

CITY OF BAINBRIDGE ISLAND WASHINGTON



CITY OF BAINBRIDGE ISLAND

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

December 2019

Emergency Contact Numbers

If immediate emergency or disaster assistance is required, contact Kitsap 911.

24-hour Emergency Telephone: 911

For non-emergency assistance:

Kitsap 911: (360) 307-5800

Kitsap County Emergency Management: (360) 307-5871

KCDEM 24HR Duty Phone: (360) 535-9988

Bainbridge Island Fire Department: (206) 842-7686

Bainbridge Island Police Department: (206) 842-5211

Bainbridge Island Emergency Management: (206) 780-8629

This City of Bainbridge Island Comprehensive Emergency Management Plan will be distributed to the necessary agencies involved and made available to the public.

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INTRODUCTORY MATERIAL

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Promulgation Statement

CITY OF BAINBRIDGE ISLAND
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The primary role of government is to provide for the safety and welfare of its citizens. The safety and welfare of citizens is never more threatened than during emergencies and disaster situations. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

Under RCW 38.52.070, the City of Bainbridge Island (COBI) is authorized to establish an emergency management organization for the purposes of addressing preparedness, mitigation, response, and recovery activities both before and in the event of an emergency or disaster situation. In accordance with Chapter 118.30 of the Washington Administrative Code (WAC), COBI requires a Comprehensive Emergency Management Plan (CEMP) to prepare and respond to the effects of an emergency or disaster situation. Such a plan must comply with the National Planning Frameworks, National Incident Management System (NIMS) including the Incident Command System (ICS), and be consistent with the Washington State CEMP. This document shall serve as the City of Bainbridge Island Comprehensive Emergency Management Plan.

The COBI CEMP provides a comprehensive framework for Bainbridge Island-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, county, state, federal, and private organizations and resources that may be activated to address disasters and emergencies on Bainbridge Island.

Therefore, in recognition of the emergency management responsibilities of the City of Bainbridge Island and with the authority vested in me as the City Manager, I hereby promulgate the City of Bainbridge Island Comprehensive Emergency Management Plan.



Morgan Smith
City Manager, City of Bainbridge Island

12/13/19

Date

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Approval and Implementation

The City of Bainbridge Island (COBI) sincerely appreciates the cooperation and support from those agencies, departments, and local jurisdictions that have contributed to the development and publication of the 2019 COBI Comprehensive Emergency Management Plan (CEMP).

Coordination of the CEMP represents a committed and concerted effort by the City of Bainbridge Island, the Bainbridge Island Fire Department, Bainbridge Prepares, the Kitsap County Department of Emergency Management, and numerous other community partners in emergency management. The CEMP demonstrates the ability of many agencies and their representatives to work together to achieve a common goal.

The CEMP is one of many efforts to prepare island residents for emergencies and disasters and is meant as a tool for use by the COBI during an emergency that requires the mobilization of its emergency management organization and stakeholders. It is meant to cover situations occurring within and around its borders that are reasonably suspected to physically affect its community. It is also meant to serve as a guiding tool for when a regional emergency or disaster occurs that requires the COBI to provide aid to other agencies.

This plan, as presented herein, supersedes any and all existing Comprehensive Emergency Management Plans developed for and approved by COBI.

The authority to activate this plan rests with the City Manager but may be delegated to the Emergency Management Coordinator during times of crisis. Changes to this plan will be made by the Emergency Management Coordinator and must be approved by the City Manager prior to implementation and dispersal.



Anne LeSage
Emergency Management Coordinator
City of Bainbridge Island

12.12.19

Date

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Record of Distribution

Agency / Organization / Department	Position Name	Date of Delivery: MM/YYYY	Format
COBI	City Manager	12/17/2019	Electronic Copy
	Deputy City Manager	12/17/2019	Electronic Copy
	Public Works Director	12/17/2019	Electronic Copy
	Planning & Community Development Director	12/17/2019	Electronic Copy
	Finance Director	12/17/2019	Electronic Copy
BI Police Department	Police Chief	12/17/2019	Electronic Copy
	Deputy Chief	12/17/2019	Electronic Copy
BI Fire Department	Fire Chief	12/17/2019	Electronic Copy
	Deputy Chief	12/17/2019	Electronic Copy
Bainbridge Prepares	Executive Director	12/17/2019	Electronic Copy
	Program Director	12/17/2019	Electronic Copy
Other Key Stakeholders	BI School District Superintendent	12/17/2019	Electronic Copy
	BI Metro Park and Recreation District Executive Director	12/17/2019	Electronic Copy
	Kitsap Public Health District PHEPR Program Manager	12/17/2019	Electronic Copy
	Kitsap County Department of Emergency Management Director	12/17/2019	Electronic Copy
	Kitsap Transit	12/17/2019	Electronic Copy
	Washington State Department of Transportation Olympic Region Emergency Manager	12/17/2019	Electronic Copy

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BASIC PLAN

CITY OF BAINBRIDGE ISLAND, WASHINGTON COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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1.0 INTRODUCTION

1.1 Mission

It is the responsibility of the City of Bainbridge Island (COBI), with the assistance and support of its citizens, to protect the lives, property, and economy of the community, and to take action to mitigate the effects of emergencies and disasters. This Comprehensive Emergency Management Plan (CEMP) defines the cooperation of the different 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.

1.2 Purpose

The purpose of this plan is to guide COBI organizational behavior before, during, and after a disaster. It develops and describes a comprehensive program that defines who does what, when, where, and how in order to mitigate, prepare for, respond to, and recover from the effects of natural, technological, and human-caused emergencies and disasters.

The CEMP:

1. Establishes command and control responsibilities in case of a disaster.
2. Clearly designates disaster-related functions assigned to government agencies based upon capabilities and mandated responsibilities.
3. Identifies resources, personnel, and equipment available from government agencies to utilize during disaster events.
4. Identifies resources, personnel, and equipment available from the private sector and the general public to aid during disasters.
5. Identifies and clarifies funding sources of personnel and other resources during disasters.
6. Provides coordination between agencies to achieve assigned functions.
7. Organizes volunteers when it is determined that there is a need to do so.

This plan has been written to comply with requirements of Chapter 2.44 of the Bainbridge Island Municipal Code (BIMC), Chapter 38.52 of the Revised Code of Washington (RCW), the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101 for the National Response Framework (NRF), the Americans with Disabilities Act (ADA), the National Incident Management System (NIMS), and for consistency with the Kitsap County CEMP and Washington State CEMP.

1.3 Scope

This CEMP is a local level emergency management plan designed to describe the emergency and disaster response of the City of Bainbridge Island, Washington. This CEMP incorporates all

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major incidents, emergencies, and disasters, which occur on Bainbridge Island, and those situations, which may involve other adjacent, off-island jurisdictions and require activation of special procedures for the coordination of shared resources. All policies and procedures prescribed herein, and the concept of operation established for disaster response and recovery, will apply to all hazards described in the Kitsap County Hazard Mitigation Plan, City of Bainbridge Island Annex (2019) and the Bainbridge Island Hazard Identification and Vulnerability Assessment (2012), regardless of nature and scope.

1.4 Planning Assumptions

Bainbridge Island is vulnerable to numerous natural, technological, and human-caused hazards. These hazards include wind, rain, snowstorms, earthquakes, floods, volcanic ash, landslides, common and private carrier accidents, urban search and rescue emergencies, civil disturbances, terrorist activities, explosions, structural collapses, hazardous material incidents, major fires, and major energy and/or utility system failures. It is assumed that any of the noted situations could create significant property damage, injury, loss of life, and disruption of essential services on Bainbridge Island. These situations may also create significant financial, psychological, and sociological impacts on island residents.

- In certain incidents such as storms and floods, time may allow for advance warnings to enable some preparation prior to the event. Other disasters, such as earthquakes, can occur with no advance warning.
- In the event of a major disaster, it is assumed that the COBI may not receive any significant assistance from nearby communities, or from county, state, or federal agencies for a week or longer. In this situation, the initial response activities will rely on available COBI resources and those of private organizations, businesses, and residents.
- All emergency response operations will be in coordination with the Kitsap County Department of Emergency Management (KCDEM) and conducted by COBI personnel and Bainbridge Island Fire Department (BIFD). Those efforts will be supplemented as necessary by trained Bainbridge Prepares (BP) volunteers and by the workforce available within the local area.
- When local resources have been exhausted or overwhelmed, the City Emergency Operations Center (EOC) may request state and federal resources through KCDEM.
- All COBI departments are delegated the responsibility for providing personnel and equipment in support of disaster preparedness, mitigation, response, and recovery operations and activities as directed by the City Manager.
- In order to carry out the responsibilities identified above, all COBI department heads are directed to establish emergency organizations within their respective departments, ready and capable of fulfilling disaster missions, as specified in this plan.
- Every individual or head of household living within the City of Bainbridge Island boundaries is encouraged to develop a personal or family disaster plan and maintain

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the essential supplies to be self-sufficient for a minimum of two weeks, in accordance with the state's current recommendation.

- Using the "Map Your Neighborhood" guidance, neighborhood, apartment, or homeowners' associations will form disaster groups to derive maximum benefit from resources and skills available close to home. Businesses are expected to develop internal emergency and continuity plans that will integrate and be compatible with COBI resources and the CEMP.
- Faith-based and community-based organizations are expected to supplement the efforts of groups and individuals to increase community preparedness.
- The City of Bainbridge Island (City) assures that no person shall, on the grounds of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity. The City further assures every effort will be made to ensure nondiscrimination in all of its programs or activities, whether those programs and activities are federally funded or not.
- Local activities pursuant to the federal and state Agreement for major disaster recovery will be carried out in accordance with RCW 49.60.400 (Discrimination, Preferential Treatment Prohibited) and Title 44, CFR § 206.11 (Nondiscrimination in disaster assistance).

1.5 Situation Overview

- Bainbridge Island is a city in the Puget Sound region of western Washington. The Bainbridge Island community is located adjacent to the Kitsap Peninsula, approximately 7 miles west of Seattle. Nearby cities include Poulsbo, located to the northwest, and Bremerton and Port Orchard, located to the southwest. The Port Madison Indian Reservation and the Suquamish Tribe is located to the northwest of Bainbridge Island and is the closest accessible jurisdiction.
- Bainbridge Island is connected to the Kitsap Peninsula by a single bridge, the Agate Pass Bridge, at the north end of the Island, and to the Greater Seattle Area by a single ferry route that docks at the Winslow Ferry Terminal located in downtown Bainbridge Island, central to the Island.
- The Island has limited means for evacuation due to the limited number and vulnerability of access points. The Island is also at risk of complete isolation from county, state, and federal resources should an emergency or disaster event disrupt ferry service, and/or disable the bridge.
- Bainbridge Island has an area of 26 square miles and an estimated population of 25,000.

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- Kitsap Transit provides local bus service to Bainbridge Island and surrounding areas, and the Washington State Department of Transportation/Washington State Ferries system provides ferry service from downtown Seattle.
- Kitsap 911 Communications, located in Bremerton, WA, provides dispatching services for police, fire, and other emergency responders.
- The COBI Public Works Operations and Maintenance office is located at 7305 Hidden Cove Road, and is responsible for water, sewer, storm, street, fleet, and facilities infrastructure within the City of Bainbridge Island.
- There are three elementary schools (Wilkes, Blakely, and Ordway), two middle schools (Woodward and Sakai), and one high school (Bainbridge Island High School) within Bainbridge Island School District (BISD).
- Commodore Options is the BISD umbrella for Odyssey Multi-Age, Eagle Harbor High School and Mosaic Home Education Partnership).
- There are six independently operated private schools on Bainbridge island (Cardon Country School, Island School, Hyla Middle School, Madrona School, Montessori Country School, and St. Cecilia Catholic School).
- The primary industries providing employment in the City of Bainbridge Island are education, retail, health, business, engineering, and accounting.
- The closest hospital is Harrison Medical Center Silverdale, located at 1800 NW Myhre Rd, Silverdale, and is approximately 21 miles from Bainbridge Island.
- The closest level 1 trauma center is Harborview Medical Center in downtown Seattle, accessible via the Washington State Ferries system or Airlift Northwest helicopter transport.
- Bainbridge Island has two primary care medical clinics on the island: Swedish and Virginia Mason. CHI Franciscan operates CityMD; which offers urgent care services 7 days per week.
- There is one rehabilitation and nursing facility and four senior living communities offering independent living, assisted living, short term care, and memory care on Bainbridge Island.
- 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 a perfect response to all incidents will be practical or possible. As Bainbridge Island's response resources may be overwhelmed and essential systems may be dysfunctional in major emergencies and disasters, the COBI and BIFD can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time the situation occurs.
- If the COBI and BIFD are not able to meet all emergency needs of its residents and guests stranded on the island under these extreme circumstances, the COBI and BIFD will prioritize the delivery of assistance based on the greatest need as apparent at the time.

1.6 Hazard Assessment

The City of Bainbridge Island is a signatory jurisdiction to the Kitsap County Hazard Mitigation Plan.

Based on the Regional Risk Assessment and the local risk assessment, the following natural hazards pose the greatest threat to Bainbridge Island: earthquakes, wildfires, flooding, landslides, severe storms, and tsunamis/seiches. Additional technological and human-caused hazards include radiological and other hazardous materials, terrorism, transportation related mass casualty incidents, and public health epidemics.

See the full Kitsap County Hazard Mitigation Plan on the [Kitsap County Department of Emergency Management website](#) for more information on potential hazards which have threatened or could possibly threaten Bainbridge Island.

2.0 Concept of Operations

While emergencies and disasters themselves may vary in scale and significance, the population size and diversity, island geography, and concentration of critical infrastructure within the City of Bainbridge Island can also magnify the impacts of the disaster to the community. Responses to these emergencies and disasters take a “Whole Community” approach. Effective decision-making and resource management structures, along with coordination among health and medical service providers and supporting agencies is critical to successfully addressing the consequences of emergencies and disasters.

The “Whole Community” includes individuals, families, and households, communities, the private and nonprofit sectors, faith-based organizations, and local, tribal, state, and federal governments. This plan is committed to communicating with the “Whole Community” as needed during emergency response and disaster recovery operations. The “Whole Community” includes, but is not limited to, populations with Limited English Proficiency (LEP), and individuals with disabilities and Access and Functional Needs (AFN). Any agency or organization that receives federal funding is required to have a plan or policy for addressing the needs of individuals with LEP, pursuant to Title VI of the Civil Rights Act. The Washington State Emergency Management Division (EMD) expects all agencies and organizations to comply with federal law. For more information on how each agency or organization complies with federal law, please contact the individual agency or organization.

This Concept of Operations acknowledges that members of the community may have challenges from emergency and disaster impacts covered by provisions in the Americans with Disabilities Act. Every effort will be made to accommodate their needs with resources as they are available.

Some members of our community – including, but not limited to seniors, children, persons living with disabilities or experiencing homelessness, non-native English speakers, families of low-income, or those otherwise in need of additional support – will be more vulnerable during and after an emergency or disaster. The City of Bainbridge Island will work collaboratively with community and county partners to:

- Monitor disproportionate impacts to individuals with unique access and functional needs.
- Develop strategies and operations that ensure equal access to care.
- Mitigate barriers that may prevent access to care.
- Address communication of medical, mental health, and other healthcare needs of these most vulnerable residents.
- All efforts will be made with the assistance of community members, KCDEM, and other state and local resources in communicating with those with LEP and access and functional needs, and will comply with the Americans with Disabilities Act.

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- Coordinate with community-based organizations and local media outlets to communicate and gain situational awareness about health impacts related to the disaster.
- Develop and distribute language and graphic translations of health messaging.
- Many of those who live in the community have household pets or are assisted by service animals. The City advises residents to not only prepare themselves, but also prepare their pets and/or animals for emergencies which could last two weeks or longer.
- There are current efforts in place with Homeland Security Region 2 and KCDEM to put into place a plan for those with LEP. This is also a requirement by state law outlined in Chapter 38.52 RCW. While the City does not meet the threshold for an LEP plan, the City will continue to monitor the changing demographics of the community and will keep in mind any county resources that are developed to address this need.

2.1 Direction and Control

The direction and control sections provide for the effective supervision, authority, coordination, and cooperation of emergency management activities and to ensure the continued operation of essential government services during and after emergencies or disasters. Direction and control of emergency management functions is primarily the responsibility of the City Manager as the executive head of the City under Chapter 2.44 of the Bainbridge Island Municipal Code (BIMC). The City Council also has a role, and the Mayor may have a role (i.e., if the City Manager and all successors are unable to discharge the duties set forth in Chapter 2.44 BIMC). Depending on the size, scope, and/or complexity of the emergency or disaster, elected and appointed officials will be available to the EOC to provide proper direction and control and aid in overall management or coordination of response and recovery activities.

Incident Command System

The City of Bainbridge Island shall use the Incident Command System (ICS) to establish an appropriate response to emergency and disaster situations. This system includes a command structure and organization to provide oversight, gather and disseminate incident information, and request and allocate resources to aid response and recovery activities. If needed, a Unified Command Structure may also be utilized. This structure would support multiple incident command posts (ICPs) and can facilitate the management of response and recovery activities associated with events that are large, complex, or that affect multiple jurisdictions. Very large or complex incidents may require the utilization of an Incident Management Team (IMT) to properly manage response and recovery activities.

On-Scene Command

On-Scene Incident Commanders shall establish command posts and should use established accountability systems to track all personnel assigned to the incident. Operational departments and agencies (such as law enforcement, fire service, emergency medical services,

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and public works) that are accustomed to dealing with a variety of recurring minor emergencies, have established and practiced procedures or suggested operational guidelines in place to manage these types of incidents. However, larger incidents are characterized by the need to mobilize, direct, and control a much more substantial response effort, likely requiring the participation of personnel from the county or state.

On-Scene Incident Commanders will direct response and recovery operations in the field and request additional resources (including mutual aid) through normal methods. Multi-departmental responses will require the establishment of a Unified Command Organization.

Depending on the requirements of the situation, the On-Scene Incident Commander may:

1. Request that the Emergency Management Coordinator facilitate the acquisition of resources needed to adequately respond to the incident.
2. Request activation of the EOC.

Large events involving multiple locations may require multiple Command Posts. Overall coordination, allocation of resources, and dissemination of public information will be the responsibility of the EOC.

Emergency Operations Center

The Bainbridge Island Emergency Operations Center, located at 280 Madison Avenue North (City Hall), is the central coordination point of emergency and disaster response operations for Bainbridge Island. The backup EOC is located at the Bainbridge Island Fire Department, Station 21.

Based on situational demands, the strategic goals listed below should be the primary focus during EOC activations:

- Personal safety of emergency responders.
- Saving and protecting the greatest number of people at risk.
- Saving and protecting as many residential, business, and industrial properties as possible.
- Saving and protecting as much vital government infrastructure as possible.
- Restraining the spread of environmental damage.
- Minimizing human hardship and economic interruptions.

Depending on the situation, implementation of the above-listed strategic goals may include any or all the following:

- Proclamation of Local Emergency.
- Providing and coordinating emergency alerts and/or warnings and public information.
- Collecting and managing information.
- Overseeing the effective use and allocation of available local resources.

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- Determining specific requirements that are vital but beyond local means to acquire and referring such needs to the county or state for supplemental assistance.
- Coordinating inter-departmental activities.
- Coordinating continuity of government operations.
- Coordinating damage assessment and recovery activities.

The Bainbridge Island EOC is equipped with laptop computers, office supplies, internal communications, and support equipment to help ensure efficient operation of the facility. Backup power generation is maintained to ensure continued operations.

The EOC may be activated to any level deemed appropriate for the level of disaster operations. It will be staffed by members of the City staff and volunteers as required. Initial establishment of the EOC following activation will be the responsibility of the Emergency Management Coordinator.

EOC Activation Level	Description and Incident Examples
3 – Standby/Monitor (Minor Emergency)	Severe Weather Watch Large incident involving 2+ departments or 2+ incidents Moderate fire/earthquake Civil disturbance Small to moderate Search and Rescue (SAR) mission Amber Alert
2 –Partial Activation (Major Emergency)	Severe Weather Warning 2+ departments impacted with large # of resource requests Major fire/earthquake Major City, County, Regional incident Mass Casualty/Mass Fatality Incident Civil disturbance Large SAR Mission State declaration
1 – Full Activation (Catastrophic Event/ Disaster)	Catastrophic incident Multiple departments/jurisdictions with heavy resource involvement Incident requires significant outside assistance (mutual aid) Presidential declaration

2.2 Mitigation and Preparedness

Mitigation activities reduce or eliminate the effects of future disasters upon people, property, the environment, and the economy. The hazards listed in the Kitsap County Hazard Mitigation Plan and City of Bainbridge Island Annex, published separately in the current 2019 plan, provide the basis for mitigation strategies, as well as data gathered following disaster declarations and

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input from various county agencies, the private sector, and the public. The Kitsap County Hazard Mitigation Plan discusses these strategies in detail.

Preparedness activities encourage and support a state of readiness in individuals, businesses, community organizations, and within the City and other government agencies on-island for all potential hazards. City preparedness also includes assuring operational capabilities before an event occurs.

These activities include:

- Develop and maintain the City of Bainbridge Island CEMP, and Continuity of Operations Plan.
- Review hazard and risk analysis and develop capabilities and resources to enhance disaster response abilities.
- Develop appropriate contingency plans in support of the CEMP.
- Establish and maintain an inventory of department personnel, facilities, equipment, and resources within the COBI.
- Coordinate with other local, state, and federal agencies to assure cohesive working relationships and compatible emergency plans.
- Coordinate with volunteer organizations to assure cohesive working relationships and coordinated responses.
- Conduct activities to protect City supplies, services, and properties as appropriate.
- Conduct training activities to enhance response capabilities.
- Conduct public education to enhance citizen self-sufficiency.

Public Health and Safety

Initial safety efforts should focus on actions to prevent or reduce the impact to public health and safety. Such actions can include environmental analysis, plume modeling, evacuations, emergency sheltering, air monitoring, decontamination, emerging infectious disease tracking, emergency broadcasts, etc. These efforts may also include public health education; site and public health surveillance and testing procedures; and immunizations, prophylaxis, and isolation or quarantine for biological threats coordinated by the Kitsap Public Health District, in partnership with city, county, and state officials.

Responder Health and Safety

The safety and health of responders is also a priority. Actions essential to limit their risks include full integration of deployed health and safety assets and expertise, risk assessments based upon timely and accurate data, and situational awareness that considers responder and recovery worker safety. A comprehensive location and/or operational response safety and health plan is critical to mitigating the hazards faced by responders. These efforts include incident hazard identification and characterization; implementation and monitoring of personal protective equipment selection, use, and decontamination; exposure sampling and analysis; worker health

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and safety risk analysis; health and safety monitoring; and development/ongoing evolution of the site-specific safety and health plan.

Property and the Environment: Responders may also take mitigation actions to protect public and private property and the environment. Such actions may include sandbagging in anticipation of a flood or marine booming of environmentally sensitive areas in response to a potential oil spill.

2.3 Increased Readiness and Response Phase

Increased Readiness

The City of Bainbridge Island operates under the council-manager form of government. The Continuity of Government Act (Chapter 42.14 RCW) establishes provisions for the continuation of government in the event its leadership is incapacitated. A Continuity of Operations Plan will be developed in the future to outline continuity of COBI operations, and how essential services will be restored and maintained after a disaster.

During an emergency or disaster, the City's Emergency Management Coordinator will activate the EOC, as well as determine the staffing needs required for the situation and initiate actions to place emergency plans into effect.

Response

Once an incident occurs, the priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community. In the context of a terrorist threat, simultaneous activities are initiated to assess regional and national-level impacts, as well as to assess and take appropriate action to prevent and protect against other potential threats.

During an emergency or disaster situation, the Director of each department, with concurrence of the Emergency Management Coordinator and the EOC, shall:

- Assess the impact of the event on department personnel, facilities, equipment, and capabilities.
- Report any observed damage through the respective department's chain of command to the EOC on a continuing basis.
- Keep complete records of costs, expenditures, overtime, repairs, and other disaster-related expenditures.
- In coordination with the EOC, direct the execution of emergency operations plans and perform appropriate incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

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- In the context of a single incident, once immediate response missions and lifesaving activities conclude, the emphasis shifts from response to recovery operations and, if applicable, hazard mitigation.
- Some response activities include:
 - Initiate actions necessary to preserve life, environment, and property utilizing available resources.
 - Carry out initial damage assessment and evaluate overall situation.
 - Coordinate response and support functions with outside agencies and volunteer organizations.
 - Coordinate operations, logistics, and planning functions.
 - Compile event status information and report to appropriate agencies.
 - Prepare and maintain detailed documentation of events and activities.
 - Provide public information and warning as appropriate.
 - Prepare Proclamation of Local Emergency as appropriate.

Overall direction, control, and coordination will normally be conducted through the EOC in order to support the overall community response and recovery to the emergency or disaster situation, and to best coordinate efforts with county, state, and federal agencies.

In the event of a widespread emergency or disaster that necessitates the activation of the EOC, the following procedures shall be followed:

- 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.
- During work hours: Departments shall make every effort to allow employees to check promptly on the status of their families and homes, provided that doing so does not compromise emergency response functions as defined in this CEMP.
- Managers from each department will authorize time away from the EOC in exceptional.
- The City Manager, Emergency Management Coordinator, Police Chief, Fire Chief, or designees may activate the EOC. Additionally, the EOC may be activated at the request of an outside agency, such as Washington State Department of Emergency Management, to support their operations subject to approval by the City Manager, EMC, Police Chief, Fire Chief, or designees when required for the level of operations. Designated staff will report to the EOC to coordinate response efforts and support field operations. All or part of the EOC may be activated during an emergency or disaster.

In the event of communications failure during an emergency or disaster, any City facility or temporarily established site may act as a remote EOC for its local area until coordination can be established from the EOC. Each site may serve as a command post, staging area, triage station, communications center, or in any other functional capacity appropriate for the situation.

2.4 Recovery Phase

Recovery involves actions needed to help individuals and communities return to normal as quickly as possible and when feasible. In a federal level event, the Joint Field Office is the central coordination point for recovery assistance programs among local, state, federal, and tribal agencies, as well as volunteer organizations. In a smaller event, this might be a Volunteer Coordination Center, Family Assistance Center, and/or a Disaster Assistance Center.

All response and recovery activities are detailed in appropriate state and federal recovery guidelines. The ICS guides the process for collecting and analyzing data, developing objectives and action plans, and documenting critical incident information.

Following an event, each COBI Department Director, at the direction of the Disaster Manager, shall:

- Continue to report any observed damage and assess community needs.
- Prioritize recovery projects and assign functions accordingly.
- Coordinate recovery efforts and logistical needs with supporting agencies and organizations.
- Prepare documentation of response and recovery operations, including the event log, cost analysis, and estimated recovery costs.
- Assist in establishing disaster assistance offices to aid private businesses and citizens with individual recovery.
- Assess special community needs and provide information and assistance, as deemed appropriate.
- Incorporate Bainbridge Island community plans into recovery and reconstruction activities.

2.5 Organization

General Emergency Management

The City of Bainbridge Island Emergency Management program is compatible with the existing COBI organization, and provides clear lines of authority and communication channels. It will provide for the incorporation of existing staff having emergency response capabilities, those having support roles, volunteers enrolled during an emergency or disaster, and all groups, organizations, and persons who may be enlisted by agreement or by operation of law.

2.6 Emergency and Disaster Coordination

The Emergency Management Coordinator provides direction and coordination for CEMP development, ongoing maintenance, and related activities within the City in conjunction with the City Manager. The Emergency Management Coordinator provides for coordination with outside agencies and organizations involved in emergency planning.

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The Emergency Management Coordinator manages the EOC during activation and interacts with outside agencies to coordinate emergency support activities. The following list of management priorities, in order of importance, is provided to guide policy decisions during a disaster:

1. Protect life and health.
2. Protect public and private property.
3. Protect the environment.
4. Develop and disseminate public information.
5. Restore essential services and facilities.
6. Minimize economic disruption to the community.

The City Manager, in conjunction with the Emergency Management Coordinator, is responsible for the overall direction and control of the emergency management activities for COBI. Chapter 38.52 RCW provides the authority for direction and control of the organization and administration of the emergency management program.

The City Manager, in conjunction with the Emergency Management Coordinator, is responsible for ensuring that the 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 Bainbridge Island.

The City Council is responsible for policy decisions as set forth in Chapter 2.44 BIMC. The Emergency Management Coordinator and/or EOC staff provides policy recommendations to the City Manager and the City Council during times of emergency and disaster response and recovery operations.

The Emergency Management Coordinator is responsible for the coordination of emergency management activities among local, county, state, federal, and private-sector agencies on Bainbridge Island.

Each COBI department shall provide personnel to staff the EOC upon request and shall establish a call out list for rapid mobilization of EOC personnel.

The City Manager, in cooperation with the City Attorney, shall be responsible for the preparation of local emergency proclamations. The Emergency Management Coordinator is responsible for notifying the appropriate county, state, and federal agencies following the Proclamation of Local Emergency.

- The Proclamation of Local Emergency is made by the City Manager, and is the legal method that authorizes the use of extraordinary measures to accomplish tasks associated with emergency and disaster response operations pursuant to Chapter 2.44 BIMC and other legal authority (e.g., RCW 35A.34.140 and RCW 38.52.070). The Proclamation is normally a prerequisite to state and federal disaster assistance. The

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Proclamation of Local Emergency must be ratified by the City Council as soon as practicable following the emergency or disaster event. In the absence of the City Manager, such proclamation may be made by the Deputy City Manager or the Acting City Manager.

- The Proclamation authorizes the City to take necessary measures to combat an emergency or disaster situation, protect persons and property, provide emergency assistance to victims, and exercise the powers vested in RCW 38.52.070 without regard to formalities prescribed by law (except mandatory constitutional requirements).

3.0 Responsibilities

As of January 2019, the City of Bainbridge Island is responsible for coordinating local emergency and disaster mitigation, preparedness, response, and recovery efforts, with support from the Kitsap County Department of Emergency Management pursuant to Chapter 118 WAC, Chapter 38.52 RCW, Chapter 35A.34 RCW, and any agreement or contract for services and support.

The Bainbridge Island Fire Department provides fire protection, Basic Life Support (BLS) and Advance Life Support (ALS) emergency medical services, and technical rescue.

Disaster operations will be in coordination with KCDEM and conducted by personnel from COBI, BIFD, and trained volunteer personnel. Resources obtained from the county, state, and federal agencies may also be utilized.

The City of Bainbridge Island Emergency Management Coordinator has been delegated the responsibility for the development and maintenance of the CEMP, along with the coordination of emergency and disaster preparedness and management activities within the City.

Other public and private organizations, school districts, and volunteer organizations may, under mutual agreement, operate in coordination with this CEMP.

Outline of Responsibilities

1. City of Bainbridge Island
 - a. City Council
 - i. Provide visible leadership to the community.
 - ii. Appropriate funds to meet emergency needs.
 - iii. Maintain continuity of government.
 - iv. Appropriate funds to provide emergency preparedness programs and mitigation activities within the city.
 - v. Approve Proclamation of Local Emergency, as soon as feasible.
 - b. City Manager
 - i. Provide overall direction and control of City operations. Direct emergency efforts through the Emergency Management Coordinator and the EOC.
 - ii. Sign Proclamation of Local Emergency and send to City Council for approval.
 - iii. Request assistance, when necessary, from the Washington State Emergency Management Division and the Federal Emergency Management Agency via the KCDEM.
 - iv. Provide representative to the EOC.
 - c. Emergency Management Coordinator

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- i. Provide for the development and maintenance of the city's CEMP in conjunction with the City Manager.
 - ii. Manage the EOC during activation.
 - iii. Prepare Proclamation of Local Emergency for signature of City Manager.
 - iv. Coordinate staff training, public information, and education on emergency preparedness.
 - v. Coordinate the dissemination of emergency warning information through the Nixle emergency notification system, social media, and other available means. Available city resources may also be used.
 - vi. Coordinate mitigation and preparedness activities as appropriate.
 - vii. Submit completed disaster assistance paperwork to the City Manager for submittal to appropriate state and federal agencies.
 - viii. Provide representative to the EOC.
- d. City Attorney
- i. Provide legal advice to all COBI departments as it pertains to disaster response and recovery.
 - ii. Review contracts for emergency work and procurement.
 - iii. Provide legal review of emergency plans and supporting documents to ensure compliance with local, state and federal laws.
 - iv. Provide representative to the EOC.
- e. City Clerk/Records Management Coordinator
- i. Provide for the identification and preservation of essential department and other COBI records.
 - ii. Provide information and direction to departments on requirements for the identification and preservation of essential COBI records.
 - iii. Provide representative to the EOC.
- f. Communications Coordinator
- i. Act as press liaison or appoints a press liaison in preparation and dissemination of information to the public and the media.
 - ii. Coordinate additional messaging to the community related to disaster response and recovery operations.
 - iii. Provide representative to the EOC.
- g. Finance Director
- i. Assist other departments with the compilation of disaster-related financial information.
 - ii. Assist in identifying sources of disaster funds if departmental budgets are exceeded.
 - iii. Coordinate disaster-related purchases and expenditures.

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- iv. Document activities and costs.
- v. Coordinate documentation of department activities and costs.
- vi. Provide representative to the EOC.

h. Building Official

- i. Provide initial damage assessment for both residential and business structures within the community.
- ii. Determine building safety and recommends evacuation as appropriate.
- iii. Provide expertise and recommendation for reconstruction, demolition, and structural mitigation during recovery period.
- iv. Provide support to Public Works in the damage assessment of city infrastructure.
- v. Provide for the identification and preservation of essential department records.
- vi. Document activities and costs.
- vii. Provide representative to the EOC.

i. Planning Department

- i. Lead the coordination of hazard mitigation activities as they relate to land use planning, enforcement of codes, inspection process and the issuing of permits related to zoning, etc.
- ii. Provide support and staffing assistance to the Building Official in collecting, collating, posting, and evaluating disaster information gathered in the field from damage assessment teams.
- iii. Coordinate issues pertaining to planning and zoning code issues during the disaster recovery process.
- iv. Document activities and costs.
- v. Provide representative to the EOC.

j. Police Department

- i. Provide law enforcement activities within the City.
- ii. Provide command and control for field operations through established command posts as appropriate.
- iii. Provide direction and control for search and rescue activities.
- iv. Provide emergency traffic control.
- v. Provide direction and control for evacuation efforts as appropriate.
- vi. Provide for reconnaissance of disaster impacted areas and other emergency response missions.
- vii. Provide support to the Kitsap County Coroner in the identification of the deceased.
- viii. Provide support for the dissemination of emergency warning information to the public.

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- ix. Provide active security at the EOC during activation.
- x. Document costs and activities.
- xi. Provide representative to the EOC.

k. Public Works

- i. Provide damage assessment, debris removal, emergency measures, emergency and temporary repairs, and/or construction for City owned buildings, vehicles, equipment, and public works infrastructure.
- ii. Provide light equipment and supplies, heavy equipment as available or through contracts or rentals.
- iii. Perform or contract for major recovery work as appropriate.
- iv. Provide assessment of transportation routes, identify alternate routes, and provide temporary traffic control measures and devices, and operational control of traffic signals.
- v. Provide support to citywide evacuation planning, and assist in evacuation efforts as appropriate.
- vi. Provide engineering services for public works infrastructure.
- vii. Provide field communications support through existing communications equipment.
- viii. Provide expertise and recommendation for reconstructions, demolition, and mitigation during recovery period.
- ix. Provide support to the fire department in hazardous material incident response to city sewers and streets.
- x. Provide support for electric and other utility providers, as requested.
- xi. Provide for the identification and preservation of essential department records.
- xii. Provide damage assessment for city facilities and sensitive or unstable ground areas within the city.
- xiii. Document costs and activities.
- xiv. Provide representatives to the EOC.

l. Emergency Operations Center

- i. Implement employee notification and support during disaster activities.
- ii. Coordinate emergency feeding and sheltering for city staff during disaster activities.
- iii. Coordinate the registration of temporary emergency workers and volunteers.
- iv. Provide for the identification and preservation of essential department records.
- v. Coordinate with community groups in the utilization of and staffing of facilities for temporary emergency shelters.

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- vi. Coordinate with city, county, state, and federal partners, community organizations, and private sector partners during activations.
- vii. Document costs and activities.

2. Local/County

a. American Red Cross (ARC)

- i. Upon request, the ARC will activate, manage, and support public mass care shelters.
- ii. Provide additional mass care services to both disaster victims and relief workers in the form of fixed and mobile feeding sites and to victims in the form of blankets, first aid, disaster welfare inquiry, and disaster-related mental health services.

b. Bainbridge Island Fire Department

- i. Provide command and control for field operations through established command posts as appropriate.
- ii. Provide fire suppression services.
- iii. Provide hazardous materials incident response. Coordinate response of outside agencies as appropriate.
- iv. Provide light and limited heavy rescue. Coordinate response of outside agencies as appropriate.
- v. Provide emergency medical services and medical evacuation transportation.
- vi. Provide support for citywide structural damage assessments, traffic control, emergency warnings, road closure, and protection of property.
- vii. Provide direction, assistance, and control for evacuation efforts as appropriate.
- viii. Provide support to the EOC in the dissemination of emergency warning information to the public.
- ix. Document costs and activities.
- x. Provide a representative to the EOC.

c. Bainbridge Island Metro Park and Recreation District

- i. Coordinate the use of parks as staging areas for disaster response operations including: Hubs support, spontaneous camping, tent cities, staging areas, command posts, helipads, helicopter drop areas, boat launches, debris staging, and temporary morgues.
- ii. Provide personnel to coordinate overall logistics support and resource management.
- iii. Provide personnel and Park District equipment for priority use in emergency response operations.
- iv. Document costs and activities.

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- v. Provide a representative to the EOC; if requested and available.
- d. Bainbridge Island School District
 - i. Provide support for Child Safety and Family Reunification center.
 - ii. Provide public shelters; if requested and as resources allow.
 - iii. Assist with transportation; if requested and as resources allow.
 - iv. Document costs and activities.
 - v. Provide a representative in the EOC; if requested and available.
- e. Bainbridge Prepares (BP)
 - i. Provide volunteer support for the City EOC.
 - ii. Serve as primary liaison with activated Bainbridge Prepares response teams including Community Emergency Response Team (CERT), Bainbridge Island Emergency Medical Responders (BIEMRs), Medical Reserve Corps (MRC), HAM Radio Team, Citizen Flotilla, and Hub staff support for information and shelter locations.
 - iii. Hubs infrastructure includes additional support from the following BP teams: Access and Functional Needs, Child Safety and Family Reunification, Domestic Animal Care, Interpretation, Psychological First Aid, and Wellness.
- f. Communications – Kitsap 911 (contracted)
 - i. Provide emergency 911 services to the City of Bainbridge Island.
 - ii. Provide radio dispatch services for the City of Bainbridge Island Police Department and the Bainbridge Island Fire Department.
 - iii. Coordinate reestablishment of E-911 system if disrupted.
- g. Kitsap County Coroner
 - i. Responsible for all activities relating to the identification, removal, transportation, and disposition of human remains.
 - ii. Coordinate with the Police Department for the handling of human remains in the city.
- h. Kitsap County Department of Emergency Management
 - i. Serve as primary point of contact for all County preparedness, response, and recovery.
 - ii. Coordinate the acquisition of county and state mutual aid resources in support of emergency response and recovery on Bainbridge Island.
 - iii. Activate the County EOC as a central direction and control point for all County activities related to emergency response operations.
 - iv. Forward the Proclamation of Local Emergency to the State EOC when executed.

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- v. Keep the City of Bainbridge Island Emergency Management Coordinator apprised of the status of state or federal declaration of emergency or disaster.

 - i. Kitsap County Sheriff's Office
 - i. Provide crime prevention and detection programs, crowd and traffic control, search and rescue operations, and other law enforcement activities; if requested and as resources allow.

 - j. Kitsap Public Health District
 - i. Assist first responders to ensure the health and safety of the general public.
 - ii. Coordinate the investigation and control activities (e.g. isolation or quarantine) for communicable disease outbreaks or instances of high consequence infectious disease.
 - iii. Coordinate or support response activities related to an environmental health (sewage spill, contaminated drinking water, etc.) concern.
 - iv. Coordinate the dispensing of medical countermeasures (medications, vaccines, etc.).
 - v. Provide a liaison to the City EOC, if requested and as resources allow.

 - k. Kitsap Transit
 - i. Provide transportation resources in support of emergency response operations. This coordination will be conducted through KCDEM.
 - ii. Conduct damage assessment of transit facilities on Bainbridge Island and report status to the EOC.

 - l. Puget Sound Energy
 - i. Provide power distribution, outage impact predictions, and service restoration.
 - ii. Conduct damage assessment for PSE facilities and electrical infrastructure, and provide status reports to the EOC; as appropriate.
 - iii. Maintain communication with the Bainbridge Island EOC and restore service to critical facilities and priorities as resources permit.

 - m. Private Agencies
 - i. Assume emergency response roles and coordinate activities within the City as needed, in support of emergency response operations.
3. State
- a. Emergency Management Division

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- i. Coordinate all emergency management activities of the state through the Washington State CEMP and the state EOC.
 - ii. Take appropriate actions and allocate resources to mitigate the effects of, prepare for, respond to, and in support of state and local government emergency response operations.
 - iii. Coordinate requests for various services such as specialized skills, equipment, and resources in support of state and local government emergency response operations.
 - b. Northwest Healthcare Response Network
 - i. Maintain a 24/7 duty officer program to support healthcare response.
 - ii. Coordinate with healthcare organizations, EMS agencies, and local partners related to healthcare response and recovery strategies.
 - iii. Coordinate with Public Health and local/county EOCs for healthcare situational awareness and healthcare response support.
 - iv. Coordinate healthcare resource requests, including facilitations of healthcare mutual aid/healthcare resource sharing and support local EOCs as requested.
 - v. Coordinate community patient movement and patient tracking with healthcare and local partners.
 - vi. Coordinate healthcare policy and clinical partners to support response
 - vii. Provide WATrac support to partners as appropriate.
 - c. Washington State Department of Transportation (WSDOT)/Washington State Ferries
 - i. Provide transportation assessments, maintenance, repair, or traffic control resources in support of emergency response through KCDEM and Washington EMD.
 - ii. Coordinate priority of transportation route assessments, maintenance, and repair with WSDOT Olympic Region (roadway) and WSDOT Ferries Division (maritime terminal) for state-responsible routes.
- 4. Federal
 - a. Federal Emergency Management Agency
 - i. Aid the saving of lives and protection of property, the economy, and the environment.
 - ii. Facilitate the delivery of all types of federal response assistance to state and local governments.
 - iii. Assist states in recovering from an emergency or disaster.

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5. Citizens

- a. Be prepared to self-care for at least two weeks and up to one month or longer, depending on the scope and scale of the emergency or disaster and as government resources may be limited.

4.0 Communications

Leadership, at the incident level and in the EOC, facilitates communication through the development and use of a common communications plan, interoperable communications processes, and systems that include voice and data links. Integrated communications provide and maintain contact among and between response resources, enable connectivity between various levels of government, achieve situational awareness, and facilitate information sharing. Planning, both in advance of and during an emergency or disaster situation, addresses equipment, systems, and protocols necessary to achieve integrated voice and data communications.

4.1 Interoperable Communications

Kitsap 911, the county's Public Safety Answering Point (PSAP), can establish a common tactical channel for interoperability between the Bainbridge Island Police Department and Fire Department, or between local and off-island jurisdictions, based on operational needs for a given use case. The City maintains some land mobile frequencies outside of those licensed through Kitsap 911 which may also be used for interoperability between City agencies. Additional communications support may be requested using amateur radio operators.

Other available forms of communication include wireless/cellular phones, email, Nixle text alerts, and social media. All Police and Fire cell phones are on FirstNet. Additionally, all COBI provided cell phones are enrolled in Wireless Priority Service (WPS).

4.2 Emergency Communication to the Community At-Large

In the event of an emergency or disaster situation that poses an immediate threat to the health or safety of the community, the City has various systems in place for communicating information quickly. Some or all these methods of communication may be activated in the event of an immediate threat to the community. These methods of communication include Nixle emergency text messaging, e-mail, social media (Facebook and Twitter), and the COBI website.

5.0 Administration

The Governor, Washington Military Department, Emergency Management Division (EMD), and other governmental officials require information concerning the nature, magnitude, and impact of a disaster or emergency. This information allows for evaluating and providing the most efficient and appropriate distribution of resources and services during emergency response and recovery operations from a disaster or emergency. State agencies, local jurisdictions, and other organizations provide these reports including:

- Situation Reports;
- Requests for local emergency proclamations;
- Requests for Assistance;
- Costs/Expenditures Reports;
- Damage Assessment Reports; and/or
- After Action Reports.

It will be the responsibility of the Emergency Management Coordinator to coordinate with the EOC and community partners in the preparation of all required reports and ensure they are delivered to the appropriate agencies.

5.1 Documentation and Retention

Records will be kept in such a manner to separately identify response-related expenditures and obligations from general programs and activities of local jurisdictions or organizations. Complete and accurate records are necessary to document requests for assistance, for reimbursement under approved applications pertaining to declared emergencies or major disasters, and for audit reports.

The City of Bainbridge Island follows the Local Government Common Records Retention Schedule per the Washington State Secretary of State.

5.2 Preservation

The City of Bainbridge Island Information Technology Division is responsible for backing up all electronic records on the City network to the cloud daily. Paper documentation specific to disaster response will be scanned into PDF format and stored on the City shared drive.

6.0 Finance

It is COBI policy that each City department will assign personnel to be responsible for documentation of disaster costs and to utilize effective administrative methods to keep accurate detailed records distinguishing emergency or disaster operational expenditures from day to day expenditures.

The City of Bainbridge Island will incur disaster expenses from currently appropriated local funds in accordance with RCW 38.52.070, Chapter 35A.34 RCW, and other applicable law. The City Manager or his/her designee, in coordination with the City Clerk and the Finance Director, will be responsible for identifying the other sources of funds to meet emergency or disaster-related expenses if departmental budgets are exceeded.

6.1 Resource Request Process

The resource request process is used to acquire resources from outside the City or to assign City resources for purposes other than their standard usage. Overall, the General Staff sections perform the following functions in the resource request process:

- EOC Manager – approves or denies resource requests over \$20,000.
- Operations Section – determines the resources needed to meet the demands of emergency response operations.
- Planning Section – maintains the status of resources supplied through the EOC on status boards and in reports.
- Logistics Section – determines the source and cost of resources and acquires approved resources.
- Finance Section – tracks total expenditures.

Most resource requests will come from a field Incident Commander, a City department or a special purpose district with jurisdiction on Bainbridge Island (e.g., school district, fire district, metropolitan park and recreation district) or from within the EOC. Any resource request that comes to the EOC from the field should be directed to the Operations Section. The resource request process is described below.

When a City department or a district as above described requires additional resources above and beyond normal purchasing authority, requisition type, or quantity to conduct emergency response operations, a request will be submitted to the EOC. The Operations Section will work with the requestor to determine resource availability.

If a requested resource is readily available or the City can acquire it through purchase order, existing contracts, or a request to an external agency or organization, the Operations Section will initiate the resource request approval process by filling out a resource request form. Next, the Logistics Section will determine the cost and estimated delivery date and time.

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Finally, the EOC Manager will determine whether to approve the request (if total exceeds \$20,000). Purchases over \$50,000 require City Council approval unless otherwise directed at the onset of the response.

If a resource request is approved, the Logistics Section will procure the resource, the Planning Section Resource Status and Tracking Unit will note the resource status in the appropriate incident documentation, and the Operations Section will update the requestor or requesting unit. If a resource request is denied, the Operations Section will work with the requestor or requesting unit to identify alternate task or resource needs. Finally, the Finance Section Cost Unit tracks all expenditures related to the incident, including resource requests.

If a Proclamation of Local Emergency has been issued by the City Manager, or designee, the following rules regarding procurement are in effect per Bainbridge Island City Municipal Code 2.44.110 Emergency procurements.

- A. *Upon proclamation of an emergency, and during the existence of such emergency, the executive head, alternates as defined in BIMC [2.44.070](#), or the Finance Director, is authorized to make emergency procurements where the city may suffer a substantial loss or damage to property, bodily injury, or loss of life by reason of the time required for following the regular purchasing procedures.*
- B. *Such authorization for emergency procurement shall be presented to the City Council for ratification and confirmation, modification or rejection. Emergency procurements shall be considered in full force and effect until the City Council acts. (Ord. 2013-09 § 2, 2013).*

6.2 Cost Recovery

Emergency and disaster-related expenditures and obligations of state agencies, local jurisdictions, and other organizations may be reimbursed under several federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.

Federal Assistance Programs

FEMA's Public Assistance (PA) grant program provides federal assistance to government organizations and certain private nonprofit (PNP) organizations following a Presidential disaster declaration. PA provides grants to state, tribal, territorial, and local governments, and certain types of PNP organizations so that communities can quickly respond to and recover from major disasters or emergencies. Through the program, FEMA provides supplemental federal disaster grant assistance for debris removal, life-saving emergency protective measures, and the repair, replacement, or restoration of disaster-damaged publicly owned facilities, and the facilities of

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certain PNP organizations. The PA program also encourages protection of these damaged facilities from future events by providing aid for hazard mitigation measures during the recovery process. The federal share of assistance is not less than 75% of the eligible cost. The Recipient (usually the state) determines how the non-federal share (up to 25%) is split with the subrecipients (eligible applicants).

FEMA provides aid to individuals and households through the Individual Assistance Program, which includes the following:

- Mass Care and Emergency Assistance (MC/EA);
- Crisis Counseling Assistance and Training Program (CCP);
- Disaster Unemployment Assistance (DUA);
- Disaster Legal Services (DLS);
- Disaster Case Management (DCM); and
- Individuals and Households Program (IHP).

State Assistance Programs

The Public Assistance (PA) State Administrative Plan (SAP) provides procedures used by the Military Department, Emergency Management Division staff (as Grantee) to administer the Public Assistance Program. Audits of state and local jurisdiction emergency expenditures will be conducted in the normal course of state and local government audits. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

Individual Assistance (IA) and Other Needs Assistance (ONA) Programs

The Individual Assistance (IA) State Administrative Plan (SAP) for the Other Needs Assistance (ONA) Program is used by the State Emergency Management Division staff (as Grantee) to administer the Individual Assistance Program. The IA SAP sets forth the organization, staffing, and procedures for administration of the Individuals and Households Program, Other Needs Assistance, in Washington State subsequent to a major disaster declaration by the President.

7.0 Logistics

When a major emergency or disaster occurs, it is anticipated that departments and other responding organizations will organize their areas of responsibilities under the ICS. If agency resources cannot be met, additional assistance may be requested through existing mutual aid agreements or through the Kitsap County Emergency Operations Center. In the event of a Proclamation of Local Emergency, the deployment of resources will normally be coordinated through the EOC. Resources to support City operations may be placed at staging areas until specific assignments can be made.

Available resources during an emergency or disaster may be limited. If there were specialized or specific resource needs, or there were resource needs that exceeded those available to the city, the EOC would contact the Kitsap County EOC, or neighboring counties or cities for resource availability and assistance.

Various city departments have personnel and other resources, including specialized vehicles and heavy construction equipment, available to deploy during disasters and emergencies.

It is COBI policy that all departments prepare and maintain an updated list of their personnel, facilities, and equipment resources as part of this plan. Any or all these resources may be called upon during emergency response operations.

The City Manager and the Emergency Management Coordinator are authorized to contract with any person, firm, corporation, or entity to provide construction work on an agreed upon cost basis during emergency response operations.

The Emergency Management Coordinator implements the Bainbridge Island Emergency Management Volunteer credentialing process. Volunteers are to pre-register through an application process, and at which time COBI completes a background check, verifies training certifications, and issues an "emergency management volunteer" ID number and photo ID card. A process for registering spontaneous volunteers will be implemented as needed to accommodate the response needs of the emergency or disaster situation.

Additional governmental resources may be called upon for assistance using existing mutual aid agreements. The Emergency Management Coordinator may request additional resources from the emergency management office of other cities or counties and/or the Washington Division of Emergency Management.

8.0 Development and Maintenance

This plan shall be reviewed on a four-year cycle commencing one year from its effective date, which shall be the date as approved by the Bainbridge Island City Manager. The cycle may be adjusted to comply with future guidance from the Washington State Emergency Management Division.

The Basic Plan will be reviewed, as specified above for cyclic review, and within six months of the most recent EOC activation. Lessons learned or best practices will be recommended for incorporation via the City of Bainbridge Island Emergency Management Advisory Committee (EMAC). The plan review following an EOC activation will satisfy the cyclic review if the review is scheduled to occur within a twenty-four-month period following activation.

Generally, cyclic reviews will be submitted to the Bainbridge Island City Council for approval. However, revisions which clarify existing portions of the plan that reflect changes in state or federal requirements, or that adjust responsibilities to better reflect organizational capabilities or structure, may be made if both of the following conditions are met:

1. The revisions are agreed to by the City of Bainbridge Island EMAC
2. The revisions cannot be construed as establishing or changing City policy.

Occasionally there are changes to the law. It is during these changes that this plan will be updated on a yearly basis to meet these new regulations.

8.1 Training and Exercise Program

Within one year from the effective date of this plan, the Emergency Management Coordinator shall develop and implement a training program for City staff that creates and maintains both heightened awareness of the contents of this plan and enhances their preparedness to conduct emergency and disaster management activities.

This plan will be exercised annually to provide controlled practical experience to those individuals who have emergency and disaster response and recovery responsibilities, and to assess any weaknesses in the plan. At a minimum, exercise schedule and type will comply with state and federal requirements.

8.2 After Action

After Action Reports (AARs) are a way to identify areas of strength and needed corrections following an emergency or disaster situation. AARs give a structure to make a corrective action plan so future responses follow best practices. Future training and exercise plans can be based off gaps found in emergency response operations during an emergency or disaster.

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All incidents that require the activation of the City's EOC require completion of an AAR and written report. The complexity of the process and report are linked to the complexity of the emergency or disaster.

Following exercises and emergency response operations, the Emergency Management Coordinator will facilitate an AAR for the continuing improvement of response and recovery measures. The review process will include all City departments and applicable special purpose districts, contract and service organizations involved in the response, and may include liaisons from adjacent jurisdictions, mutual aid partners, volunteers and volunteer organizations, residents, and businesses within the City of Bainbridge Island.

All activations of the City's EOC benefit from a standardized review of the emergency actions taken by the City. Whether short or long, complex or simple, the review process will consist of four steps:

1. Collection of information
2. Analysis of the information
3. Reporting of the findings
4. Distribution of the report

Collection of information includes gathering feedback from the people in the EOC when the EOC activation is first demobilized. This is called the "hot wash." The hot wash gathers thoughts and impressions while the event is still fresh in the minds of the participants. It is informally structured and conducted by the Disaster Manager or the EOC Manager. The Planning Section Chief or designee captures notes from the hot wash.

A formal debriefing is often conducted for emergencies of longer duration or where the emergency was more complex. Invitations are sent to all people who served in the EOC during the emergency and to agencies that may have interacted with the EOC during the emergency. This may include elected officials and volunteers. This debriefing allows the participants to think about the emergency and suggestions for improvement. A formal agenda is usually distributed before the debriefing with specific topics or areas that may need to be addressed.

Community forums are related to the formal debriefing but to a different target audience. The community forums are conducted to solicit feedback from the private sector. Where these forums are conducted, they usually are led by the Disaster Manager, Incident Commander, and/or the Public Information Officer (PIO). Public notice must be provided in a manner like any other public meeting conducted by COBI. Usually, community forums are conducted where municipal services have been interrupted or damage to public or private property still exist at the time of the forum. The community forum may be structured or informal. Not all emergencies or disasters require a community forum.

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Once information has been collected, a panel appropriate to the topics identified in the collection process may be formed to analyze the information and generate a report. If formed, the panel will be appointed by the City Manager. At minimum, the report will include what the emergency or disaster was, what human and critical infrastructure impacts occurred, what the city response was, what worked well, and what needs improvement. The minimum report is the executive summary. The more formal report is the Homeland Security Exercise and Evaluation Program (HSEEP) format which contains considerable detail related to the emergency or disaster.

When the AAR has been generated and approved by the City Manager, the report should be made available to a group identified by the City Manager. An abbreviated finding of the AAR will be made available to the public upon request.

The formal AAR includes an improvement plan and corrective action tracking. At a minimum, the improvement plan should identify: the problem/need/issue, the identified solution, a person assigned to complete the improvement, the status of the improvement, and the completion deadline. The City Manager will be apprised of progress on improvements.

Often, improvements will include the need for the update or improvement of plans or procedures. Where this is necessary, the improvement should include: revision of the necessary document, approval of the revisions, training for those with assignment changes, and testing of the revised document assumptions or directives. The City Manager will ensure improvements are completed in a timely fashion.

This plan will be made available to the public in both hard and electronic copy when requested.

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FUNCTIONAL ANNEXES

CITY OF BAINBRIDGE ISLAND, WASHINGTON COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

December 2019

Population Protection

Introduction

This annex provides guidance for incidents requiring protective measures with little or no notice. The purpose of this annex is to identify the capabilities, processes, and responsibilities for emergency services, mass care and shelter, public health and medical services coordination, evacuation, and emergency public information.

Policies

See Appendix 3: Legal Authority for listed policies related to this annex.

Situation

The City of Bainbridge Island is a small, island community in Kitsap County which is at risk of many hazards as outlined in the Kitsap County Hazard Mitigation Plan. Due to limited on-island resources available for emergency response, mutual aid, contract services, access to state or regional resources, etc. will be needed to respond to the needs of the community.

Concept of Operations

Emergency Medical Services and Firefighting

The Bainbridge Island Fire Department (BIFD) is the lead agency responsible for the organization and mobilization of pre-hospital emergency medical services and firefighting response operations.

BIFD shall establish a system to expand emergency medical services capability and provide support to local clinics and hospitals. BIFD will work with the EOC in the coordination and establishment of expanded medical care needs during an emergency. When activated, the Fire Department will work with the EOC to coordinate expansion of hospital care to field operations when needed.

In the event of structural failure or inaccessibility of medical clinics and hospitals in a disaster, any city facility or temporarily established site may act as a remote emergency clinic, temporary hospital, or morgue for its local area until coordination of more permanent facilities can be established by the City of Bainbridge Island EOC, and partnering with local resources, if available.

Any site designated by the Incident Commander may serve as a command post, staging area, triage, treatment, transportation station, communications center, medical clinic, temporary hospital, temporary morgue, or in any other functional capacity appropriate for the situation.

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BIFD is the primary response agency on Bainbridge Island for firefighting operations. In an expanded incident, mutual aid may be requested from nearby fire districts including: South Kitsap Fire and Rescue, Central Kitsap Fire and Rescue, North Kitsap Fire and Rescue, Poulsbo Fire Department, Bremerton Fire Department, and Navy Region Northwest. Mutual aid is also available regionally and through Statewide mobilization.

BIFD may establish a Department Operations Center (DOC) to triage and prioritize calls, if necessary. Containing the fire as small as possible is a priority along with using only as much water is necessary to completely extinguish the fire. The fire department is equipped with a complement of engines and tenders to deliver water. In the event of a failure of the water supply infrastructure, the fire department has a boat capable of delivering a limited water supply from Puget Sound.

Mass Care and Shelter

In the event of a need for mass care, the Emergency Management Coordinator will activate the Care and Shelter/Hubs Team. The Care and Shelter Team is comprised of local volunteers who have been trained in shelter fundamentals and can establish shelters at pre-determined locations throughout the City. Services offered at shelter locations may include emergency food and water, shelter, medical care, psychological first aid, domestic animal care, and related support services.

If City volunteer resources are insufficient to support mass care efforts, additional assistance may be requested through the County Department of Emergency Management. KCDEM is responsible for requesting additional assistance from organizations capable of providing mass care and individual assistance services during and immediately following a disaster.

The Emergency Management Coordinator is the lead for staffing City facilities needed for staging areas and temporary shelters, and for coordinating mass care assistance from other human service organizations, churches, schools, and private businesses.

The City of Bainbridge Island is working to establish a network of shelters, also known as “hubs,” around the island. Hub locations will be pre-staged with emergency food, water, medical supplies, and cots over the next several years.

Individual assistance to disaster victims will be provided primarily by local organizations and various county, state, and federal government agencies. The range of services needed by disaster victims will depend on the emergency, and could include temporary housing, furniture, building/repair supplies, and occupational and mental health services.

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In the event of a Presidential Disaster Declaration, additional emergency welfare services may become available to eligible disaster victims. These services are normally coordinated through a state, or federal disaster assistance center established following a disaster declaration.

The Emergency Management Coordinator, in coordination with the KCDEM, shall coordinate county, state and federal services needed for shelter and recovery services when appropriate.

Public information regarding shelter availability and locations shall be coordinated through the designated Public Information Officer (PIO).

Public Health and Medical Services Coordination

Kitsap Public Health District provides public health services to Bainbridge Island and would continue to provide these services during an emergency. The Health District's emergency response plan describes how it mobilizes and coordinates resources to address a public health emergency. Topics include communicable disease response, urgent public health information, and medical countermeasures administration and dispensing.

The Health District is also the Emergency Support Function, or ESF, #8 (Health and Medical Services) Coordinator for all of Kitsap County, as described in the Kitsap CEMP. ESF #8 includes public health, healthcare, mortuary services, and mental health.

The Health District partners with the Northwest Healthcare Response Network, the regional healthcare coalition, for healthcare emergency coordination. The Network's response activities include healthcare situational awareness, patient movement, and the facilitation of healthcare resource-sharing. More details can be found in the Network's Healthcare System Emergency Response Plan.

In the event of a public health emergency, the Health District may activate its public health Emergency Coordination Center (ECC). If staffing allows, they may send representatives to the County and/or City EOCs as needed. If resources are limited, or if access to the island is limited, the Health District would provide consultation and support from its offices or ECC. This also applies to ESF 8 coordination.

The Network may activate its Healthcare Emergency Coordination Center (HECC) to support healthcare emergency response. If they are unable to send a representative to the County or City EOC, they will provide healthcare emergency response coordination through their HECC. They work under the County's ESF 8 structure.

Evacuation

In the event of an incident requiring the evacuation of all or part of the City of Bainbridge Island, the individual ordering an evacuation shall request notification of the Emergency Management Coordinator and the activation of the EOC any time there is a need to evacuate

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individuals to public shelters or across jurisdictional boundaries. KCDEM shall be notified in the event of an evacuation.

The evacuation of people from areas of risk in the City of Bainbridge Island may involve the emergency response of more than one government jurisdiction. The movement of people may be across jurisdictional boundaries and on public streets, roads, and highways under the supervision and control of one or more jurisdictions including cities, different counties, and state government.

The Bainbridge Island Police Department will provide direction and control for the movement of people within the City. Coordination with other jurisdictions and authorities involved in the evacuation and/or reception of victims shall be through the EOC.

Evacuation information should be as clear and direct as possible in order to provide immediate response by the affected population. Direction and control of on-scene evacuation activities shall be performed by uniformed personnel when possible.

Provisions for the evacuation of individuals with access and functional needs and use of mass transit for the relocation of affected individuals will be handled on a case-by-case basis according to the specific needs of the situation.

Planning efforts are underway within the county that address the evacuation of those with Limited English Proficiency, as well as Access and Functional Needs. These planning efforts also recognize the need to address the accommodation of pets and services animals as outlined in the Pets Evacuation and Transportation Standards Act (PETS).

Emergency Public Information

Emergency communication related to evacuation, sheltering, emergency lockdowns, food and water, public health protection, road closures, and other hazards are coordinated directly by the City of Bainbridge Island Emergency Management Coordinator and the Communications Coordinator.

The City's Communications Coordinator acts as the official PIO for coordinating the dissemination of emergency public information through the EOC. Additional City staff have been designated as backup PIOs to assist in the EOC in the event the Communications Coordinator is not available.

Emergency public information shall be coordinated through the EOC. The PIO will coordinate with the EOC Manager to prepare and coordinate the release of emergency public information. When the situation warrants, the PIO shall appoint an Assistant PIO when media briefings are required from multiple locations or the situation requires it.

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Media briefings will normally take place at the Bainbridge Island City Hall. If this location is not functional, or communications are inadequate, an alternate location will be identified and announced by the PIO.

Any or all of the following methods may be utilized to relay emergency information to the public during all phases of response and recovery:

1. COBI Nixle mass notifications (text and email to subscribers)
2. Kitsap County AlertSense mass notifications
3. Wireless Emergency Alerts (coordinated through Kitsap County)
4. City website and social media sites (Facebook and Twitter)
5. Police and Fire vehicle public address systems
6. Print, radio, and television media
7. Printed educational/informational material
8. Message boards at City facilities
9. Amateur Radio System (Ham Radio Operators)
10. Emergency Alert System (EAS)

The Nixle mass notification system is a method used to warn the public of hazardous situations within the city. This message can be sent out by the Emergency Management Coordinator, Communications Coordinator, and other selected City personnel. AlertSense and Wireless Emergency Alert (WEA) mass notifications are issued by the Kitsap County Department of Emergency Management. The Emergency Management Coordinator may request additional alerting capability through an official request to KCDEM.

The City may use its official website and social media pages on Facebook and Twitter to disseminate official emergency response information. Printed education and information materials are available through the City, KCDEM, and the Washington State Emergency Management Division.

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 at the location shall notify the Emergency Operations Center in a timely manner and provide detailed information regarding information released.

The Emergency Alert System (EAS), which provides emergency information to the public via local radio and television stations, may be activated by contacting KCDEM. Alternative activation would be through the Kitsap 911 Communications.

If local emergency warning systems are inoperable, notification of citizens regarding emergency information and instructions may be through the Emergency Alert System, door-to-door by

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uniformed City personnel, mobile loudspeakers, message boards at City entrances, or any other means available at the time.

The City of Bainbridge Island is aware of the need to provide continuous and accessible public information throughout all phases of emergency management and to the whole community. The emergency notifications sent out by the city prior to, during, or after an emergency or disaster will take all measures to ensure that all community members, including those with LEP and AFN be notified using all available resource in communication. The resources used may include any of the methods mentioned previously and other notification resources available in the community.

Responsibilities

Emergency Medical Services and Firefighting

1. Bainbridge Island Fire Department
 - a. Provide command and control for field operations through established command posts as appropriate.
 - b. Provide fire suppression services. Coordinate response of outside agencies as appropriate.
 - c. Provide hazardous materials incident response. Coordinate response of outside agencies as appropriate.
 - d. Provide light and limited heavy rescue. Coordinate response of outside agencies as appropriate.
 - e. Provide emergency medical services with transportation to the hospital.
 - f. Develop an inventory of local medical facilities, clinics, personnel, medical transportation, communication, and supply resources.
 - g. Coordinate mass casualty incident response including triage, treatment, transportation, and set-up of an initial morgue area if needed.
 - h. Provide support for citywide structural damage assessment, traffic control, emergency warnings, road closure, and protection of property.
 - i. Provide direction, assistance, and control for evacuation efforts as appropriate.
 - j. Provide support to the EOC in the dissemination of emergency warning information to the public.
2. Bainbridge Island Emergency Medical Responders (BIEMRs)
 - a. Provide support to BIFD in performing triage and treatment as requested.
3. Kitsap County Coroner
 - a. Coordinate with the Emergency Management Coordinator to provide mortuary services as appropriate for the situation.
 - b. Establish temporary morgues, determine cause of death, coordinate the disposition of corpses, and notification of relatives.

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- c. Coordinate activities with the Emergency Operations Center, morticians, police, and Incident Commander.
4. Police Department
- a. Provide assistance to the medical examiner in the identification of the deceased.
 - b. Provide security to field morgue operations and facilities.
 - c. Provide perimeter control at incident scenes when requested.

Mass Care and Shelter

1. Emergency Management Coordinator
 - a. Activates Care and Shelter/Hubs Team to support care and shelter operations.
 - b. Provides coordination with provider agencies and city departments to ensure adequate care and shelter needs are met.
 - c. Work with the Kitsap County EOC to ensure city needs are met.
 - d. Coordinate resources of other providers such as other human service agencies, churches, schools, and private business who can or want to assist relief efforts.
 - e. Coordinate activation of county, state, and federal shelter and recovery services
2. Emergency Operations Center
 - a. Provide support to the CAST in care and shelter operations as requested.
 - b. Provide support to ARC in mass care and individual assistance operations as requested.
 - c. Provide assistance to state and federal agencies in the event that disaster assistance centers are activated in Bainbridge Island.
3. Care and Shelter/Hubs Team
 - a. Provides support for care and shelter operations at pre-designated Hubs facilities across the City.
 - b. Provides care, shelter, feeding, basic medical care, psychological first aid, access and functional needs, interpretation, domestic animal care, and other support services as requested.
 - c. May also provide support at just-in-time shelter locations as necessary.
4. Public Information Officer
 - a. Coordinate the dissemination of public information concerning care and shelter and individual assistance with local, state, and federal government agencies.
5. Building Inspector
 - a. When requested or prior to opening, provide building safety inspection of the shelters.
6. Police Department

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- a. Establish security, maintain law, and prevent crime at the shelters.
 - b. Provide crowd control at public shelters.
 - c. Assist in identifying safe routes to shelters.
7. Public Works Department
- a. Coordinate disposal of solid waste from shelters as appropriate.
 - b. Assist in emergency repairs at shelters as appropriate.
 - c. Assist in identifying safe routes of travel for shelter staff and transport of supplies.
 - d. Assist in crowd control operations with signage and barricading.
 - e. Assist in providing emergency radio communications between temporary shelters and the EOC.
 - f. Coordinate the utilization of City facilities for use as reception centers/staging areas or shelters and provide staffing as available.
8. Bainbridge Island Metro Park and Recreation District
- a. Coordinate the utilization of Park District facilities for use as reception centers/staging areas or shelters and provide staffing as available.
9. Bainbridge Island School District
- a. Provide school facilities for shelter and feeding, if available.
10. Kitsap County Emergency Management
- a. Notify the American Red Cross (ARC) with details of the emergency and identified services needed when requested by the City of Bainbridge Island EOC.
 - b. Locate suitable sites for Federal Disaster Assistance Centers when requested.
11. American Red Cross (ARC)
- a. Serve as the coordinator and operator of mass care operations when City volunteer resources are not sufficient to meet local needs.
 - b. Provide food, clothing, temporary housing, mobile canteen service, medical services, and other necessities to disaster victims.
 - c. Provide health and welfare inquiry service.
12. All City Departments
- a. Make vehicles available to transport donated mass care supplies to shelters, feeding, or service center sites when requested.
 - b. Provide staff, supplies, equipment and facilities, as required by the extent of the emergency, to assist in providing emergency reception, sheltering, and feeding operations.

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Public Health and Medical Services Coordination

1. Kitsap Public Health District (KPHD)
 - a. Organization and mobilization of public health services during an emergency.
 - b. Coordinates ESF 8 support at the County and/or City Emergency Operations Center, as needed.
 - c. Monitor potential causes of communicable diseases in the wake of a disaster.
 - d. Identify and coordinate activation of additional mental health professionals when needed.
 - e. Establish monitoring facilities for problems regarding public health, water supplies, sanitation, and food needs when appropriate.
 - f. Provide information and instructions to facility managers and the public to safeguard public health, water supplies, sanitation, and food.
 - g. Coordinate emergency mass vaccination or medication dispensing activities

2. Kitsap County Coroner
 - a. Coordinate with the Emergency Management Coordinator to provide mortuary services as appropriate for the situation.
 - b. Establish temporary morgues, determine cause of death, coordinate the disposition of corpses, and notification of relatives.
 - c. Coordinate activities with the Emergency Operations Center, morticians, police, and Incident Commander.

3. Northwest Healthcare Response Network
 - a. Maintain a 24/7 duty officer program to support healthcare response.
 - b. Coordinate with healthcare organizations, EMS agencies, and local partners related to healthcare response and recovery strategies.
 - c. Coordinate with Public Health and local/county EOCs for healthcare situational awareness and healthcare response support.
 - d. Coordinate healthcare resource requests, including facilitations of healthcare mutual aid/healthcare resource sharing, and support local EOCs as requested.
 - e. Coordinate community patient movement and patient tracking with healthcare and local partners.

4. Police Department
 - a. Provide assistance to the medical examiner in the identification of the deceased.
 - b. Provide security to field morgue operations and facilities.
 - c. Provide perimeter control at incident scenes when requested.

Evacuation

1. City Manager
 - a. Issues Proclamation of Local Emergency orders.

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2. Emergency Management Coordinator
 - a. Activates the EOC as appropriate, and provides for coordination of resources for involved agencies.
 - b. Coordinates the dissemination of emergency public information. Coordinates with the emergency messaging with KCDEM; when appropriate.
 - c. Issues evacuation orders in the absence of a higher authority.
 - d. Communicates and coordinates with nearby jurisdictions including KCDEM, Kitsap Transit, and Washington State Department of Emergency Management regarding emergency activities including evacuation routes, destination areas, and reception centers.
 - e. Coordinates mass transit with Bainbridge Island School District and Kitsap Transit through the EOC.
 - f. Direct staff and volunteers to operate emergency shelters.

3. Public Works
 - a. Provides assessment of transportation routes, identifies alternate routes, and provides temporary traffic control measures/devices and operational control of traffic signals.
 - b. Coordinates internal city public transportation resources planned for use in evacuation.
 - c. Provides for the removal of debris, abandoned vehicles, and vehicles having mechanical problems from the evacuation routes when requested.
 - d. Provides for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to reception areas when requested.

4. Bainbridge Island Fire Department
 - a. Supports evacuation efforts when requested by BIPD.
 - b. Provides support to the EOC in dissemination of evacuation information to the public.

5. Bainbridge Island Police Department (BIPD)
 - a. Serves as the lead agency for mass evacuation coordination.
 - b. Provides direction and control for evacuation efforts.
 - c. Provides internal and perimeter security of evacuation zone.
 - d. Provides emergency traffic control in and around the evacuation zone.
 - e. Coordinates evacuation activities with law enforcement from adjacent jurisdictions and Washington State Patrol as appropriate.
 - f. Provides dissemination of evacuation information to the public as appropriate.

6. Public Information Officer
 - a. Provides information on emergency services, including evacuation information and routes, staging areas, and public shelters.

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7. Emergency Operations Center
 - a. Coordinates the opening of emergency shelters, when needed.

Emergency Public Information

1. Emergency Management Coordinator
 - a. Coordinate with the Public Information Officer on emergency notifications.
 - b. Coordinate with Kitsap County Emergency Management when additional assistance is needed for message dissemination.
2. Public Information Officer
 - a. Gather and coordinate emergency public information for timely release to the public.
 - b. Notify appropriate agencies to assist in the dissemination of emergency public information.
 - c. Give information briefings to city officials, news media, and the public.
3. City Departments
 - a. Provide timely information to the EOC regarding field activities and emergency public information.
 - b. Coordinate requests for assistance through the EOC.
4. Police Department
 - a. Assist in notification of citizens, if needed, through door to door contacts and mobile loudspeakers.
5. Kitsap County Emergency Management
 - a. Develop and release emergency information via WEA, AlertSense, or other appropriate methods as requested by the City of Bainbridge Island.

Resource Requirements

The Emergency Management Coordinator provides annual education and training on the procedures outlined in this section. If further education and training is needed, City of Bainbridge Island will collaborate with partnering or outside agencies to ensure all responsibilities are understood and well executed should a disaster or emergency happen.

References and Supporting Plans

See Appendix 2: References and Supporting Plans for a list of references and supporting plans related to this annex.

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Terms and Definitions

See Appendix 1: Terms and Definitions for a list of terms and definitions related to this annex.

Resource Management

Introduction

During an emergency or disaster, normal operational capability and resources may quickly be depleted. Processes, agreements, policies, and funding mechanisms are necessary to ensure that extraordinary protective measures for lives and property can be implemented. This annex describes the management of resource needs for emergencies within the City of Bainbridge Island.

Policies

See Appendix 3: Legal Authority for listed policies related to this annex.

Situation

The City of Bainbridge Island is a small, island community in Kitsap County which is at risk of many hazards as outlined in the Kitsap County Hazard Mitigation Plan. Due to limited on-island resources available for emergency response, mutual aid, contract services, access to state or regional resources, etc. will be needed to respond to the needs of the community.

Concept of Operations

Intrastate Mutual Aid

Mutual aid agreements exist with surrounding fire and law enforcement agencies. Requests for assistance may be through existing mutual aid agreements, the Kitsap County Fire Mutual Aid Plan and/or the Washington Intrastate Mutual Aid System. In situations when mutual aid is not available, requests will be coordinated through the EOC.

Multi-Jurisdictional Coordination

When more than one type of agency is involved in field operations, the preferred method of operation is to have combined or co-located command posts. The on-scene Incident or Unified Commander shall provide regular status reports and coordinate all requests for additional resources through the EOC. A unified command structure will normally be established when fire or law enforcement agencies from outside the City of Bainbridge Island are assisting with incidents inside the City limits.

Emergency Worker Program

The City of Bainbridge Island Emergency Management Coordinator is responsible for the registration and credentialing of Emergency Management Volunteers. Pre-registered/credentialed volunteers fit into one or more of the following categories: Community Emergency Response Team (CERT), BI Emergency Medical Responders (BIEMRs), Care and

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Shelter/Hub Response Team, Amateur Radio Team, EOC Volunteers, Shelter Managers/Hub Leads, General Support Staff, and Medical Reserve Corps (MRC).

Non-profit and faith-based volunteer organizations may be able to provide additional volunteers who can assist in the activities during and following a disaster. The Emergency Management Coordinator is responsible for maintaining a list of community groups and their skill sets; whose members can be mobilized during a disaster. During and immediately after a disaster, individuals and families will need social services such as counseling or childcare. Non-profit and faith-based volunteer organizations can assist in providing these support activities.

The Emergency Management Coordinator is responsible for coordinating and directing volunteers to various tasks and locations during and immediately after a major disaster. Additionally, the EOC has a designated Volunteer and Donations Management unit position in the Logistics Section of the EOC. The EOC will communicate with identified leaders of religious and community organizations to achieve this purpose.

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. The EOC will be responsible for the recruitment, registration, and coordination of spontaneous volunteer emergency workers. Volunteers will be registered as temporary emergency workers and provided identification, assignments appropriate to their qualifications, and administrative details.

Resource Typing

Currently, the City of Bainbridge Island does not have the resources available to conduct this task. When resource typing is needed, the city will work with KCDEM to conduct this task.

Inventorizing

The City of Bainbridge Island has an inventorying system in place for day-to-day operations. COBI does not have an inventory system available to conduct the inventorying of resources during a disaster or emergency. The city will work closely with outside partners and KCDEM to assist with this task.

Credentialing System

The City of Bainbridge Island Emergency Management Coordinator is responsible for the registration and credentialing of all Emergency Management Volunteers. All volunteers complete an application and background check before verification and approval of their status as an Emergency Management Volunteer. Credentialed and spontaneous volunteers must wear picture ID badges provided by the Emergency Management Coordinator when volunteering in a disaster.

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Health and Medical Logistics

Kitsap Public Health District is responsible for Kitsap County’s mass dispensing plan, which includes the requesting, receipt, and distribution of emergency medicines and vaccinations. The Health District will coordinate with the City of Bainbridge Island to conduct emergency mass dispensing operations on the island.

The Kitsap Emergency Operations Center, managed by KCDEM, will process requests for non-medical resources during an emergency. The handling of these requests will be supported, as needed, by the Emergency Support Function 8 or Health and Medical Unit Leader. This role is typically filled by the Health District.

If a healthcare facility on Bainbridge Island needs a medical resource, they can also contact the Northwest Healthcare Response Network. The Network can act as a resource broker between healthcare facilities. Any resource requests not able to be completed with Coalition partners will be sent along to Public Health District to manage with KCDEM

Responsibilities

Intrastate Mutual Aid

1. Police Department
 - a. Provide law enforcement activities within the city, which includes the enforcement of any special emergency orders issued by the City Manager as the executive head of the City under Chapter 2.44 BIMC.
 - b. Provide emergency traffic control, support for evacuations, windshield surveys, and assist with citywide damage assessment as needed.
 - c. Provide security at incident scenes and the Emergency Operations Center as needed.
 - d. Develop and maintain resource lists for equipment, personnel, and supply sources.
 - e. Coordinate requests for outside assistance through the EOC.

2. Fire Department
 - a. Provide fire suppression and control, emergency medical services, and immediate life safety services within Bainbridge Island.
 - b. Develop a list of resources that includes apparatus, equipment, personnel, and supply sources.
 - c. Implement the Kitsap County Fire Resources Plan when appropriate. (Separately published document).
 - d. Develop departmental procedures for use during major emergencies and disasters.
 - e. Provide regular status reports and information regarding operational and resource needs to the EOC.

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- f. Provide a representative to the EOC to assist in the prioritization and coordination of department-wide response efforts as well as regional coordination with Kitsap County EOC when appropriate.
3. Public Works Department
- a. May provide operational support with light and heavy equipment, manpower, traffic control, and control of utilities during emergencies.

Multi-Jurisdictional Coordination

1. Police Department
- a. Provide law enforcement activities within the City, which includes the enforcement of any special emergency orders issued by the City Manager as the executive head of the City under Chapter 2.44 BIMC.
 - b. Provide emergency traffic control, support for evacuations, windshield surveys, and assist with citywide damage assessment as needed.
 - c. Provide security at incident scenes and the Emergency Operations Center as needed.
 - d. Develop and maintain resource lists for equipment, personnel, and supply sources.
 - e. Coordinate requests for outside assistance through the EOC.
2. Fire Department
- a. Provide fire suppression and control, emergency medical services, and immediate life safety services within Bainbridge Island.
 - b. Develop a list of resources that includes apparatus, equipment, personnel, and supply sources.
 - c. Implement the Kitsap County Fire Resources Plan when appropriate. (Separately published document).
 - d. Develop departmental procedures for use during major emergencies and disasters.
 - e. Provide regular status reports and information regarding operational and resource needs to the EOC.
 - f. Provide a representative to the EOC to assist in the prioritization and coordination of department-wide response efforts as well as regional coordination with Kitsap County EOC when appropriate.
3. Public Works Department
- a. May provide operational support with light and heavy equipment, manpower, traffic control, and control of utilities during emergencies.

Emergency Worker Program

1. Emergency Management Coordinator

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- a. Implement Emergency Management Volunteer registration and credentialing process.
 - b. Coordinate with the EOC for volunteer activations.
 - c. Communicate with volunteer and religious organizations regarding need for additional volunteer services.
2. Bainbridge Prepares
 - a. Encourage Bainbridge Prepares volunteers to register with the City as Emergency Management Volunteers.
 - b. Provide a representative to the EOC to serve in the Volunteer and Donations Management Unit.
3. Non-profit and Faith-based Volunteer Organizations
 - a. Contact members and mobilize as requested by the Emergency Management Coordinator.
4. City Manager
 - a. Provide Proclamation of Local Emergency.
 - b. Serve as the primary Disaster Manager when the EOC is activated.
 - c. Coordinate assignment of City employees, as necessary, to make best use of employee resources in disaster response and recovery.
5. City Council
 - a. Approve Proclamation of Local Emergency.
 - b. All Departments
 - c. Develop procedures to utilize all City staff for emergency assignments and identify staff who could be released to assist other departments.
6. Emergency Operations Center
 - a. Work directly with Emergency Management Coordinator to register temporary emergency workers and volunteers as required by emergency circumstances (other than City employees).
 - b. Prioritize needs for human resources help and assign volunteers appropriately.
 - c. Provide necessary emergency temporary worker registration materials, such as registration forms, identification cards, explanation of administrative procedures, etc.
 - d. Process any claims of volunteers registered as emergency workers.

Resource Typing

1. Kitsap County Emergency Management
 - a. Assist with resource typing when requested.

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Inventorying

1. All Departments
 - a. Coordinate with the EOC to assist with the inventorying of supplies and resources when requested.
2. Kitsap County Emergency Management
 - a. Provide support, when needed, in the inventorying of resources and supplies.

Credentialing System

1. Emergency Management Coordinator
 - a. Implement Emergency Management Volunteer registration and credentialing process.
 - b. Coordinate with the EOC to implement registration and credentialing process for spontaneous volunteers.

Health and Medical Logistics

1. Kitsap Public Health District
 - a. Maintain Kitsap County's mass dispensing plan, including the conduct of mass dispensing trainings and exercises.
 - b. Provide support, when needed, in the requesting of medical resources and supplies.
2. Northwest Healthcare Response Network
 - a. Support, when needed, brokering of medical resources among healthcare facilities within its jurisdiction. Coordinate with local Public Health District and KCDEM for all unfulfilled medical resource requests
 - b. Connect all non-medical resource requests to KCDEM.
3. Kitsap County Emergency Management
 - a. Provide support, when needed, in the requesting of medical and non-medical resources and supplies from healthcare organizations.

Resource Requirements

The Emergency Management Coordinator provides annual education and training on the procedures outlined in this section. If further education and training is needed, the City of Bainbridge Island will collaborate with partnering or outside agencies to ensure all responsibilities are understood and well executed should a disaster or emergency happen.

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References and Supporting Plans

See Appendix 2: References and Supporting Plans for a list of references and supporting plans related to this annex.

Terms and Definitions

See Appendix 1: Terms and Definitions for a list of terms and definitions related to this annex.

Critical Infrastructure

Introduction

One of the most important obligations of government is to maintain public infrastructure. When emergencies destroy, damage, or weaken roadways, power distribution, water, sewer, and garbage or debris removal, the economy and the public health and welfare can be severely impacted. This purpose of this annex is to identify the critical tasks, capability, and process for identifying damage to the City of Bainbridge Island's critical infrastructure and key resources, and the City's ability to prioritize and restore those systems to normal operations or use.

Policies

See Appendix 3: Legal Authority for listed policies related to this annex.

Situation

The City of Bainbridge Island is a small, island community in Kitsap County which is at risk of many hazards as outlined in the Kitsap County Hazard Mitigation Plan. The City has limited resources for emergency response that may impact the ability to respond to damage to critical infrastructure including: transportation, communications systems, water/wastewater, and power.

Concept of Operations

Transportation

The Kitsap County EOC is the lead agency for the coordination of outside transportation resources (Kitsap Transit). The City of Bainbridge Island Public Works Department will coordinate transportation within the city. Additional resources or assistance may be obtained through existing mutual agreements and/or private contractors.

Public Works will coordinate with city and county agencies to establish transportation routes out of or through the city. The Public Works Department will coordinate with local providers of transportation (school district, etc.) to supply required vehicles for evacuation or relocation. This will be coordinated through the EOC. The Public Works Director shall designate a representative to the EOC. Public Works staff will be mobilized as needed.

The City of Bainbridge Island has also established a City and Citizen Flotilla of volunteer boat owners who may assist with transportation needs on and off the island when the bridge and ferry service are compromised.

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Communications Systems

The primary source of dispatch communications for the Bainbridge Island Fire Department and the Bainbridge Island Police Department is coordinated by Kitsap 911, located at 911 Carver Street W, Bremerton, WA.

The City of Bainbridge Island maintains its own internal VHF radio frequencies, which are normally used for communications by the Public Works and Bainbridge Island Police Departments. In the event of an emergency, these frequencies may be used by the EOC to coordinate and share information with field responders and other City departments.

The Police Department and Information Technology Department work together to provide overall direction and control of the emergency communications support activities of the City during a disaster or emergency situations.

Coordination with the EOC will be critical to the City's ability to coordinate and respond to an emergency.

Partial or total disruption of normal communications may occur during an emergency. Primary and auxiliary modes of communications are vital to any emergency operations activity.

The existing telephone system provided through the general telephone switch network system, along with the City's existing radio systems, will provide the primary modes of communication.

Additional volunteers may be activated as necessary to supplement the City's radio system such as local amateur radio operators. The Bainbridge Island Emergency Auxiliary Radio Service (BEARS) is an established team and may be called upon to support local communications.

The City of Bainbridge Island uses the Nixle mass notification system send out emergency messaging to the community, as well as to city employees, those serving in the EOC, and others involved with response activities. All employees with the City of Bainbridge Island are registered with Nixle and are aware that this system will be used during an emergency.

If the telephone system fails, city cellular phones and employee cellular phones are available for use for the EOC and field operations. All City cell phones are subscribed to Wireless Priority Service (WPS) and the Bainbridge Island Fire Department and Police Department cell phones are a part of the AT&T FirstNet network.

Fax machines are available in the EOC, Bainbridge Island Public Works Operations and Maintenance facility and the Bainbridge Island City Hall. These machines may also be used as a means of communications.

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Water/Wastewater

The Bainbridge Island Public Works Department is the lead agency for the coordination of Public Works activities within the City.

The Public Works Department shall provide damage assessment of Public Works facilities, transportation routes, and essential City owned buildings. The department shall provide for emergency repair of city owned facilities. Priority shall be given to facilities that provide critical and essential services.

The Public Works Department shall coordinate with private utility companies responsible for electricity, telephone, cable, and solid waste collection to ensure all recovery operations are conducted in as orderly a manner as possible.

The Public Works Director shall designate a representative to the Emergency Operations Center.

Additional resources or Public Works assistance may be obtained through existing mutual aid agreements and/or contracts through private contractors.

Public Works staff will be mobilized on a case-by-case basis. This will normally be done through the department's notification procedures.

Utilities

The following utility systems operate in the City of Bainbridge Island:

- Surface Water
- Water (Public Works, Bainbridge Island)
- Sewer (Public Works, Bainbridge Island)
- Electric Power (Puget Sound Energy)
- Telephone (CenturyLink)
- Solid Waste (Bainbridge Disposal)
- Cable T.V. (Comcast)
- Propane (various private supply companies)

The Public Works Department is the lead agency for the coordination of all utility activities within the City of Bainbridge Island.

The Public Works Director shall designate a representative for utilities to the EOC.

Additional resources or assistance may be obtained through existing mutual aid agreements and/or contracts with private contractors.

Public Works staff will be mobilized on a case-by-case basis. This will normally be done by telephone or pager, through the department's notification procedures.

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Public Works shall provide damage assessment of public utilities. Priority shall be given to facilities that provide critical and essential services.

Electric power is maintained by Puget Sound Energy.

Responsibilities

Transportation

1. Public Works
 - a. Act as necessary to provide transportation as required by conditions of critical routes.
 - b. Provide for the safe and effective operations of transportation equipment through coordination with Police and Fire Departments.
 - c. Provide and/or coordinate property restoration of critical transportation systems.
 - d. Provide or contract for transportation services as appropriate through support agencies/businesses.
 - e. Maintain an inventory of public/private transportation suppliers (Kitsap Transit, WSF, school district, fire district, etc.).
 - f. Document costs and activities.
2. Flotilla
 - a. Provide transportation support for EOC and citizen needs through the City and Citizen Flotilla cadre of volunteer boat owners.
3. Emergency Operations Center
 - a. Coordinate with Kitsap Transit, Washington State Department of Transportation, Washington State Ferries, and the Flotilla on transportation needs related to disaster response operations
 - b. Activate the Flotilla to support disaster response operations if access on and off the island is compromised due to bridge closure and ferry service termination

Communications System

1. Police Department
 - a. Direct emergency communications support activities of the City.
 - b. Advise EOC on status and capabilities of emergency communications system.
 - c. Recommend reallocation or redistribution of radio and cellular telephone resources used by City departments as needed to effectively maintain communications in emergency situations.
 - d. Coordinate with Communications Branch in the EOC on use of alternate communications systems if normal channels are inoperable.

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2. Emergency Operations Center
 - a. Coordinate activation of volunteer radio networks as needed.

3. Information Technology
 - a. Arrange additional communications capabilities when needed.
 - b. Establish restoration priorities for emergency telephone and radio systems.

Water/Wastewater

1. Public Works
 - a. Take immediate action as necessary, in conjunction with the Police Department, to protect the public from unsafe conditions and implement detours and/or road closures as directed by the EOC.
 - b. Conduct immediate field assessment of the status of the streets network, and City facilities and report findings to the EOC.
 - c. Provide for the safe and effective operation of streets and walkways through the removal of debris.
 - d. Provide emergency public information through the EOC regarding matters of public health hazards related to damaged facilities.
 - e. Provide for priority restoration of critical facilities.
 - f. Provide or contract for major recovery work and/or service when appropriate.
 - g. Maintain an inventory of equipment (signs, barricades, paint, etc.) that is ready to be used to respond to road closures, detours, route markings, etc.
 - h. Conduct minor street and structure repair whenever it has been decided to perform such service in-house or whenever immediate restoration is critical and possible.
 - i. Assist other City departments when requested and possible.
 - j. Coordinate repair operations with outside agencies and franchise utilities as appropriate.
 - k. Assist with arrangements for alternate locations from which to operate City business as appropriate.
 - l. Document costs and activities.

2. Planning and Community Development Department
 - a. Support the Public Works Department when requested by the Public Works Director.

Energy

1. Public Works
 - a. Coordinate water supply and sewer collection with appropriate purveyors.
 - b. Communicate health and environment issues to the EOC.
 - c. Assist in damage assessment of public and private utilities. Provide for priority restoration of critical facilities through the EOC.

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- d. Coordinate repair operations with franchised utilities and outside agencies as appropriate through the EOC.
- e. Coordinate citywide solid waste collection services.
- f. Operate the public detention systems to control flooding and/or property damage.
- g. Public Works shall coordinate all recovery work with private utilities/businesses responsible for electricity, telephone, water, sewer, and cable through the EOC. The EOC will notify the appropriate agencies.
- h. Document costs and activities.

Attachments

Attachment 1: Bainbridge Island Critical Infrastructure List

Resource Requirements

The Emergency Management Coordinator provides annual education and training on the procedures outlined in this section. If further education and training is needed, City of Bainbridge Island will collaborate with partnering or outside agencies to ensure all responsibilities are understood and well executed should a disaster or emergency happen.

References and Supporting Plans

See Appendix 2: References and Supporting Plans for a list of references and supporting plans related to this annex.

Terms and Definitions

See Appendix 1: Terms and Definitions for a list of terms and definitions related to this annex.

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Attachment 1: Bainbridge Island Critical Infrastructure

City Owned Critical Facilities

1	City Hall	280 Madison Ave	
2	Police Department	625 Winslow Way East	
3	Senior Center/Commons	Waterfront Park	
4	Public Works Facility	7305 H8idden Cove Road	
5	Municipal Court	10255 NE Valley RD	
6	Head of Bay Well Site	7290 Wyatt Way	Wells, treatment, booster pumps
7	Sands Avenue Well Site	8499 Sands Avenue NE	Wells, treatment, booster pumps
8	Fletcher Bay Well Site	5579 N.E. Foster Road	Well, treatment, booster pump
9	Commodore Well Site		Well, treatment, booster pumps
10	1.0 Million Gallon Reservoir	1755 Lewis Place NW	1,000,000 gal above ground tank
11	1.5 Million Gallon Reservoir	1755 Lewis Place NW	1,500,000 gal above ground tank
12	Grand Avenue Reservoir	Cherry Avenue	300,000 gal above ground tank
13	Rockaway Reservoir	1100 Old Creosote Road	132,000 gal above ground tank
14	Rockaway Treatment Facility	1100 Old Creosote Road	Treatment
15	Rockaway Taylor Avenue Well	Taylor Avenue	Well
16	Erickson Avenue PRV	Eriksen and Wyatt	Underground PRV station
17	Cherry Avenue PRV	851 Cherry Avenue	Underground PRV station
18	Grow Avenue PRV	Grow and Wyatt	Underground PRV station
19	Madison/Knechtel PRV	Madison and Knechtel	Underground PRV station
20	Weaver PRV	Weaver between HS & Wyatt	Underground PRV station
21	Madison Avenue PRV	Madison and Madrona	Underground PRV station
22	Ferndcliff Avenue PRV	Ferndcliff and Wing Point	Underground PRV station
23	Cave Avenue PRV	Cave Avenue	Underground PRV station
24	Highway 305 South	400 Harborview Drive SE	Dry pit pump station
25	Island Terrace	1174 Ferndcliff Avenue NE	Dry pit pump station
26	Klickitat	692 Klickitat Place NE	Dry pit pump station
27	Lower Hawley	1195 Irene Place NE	Dry pit pump station
28	Lower Lovell	426 Lovell Avenue SW	Dry pit pump station
29	Lynwood Center	4573 Point White Drive NE	Wet pit pump station
30	North Town Woods	9665 NE North Town Loop	Dry pit pump station
31	Old Treatment Plant	310 Madison Avenue S	Dry pit pump station
32	Sunday Cove	691 Winslow Way West	Dry pit pump station

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33	Village	920 Hildebrand Lance NE	Dry pit pump station
34	Wing Point	6481 Wing Point Drive NE	Dry pit pump station
35	Sakai Village	1879 Sakai Loop	Wet pit pump station
36	Ferry Terminal	Olympic Drive	Wet pit pump station
37	Rockaway	3900 Rockaway Beach Rd	Wet pit pump station
38	Vineyard Lane	682 State Highway 305	Wet pit pump station
39	Woodward School	9125 N.E. Sportsman Club	Wet pit pump station
40	Madrona	Madison and New Brooklyn	Wet pit pump station
41	Wastewater Treatment Plant	1220 Donald Place	Wastewater treatment facilities
42	Vincent Road Landfill	6400 Don Palmer Avenue	Closed landfill
43	Stormwater Decant Facility	6401 Don Palmer Avenue	Stormwater spoils handling facility

Non-City Owned Critical Facilities

1. Agate Pass Bridge
2. Winslow Ferry Terminal
3. Washington State Ferry Maintenance Yard
4. Elementary Schools: Blakey, Ordway, Wilkes, & Odyssey
5. Sakai Intermediate School
6. Woodward Middle School
7. Bainbridge High School
8. Commodore Options School
9. Island School
10. Hyla Middle School
11. Madrona School
12. Montessori Country School
13. St. Cecilia Catholic School
14. Police Station
15. Fire Stations 21, 22, and 23
16. BI Metro Park and Recreation District
 - i. Strawberry Hill facilities
 - ii. Aquatics Center
17. Swedish Medical
18. Virginia Mason Medical
19. CHI Franciscan/City MD
20. Island Health and Rehabilitation
21. BI Historical Museum
22. BI Museum of Art
23. Kitsap Regional Library – Bainbridge Branch
24. Madrona House (BI Senior Living)
25. Madison Avenue House (BI Senior Living)

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26. Winslow Manor (BI Senior Living)
27. Wyatt House (BI Senior Living)
28. IslandWood
29. Fort Ward Wastewater Treatment Plant
30. Two high power transmission lines across Agate Pass
31. Three PSE Sub-stations (Port Madison, Winslow, and Murden Cove)
32. Hubs (shelter) Locations
 - a. Bloedel Reserve
 - b. Island Church
 - c. Seabold United Methodist Church
 - d. Battle Point Park
 - e. Ft. Ward Park

APPENDICES

CITY OF BAINBRIDGE ISLAND, WASHINGTON COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

December 2019

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Terms and Definitions

NAME	DESCRIPTION
AAR	After Action Report
Access and Functional Needs	Those members of the community that may have additional needs before, during and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care.
ADA	Americans with Disabilities Act
Administration and Finance Chief	In an incident, responsible for communications flow, record keeping, and financial support.
Advanced Life Support	Refers to services by a paramedic considered “advanced,” such as cardiac monitoring, endotracheal intubation, intravenous therapy, and selected trauma surgical procedures.
AFN	Access and Functional Needs
After Action Report	A narrative report that presents issues found during an incident or exercise along with recommendations on how those issues can be resolved.
All-Hazard	Describing an incident, natural, or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economical activities.
Allocated Resources	Resources dispatched to an incident that have not yet checked in with the Incident Command Center.
ALS	Advanced Life Support
Alternate Facility	An alternate work site that provides the capability to perform minimum essential departmental or jurisdictional functions until normal operations can be resumed.
American Red Cross	The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies.
Animal Shelter	A place where animals are kept when stray, lost, abandoned, or during a time of disaster when owners need a place to keep them.
Annex	The purpose of an annex is to describe operations for a particular function. It defines the function and shows how activities of various participants in the functional organization are coordinated. The annex is action oriented. It is written for, and preferably by, the person responsible for controlling resources available to accomplish the objectives of the function in any large-scale emergency. It is a substantial, freestanding plan that is specific to carry out a task. Examples: Fire Mobilization Plan, Hazmat Plan, Pet Care Plan.

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Appendices	An appendix contains details, methods and technical information that are unique to specific hazards identified as being likely to pose a threat of disaster in the community. Appendices should be attached to functional annexes. Appendices are supplementary, helper documents, frequently changing but without specific direction. Examples, non-critical lists such as phone lists or annual lists of events.
ARC	American Red Cross
Assigned Resources	Resources checked in and available for assignment.
Awareness	The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.
Base	In Incident Command, location at which the primary logistics functions are coordinated and administered. The incident Command Post may be located with the Base. There is only one Base per incident.
Basic Life Support	A specific level of pre-hospital medical care provided by trained responders, including emergency medical technicians, in the absence of advanced medical care.
BLS	Basic Life Support
Branch	That organizational level having functional/geographic responsibility for major segments of incident operations. The Branch level is the organizational level between Section and Division/Group.
Catastrophic Event	An emergency event that renders a department's or jurisdictions primary facility unusable for a sustained period of up to or exceeding 30 days.
CEMP	Comprehensive Emergency Management Plan
CFR	Code of Federal Regulations
CISD	Critical Incident Stress Debriefing
Clear Text	The use of plain English in radio communications transmissions. No ten codes or agency-specific codes are used when using clear text.
Code of Federal Regulations	The primary volume regarding the Public Assistance Program under FEMA's direction.
COG	Continuity of Government
Command	The function in the Incident Command System responsible for overall direction and control of the incident.
Command Staff	The command Staff consists of the Safety Officer, Liaison Officer, and Information Officer, who report directly to the Incident Commander.

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Comprehensive Emergency Management Plan	The plan developed by the Division of Emergency Management and participating entities, which addresses the mitigation, preparation, response, and recovery activities associated with emergency/disaster situations.
Comprehensive Preparedness Guide 101	Comprehensive Preparedness Guide 101 provides Federal Emergency Management Agency (FEMA) guidance on the fundamentals of planning and developing emergency operations plans (EOP).
Contingency staff/team	The personnel of the department of jurisdiction who are designated to report to the alternate facility during COOP implementation to ensure that the department or jurisdiction is able to perform its essential functions.
Continuity of Government	Measures taken by a government to continue to perform required functions during and after a severe emergency. COG is a coordinated effort within each branch of government to continue its minimum essential responsibilities in a catastrophic emergency.
Continuity of Operations	An internal effort within individual components of a government to ensure the capabilities exists to continue essential component functions across a wide range of potential emergencies, including localized acts of nature, accident and technological or attack-related emergencies.
COOP	Continuity of Operations Plan
Cooperating Agency	An agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (American Red Cross law enforcement, public works, etc.).
Cost Share	A sharing of costs between the Federal and State governments when the President declares a disaster or emergency.
County Organizations	Private entities that are signatories to the CEMP and have a designated responsibility for carrying provisions out within the CEMP.
CPG 101	Comprehensive Preparedness Guide 101
Critical Incident Stress Debriefing	An organized approach to supporting emergency services personnel and survivors who are involved in emergency operations under conditions of extreme stress. The purpose of the debriefing group is to assist in mitigating long-term emotional trauma.
Critical Infrastructure	Assets, systems, and networks, whether physical or virtual, so vital that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, economic security, public health or safety, or any combination of those matters.
Cyber	Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.
Damage Assessment	The process of determining the magnitude of damage and the unmet needs of the community as the result of a hazardous event. Estimation of damages made after a disaster has occurred which

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	<p>serves as the basis of the City Manager’s Proclamation of Local Emergency.</p>
<p>Declaration of Disaster, Presidential</p>	<p>Activates certain federal assistance under the provisions of Public Law 93-288 the Robert T. Stafford Disaster Relief Act; made by the President; requested by the Governor.</p>
<p>Declarations of Disaster, local</p>	<p>An indication to the Governor of the State of Washington that local resources have or may soon be exhausted, and that special assistance is required to meet the needs of the emergency; a resolution made by the City Council; necessary prior to direct assistance from the state.</p>
<p>Delegated Authority</p>	<p>An official mandate calling on the individual holding a specific position to assume responsibilities and authorities not normally associated with that position when specified conditions are met.</p>
<p>Demobilization</p>	<p>The orderly, safe, and efficient return of an incident resource to its original location and status.</p>
<p>Designated Area</p>	<p>Any county in the state identified with an emergency or major disaster-affected area that has been determined eligible for federal assistance.</p>
<p>Direction and Control</p>	<p>The emergency support function that defines the management of emergency response and recovery.</p>
<p>Direction and Control Exercise</p>	<p>An activity in which emergency management officials respond to a simulated incident from their command and control centers. It mobilizes emergency management and communications organizations and officials. Field response organizations are not normally involved.</p>
<p>Disaster</p>	<p>An event, expected or unexpected, in which a community’s available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community’s essential functions are prevented.</p>
<p>Disaster Assessment</p>	<p>Estimation of damages made after a disaster has occurred which serves as the basis of a Proclamation of a Local Emergency.</p>
<p>Disaster Field office</p>	<p>(DFO) A temporary location to coordinate disaster response over a prolonged period.</p>
<p>Documentation Unit</p>	<p>Functional unit within the Planning Section. Responsible for recording, collecting, and protecting all documents relevant to the incident.</p>
<p>Donated Resources</p>	<p>Volunteer labor, donated equipment, and donated materials.</p>
<p>EMC; EMAC</p>	<p>Emergency Management Council; Emergency Management Advisory Committee</p>

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Emergency	A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from localized events that affect a single office in a building, to human, operations. An emergency could cause the temporary evacuation of personnel or the permanent displacement of personnel and equipment from the site to a new operating location environment. "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster." (Public Law 92-288)
Emergency Alert System	(EAS) A federally mandated program established to enable the President, federal, state and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Formerly known as the Emergency Broadcast System (EBS), it requires broadcasters to relay emergency information. This system is for immediate action emergencies where the public needs to be informed. Example, dam failure, hazmat chemical cloud.
Emergency Management	Organized analysis, planning, decision-making, and assignment of available resources to mitigate, prepare for, respond to, and recover from the effects of any hazards.
Emergency Medical Services	A national network of services coordinated to provide aid and medical assistance from primary response to definitive care; involves personnel trained in rescue, stabilization, transportation, and advanced treatment of traumatic or medical emergencies.
Emergency Operations Center	The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility, or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribe), or some combination thereof.
Emergency Support Function	A grouping of government and certain private sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESF's serve as the primary operation-level mechanism

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	to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions or primary Federal responsibility.
Emergency Worker Compensation	Liability coverage for certain volunteer emergency workers under the provisions of the Revised Code of Washington, Chapter 38.52.
EMS	Emergency Medical Services
EOC	Emergency Operations Center
ESF	Emergency Support Function
Evacuations	Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
Event	A significant event or designated special event requiring security, such as inaugurations, State of the Union addresses, the Olympics, and international summit conferences.
FEMA	Federal Emergency Management Agency
Finance / Administration Section	Section in the Incident Command System responsible for coordination of fiscal control measures, cost tracking, and procurement management.
HAM Radio	Amateur Radio, a licensed citizen radio system which can be used during times of emergency.
Hazard	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
Hazard Mitigation	Any action taken to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities.
HHS	Health and Human Services
Homeland Security Exercise and Evaluation Program	Provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.
Hot Wash	The immediate after-action discussion and evaluation of performances of an exercise, training, or real-world event.
HSEEP	Homeland Security Exercise and Evaluation Program
ICS	Incident Command System
Incident	An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public

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	health and medical emergencies, and other occurrences requiring and emergency response.
Incident Command System	Nationally recognized emergency management method for the coordination of multiple resources in a complex incident. Adaptable to single jurisdiction/single agency; single jurisdiction/multiple agency; multiple jurisdiction/multiple agencies. Consists of 5 primary components: Command, Operations, Planning, Logistics, and Finance/Administration.
Incident Commander	The person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved.
JFO	Joint Field Office
JIC	Joint Information Center
Joint Field Office	The central coordination point for recovery assistance programs among local, state, Federal, and tribal agencies; as well as, voluntary organization
Joint Information Center	A center established to coordinate the public information activities for a large incident for responding agencies.
Joint Information Center	A facility established to coordinate all incident related public information activities on-scene. It is the central point of contact for all news media at the scene of the incident. Public information officials from participating federal, State, local, and tribal agencies and nongovernmental entities also may co-locate at the JIC.
Jurisdiction	A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).
KCDDEM	Kitsap County Emergency Management
KCSO	Kitsap County Sheriff Office
Kitsap Community Alerts; AlertSense	A mass notification system that allows for the alerting of emergency or non-emergency incidents that may have significant impact to the community.
KPHD	Kitsap Public Health District
LEP	Limited English Proficiency
LEPC	Local Emergency Planning Committee
Limited English Proficiency	A person who is not fluent in the English language and/or may have limited ability to speak, read, write, and understand the English language. Often, English is not their native language.

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Local Emergency Planning Committee	A committee that represents local governments, emergency response officials, environmental and citizen groups, industry and other interested parties in each of the 40 emergency planning districts in Washington state that was established by the State Emergency Response Commission to coordinate hazardous material issues and carry out the mandate of the Emergency Planning and Community Right-to-Know Act of 1986.
Logistics Section	Section in Incident Command System responsible for the acquisition and tracking of personnel, supplies, equipment, transportation resources, facilities, etc.
Mitigation	The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often identified by lessons learning from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measure that can take to reduce loss and injury.
Multi-jurisdictional	Planning that entails the planning of multiple jurisdictions and agencies, which may also be outside of the jurisdiction.
Mutual Aid Agreement	Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.
National Incident Management System	A system that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility between Federal, State, local, and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology. They are identified as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.
NGO	Non-Governmental Organization
NIMS	National Incident Management System
Non-Governmental Organization	An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a

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	government but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations, American Red Cross, Salvation Army.
NRF	National Response Framework
Operations Section	Section of the Incident Command System responsible for coordination of emergency resources involved in the direct response to the incident including fire, emergency medical services, police, public works, mass care, etc.
PETS	Pets Evacuation and Transportation Standards Act
Pets Evacuation and Transportation Standards Act	Requirement that states seeking Federal Emergency management Agency (FEMA) assistance to accommodate pets and service animals in their plans for evacuating residents facing disasters.
PIO	Public Information Officer
Planning Section	Section of the Incident Command System responsible for operational planning, information management, documentation, etc.
Preparedness	The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.
Prevention	The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Prevention measures may be implemented prior to, during, or after an incident. Prevention measures are often identified by lessons learned from prior incidents. Prevention involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Prevention can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.
Proclamation of Local Emergency	An indication that extreme measures may be necessary to preserve life and property; a proclamation made by the City Council; activates certain emergency powers.
Public Information Officer	The communications coordinator or spokesperson of certain governmental organizations.
RCW	Revised Code of Washington

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Recovery	The development, coordination, and execution of service and site restoration plans; the reconstruction of government operations and services; individual, private sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.
Response	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support to supervisory capacities at an incident or at an EOC.
Sit-Rep	Situation Report
Volunteers	Individuals aiding during a disaster. These volunteers can be individuals or organizations.
Whole Community	Principles, themes, and pathways for action presents a foundation for increasing individual preparedness and engaging with member of the community as collaborative resources to enhance the resiliency and security of the community.
WSP	Washington State Patrol

References and Supporting Plans

Local

- Bainbridge Island Fire Department Community Wildfire Protection Plan
- City of Bainbridge Island Municipal Code 2.28
- City of Bainbridge Island Hazards Mitigation Plan
- Kitsap County Fire Resource Plan
- Kitsap County Hazard Mitigation Plan
- Kitsap County Comprehensive Emergency Management Plan
- Kitsap County Emergency Operations Center Manual
- Kitsap County Sheriff's Office Standard Operating Policies and Procedures Manuals
- Kitsap County Mass Casualty Incident Plan
- Kitsap County Mass Fatality Plan

State

- Washington State Department of Transportation Disaster
- Washington State Comprehensive Emergency Management Plan
- Washington State Hazard Identification and Vulnerability Assessment
- Washington State Mutual Aid Peace Officers Power Act
- Washington State Fire Services Resources Mobilization Plan
- Washington State Intrastate Mutual Aid System (WAMAS) Operations & Deployment Guide
- Interstate Mutual Aid Compact

Federal

- Homeland Security Presidential Directive
 - Directive 5
 - Directive 8
- FEMA National Prevention Framework
- FEMA National Protection Framework
- FEMA National Mitigation Framework
- FEMA National Response Framework
- FEMA National Disaster Recovery Framework
- FEMA National Preparedness Goal
- FEMA National Incident Management System
- FEMA Comprehensive Preparedness Guide 101, Developing and Maintaining Emergency Operations Plans, Version 2

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- Presidential Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency
- Presidential Executive Order 13347, Individuals with Disabilities in Emergency Preparedness

Legal Authority

Local

- Bainbridge Island Municipal Code Chapter 2.44
- Kitsap County Inter-Local Cooperative Agreement for Emergency Management

State

- Revised Code of Washington
 - 10.93 Washington Mutual Aid Peace Officer Powers Act
 - 35.33.081, 35A.33.080, 35A.34.140, 36.40.180, Emergency expenditures-Nondebatable emergencies
 - 38.52, Emergency Management
 - 39.34, Interlocal Cooperation Act
 - 42.14 Continuity of Government Act
 - 43.43.962, Washington State Patrol – State Fire Service Mobilization Plan
 - 43.43.972, Washington State Law Enforcement Mobilization
 - 49.60.400, Discrimination, Preferential Treatment Prohibited
- Washington Administrative Code
 - 118-04, Emergency Worker Program
 - 118-30, Local Emergency Management/Services Organizations, Plans, and Programs
 - 296-62, General Occupational Health Standards

Federal

- Title 44, Code of Federal Regulations (CFR), Part 206, *Federal Disaster Assistance*
 - Title 44, CFR, Section 206.11 – Nondiscrimination in disaster assistance
- Public Law
 - 81-920, Federal Civil Defense Act of 1950, as amended
 - 88-352, Civil Rights Act of 1964, as amended
 - 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
 - 96-342, Improved Civil Defense Act of 1980, as amended
 - 99-499, Superfund Amendments and Reauthorization Act of 1986, Title III, Emergency Planning and Community Right to Know
 - 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
 - 104-321, Emergency Management Assistance Compact
 - 105-19, Volunteer Protection Act of 1997, as amended
 - 105-381, Pacific Northwest Emergency Management Arrangement
 - 107-296, Homeland Security Act of 2002, as amended

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- 109-295, Title VI - Post Katrina Emergency Management Reform Act, 2006
- 109-308, Pets Evacuation and Transportation Standards Act, 2006
- 110-325, The ADA Amendments Act of 2008, amending the Americans with Disabilities Act of 1990
- 112-141, Moving Ahead for Progress in the 21st Century Act