

**CITY OF NEWCASTLE
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

BASIC PLAN

I. MISSION AND SITUATION

MISSION

It is the policy of the City of Newcastle, in order to protect lives and property, and in cooperation with other elements of the community, to carry out preparedness and mitigation activities, respond to natural and man-made emergencies and disasters, and coordinate the recovery efforts for such events.

The City of Newcastle's Emergency Preparedness Goals are:

1. To coordinate the development and maintenance of the City's Comprehensive Emergency Management Plan that provides the framework for organizational activities during disaster operations.
2. Provide a community education and preparedness program 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 Newcastle and with adjacent jurisdictions as well as with county, state, and federal agencies.

The City of Newcastle Comprehensive Emergency Management Plan provides guidance for mitigation, preparedness, response and recovery activities. This includes: disaster and emergency responsibilities and procedures, and training and community education activities.

The Plan, including its appendices, checklists and supporting documents, provides for the coordination of operations during emergencies and disasters, and the best utilization of all resources within the City of Newcastle.

The Plan establishes a mutual understanding of authority, responsibilities and functions of local government and provides a basis for incorporating essential non-governmental agencies and organizations into area wide activities.

All directions contained in this Plan apply to preparedness and emergency activities undertaken by the City of Newcastle and supporting organizations required to minimize the effects of disaster, and facilitate recovery activities. The City of Newcastle provides on-going training and implementation of the Incident Command System (ICS) per the National Incident Management System (NIMS) for all natural and manmade disasters. Under the guidance of the *National Response Framework*, this Plan addresses all activities related to local incident management, including mitigation, preparedness, response and recovery actions.

The City of Newcastle Comprehensive Emergency Management Plan supports and is compatible with the King County, Washington State and National Response Plans. Any conflicts will be handled on a case-by-case basis.

AUTHORITY

The City of Newcastle Comprehensive Emergency Management Plan is developed under the authority of the following local, state, and federal statutes and regulations.

1. Revised Code of Washington 35A.38, 35.33.081, 35.33.101, 38.52.070 and 42.14.
2. Washington Administrative Codes 118-30, and 296-62-3112.
3. U.S. Codes 5121-5202 Disaster Relief Act of 1974, as amended, 2251-2303 Federal Civil Defense Act of 1950, as amended, 2301-2303 Improved Civil Defense 1980.
4. Title III Superfund Amendment and Re-Authorization Act of 1986.
5. The National Response Framework
6. Homeland Security Presidential Directive 5
7. Newcastle Municipal Code 2.35

SITUATION

Disasters and emergencies have occurred in Newcastle and will likely occur again in the future. Through a process of hazard vulnerability analysis it has been determined that the City of Newcastle is vulnerable to numerous technological and natural hazards. These hazards include: wind, rain and snow storms, earthquake, flood, landslide, common and private carrier accident, search and rescue emergencies, civil disturbance, terrorist activity, acts of war, explosion, structural collapse, hazardous material incident, major fire, and energy and utility system failure. Additional information on the risks associated with these hazards can be found in the *King County Mitigation Plan* and the *King County Hazard Identification and Vulnerability Analysis*, separately published documents.

ASSUMPTIONS

It is assumed that any of the noted situations could create significant property damage, injury, loss of life, panic and disruption of essential services in Newcastle. These situations may also create significant financial, psychological and sociological impact on citizens of the community and the City governmental organization itself.

It is reasonable to assume that with impending incidents such as storms, floods and acts of war, warnings will be issued to enable some preparation prior to the event. Other disasters will come with no advance warning.

In the event of a widespread disaster there will not likely be any significant assistance from nearby communities, county, state or federal agencies for 72 hours or longer. In this situation the City will need to rely on available City resources and those of private organizations, and residents within the City for initial response operations.

The role of the individual citizen is of key importance in the response and recovery from disasters. The immediate availability of resources to respond to the emergencies associated with a disaster will be limited and responses will have to be prioritized. It is assumed that there will not be enough resources

to respond to every emergency need. Therefore, each citizen must be personally responsible for preparing to meet their own emergency needs for at least three days. These preparedness items include having a plan, stocking supplies, learning emergency skills like first aid and CPR, and reducing hazards in the home and workplace.

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

LIMITATIONS

The information and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this plan that in major emergencies and disaster situations that a perfect response to all incidents will be practical or possible. As Newcastle response resources may be overwhelmed and essential systems may be dysfunctional, the City can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time the situation occurs.

II. ORGANIZATION AND RESPONSIBILITIES

ORGANIZATION

The City of Newcastle operates under a Council/Manager form of government. The Members of the City Council make up the legislative branch of Newcastle City government and the City Manager leads the executive branch. The City Council has appointed a City Manager to manage the day-to-day operations of the City. The executive and legislative branches of the City of Newcastle are responsible for overall policy direction within the City.

The City Manager shall serve as the City's Disaster Coordinator.

The day-to-day organizational structure of Newcastle City Departments will be maintained as much as practical for major emergency and disaster situations. Other public and private organizations, school districts, and volunteer organizations may, under mutual agreement, operate in coordination with this plan.

City government will retain authority and ultimate responsibility for direction and control of its own disaster operations, use of resources and application for mutual aid within its own boundaries.

CONTINUITY OF GOVERNMENT

The Continuity of Government Act RCW 42.14 establishes provisions for the continuity of government in the event its leadership is incapacitated. RCW 35A.13.020, 35A.42.030 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 MANAGEMENT COMMITTEE

The 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 City Manager. Members of the Emergency Management Committee may staff the Emergency Operations Center as necessary during activation and coordinate the activities in their respective area of responsibility during major emergencies and disasters.

The Emergency Management Committee consists of the following members:

City Manager or designee
Director of Community Development or designee
Director of Finance or designee
Director of Public Works or designee
City Clerk
Coal Creek Utilities General Manager or designee
Police Chief or designee
City of Newcastle CEMP

Bellevue Fire Department Chief or designee

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.

RESPONSIBILITIES - CITY OF NEWCASTLE

CITY COUNCIL AND CITY MANAGER

CITY COUNCIL

1. Appropriate funds to meet emergency needs.
2. Maintain continuity of the legislative branch of the local 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. In coordination with the City Manager, provide visible leadership to the community and make announcements to the media.

CITY MANAGER

1. Proclaim local emergency.
2. The City Manager or successor may proclaim special emergency orders under Newcastle Municipal Code 2.35.
3. Provide for emergency preparedness, mitigation, response and recovery activities to be carried out within the city.
4. Provide direction for re-allocation of City funds to cover disaster related expenditures.
5. Provide policy direction and coordinate the development and maintenance of the City's Comprehensive Emergency Management Plan.
6. Serve on the Emergency Management Committee and coordinate the development of associated documents and standard operating procedures which support the Comprehensive Emergency Management Plan.
7. Notify the Newcastle City Council of the emergency and any response and recovery actions being taken.
8. Submit completed disaster assistance paperwork to appropriate county, state and federal agencies.
9. Provide overall direction and control of emergency operations.
10. Request assistance, when necessary, from the King County Office of Emergency Management, and the Washington State Division of Emergency Management, and the Federal Emergency Management Agency (FEMA) through the King County Office of Emergency Management.

KING COUNTY OFFICE OF EMERGENCY MANAGEMENT

1. Manage the King County Emergency Coordination Center during activation.
2. Assist City with Declaration of Local Emergency and coordinate requests for outside assistance through county, state and federal agencies.
3. Assist responsible City staff in the preparation of disaster assistance paperwork and submit to the appropriate agencies.
4. Coordinate dissemination of emergency warning information through the Emergency Alert System and available resources.
5. Coordinate amateur radio operators during disaster operations.
6. Act as liaison between City personnel and military personnel responding to an emergency.
7. Coordinate the establishment of Disaster Assistance Centers to support county-wide recovery efforts.

COMMUNICATIONS CENTERS (King County/Police & Eastside/Fire)

1. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the center.
2. Provide recommendations for Emergency Operations Center communications equipment.
3. Provide emergency communications service to the Communications Center service area.
4. Provide information on emergency situations and locations to the Emergency Operations Center during activation.
5. Coordinate re-establishment of communications system if disrupted.
6. Disseminate initial warning information and request activation of the Emergency Alert System when appropriate.
7. Activate Reverse 911 in support of emergency activities as appropriate.
8. Provide for the identification and preservation of essential Communications Center records.
9. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the department.
10. Provide for the identification and preservation of essential department records.
11. Document emergency related activities and costs.

PUBLIC WORKS

1. Provide support to the Fire Department rescue operations as appropriate.
2. Coordinate efforts to determine infrastructure safety and recommend evacuation as appropriate.
3. Coordinate debris removal, traffic control devices (barriers, barricades, signs etc.), road closures and protection of public property.
4. Provide assessment of transportation routes, identify alternate routes and provide temporary traffic control measures.
5. Provide damage assessment, debris removal, emergency protective measures, emergency and temporary repairs and/or construction for public works infrastructure.
6. Provide damage assessment and emergency repairs for City-owned property and facilities.
7. Coordinate permanent repair and reconstruction of City equipment, property and facilities.
8. Provide or contract for engineering services.
9. Provide support and compile data in initial damage assessment of essential citywide facilities.
10. Provide light and heavy equipment, generators and supplies.
11. Coordinate with area utility providers for restoration of services.
12. Provide support to the Fire Department in hazardous material incident response to district sewers and City streets.
13. Provide field communications support through existing communications equipment when requested.
14. Provide support for reconstruction, demolition and structural mitigation activities during recovery period.
15. Provide support to other departments in field activities as appropriate.
16. Provide support to perform or contract for major recovery work as appropriate.
17. Provide, or contract for, engineering and architectural services for transportation and municipal infrastructure, including expertise and recommendations for reconstruction, demolition and mitigation during the recovery period.
18. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the department.
19. Provide for the identification and preservation of essential department records.
20. Document emergency related activities and costs.

SUPPORT SERVICES and COMMUNITY DEVELOPMENT

1. Develop plans for, and coordinate the utilization of local facilities for temporary emergency shelters, staging areas and points of distribution.
2. Provide streamlined permit process for disaster recovery efforts.
3. Coordinate and support community support services established in the City following a disaster.
4. Develops plans for and coordination of recovery operations for the City's telephone and computer systems following disaster situations.
5. Assist in preparing Declaration of Local Emergency.
6. Assist in preparing Damage Assessment reports and Requests for Assistance.
7. Provide liaison for coordination with telephone service providers for the re-establishment of telephone services to the City government.
8. Provide computer and telecommunications support for City government.
9. In cooperation with the City Attorney, review contracts for emergency work and procurement.
10. Provide for the protection of computer hardware, software and data.
11. Assist in identifying sources of disaster funds if departmental budgets are exceeded.
12. Coordinate disaster related purchases and expenditures and provide documentation of emergency related activities and costs.
13. Develop plans for employee notification and support during disaster activities.
14. Develop plans for emergency feeding and shelter for City staff during disaster activities.
15. Coordinate the recruitment and registration of temporary emergency workers and volunteers.
16. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the department.
17. Provide for the identification and preservation of essential department records.
18. Document emergency related activities and costs.

BELLEVUE FIRE DEPARTMENT

1. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the department.
2. Provide command and control for field operations through established command posts as appropriate.

3. Provide fire suppression services.
4. Provide hazardous materials incident command and radiological monitoring. Coordinate with outside agencies as appropriate.
5. Provide direction and control for search and rescue activities.
6. Provide light and limited heavy rescue response.
7. Provide emergency medical services with limited transportation to hospitals.
8. Direct or support evacuation efforts as appropriate.
9. Provide support to other departments in utility restoration efforts.
10. Provide support in the dissemination of emergency warning information to the public.
11. Provide support to other departments in citywide structural damage assessment, traffic control, emergency warnings, road closure and protection of property.
12. Participate in initial citywide damage assessment as appropriate, including assessment of department facilities.
13. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the department.
14. Provide for the identification and preservation of essential department records.
15. Document emergency related activities and costs.

COAL CREEK UTILITY DISTRICT

1. Provide support to the Fire Department rescue operations as appropriate.
2. Coordinate efforts to determine water and sewer utility infrastructure safety and recommend evacuation as appropriate.
3. Provide or contract for engineering services.
4. Provide support and compile data in initial damage assessment of essential facilities.
5. Provide light and heavy equipment, generators and supplies.
6. Provide field communications support through existing communications equipment when requested.
7. Provide support for reconstruction, demolition and structural mitigation activities during recovery period.
8. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as

they relate to the department.

9. Provide for the identification and preservation of essential department records.
10. Document emergency related activities and costs.

POLICE DEPARTMENT

1. Develop Standard Operating Procedures as outlined in Section III - Concept of Operations as they relate to the department.
2. Provide law enforcement activities within the City.
3. Provide command and control for field operations through established command posts as appropriate.
4. Provide guidance for emergency traffic control.
5. Direct or support evacuation efforts as appropriate.
6. Provide support to the King County Medical Examiner in the identification of the deceased.
7. Coordinate dissemination of emergency warning and evacuation information through available City resources.
8. Participate in initial citywide damage assessment as appropriate.
9. Conduct search and rescue operations as required.
10. Provide coordination of explosive device identification, handling, and disposal.
11. Provide for the identification and preservation of essential department records.
12. Document emergency related costs and activities.

LAW ENFORCEMENT ASSISTANCE

The Newcastle Police Department is the agency of primary jurisdiction with 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 state. Requests for supplemental law enforcement assistance should be made through the King County Sheriffs Office.

Additional information on Law Enforcement Mutual Aid can be found in Emergency Support Function (ESF) 13 – Public Safety, Law Enforcement and Security.

RESPONSIBILITIES – STATE

EMERGENCY MANAGEMENT DIVISION

1. Through the Washington State Comprehensive Emergency Management Plan and the EOC, coordinate all emergency management activities of the State.
2. Take appropriate actions to mitigate the effects of, prepare for, respond to and recover from the impacts of emergencies or disasters.
3. Coordinate requests for various services such as specialized skills, equipment and resources in support of State and local government emergency operations.

RESPONSIBILITIES – FEDERAL

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

1. Provide assistance to State and local agencies to save lives and protect property, the economy and the environment.
2. Facilitate the delivery of all types of Federal response assistance to State and local governments.
3. Assist states in recovering from an emergency or disaster.

EMERGENCY RESPONSE AND SUPPORT TEAMS (FIELD LEVEL)

Incident Management Assistance Teams (IMATs) as described in Chapter II: Response Actions of the *National Response Framework* may be available to assist in incident management, set up of response facilities and provide expertise and capability. They may include representatives from the Federal Emergency Support Functions (ESF). They will make preliminary arrangements for Federal field facilities and initiate establishment of the Joint Field Office (JFO).

DEFENSE SUPPORT OF CIVIL AUTHORITIES

The Department of Defense (DOD) is authorized to deploy support to local jurisdictions during disasters and emergencies. This support and its provisions are described in Chapter I: Roles and Responsibilities of the *National Response Framework*. DOD responds to requests for assistance when local, state and federal resources are overwhelmed. When deployed to assist civil authorities, command of Federal military assets remains with the Secretary of Defense.

Additional information can be found in Emergency Support Function (ESF) 20 – Defense Support to Civil Authorities.

III. CONCEPT OF OPERATIONS

CONCEPT

1. It is the policy of the City of Newcastle to conduct emergency and disaster preparedness and mitigation activities in an effort to reduce and minimize the effects of a major emergency or disaster.
2. It is the policy of the City of Newcastle 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:
 - a. 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).
 - b. 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.
3. It is the policy of the City of Newcastle to conduct all emergency and disaster preparedness, mitigation, response and recovery activities in accordance with the National Incident Management System (NIMS).
4. It is the policy of the City of Newcastle that each City department takes an active role in emergency planning and develops Standard Operating Procedures. It is the responsibility of the supervisor of each City department and office to:
 - a. Provide a designee and alternates assigned as members of the Emergency Management Committee to actively participate in the preparation and maintenance of the City's Comprehensive Emergency Management Plan.
 - b. Establish a departmental line of succession to activate and carry out emergency and disaster responsibilities.
 - c. Develop the capability to continue operations during an emergency or disaster and to carry out the responsibilities outlined in this plan.
 - d. Develop departmental Standard Operating Procedures (SOP) which includes the following:
 - 1) Department chain of command.
 - 2) Location for managing departmental emergency operations.
 - 3) Departmental responsibilities, capabilities and resources to include: personnel, facilities, and equipment.
 - 4) Information needed to manage the department during emergency operations and means of communication for obtaining that information.

- 5) Information on how the department will coordinate with the Emergency Operations Center.
 - 6) Methods to ensure that all department staff are aware of Standard Operating Procedures and of the concepts of the Comprehensive Emergency Management Plan.
5. It is the policy of the City of Newcastle that City departments participate in training activities and emergency operations assignments.
 6. When a major emergency or disaster occurs, City department management shall use the following general checklist as a basis for managing disaster operations:
 - a. Report to the pre-determined site to manage department operations.
 - b. Account for personnel.
 - c. Assess damages to facilities and resources.
 - d. Assess personnel and resources available.
 - e. Assess problems and needs.
 - f. Report situation, damages and capabilities to the Emergency Operations Center.
 - g. Send designated representatives to the Emergency Operations Center.
 - h. Carry out departmental responsibilities and assigned tasks.
 - i. Continue assessment of department resources, needs and actions.
 - j. Continue reports to the Emergency Operations Center regarding actions, problems, needs, damages, etc.
 - k. Keep detailed and accurate records, document actions, costs, situations, etc.
 7. The Newcastle Emergency Operations Center (EOC) may be activated at the request of the City Manager, Police Chief, Fire Chief or Public Works Director, as the level of operations requires. Designated staff report to the EOC to coordinate response efforts and support field operations. All or part of the Emergency Operations Center may be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster.
 8. The City Manager, in coordination with the Emergency Management Committee shall be responsible for evaluating a situation to determine if a Declaration of Emergency is necessary.
 9. Newcastle City Departments are expected to carry out their responsibilities outlined in this plan, utilizing their best judgment and in a coordinated manner. The Emergency Management Committee will act as advisors to the City Manager in dealing with problems caused by the disaster and in the coordination of the situation. This coordination will normally be done through the Emergency Operations Center.

10. When a major emergency or disaster occurs, it is anticipated that City departments and other responding organizations will organize their areas of responsibilities into manageable units, assess damages, and determine needs. If agency resources cannot meet the needs created by the disaster, additional assistance may be requested through existing mutual aid or through the King County Emergency Coordination Center (ECC). In the event of a Declaration of Emergency the deployment of out of jurisdiction resources will normally be coordinated through the King County Emergency Coordination Center (ECC). Resources to be utilized to support City operations may be placed at staging areas until specific assignment can be made.
11. In the event a situation is, or will become, beyond the capabilities of the resources of the City of Newcastle and those provided through mutual aid, the City Manager may request assistance from the King County Emergency Coordination Center (ECC) or from the County Executive or Governor through the King County Emergency Coordination Center (ECC).
12. In the event of communications failure in a disaster, any temporarily established site may act as a remote Emergency Operations Center for its local area until coordination can be established from the Newcastle Emergency Operations Center. Each may serve as a command post, staging area, triage station, communications center or in any other functional capacity appropriate for the situation.
13. The registration of emergency workers and other volunteers will be coordinated through Support Services.

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 Newcastle 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 Newcastle Comprehensive Emergency Management 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 Comprehensive Emergency Management Plan.
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 regional Joint Terrorism Task Force (JTTF) in Seattle.
8. Coordinate with 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 annual training activities to enhance response capabilities.
 12. Conduct annual public education to enhance citizen self-sufficiency.
 13. Additional information on specific mitigation activities can be found in the *King County Pre-disaster Hazard Mitigation Plan*, a separately published document.

INCREASED READINESS/WARNING PHASE

1. Make appropriate notifications and initiate actions to place emergency plans into effect.
2. Activate and staff the Emergency Operations Center 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. Carry out initial damage assessment and evaluate overall situation.
2. Initiate actions necessary to preserve life and property utilizing available resources.
3. Prepare Declaration of Local Emergency as appropriate.
4. Coordinate response and support functions with outside agencies and volunteer organizations.
5. Coordinate operations, logistics, and planning functions.
6. Compile event status information and report to appropriate agencies.
7. Prepare and maintain detailed documentation of events and activities.
8. Provide public information and warning 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. Facilitate the establishment of disaster assistance offices to assist private business and citizens with individual recovery.
6. Assess special community needs and provide information and assistance where appropriate.
7. Incorporate long range plans from recovery and reconstruction activities.
8. Additional information on recovery activities can be found in Emergency Support Function (ESF) 14 – Long-term Community Recovery.

IV. ADMINISTRATIVE AND FISCAL PROCEDURES

1. It is the policy of the City of Newcastle 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 prepared at the direction of the City Manager or designee.
3. The City Manager or designee shall develop effective methods and procedures for documenting disaster expenditures and shall provide each City department with documentation forms and completion instructions.
4. The City Manager or designee, in coordination with other City departments, shall identify records that 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 Newcastle will incur disaster expenses from currently appropriated local funds in accordance with Chapter 38.52.070 RCW and 35A.33.080-100. The City Manager in consultation with the City Council will be responsible for identifying other sources of funds to meet disaster related expenses if fund 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 Newcastle 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 City Manager or designee to coordinate the preparation of all required reports and ensure that they are delivered to 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 Newcastle Municipal Code, State Environmental Policy Act, Hydraulics Project Approval Act, Forest Practices Act, Shoreline Management Act, and Flood Control Act.
11. Repair and restoration of damaged facilities may require environmental assessments and

appropriate permits prior to final project approval, requiring compliance with the Newcastle Municipal Code, State Environmental Policy Act, Forest Practices Act, Shoreline Management Act, Hydraulics Project Approval 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. No services or assistance will be denied on the basis of race, color, national origin, religion, sex, economic status, age, sexual orientation or 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 205.16 - 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.
16. It is the policy of the City of Newcastle that departments utilize their personnel to the maximum extent possible, including use of personnel not assigned emergency responsibilities. Support Services is the lead department 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 the City Manager. 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. Requirements of the Washington State Overtime Law, Fair Labor Standards Act (FLSA), existing labor contracts and city policies and procedures shall apply.
18. The City Manager shall designate an Emergency Operations Center (EOC) representative to coordinate personnel needs, maintain liaison with volunteer organizations, and assist City employees in obtaining recovery assistance.
19. Additional personnel resources may be obtained through existing mutual aid agreements with schools, colleges, private businesses and labor organizations. Requests for additional assistance should be coordinated through the EOC.
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. Support Services will be responsible for the recruitment, registration and coordination of volunteer emergency workers. Volunteers will be registered as emergency workers and provided identification, assignments appropriate to their qualifications, and administrative details.

V. LOGISTICS

1. The City Manager, following a Declaration 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.
2. The City Manager or designee is 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.
3. It is the policy of the City of Newcastle that all City departments prepare and maintain an updated list of its personnel, facilities and equipment resources as part of their Standard Operating Procedures. Any or all of these resources may be called upon during disaster and emergency situations.
4. The City Public Works, Support Services and Community Development Departments will pre-identify locations within the City for use as Logistics Staging Areas and Points of Distribution for response and relief supplies. Additional information on Staging Areas and Points of Distribution can be found in Emergency Support Function (ESF) 7 – Resource Support.
5. Additional governmental resources may be called upon for assistance through the use of existing mutual aid agreements and through the King County Emergency Coordination Center (ECC) and the Washington State Division of Emergency Management through the King County Emergency Coordination Center.

VI. DIRECTION, CONTROL AND COORDINATION

NIMS INTEGRATION

1. 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.
2. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of concepts, principles and terminology.
3. It is the policy of the City of Newcastle that all emergency management activities will be conducted in accordance with NIMS.

DIRECTION AND CONTROL

1. Direction and control of emergency management activities rests with the City Manager. The authority for direction and control of the organization and administration of the emergency management program is found in RCW 38.52. Overall control during disaster response operations will be divided into two levels.
 - a. City Manager and Emergency Management Committee deal with policy issues brought about by the disaster, coordinates disaster resources and monitors the disaster situation.
 - b. Field Operations: Operate in field locations or command posts and will direct and coordinate disaster field operations.
2. The City Manager 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 Newcastle.
3. The City Council is responsible for citywide policy decisions. The City Manager or designee provides policy recommendations to the City Council during times of emergency or disaster, or in anticipation of large-scale emergencies or disasters.
4. The Continuity of Government Act RCW 42.14 establishes provisions for the continuation of government in the event its leadership is incapacitated. Vacancies of elected officials in the City shall be filled according to the RCW provisions.
5. 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.
6. Overall direction, control and coordination of local resources and operations will normally be conducted through the Newcastle Emergency Operations Center in order to support the overall community response to the disaster and to best coordinate efforts with county, state and federal agencies.

7. The Newcastle Emergency Operations Center is currently located at Newcastle City Hall, 13020 Newcastle Way, Newcastle, Washington, with a back-up location at CCUD, 6801 132nd Pl. S.E. Newcastle, Washington, which is equipped with a temporary power supply for use during general system failures and is available for operations 24 hours a day.
8. The Emergency Operations Center may be activated to any level deemed appropriate for the level of disaster operations by the City Manager, Police Chief, Fire Chief or Public Works Director. It will be staffed by members of the Emergency Management Organization and necessary support staff as required. Initial establishment of the Emergency Operations Center following activation will be the responsibility of the Newcastle City Manager.
9. 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 Emergency Operations Center informed of their situation and activities and shall act in coordination with the Emergency Operations Center.
10. The following list of management priorities, in order of importance, is provided to guide policy decisions during a disaster of major magnitude.
 - a. Protect life and health.
 - b. Protect public and private property.
 - c. Develop and disseminate public information.
 - d. Restore essential services and facilities.
 - e. Minimize economic disruption to the community.
 - f. Preserve existing institutions and organizations.

ON-SCENE MANAGEMENT

1. In compliance with the National Incident Management System (NIMS), on-scene management of emergencies will normally follow the Incident Command System (ICS) as published by the National Fire Academy and the National Emergency Management Institute. The functions of the Incident Command System include, but are not limited to:
 - a) Incident Commander - Directs on-scene operations.
 - b) Safety Officer - Oversees safety of operations at the scene.
 - c) Liaison Officer - Coordinates information with support function groups.
 - d) Public Information Officer - Coordinates media relations and emergency public information.
 - e) Operations Section - Implements strategic and tactical actions at the incident scene, perimeter control, evacuation, fire suppression, rescue, clean-up, emergency medical, decontamination.

- f) Logistics Section - Responsible for communications, transportation, supplies, special equipment.
 - g) Planning Section - Responsible for situation and resource status reports, documentation, incident planning, technical advisors, demobilization.
 - h) Finance/Administration Section - Responsible for contracts, time keeping, cost analysis, compensation, claims.
2. The Incident Commander is the on-scene manager responsible for direction and control at the scene of the incident. The Incident Commander shall utilize the positions within the Incident Command System as deemed necessary at the time of the incident and shall remain responsible for all ICS functions until delegated. The Incident Command System should only be activated to the level necessary for efficient operations. It is the responsibility of the Incident Commander to:
- a) Assess the situation.
 - b) Develop incident organization objectives, action plans and priorities.
 - c) Ensure safety issues are addressed.
 - d) Contact appropriate agencies, dispatch, or the Emergency Operations Center to request necessary resources.
3. When more than one agency is involved in response at the scene, the Incident Commander and other responding agencies should coordinate to ensure each agency's objectives are identified. As necessary, a unified command should be implemented. Personnel working in support of the Incident Commander will maintain the normal chain of command through their respective agency and will carry out tasks through on-site command personnel or the Emergency Operations Center when instructed.
4. Washington Administrative Code (WAC) 296-62-3112 requires that the Incident Command System be used in responses to hazardous materials incidents and outlines specific requirements of the Incident Commander.
5. The Incident Commander may appoint a Public Information Officer to, when the situation warrants, 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 shall be coordinated through the Emergency Operations Center. The Public Information Officer shall be responsible for communicating released information to the Emergency Operations Center.

COORDINATION

1. The King County Emergency Coordination Center (ECC) is the lead agency for facilitating the coordination of emergency activities and information among local, state, federal and private sector agencies within King County. In the event of a large-scale emergency affecting a widespread area, the King County Emergency Coordination Center (ECC) will be activated to

provide coordination of activities and resources.

2. Communications during an emergency or disaster will be through communications systems currently established within the City organizations. Backup and supporting communication activities will be provided by organized volunteer radio operators assigned through King County Emergency Coordination Center (ECC).
3. Emergency warning and public information will be communicated to citizens via local media through the designated Public Information Officer, existing City communications systems and the Central Puget Sound Emergency Alert System.
4. The City will coordinate with partner agencies and adjacent jurisdictions through the Newcastle Emergency Operations Center.

DECLARATION OF EMERGENCY

1. The Declaration of Local Emergency is made by the City Manager and is the legal method by which the use of extraordinary measures to accomplish tasks associated with disaster response is authorized. The Declaration is normally a prerequisite to state and federal disaster assistance. The Declaration of Local Emergency must be ratified by the City Council as soon as practical following the emergency.
2. Newcastle Municipal Code 2.35 states that in the absence of the City Manager, such Declarations may be made by the Community Development Director. The City Manager shall cause any Declaration made, to be delivered to all news media within the City and shall use other methods as necessary, to give notice of such Declaration to the public.
3. The Declaration authorizes the City to take necessary measures to combat a disaster, protect persons and property, provide emergency assistance to victims of the disaster, and exercise the powers vested in RCW 38.52.070 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.
4. The City Manager or designee shall be responsible for the preparation of Emergency Declarations.
5. The City Manager will notify the King County Emergency Coordination Center (ECC) when a Declaration of Local Emergency is made. The King County Emergency Coordination Center Manager is responsible for notifying appropriate county, state and federal agencies following the Local Declaration of Emergency.

City of Newcastle

Emergency Proclamation

WHEREAS, a disaster has occurred, specifically

, and

WHEREAS, the problems caused by the disaster have created a threat to life and property, and

WHEREAS, all available resources will be committed to disaster work, and

WHEREAS, the City may require supplemental assistance, and

WHEREAS, the severity of this disaster is beyond the capability of local resources:

NOW, THEREFORE, this event constitutes an emergency necessitating the utilization of emergency powers granted under RCW 38.52.070;

IT IS PROCLAIMED BY THE CITY MANAGER OF THE CITY OF NEWCASTLE THAT:

“AN EMERGENCY BE PROCLAIMED IN OUR COMMUNITY”

Dated this _____ day of _____, _____.

Signed _____
City Manager

Attested _____
City Clerk

REQUEST FOR EMERGENCY ASSISTANCE

1. In the event a situation is beyond the capability of local and pre-designated mutual aid resources, the City Manager will request additional resources through the King County Emergency Coordination Center (ECC) for county, state and federal assistance as necessary.
2. Requests to the Governor to declare a State of Emergency are made by the County Executive. This declaration by the Governor is necessary to obtain federal disaster relief funds.

DEMOBILIZATION

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

OPERATIONS UNDER HOMELAND SECURITY ADVISORY SYSTEM (HSAS) THREAT CONDITIONS

The Homeland Security Advisory System (HSAS) provides a guide to assist government and private-sector entities in initiating a set of standardized actions as a result of increased terrorist threat levels within the United States, and to inform the public on updated homeland security requirements. The raising of the threat condition generally is reserved for threats that are credible, corroborated and imminent. An elevated threat condition can be applied nationally or by region, by industry or to a specific target.

1. Threat level – GREEN: Threat conditions are LOW. Newcastle Police Department monitors intelligence disseminated through normal channels of communication regarding terrorist threat(s); and maintains situational awareness through the continued monitoring of reported incidents.
2. Threat level – BLUE: Threat conditions are GUARDED. Newcastle Police Department monitors intelligence disseminated through normal channels of communication regarding terrorist threat(s); and maintains situational awareness through the continued monitoring of reported incidents.
3. Threat level – YELLOW: Threat conditions are ELEVATED. Newcastle Police Department monitors intelligence disseminated through normal channels of communication regarding terrorist threat(s); and maintains situational awareness through the continued monitoring of reported incidents.
4. Threat level – ORANGE: Threat conditions are HIGH. Newcastle Police Department will review intelligence disseminated through normal channels of communication regarding the terrorist threat for any local ties to determine appropriate response.
5. Threat level – RED: Threat conditions are SEVERE. If the threat level is elevated regionally or locally, the Newcastle Police Department will coordinate all activities with a Joint Field Officer (JFO) in the local area. In the absence of a JFO, special teams deployed in response to a terrorist threat will operate in coordination with the FBI Joint Operations Center (JOC).

VII. 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 Newcastle defines “emergency information” as information which has direct relevance to the safety and/or health of the citizens of Newcastle, 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.

1. The City Manager or his/her designee shall serve as the Public Information Officer and coordinate the dissemination of emergency public information through the Emergency Operations Center (EOC).
2. When the situation warrants, the City Manager may request that the City of Newcastle Public Information Officer act on behalf of the City to facilitate the coordination of information to the public.
3. All available methods may be used to relay emergency information to the public.
4. Activation of the Auxiliary Communication Services (ACS) and the Emergency Alert System shall be done through the King County Emergency Coordination Center (ECC).
5. Printed education and information materials are available through the King County Office of Emergency Management and the State of Washington Emergency Management Division.
6. 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 Emergency Operations Center in a timely manner and provide detailed information regarding information released.
7. Additional information on public information activities can be found in Emergency Support Function (ESF) 15 – Public Affairs.

VIII. TRAINING, EXERCISES AND EDUCATION

PURPOSE

To identify and establish methods of meeting the training, exercise and educational needs of City of Newcastle employees responsible for responding to emergencies and for community-wide educational programs geared at self-preparedness.

1. The City Manager is be responsible for ensuring that the appropriate staff will receive training in specific emergency management skills and professional development through available resources.
2. Public education programs are available through the Washington State Emergency Management Division and the Department of Homeland Security to all segments of the community. The following general programs are designed to increase awareness of hazards and explain how best to safely respond and promote self-preparedness.
 - a. Schools: The development and practice of emergency plans, and the dissemination of information on local hazards and how to prepare for and respond to their effects will be encouraged.
 - b. 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.
 - c. Businesses: Information on local hazards and how to prepare for and respond to their effects. The corporate community will be encouraged to engage in business recovery and contingency planning.
 - d. City employees: Information on local hazards and how to prepare for their effects. General preparedness for all hazards will be encouraged.
3. The City will utilize all types of exercise formats, including both tabletop and full-scale exercises.
4. Each City Department Director is responsible for ensuring that their employees are trained in the concepts of the Comprehensive Emergency Management Plan (CEMP) and in the department specific standard operating procedures (SOPs).
5. The City will use outside resources to provide specialized training, if appropriate.
6. The City Manager is responsible for ensuring that drills and exercises are conducted to evaluate the effectiveness of the CEMP and to determine future training needs.
7. The City Manager, in coordination with the Police Department and the Bellevue Fire Department, is responsible for coordinating and implementing drills and exercises for City employees and for the development and maintenance of the CEMP.

RESPONSIBILITIES

1. City of Newcastle

a. City Departments

- 1) Develop SOPs that define employees' operational responsibilities during an emergency or disaster.
- 2) Provide necessary training to enable employees to carry out those responsibilities in coordination with the City EOC.
- 3) Provide assistance to the City Manager in the design, conduction and evaluation of drills and exercises to determine the effectiveness of the City's emergency management programs and the employees' level of training.

b. City Manager

Provide for the design, conduct and evaluation of drills and exercises to determine the effectiveness of the City's emergency management programs and employees' level of training.

2. All Other Partner and Support Agencies

Participate in training and exercises, if requested and as resources allow.

IX. ON-GOING PLAN MANAGEMENT AND MAINTAINANCE

COORDINATION

The City of Newcastle City Manager will coordinate with, and will reach accord with all agencies that have a role in incident management for the development and execution of policy, planning, training, equipping and other preparedness activities.

PLAN MAINTAINANCE

1. The City Manager will ensure that exercises of this plan are conducted on an on-going, annual basis.
2. This CEMP will be updated every four years. The revised CEMP will be submitted to the Washington State Emergency Management Division for review.