

Re: Letter of Promulgation for New Emergency Operations Plan

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With this notice, we are pleased to officially promulgate the 2011 City of Prosser's Emergency Operations Plan (EOP). Its intended effect is to provide a structure for standardizing plans and procedures throughout the City and to facilitate interoperability between Local, State, and Federal Governments.

Every effort has been made to ensure that the City of Prosser's EOP is compatible with the Benton County and Washington State CEMPs, the National Response Framework (NRF), the National Incident Management System (NIMS) the Revised Code of Washington, and other local, State, and Federal regulations. It will be tested, revised and updated as required. All recipients are requested to advise the City of Prosser Disaster Coordinator regarding recommendations for improvements.

The formats of the EOPs for the City of Prosser, Benton County, and Washington State support that of the National Response Framework. It specifies the authorities, functions, and responsibilities that pertain to establishing collaborative action plans between Local, State, Federal, volunteer and other public and private sector organizations. It also contains detailed information on participant Emergency Support Functions as single function activities. The EOP will help minimize the impacts of disasters and other emergencies in the City of Prosser by saving lives, protecting property, sustaining the economy, and preserving the environment.

The primary response and recovery goals for emergency management in any hazard that impacts the City are to support the City and other local jurisdictions during an emergency or disaster and to maintain a comprehensive internal process for conducting daily business before, during, and after an emergency or disaster.

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Paul Warden, Mayor  
City of Prosser, Washington

## Distribution Page

The City of Prosser's 2011 Emergency Operations Plan (EOP) will be distributed in printed form to individuals with key emergency management duties in the City of Prosser and to specific staff members within the City. It will also be made available in printed form to City Departments, Benton County Emergency Management, the Washington State Department of Emergency Management, neighboring cities, and other participating response entities. This document can also be viewed on the City of Prosser's website: <http://www.cityofprosser.com>



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## I. Authorities and References

### A. Authority

The City of Prosser EOP is developed under the authority of the following local, state and federal statutes and regulations:

#### Local

1. Prosser Municipal Code 9.10 and 9.15 Emergency Powers
2. An Inter-local Agreement between Benton County, the Cities of Kennewick, Richland, West Richland, Prosser, Benton City, and Benton County Fire District Nos. 1, 2, and 4, all municipal corporations, adopted on May 24, 2007
3. An Inter-local Agreement between the City of Prosser and Benton County Fire Protection District Number 3, adopted November 2002
4. All Hazard Master Mutual Aid Agreement Between Agencies, Non-Governmental Groups, And Private Industries Within Benton County, adopted on November 11, 2009

#### State

- a. Revised Code of Washington (RCW) 35A.38.010  
Emergency Services – Local Organizations (Code Cities)
- b. RCW 38.52 Emergency Management
- c. RCW 43.06.210 Proclamations
- d. RCW 38.52 Emergency Management  
RCW 39.34 Emergency Management Authorities
- e. RCW 52, Fire Protection Districts.
- f. RCW 10.93 Washington Mutual Aid Peace Officers Powers Act
- g. RCW 42.14 Continuity of Government Act
- h. Washington Administrative Code (WAC) 118-30 Emergency Management Authorities

#### Federal

- a. 93-288, Disaster Relief Act of 1974, as amended by Public law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- b. 96-342, Improved Civil Defense Act of 1980, as amended
- c. Title III, Superfund Amendments and Re-authorization Act of 1986



- d. National Response Framework, January 2008
- e. Washington State Comprehensive Emergency Plan, March 2003

## B. References

National Response Framework, January 2008  
Federal Emergency Management Agency, [www.fema.gov](http://www.fema.gov)  
FEMA Independent Study Course IS-235 Emergency Planning  
at: <http://www.training.fema.gov/EMIWeb/IS/>  
Guide for All-Hazard Emergency Operations Planning, FEMA, State and  
Local Guide (SLG) 101 September, 1996  
Developing and Maintaining Emergency Plans, FEMA, Comprehensive  
Preparedness Guide (CPG) 101, Version 2.0, November 2010  
Multi-Hazard, Identification and Risk Assessment: A Cornerstone of the  
National Mitigation Strategy, FEMA, first edition 1997  
Washington State Military Department, Emergency Management Division  
website: [www.emd.wa.gov](http://www.emd.wa.gov)  
Washington State Comprehensive Emergency Management Plan  
(CEMP), Washington State Military Department, Emergency Management  
Division, April 2009  
Washington State Hazard Identification and Vulnerability Assessment,  
Washington State Military Department, Emergency Management Division,  
November 2009  
Washington State Enhanced Hazard Mitigation Plan, Emergency  
Management Division, October 2010  
Benton County Comprehensive Emergency Management Plan (CEMP),  
June 17, 2008 – under revision  
Benton County Hazard Mitigation Plan, Jan 2004  
Benton County Identification and Vulnerability Assessment, 2010

## COMMONLY USED ACRONYMS AND ABBREVIATIONS

**ALS** – Advanced Life Support

**ARC** – American Red Cross

**ARES** – Amateur Radio Emergency Services

**BCEM** – Benton County Emergency Management

**BLS** – Basic Life Support

**CEMP** – Comprehensive Emergency Management Plan

**CERT** – Community Emergency Response Teams *or Training*

**DC** – Disaster Coordinator

**DOE** – Washington State Department of Ecology

**EAS** – Emergency Alert System

**EOC** – Emergency Operations Center

**EMD** – Emergency Management Division

**EMS** – Emergency Medical Services

**EPA** – U.S. Environmental Protection Agency

**ESF** – Emergency Support Function

**FEMA** – Federal Emergency Management Agency

**HAZMAT** – Hazardous Materials

**IC** – Incident Commander

**ICS** – Incident Command System

**IMS** – Incident Management System

**JIC** – Joint Information Center

**LEPC** – Local Emergency Planning Committee

**NIMS** – National Incident Management System

**NOAA** – National Oceanic Atmospheric Administration

**NRF** – National Response Framework

**OEM** – Office of Emergency Management

**OSHA** – Occupational Safety and Health Administration

**PCC** – Prosser Communications Center

**PDA** – Preliminary Damage Assessment

**PIO** – Public Information Officer

**PMH** – Prosser Memorial Hospital

**RACES** – Radio Amateur Civil Emergency Services

**RCW** – Revised Code of Washington

**SAR** – Search and Rescue

**SOP** - Standard Operating Procedure

**SECOMM** – Southeast Communications Center

**VOAD** – Volunteer Organizations Active in Disasters

**WAC** – Washington Administrative Code

**WSDOT** – Washington State Department of Transportation

**WSP** – Washington State Patrol

**YAK 5** – Yakima County Fire District #5

## Basic Plan

### II. Introduction

#### A. Mission

Providing dependable service to a safe, sustainable community of businesses, families, and neighbors with integrity, accountability and stewardship.

#### B. Goals

1. To coordinate the development and maintenance of the City's Emergency Operations Plan (EOP) which provides the framework for organizational activities during emergency disaster operations.
2. Provide a community education and preparedness program through Benton County Emergency Management (BCEM) for the community to assist them in developing self-sufficiency.
3. Provide assistance to City staff in training activities for the development of first responder capabilities.
4. Foster an atmosphere of cooperation within the City of Prosser and with adjacent jurisdictions as well as with county, state, and federal agencies.

### III. Purpose, Scope, Situation, Assumptions and Limitations

#### A. Purpose

The Plan establishes the framework for effective emergency response methods for the City of Prosser. The Plan designates responsibility during an incident and for the sustainment of essential functions. The Plan also contains policies, guidelines, and tasks as they relate to Emergency Support Functions (ESFs).

This Plan is designed to meet all relevant federal, state and city regulations.

The Plan is also intended to do the following:

1. Establish who is in command in case of a disaster

2. Clearly designate disaster related functions assigned to government agencies based upon capabilities and mandated responsibilities
3. Identify available sources of equipment and manpower in government agencies to utilize during disaster events
4. Identify resources, manpower and equipment available from the private sector and general public to provide assistance during disasters
5. Identify and clarify funding, sources of manpower and other resources during disasters
6. Provide coordination between agencies to achieve assigned function
7. Organize volunteers when it is determined that there is a need

B. Scope and Applicability

1. This Emergency Operations Plan (EOP) is a local level emergency management plan designed to describe the emergency/disaster response of the City of Prosser. This plan is supplemental to the Benton County, Washington Comprehensive Emergency Management Plan (CEMP) as amended and updated.
2. This plan is intended to be both generic and hazard specific, covering the entire range of emergency and disaster situations from natural disasters to the technological hazards created as a byproduct of our modern society.
3. This plan considers that emergencies and disasters are likely to occur as described in the "*Benton County Hazard Mitigation Plan*" and describes:
  - a. Functions and activities necessary to implement the four phases of emergency management: mitigation, preparedness, response, and recovery.

- b. Responsibilities identified in City ordinances and other applicable laws, as deemed appropriate.
4. The plan will identify actions required by the Departments to enable them to provide critical City services in the event of different levels of emergencies. Some intra-city Departmental actions will be required to support the Departments actually providing critical services.

C. Situation

The City of Prosser is the seat of Benton County, Washington and is located approximately 30 miles west of the Tri-City communities of Richland, Kennewick and Pasco. Prosser's coordinates are at Latitude 46°12'25" and Longitude -119°45'56". The population of Prosser is 5,714 as of 2010. It is 665 ft above sea level. One river, the Yakima River, runs through it. Prosser is located off US Interstate 82 and Washington State Highways 22 and 221. According to the United States Census Bureau, the city has a total area of 4.4 square miles (11.5 km<sup>2</sup>), of which, 4.3 square miles (11.1 km<sup>2</sup>) of it is land and 0.1 square miles (0.3 km<sup>2</sup>) of it (2.93%) is water.

Due to its location and geological features, Prosser is vulnerable to the damaging effects of certain hazards that include, but are not limited to:

1. Natural: high winds, drought, extreme cold, extreme heat, wildfires, floods, land shift (earthquake, earth slide, erosion), snow and ice, lightning storm, tornado, volcanic eruption, and epidemic (human/animal).
2. Technological: Hazardous materials (fixed facility, transportation), fire/explosion, building/structure collapse, power/utility outage, transportation accident (rail, aircraft and motor vehicle).
3. Civil/Political Disorder: Economic emergency, riot, strike, demonstration/special events, terrorism/sabotage, hostage situation, attack (conventional, nuclear, biological, chemical).
4. A multiple hazard identification and vulnerability assessment for Prosser was created by Benton County Emergency Management (BCEM) and originally included in the "*Benton County Hazard*

*Mitigation Plan*", adopted by the City of Prosser on March 23, 2004 and revised in 2010.

D. Assumptions

1. Government officials will continue to recognize their responsibilities with regard to the public safety and exercise their authority to implement this emergency operations plan in a timely manner when confronted with real or threatened disasters.
2. If properly implemented, this plan will reduce or prevent disaster related losses.
3. It is expected that each individual or head of household will develop a family disaster plan and maintain the essential supplies to be self-sufficient for a minimum of 72 hours.
4. Businesses are expected to develop internal disaster and continuity plans that will integrate and be compatible with local government resources and this plan.
5. Adjacent municipalities and other governments may render assistance in accordance with the provisions of written inter-governmental and mutual aid support agreements in place at the time of the emergency.
6. When municipal resources are fully committed and mutual aid from surrounding jurisdictions is exhausted, Benton County Emergency Management (BCEM) is available to coordinate assistance and help satisfy unmet needs. Similarly, if the county requires additional assistance, it can call for mutual aid from adjacent counties, or from the State of Washington. Ultimately, the State of Washington can ask for the federal government for assistance in dealing with a disaster or emergency.
7. It can also be assumed that a major widespread incident may isolate the City of Prosser, and any significant assistance from nearby communities, counties, state or federal agencies, would not occur for at least 72 hours or longer. The City of Prosser will need to rely on available City resources and those of private organizations, businesses, and individuals within the City for the initial response to an incident that is widespread in the region.

#### E. Limitations

1. It is the policy of the City of Prosser that no guarantee is implied by this plan. Because local government assets and systems may be damaged, destroyed, or overwhelmed, the City can only endeavor to make responsible efforts to respond based on the situation, information, and resources available at the time.
2. Adequate funding is needed to support this plan and its programs. The performance of the assigned tasks and responsibilities will be dependent on appropriations and funding to support the plan. Lack of funding may degrade the services envisioned under this plan.

#### IV. Organization and Assignment of Responsibilities

- A. The City of Prosser operates under a Mayor/Council form of government. The Mayor leads the executive branch and the members of the City Council make-up the legislative branch of Prosser City government. The City hired a City Administrator to manage the day-to-day operations of the City. The executive and legislative branches of the City of Prosser are responsible for overall policy direction within the City.
- B. The City Administrator shall serve as the City's **Disaster Coordinator (DC)**. The line of succession to the City Administrator shall be the Deputy Director provided for in PMC Chapter 9.15.
- C. The city has created an emergency management agency in PMC Chapter 9.15.
- D. The day-to-day organizational structure of Prosser City Departments will be maintained as much as practical for major emergency and disaster situations. Other public and private organizations, school district, and volunteer organizations may, under mutual agreement, operate in coordination with this plan.

#### Continuity of Government

The Continuity of Government Act RCW 42.14 establishes provisions for the continuity of government in the event a jurisdiction's leadership is incapacitated. RCW 35A.12.050 and 35A.12.060 provide for filling vacancies of elected officials in the City.



## **Emergency Management Organization**

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

## **Emergency Services Coordinating Agency**

The Benton County Emergency Manager provides direction and coordination for the *Comprehensive Emergency Management Plan (CEMP)* development, ongoing maintenance and related activities within Benton County in coordination with all communities in the county. BCEM also coordinates with outside agencies and organizations involved in emergency planning. BCEM also manages the Benton County Emergency Operations Center (EOC) during activation and interacts with outside agencies to coordinate emergency support activities. The Benton County Emergency Manager serves as a member of the Local Emergency Planning Committee (LEPC) and may recommend emergency planning related policy to the Prosser Mayor and Disaster Coordinator (DC).

## **Emergency Management Committee**

Prosser's Emergency Management Committee provides staff support, direction and expertise in development of the plan and all supporting documents. The Committee is comprised of key personnel designated by the Mayor. Members of the Emergency Management Committee may staff the Prosser EOC as needed during activation and coordinate the activities in their respective area of responsibility during major emergencies and disasters, using the principles of the National Incident Management System (NIMS).

The Emergency Management Committee consists of the following members:

- Mayor
- City Administrator/Disaster Coordinator
- Deputy City Administrator/Finance Director
- City Clerk/Public Information Officer
- Public Works Director
- City Planner
- Police Chief
- Prosser Fire District #3 representative
- Benton County Emergency Manager

## Sub-Committees

Sub-committees as determined necessary by the Emergency Management Committee may include individuals from outside organizations. Sub-committees will be chaired by a member of the Emergency Management Committee. Oversight of sub-committee work will be the responsibility of the Disaster Coordinator or the Benton County Emergency Manager.

## Responsibilities

### A. Mayor

1. Proclaim local Emergency
2. The Mayor or his/her successor may invoke special emergency powers under Prosser Municipal Code (PMC) section 9.10.
3. Provide visible leadership to the community and makes announcements to the media
4. Provide for emergency preparedness, mitigation, response and recovery activities to be carried-out within the City
5. Adopt and promulgate the Emergency Operations Plan
6. Provide direction for re-allocation of City funds to cover disaster related expenditures

### B. Mayor Pro Tem

1. Assume the role and responsibilities of the Mayor in the event the Mayor is unavailable.
2. Proclaim local Emergency if Mayor is unavailable

### C. City Council

1. Appropriate funds to meet emergency needs
2. Maintain continuity of government
3. Provide for the coordination of visiting officials from other jurisdictions and levels of government
4. Appropriate funds to provide emergency preparedness programs and mitigation activities within the city

5. Give advice and consent to the Mayor regarding appointments
6. Consider adoption of emergency preparedness mutual aid plans and agreements and other such ordinances, resolutions rules and regulations as are necessary to implement such plans and agreements referred to by the Disaster Coordinator.
7. Promptly approve, after their issuance, rules and regulations that are reasonably related to the protection of life and property, which is affected by an incident. Such rules and regulations have been issued by the Disaster Coordinator.
8. Approve mutual aid agreements
9. Provide visible leadership to the community

D. City Administrator/ **Disaster Coordinator (DC)**

1. Provide overall direction and control of emergency operations as the City's Disaster Coordinator and Chair of the Emergency Management Committee
2. Coordinate the development of associated documents and standard operating procedures which support the City Emergency Operations Plan (EOP).
3. Coordinate City response with on-scene Incident Commander and manage City EOC during emergency operations
4. Hold overall responsibility for maintaining and updating the plan
5. Ensure the City EOC is in a constant state of readiness
6. Provide policy direction and coordinate the development, publishing, distribution and maintenance of the City's EOP in cooperation with BCEM.
7. Ensure that the City's EOP is reviewed, revised and adopted regularly
8. Assess public needs, propose policies and develop strategies to address those needs

9. Act as spokesperson in communicating incident related information to the public through the Joint Information System
  10. Establish priorities for conducting routine, day-to-day activities during an incident.
  11. Request assistance from Benton County Emergency Management, in the event a situation is, or will become, beyond the capabilities of the resources of the City and those provided through mutual aid.
  12. Provide for accompaniment of visiting officials from other jurisdictions and levels of government
  13. Proclaim local Emergency if Mayor Pro Tem is unavailable
- E. City Clerk/Public Information Officer (PIO)
1. Provide for the identification and preservation of essential department and citywide records
  2. Provide information and direction to City departments on requirements for the identification and preservation of essential City records
  3. Document emergency related costs, activities and relevant information in EOC while activated
  4. Maintain historical records of all local emergency proclamations
  5. Assume role of Public Information Officer (PIO) for the City in the event the on-scene Incident Commander requires one
- F. Deputy City Administrator/Finance Director and Human Resources/Risk Management/Recreation Departments Director
1. Track the status of incident related expenses
  2. Coordinate with other departments to identify resource shortfalls
  3. Provide a budget for supplies and equipment for incident related expenses
  4. Document and submit incident related spending for State and Federal reimbursement, if available

5. Provide documentation and claims information to the Disaster Coordinator and the City's insurance carriers following a disaster and process claims.
6. Coordinate the receipt, storage and distribution of donated goods
7. Provide for the identification and preservation of essential department records
8. Develop SOPs for employee notification and support during disaster activities
9. Manage the use of non-essential employees during an incident, in coordination with the City EOC
10. Coordinate City employee family locator information
11. Manage the City's Risk Management functions
12. Coordinate mass care activities with Red Cross, support agencies and volunteer organizations
13. Provide documentation and claims information to the Disaster Coordinator and the City's insurance carriers following a disaster and process claims.

G. Legal Services

1. Provide and coordinate legal advice to the Executive Department and to City departments as it pertains to hazard planning, mitigation, response, and recovery
2. Review agreements, contracts, and other incident-related documents for form and content, as needed.
3. Review Proclamation signatures in conjunction with the Mayor
4. Prepare other necessary incident-related ordinances and resolutions
5. Provide legal review of incident plans and supporting documents to ensure compliance with local, state and federal laws

6. Provide applicable laws to any City employee during preparedness, response, and recovery activities
  7. Provide liability releases for non-deployed/spontaneous volunteers
- H. Information Systems/Building Department
1. Provide processes to protect the City's computer hardware, software and data
  2. Provide computer and telecommunications support to the City EOC.
  3. Conduct damage assessments of City computers and electronic related equipment
  4. Advise the Disaster Coordinator on status and capability of emergency communications systems
  5. Coordinate repair/restoration of information technology and phone services
- I. Planning Department and Building Inspector
1. Coordinate and compile initial damage assessment and safety evaluation of essential citywide facilities
  2. Provide support in the initial damage assessment of City infrastructure
  3. Determine building safety within the City and recommend evacuation as appropriate (coordinate with Police/Fire)
  4. Provide expertise and recommendations for construction, demolition, and mitigation before and after a disaster
  5. Provide support to other departments in field activities as appropriate
  6. Streamline the Building Department permit process for disaster recovery efforts
  7. Provide support to the Fire Department in the safety evaluation of structures during rescue operations

8. Develop plans to deal with land use, environmental impact, and related mitigation issues before and following disasters
9. Work with consultants to maintain continuity of services
10. Assume role of Planning Officer for the City in the event the on-scene Incident Commander requires one
11. Provide for identification and preservation of essential department records
12. Document emergency-related activities and costs

J. Public Works Department

1. Manage and assess transportation infrastructure and operations
2. Provide debris removal, emergency protective measures; temporary repair and/or construction of City utilities, and engineering assistance to meet the City of Prosser's needs
3. Provide assistance in ongoing damage assessments of City infrastructure and emergency restoration of City facilities
4. Provide expertise and recommendations for construction, demolition, and mitigation before and after an incident
5. Lead the effort in major recovery work for City facilities
6. Coordinate and control incident-related traffic in conjunction with the City Police Department
7. Identify emergency routes in and out of the City and provide recommendations on traffic routes during an incident
8. Notify all appropriate departments, agencies, and affected individuals as soon as possible to provide roadway conditions
9. Monitor for contamination of water systems and assist in meeting public sanitation needs
10. Provide equipment to other City departments for assisting in emergency response
11. Provide light and heavy equipment, generators and supplies

12. Provide damage assessment and emergency repairs for City-owned vehicles, field communications equipment, property and facilities. Coordinate permanent repair and reconstruction of City equipment, property and facilities
  13. Assume role of Operations/Logistics Officer for the City in the event the on-scene Incident Commander requires one
  13. Provide for the identification and preservation of essential department records
  14. Document emergency-related activities and costs
  15. Staff City EOC, if needed
- K. Police Department
1. Incident command
  2. Maintain law and order and enforce emergency rules and regulations
  3. Traffic and crowd control
  4. Staff City EOC, if needed
  5. Coordinate evacuation of portions of population if necessary
  6. Provide law enforcement to City facilities, as requested
  7. Support search and rescue operations
  8. County Coroner function support
  9. Damage assessment support
  10. Emergency warning support
  11. Recommend relocation or redistribution of radio resources to effectively maintain adequate communications in an incident
  12. Provide for the identification and preservation of essential department records
  13. Document emergency-related costs and activities



- L. Prosser Fire District #3
  - 1. Incident Command
  - 2. Assume full responsibility for suppression of fires
  - 3. Staff City EOC, if needed
  - 4. Emergency medical response support
  - 5. Evacuation support
  - 6. Manage search and rescue operations
  - 7. Conduct situation and damage assessments
  - 8. Emergency warning support
  - 9. Determine resource needs
  - 10. Provide basic first aid
  - 11. Emergency personnel and equipment resource
  - 12. Assist in emergency road clearing
  - 13. Document emergency-related activities and costs
- M. Emergency Medical Services (EMS) – PMH Medical Center\*
  - 1. Provide on-scene emergency life support and patient stabilization
  - 2. Mass casualty response, triage management
  - 3. Medical resource coordination
  - 4. Provide the transport of ill or injured persons
- N. Medical – PMH Medical Center\*
  - 1. Provide medical and hospital services
  - 2. Establish and maintain liaison with the Benton-Franklin Health Department, BCEM, Coroner and other support agencies

3. Establish and maintain liaison with Benton County EOC, to assure compatible and coordinated emergency communications capabilities
4. Control their own communications systems during emergencies or disasters
5. Develop and maintain SOP's to accomplish their tasks
6. Where possible, make patient beds available to those individuals requiring hospital care
7. Where possible, make home health care programs, nurses and medical staff available to victims of the emergency disaster
8. Where possible make specialized services such as X-ray, laboratory and pharmacy available to walk-in victims of an emergency disaster

*\*PMH Medical Center is also referred to as Prosser Public Hospital District*

O. Prosser School District #116

1. Conduct damage assessments on school-owned facilities and provide status reports to the City EOC
2. Provide emergency transportation, if requested and as resources allow
3. Provide facilities for evacuation shelter and feeding, if available
4. Staff City EOC if needed

P. Congregate Care Facilities – Assisted Living, Retirement and Convalescent Care, Day Care Centers

1. Provide assistance in mass care, shelter and feeding, as appropriate

Q. Private Utilities

1. Conduct damage assessment for company facilities and infrastructure and provide regular status reports to the City EOC or Benton County EOC as appropriate

2. Support City of Prosser emergency response efforts as resources permit
3. Maintain communications with the City EOC and restore service to critical facilities and priorities as resources permit
4. Assign a liaison to the City EOC if available

R. Law Enforcement Assistance

The Prosser Police Department is the agency of primary jurisdiction within the City under normal circumstances and during emergency operations. The Washington Mutual Aid Peace Officers Powers Act, RCW 10.93, provides law enforcement with mutual assistance capabilities between jurisdictions. Mutual aid agreements exist with local law enforcement agencies and various law enforcement agencies throughout the county and state.

S. Citizen Involvement

BCEM maintains a database of registered Community Emergency Response Team (CERT) and Search and Rescue volunteers available to assist with emergency preparedness, response and recovery activities, when deployed by the State and county emergency managers if needed.

Non-deployed spontaneous citizen volunteers may be utilized in the event of a disaster, after signing a waiver form provided by the City.

T. Private Sector

1. Plan for personal and business disaster preparedness, mitigation, response and recovery
2. Have knowledge of local emergency response plans and procedures
3. Implement protective actions as requested or required by authorized public officials

**V. Concept of Operations**

- A. It is the policy of the City of Prosser to conduct emergency and disaster preparedness and mitigation activities in an effort to reduce and minimize the effects of a major emergency or disaster.

- B. It is the policy of the City of Prosser to provide vital services to the community during emergency conditions while maintaining a concern for the safety of City employees and their families. Should the emergency or disaster occur:
1. During non-work hours: All employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, all designated employees are required to report to work pursuant to department Standard Operating Procedures (SOPs).
  2. During work hours: Departments shall make every effort to allow employees to check promptly on the status of the families and homes, provided that doing so does not compromise emergency response functions as defined in this plan.
- C. It is the policy of the City of Prosser to conduct all emergency and disaster preparedness, mitigation, response and recovery activities in accordance with the National Incident Management System (NIMS).
- D. It is the policy of the City of Prosser that each City department takes an active role in emergency planning and develops emergency preparedness standard operating procedures (SOPs). It is the responsibility of the supervisor of each City department and office to:
1. Establish policies and procedures for departmental chain of command and succession of authority
  2. Designate a primary location to handle in-house emergencies. The alternate location to take command and control of departmental activities during minor and major emergencies will be at the City EOC
  3. Identify and obtain necessary equipment and supplies that may be needed to manage departmental activities
  4. Identify what information is needed to manage departmental activities, and how it will be obtained and accessed
  5. In the event the Prosser EOC is activated, each Department will designate whom, if anyone will represent the Department at the

EOC. To the extent necessary, each Department will make personnel available for EOC training if necessary.

6. Establish an alert roster with information on how to contact all departmental personnel
  7. Establish policy and procedures for the identification and preservation of essential departmental records and protection of city property
  8. Keep an updated inventory of key departmental resources. This is in addition to the fixed asset list
  9. Prepare, update, review and test the departmental action plans at least annually to ensure they are adequate on an on-going basis
- E. It is the policy of the City of Prosser that City departments participate in training activities and emergency operations assignments.
- F. When a major emergency or disaster occurs, City department management may use the following general checklist as a basis for managing disaster operations:
1. Report to the pre-determined site to manage department operations
  2. Account for personnel
  3. Assess damages to facilities and resources
  4. Assess personnel and resources available
  5. Assess problems and needs
  6. Report situation, damages and capabilities to the EOC
  7. Send designated representatives to the EOC
  8. Carry out departmental responsibilities and assigned tasks
  9. Continue assessment of department resources, needs and actions

10. Continue reports to the City EOC regarding actions, problems, needs, damages, etc.
  11. Keep detailed and accurate records
- G. Prosser Emergency Operations Center (EOC)
1. Some emergency situations will continue to be handled by the individual City Departments through their own operations and contingency plans/SOPs. If an emergency situation requires more resources, the Mayor, City Administrator, Deputy City Administrator or any City Department Director is authorized to activate the City EOC. The City EOC will be managed by the Disaster Coordinator (DC), or designee, who will coordinate dispatch of City resources in support of the on-scene Incident Commander. If an emergency situation requires resources beyond the capacity of the City, BCEM will be notified that the City EOC has been activated to request its assistance pursuant to Benton County CEMP.
  2. The City of Prosser EOC is located at Prosser City Hall (601 7<sup>th</sup> Street). The alternative EOC is Prosser Fire District #3, 1200 Grant Avenue. Benton County EOC is located at 651 Truman Avenue in Richland.
- H. It will be the responsibility of the Mayor, DC or designee to determine if an Emergency Proclamation is necessary. At that point the Mayor and City Council will be contacted and requested to take the necessary action.
- I. In the event a situation is, or will become, beyond the capabilities of the resources of the City of Prosser and those provided through mutual aid, the Mayor or Disaster Coordinator may request assistance from BCEM or from the Benton County Board of Commissioners or Governor through BCEM.
- J. This plan embraces an all hazards principle: that most emergency response functions are similar, regardless of the hazard. The on-scene Incident Commander will coordinate with the DC to mobilize City resources and personnel as required by the emergency situation.

- K. The DC and Mayor will develop mutual aid agreements with adjacent municipalities for reciprocal emergency assistance as needed.
- L. In the event of communications failure in a disaster, any temporarily established site may act as a remote EOC for its local area until coordination can be established from the Prosser and/or Benton County EOC. Each may serve as a command post, staging area, triage station, communications center or in any other functional capacity appropriate for the situation.

## OPERATIONS BY TIME PHASE

In order to minimize the effects of a disaster, provide emergency response capabilities and to facilitate recovery efforts, the various elements of the Prosser Emergency Management Organization and City departments shall endeavor to provide services in the areas of mitigation, preparedness, response and recovery from disasters to the best of their ability during all operational time phases.

## MITIGATION AND PREPAREDNESS PHASE

1. Develop and maintain the City of Prosser Emergency Operations Plan.
2. Review hazard and risk analysis and develop capabilities and resources to enhance ability to respond to disaster situations.
3. Develop appropriate contingency plans and standard operating procedures in support of the City EOP.
4. Initiate efforts toward detection and prevention of impacts to public health and safety.
5. Identify and implement actions to reduce hazards and risks faced by first responders in order to protect responder health and safety.
6. Report any threats, incidents and/or potential incidents using established communications and reporting channels.
7. Immediately report any suspicious activity, terrorist threats and/or actual incidents with a potential or actual terrorist nexus to the Police Department.

8. Coordinate with BCEM and other local, county, state and federal agencies to assure cohesive working relationships and compatible emergency plans.
9. Coordinate with volunteer organizations to assure cohesive working relationships and coordinated response.
10. Conduct mitigation activities to protect City personnel, equipment, supplies, services and properties as appropriate.
11. Conduct training activities to enhance response capabilities.
12. Conduct public education to enhance citizen self-sufficiency.

#### INCREASED READINESS/WARNING PHASE

1. Make appropriate notifications and initiate actions to place emergency plans into effect.
2. Activate and staff the City EOC as required for the situation.
3. Disseminate emergency warning as appropriate.
4. Take incident specific mitigation actions to protect public and private property.

#### RESPONSE PHASE

1. Initiate actions necessary to preserve life and property utilizing available resources.
2. Carry out initial damage assessment and evaluate overall situation.
3. Coordinate response and support functions with outside agencies and volunteer organizations.
4. Coordinate operations, logistics, and planning functions.
5. Compile event status information and report to appropriate agencies.
6. Prepare and maintain detailed documentation of events and activities.



7. Provide public information and warning as appropriate.
8. Prepare Proclamation of Emergency as appropriate.

## RECOVERY PHASE

1. Carry out damage assessment functions and assess community needs.
2. Prioritize recovery projects and assign functions accordingly.
3. Coordinate recovery efforts and logistical needs with supporting agencies and organizations.
4. Prepare documentation of event, including event log, cost analysis and estimated recovery costs.
5. Assess special community needs and provide information and assistance where appropriate.
6. Incorporate plans for recovery and reconstruction activities.

## **VI. Administrative and Fiscal Procedures**

1. It is the policy of the City of Prosser that each City department will assign personnel to be responsible for documentation of disaster activities and costs and to utilize effective administrative methods to keep accurate detailed records distinguishing disaster operational activities and expenditures from day-to-day activities and expenditures.
2. Financial documentation and associated reports shall be the responsibility of the Financial Officer or designee.
3. The Finance Director or designee shall communicate procedures for documenting disaster expenditures and shall provide each City department with documentation forms and completion instructions.
4. The City Clerk, in coordination with other City departments, shall identify records which are vital for the operation of the City, in order to effectively resume normal business after a disaster or emergency.

5. During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments in order to provide support services.
6. The City of Prosser will incur disaster expenses from currently appropriated local funds in accordance with RCW 38.52.070. The Mayor, in coordination with the Finance Director, will be responsible for identifying other sources of funds to meet disaster related expenses if departmental budgets are exceeded.
7. Normal procedures for expenditures and payment processing may be modified to accommodate the circumstances associated with the disaster.
8. The City of Prosser will submit reports required by both state and federal agencies in a disaster situation with information concerning nature, magnitude and impact for use in evaluating and providing appropriate response resources and services. These reports include but are not limited to:
  - Situation Reports
  - Declaration of Emergency
  - Requests for Assistance
  - Damage Assessment Reports

It will be the responsibility of the DC or designee to coordinate the preparation of all required reports and ensure that they are delivered to the appropriate agencies.

9. A streamlined plan review and permit process may be instituted within the City in order to facilitate recovery and repair activities.
10. In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved as provided in the State Environmental Policy Act, Hydraulics Act, Forest Practices Act, Shoreline Management Act, and Flood Control Act Title 16 PMC.
11. Repair and restoration of damaged facilities may require environmental assessments and appropriate permits prior to final project approval,

requiring compliance with the State Environmental Policy Act, Forest Practices Act, Shoreline Management Act, and Flood Control Act.

12. Properties of historic significance and archeological sites are protected by law. Non-time critical missions and recovery actions affecting these sites will be coordinated with the state Office of Archeology and Historic Preservation.
13. In accordance with RCW 49.60.010, and RCW 49.60.030 no services or assistance will be denied on the basis of "... race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability".
14. Local activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with RCW 49.60 -Laws Against Discrimination and 44 CFR Section 7.5 - Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.
15. Volunteer emergency workers used during emergencies and disaster operations shall be registered using procedures established by Chapter 118.04 WAC Emergency Worker Standards. Volunteer emergency workers should be registered through their county of residence.
16. It is the policy of the City of Prosser that departments utilize their personnel to the maximum extent possible, including use of personnel not assigned emergency responsibilities. The Finance Department is the lead agency for essential human resource activities in the City and as such, may assist other departments in identifying and assigning employees to assist in disaster recovery. It may be necessary to hire temporary employees to meet staffing requirements.
17. City departments, although retaining responsibility for the day-to-day supervision of their work force, should coordinate their personnel needs with Finance Department. Since non-essential activities may be canceled during an emergency, City employees may be required to work either overtime or out of class, and shall be compensated in accordance with existing rules and bargaining unit agreements. Requirements of the Fair

Labor Standards Act (FLSA), existing labor contracts and city policies and procedures shall apply.

18. The Finance Department shall designate an EOC representative to coordinate personnel needs, maintain liaison with volunteer organizations, and assist City employees in obtaining recovery assistance.
20. Volunteers will become an important human resource in the event of a disaster. Staging areas should be designated and persons wishing to volunteer may be directed there for registration and assignments. Volunteers will be registered as emergency workers and provided identification, assignments appropriate to their qualifications, and administrative details.

## **VII. Logistics**

- A. The Mayor or Disaster Coordinator, following a Proclamation of Emergency, has the authority to commandeer the services and equipment of citizens as necessary in response to the disaster. Those citizens are entitled to all privileges, benefits and immunities provided for emergency workers under state and federal emergency management regulations, RCW 38.52.110.
- B. The Mayor, Mayor Pro Tem, or City Administrator are authorized to contract with any person, firm, corporation or entity to provide construction work on an agreed upon cost basis during emergency or disaster response operations, RCW 38.52.390 and Prosser Municipal Code 9.10.020 Chapter 9.15.
- C. It is the policy of the City of Prosser that all City departments prepare and maintain an updated list of its personnel, facilities and equipment resources as part of their Standard Operating Procedures (SOPs). Any or all of these resources may be called upon during disaster and emergency situations.
- E. Additional governmental resources may be called upon for assistance through the use of existing mutual aid agreements, through BCEM and/or the Washington State Emergency Operations Center through BCEM.

## VIII. Direction, Control and Coordination

### NIMS Integration

- A. The National Incident Management System (NIMS) is mandated by *Homeland Security Presidential Directive – 5*, and provides a consistent, nationwide approach for Federal, State, local and tribal governments, the private sector and non-governmental organizations to effectively and efficiently prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.
- B. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, NIMS includes a core set of concepts, principles and terminology.
- C. It is the policy of the City of Prosser that all emergency management activities will be conducted in accordance with NIMS.

### Direction and Control

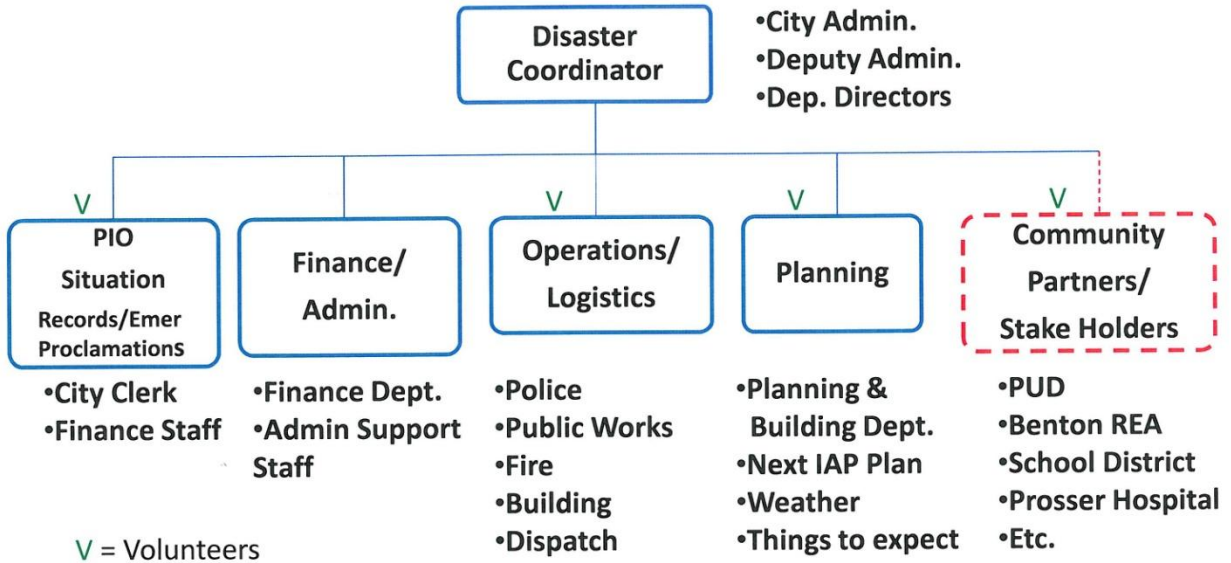
- A. All emergency and disaster preparedness, mitigation, response and recovery activities shall be conducted in accordance with NIMS.
- B. The Incident Commander (IC) is the on-scene manager responsible for direction and control of emergency response **services** at the scene of the incident, usually the police or fire commander.\* The IC shall utilize the positions within the Incident Command System (ICS) as deemed necessary at the time of the incident. The ICS should only be activated to the level necessary for efficient operations. It is the responsibility of the IC to:
  - 1. Assess the situation
  - 2. Develop incident organization objectives, action plans and priorities
  - 3. Ensure safety issues are addressed
  - 4. Contact appropriate agencies, dispatch, or the City EOC to request necessary resources

*\* refer to Prosser Police Department Unified Command Protocols, Lead Agency Matrix, adopted April 15, 2002, located in ESF #2 Communications*

- C. The Disaster Coordinator (DC), with support from BCEM, is responsible for ensuring that emergency preparedness activities, response to emergencies and disasters, and the coordination of the recovery from emergencies and disasters are effectively carried out within the City of Prosser.
- D. The City Council is responsible for City-wide policy decisions. The DC and the Emergency Management Committee provide policy recommendations to the Mayor and City Council during times of emergency or disaster, or in anticipation of large-scale emergencies or disasters.
- E. The Continuity of Government Act RCW 42.14 establishes provisions for the continuation of government in the event its leadership is incapacitated. Prosser City Municipal Code 2.01.010 provides for filling vacancies of appointed officials in the City.
- F. The day-to-day organizational structure of the City departments shall be maintained as much as practical during emergency and disaster operations. Each City department shall have a line of succession to the supervisor.
- G. Resource dispatch coordination will normally be conducted through the City EOC in order to support the overall community response to the disaster and to best coordinate efforts with county, state and federal agencies.
- H. Prosser Emergency Operations Center (EOC) is currently located at Prosser City Hall (601 7<sup>th</sup> Street, Prosser) and will operate in conjunction with Benton County EOC. Benton County EOC in Richland is operation ready 24 hours a day.
- I. Prosser EOC may be activated to any level deemed appropriate for the level of disaster operations. Management of the City EOC following activation will be the responsibility of the DC, or designee.

- J. Individual City departments may designate alternate locations or field command posts for coordinating individual department operations. The individual in charge of a command post shall be responsible for keeping the City EOC informed of their situation and activities and shall act in coordination with the City EOC.
  
- K. The following list of management priorities, in order of importance, is provided to guide policy decisions during a disaster of major magnitude.
  - 1. Protect human life and health
  - 2. Protect public and private property
  - 3. Protect health and welfare of animals
  - 4. Develop and disseminate public information
  - 5. Restore essential services and facilities
  - 6. Minimize economic disruption to the community
  - 7. Preserve existing institutions and organizations

## Prosser EOC Command Staff



- L. When more than one agency is involved in response at the scene, the IC and other responding agencies should coordinate to ensure each agency's objectives are accomplished.
- M. Washington Administrative Code (WAC) 296-843 and 29 CFR 1910.120 requires that the Incident Command System be used in responses to hazardous materials incidents and outlines specific requirements of the Incident Commander.
- N. The IC may appoint a Public Information Officer (PIO) when the situation warrants, to work with the news media at the incident scene. This may include coordinating media releases and arranging contacts between the media and response agencies. When possible, information released to the media should be coordinated through the City EOC and the County Joint Information System (JIS). The PIO shall be responsible for communicating released information to the EOC.
- O. The IC may also appoint other command staff as needed to help manage: finances, logistics, operations and planning depending on the scale of the operation.



## Coordination

- A. The Disaster Coordinator (DC) is responsible for facilitating the coordination of emergency activities and information among local, state, federal and private sector agencies serving the community. In the event City resources are exhausted, the DC will make a request for assistance to BCEM.
- B. Communications during an emergency or disaster will be conducted through communications systems currently established within the City organizations. Back-up and supporting communication activities may be provided by Amateur Emergency Response System (ARES) volunteers deployed through BCEM.
- C. Emergency warning and public information will be communicated to citizens via local media through the designated PIO, existing City communications systems, and SECOMM.

## Proclamation of Emergency

- A. The Proclamation of a Local Emergency is made by the Mayor, per PMC 9.10, and is the legal method which essentially authorizes implementation of Emergency Powers, including temporary waiving of competitive bidding requirements. The Proclamation is normally a prerequisite to state and federal disaster assistance, if available. The Proclamation of Local Emergency must be ratified by the City Council within two weeks from the date of the order.
- B. Prosser City Ordinance 9.10 Emergency Powers states that in the absence of the Mayor, such proclamations may be made by the Mayor Pro Tem or City Administrator. The Mayor shall cause any proclamation made, to be delivered to all news media within the city and shall use other methods as necessary, to give notice of such proclamation to the public.
- C. The Proclamation authorizes the City to take necessary measures to respond to a disaster, protect persons and property, provide emergency assistance to victims of the disaster, and exercise the powers vested in RCW 38.52 without regard to formalities prescribed by law (except mandatory constitutional requirements). These include but are not limited

to: rationing of resources and supplies, curfew, budget law limitations, competitive bidding process, publication of notices, provisions pertaining to the performance of public work, entering into contracts, incurring obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, levying of taxes and the appropriation and expenditure of public funds.

- D. The Mayor, assisted by the City Clerk, shall be responsible for the preparation of Emergency Proclamations.
- E. The Mayor, or designee, will notify BCEM when a Proclamation of Local Emergency is made.
- F. BCEM is responsible for notifying appropriate county and state and federal agencies following the Local Proclamation of Emergency.

#### Request for Emergency Assistance

- A. In the event a situation is beyond the capability of local and pre-designated mutual aid resources, the Mayor or Disaster Coordinator will request additional resources through BCEM.
- B. Requests to the Governor to declare a State of Emergency are made by the County Executive through BCEM. This declaration by the Governor is necessary to obtain federal disaster relief funds, if available.

#### Demobilization

When the Disaster Coordinator (or designee) determines that the activation of the City EOC is no longer required, he/she will issue instructions for demobilization from emergency management activities at the conclusion of the emergency event.

#### The National Terrorism Advisory System

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely,

detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

### NTAS Alerts

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available. These alerts will include a clear statement that there is an imminent threat or elevated threat. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

NTAS Alerts contain a sunset provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

## **IX. Emergency Public Information**

Providing current and accurate information to the public is of great importance following an emergency or disaster. The City shall strive to provide both emergency and general information in a timely and coordinated manner. For the purposes of this Plan, the City of Prosser defines emergency information as information which has direct relevance to the safety and/or health of the citizens

of Prosser, i.e. evacuation orders and routes, boil water orders, shelter-in-place notices, curfews, etc. General information may consist of information such as debris pick-up schedules, permit fee schedules, facility hours of operation, etc.

- A. When the situation warrants, the Incident Commander (IC) may appoint a Public Information Officer (PIO) act on behalf of the City to facilitate the coordination of information to the public. Normally, the City EOC will serve as the coordination point for press releases and public information on behalf of the City.
- B. Any available methods may be used to relay emergency information to the public.
- C. If needed, activation of the Amateur Radio Emergency Services (ARES) may be requested through the Benton County EOC.
- D. Printed education and information materials are available through BCEM and Prosser Fire District #3.
- E. It is anticipated that in some circumstances emergency public information may need to be released from field command posts. In this event, the individual in charge of the location shall notify the City EOC in a timely manner and provide detailed information regarding information released.

## **X. Training and Education**

- A. The Disaster Coordinator (DC), or designee, will be responsible for ensuring that the appropriate staff receive training in specific emergency management skills and professional development through BCEM and other available resources.
- B. Public education programs are available from BCEM, upon request, as resources permit, to all segments of the community. These programs are designed to increase awareness of hazards, explain how best to safely respond, and to promote self preparedness. BCEM will assist with the development and delivery of the following programs:

1. Schools: Information on local hazards and how to prepare for and respond to their effects will be provided to students, faculties and school administrators. The development and practice of emergency plans will be encouraged.
  2. Community Groups: Information on local hazards and how to prepare for and respond to their effects will be available through community education programs to neighborhood and community groups. Those groups will be encouraged to organize in such a way as to be able to lend support to households within the group in times of emergency. Basic volunteer training should include Community Emergency Response Training (CERT) as is available. Volunteers should be duly registered by their local county emergency manager as an emergency worker.
  3. Businesses: Information on local hazards and how to prepare for and respond to their effects will be available to the corporate community. The corporate community will be encouraged to engage in business recovery and contingency planning.
  4. City employees: Information on local hazards and how to prepare for their effects will be provided to City employees.
- C. The Disaster Coordinator (DC) is responsible for ensuring that City employees are trained in the concepts of the EOP and in departmental standard operating guidelines.
- D. BCEM will develop periodic training, exercises and drills to assist the City in evaluating the effectiveness of the City EOP and to determine future training needs.
- E. When appropriate, BCEM will use outside resources to provide specialized training.
- F. To the degree possible, the City will participate in training and education opportunities, including regional exercises, with other jurisdictions.

## **XI. Plan Development and Maintenance**

If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The Disaster Coordinator (DC) will brief the appropriate officials concerning their roles in emergency management and this plan in particular.

- A. All agencies will be responsible for developing and maintaining their respective segments of the plan. The DC will be responsible for ensuring all officials involved in this plan conduct an annual review of the plan.
- B. The DC ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed. The plan will undergo revision whenever:
  - 1. It fails during emergency.
  - 2. Exercises, drills reveal deficiencies or shortfalls.
  - 3. City or county government structure changes.
  - 4. Community situations change.
  - 5. State requirements change.
  - 6. Any other condition occurs that causes conditions to change.
- C. The DC will maintain a list of individuals and organizations which have been designated copies of the plan. Only those with designated copies will automatically be provided updates and revisions. Plan holders are expected to post and record these changes. Revised copies will be dated and marked to show where changes have been made.
- D. The plan shall be activated at least once a year in the form of a simulated emergency to provide practical controlled operational experience to those individuals who have City EOC responsibilities.