

EMERGENCY SUPPORT FUNCTION – 5

Emergency Management

PRIMARY AGENCY:	Office of Emergency Management (OEM)
SUPPORT AGENCIES:	All Departments
	Emergency Preparedness Council

I. INTRODUCTION

A. PURPOSE

The purpose of Emergency Support Function 5 (ESF-5) is to provide guidance in ensuring that the City of Redmond is prepared to handle and respond to an emergency or disaster.

B. SCOPE

This ESF establishes practices and procedures to ensure overall preparedness for the City of Redmond. By understanding Redmond’s hazards, risks, and vulnerabilities, the Redmond Office of Emergency Management (OEM) can prepare a plan that acknowledges all hazards. OEM coordinates training of City staff on their roles and responsibilities and then communicates mitigation and preparedness strategies to the general community.

The establishment and routine maintenance of the Emergency Coordination Center (ECC) is a primary responsibility of OEM. Equipping the ECC with reliable communication devices and other tools that support incident response are critical in ensuring incidents can be managed and responded to in an efficient manner.

II. POLICIES

1. City employees and staff will be trained on emergency preparedness and mitigation strategies. Specific staff will be trained on Emergency Coordination Center (ECC) activation and operational procedures through activities and exercises set forth by OEM.
2. To ensure preparedness for an incident, the Office of Emergency Management encourages all City departments to keep records of their emergency supplies and needs. Department training records should include certifications regarding emergency skills, and FEMA training such as Incident Command System (ICS) and National Incident Management System (NIMS) courses.

3. Regular updates and evaluations of this Plan, the Redmond Hazard Mitigation Plan (HMP) and other department-specific emergency operations, readiness plans and continuity of operations (COOP) plans are to be conducted following State and federal guidelines and procedures.
4. The Director of Emergency Preparedness (Fire Chief) has the authority to make and issue rules and regulations during an incident provided these rules and regulations are reasonably related to the protection of life and property affected by the incident. These rules and regulations must be approved by the Emergency Preparedness Council and the City Council at the earliest practical time (See Redmond Municipal Code 2.20.070).

III. SITUATION

A. INCIDENT CONDITIONS AND HAZARDS

See the City of Redmond Basic CEMP for a description of potential emergency conditions (Mitigation Activities section) and vulnerable population information (Access and Functional Needs section).

B. PLANNING ASSUMPTIONS

1. No guarantee of a perfect response system is expressed or implied by this ESF. The City of Redmond will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
2. Available resources may become limited or unavailable due to high demand in a large-scale incident.
3. All departments are required to support this ESF as necessary.
4. City departments will maintain a seven day supply of food and water. All employees are encouraged to maintain personal emergency supply kits at work, home, and in their car and to prepare their families for disasters.
5. Essential employees are aware of their duties and responsibilities to the Emergency Coordination Center (ECC), as well as their own department.
6. Personnel reporting to the Emergency Coordination Center (ECC) are trained and capable in their roles and understand the functions of the ECC and Incident Command System (ICS).
7. Early in the incident, little or no information may be available and the information received in the City ECC may be vague and inaccurate.
8. Information gathering occurs at the department level or in the field and is compiled by the City ECC in order to evaluate and determine validity.
9. Documentation of all information is standardized on appropriate forms and reports. (See the City ECC Standard Operations Guide (SOG)).

10. Information collected provides a basis for:

- a. Developing and revising City ECC operational objectives
- b. Briefing City ECC representatives, policy staff, and elected officials
- c. Development of City ECC Situation Reports
- d. Dissemination of information to internal and external audiences
- e. Allocation of resources
- f. Requests for assistance and proclamations
- g. Overall damage assessment

IV. CONCEPT OF OPERATIONS

A. GENERAL

The City of Redmond Office of Emergency Management (OEM) supports mitigation activities to eliminate or reduce incident damages and to coordinate recovery efforts. Preparedness, response, and recovery are also supported by OEM. These actions are conducted in a number of ways, including, but not limited to, coordination and management of the City ECC, training of City employees in incident preparedness and mitigation, and the development of plans for the City focused on mitigation, response, and recovery.

B. PROCEDURES

1. Representatives from all departments will report to the ECC as needed to assist in incident response and recovery.
2. The departments and volunteer emergency workers located in the City ECC work to gather and disseminate information to ensure situational awareness and a common operating picture throughout the City. This may include receiving or running periodic reports to or from departments, field staff, section chiefs, and local citizens. Essential information includes:
 - Boundaries of the incident area and political jurisdictions impacted
 - Number of dead or injured persons
 - Social/economic/political impacts
 - Status of communication systems
 - Status of transportation systems
 - Hazard Type and hazard specific information
 - Ingress/egress routes

- Shelters
- Weather data
- Status of critical facilities
- Status of reconnaissance activities (air and ground)
- Status of key personnel
- Status of emergency proclamation(s)
- Major activities/issues of ESFs
- Resource needs/shortfalls
- Overall priorities for response
- Status of donations

C. PREVENTION AND MITIGATION ACTIVITIES

1. Routine updates of City plans related to hazards, risks, response and mitigation strategies create awareness of critical areas and enforce plan implementation into other City plans.
2. Provide information and expertise in hazard mitigation and planning for preparedness to City departments and the general community.
3. Conduct reviews of the City's Hazard Mitigation Plan (HMP) across all departments and discuss implementation strategies.

D. PREPAREDNESS ACTIVITIES

1. Coordinate community and educational outreach programs for preparedness that also provide mitigation strategies and after-incident actions.
2. Coordinate preparedness exercises and drills with City departments and their staff.
3. Recommend mutual aid agreements as well as ordinances, resolutions, rules and regulations for adoption by City Council that may improve incident preparedness, response, mitigation, and resiliency.
4. Implement Contingency Plans for all hazards.
5. Coordinate local emergency volunteer programs such as Citizen Corps Council, Community Emergency Response Team (CERT), Amateur Radio Emergency Service (ARES), Medical Reserve Corps (MRC), and Map Your Neighborhood.
6. Maintain and manage the Emergency Advisory Radio System AM 1650.

7. Manage and maintain the ECC.

E. RESPONSE ACTIVITIES

1. Notify the King County ECC and State EMD of any activation or demobilization of the Redmond City ECC.
2. Upon activation of the City ECC, notify all appropriate departments per the ECC Activation Plan.
3. Manage the ECC according to the three operational goals:
 - Create situational awareness and a common operating picture
 - Coordinate information
 - Manage resources
4. Prepare the local Proclamation of Emergency for the City Mayor to sign and approve.
5. Communicate any requests for assistance (RFAs) through the City ECC.

F. RECOVERY ACTIVITIES

1. Provide information and guidance to all city departments regarding reporting, documentation and retention of pertinent event or incident information and supporting data. City departments will compile and forward operational and recovery information to the appropriate designated agents that are facilitating State and Federal reimbursement actions.
2. Continue to gather and disseminate information, as necessary.
3. Review department completed After-Action Reports and Lessons Learned Reports.
4. Review and revise reporting procedures and formats, as necessary.
5. Collect and prepare reports required to support requests for assistance (RFAs).
6. Participate in preparedness, submit, and track all documentation necessary for State and federal reimbursement of presidentially declared disasters.

V. RESPONSIBILITIES

1. Perform a Rapid Risk Assessment and report results to the ECC.
2. Report the situation, operational readiness, and resources required to the necessary departments and external agencies.
3. Ensure that appropriate reports are generated and forwarded to the County, State, and federal agencies as required.

VI. FURTHER MATERIALS FOR REFERENCE

1. City of Redmond's Emergency Operations Plan (EOP)
2. City of Redmond Hazard Mitigation Plan (HMP) and King County Regional Hazard Mitigation Plan (KCRHMP). See the Resources section of the Redmond CEMP Basic Plan or the Emergency Plans page in the Public Safety section of www.redmond.gov for links.
3. Refer to primary and supporting departments' plans for further information supporting this ESF.