

# A G E N D A I T E M

## BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Comprehensive Emergency Management Plan 2021 (CEMP)

FOR AGENDA OF: June 9, 2022

DEPT. OF ORIGIN: Administration

ATTACHMENTS:

DATE SUBMITTED: May 24, 2022

1. Draft Resolution No. 22-025
2. Comprehensive Emergency Management Plan 2021
3. Letter from Washington State

CLEARANCES:

- Community Development \_\_\_\_\_
- Marina SW
- Parks, Recreation & Senior Services \_\_\_\_\_
- Public Works Andrew Rojas

CHIEF OPERATIONS OFFICER: Dip J. [Signature]

- Legal/s/ TG
- Finance [Signature]
- Courts \_\_\_\_\_
- Police \_\_\_\_\_

APPROVED BY CITY MANAGER  
FOR SUBMITTAL: [Signature]

**Purpose and Recommendation**

The City of Des Moines Comprehensive Emergency Management Plan 2021 (CEMP) has been developed to establish the special policies, guidelines, and procedures that will provide response personnel with the information and guidance required to function quickly and effectively in a disaster situation. It is the goal of this plan to help develop City, business, and resident self-sufficiency for a minimum of 14 days following a disaster. This plan supersedes all previous versions of the Des Moines CEMP.

**Suggested Motion**

**Motion 1:** "I move to adopt Draft Resolution No. 22-025 approving the 2021 Comprehensive Emergency Management Plan for the City of Des Moines."

## **Background**

RCW 38.52.070 and chapter 118-30 WAC require each “political subdivision” (defined as any city, town, or county) to establish, by ordinance or resolution, a local emergency management organization or to be a member of a joint local emergency management organization in accordance with the state comprehensive emergency management plan and program.

Each local emergency management organization must develop and update a comprehensive emergency management plan (CEMP). WAC 118-30-030(9) defines the CEMP as:

A written basic plan with elements which address all natural and man-made emergencies and disasters to which [the] political subdivision is vulnerable. The [CEMP] specifies the purpose, organization, responsibilities and facilities of agencies and officials of the political subdivision in the mitigation of, preparation for, response to, and recovery from emergencies and disasters.

Each CEMP must be based on a hazard analysis and must include the elements listed in WAC 118-30-060. This WAC is very detailed and even provides the recommended order and organization of the plan elements and annexes.

The plan must be periodically reviewed and updated, and at least once per calendar year the operational capabilities must be tested by an emergency operations exercise or by an actual local emergency declaration.

## **Discussion**

The purpose of the proposed CEMP is to unify a series of all-hazards documentation that holistically describes the strategies, and responsibilities through which the City of Des Moines emergency management system is organized and managed. This enables the City to prepare for, mitigate against, respond to, and recover from any emergency that could adversely affect the health and safety of Des Moines residents, visitors, and the environment.

Specifically, this CEMP identifies how City departments coordinate emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, nongovernmental organizations, and the broader community. The CEMP is designed to meet the requirements for a comprehensive emergency management plan as described in Washington Administrative Code 118-30 and Revised Code of Washington 38.52. The CEMP is flexible, adaptable, and scalable to cover the broad range of emergency management functions necessary to address the impacts of the hazards the community faces.

The previous Comprehensive Emergency management Plan was written with a focus on Emergency Support Functions (ESF’s). In the revised Comprehensive Emergency Management Plan, the City chose to shift away from ESF’s and built a Department focused CEMP. This new plan includes Department Annex’s that detail the responsibilities of the department before, during and after an incident.

This plan establishes the emergency management functions and responsibilities of the City of Des Moines and specifies those functions that are the responsibility of other organizations that aid in the response and recovery from hazards that could impact the City.

The CEMP includes the Basic Plan and Department Annexes. These documents comprise the CEMP and describe how City Departments coordinate emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations.

The CEMP establishes a mutual understanding of authority, responsibilities, and functions of local government, and provides a basis for incorporating essential agencies and organizations into the emergency management program.

The plan also intends to:

- Establish the chain of command in a disaster.
- Clearly outline disaster related functions assigned to government agencies.
- Identify resources, staffing, and equipment available in the government and private sector.
- Identify and clarify funding sources during disasters.
- Provide coordination between agencies to achieve assigned functions.
- Provide an organizational framework for organizational activities during disasters.

### **Alternatives**

Propose amendments to the Plan or decline to pass the Plan. Neither of these alternatives are recommended.

### **Financial Impact**

Approval of this plan would aid in sustaining financial operations during an emergency.

Additionally, the City of Des Moines is required to have a State approved CEMP on file in order to receive Public Assistance reimbursement for expenses incurred during an emergency that has been declared at the Federal Government level. Without an approved CEMP, the City would be ineligible to receive Public Assistance reimbursement.

In addition, the CEMP is required for the City of Des Moines to apply for Emergency Management Performance Grant (EMPG) funds. The EMPG provides state, local, tribal and territorial emergency management agencies with the resources required for implementation of the National Preparedness System and works toward the National Preparedness Goal of a secure and resilient nation. The EMPG's allowable costs support efforts to build and sustain core capabilities across the prevention, protection, mitigation, response and recovery mission areas. If this were not approved, the City would be ineligible to receive Public Assistance reimbursement EMPG funds.

### **Recommendation**

All participating departments recommend approval of the CEMP.

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**CITY ATTORNEY'S FIRST DRAFT, 6/2/2022**

**DRAFT RESOLUTION NO. 22-025**

**A RESOLUTION OF THE CITY OF DES MOINES, WASHINGTON,** adopting the 2021 Comprehensive Emergency Management Plan for the City of Des Moines.

**WHEREAS,** the existing and increasing possibility of the occurrence of disasters of unprecedented size and destructiveness has prompted the State of Washington to provide for emergency management by the state and to authorize the creation of local organizations for emergency management in the political subdivisions of the state, and

**WHEREAS,** in order to insure that preparations of this state will be adequate to deal with such disasters, to insure the administration of state and federal programs providing disaster relief to individuals, and further to insure adequate support for search and rescue operations, and generally to protect the public peace, health, and safety, and to preserve the lives and property of the people of the state, and

**WHEREAS,** the Legislature has authorized and directed each political subdivision of the state to establish a local organization or to be a member of a joint local organization for emergency management in accordance with the state comprehensive emergency management plan and program pursuant to RCW 38.52.070, and

**WHEREAS,** any political subdivision proposing such establishment shall submit its plan and program for emergency management to the state director and secure his or her recommendations thereon, and verification of consistency with the state comprehensive emergency management plan, in order that the plan of the local organization for emergency management may be coordinated with the plan and program of the state, and

**WHEREAS,** subsequent plans must be reviewed in accordance with the director's schedule, and

**WHEREAS,** on April 13, 2022, the Emergency Management Department of the State of Washington notified the City that the Department had completed its review of the City's draft Comprehensive Emergency Plan and determined that the plan demonstrated significant development, and

**WHEREAS**, the City Council of the City of Des Moines finds that adoption of the City of Des Moines 2021 Comprehensive Emergency Management Plan is appropriate and necessary to protect the public health and welfare; now therefore,

**THE CITY COUNCIL OF THE CITY OF DES MOINES RESOLVES AS FOLLOWS:**

**Sec. 1.** The City Council adopts the 2021 Comprehensive Emergency Management Plan for the City of Des Moines, which is attached to this Resolution as Attachment "A" and by this reference incorporated herein.

**Sec. 2.** The City Clerk is directed to file one certified copy of this Resolution and Exhibit with the Director of the Washington state department of community development within ninety (90) days of the date of adoption of this Resolution.

**PASSED BY** the City Council of the City of Des Moines, Washington this \_\_\_\_ day of \_\_\_\_\_, 2022 and signed in authentication thereof this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
M A Y O R

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



**City of Des Moines, WA**  
December 2021

**TABLE OF CONTENTS**

Title Page  
[Foreword](#) ..... i  
[Letter of Promulgation](#) ..... ii  
[Distribution](#) ..... iii  
[Record of Revisions](#) ..... iv

**BASIC PLAN**

**I. INTRODUCTION, PURPOSE, MISSION**

[Mission](#) ..... 1  
[Purpose](#) ..... 1  
[Scope](#) ..... 2  
[Situation Overview](#) ..... 2  
[Incident Management Activities](#) ..... 4  
[Planning Assumptions](#) ..... 4

**II. CONCEPT OF OPERATIONS (CONOPS)**

[Whole Community Involvement](#) ..... 5  
[Leaderships’ Intent](#) ..... 5  
[Operational Objectives](#) ..... 5  
[Requests for Emergency Proclamation](#) ..... 6  
[General Organization](#) ..... 7  
[EOC/ECC Activation Levels](#) ..... 7

**III. DIRECTION, CONTROL, AND COORDINATION**

[Preparedness & Mitigation](#) ..... 9  
[Response](#) ..... 9  
[Recovery](#) ..... 10

**IV. ORGANIZATION**

[General Emergency Management](#) ..... 11  
**Figure 1:** City of Des Moines day-to-day operations organizational chart .. 13  
[Disaster & Emergency](#) ..... 13  
 EOC Locations ..... 14  
**Figure 2:** EOC/Disaster Organizational Diagram ..... 15  
[Functional-to-Department Cross-reference Matrix](#) ..... 16

**V. RESPONSIBILITIES**

[Government Roles](#) ..... 18  
[Incident Management Actions & Critical Tasks](#) ..... 19  
[Mutual Aid & Other Agreements \(MOA/MOU\)](#) ..... 22



**VI. COMMUNICATIONS**

<a href="#">Interoperable Communications Plans (All Government Levels)</a> .....	22
<a href="#">Jurisdictional Communication Plan</a> .....	23

**VII. ADMINISTRATION**

<a href="#">Documentation Process</a> .....	27
<a href="#">Document Retention</a> .....	27
<a href="#">Preservation Process</a> .....	28

**VIII. FINANCE**

<a href="#">Expenditure Approval Process &amp; Documentation</a> .....	28
<a href="#">Cost Recovery Process/Reimbursement</a> .....	30
<a href="#">Pending A Disaster Declaration</a> .....	31
<a href="#">Following A Disaster Declaration</a> .....	31
Public Assistance .....	31
Individual Assistance.....	32
Small Business Administration Program .....	32
Other Needs Assistance Program.....	32
<a href="#">Volunteer Emergency Workers</a> .....	32

**IX. LOGISTICS**

<a href="#">Procurement Methodology</a> .....	33
<a href="#">Resource Gaps</a> .....	34
<a href="#">Specialized Resources</a> .....	34
<a href="#">Resource Request Process</a> .....	34
<a href="#">Credentialing</a> .....	35
<a href="#">Donated Goods &amp; Services</a> .....	35
<b>Figure 3: Logistics Resource Request Process</b> .....	36

**X. DEVELOPMENT & MAINTENANCE**

<a href="#">Review Process</a> .....	37
<a href="#">After-Action Reports (AARs)</a> .....	37
<a href="#">CEMP Revision &amp; Maintenance Schedule</a> .....	37

**XI. APPENDICES**

<a href="#">Appendix I: Terms &amp; Definitions</a> .....	39
<a href="#">Appendix II: Acronyms</a> .....	48
<a href="#">Appendix III: Authorities &amp; References</a> .....	49
<a href="#">Appendix IV: Distribution List</a> .....	51

**DEPARTMENT ANNEXES** (Published Separately)



## **FOREWORD**

The City of Des Moines sincerely appreciates the cooperation and support of those agencies, departments, and local jurisdictions that have contributed to the revisions, development and publication of the 2021 City of Des Moines Comprehensive Emergency Management Plan (CEMP).

Coordination of the CEMP represents a committed and concerted effort by the City of Des Moines to emergency management. The CEMP demonstrates the ability of a large number of agencies to work together to achieve a common goal.

Special recognition for the document preparation and integration of materials into this plan goes to the City of Des Moines Emergency Management Committee and City of Des Moines Office of Emergency Management, without whose efforts this document would not have been produced.

The CEMP is one of many efforts to prepare all people in the City of Des Moines for emergencies and disasters. The CEMP was created to align with plans and guidance from King County, the State of Washington, and the Federal Emergency Management Agency. Coordinated plans throughout the State help improve interoperability between local, county, state, and federal levels of government. The CEMP improves our ability to minimize the impacts of emergencies and disasters on people, property, economy, and the environment of the City of Des Moines.

Shannon Kirchberg  
Director of Emergency Management  
City of Des Moines

## LETTER OF PROMULGATION

### To All Recipients:

A disaster is a great misfortune, catastrophe, or calamitous event, which results in deaths, injuries, and property damage that cannot be managed through the routine procedures and resources of local government. Both natural and human-caused disasters have occurred in the City of Des Moines in the past and likely will in the future.

It is the policy of the City of Des Moines to provide the emergency organization and resources to minimize the effects of incidents; prepare to respond to disaster situations; maximize population survival; and preserve property; that will ensure the orderly and fast return to normal community life in the City of Des Moines in the event of a natural or technological disaster.

The City of Des Moines Comprehensive Emergency Management Plan (CEMP) has been developed to establish the special policies, guidelines, and procedures that will provide response personnel with the information and guidance required to function quickly and effectively in a disaster situation. It is the goal of this plan to help develop, city, business, and resident self-sufficiency for a minimum of 14 days following a disaster. This plan supersedes all previous versions of the Des Moines CEMP.

It should be understood that emergencies and disasters are dynamic events that require flexibility and the ability to solve challenges that are presented. Circumstances may dictate deviation from this plan in order to have the best possible response. This plan may be supplemented by the King County Comprehensive Emergency Management Plan, the Puget Sound Regional Catastrophic Plan, the Washington State Emergency Management Plan, and other applicable plans.

All city departments are directed to take appropriate actions to implement this plan and to maintain the necessary capabilities required to respond effectively to emergencies and disasters. All outside entities involved in the plan are requested to cooperate with the city in order to coordinate the total disaster response within the community.

Adopted pursuant to the City of Des Moines [Ordinance/Resolution #] by the City Council of the City of Des Moines, Washington at its regularly scheduled meeting on [Month day, year].

Matt Mahoney  
Mayor,  
City of Des Moines

**DISTRIBUTION**

This plan will be distributed to all participating City Departments, King County Emergency Management, Washington State Emergency Management Division, neighboring cities, other response entities, and the people of Des Moines.

For a full distribution list, see Appendix IV.



## **I. INTRODUCTION, PURPOSE, MISSION**

### **A. Mission**

The City of Des Moines, in order to protect lives, property, and the economic base of the community, and in cooperation with other public and private organizations, will endeavor to mitigate against, prepare for, respond to, and recover from all natural and human-caused emergencies and disasters. The City will prioritize and coordinate the emergency operations and resources to maximize population survival and preservation of property in the City following a disaster.

The day-to-day functions of the City and many local agencies will be interrupted by disaster conditions. Therefore, the employees and resources of those agencies can readily be committed to support the disaster response and recovery efforts. The mission of this plan is to develop well-defined operational guidelines and procedures to ensure an effective, organized response to, recovery from, mitigation against, and preparation for emergencies and disasters in order to save lives, assist disaster survivors, minimize damage, and protect property.

### **B. Purpose**

This plan establishes the emergency management functions and responsibilities of the City of Des Moines and specifies those functions that are the responsibility of other organizations that aid in the response and recovery from hazards that could impact the City.

The CEMP includes the Basic Plan and Department Annexes. These documents comprise the CEMP and describe how City Departments coordinate emergency management related actions, resources, and activities with other federal, state, county, regional, private-sector, and nongovernmental organizations. The CEMP establishes a mutual understanding of authority, responsibilities, and functions of local government, and provides a basis for incorporating essential agencies and organizations into the emergency management program.

The plan also intends to:

- Establish the chain of command in a disaster.
- Clearly outline disaster related functions assigned to government agencies.
- Identify resources, staffing, and equipment available in the government and private sector.
- Identify and clarify funding sources during disasters.
- Provide coordination between agencies to achieve assigned functions.
- Provide an organizational framework for organizational activities during disasters.

## C. Scope

This Comprehensive Emergency Management Plan (CEMP) is a local level all-hazards emergency management plan designed to describe the emergency/incident response of the City of Des Moines, Washington. This plan is designed to work in concert with the emergency management plans of organizations likely to be involved in disaster activities in the City.

The CEMP will be used in the event of a widespread disaster, event, or major incident that has the potential or has overwhelmed at least one city department. The City's Emergency Operations Center (EOC) may be used upon the request of an internal department or outside agency to support their operations. The EOC will be activated to a level appropriate to the specific emergency, event, or disaster. When activated, the EOC will utilize the Incident Support Model (ISM) to organize operations, while field operations will be organized under the Incident Command System (ICS).

The CEMP is intended to be "all hazards", covering the entire range of emergency and disaster situations, from natural hazards, to technological hazards created as a byproduct of our modern society. This plan is designed to meet the requirements for a Comprehensive Emergency Management Plan as described in Washington Administrative Code 118-30 and Revised Code of Washington 38.52. It is also intended to be consistent with City Municipal Code Chapter 2.36, Resolution No. 1034, as well as the National Response Framework. For a complete list of related authorities and references, see Appendix III.

## D. Situation Overview

This CEMP considers that emergencies and disasters are likely to occur as identified in the King County Threat and Hazard Identification and Risk Assessment (THIRA), and describes:

- Functions and activities necessary to support a successful disaster response.
- Responsibilities identified in City ordinances and other applicable laws.

Des Moines is a mostly residential community situated on the Puget Sound with a population of 32,348. The City hosts relatively little commercial activity and presents a mix of high-end waterfront/view homes and working class neighborhoods made up of single and multi-family housing.

The City of Des Moines has a diverse population with 16.8% of the population being 65 and older and 8.3% of the population under 65 identifying as a person with a disability. Based on the aforementioned, roughly 25.1% of the population



requires special emergency planning that is in adherence with the Americans with Disabilities Act.<sup>1</sup> In addition, while 56.9% of the population identifies as white or Caucasian, 7.4% of the population identify as Black, Indigenous, People of Color (BIPOC.) The next largest populations of the City are Latino (19.9%) and Asian (11.6%). These communities may also require Limited English Proficiency (LEP) planning and accommodations.<sup>2</sup>

The City of Des Moines has very few major thoroughfares and the topography includes: bluffs, steep slopes, creeks and beaches. In addition, the City of Des Moines owns a marina that is fully staffed and supervised by the Harbor Master. It is important to note that the City sits at the south end of Seattle Tacoma International Airport and is home to the Pacific Northwest's Federal Aviation Administration building.

The City of Des Moines adopted the King County Regional Hazard Mitigation Plan on July 16, 2020 with Resolution 1416. This Mitigation Plan includes the hazard risk ranking for the City of Des Moines as follows:

1. Earthquake	High
2. Airplane Crash	High
3. Biological Pandemic	High
4. Severe Weather	Medium
5. Tsunami	Medium
6. Accidental Intentional Infrastructure Failure	Medium
7. Landslides	Low
8. Flood	Low
9. Volcanic Eruption	Low
10. Drought	Low
11. Terrorist Activity & Civil Action	Low
12. Wildland Urban Interface Fire	Low

Key facilities include the City Hall complex, the Police Department, Fieldhouse, Marina/Harbor Master office, and Public Works maintenance facility. South King Fire Station 67, constructed in 1970, houses the City's Emergency Operations Center (EOC). The City of Des Moines Police Department, constructed in 1997 houses the City's Computer Center. The City Hall complex is older and includes the City Municipal Court, Legal, Building and Community Development, Finance and administration.

The City has a professional police force, while fire and EMS activities are provided by South King Fire & Rescue and King County Medic One. City departments

<sup>1</sup> This number is a combination of percentage of people over 65 (16.8%) and persons under 65 with a disability (8.3%). People over 65 are often counted as "disability services eligible" regardless of whether they identify as having a disability. Most individuals over 65 have chronic medical problems that meet ADA requirements and will require special population planning and consideration.

<sup>2</sup> All census data obtained from: <https://www.census.gov/quickfacts/desmoinescitywashington>

maintain small staffs that are sufficient for normal operations. However, in an incident, they would require substantial mutual aid/outside support.

## **E. Incident Management Activities**

This plan describes the responsibilities of City departments and other entities involved in the various aspects of emergency management in the City of Des Moines, including: prevention, protection, preparedness, response, and recovery actions.

The National Incident Management System (NIMS) provides a nationwide template enabling Federal, State, local governments, private sector, and nongovernmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity. Therefore, it is the policy of the City of Des Moines to apply principles of NIMS and specifically the Incident Command System (ICS) to all incident management activities.

## **F. Planning Assumptions**

The information and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. As the true extent of the impacts of a disaster cannot be known before it occurs, the City can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time. The final outcome of an emergency may be different than the expected outcome based on these assumptions and others.

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

It is reasonable to assume that, with impending incidents such as storms and floods, warnings will be issued to enable some preparation prior to the event. Other emergencies, such as earthquakes, will come with no advanced warning.

In the event of a severe disaster situation, there are not likely to be any significant assistance from nearby communities, counties, and State or Federal agencies for two weeks or longer. In this situation, the City will need to rely on any available City resources and those of private organizations, businesses, and residents within the City for initial response operations.

## **II. CONCEPT OF OPERATIONS (CONOPS)**

### **A. Whole Community Involvement**

It is the intent of this plan to take a “whole community approach,” being as inclusive as possible in order to provide equitable opportunities for everyone in our community to prepare for, respond to, and recover from disasters. This includes planning with and for people with access and functional needs (AFN), including those with disabilities, children, household pets and service animals, Limited English Proficiency (LEP), and others through the identification of physical, programmatic and, communication needs of the aforementioned groups.

The City will conduct emergency management operations in a fair and equitable manner with zero tolerance for discrimination based on race, color, religion, sex, sexual orientation, national origin, age, disability, or gender identity across all day-to-day or emergency operations.

The City explicitly acknowledges its responsibility to plan for the essential needs of household pets and service animals, as required by law. In addition, the City recognizes that children have different needs than adults and that the city has a responsibility to specifically address those needs in the execution of operational plans.

The City will make every reasonable attempt and accommodation to conduct emergency management operations consistent with the U.S. Department of Justice guidelines for making community emergency preparedness and response programs accessible to people with disabilities and access and functional needs.

#### ***LEP Program requirements***

An Emergency Communications Proficiency Plan (published separately) was developed to support the City in better communicating life-safety messages to people with limited English proficiency (LEP). This document is a guidance document which describes the City’s language access obligations, messaging strategies, message distribution options, and contact information.

### **B. Leadership Intent**

During a disaster/emergency, the City of Des Moines will endeavor to maintain normal operations as long as feasible. Conditions may be of such magnitude and severity that some or all city services may be redirected, limited, or lost altogether. Restoration of services will be done as soon as possible after disruptions. The city may be unable to fulfill all disaster/emergency related requests under extreme conditions and will need to set priorities for the city and its residents.

## ***Operational Objectives***

Overarching city priorities for all disaster/emergency operations are for:

- Life safety
- Incident stabilization
- Protection of property and the economy
- Preservation of culture and the environment

Operational policies are created using the priorities above and any incident-specific priorities set by the Policy Group. Objectives are then established by Incident/Unified Command, with input from others responding to the emergency or disaster. The objectives are published in the Incident Action Plan (IAP) and follow the SMART (specific, measurable, achievable, relevant, and time-bound) format as much as possible. The operational policies are not limited to a single operational period but must consider the totality of the incident and response needs.

In order to meet the operational objectives for an emergency or disaster, each city department will maintain Standard Operating Procedures and Emergency Operations Procedures. All contract agencies, such as South King Fire & Rescue, are responsible for maintaining their own plans and procedures that will allow them to respond to an incident.

The goal end state after a disaster/emergency is to stabilize all community lifelines, to include: safety and security, food water shelter, health and medical, energy, communications, transportation, and hazardous material. This includes a standard of normalcy for the city, although the expectations are that the outcome from a disaster will not necessarily emulate the pre-incident status.

## ***Request for a Proclamation of Emergency***

An important component of situation analysis is to determine if a jurisdictional Proclamation of Emergency is warranted. This decision will typically be driven by the scope or complexity of the disaster/emergency and/or the need to temporarily change city policies that are hampering response efforts. For instance, a major earthquake will require an immediate emergency proclamation, while a winter storm may not warrant one right away or at all.

If a proclamation is warranted, the City Manager will work with the Chief Operating Officer, Chief Strategic Officer, City Attorney and Director of Emergency Management to determine the parameters of the proclamation. Considerations might include fiscal limits, curfews, and other issues required for successful response. Any proclamation issued will be communicated promptly to City Employees, partner organizations, City residents and businesses, King County OEM, and Washington State EMD.

Depending on the size and complexity of the emergency, King County and the State of Washington may follow up with additional supporting Proclamations of Emergency and the City may request assistance from other cities and counties, states or the Federal Government.

### **C. General Organization**

The City of Des Moines operates under a Council/City Manager form of government with the City Manager serving as the Chief Executive. The city departments are:

- Administration/City Manager
- Emergency Management
- Police
- Public Works
- Building and Community Development
- Finance/IT
- Parks, Recreation, Senior Services
- Marina
- Legal
- Human Resources
- Court
- City Clerk/Communication

Fire and emergency medical services are provided by South King Fire & Rescue.

### **D. EOC Activation Levels**

The initial response to, or the imminent threat of, an emergency will be conducted under the guidelines of the National Incident Management System (NIMS), the Incident Command System (ICS), and in accordance with the Department Plans contained in this plan.

The City Manager, Chief Operating Officer, Director of Emergency Management, or designees may activate the EOC. Any City department may also request that the EOC be activated. Additionally, the EOC may be activated at the request of an outside agency, such as King County Emergency Management or other governmental agencies to support their operations, subject to approval by the City Manager, Chief Operating Officer, Director of Emergency Management, or designees when the level of operations requires it. Requested staff will report to the EOC (physically or virtual as the situation dictates) to coordinate response efforts and support field operations. The EOC will be activated at the appropriate level to the specific emergency or disaster.

*Level III Activation - Monitoring*

- Requires minimal staff to set-up the EOC in a standby mode.
- Key personnel, including an EOC Manager, will begin to monitor events, gather situational awareness, evaluate required resources and forecast future impacts.
- The Director of Emergency Management, City Manager, Mayor and City Council are kept apprised of the situation through situation reports, but are not physically located in the EOC.

#### *Level II Activation - Partial*

- Coordination Activation, typically occurs when two or more departments are actively involved in an event/incident to facilitate interdepartmental coordination, public information dissemination, and information collection.
- An EOC manager, PIO, and department representatives will be assigned to the EOC; staff may include representatives of outside agencies.
- The EOC Manager will recommend staffing levels for the EOC consistent with current and projected incident activity.
- The function of this level is to facilitate communication between involved departments, maintain situational awareness, and to support in-field logistical needs.
- The Director of Emergency Management, City Manager, Mayor and City Council are kept apprised of the situation through situation reports, but are not generally located in the EOC.

#### *Level I Activation - Full*

- All sections staffed.
- The function of this level is to continue to facilitate department-to-department communications, situational awareness, and logistics requests on a city-wide basis.
- This level does not direct field operations, though decisions may be made regarding resource allocation.
- The Director of Emergency Management, City Manager, Mayor, and City Council are kept apprised of the situation.
- The Policy Group will likely be activated, consisting of the Mayor, City Manager, Director of Emergency Management, and key Department Heads. Note that the policy group is likely NOT located in the EOC, but coordinates with the EOC via the EOC Manager.

### **III. DIRECTION, CONTROL, AND COORDINATION**

The purpose of direction and control is to provide for the effective supervision, authority, coordination, and cooperation of emergency management activities to ensure the continued operation of government and essential services before, during and after emergencies and disasters. Direction and control of emergency management functions is the responsibility of the Mayor, City Manager, and City Council with each entity playing a critical role in the four phases: preparedness, mitigation, response and recovery (RCW 38.52.070(1)), as noted in the following role descriptions.

## **PREPAREDNESS & MITIGATION**

### ***Emergency Management***

Day to day, the Des Moines Office of Emergency Management is the primary agency for preparedness and mitigation with the support of all city departments. The Emergency Manager, as a part of preparedness, ensures the creation and maintenance of the proper plans including: Comprehensive Emergency Management Plan (CEMP), Continuity of Operations (COOP), Continuity of Government (COOG), and Hazard Mitigation Plans. The Emergency Manager is also responsible for public education related to preparedness and plays an integral role in assisting city departments with the development of their emergency plans.

### ***City Departments***

All City Departments are responsible for supporting Emergency Management activities through the development of department-specific plans, engaging in city-wide emergency planning, encouraging staff personal preparedness and family disaster planning, and completing training specific to their emergency functions, as directed by the Emergency Manager.

### ***Policy Group***

In order to adequately participate in preparedness and mitigation, the Policy Group is responsible for the completion of the necessary emergency management trainings issued and recommended by the Emergency Manager. The policy group is comprised of the Directors of each City Department.

### ***City Council***

The City Council is responsible for passing of legislation and ordinances that are forward thinking and viewed through the lens of emergency management hazard and mitigation. The council is also responsible for formally adopting the Comprehensive Emergency Management Plan (CEMP), thus providing direction and guidance for the entire program. The council also plays a role in encouraging the general public to engage in their own preparedness.

## **RESPONSE**

### ***Incident Command***

The lead city department for Incident Command will be the department with the mission most similar to the emergency situation. The lead city department shall ensure that an Incident Command or Unified Command structure is identified and established in order to provide for coordinated field operations. The lead city department will provide a qualified representative to serve in the EOC if activated.

### ***Department Operations Centers***

Department Operations Centers (DOCs) may be established by any department in order to manage the dispatch and coordination of department-controlled or related resources. A DOC will maintain close communication with the Incident Commander and the EOC (when activated) regarding incident priorities and resource status to ensure overall incident objectives are met.

### ***Emergency Operations Center***

Although field Incident Command will control on-scene activities related to the disaster, the EOC will coordinate the overall city response to the disaster. The Director of Emergency Management, other emergency management staff, designated city staff, agency representatives, and trained volunteers shall provide staffing at the EOC when activated. The Director of Emergency Management or their delegate will coordinate the activities of the EOC in the role of EOC Manager.

When resource requests or needs exceed that of the City's resources, the EOC is also responsible for multi-jurisdictional coordination; sending resource requests to the county, state, neighboring jurisdictions, private sector entities, or to non-profit groups.

### ***Policy Group***

Policy decisions will be referred to the Policy Advisory Group, along with a briefing and recommendations, by the Administrator of the lead Incident Command department and EOC Manager. The Policy Advisory Group led by the City Manager will advise City Council of policy-level decisions that require their direction, and will oversee implementation of those decisions.

## **RECOVERY**

Recovery involves actions needed to help individuals and communities regain a sense of normality to their lives. Following an emergency or disaster, the City Manager or their designee will appoint an individual or entity to lead the City's Recovery efforts. All departments will play a critical role in the recovery efforts.



All recovery activities are detailed in department SOPs, Department Annexes, and appropriate state and federal recovery guidelines. Directors of each department, with the support of emergency management will:

- Continue to report any observed damage and assess community needs.
- Prioritize recovery projects and assign tasks accordingly.
- Coordinate recovery efforts and logistical needs with supporting agencies and organizations.
- Re-establish and/or maintain essential services.
- Prepare documentation of the event including the event log, cost analysis, and estimated recovery costs.
- Assist in establishing disaster assistance offices to aid private businesses and residents in individual recovery.
- Assess special community needs and provide information and assistance, as deemed appropriate.

## **IV. ORGANIZATION**

### **A. General Emergency Management**

The City of Des Moines Emergency Management Program is established to provide channels of communication for efficient coordination, communication, and prioritization, and liaison of emergency life-saving operations between local, county, state, and federal government, and the public sector. This organization may be partially or fully activated depending on the severity of the actual incident. The Director of Emergency Management is directed to adopt administrative rules and regulations to carry out the designated emergency management functions set forth.

#### ***Emergency Management Committee***

The Director of Emergency Management serves as the committee chairperson. The Committee is comprised of key personnel from City departments, members of outside professional and volunteer organizations having key roles in preparedness, planning and response activities. The Committee will meet twice a year at a minimum. Special meetings can be called by the Director of Emergency Management as needed. Members of the Emergency Management Committee may staff the Des Moines EOC during activation and coordinate the activities in their respective divisions or areas of responsibility during emergencies and disasters and/or ensure that others from their department are trained to do so. It is important to recognize that department leadership will be needed to serve on the policy group and to keep their own department operations going during an emergency, and that the EOC may require 24/7 staff for an extended period. Having a pool of qualified individuals beyond Committee members is essential to the successful operation of the EOC.

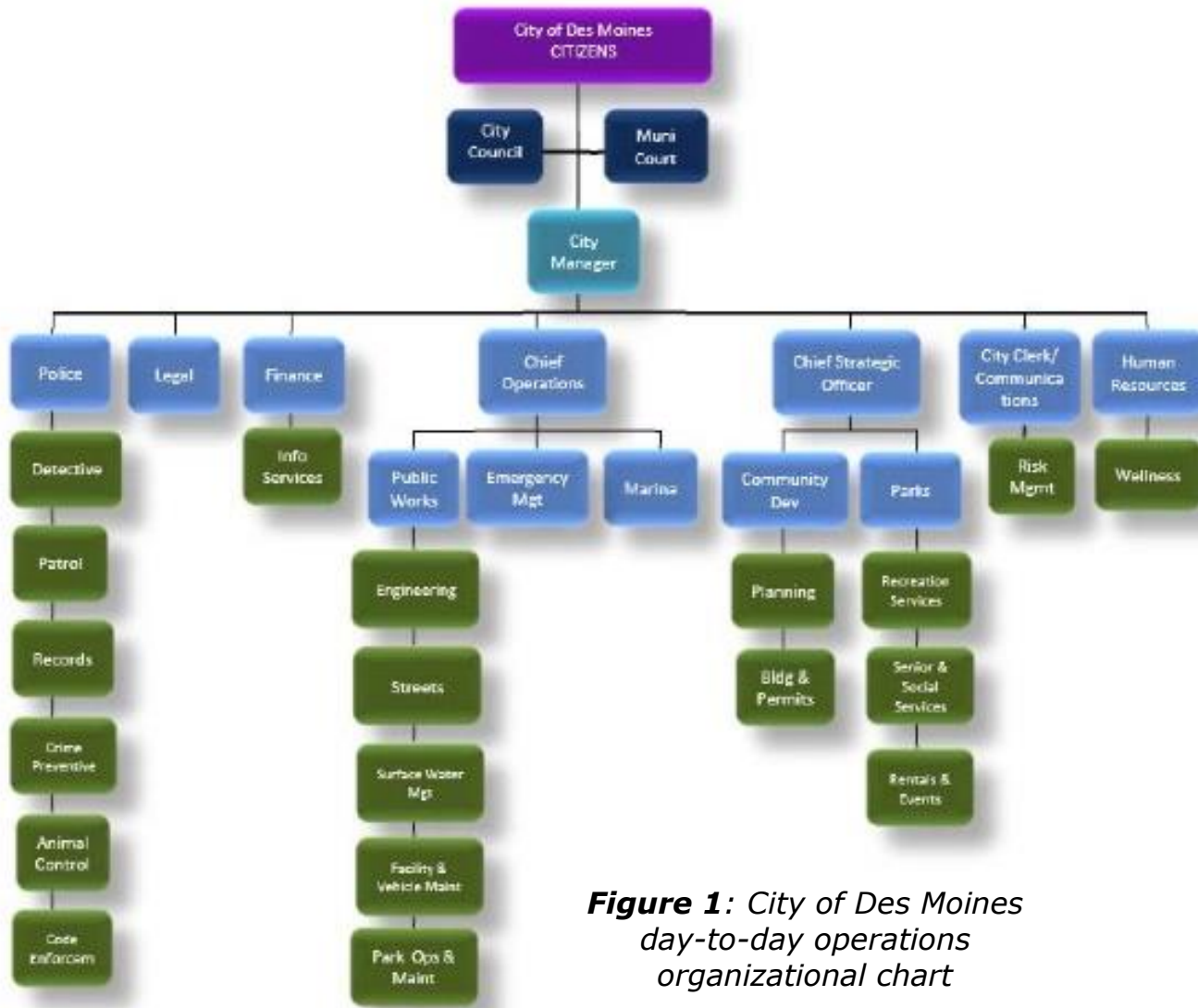
The City of Des Moines Emergency Management Committee provides overall guidance to the City's Emergency Management Program. The Committee provides staff support, direction, and expertise in the development of the CEMP, the Emergency Operations Center (EOC) Plan, the Continuity of Government and Operations Plan, and all supporting documents. The Committee will review and approve all plans and procedures identified herein. The Committee recommends to the Director of Emergency Management policy and performance standards, and emergency operational expectations of City staff during actual EOC operations.

The Emergency Operations Committee shall consist of the following members:

- City Manager
- Chief Operating Officer
- Chief Strategic Officer
- City Attorney
- Finance Director
- Harbor Master
- Court Administrator
- Assistant Parks, Recreation and Senior Services Director
- Public Works Director
- Building Official
- Planning and Development Service Manager
- City Clerk
- Police Chief
- Assist Police Chief/Director of Emergency Management
- South King Fire & Rescue Chief or designee
- Volunteer Coordinator/Representative
- Emergency Preparedness and Safety Manager

The City Council is responsible for legislative policymaking and the City Manager is responsible for administration, providing policy advice, directing daily operations of city government, and implementing policy set forth by the council.

The Director of Emergency Management ensures the City is ready for disasters or emergencies through the development and maintenance of necessary plans and is responsible for all preparedness and management activities within the City.



**Figure 1:** City of Des Moines day-to-day operations organizational chart

**B. Disaster & Emergencies**

Emergencies such as violations of the law, emergency medical calls, etc., occur daily and do not normally require the direct involvement of the City’s emergency management function.

On a less frequent basis, the City of Des Moines is confronted with large scale events that go beyond organizational capabilities or that of local mutual aid. Whenever department capabilities are strained to this extent, it triggers the need for multi-agency response which can be supplied from inside and outside the City government. Non-city resources could include non-routine mutual aid with jurisdictions across the state via the Washington Intrastate Mutual Aid System (WAMAS), and other assistance available through contractual arrangements with private sources of specialized services.

During a disaster or emergency that requires EOC activation, the City Manager identifies the following as the City’s top priorities:

- Coordination and Situational Awareness
- Communications

When the EOC is activated, designated staff will report to the EOC to coordinate response efforts and support field operations. The Director of Emergency Management or their designee will assume the role of EOC Manager. City Departments with designated EOC positions will respond to the EOC and organize their areas of responsibilities into manageable units to assess damages and determine needs. City Departments with EOC roles shall have a redundancy of three (3) trained staff to serve in the EOC. Designated personnel unable to fill their position shall contact the EOC as soon as possible.

The EOC is a permanent room located at South King Fire Station 67. If the primary facility is compromised or unavailable, the alternate site for the EOC is the large Conference room located at the Des Moines Police Station. Necessary equipment and resources are stored at the alternate site, including a copy of the CEMP. If both sites are compromised the EOC will be relocated to South King Fire Station 62. If necessary, functions of the EOC can also be run remotely using standard video conferencing and web-based tools.

### ***EOC Location***

South King Fire and Rescue Station #67  
2238 S 223<sup>rd</sup> Street  
Des Moines, WA 98198

### ***Alternate EOC Location(s)***

City of Des Moines Police Department  
21900 11<sup>th</sup> Ave South  
Des Moines, WA 98198

South King Fire & Rescue Station #62  
31617 1<sup>st</sup> Ave South  
Federal Way, WA 98023

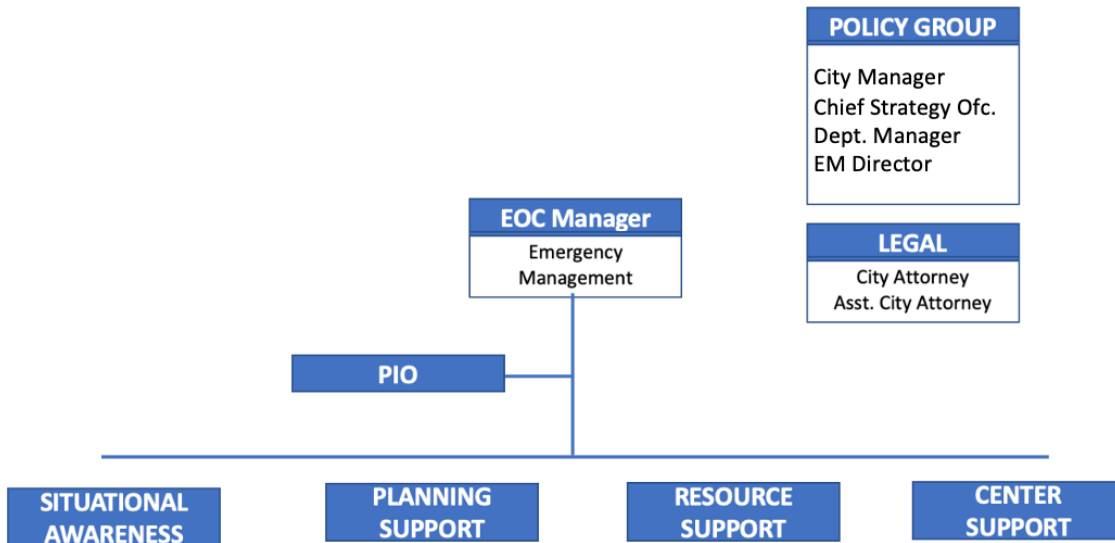
City personnel are expected to carry out their responsibilities outlined in this plan, using their best judgement and in a coordinated manner.

The Director of Emergency Management oversees and provides policy recommendations to the City Administration and City Council during emergency and recovery periods. The Director of Emergency Management or designee is responsible for coordinating and supporting all emergency operations.

The day-to-day organizational structure of departments will be maintained; to the extent it is practical to do so, for major emergency and disaster situations, with the

understanding that all departments have an obligation to assign personnel to the Emergency Operations Center and the labor pool as requested.

The City of Des Moines uses an Incident Support Model (ISM) for the EOC. Each department will assign a minimum of three positions within their department to be fully trained to perform the assigned duties in the EOC.



**Figure 2:** EOC Incident Support Organizational Diagram

### C. Functional-to-Department Cross Reference Matrix

MISSION AREA	P – Primary	Emergency Management	Police	Public Works/ Engineering	Community Development	Finance	Parks and Rec	Marina	Legal	SKFR	Human Resources	Court	City Clerk/ PIO	IT
	S – Support													
CORE CAPABILITIES														
PREVENTION (Anti-Terrorism/Human Hazards)	Planning	C	P	C	S		S	S	C	S	C	C	C	S
	Public Information & Warning	S	P	C	S		C	S	C	S	C	C	S	
	Operational Coordination	C	P	C	C		C	C	C	C	C	C	C	S
	Intelligence & Information Sharing	C	P					S		S				
	Interdiction & Disruption		P					S		S				S
	Screening, Search, & Detection		P				S							
	Forensics & Attribution		P											
PROTECTION (Infrastructure-focused/Access Control)	Planning	P	S	C	S		S	S	S		C	C	C	S
	Public Information & Warning	S	S	C	S		S	S	C	S	C	C	P	
	Operational Coordination	C	S	C	P		C	S	C	S	C	S	C	S
	Intelligence & Information Sharing	C	P							S				
	Interdiction & Disruption		P											
	Screening, Search, & Detection		P									S		
	Access Control & Identity Verification		S				S	S			S			P
	Cybersecurity		S			S	S	S			S	S		P
	Physical Protective Measures		P	S								S		
	Risk Management for Protection Programs		P		S			S		S				
	Supply Chain Integrity & Security		S	P				S						

MISSION AREA	P - Primary S - Support C -Coordinating	Emergency Management	Police	Public Works/ Engineering	Community Development	Finance	Parks and Rec	Marina	Legal	SKFR	Human Resources	Court	City Clerk/ PIO	IT
	CORE CAPABILITIES													
MITIGATION (Natural Hazards)	Planning	P	C	S	S		C	S	S	S	C	C	C	S
	Public Information & Warning	S	S	C	S		S	S	C	S	C	S	P	
	Operational Coordination	C	S	P	S		C	S	C	S	C	C	C	
	Community Resilience	C	S		P		S			S				
	Long-term Vulnerability Reduction	C		P	S			S	S	S				S
	Risk & Disaster Resilience Assessment	S		S	S			S	S	S			P	
	Threats & Hazards Identification	P		S	S			S	S	S			S	
RESPONSE (All Hazards)	Planning	P	S	S	S	S	S	S	S	S	S	C	S	S
	Public Information & Warning	S	S	S	S		S	S	S	S	C	C	P	
	Operational Coordination	C	P	S	S		S	S	S	S	S	S	C	
	Infrastructure Systems		S	P	S		S	S	S	S				S
	Critical Transportation		S	P			S	S		S				
	Environmental Response/Health & Safety	C	S	C	S			S		P				
	Fatality Management Services	C	S				S			P				
	Fire Management & Suppression	C	S							P				
	Logistics & Supply Chain Management	C	S			S		P						
	Mass Care Services						P	S		S	S			
Mass Search & Rescue Operations	C	S	S				S		P					

MISSION AREA	P - Primary S - Support C -Coordinating	Emergency Management	Police	Public Works/ Engineering	Community Development	Finance	Parks and Rec	Marina	Legal	SKFR	Human Resources	Court	City Clerk/ PIO	IT
	CORE CAPABILITIES													
	On-scene Security, Protection, & Law Enforcement		P	S						S				
	Operational Communications	P	S		S		S	S	S	S	S			
	Public Health, Healthcare, & EMS	C	S				S			P	S			
	Situational Assessment	P	S	S	S	S	S	S	S	S	S	S	S	S
RECOVERY	Planning	S	C	C	S	S	C	C	S		C	C	P	
	Public Information & Warning	S	S	C	S		S	S	S	S	S	C	P	
	Operational Coordination	P	S	S	S		S	C	S		C	S	C	
	Infrastructure Systems	C		P										S
	Economic Recovery	C		S		S			S				P	
	Health & Social Services	C				S	P		S					
	Housing	C			S		P							
	Natural & Cultural Resources	C	S		S		P		S	S				



## **V. RESPONSIBILITIES**

### **A. Government Roles**

The following are basic responsibilities for emergency management operations provided by and through City, County, State and Federal Roles. Detailed responsibilities and essential activities for the City of Des Moines are found in the appropriate department annexes.

#### ***City Council & Administration***

The City Council will convene pursuant to DMMC 1.12. to perform legislative duties as the situation demands, and will receive reports relative to Emergency Management activities. City Council responsibilities during an emergency is to ratify City Manager proclamations, policies and finance requests as needed for timely response as appropriate to an incident.

The Director of Emergency Management for the City will be appointed by the City Manager (Des Moines Municipal Code 2.36). The Director will be responsible for the organization, administration, and operation of the emergency management organization.

#### ***Emergency Manager Role***

The Emergency Manager will be appointed by the Director of Emergency Management. The Emergency Manager will direct and coordinate development, implementation, and maintenance of all City emergency management related plans. The Emergency Manager facilitates coordination with outside agencies and organizations involved in emergency management, provides public education and information related to disasters and manages the Emergency Operations Center during activations.

#### ***King County Emergency Management***

King County Emergency Management will coordinate emergency activities in unincorporated areas of the county and will facilitate communication, coordination, and resource support functions across all jurisdictions in King County.

#### ***Washington State Emergency Management Division***

Washington's State Emergency Management Division (EMD) coordinates all emergency management activities of the State to protect lives and property and to preserve the environment.

Washington State EMD will take appropriate actions to coordinate requests for various services such as, specialized skills, equipment, and resources in support of State and local government emergency operations.

### ***Federal Government***

The Federal Government consists of several organizations that are responsible for emergency response and recovery activities, depending upon the incident. It is the responsibility of the Federal Emergency Management Agency (FEMA) to conduct consequence management activities to affected areas once a Presidential emergency or disaster declaration has been made. FEMA facilitates the delivery of many types of Federal response assistance to state and local government, as well as coordinating the response of other federal agencies such as the Department of Defense (DoD), Health and Human Services (HHS), etc. It should be noted that many federal agencies have their own emergency response and recovery programs that are administered independently of FEMA (SBA, HUD, USDA, etc.), many of which are available outside of a Presidential emergency or disaster declaration.

## **B. Incident Management Actions & Critical Tasks**

When a major emergency or disaster occurs, departments will use the following general list as a basis for managing their disaster operations:

1. Establish Incident Command following procedures established by each department.
2. Report to a pre-determined site to manage department operations.
3. Account for personnel.
4. Assess damages to facilities to identify if there are obvious safety concerns.
5. Assess personnel and resources available.
6. Assess problems and needs.
7. Report the situation, damages, and capabilities to the EOC.
8. Send designated department representatives to the EOC.
9. Carry out department responsibilities and assigned tasks.
10. Continue assessments and report to the EOC regarding resources, needs, damages, actions, etc.
11. Keep detailed and accurate records, document actions, costs, situations, etc.

### ***Department Pre-Incident Actions (Preparedness & Mitigation)***

Preparedness involves taking steps to ready the City and the community for emergencies and disasters while mitigation involves actions taken to protect lives and property.

Specific preparedness activities for each department include:

- Establish policies & procedures for department chain of command and succession of authority.
- Designate primary and alternate locations from which to establish direction and control of department activities during an emergency or disaster.
- Identify and obtain necessary equipment and supplies which may be needed to manage department activities.
- Identify the information needed to manage department activities including how it will be gathered, stored, and accessed
- Decide how department management relates to the EOC and who should report there when an emergency or disaster occurs.
- Encourage development of employee response teams from within the department.
- Establish procedures to ensure the ability to activate personnel on a 24-hour basis.
- Make staff available, when requested by the Director of Emergency Management or EOC Manager for appropriate training and emergency assignments, such as EOC activities, damage assessment, and liaisons with other agencies and organizations. All costs of these activities will be the responsibility of the respective department.
- Maintain an updated inventory of key department personnel, facilities, and equipment resources.
- Ensure all department employees have a personal preparedness plan.

### ***Department Response Activities & Critical Tasks***

Once an incident occurs, the priorities shift from prevention, preparedness, and mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community.

During the event, the Directors of each department, with concurrence of the Director of Emergency Management, will:

- 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 expenditures, time worked (straight time and overtime), equipment used, repairs, and other disaster-related expenditures.
- In coordination with the EOC and Incident Command, direct the execution of emergency operations plans and perform appropriate incident stabilization activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.
- Response actions may include: immediate law enforcement, fire, and emergency medical service actions; emergency flood fighting; evacuations; transportations system detours; emergency public information; urban search and rescue; mass care services; debris clearance; emergency restoration of critical infrastructure; and more. Though the City does not have the direct capability to perform all these functions, it will take steps to ensure that the functions are carried out as needed and will support those organizations responsible for their execution.

### ***Department Recovery Activities & Critical Tasks***

In the context of a single incident, once immediate response missions and lifesaving activities conclude, the emphasis shifts from response to recovery operations. Recovery involves actions needed to help individuals and communities return to normal when feasible. All response and recovery activities are detailed in SOPs, and appropriate State and Federal recovery guidelines. The process of collecting and analyzing data, developing objectives and actions plans, and documenting critical incident information in the EOC is guided by SOPs. Following the event, the Director of each department, with the concurrence of the Director of Emergency Management, will:

- 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 the event, including the event log, cost analysis, and estimated recovery costs.

- Assist in establishing disaster assistance offices to aid private businesses and residents with individual recovery.
- Assess special community needs and provide information and assistance, as deemed appropriate.

### **C. Mutual Aid & Other Agreements – Requests for Assistance**

When a major emergency occurs, it is anticipated that departments and other responding organizations will organize their areas of responsibility under manageable units, assess damages, and determine needs. If agency resources cannot meet the needs created by the incident, additional assistance may be requested through existing mutual aid agreements, through the King County Office of Emergency Management, surrounding jurisdictions, or directly from the State Emergency Operations Center (SEOC). Resources requested via King County or the SEOC may be delivered by other cities, counties, or Tribes in the state, who are part of WAMAS. Resources may also need to be procured from private sector companies. In the event of a Proclamation of a Local Emergency, the deployment of resources will normally be coordinated through the EOC (if activated). Resources to support City operations may be placed in staging areas until specific assignments can be made. It is critical to note that all requested resources must be paid from local funds, with no expectation of reimbursement from another source.

## **VI. COMMUNICATIONS**

Reliable communications capabilities are necessary for day-to-day operations, management of response and recovery efforts, search and rescue missions, and coordination with other organizations. Communications capabilities must be available for emergency management functions.

### **A. Summary of Interoperable Communications (All Government)**

When conditions disrupt communications systems within the City, redundant systems will be utilized to establish communications with the City EOC, City departments, leadership, King County EOC, State EMD, and response partners. The following is a list of City communication resources that may be utilized during incidents:

- 800-MHz radio (*\*controlled by PSRN with priority 1 re-establishment*)
- Amateur Radio
- Cellular Phones
- City Cable Channel TV 21
- City Facebook
- City Intranet
- City Twitter
- CodeRED (operated by King County)

- Email
- Emergency Alert System accessed through King County, WaEMD, and NWS
- Public Address speakers on first response vehicles
- VHF and UHF Radio (in all city vehicles; in addition to 20 portables)
- VoIP
- Up Phones located in all Police Department Vehicles

When conditions disrupt communications systems within the City, redundant systems will be utilized to establish communications within the City, with King County EOC, State EMD and Response partners through radio transmitting and receiving capabilities using 800 MHz, HAM radio, VHF and UHF radios. All Police and selected Public Works vehicles have been equipped with VHF back-up radios to ensure continuity of operations.

If all City capabilities are impacted, decreased or otherwise unusable, the City will request that King County EOC provide radio transmission support, as their system allows. Additional redundancies and communications support is also available through Valley Comm to provide 911 services for police and fire. South King Fire is able to assist in the initiation of Alert King County. King County Sheriff's Office Communications Center can provide backup 911 services capabilities and, as a last resort, initiation of the EAS when requested by the EOC. Additional EAS redundancies include Washington State EOC and National Weather Service Seattle. Washington State EMD is also available to provide redundant communication capabilities, as resources allow, if the City's and King County's capabilities are overwhelmed or otherwise insufficient to support response and recovery efforts.

## **B. Jurisdictional Communications Plan**

The City of Des Moines is an ethnically and linguistically diverse community. In addition, the community is a destination for retired individuals, creating a need for strategic and thoughtful plans for these populations. In order to ensure life safety and whole community involvement, the City of Des Moines has created an Inclusive Emergency Communications Plan to ensure that all residents have access to life safety information in a language they understand.

### ***Process for Access & Functional Needs Populations***

The Access and Functional Needs (AFN) Populations include those with visible and invisible disabilities that create a situation where accommodations are required in order for communications to be received and understood by the individual. This group includes, but is not limited to, Hearing Impaired individuals, Visually Impaired individuals, and people with Intellectual and Developmental Disabilities (IDD). To ensure that all emergency messaging is accessible to people with AFN, the City of Des Moines will:

- Ensure that ASL interpreters are available and fully-visible to the cameras at all media briefings.
- Social Media and digital content with images will have alternate text for each image.
- All digital and printed materials will be written at a fourth-grade reading level and no higher than an eighth-grade reading level.
- All media, documents, and digital content will be reviewed for screen reader friendliness before releasing the information.

### ***Limited English Proficiency (LEP) Populations***

The City of Des Moines Inclusive Emergency Communications Plan (IECP) is drawn from the county-wide IECP, which represents a collaborative and coordinated effort by King County Emergency Management, Public Health-Seattle & King County, and other regional stakeholders. The IECP will be utilized during emergencies and disasters, such as evacuation, to communicate life safety messages to targeted populations.

The City of Des Moines has a variety of systems, community networks, and communication methodologies that can be leveraged to relay critical, life-safety information, including, mass notification systems (Alert King County), translated written materials, ethnic media (TV, radio, social media) in-person and telephone-based interpretation services, and community-based social media networks (i.e. Facebook). The City also has access to the Regional Joint Information System and the county Trusted Partner Network, a network of individuals and community-based organizations who are seen as trusted agents within their community, will transmit messages in the appropriate language to their community and clients.

Washington State RCW 38.52.070(3)(a)(ii) defines "significant population segment" as "each limited English proficiency language group that constitutes five percent or one thousand, whichever is less, of the population of persons eligible to be served or likely to be affected within a city town, or county." According to the State Office of Financial Management (OFM) LEP data, the City of Des Moines has two LEP language groups considered significant population segments. They are:

<b>Languages</b>	<b>Est. Language Speakers</b>	<b>% Of Population</b>
English Only	21,026 people	68%
<b>Spanish</b>	<b>4,126 people</b>	<b>13.4%</b>
<b>Korean</b>	<b>1,053 people</b>	<b>3.4%</b>
Tagalog	599 people	1.9%
Vietnamese	473 people	1.5%

In order to quickly and effectively communicate with LEP Communities, the City of Des Moines has the following resources available:

- Use of certified translators and interpreters (subject to vendor availability)
- Pre-scripted and pre-translated messages for a variety of hazards that threaten the region (e.g. earthquakes, flooding, landslides, fire).
- Translated printed materials are available to first responder agencies and volunteers to support in-person and door-to-door efforts.
- Loudspeaker announcements from emergency response vehicles in English and Spanish.
- Community Centers can be used to disseminate urgent/non-urgent messages at city facilities, parks, fieldhouses, activity centers, senior centers, places of worship, libraries, schools, restaurants, and grocery stores.
- Community Communications Network a two-way communications network controlled by Public Health Seattle & King County can be used to disseminate life-safety information.
- Trusted Partner Network is a regional network of bilingual community partners that can be accessed through the King County Duty Officer or PIO to disseminate life-safety information using established community networks.
- City of Des Moines Community Service Partners can be accessed through the Human Services Coordinator.

### ***Frequency of LEP Emergency Notifications***

At this time, the IECF has been utilized by the City once, during the 2021 unprecedented regional heat wave. This incident prompted emergency communications and public safety messages. The messages were posted on City social media in English and the identified targeted languages.

### ***Evaluating Life Safety Communications Efficacy***

Following every life safety event, a debrief is conducted and information from the debrief forms the basis for the After-Action Report (AAR). Debriefs of the event include the evaluation of sentinel events, such as deaths and injuries. Information regarding the number of deaths among specific populations, how many of our specific populations took advantages of services, as well as follow-up with targeted communities following the event to determine what they wished they had known is information that will be used to determine the efficacy of our targeted populations messaging. Information collected will be included in the AAR and Improvement Plan (IP) and be assigned to specific individuals or groups of individuals to find solutions to close the identified gaps.

### ***Technological Challenges Limiting Communications***



All of the above-mentioned options for communicating with our LEP communities come with significant challenges. One of the largest challenges is that most of the above communications are “owned” by other entities which may delay communications if a regional catastrophic event has occurred. It also assumes that the City will be able to reach the County through one of the redundant systems. However, due to infrastructure collapse and radio congestion, it may be difficult to reach these entities in a reasonable amount of time.

In addition to issues of ownership, Alert King County can broadcast in two languages simultaneously by mobile, text, landline, and email. However, it cannot direct specific language translations to specific individuals or populations. Messages will first be sent out in English and Spanish and will be delayed while translations into other languages take place.

Social media presents unique challenges to an aging population as not all residents are users of social media.

In general, when communicating with local media, the message content will be sent in English with a request that the messages be translated into the audience’s preferred language. This translation/interpretation may take time.

The Trusted Partner Network is a newly formed network of volunteers. During a disaster it may be difficult to reach these volunteers to utilize their language and translation skills. Volunteers are also likely to be among the populations that are disproportionately impacted and may be unable to assist the county. In addition, the Trusted Partner Network does not have a process for verifying an individuals’ language proficiency which may lead to inconsistent/unmatched language and intent of messages.

### ***Recommendations for Addressing Challenges***

All technology has limitations that can only be fixed by the developers enhancing the software or hardware. However, the City of Des Moines can address the challenges and gaps in technology by deploying as many of the techniques as possible, including the utilization of community members, city agreements already in place such as the use of translation/interpretation services, pre-printed messages, door-to-door messaging and other approaches that require limited technology. Additionally, building relationships with local businesses frequented by targeted communities and the building of relationships with the communities themselves will be paramount to successful communications and message dissemination. Exercising each aspect of the IECF to identify, document, and address gaps will also improve the resilience and the efficacy of the plan.

### ***Resources Needed to Address Identified Challenges***

To address the above challenges the City of Des Moines will need the following resources:

- Content Accessibility Training that can teach identified positions on how to develop accessible content and review content for accessibility.
- Pre-populated emergency and life safety messages in targeted languages.
- MOU/MOA with interpretation and language services including ASL interpreters.
- Cultural training for all city staff on how to respectfully engage with targeted populations.
- Development of relationships with businesses and community leaders of targeted populations.

## **VII. ADMINISTRATION**

### **A. Documentation Process**

Each City department shall designate personnel to be responsible for the documentation of emergency operations within their respective department. During emergency operations, non-essential activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments to provide support and documentation services.

Having comprehensive and accurate records are necessary in submitting requests for assistance or reimbursement following an emergency. The EOC and departments shall have processes established to ensure they are able to maintain accurate records. Important records for the EOC include, but are not limited to, the following:

- Situation Reports
- EOC Action Plans
- Requests for Assistance
- Damage Assessments
- Emergency Proclamations
- Expenditure Reports
- Individual logs
- Force account time and equipment usage
- After-Action Reports (AARs)

### **B. Document Retention Process**

Records of emergency operation activities shall be kept in a manner that distinguishes them from day-to-day operational reports, service work requests, and payroll records. When appropriate, emergency reports and expenditures shall be coordinated, and documentation for state and/or federal reimbursement and/or assistance programs shall be prepared and submitted to the appropriate state and federal agencies.

The City Clerk's Office will assist the EOC and departments in identifying and maintaining accurate records for retention.

### **C. Preservation Process**

All departments will identify records essential for continuity of preservation of government and provide for their protection as required by RCW 40.10.010 (Information regarding essential records designation, list of security and protection, and document reproduction as outlined by the State Archivist). In situations where emergency work is done to protect life and property, environmental review requirements and permits may be waived or orally approved.

## **VIII. FINANCE**

Emergency expenditures are not normally integrated into the budgeting process. Nevertheless, disasters occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures. Financial operations will be carried out under compressed schedules and intense public pressures, necessitating expeditious (non-routine) procedures, but with no lessened sound financial management and accountability.

### **A. Expenditure Approval Process & Documentation**

In emergency situations, political subdivisions have the power to enter into contracts and incur obligations without regard to time-consuming procedures and formalities prescribed by law (except under mandatory constitutional requirements) including but not limited to, budget law limitations and the appropriation and expenditure of public funds as identified in RCW 35.33.081, Emergency Expenditures – non-debatable Emergencies. Individual employees of the City may not incur expenditures outside of regular purchasing parameters without those parameters being waived through a City Emergency Proclamation as previously noted in this document.

Expenditures necessary for the immediate survival of persons endangered by an emergency or that may be incurred by a disaster may not exceed the legal limitations of the budget unless the City Council passes a resolution authorizing a budget amendment.

Local political subdivisions will incur disaster related obligations and expenditures per the provisions of RCW 38.52.070(2) as follows:

*In carrying out the provisions of this chapter each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, will have the power to enter into contracts and incur obligations necessary to*

*combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities described by the law (excepting mandatory constitutional requirements), including, but not limited to budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds.*

The City is authorized to make the expenditures necessary to meet emergencies without further notice of hearing as provided by RCW 35.33.081, Emergency Expenditures – Non-debatable Emergencies:

*Upon the happening of any emergency caused by violence of nature, casualty, riot, insurrection, war, or other unanticipated occurrence requiring the immediate preservation of order, public health, or for the restoration to a condition of usefulness of any public property which has been damaged or destroyed by accident, or for public relief from calamity, or in settlement of approved claims of person injuries or property damages, or to meet mandatory expenditures required by laws enacted since the last annual budget was adopted, or to cover expenses incident to preparing for or establishing a new form of government authorized or assumed after adoption of the current budget, including any expenses incident to selection of additional or new officials required thereby, or incident to employee recruitment at any time, the city or town legislative body, upon the adoption of an ordinance, by the vote of one or more than the majority of all members of the legislative body, stating the facts constituting the emergency and the estimated amount required to meet it, may make the expenditures therefore without notice or hearing.*

In order to allocate funds towards a disaster or emergency, a reasonable estimate will be determined by the City's administration, which would estimate a gap in funding between the overall cost of the disaster and the funding received from Federal, State, and Local funding sources. In addition, the Finance Department will create a project in the accounting system's project accounting module to track specific disaster related costs for reporting purposes.

The City, when expending resources in response to an emergency or disaster, will maintain detailed records during such emergencies or disasters that meet financial and accounting requirements. Records will be kept in such a manner that

emergency or disaster related expenditures and obligations of local departments and agencies can be broken out and identified separate from regular or general programs and activities.

Complete and accurate records are necessary to:

- Document requests for assistance
- Seek cost recovery through appropriate avenues (private sector responsibility, Federal disaster declarations, etc.)
- Audit reports and records
  - Appropriate extracts from payrolls
  - Schedule of City equipment used or copies of invoices from rented equipment
  - Invoices, warrants, and checks issues and paid for materials and supplies
  - Copies of contracts for all work performed by an outside agency

## **B. Cost Recovery Process/Reimbursement**

Following a disaster or emergency, there may not always be a reimbursement avenue, however the City should take the appropriate actions and follow the same level of documentation standards in the event that a reimbursement avenue becomes available. Costs recovery may come from:

- Jurisdiction Insurance/Risk Pool
- State Reimbursement Programs
- Federal Reimbursement Programs
- Grants from non-profit organizations or foundations
- Private-Sector Entities in cases where they were responsible for causing the disaster.

### ***Federal/State Reimbursement***

Emergency or disaster related expenditures and obligations of local political subdivisions may be reimbursed under a number of Federal or State programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may be authorized by the Federal or State government after a major disaster declaration by the President under statutory authority of certain federal agencies. The Federal Emergency Management Agency (FEMA) provides funding to public entities through the Public Assistance Program. Other agencies that may provide post-disaster funds to public agencies include, but are not limited to:

- Washington State Department of Energy—FCAAP Grants
- US Department of Transportation—Trans Aid
- US Fish & Wildlife
- FEMA Mitigation Program

- US Army Corp of Engineers
- Federal Highway Administration (for “on-system” roads)
- Natural Resources Conservation Service

### **C. Pending a Presidential Disaster Declaration**

After an occurrence that may result in a declared major disaster or emergency, King County Office of Emergency Management will send notifications and forms to the local jurisdictions for reporting disaster related loss.

During response and recovery efforts, departments are responsible for using those forms to report information related to damages incurred by public facilities and infrastructure. Forms are compiled and sent back to King County Office of Emergency Management for county-wide compilation and submission to the Washington State Emergency Management Operations Center (SEOC). If expenditures exceed a preset threshold, the governor will request a Presidential Disaster Declaration.

Pending this declaration, emergency disaster expenditures will come from currently appropriated local funds in accordance with RCW 35.33.081 “Emergency Expenditures—No debatable Emergencies” and RCW 35.33.091 “Emergency Expenditure—Other Emergencies.”

### **D. Following a Presidential Disaster Declaration**

Once a disaster declaration is made by the President, Joint Field Offices are opened and staffed by FEMA and the State, for the purpose of administering disaster assistance programs. Briefings will be arranged for all eligible applicants. The Finance Department is responsible for attending these briefings and completing all paperwork related to requesting disaster assistance.

Below are some of the avenues for community assistance:

#### ***Public Assistance Program***

Public Assistance is one of FEMA’s grant programs that provides funds directly to State and Local governments and certain qualified non-profits to aid communities who are responding to and recovering from a major disaster or emergency that has resulted in a Presidential Disaster Declaration. The program provides emergency assistance to help save lives and protect property, as well as helping to permanently restore community infrastructure.

#### ***Individual Assistance Program***

The Individual Assistance Program is for individuals and families impacted by the federally declared disaster or emergency. This program is designed to help meet

disaster applicants' needs, which include: housing assistance (temporary housing, repair, replacement, etc.) and other needs (medical, funeral costs, clean-up, moving, etc.)

If a Disaster Declaration authorizes Individual Assistance, a toll-free federal telephone registration number is provided for people to report damages and begin the assistance process. Individual Assistance reporting is coordinated through King County Office of Emergency Management, but local Human Services Departments and non-profit organizations may be asked to support applicants through the process.

### ***Small Business Administration Program***

Businesses can apply for loans from the Small Business Administration (SBA) Program following a Federally Declared Disaster. These loans may cover operating expenses, business losses, wage losses, etc. The SBA Program can also offer loans to residents to repair or replace their primary home to its pre-disaster condition and replace some personal property (i.e. appliance and furniture). The SBA also has the authority to declare a disaster to authorize their own programs even when a Federal Major Disaster Declaration is not in place.

### ***Other Needs Assistance Program***

The Other Needs Assistance Program (ONA) under FEMA's Individuals and Households Program (IHP), provides financial assistance to necessary expenses and serious needs directly caused by the disaster, but is not covered by other assistance programs. The ONA may provide assistance for the following to those that qualify:

- Child Care
- Medical and Dental
- Funeral
- Transportation
- Moving and Storage
- Critical Needs
- Miscellaneous and Other Expenses

## **E. Volunteer Emergency Workers**

Volunteer emergency workers used during emergencies and disaster operations will be registered with the City as outlined in Washington Administrative Code (WAC) 118.04 "Emergency Worker Program" and all donated hours will be tracked. Volunteers who are pre-registered will be issued City Volunteer Identification Cards. Spontaneous volunteers will be registered on-site and their identity verified with government issued photo ID.

In any event where volunteer emergency workers are used, Emergency Management will obtain a mission number from Washington State EMD. All volunteers, their arrival and departure times, the nature of their work, and any injuries or personal equipment losses will be documented for future reimbursement and claim issues.

## **IX. LOGISTICS**

Following an emergency or disaster, all City departments are responsible for providing personnel and equipment to support emergency operations as directed by the City Manager. Emergency operations will be conducted by City personnel and efforts will be supplemented by trained volunteers. The City maintains an inventory management system that is managed jointly by Public Works and Parks. This system is designed to provide current information on city resources and their status. The ability to add NIMS typing information to it is planned for 2022.

### **A. Methodology & Agencies Involved in Resource Procurement**

Following a disaster or emergency, the City will transition logistics ordering from a department spending process to a centralized ordering process led by the Resource Support Section of the EOC. The Resource Support Section will be staffed by individuals within the city who have been specifically trained to perform the duties and assignments of this section and has the responsibility of processing requests, ordering and procuring the necessary operational resources to support City Department response efforts. Lower priority resources may be fulfilled prior to higher priority resources due to the availability of resources, the EOC will focus on resource acquisition in order to provide and achieve the following:

- Life Safety
- Incident Stabilization
- Protection of Property
- Protection of the environment

They will first work to procure resources through their already established mutual aid and vendor contracts. For resources that are not available or procurable through established contracts, the Resource Support Section will work to source new contracts or agreements for requested resources and utilize mutual aid agreements with other jurisdictions. New contracts or agreements must be approved Legal.

When local resources have been or are expected to be exhausted or overwhelmed (including department resources, private vendors, and automatic/local mutual aid), assistance can be requested via WebEOC through King County, which may also be forwarded to Washington State EMD. Requests can be submitted to King County via any available communications method and are not limited to WebEOC requests, though they are preferred.



## B. Resource Gaps

The City of Des Moines has identified the following gaps related to an emergency or disaster response. Some gaps are being resolved through department and city planning while other resources will become resource requests for specialized resources during a response. The identified resource gaps include:

- **Des Moines Marina Fuel Pump:** Staff are unable to extract fuel from the fuel tanks in the parking lot. Currently staff have to access gas at the fuel port which proves difficult without a pump. An emergency backup pump is needed in order to extract the fuel.
- **Des Moines Activity Center:** Currently lacks sufficient air conditioning to support the facility as a cooling center during extreme heat. Currently the HVAC system is not on the generator system and is an insufficient system for the space of the facility. Currently the HVAC system can only cool a maximum of 300 square feet, while the facility is 2,500 square feet.
- **Storage:** The City of Des Moines aims to have enough food and water on hand for all city staff for up to two weeks. The City of Des Moines currently lacks an adequate storage facility to store emergency food and water for staff.
- **Back-up Power:** The Marina and City Hall currently lack sufficient back-up power/generators to allow for the continuance of operations.
- **Shelter Staffing:** As a small government, the City of Des Moines currently lacks sufficient staff to safely operate a shelter.

## C. Specialized Resources

In the event a situation is beyond the capability of local and pre-designated mutual aid resources and/or contracts, City of Des Moines EOC will request additional or specialized resources through the King County Office of Emergency Management, which may forward them to Washington State EMD, who in turn may forward them to other states via EMAC, or to the federal government. It is important to note that the City of Des Moines is obligated to pay for these resources, to fiscal impacts must be accounted for.

## D. Resource Request Process

The Finance-Logistics Section is responsible for having procedures to provide projected and/or anticipated costs, checklists for requesting and providing assistance, process for record keeping, and a description of reimbursement procedures. Des Moines EOC will use the established resource request process (Figure 4) below to procure and manage resources.

## E. Credentialing

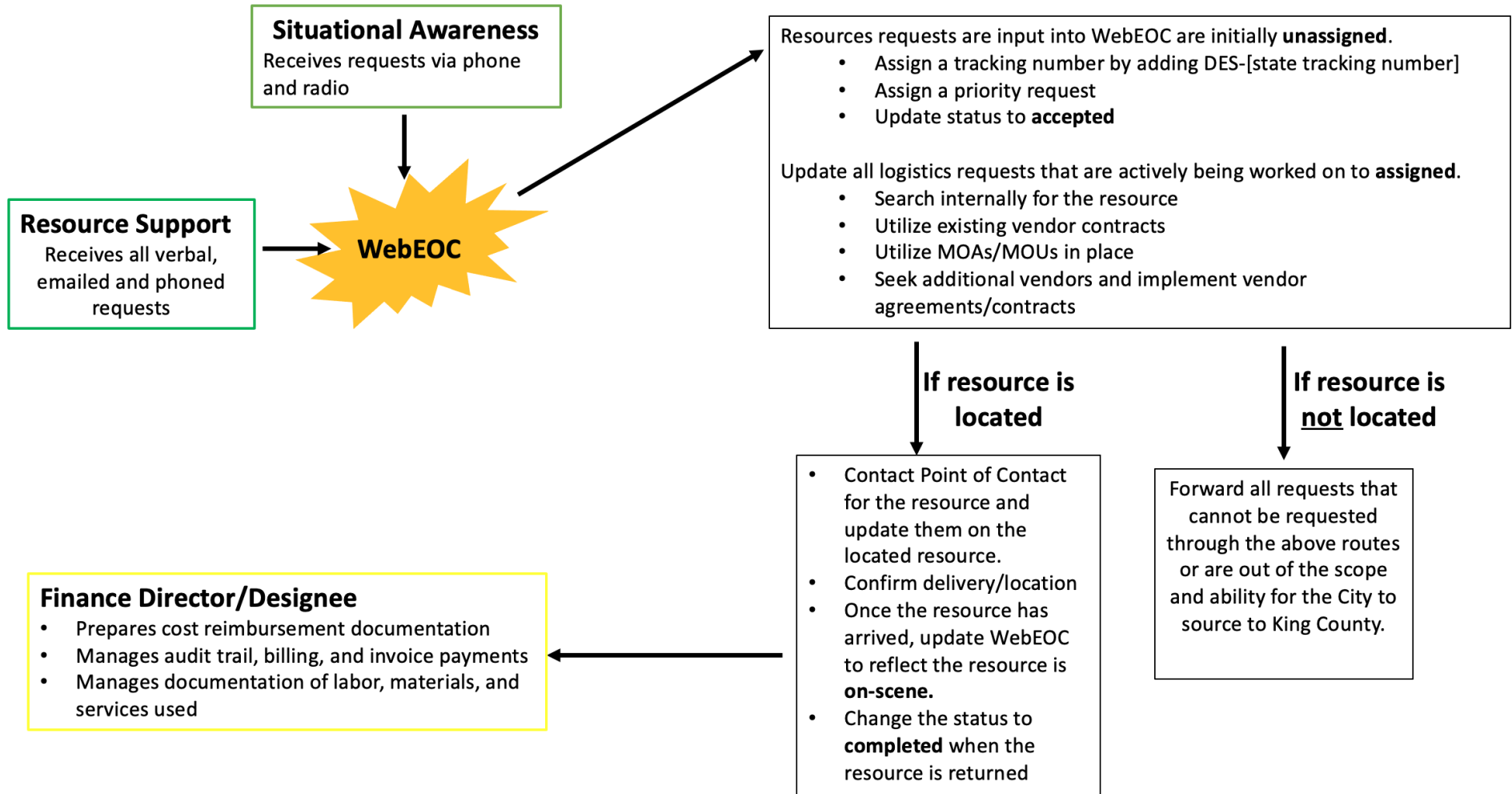
The City does not have a formal credentialing process to use for outside resources. In the event that outside resources are needed, the EOC will provide them e-mailed or printed credentials that can be utilized to access the disaster area. Further, the EOC will ensure that those charged with securing scene access are made aware of the specific credential being used so that it can be verified.

Credentials and qualifications of incoming resources will explicitly be vetted by the original requestor before they are permitted to engage in response or recovery activities.

## **F. Donated Goods & Services**

The city recognizes that both solicited and unsolicited goods and services will be donated to the city during times of emergency and disasters. Solicited donations of good and services will be managed via the normal logistics and resource management processes to fulfill the needs they were requested for and to secure appropriate documentation.

Unsolicited donations of goods and services will be managed by the Parks and Recreation Department and details can be found in their department plan.



**Figure 3:** Logistics Resource Request Process using WebEOC

## **X. DEVELOPMENT & MAINTENANCE**

Ongoing plan development and maintenance requires coordination with the whole community. The City of Des Moines Emergency Management will coordinate with all city agencies and organizations that have a role in incident response management for the development and execution of policy, planning, training, equipping, and other preparedness activities. This will primarily be achieved through the City's Emergency Management Committee. A version of this plan will be made available to the public on the City of Des Moines website at <http://www.desmoineswa.gov>

### **A. Review Process**

The Emergency Manager will ensure that exercises of this plan are conducted on an annual basis, except in years when there are actual EOC activations. EOC activations will be used in lieu of exercises for plan evaluation and maintenance purposes. The plan will also be reviewed annually to ensure no fundamental changes have occurred within the City that need to be updated in the plan.

### **B. After-Action Reports (AARs)**

After-Action Reviews (AAR) are an important part of understanding how and why emergency actions were successful or could have been more effective. They help the City improve its response and recovery efforts by evaluating the entire event, including training efforts beforehand.

Emergency Management will conduct an After-Action Review following each EOC activation and exercise, for the purpose of identifying lessons learned. All involved agencies, departments, and key personnel will be included in the AAR process to provide feedback and identification of areas for improvement and recommendations, as well as to identify things that work well and should be retained. Emergency Management will complete a corrective action plan to capture the items learned from the AAR, assign responsible parties for implementation, and follow-up with those parties to ensure the corrective actions are taken. Annual reports will be made by the Emergency Management Director and provided to the City Administrator and Mayor regarding the status of corrective actions.

### **C. Revision & Maintenance Schedule**

The Director of Emergency Management will appoint a primary City Point-of-Contact for CEMP management and maintenance. The City considers the CEMP to be in a constant state of revision. Whenever an event or incident has a scope and scale that requires the EOC to activate or requires complex support operations, the specific portions of the plan that were implemented will be reviewed and appropriately revised to reflect lessons learned and best practices resulting from EOC operations.

This plan will be completely updated as required by state law, with supplemental updates done as the need arises. The complete update will be submitted to the Washington State Emergency Management Division for review prior to formal adoption by the city. Emergency Management will monitor and update this plan in accordance with changes in Federal & State requirements.

## Appendix I: Terms & Definitions

<b>After Action Report</b>	A narrative report that presents issues found during an incident or exercise along with recommendations on how those issues can be resolved.
<b>Alternate Facility</b>	An alternate work site that provides the capability to perform minimum essential departmental or jurisdictional functions until normal operations can be resumed.
<b>Appendix</b>	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 are supplementary, helper documents, frequently changing but without specific direction.
<b>Comprehensive Emergency Management Plan</b>	A plan developed by the jurisdictional emergency management program and participating entities, which addresses the mitigation, preparation, response and recovery associated with emergency or disaster incidents, or large community events.
<b>Concept of Operations (CONOPS)</b>	User-oriented document that describes the characteristics for a proposed asset or system from the viewpoint of any individual or organizational entity that will use it in their daily work activities or who will operate or interact directing with it.
<b>Continuity of Government</b>	Measures taken by a government to continue to perform required functions during and after a disaster. A coordinated effort within each branch of government to continue its minimum essential responsibilities in a catastrophic emergency.
<b>Continuity of Operations Plan</b>	An internal effort within individual components of a government to ensure the capability exists to continue essential component functions across a wide range of potential emergencies, including localized acts of nature, accidents, and technological or attack-related incidents.

<b>Damage Assessment</b>	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 serves as the basis of the Mayor's Proclamation of Emergency.
<b>Debrief</b>	A meeting held after an event or disaster to discuss what happened, lessons learned and to discuss what may or may not be shared with the public.
<b>Direction and Control</b>	The emergency support function that defines the management of emergency response and recovery.
<b>Disaster</b>	An incident, expected or unexpected, in which a community's available, pertinent resources are exhausted, or the need for resources exceeds availability, and in which a community undergoes severe damage, 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.
<b>Emergency Alert System</b>	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, it requires broadcasters to relay emergency information. This system is for immediate action emergencies where the public needs to be informed.
<b>Emergency Medical Services</b>	A system that provides care to the sick and injured at the scene of any medical emergency or while transporting a patient in an ambulance to an appropriate medical control. In King County, the care will be BLS (basic life support) provided by an EMT (Emergency Medical Technician) or ALS (Advanced Life support) provided by a paramedic.

<b>Emergency</b>	A sudden, usually unexpected event that does or could do harm to people resources, property, or the environment. Emergencies can range from single to localized incidents, natural or technological, that damage or threaten to damage, local operations.
<b>Emergency Management</b>	The preparation for and carrying out of all emergency functions to mitigate, prepare for, respond to, and recover from emergencies and disasters, to aid survivors suffering from injury or damage resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.
<b>Emergency Management Director</b>	The individual within each political subdivision that has coordination responsibility for jurisdictional emergency management.
<b>Emergency Management Assistance Compact</b>	Agreements that provide for jurisdictions in different states to provide resources or other support to one another during an incident.
<b>Emergency Management Division</b>	Washington State Emergency Management Division, responsible for state-wide emergency management activities.
<b>Emergency Operations Center</b>	A central physical or virtual location from which overall direction, control and coordination of a jurisdictional response to a disaster is established. The EOC is generally equipped and staffed to perform the following functions: collect, record, analyze, display and distribute information; coordinate public information and warning; coordinate government agency activities; support first responders by coordinating the management and distribution of information and resources and the restoration of services; conduct appropriate liaison and coordination activities with all levels of government, public utilities, volunteer and civic organizations and the public.



**Emergency Operations Plan**

The NIMS compliant plan developed by the jurisdictional emergency management program and participating entities, outlining the roles and responsibilities of the EOC staff supporting on-scene emergency operations and coordinating resources.

**Emergency Proclamation**

The legal action formalizing the ability of the jurisdictional authority (as determined by ordinance) to take extraordinary measures beyond normal capabilities to cope with the consequences of a natural or technological disaster in order to protect lives, property, economy, and environment. The local proclamation is a pre-requisite for county, state, or federal assistance. A local proclamation authorizes the use of local resources and allows emergency expenditures, as well as, allowing for waiver or normal bid procedures and other processes.

**Emergency Work**

Work that must be done to immediately save lives and protect improved property and public health and safety to avert or lessen the threat of a major disaster.

**Emergency Worker**

Any person, including but not limited to, an architect registered under RCW 18.01, a professional engineer registered under RCW 18.43, or a volunteer registered under RCW 38.52/WAC 118.04, who is registered with a local emergency management organization for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

**Essential Functions**

Those functions, stated or implied, that jurisdictions are required to perform by statute or executive order or are otherwise necessary to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain the industrial/economic base in an emergency.

<b>Essential Operations</b>	Those operations, stated or implied that departments are required to perform by statute or executive order or are otherwise deemed necessary.
<b>Essential Personnel</b>	Staff of the department or jurisdiction that are needed for the performance of the organization's mission essential-functions.
<b>Evacuation</b>	A protective action which involves leaving an area of risk until the hazard has passed.
<b>Event</b>	A planned, non-emergency activity. ICS can be used as the management system for a wide range of events e.g. parades, concerts and sporting events.
<b>Facility</b>	Any publicly or privately owned building, works, system, or equipment built or manufactured, or an improved and maintained natural feature.
<b>Federal Emergency Management Agency</b>	An agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. FEMA manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.
<b>Hazard</b>	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
<b>Hazard Identification &amp; Vulnerability Analysis</b>	A comprehensive plan that is the result of a systematic evaluation of a jurisdiction's existing natural and technological hazards. It includes a vulnerability assessment to such hazards and provides guidance for mitigation efforts.

**Hazard Mitigation**

Any measure that will reduce or prevent the damaging effects of a hazard.

**Incident**

An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize the loss of life or damage to property and/or environment.

**Incident Action Plan**

The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan. On small, single emergencies the action plan may be verbal.

**Incident Command System**

The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure for the purpose of responding to a hazardous incident. An all-hazard, on-scene functional management system that establishes common standards in organization, terminology, and procedures.

**Major Disaster**

As defined in the Stafford Act, "Any natural catastrophe (including hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud slide, snow storm, or drought) or, regardless of cause, any fire, flood, or explosion in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states local governments, and disaster relief organizations in alleviating the damage, loss, hardship and suffering caused hereby."

**Mitigation**

Any sustained actions taken to eliminate or reduce the degree of long-term risk to human life, property and the environment from natural and technological events. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include, but are not limited to: building codes, disaster insurance, hazard information systems, land use

management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax incentives, and disincentives, equipment or computer tie downs, and stockpiling emergency supplies.

**National Response Framework**

The plan that established the basis for the provision of federal assistance to a state and local jurisdiction impacted by a catastrophic or significant disaster or emergency that result in a requirement for federal response assistance.

**National Incident Management System**

The concept that provides for a total approach to all risk incident management. NIMS addresses the ICS, training, qualifications and certifications, publications management, and supporting technology. NIMS outlines a standard incident management organization called Incident Command System (ICS) that establishes five functional areas—command, operations, planning, logistics, and finance/administration—for management of all major incidents. Within NIMS is the principle of Unified Command.

**Non-Essential Personnel**

Staff of the department or jurisdiction who are not required for the performance of the organization’s mission-essential functions.

**Objectives**

The specific operations that must be accomplished to achieve goals, Objectives must be both specific and measurable.

**Operational Period**

In Incident Command, the period of time scheduled for execution of a given set of operation actions such as specified in the Incident Action Plan.

**Plan Maintenance**

Steps taken to ensure the plans are reviewed regularly and updated whenever major changes occur.

<b>Preliminary Damage Assessment</b>	The joint, local, state, and Federal analysis of damage that has occurred during a disaster and which may result in a Presidential Declaration of Disaster. The PDA is document through surveys, photos, and written information.
<b>Preparedness</b>	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 operationally focused on establishing guidelines, protocols, and standards for planning, training, and exercises, personnel qualification and certification, equipment certification, and publication management.
<b>Presidential Disaster Declaration</b>	Formal declaration by the President that an Emergency or Major Disaster exists based upon the request for such a declaration by the Governor and with the verification of the FEMA preliminary damage assessment.
<b>Public Information Officer</b>	The person designated and trained to coordinate disaster related public information and media relations.
<b>Radio Amateur Civil Emergency Services (i.e. Ham Radio Operators)</b>	Volunteer Ham (amateur) radio operators who provide reserve communications within government agencies in time of extraordinary need. Although the exact nature of each activation will be different, the common thread is communications.
<b>Recovery</b>	A short-term and long-term process. Short-term operations restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs, including some form of economic viability. Recovery measures include, but are limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale

business resumption. Also, the extrication, packaging, and transport of the body of a person killed in a search and rescue incident.

**Response**

The actual provision of services during an event. These activities help to reduce casualties and damage to speed recovery. Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning system activation.

**Warning & Information**

Advising the public of a threatening or occurring hazard and providing information to assist them in safely preparing for and responding to the hazard.

## Appendix II: Acronyms

<b>AAR</b>	After-Action Report
<b>AFN</b>	Access and Functional Needs
<b>ALS</b>	Advanced Life Support
<b>ASL</b>	American Sign Language
<b>BIPOC</b>	Black, Indigenous, People of Color
<b>CEMP</b>	Comprehensive Emergency Management Plan
<b>COG</b>	Continuity of Government
<b>COOP</b>	Continuity of Operations Plan
<b>DOC</b>	Department Operations Center
<b>DoD</b>	Department of Defense
<b>EAS</b>	Emergency Alert System
<b>EMAC</b>	Emergency Management Assistance Compact
<b>EMD</b>	Emergency Management Division
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>FEMA</b>	Federal Emergency Management Agency
<b>HHS</b>	Health & Human Services
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Command
<b>ICS</b>	Incident Command System
<b>IDD</b>	Intellectual & Development Disabilities
<b>LEP</b>	Limited English Proficiency
<b>NIMS</b>	National Incident Management System
<b>NRF</b>	National Response Framework
<b>OFM</b>	Office of Financial Management
<b>PIO</b>	Public Information Officer
<b>SBA</b>	Small Business Administration
<b>SEOC</b>	State Emergency Operations Center
<b>SKFR</b>	South King Fire & Rescue
<b>SMART</b>	Specific, Measurable, Achievable, Relevant, Time-bound
<b>SOP</b>	Standard Operating Procedure
<b>RCECC</b>	Regional Communications Emergency Coordination Center
<b>UCG</b>	Unified Command Group
<b>UHF</b>	Ultra-High Frequency Radios
<b>VHF</b>	Very High Frequency Radios
<b>WAMAS</b>	Washington Mutual Aid System

## **Appendix III: Authorities & References**

This appendix is a compilation of the references and authorities used to complete this plan.

### **CODES & REGULATIONS**

#### **City of Des Moines**

- Des Moines Municipal Code Chapter 2.36 – Emergency Management
- Resolution No. 1034 – NIMS Adoption

#### **Washington State**

- RCW 35.33.081 – Emergency Expenditures – Nondebatable Emergencies
- RCW 35.33.091 – Emergency Expenditures – Other Emergencies
- RCW 35.33.101 – Emergency Warrants
- RCW 38.52 – Emergency Management
- RCW 38.56 – Intrastate Mutual Aid System
- RCW 39.34 – Interlocal Cooperation Act
- RCW 40.10.010 – Essential Record Designation
- RCW 42.14 – Continuity of Government
- RCW 49 – Laws Against Discrimination
- WAC 118-04 – Emergency Worker Program
- WAC 118-30 – Local Emergency Management/Services Organizations, Plans & Programs
- WAC 296-843 – Hazardous Waste Operations
- WAC 296-62 – General Occupation Health Standards

#### **Federal**

- Public Law 93-288 – Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster and Emergency Assistance Act
- Public Law 96-342 – Improved Civil Defense Act of 1980, as amended
- Public Law 99-499 Title III Superfund Amendment and Re-authorization Act of 1986
- Public Law 107-296 – Homeland Security Act of 2002
- HSPD 5 – Management of Domestic Incidents
- Title 44, CFR, Section 205.16 – Nondiscrimination
- National Incident Management System (NIMS)

### **PLANS**

#### **Local**

- Department Standard Operating Procedures
- City of Des Moines Inclusive Emergency Communications Plan (IECP)



**County**

- King County Hazard Mitigation and Vulnerability Assessment
- King County Comprehensive Emergency Management Plan
- King County Inclusive Emergency Communications Plan
- King County Regional Disaster Plan
- King County Regional Coordination Framework

**State**

- Washington State Comprehensive Emergency Management Plan
- Emergency Management Assistance Compact (EMAC)

**Federal**

- Americans with Disabilities Act of 1990 as amended by the Americans with Disabilities Act of 2008, Public Law 110-325
- National Response Framework
- Pets Evacuation & Transportation Standards Act of 2006, Public Law 109-308
- CPG 101 – A Guide for All-Hazard Emergency Operations Planning



# City Clerk/ Communications

## 1. Purpose

- 1.1. To provide guidance for the dissemination, collection, and verification of information to the media, public, and other stakeholders during emergencies or disasters.

Primary Core Capabilities	
Public Information & Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.
Risk and Disaster Resilience	Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience.
Economic Recovery	Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.

Support Core Capabilities	
Threat and Hazard Identification	Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

## 2. Authorities and Policies

### 2.1

- Des Moines Municipal Code Chapter 2.36- Emergency Management
- Resolution No. 1034- NIMS Adoption
- Revised Code of Washington 38.52- Emergency Management
- Washington Administration Codes (WAC) 118-30 and 296 62-312
- City of Des Moines Inclusive Emergency Communications Plan (IECP)

## 3. Situation Overview

- 3.1. All hazards have the potential to create the need for the dissemination of information from the City to employees, residents, business owners, media and other stakeholders.

## 4. Concept of Operations

- 4.1. Some functions of this Department may include, but are not limited to, the following:

- The City's PIO will collect and verify initial information and compile it for dissemination. Initial dissemination may be limited to the City Manager, EOC, and others on a "need-to-know" basis.
- The Public Information Officer (PIO) will supply accurate, consistent and clear information to the media, the public, and the local governments, as approved by the City Manager, Incident Commander,

# City Clerk/ Communications

or other designated person.

## 4.1.1. Core Capabilities Description

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
<b>Public Information &amp; Warning</b>		
Prevention	1	Share prompt and actionable messages, to include National Terrorism Advisory System alerts, with the public and other stakeholders, as appropriate, to aid in the prevention of imminent or follow-on terrorist attacks, consistent with the timelines specified by existing processes and protocols
	2	Provide public awareness information to inform the general public on how to identify and provide terrorism-related information to the appropriate law enforcement authorities, thereby enabling the public to act as a force multiplier in the prevention of imminent or follow-on acts of terrorism
Protection	1	Use effective and accessible indication and warning systems to communicate significant hazards to involved operators, security officials, and the public (including alerts, detection capabilities, and other necessary and appropriate assets).
Mitigation	1	Communicate appropriate information, in an accessible manner, on the risks faced within a community after the conduct of a risk assessment.
Response	1	Inform all affected segments of society of critical lifesaving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions.
	2	Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery
Recovery	1	Reach all populations within the community with effective actionable recovery-related public information messaging and communications that are accessible to people with disabilities and people with limited English proficiency; protect the health and safety of the affected population; help manage expectations; and ensure stakeholders have a clear understanding of available assistance and their roles and responsibilities
	2	Support affected populations and stakeholders with a system that provides appropriate, current information about any continued assistance, steady state resources for long-term impacts, and monitoring programs in an effective and accessible manner.
<b>Planning</b>		
Response	1	Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources
Recovery	1	Convene the core of an inclusive planning team (identified pre-disaster), which will oversee disaster recovery planning
	2	Complete an initial recovery plan that provides an overall strategy and timeline, addresses all core capabilities, and integrates socioeconomic, demographic, accessibility, technology, and risk assessment considerations (including projected

# City Clerk/ Communications

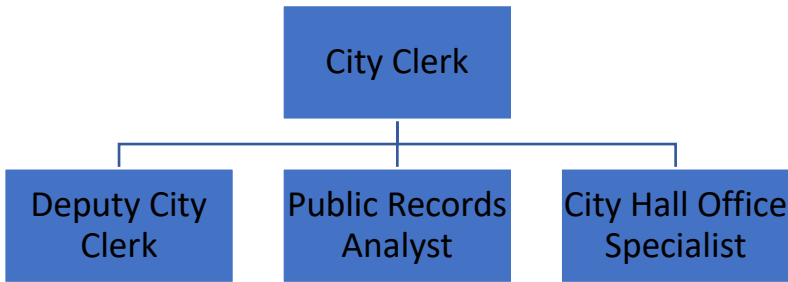
Core Capability		
Mission Area	Critical Task I.D.	Critical Task
		climate change impacts), which will be implemented in accordance with the timeline contained in the plan
Risk & Disaster Resilience Management		
Mitigation	1	Ensure that local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas complete a risk assessment that defines localized vulnerabilities and consequences associated with potential natural, technological, and human-caused threats and hazards to their natural, human, physical, cyber, and socioeconomic interests
Economic Recovery		
Recovery	1	Conduct a preliminary assessment of economic issues and identify potential inhibitors to fostering stabilization of the affected communities
	2	Return affected area's economy within the specified timeframe in the recovery plan
	3	Ensure the community recovery and mitigation plan(s) incorporates economic revitalization and removes governmental inhibitors to post-disaster economic sustainability, while maintaining the civil rights of citizens
Threat and Hazard Identification		
Mitigation	1	Identify the threats and hazards within and across local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas, in collaboration with the whole community, against a national standard based on sound science
Situational Assessment		
Response	1	Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
	2	Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.

## 5. Organization

The City of Des Moines operates under a Council / City Manager form of government with the City Manager serving as the chief executive. As provided by state law and Des Moines City Municipal Code 2.36 Emergency Management, the City Manager or their designee shall serve as the City's Emergency Management Director. In the absence of the City Manager, the Chief Operations Officer shall serve in this capacity having the same responsibilities and authorities of the City Manager. The City Manager shall appoint a duly qualified Emergency Management Coordinator from among existing City staff.

# City Clerk/ Communications

## 5.1. Structure



## 6. Direction, Control, & Coordination

### 6.1. Horizontal Integration

The City Clerk integrates horizontally with all departments to gather information pertinent to the emergency situation to provide information back to those departments.

### 6.2. Vertical Integration

The City Clerk functions as the PIO in daily duties and during an emergency. The PIO uses the information gathered from other departments to brief the City Manager, EOC Director, City Council, and other decision-makers on public information needs and requirements.

## 7. Information Collection, Analysis, & Dissemination

### 7.1. Information Collection

Each department is responsible for communicating situation updates to the EOC that are shared with the PIO. The PIO consolidates the information from each department.

#### 7.1.1. Essential Elements of Information (EEIs)

The City of Des Moines has established Essential Elements of Information (EEI) for various departments and incidents within the City. These elements are likely to change more often than this plan is updated. As such, the majority of the City's EEIs are located in the City of Des Moines EEI document, which is sortable by department and incident and can be updated regularly, without modifying this plan. There are, however, basic elements that every department should gather upon implementation of this plan:

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, deaths, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities, etc.)

Information gathered during this initial phase should be communicated as soon as possible to the EOC, with the exception of resource deficiencies, which should be reported immediately.

# City Clerk/ Communications

## 7.1.2. Information Analysis

The City Clerk/PIO will review EOC reports presented to the Policy Group to ensure all needed and necessary information is shared with the public in a timely manner, in an appropriate way that will ensure that the information is received by the most people needing the information. The City of Des Moines has a detailed Inclusive Emergency Communication Plan (IEC) that will be utilized to ensure proper translation and distribution of messaging in appropriate languages and formats.

## 7.1.3. Information Dissemination

The City of Des Moines will utilize King County ALERT to disseminate information to the public and employees as needed.

The Trusted Partners Network (TPN) is comprised of cultural, service, and faith leaders among limited English language groups. TPN members are already considered trusted, go-to sources during emergencies. The City of Des Moines will utilize this resource to disseminate emergency messaging within their respective communities using their own cultural connections and social media networks as detailed in the Integrated Emergency Communications Plan.

## 8. Responsibilities

Preparedness	Activity/Action	Organization(s) Involved
	The PIO will participate in planning meetings and will develop and maintain a crisis communication plan.	
	The department will develop and maintain a COOP plan.	
	Maintain IECP by reviewing and updating annually	

Prevention	Critical Task I.D.	Activity/Action	Organization(s) Involved
Public Information and Warning	1&2	Deliver reliable and actionable information, including National Terrorism Advisory System alerts, to Des Moines residents and businesses, including people with access and functional needs and limited English proficiency, within 30 minutes of notification of a credible, imminent terrorist threat, upon the authorization of the law enforcement agency in charge.	Police Department, KCOEM, WAOEM, Port of Seattle

Protection	Critical Task I.D.	Activity/Action	Organization(s) Involved
Public Information & Warning	1	The communications team will use various methods of warning systems to protect residents and those affected by the emergency or disaster such as: Emergency Alert System (via King County or WA EMD), King County ALERT, TPN, Amateur Radio, and other communication systems and networks.	Police Department, King County Office of EM, Washington State Office- EM
	1	Deliver reliable and actionable information, including National Weather Advisory System alerts, to Des	

# City Clerk/ Communications

Protection	Critical Task I.D.	Activity/Action	Organization(s) Involved
		Moines residents and businesses, including people with access and functional needs and limited English proficiency, within 30 minutes of notification of a forecasted inclement weather or significant hazard events.	

Mitigation	Critical Task I.D.	Activity/Action	Organization(s) Involved
<b>Public Information &amp; Warning</b>	1	The PIO will establish relationships with local media, Trusted Partner Network (TPN) and local non-profits that have an established reputation with delivering current and accurate information to the community.	
	1	The PIO will participate in Zone 3 and King County meetings and trainings relevant to public information.	
<b>Risk &amp; Disaster Resilience Assessment</b>	1	Participate in periodic risk and disaster resilience assessments to analyze vulnerabilities, resilience capabilities, and estimate impacts of threats and hazards across the City in accordance with Federal, state, and local requirements.	King County EM FEMA
<b>Threats &amp; Hazards Identification</b>	1	Identify the threats and hazards within the whole community, against a national standard based on sound science.	

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
<b>Planning</b>	1	Work with the Policy Group in developing plans that will identify critical objectives by operational period for the teams work on response in the field.	
<b>Public Information &amp; Warning</b>	1&2	The PIO will be an active member of the Joint Information System and any activated Joint Information Center that is relevant to the emergency and be responsible for crisis communications, information, coordinating media relations, community relations, and VIP relations	Internal and External stakeholder groups
	1&2	The PIO will gather timely and accurate information from all activated departments on the status of the emergency or disaster response, life-safety action steps and other appropriate information to be shared with the public and policy group.	All City Departments and SKFR
	1	The PIO will use appropriate social media platforms to get “real time” information to and from those affected by the emergency or disaster	VOAD groups
	1	The PIO will be an active member of the EOC to develop messaging throughout the emergency or incident.	



# City Clerk/ Communications

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
Situational Awareness	1	The PIO or staff member will provide notification to leadership and partner organizations involved in incident management of the current and projected situation in a timely manner	

Recovery	Critical Task I.D.	Activity/Action	Organization(s) Involved
Public Information & Warning	1	The PIO will provide timely and accurate information regarding recovery operations and available resources to residents, and all affected by the emergency or disaster.	
Planning	1	Update all emergency operation plans related to messaging that define the roles and responsibilities of city staff and partner organizations.	
Economic Recovery	1	Work with city departments to create messaging regarding the reopening of city services and businesses closed due to the incident.	
	2	The City Clerk is the Risk Manager and will ensure a timely response for all claims against the city.	
	3	Reach out to the community to ensure community economic expectations and ideas are addressed during recovery.	

## 9. Resource Requirements

### 9.1. Micro-level (EOC/ECC)

City of Des Moines IECP  
 Access to WebEOC  
 VOAD Groups

### 9.2. Macro-level (Emergency-wide)

Trusted Partners Network (TPN)  
 Sound Cities Association – EM Committee  
 King County JIC  
 WA State JIC  
 Alert King County

## 10. References and Supporting Guidance

### 10.1. List & Briefly Describe

- Des Moines Inclusive Emergency Communication Plan (IECP)
- Des Moines Comprehensive Emergency Management Plan
- King County Comprehensive Emergency Management Plan
- King County Regional Disaster Framework
- Mutual Aid Agreements
- City of Des Moines Continuity of Operations Plan

# City Clerk/ Communications

## **11. Terms and Definitions**

The terms and definitions included here are specific to this department plan. Please refer to the base plan for a complete list of all terms and definitions that apply to the City of Des Moines CEMP.

# Community Development

## 1. Purpose

1.1 The mission of the Community Development Department is to foster safe, decent, and sustainable neighborhoods and to enhance housing quality and affordability for the citizens of Des Moines

<b>Primary Core Capabilities</b>	
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities
Community Resilience	Enable the recognition, understanding, communication of, and planning for risk, and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents

<b>Support Core Capabilities</b>	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives
Public Information and Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.
Risk Management for Protection Programs	Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.
Long-term Vulnerability Reduction	Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences
Risk & Disaster Resilience	Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience.
Threats & Hazards Identification	Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.
Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
Environmental Response/Health & Safety	Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities.
Operational Communication	Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.
Situational Assessment	Provide all decision-makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

# Community Development

Housing	Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.
Natural & Cultural Resources	Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and Executive orders.

## 2. Authorities and Policies

### 2.1. List & Briefly Describe

- Des Moines Municipal Code Chapter 2.36- Emergency Management
- Resolution No. 1034- NIMS Adoption
- Revised Code of Washington 38.52- Emergency Management
- Washington Administration Codes (WAC) 118-30 and 296 62-312

## 3. Situation Overview

3.1. The Community Development Department is comprised of the Building (includes Permit Center) and Planning Divisions, all of which are integral to Citywide redevelopment and recovery activities for the City. In an emergency situation, all divisions will assist with environmental stability, damage assessments and implementing reconstruction and repair plans for the community.

## 4. Concept of Operations

4.1. Some functions of this Department may include, but are not limited to, the following:

To coordinate and organize the City's planning, environmental stability, and impact activities for the services, technical assistance and expertise, assist with construction management, and other support in response to an emergency or disaster. To guide damage assessments throughout the City, meeting rapid and preliminary damage assessment expectations. Plan and review comprehensive long-term planning.

### 4.1.1. Core Capabilities Description

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Planning		
Prevention	1	Identify critical objectives during the planning process, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and ensure the objectives are implementable within the timeframe contemplated within the plan using available resources for prevention-related plans.
	2	Develop and execute appropriate courses of action in coordination with local, state, tribal, territorial, Federal, and private sector entities in order to prevent an imminent terrorist attack within the United States.
Protection	1	Develop protection plans that identify critical objectives based on planning requirements, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the planning objectives, and implement planning requirements within the timeframe contemplated within the plan using available resources for protection-related plans.
	2	Implement, exercise, and maintain plans to ensure continuity of operations
Mitigation	1	Develop approved hazard mitigation plans that address relevant threats/hazards in accordance with the results of their risk assessment within all local, state, tribal, territorial, and Federal partners

# Community Development

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Response	1	Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources
Recovery	1	Convene the core of an inclusive planning team (identified pre-disaster), which will oversee disaster recovery planning.
	2	Complete an initial recovery plan that provides an overall strategy and timeline, addresses all core capabilities, and integrates socioeconomic, demographic, accessibility, technology, and risk assessment considerations (including projected climate change impacts), which will be implemented in accordance with the timeline contained in the plan
Public Information and Warning		
Prevention	1	Share prompt and actionable messages, to include National Terrorism Advisory System alerts, with the public and other stakeholders, as appropriate, to aid in the prevention of imminent or follow-on terrorist attacks, consistent with the timelines specified by existing processes and protocols.
	2	Provide public awareness information to inform the general public on how to identify and provide terrorism-related information to the appropriate law enforcement authorities, thereby enabling the public to act as a force multiplier in the prevention of imminent or follow-on acts of terrorism
Protection	1	Use effective and accessible indication and warning systems to communicate significant hazards to involved operators, security officials, and the public (including alerts, detection capabilities, and other necessary and appropriate assets)
Mitigation	1	Communicate appropriate information, in an accessible manner, on the risks faced within a community after the conduct of a risk assessment
Response	1	Inform all affected segments of society of critical lifesaving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions
	2	Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery
Recovery	1	Reach all populations within the community with effective actionable recovery-related public information messaging and communications that are accessible to people with disabilities and people with limited English proficiency; protect the health and safety of the affected population; help manage expectations; and ensure stakeholders have a clear understanding of available assistance and their roles and responsibilities
	2	Support affected populations and stakeholders with a system that provides appropriate, current information about any continued assistance, steady state resources for long-term impacts, and monitoring programs in an effective and accessible manner
Operational Coordination		
Protection	1	Establish and maintain partnership structures among Protection elements to support networking, planning, and coordination.

# Community Development

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Mitigation	1	Establish protocols to integrate mitigation data elements in support of operations with local, state, tribal, territorial, and insular area partners and in coordination with Federal agencies.
Response	1	Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident.
	2	Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery
Recovery	2	Define the path and timeline for recovery leadership to achieve the jurisdiction's objectives that effectively coordinates and uses appropriate local, state, tribal, territorial, insular area, and Federal assistance, as well as nongovernmental and private sector resources. This plan is to be implemented within the established timeline
Risk Management for Protection Programs		
Protection	1	Ensure critical infrastructure sectors and Protection elements have and maintain risk assessment processes to identify and prioritize assets, systems, networks, and functions
	2	Ensure operational activities and critical infrastructure sectors have and maintain appropriate threat, vulnerability, and consequence tools to identify and assess threats, vulnerabilities, and consequences.
Community Resilience		
Mitigation	1	Maximize the coverage of the U.S. population that has a localized, risk-informed mitigation plan developed through partnerships across the entire community
	2	Empower individuals and communities to make informed decisions to facilitate actions necessary to adapt to, withstand, and quickly recover from future incidents
Long-term Vulnerability Reduction		
Mitigation	1	Achieve a measurable decrease in the long-term vulnerability of the Nation against current baselines amid a growing population base, changing climate conditions, increasing reliance upon information technology, and expanding infrastructure base
Risk & Disaster Resilience Assessment		
Mitigation	1	Ensure that local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas complete a risk assessment that defines localized vulnerabilities and consequences associated with potential natural, technological, and human-caused threats and hazards to their natural, human, physical, cyber, and socioeconomic interests
Threats & Hazards Identification		
Mitigation	1	Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.
Infrastructure Systems		
Response	1	Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life sustainment and congregate care services.

# Community Development

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
	2	Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery
	3	Provide for the clearance, removal, and disposal of debris.
	4	Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner
Environmental Response/Health & Safety		
Response	4	Identify, evaluate, and implement measures to prevent and minimize impacts to the environment, natural and cultural resources, and historic properties from all-hazard emergencies and response operations
Operational Communication		
Response	1	Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders.
	2	Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and a transition to recovery
	3	Re-establish critical information networks, including cybersecurity information-sharing networks, to inform situational awareness, enable incident response, and support the resilience of key systems.
Situational Assessment		
Response	1	Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident
	2	Deliver enhanced information to reinforce ongoing life-saving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.
Housing		
Recovery	1	Assess preliminary housing impacts and needs, identify currently available options for temporary housing, and plan for permanent housing
	2	Ensure community housing recovery plans continue to address interim housing needs, assess options for permanent housing, and define a timeline for achieving a resilient, accessible, and sustainable housing market.
	3	Establish a resilient and sustainable housing market that meets the needs of the community, including the need for accessible housing within the specified timeframe in the recovery plan.
Natural & Cultural Resources		
Recovery	1	Implement measures to protect and stabilize records and culturally significant documents, objects, and structures
	2	Mitigate the impacts to and stabilize the natural and cultural resources, and conduct a preliminary assessment of the impacts that identifies protections that need to be in place during stabilization through recovery

# Community Development

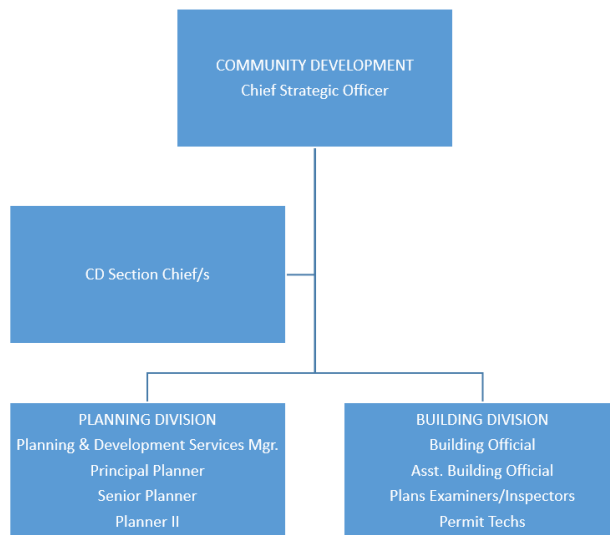
Core Capability		
Mission Area	Critical Task I.D.	Critical Task
	3	Complete an assessment of affected natural and cultural resources and develop a timeline for addressing these impacts in a sustainable and resilient manner.
	4	Preserve natural and cultural resources as part of an overall community recovery that is achieved through the coordinated efforts of natural and cultural resource experts and the recovery team in accordance with the specified timeline in the recovery plan.

## 5. Organization

### 5.1. Summary

The City of Des Moines operates under a Council / City Manager form of government, with the City Manager serving as the chief executive. The city departments are the Administration / City Manager; City Attorney; Finance; Parks, Recreation and Senior Services; Harbormaster; Court Administrator; Police; and Community Development, and Public Works. The City has been annexed into South King Fire & Rescue's jurisdiction for the provision of fire suppression and medical aid. In an emergency situation and upon activation of the Emergency Operations Center (EOC), the Director of Community Development will be an active member.

### 5.2 Structure:



## 6. Direction, Control, & Coordination

6.1. Horizontal Integration – The Community Development departments coordinates with all departments during a disaster to gather physical and environmental damage information and to provide services necessary for other departments to complete their own tasks.

6.2. Vertical Integration – The Community Development Department provides information up to the City Administrator, Mayor, City Council, and/or EOC regarding the physical and environmental of an incident upon the City. They communication information down to the Planning Division, and Building Division regarding incident specific policies and tasks that need to be completed.



# Community Development

## 7. Information Collection, Analysis, & Dissemination

### 7.1. Information Collection

Community Development staff or consultants will evaluate the stability of any impacted disaster zone to include landslides, flood zones, and wetlands. Building will deploy and gather information on any structure or building impacted by an event. Permitting will evaluate applications to ensure permitting is expedited to help the recovery and rebuilding efforts. All areas work closely with engineering and share all information to the EOC to ensure a full understand of the situation form the Community Development Department.

#### 7.1.1. Essential Elements of Information (EEIs)

The City of Des Moines has establishing Essential Elements of Information for various departments and incidents within the City. These elements are likely to change more often than this plan is updated. As such, the majority of the City's EEIs are located in the City of Des Moines EEI document, which is sortable by department and incident and can be updated regularly, without modifying this plan. There are however basic elements that every department should gather upon implementation of this plan:

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, deaths, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities, etc.)

Information gathered during this initial phase should be communicated as soon as possible to the EOC, with the exception of resource deficiencies, which should be reported immediately.

#### 7.1.2. Information Analysis

Community Development will gather information via windshield surveys and rapid assessments. The Department will coordinate with Engineering, Police, and Fire to determine focus areas and set priorities for evaluations. Documentation of damage via photos on iPad and or Cell phones. Provide owners and occupants of damaged buildings the Damaged Buildings Guide

#### 7.1.3. Information Dissemination

Damaged property assessments are logged into Permit Trax after documentation has been completed. This creates COD for follow-up and will be flagged for the future permit application process. All information collected will be reported out to the EOC regularly to ensure all information pertaining to the emergency is communicated to all departments. Information will also be communicated to the Finance Department for inclusion in expenditure and damage reports.

# Community Development

## 8. Responsibilities

Preparedness	Activity/Action	Organization(s) Involved
Preparedness	Participate in ongoing required training.	
	Create a COOP plan.	
	Appoint a Community Development lead to direct, prioritize, and coordinate community development operations in the EOC when indicated.	

Prevention	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1 & 2	Ensure staff maintains a basic level of preparedness and response capabilities. Provide updates on preparedness/training opportunities at the monthly Development Review meetings.	CD, Engineering, and GIS staff
Public Information and Warning	1 & 2	Building Primary – communicate to PIO about red-tagged facilities and other areas the public should avoid. Planning Primary – communicate to PIO about flood hazards, geohazards, critical areas, and cultural/historic resource areas of concern.	CD and GIS staff, USACE, FEMA, DNR, Ecology, DAHP, Tribes, King County

Protection	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1 & 2	Conduct periodic reviews and updates to City zoning, environmental (CAO, Flood Hazard Code, SMP) and building codes and GIS mapping for compliance with federal and state laws. Establish expedited review and permitting procedures for use during emergencies.	USACE, FEMA, DNR, Ecology, DAHP, Tribes, King County
Public Information and Warning	1	Maintain permit assistance memos and CD website content to educate the public on regulatory and permit requirements.	Citizens, property owners and businesses
Operational Coordination	1	Identify, assess, and prioritize risks to inform Protection activities, countermeasures and investments.	
Risk Management for Protection Programs	2	Ensure that project reviews and permitting complies with applicable national, state and local zoning, environmental and building code requirements to achieve the highest level of environmental, site and building safety.	USACE, FEMA, DNR, Ecology, DAHP, Tribes, King County, property owners, businesses

# Community Development

Mitigation	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1	Conduct risk assessments of city/public buildings and infrastructure at risk for damage during an emergency and identify measures to repair or retrofit to reduce the potential for damage/hazards during an emergency (e.g., seismic event, flood, landslide...).	FAA, WSDOT, Port of Seattle, Highline College, Federal Way Public Schools, Highline School District, K.C. Water District 54, Highline Water District, Midway Sewer, Lakehaven Utility, Southwest Suburban, PSE, SPU
Public Information and Warning	1	Provide public information contributing to situational awareness and permitting assistance.	
Operational Coordination	1	Conduct post-construction inspections of buildings and development sites for structural and environmental compliance and safety.	
Community Resilience	1	Enable the recognition, understanding, communication of, and planning for risk, and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents.	
Long-term Vulnerability Reduction	1	Build and sustain resilient systems, communities, critical infrastructure and key resource lifelines to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.	
Risk and Disaster Resilience Assessment	1	Assess risk and disaster resilience so that decision-makers, responders, and community members can take informed action to reduce their entity's risk and increase its resilience	
Threats and Hazards Identification	1	Planning and Building will review City Codes for compliance with all state laws. Codes will be updated annually to ensure all information put forward to the community is accurate. Flood plain assessment will be reviewed as received and evaluated for adoption.	

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1	Provide someone to serve as CD/Building/Planning Section Chief/s during activation of the Des Moines EOC.	

# Community Development

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
Public Information and Warning	1	Coordinate with PIO to communicate Planning and Building related impacts and response priorities.	
Operational Coordination	1	Conduct visual assessment through damaged areas to determine the need for emergency proclamation; prioritize red tag/remediation actions; and minimize public health and safety threats. Coordinate and compile initial damage assessment information and reports. Prioritize permitting for emergency repairs to critical public buildings and infrastructure.	
Infrastructure Systems	1	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community	FAA, WSDOT, Port of Seattle, Highline College, Federal Way Public Schools, Highline School District, K.C. Water District 54, Highline Water District, Midway Sewer, Lakehaven Utility, Southwest Suburban, PSE, SPU
Environmental Response/ Health and Safety	4	Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities	EPA, FEMA, OSHA, USACE, DNR, Ecology
Operational Communication	1	Communicate all assessments to the EOC to be shared operation-wide and included in the Situational Awareness Report to Policy Group.	
Situational Assessment	1	Deploy Inspectors and Planners to the affected area to assess all buildings and surrounding areas for stabilization and facility occupancy safety.	

Recovery	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1&2	Continually monitor redevelopment of damaged structures and land to ensure all rebuilding is completed as quickly and safely as possible.	
Public Information and Warning	1 & 2	Provide updated information on the website related to recovery efforts, including permit assistance memos, applications, expedited review, and fees.	CD and Engineering
Operational Coordination	2	Provide expedited review of permits to facilitate repair and reconstruction efforts.	CD and Engineering

# Community Development

Recovery	Critical Task I.D.	Activity/Action	Organization(s) Involved
Housing	1, 2 & 3	<p>Identify suitable locations for siting temporary emergency housing on publicly owned properties.</p> <p>Facilitate permitting for the repair of damaged housing or construction of replacement housing.</p>	<p>HUD, WA Housing Finance Commission, King County Housing Authority, SKHHP, Seattle/King County Coalition on Homelessness</p>
Natural & Cultural Resources	1, 2, 3, 4	<p>Search the WISAARD database for archaeological sites, historic properties and cultural survey reports for affected areas in Des Moines.</p> <p>Coordinate with the State, County and Tribes to identify measures for mitigation, recovery and documentation of resources.</p>	<p>KingCounty Historic Preservation Program, Tribes and Washington State Department of Archaeology and Historic Preservation</p>

## 9. Resource Requirements

Micro-level (EOC/ECC)

iPad

Cell Phone

Access to City Net

Field Emergency Response Binder

PermitTrax

Radio

City Vehicle

Go Bags

Emergency Tool Kits for Deploying throughout City of Des Moines

Macro-level (Emergency-wide)

- Transportation equipment
- Applied Technology Council Training for Earthquake, Windstorms and floods
- WAsafe through WABO – Washington Association of Building Officials
- 

## 10. References and Supporting Guidance

- King County Comprehensive Emergency Management Plan
- King County Regional Disaster Plan
- Mutual Aid Agreements
- Legal Mandates
- City of Des Moines Continuity of Operations Plan (to be developed)
- Hard copies of Building Codes, DMMC and supporting documents (Shoreline Master Program, Comprehensive Plan, Design Guidelines, NAICS and SIC Codes).
- Hard copies of Forms (e.g., expedited review process/submittal checklists, permit applications and permit assistance memos.
-

# Community Development

## 11. Terms and Definitions

The terms and definitions included here are specific to this department plan. Please refer to the base plan for a complete list of all terms and definitions that apply to the City of Des Moines CEMP.

DMMC: Des Moines Municipal Code

NAICS: North American Industrial Classification System codes

SIC: Standard Industrial Classification codes

WASafe: A coalition of several organizations that help wot establish Washington State’s building responder program. The mission of the coalition is to train, enroll, and aid in the dispatch of building safety evaluators to help local building officials in Washington respond to disasters.

WISAARD database: Washington State’s digital repository of architectural and archaeological resources and reports.

# Court

## 1. Purpose

The Purpose of this Continuity of Operations Plan (COOP) is the following:

- To establish guidance that will enable the Presiding Judge to continue to effectively manage Municipal Court during an incident.
- To enable Municipal Court to maintain essential services and operations during times of an emergency.
- To enable the Municipal Court to reestablish normal operations and levels of service during and after an incident.

Primary Core Capabilities	
This department does not have any primary core capabilities in an emergency or disaster. The primary responsibility of the Court is to maintain Court operations pursuant to the Court COOP.	

Support Core Capabilities	
Operational Coordination	Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces
Screening, Search and Detection	Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio surveillance, sensor technologies, or physical investigation and intelligence.
Cybersecurity	Protect (and if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.
Physical Protection Measures	Implement and maintain risk-informed countermeasures, and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors.
Public Information and Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

## 2. Authorities and Policies

- Washington State Constitution Art. I, Sec. 21 – Trial by Jury
- Washington State Constitution Art. I, Sec. 22 – Rights of the Accused
- Washington State Constitution Art. IV, Sec. 1 – The Judiciary
- Revised Code of Washington (RCW) Chapter 35.50 RCW – Municipal Court – Alternate Provision
- Revised Code of Washington 3.66.070.2 – Temporary Change of Venue
- Washington Administrative Code 118-30

# Court

- Washington Administrative Code 296-62
- Des Moines Municipal Code Chapter 2.28– Municipal Court
- Des Moines Municipal Code Chapter 2.36 – Emergency Management
- City of Des Moines Resolution No. 1034 - NIMS Adoption
- Washington State Court Rule – General Rule 21 – Emergency Court Closure [Note: “General Rules” are approved by the Washington State Supreme Court and apply to state courts at all levels, including municipal court.]
- Washington State Court Rule – General Rule 29 - Presiding Judge In Superior Court District And Limited Jurisdiction Court District
- Washington State Court Rule – General Rule 36 – Trial Court Security
- Washington State court Rule – Criminal Rules for Courts of Limited Jurisdiction – 3.2.1 – Procedure Following Warrantless Arrest – Preliminary Hearing
- Washington State Court Rule – Criminal Rules for Courts of Limited Jurisdiction – 3.3 – Time for Trial

### 3. Situation Overview

- The Court must maintain certain operations during an emergency. Specifically, the Court must remain open to hear criminal cases involving defendants held in custody, to review and issue search warrants when requested by law enforcement, to issue arrest warrants to protect public safety, to issue anti-harassment or domestic violence no-contact orders, and to review applications for Extreme Risk Protection Orders. The Court’s ability to conduct operations beyond those listed here will be determined by the scope of the emergency. Underutilized Court staff may be trained and deployed in other City functions during an emergency, as determined by the Presiding Judge. The Court will rely on its COOP to maintain essential functions.
- The Municipal Court may be closed if the incident is or becomes such that the safety and welfare of the employees are threatened or the court is unable to operate or demands immediate action to protect the court, its employees or property. These types of court closures are authorized by a general court rule (General Rule 21 on Emergency Court Closure). In such a case, the Presiding Judge will issue an administrative order to close the court which will be filed with the clerk of the court and published on the Court’s website. In the event of a closure, the Presiding Judge or their designee will also notify the Washington State Administrative Office of the Courts (AOC), which will post a notice of the court closure on the Washington Courts Web site.

### 4. Concept of Operations

Some functions of the judicial branch may include, but are not limited to, the following:

- Maintain and preserve the rule of law.
- Ensure the continuous performance of the court’s essential functions/operations during an emergency.
- Reduce or mitigate disruptions to operations.
- Identify and designate principles and support staff to be relocated.
- Protect essential facilities, equipment, records or other assets.
- Delegate tasks and responsibilities for maintaining court operations, as necessary.
- Keep open lines of communications with the City Manager’s office.
- Reassign underutilized staff to perform other City functions, as determined by the Presiding Judge, in consultation with the City Manager.
- Achieve a timely and orderly recovery from the emergency and resume a staggered return of full services.



# Court

## 4.1. Core Capabilities Description

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
<b>Operational Coordination</b>		
Prevention	1	Execute operations with functional and integrated communications among appropriate entities to prevent initial or follow-on incidents or terrorist attacks within the United States in accordance with established protocols.
Protection	1	Establish and maintain partnership structures among Protection elements to support networking, planning, and coordination
Response	1	Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the State, and maintain as needed throughout the duration of an incident.
	2	Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to maintain court operations, stabilize the incident, and transition to recovery.
Recovery	1	Establish tiered, integrated leadership and inclusive coordinating organizations that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities
	2	Define the path and timeline for recovery leadership to achieve the jurisdiction's objectives that effectively coordinates and uses appropriate local, state, insular area, and Federal assistance, as well as nongovernmental and private sector resources. This plan is to be implemented within the established timeline
<b>Cybersecurity</b>		
Protection	1	Implement risk-informed guidelines, regulations, and standards to ensure the security, reliability, integrity, and availability of critical information, records, and communications systems and services through collaborative cybersecurity initiatives and efforts
	2	Implement and maintain procedures to detect malicious activity and to conduct technical and investigative-based countermeasures, mitigations, and operations against malicious actors to counter existing and emerging cyber based threats, consistent with established protocol
<b>Screening, Search And Detection</b>		
Protection	1	Ensure critical infrastructure sectors and Protection elements have and maintain risk assessment processes to identify and prioritize assets, systems, networks, and functions
	2	Ensure operational activities and critical infrastructure sectors have and maintain appropriate threat, vulnerability, and consequence tools to identify and assess threats, vulnerabilities, and consequences.
<b>Physical Protective Measures</b>		
Protection	1	Identify, assess, and mitigate vulnerabilities to incidents through the deployment of physical protective measures.

# Court

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
	2	Deploy protective measures commensurate with the risk of an incident and balanced with the complementary aims of enabling commerce and maintaining the civil rights of citizens
Public Information and Warning		
Mitigation	1	Communicate appropriate information, in an accessible manner, on the risks faced within a community after the conduct of a risk assessment.
Response	1	Communicate Court operational changes with the Administrative Office of Courts, City Clerk/PIO. Operational changes affecting the public will posted on the Washington State Courts website as well as the Municipal Court website.
Situational Assessment		
Response	1	Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
	2	Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.

## 5. Organization

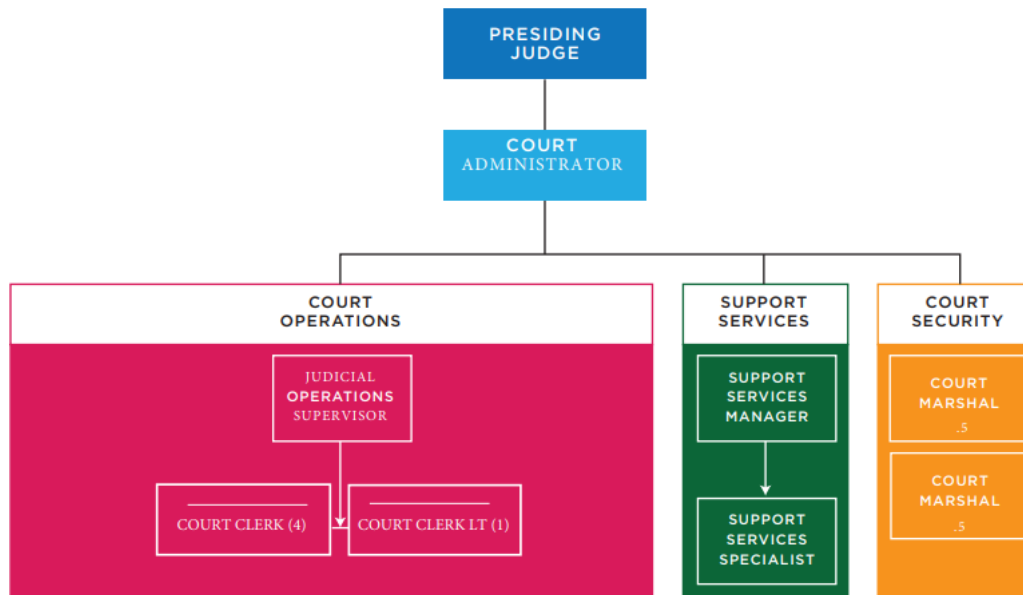
- Summary

Chapter 3.50 RCW authorizes the establishment of a Municipal Court for the City of Des Moines (hereinafter DMMC). DMMC is a limited jurisdiction court, with jurisdiction over misdemeanor and gross misdemeanor violations of state law and the Des Moines Municipal Code. As part of the City continuity process, the Court coordinates with law enforcement, the City Attorney and the City Prosecuting Attorney to maintain criminal justice system critical services following an incident and reconstitutes and resumes any interrupted proceedings as conditions and resources permit. The Presiding Judge is responsible for leading the management and administration of the court's business, recommending policies and procedures that improve the court's effectiveness, and allocating resources in a way that maximizes the court's ability to resolve disputes fairly and expeditiously. The Court Administrator is responsible for overseeing the day to day operations and managing court personnel, among other administrative duties. Departments within the Court include Support Services, Court Security; personnel within these departments report to the Presiding Judge. The Presiding Judge shall communicate and work cooperatively with the City Manager in his capacity as the Emergency Management Coordinator under the Court's COOP.

- Structure

# Court

## DES MOINES MUNICIPAL COURT



### 6. Direction, Control, & Coordination

- Horizontal Integration
  - DMCC will work with law enforcement, the city attorney's office, and public defenders to maintain court access for purposes of performing essential functions. At the direction of the Presiding Judge and in consultation with the City Manager/Emergency Operations Coordinator, non-essential court staff may be reassigned temporarily to serve in other City departments
  - Local Municipal and District Court coordination, if necessary to maintain court operations.
  - Washington State Administrative Office of the Courts (AOC) – The AOC is a state agency in the judicial branch; the agency is a department of the Washington State Supreme Court. The AOC provides numerous services to state courts.
- Vertical Integration
  - DMCC coordinates with the City Manager's Office and the EOC to provide information related to Court operations and to receive information related to emergency status and operations. DMCC communicates relevant emergency information to Court employees.
  - DMCC receives and follows emergency related orders from the Washington State Supreme Court.
  - DMCC provides information to the Administrative Office of the Court (AOC) regarding the status of court operations.
  - King County Superior Court has concurrent jurisdiction over misdemeanor and gross misdemeanor cases pursuant to Washington State Const. Art. 4, Sec. 6.

### 7. Information Collection, Analysis, & Dissemination

- Information Collection

#### 7.1. Essential Elements of Information (EEIs)

# Court

The City of Des Moines has established Essential Elements of Information for various departments and incidents within the City. These elements are likely to change more often than this plan is updated. As such, the majority of the City’s EEIs are located in the City of Des Moines EEI document, which is sortable by department and incident and can be updated regularly, without modifying this plan. There are however basic elements that every department should gather upon implementation of this plan:

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, deaths, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities, etc.)

Information gathered during this initial phase should be communicated as soon as possible to the EOC, with the exception of resource deficiencies, which should be reported immediately.

## 7..2. Information Analysis

- Based on information provided by the EOC and other sources, the Presiding Judge will determine best course of action for the Court. If the Presiding Judge cannot be located and/or is incapacitated, the authority to analyze information and make decisions may be made by a designated Judge Pro Tem, in consultation with the Court Administrator.

## 7..3. Information Dissemination

Decisions made by the Presiding Judge will be disseminated to the Court Administrator. The Court Administrator will disseminate information to staff, the EOC, and any outside agencies as needed.

## 8. Responsibilities

Preparedness	Activity/Action	Organization(s) Involved
Preparedness	Develop and maintain a Continuity of Operations Plan (COOP) for the Court.	
	Train all Court staff on the COOP plan and exercise it at least once per year.	
	Ensure all staff are aware of personal preparedness activities they should undertake for themselves and their families.	Emergency Management
	The Presiding Judge will consult with the City Manager/Emergency Operations Coordinator to identify non-essential Court staff who may be temporarily reassigned to serve EOC functions in other City departments..	

# Court

Prevention	Critical Task I.D.	Activity/Action	Organization(s) Involved
Operational Coordination	1	Ensure that all staff report suspicious activities immediately upon observing them, both through their chain of command and to the Police Department.	Des Moines Police

Protection	Critical Task I.D.	Activity/Action	Organization(s) Involved
Operational Coordination	1	Ensure coordination between the police department, court administrator, and court security in order to establish effective planning and coordination efforts.	
	1	Participate in city-wide emergency planning efforts to ensure continuity of operations for the court system.	
	1	Participate in regional emergency planning activities related to the criminal justice system to ensure regional court system continuity during an emergency.	
Screening, Searching, & Detection	1	Work with critical infrastructure providers, police, and court security to create and maintain risk assessment processs and to identify and prioritize critical Court funcations.	IT, Police, 3 <sup>rd</sup> party providers
	2	Work with Court staff and service providers to create and maintain physical risk assessments related to screening, search, and detection.	
Cybersecurity	1	Court staff will stay informed of current guidelines, regulations, and standards related to critical infrastructure, records, communications systems, and services and will work with providers to implement them.	IT, other service providers
	2	The Court with the help of the City IT Department will implement and maintain procedures to detect malicious activity and to conduct technical and investigative-based countermeasures, mitigations, and operations against malicious actors to counter existing and emerging cyber based threats, consistent with established protocol	
Physical Protective Measures	1	Court personnel will participate in the identification and assessment of physical vulnerabilities, and will implement mitigation strategies to address them. Newly identify issues will promptly be reported for mitigation activities.	
	2	Court will implement appropriate protective measures, commensurate with best practices, requirements, and the needs of the Court.	

# Court

Mitigation	Critical Task I.D.	Activity/Action	Organization(s) Involved
Public Information and Warning	1	In cooperation with the City Clerk/PIO and the Administrative Office of the Court, the Court will release information to the public related to new or different mitigation measures that may be put into place at the Court.	

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
Public Information and Warning	1	Ensure court operations is communicate to the PIO daily to ensure the public is aware of any closures or transfer of operations.	
Operational Coordination	1&2	At the direction of the Presiding Judge the Court Administrator will coordinate operational updates and mandates with the judicial operations supervisor, support services manager, and security staff. The judicial operations supervisor and support services manager will disseminate information to required line staff.	
	1	Court staff will implement the Court COOP for any incident, to mobilize critical resources and establish command and control structures that allow for provision of critical functions.	
	1	Non-essential Court staff may be made available to support other city departments, including the EOC.	
Situational Assesment	1	The court will routinely update the EOC, City Manager, and AOC on operational changes of the court (openings, closings, hour changes, etc.).	
	2	The court will update the EOC on staffing needs in order to support City-wide operations.	
	2	The Court will keep the EOC apprised of physical damage to the Court facility and any need for alternate facilities.	

Recovery	Critical Task I.D.	Activity/Action	Organization(s) Involved
Operational Coordination	1	The Court will keep the EOC updated on the status of the court as it relates to reopening.	
	2	Court staff will establish a recovery timeline pursuant to legal requirements, the COOP, and the nature of the incident, in coordinatoing with the Presiding Judge, the EOC, and/or the City Manager.	

## 9. Resource Requirements

- Micro-level (EOC/ECC)

9..1. The court will provide all employees the necessary equipment to remote from home.

9..2. Operations for computers are located at EOC.

- Macro-level (Emergency-wide- same as above).

## **10. References and Supporting Guidance**

- List & Briefly Describe
  - Administrate or Emergency Orders issued by the City of Des Moines Municipal Court Presiding Judge
  - Orders issued by the Washington State Supreme Court
  - Federal, State, and Local Legal Mandates
  - Des Moines Comprehensive Emergency Management Plan
  - King County Comprehensive Emergency Management Plan
  - King County Regional Disaster Framework
  - Mutual Aid Agreements
  - City of Des Moines Continuity of Operations Plan

## **11. Terms and Definitions**

The terms and definitions included here are specific to this department plan. Please refer to the base plan for a complete list of all terms and definitions that apply to the City of Des Moines CEMP.

# Emergency Management

## 1. Purpose

1.1. Provides effective direction, control, and coordination of emergency management functions and activities during an emergency or disaster operations and to ensure the continued operation of local government during and after an incident. Support all city departments in emergency management prevention protection, mitigation, response, and recovery.

<b>Primary Core Capabilities</b>	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities
Threats and Hazards Identification	Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity
Operational Communication	Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

<b>Support Core Capabilities</b>	
Public Information and Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community with clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate
Risk and Disaster Resilience Assessment	Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase its resilience
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.

## 2. Authorities and Policies

### Local:

- Des Moines Municipal Code Chapter 2.36 - Emergency Management
- Resolution No. 1034 - NIMS Adoption

### State:

- Revised Code of Washington 35.33.081 - Emergency Expenditures – Nondebatable Emergencies



# Emergency Management

- Revised Code of Washington 35.33.101 - Emergency Warrants
- Revised Code of Washington 38.52 - Emergency Management
- Revised Code of Washington 39.34 - Interlocal Cooperation Act
- Revised Code of Washington 42.14 - Continuity of Government Act
- Revised Code of Washington 49 - Laws Against Discrimination
- Washington Administrative Code 118-04 - Emergency Worker Program
- Washington Administrative Code 118-30 - Local Emergency Management/Services Organizations, Plans and Programs
- Washington Administrative Code 296-62 - General Occupational Health Standards
- Washington Administrative Code 296-843 - Hazardous Waste Operations

## **Federal:**

- Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Public Law 81-920, Federal Civil Defense Act of 1950, as amended Public Law 96-342, Improved Civil Defense Act of 1980
- Public Law 99-499, Title III Superfund Amendment and Re-authorization Act of 1986 Homeland Security Presidential Directive (HSPD) 5 – Management of Domestic Incidents
- Homeland Security Presidential Directive (HSPD) 8 – National Preparedness Goal Public Law 107-296, Homeland Security Act of 2002
- 44 CFR Section 205.16, Nondiscrimination

## **3. Situation Overview**

Disasters and emergencies have occurred and will occur in the City of Des Moines. Through a process hazard identification and vulnerability analysis it is determined that the city is vulnerable to numerous technological and natural hazards. These hazards include but are not limited to wind, rain and snowstorms; earthquake; flood; landslide; tsunamis; airplane crashes; search and rescue emergencies; civil disturbance; explosion; structural collapse; hazardous material incident; major fire; volcanic eruption and infrastructure failure.

## **4. Concept of Operations**

4.1. Upon notification of an incident or emergency the Des Moines Office of Emergency Management will alert and notify the appropriate emergency management staff and officials, activate the EOC (if necessary) and implement the CEMP. Emergency Management will support the Incident Commander by establishing a liaison with other organizations and entities and implement appropriate plan elements to support response and recovery operations.

### 4.2. Whole Community Involvement

The “Whole Community” approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs, people covered under the Americans with Disabilities Act, and people with Limited English Proficiency, and culturally diverse populations. Emergency Management will identify and address the essential needs of children, those with access and functional needs, and the essential needs of household pets and service animals in

# Emergency Management

disaster preparedness and planning.

4.2.1.

<b>CORE CAPABILITIES</b>		
<b>Mission Area</b>	<b>Critical Task I.D.</b>	<b>Critical Tasks</b>
<b>PLANNING</b>		
Protection	1	Develop protection plans that identify critical objectives based on planning requirements, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the planning objectives, and implement planning requirements within the timeframe contemplated within the plan using available resources for protection-related plans.
	2	Implement, exercise, and maintain plans to ensure continuity of operations.
Mitigation	1	Develop approved hazard mitigation plans that address relevant threats/hazards in accordance with the results of their risk assessment within all local, state, tribal, territorial, and Federal partners
Response	1	Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources
Recovery	1	Convene the core of an inclusive planning team (identified pre-disaster), which will oversee disaster recovery planning
	2	Complete an initial recovery plan that provides an overall strategy and timeline, addresses all core capabilities, and integrates socioeconomic, demographic, accessibility, technology, and risk assessment considerations (including projected climate change impacts), which will be implemented in accordance with the timeline contained in the plan
<b>THREATS AND HAZARDS IDENTIFICATION</b>		
Mitigation	1	Identify the threats and hazards within and across local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas, in collaboration with the whole community, against a national standard based on sound science
<b>OPERATIONAL COMMUNICATION</b>		
Response	1	Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders.
	2	Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and a transition to recovery.
	3	Re-establish critical information networks, including cybersecurity information sharing networks, to inform situational awareness, enable incident response, and support the resilience of key systems.
<b>SITUATIONAL ASSESSMENT</b>		
Response	1	Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident
	2	Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery
<b>OPERATIONAL COORDINATION</b>		

# Emergency Management

<b>CORE CAPABILITIES</b>		
Mission Area	Critical Task I.D.	Critical Tasks
Recovery	1	Establish tiered, integrated leadership and inclusive coordinating organizations that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities
	2	Define the path and timeline for recovery leadership to achieve the jurisdiction’s objectives that effectively coordinates and uses appropriate local, state, tribal, territorial, insular area, and Federal assistance, as well as nongovernmental and private sector resources. This plan is to be implemented within the established timeline
<b>SUPPORT CORE CAPABILITIES</b>		
Mission Area	Critical Task I.D.	Critical Tasks
<b>PUBLIC INFORMATION AND WARNING</b>		
Prevention	1	Share prompt and actionable messages, to include National Terrorism Advisory System alerts, with the public and other stakeholders, as appropriate, to aid in the prevention of imminent or follow-on terrorist attacks, consistent with the timelines specified by existing processes and protocols.
	2	Provide public awareness information to inform the general public on how to identify and provide terrorism-related information to the appropriate law enforcement authorities, thereby enabling the public to act as a force multiplier in the prevention of imminent or follow-on acts of terrorism.
Protection	1	Use effective and accessible indication and warning systems to communicate significant hazards to involved operators, security officials, and the public (including alerts, detection capabilities, and other necessary and appropriate assets).
Mitigation	1	Communicate appropriate information, in an accessible manner, on the risks faced within a community after the conduct of a risk assessment
Response	2	Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions and facilitate the transition to recovery.
Recovery	1	Reach all populations within the community with effective actionable recovery-related public information messaging and communications that are accessible to people with disabilities and people with limited English proficiency; protect the health and safety of the affected population; help manage expectations; and ensure stakeholders have a clear understanding of available assistance and their roles and responsibilities
	2	Support affected populations and stakeholders with a system that provides appropriate, current information about any continued assistance, steady state resources for long-term impacts, and monitoring programs in an effective and accessible manner.
<b>RISK AND DISASTER RESLIENCE ASSESSMENT</b>		

# Emergency Management

<b>CORE CAPABILITIES</b>		
Mission Area	Critical Task I.D.	Critical Tasks
Mitigation	1	Ensure that local, state, tribal, territorial, and insular area governments and the top Areas complete a risk assessment that defines localized vulnerabilities and consequences associated with potential natural, technological, and human-caused threats and hazards to their natural, human, physical, cyber, and socioeconomic interests.
<b>PLANNING</b>		
Recovery	1	Convene the core of an inclusive planning team (identified pre-disaster), which will oversee disaster recovery planning.
	2	Complete an initial recovery plan that provides an overall strategy and timeline, addresses all core capabilities, and integrates socioeconomic, demographic, accessibility, technology, and risk assessment considerations (including projected climate change impacts), which will be implemented in accordance with the timeline contained in the plan.

## 5. Organization

- 5.1. The City of Des Moines operates under a Council / City Manager form of government with the City Manager serving as the chief executive. As provided by state law and Des Moines City Municipal Code 2.36 Emergency Management, the City Manager or their designee shall serve as the City’s Emergency Management Director. In the absence of the City Manager, the Chief Operating Officer shall serve in this capacity having the same responsibilities and authorities of the City Manager. The City Manager shall appoint a duly qualified Emergency Management Coordinator from among existing City staff.
- 5.2. See City Emergency Management Organizational Chart

## 6. Direction, Control, & Coordination

- 6.1. Horizontal Integration  
Emergency Management communicates and collects all situation updates and assessments from all departments continuously throughout the event. Information is then analyzed, interpreted and put in a written report with future state goals and Objectives that are SMART.
- 6.2. Vertical Integration  
Emergency Management present reports to the policy group for decision making and policy building. Emergency management also communicates policy decisions from the policy group to City Departments and other stakeholders.

## 7. Information Collection, Analysis, & Dissemination

- 7.1. Information Collection  
Information collection provides situational awareness to leadership and promotes informed decision making. Accordingly, the City has designated a process to collect, analyze, and disseminate information during an emergency to both internal and external response partners as well as the public.

# Emergency Management

Essential elements of information (EEI) are any critical information required by city personnel to perform their assigned emergency management mission. EEI may be both broad, with applicability to any incident, and narrow, with focus on a particular type of incident. As much as possible, EEIs will be developed in advance of an incident.

## 7.1.1. Essential Elements of Information (EEIs)

The City of Des Moines has establishing Essential Elements of Information for various departments and incidents within the City. These elements are likely to change more often than this plan is updated. As such, the majority of the City’s EEIs are located in the City of Des Moines EEI document, which is sortable by department and incident and can be updated regularly, without modifying this plan. There are however basic elements that every department should gather upon implementation of this plan:

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, deaths, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities, etc.)

Information gathered during this initial phase should be communicated as soon as possible to the EOC, with the exception of resource deficiencies, which should be reported immediately.

## 7.12 Information Analysis

During an incident, the EOC collects a large amount of information from multiple internal and external sources. This data is analyzed by the EOC and other stakeholders to distill into information that can be used to support decision-making. This function is typically handled by the Situational Awareness Section of the Des Moines EOC, or the by the EOC Director if the Situational Awareness Section is not activated.

## 7.13 Information Dissemination

Emergency Management helps to integrate stakeholders and works with senior officials to facilitate the development of policy direction for incident support. EOC personnel work with legal counsel, authorize relevant protocols and procedures for response and coordination, and ensure the dissemination of timely, accurate, and accessible information to the public. In addition, the staff in an EOC liaise with other government agencies at all levels.

## 8 Responsibilities

Preparedness	Activity/Action	Organization(s) Involved
<b>Preparedness</b>	Manage the City EM Committee	
	Update all plans as required, present updates to Departments, submit changes to the State and County	
	Complete all trainings as outlined in the EM Job description	
	Maintain NIMS Training Records for all City of Des Moines employees	

# Emergency Management

Preparedness	Activity/Action	Organization(s) Involved
	Track staff training to ensure all employees complete initial required NIMS training within 90 days of hire	
	Develop position descriptions and training plans for EOC positions.	
	Ensure that appropriate staff from across the city are identified to fill EOC positions and are properly trained.	

Prevention	Critical Task I.D.	Activity/Action	Organization(s) Involved
Public Information & Warning	1	Provide public information and education through CERT and other city-wide communications mediums	
	1	Develop Community Outreach campaign annually with that will further prepare City Staff, Businesses, Non-profits and Des Moines residents for emergencies. Coordinate via PIO.	

Protection	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1&2	Work with departments city-wide to develop department specific incident/disaster response plans.	
	1 & 2	Coordinate training and exercise efforts along with response planning, with departments citywide, and with local and regional partners.	
Public Information and Warning	1	Provide public information and education through CERT and other city-wide communications mediums	

Mitigation	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1	Work with City of Des Moines planners and public/private partners to identify specific threats and hazards in our community.	King County OEM, Washington State EMD
Public Information & Warning	1	Reach out to the community through outreach meetings, public surveys, and press releases to obtain feedback and answer questions	
Risk and Disaster Resilience Assessment	1	Gather assessments from community and groups represented in the Des Moines Area Emergency Management Group.	
Threats and Hazards Identification	1	Utilize THIRA and information from the Community Development Department to identify threats. Consider information gained from public input	

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1	Coordinate a process for providing relevant information to groups tasking with responding	

# Emergency Management

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
Public Information & Warning	2	Provide timely and relevant life and safety information to the public, in coordination with PIO.	King County OEM
Operational Communications	1, 2, &3	Utilize radio communication to disseminate and receive vital information from scene. Ensure scribe in EOC is stationed at the radios to log communication in and out and remind EOC Manager of deadlines and needs required by the end of the planning period.	South King Fire and Rescue
Situational Awareness	1&2	Collect and analyze all information gathered from the scene and EOC staff; ensure information is complete and disseminate to the appropriate people at the appropriate time.	

Recovery	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1&2	Work with City Manager, City Clerk, Community Development and Public Works team to build adequate timelines and strategies for addressing recovery efforts	
Public Information & Warning	1&2	Provide timelines and establish a portal for information exchanges with community and public/private partners	King County OEM
Operational Coordination	1 & 2	Identify local recovery team leadership and communication structure that include representation from all involved partners and community stakeholders.	

## 9 Resource Requirements

### 9.12 Micro-level (EOC)

The EOC is a fully executed space. This space remains set up 24 hours a day 7 days a week and can be activated with little to no effort.

All required information is available via a fiber connect to the City of Des Moines data server giving the EOC full access to all required plans, policies and documentation need in a response.

Relevant plans are printed and on file in hard copy at the EOC in case access is interrupted. All needed forms are available in printed format as well.

Emergency Management Staff should not require any additional items other than personal go bags.

### 9.13 Macro-level (Emergency-wide)

Electronic resources to include Web site links, contact information for partner agencies and neighboring jurisdictions will be printed annually and reviewed quarterly for accuracy.

## 10 References and Supporting Guidance

- City of Des Moines Inclusive Emergency Communications Plan (IECP)
- King County Comprehensive Emergency Management Plan

# Emergency Management

- King County Regional Disaster Framework
- Mutual Aid Agreements
- Legal Mandates
- City of Des Moines Continuity of Operations Plan

## **11 Terms and Definitions**

The terms and definitions included here are specific to this department plan. Please refer to the base plan for a complete list of all terms and definitions that apply to the City of Des Moines CEMP.



# Finance

## 1. Purpose

- 1.1. To provide guided and coordinated resource support prior to, during, and/or following an emergency or disaster.

<b>Primary Core Capabilities</b>
This department has no primary core capabilities

<b>Support Core Capabilities</b>	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.
Cybersecurity	Protect electronic communication systems, information, and services from damage, unauthorized use, and exploitation
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.
Logistics and Supply Chain Management	Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
Situational Awareness	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.
Economic Recovery	Return economic and business activities (including food and agriculture) to a healthy state, and develop new business and employment opportunities that result in an economically viable community.
Health and Social Services	Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community

## 2. Authorities and Policies

### 2.1.

- Des Moines Municipal Code Chapter 2.36- Emergency Management
- Resolution No. 1034- NIMS Adoption
- Revised Code of Washington 38.52- Emergency Management
- Washington Administration Codes (WAC) 118-30 and 296 62-312

## 3. Situation Overview

- 3.1. Any destructive emergency or disaster impacting the City will demand resources to protect life, property, the environment, and the economy. The City is served by South King Fire & Rescue for fire prevention and suppression and emergency medical services.

## 4. Concept of Operations

# Finance

4.1. The City will prioritize resource requests based on the best information available. The City may access any and all mutual aid agreements and private vendors for the procurement of resources, including WAMAS, the King County Regional Coordination Framework, existing vendors, and others.

4.2.

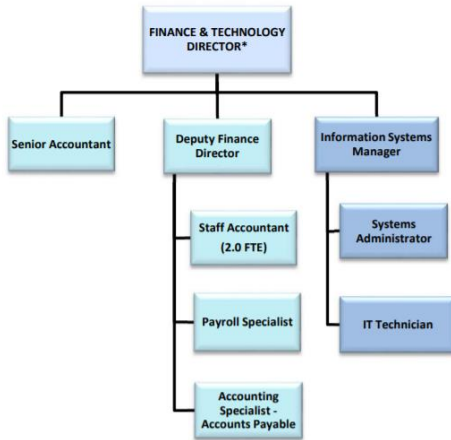
Core Capability		
Mission Area	Critical Task I.D.	Critical Task
<b>Planning</b>		
Response	1	Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors.
	2	Enhance public and private resources and services support for an affected area.
Recovery	1	Convene the core of an inclusive planning team (identified pre-disaster), which will oversee disaster recovery planning
	2	Complete an initial recovery plan that provides an overall strategy and timeline, addresses all core capabilities, and integrates socioeconomic, demographic, accessibility, technology, and risk assessment considerations (including projected climate change impacts), which will be implemented in accordance with the timeline contained in the plan.
<b>Cybersecurity</b>		
Protection	1	Implement risk-informed guidelines, regulations, and standards to ensure the security, reliability, integrity, and availability of critical information, records, and communications systems and services through collaborative cybersecurity initiatives and efforts.
	2	Implement and maintain procedures to detect malicious activity and to conduct technical and investigative-based countermeasures, mitigations, and operations against malicious actors to counter existing and emerging cyber based threats, consistent with established protocols.
<b>Logistics and Supply Chain Management</b>		
Response	1	Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors.
<b>Situational Assessment</b>		
Response	1	Deliver information sufficient to inform decision-making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
<b>Economic Recovery</b>		
Recovery	2	Return affected area's economy within the specified timeframe in the recovery plan.
<b>Health and Social Services</b>		
Recovery	1	Identify affected populations, groups, and key partners in short-term, intermediate, and long-term recovery

# Finance

## 5. Organization

5.1 The City of Des Moines operates under a Council / City Manager form of government with the City Manager serving as the chief executive. As provided by state law and Des Moines City Municipal Code 2.36 Emergency Management, the City Manager or their designee shall serve as the City's Emergency Management Director. In the absence of the City Manager, the Chief Operating Officer shall serve in this capacity having the same responsibilities and authorities of the City Manager. The City Manager shall appoint a duly qualified Emergency Management Coordinator from among existing City staff.

5.2 Structure:



## 6 Direction, Control, & Coordination

6.1 Horizontal Integration- The Finance Department coordinates across all departments, providing assistance with emergency budgeting and spending.

6.2 Vertical Integration- The Finance Department keep the City Manager and City Council informed of financial information during an emergency, while also communicating emergency financial policy to all City departments.

## 7 Information Collection, Analysis, & Dissemination

**7.1 Information Collection-** The Finance Department collects information from all departments on expenditures related to emergencies and disasters. They make recommendations for budget amendments, emergency purchasing policies, and other financial matters. They also compile expenditure information in preparation for any reimbursement or audit functions related to an emergency or disaster. When requested as part of an initial damage assessment, the Finance Department will provide King County and/or Washington State EMD with current expenditure and loss information related to a specific incident.

### 7.1.1 Essential Elements of Information (EEIs)

The City of Des Moines has establishing Essential Elements of Information for various departments and incidents within the City. These elements are likely to change more often than this plan is updated. As such, the majority of the City's EEIs are located in the City of Des Moines EEI document, which is sortable by department and incident and can be updated regularly, without modifying this plan. There are however basic elements that every department should gather upon implementation of this plan:

1. What is the location and nature of the emergency?

# Finance

2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, deaths, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities, etc.)?

Information gathered during this initial phase should be communicated as soon as possible to the EOC, with the exception of resource deficiencies, which should be reported immediately.

7.1.2 Information Analysis- The Director of Finance or Designee, will analyze resources needed for current emergency or disaster.

7.1.3 Information Dissemination- The Finance Department will disseminate necessary financial information to the City Administration, City Council, Department Heads, the EOC and/or other entities as needed.

## 8 Responsibilities

Preparedness	Activity/Action	Organization(s) Involved
Preparedness	Participate in Emergency Management Committee and plan development	Director of Finance
	Ensure all staff complete required NIMS training within 90 days of hire	
	Train necessary staff and backups in EOC responsibilities	

Prevention	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1 & 2	Director of Finance is an active member in the Emergency Management Committee and participates in the creation of all plan updates and development.	

Protection	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1 & 2	Director of Finance is an active member in the Emergency Management Committee and participates in the creation of all plan updates and development.	
Cybersecurity	1 & 2	Provide guidance and direction for the protection of computer hardware, software, and data	Director of Finance or designee

Mitigation	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1 & 2	Director of Finance is an active member in the Emergency Management Committee and participates in the creation and update of the Hazard Mitigation Plan.	

# Finance

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1 & 2	The Director of Finance is a member of the Policy group and helps create Action Plans during an emergency and guides the process of attaining needed resources by paying invoices and reviewing contracts.	
Operational Coordination	1 & 2	Develop effective methods and procedures for documenting disaster expenditures and provide each City department with documentation forms or electronic reporting and completion instructions.	
Situational Awareness	1	Maintain documentation of all resource requests and status of resources.	Director of Finance or designee
		Review contracts for emergency work and procurement	Director of Finance or designee
		Provide regular updates on resource burn rates, including funds obligated.	Director of Finance or designee

Recovery	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1 & 2	Prepare documentation of cost analysis and estimated recovery costs.	Director of Finance or designee
Economic Recovery	1	Prepare financial estimates and budget impact statements to aid in recovery decision-making.	
Health and Social Services	1	Provide and track revenue and expenses of the Social Services Committee. Prepare documentation of expense and revenue analysis.	

## 9 Resource Requirements

### 9.1 Micro-level

- Access to the EOC
- Computers
- Phones
- Access to Finance systems and City Net

### 9.2 Macro-level

- Proper Staffing to meet the needs of the emergency
- Access to necessary plans

## 10 References and Supporting Guidance

### 10.1

- King County Comprehensive Emergency Management Plan
- King County Regional Disaster Plan
- Mutual Aid Agreements
- Legal Mandates
- City of Des Moines Continuity of Operations Plan (to be developed)

## 11 Terms and Definitions

# Finance

The terms and definitions included here are specific to this department plan. Please refer to the base plan for a complete list of all terms and definitions that apply to the City of Des Moines CEMP.

Regional Coordination Framework: allows authorized entities (local governments, private sector, non-profit signatories) to enter into a contract to loan resources to others, or to acquire emergency resources and supplies. This framework also allows for the influence of the allocation of incoming resources.

# Human Resources

## 1. Purpose

1.1. Management of Human Resources in an emergency or disaster including, but not limited to, city employees, additional hires, and volunteers.

Primary Core Capabilities	
This Department has no Primary Core Capabilities- they function in a support role.	

Support Core Capabilities	
Planning	Conduct a systemic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.
Access Control and Identity Verification	Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.
Cybersecurity	Protect (and if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.
Public Information and Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community with clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities
Situational Assessment	Provide all decision-makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response
Mass Care	Provide life-sustaining and human services to the affected population, including hydration feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.
Operational Communications	Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all responses forces.
Public Health, Healthcare, and EMS	Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support and products to all affected populations.

## 2. Authorities and Policies

### 2.1. List & Briefly Describe

- Des Moines Municipal Code Chapter 2.36- Emergency Management
- Revised Code of Washington 51.12.05 Volunteers
- Resolution No. 1034- NIMS Adoption
- Revised Code of Washington 38.52- Emergency Management
- Washington Administration Codes (WAC) 118-30 and 296 62-312

## 3. Situation Overview

# Human Resources

3.1. In response to any hazard or emergency, the Human Resources Department is responsible for all facets of personnel administration, including recruitment and selection, compensation, policy development, organizational development, and labor relations to meet the needs of the situation. The department is also responsible for overseeing volunteers used during an emergency.

## 4. Concept of Operations

4.1. Some functions of this Department may include but are not limited to the following: HR is chiefly responsible for establishing and implementing employment policies and procedures. They are the main communicator with regard to emergency staffing and volunteer needs during an emergency.

### 4.2.1 Core Capabilities Descriptions

Core Capability		
Mission Area	Critical Task ID.	Critical Task
<b>Planning</b>		
Response	1	Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources.
<b>Access Control and Identity Verification</b>		
Protection	1	Implement and maintain protocols to verify identity and authorize, grant, or deny physical and cyber access to specific locations, information, and networks.
<b>Cybersecurity</b>		
Protection	2	Implement and maintain procedures to detect malicious activity and to conduct technical and investigative-based countermeasures, mitigations, and operations against malicious actors to counter existing and emerging cyber-based threats, consistent with established protocols.
<b>Public Information and Warning</b>		
Recovery	1	Reach all populations within the community with effective actionable recovery-related public information messaging and communications that are accessible to people with disabilities and people with limited English proficiency; protect the health and safety of the affected population; help manage expectations; and ensure stakeholders have a clear understanding of available assistance and their roles and responsibilities
	2	Support affected populations and stakeholders with a system that provides appropriate, current information about any continued assistance, steady state resources for long-term impacts, and monitoring programs in an effective and accessible manner
<b>Operational Coordination</b>		
Response	1	Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident
<b>Situational Assessment</b>		
Response	1	Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and



# Human Resources

Core Capability		
Mission Area	Critical Task ID.	Critical Task
		civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident
Mass Care		
Response	2	Establish, staff, and equip emergency shelters and other temporary housing options (including accessible housing) for the affected population
Operational Communications		
Response	1	Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders.
Public Health, Healthcare, and EMS		
Response	3	Return medical surge resources to pre-incident levels, complete health assessments, and identify recovery processes

## 5. Organization

**5.1.** The City of Des Moines operates under a Council / City Manager form of government with the City Manager serving as the chief executive. As provided by state law and Des Moines City Municipal Code 2.36 Emergency Management, the City Manager or their designee shall serve as the City's Emergency Management Director. In the absence of the City Manager, the Chief Operating Officer shall serve in this capacity having the same responsibilities and authorities of the City Manager. The City Manager shall appoint a duly qualified Emergency Management Coordinator from among existing City staff.

5.2. Refer to City Organizational Chart.

## 6. Direction, Control, & Coordination

### 6.1. Horizontal Integration

Human resources coordinates with all departments to track employee welfare, absences, hours worked (including overtime), and to identify any unmet personnel or employee needs. HR assists in reassigning personnel between departments and with recruiting, organizing, tracking, and assigning volunteers who may be used during an emergency. HR also conveys emergency related HR policy information horizontally to all departments.

### 6.2. Vertical Integration

HR assists the City Manager, Mayor, and City Council in policy formation during emergencies.

HR has a strong network of Human Resources Directors, Managers, and Supervisors from professionals that it can reach out to for support before, during, and after events. These HR professionals are continually sharing best practices on Policies, Planning, and Recruitment.

## 7. Information Collection, Analysis, & Dissemination

### 7.1. Information Collection

HR will connect information from all City Departments related to the status of personnel, timekeeping, absences, and any unmet personnel needs.

#### 7.1.1. Essential Elements of Information (EIs)

# Human Resources

The City of Des Moines has established Essential Elements of Information for various departments and incidents within the City. These elements are likely to change more often than this plan is updated. As such, the majority of the City's EEIs are located in the City of Des Moines EEI document, which is sortable by department and incident and can be updated regularly, without modifying this plan. There are however basic elements that every department should gather upon implementation of this plan:

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, deaths, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities, etc.)

Information gathered during this initial phase should be communicated as soon as possible to the EOC, with the exception of resource deficiencies, which should be reported immediately.

## 7.1.2. Information Analysis

Information about personnel will be analyzed to project unmet needs, overtime costs, volunteer and/or contractor needs, and replacement personnel who might be needed. Information will also be analyzed to determine if additional safety precautions need to be taken, based on reports of employees illness or injuries.

## 7.1.3. Information Dissemination

All personnel information will be reported to Finance and each Department Director. Identified needs for volunteers will be communicated to the EOC and/or PIO for public distribution.

## 8. Responsibilities

Preparedness	Activity/Action	Organization(s) Involved
Preparedness	Participate in training required and recommended	
	Establish and maintain a department Continuity of Operations Plan (COOP) that provides guidance regarding essential functions, lines of succession, and delegation of authority etc. to ensure continued provision of essential services in an emergency.	
	Regularly train and exercise staff so they are prepared to fill their respective emergency roles. Ensure EOC staff participate in ongoing EOC trainings and exercises.	
	Ensure compliance with ICS and NIMS training requirements for department staff, following guidance from the Emergency Manager	
	Identify EOC staff prior to an emergency and send personnel to the EOC when activated.	
	Promote personal preparedness amongst department staff to help ensure employees will be ready to respond in an emergency.	

# Human Resources

Prevention	Critical Task ID.	Activity/Action	Organization(s) Involved
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Protection	Critical Task ID.	Activity/Action	Organization(s) Involved
Access Control and Identity Verification	1	Upon hiring of new staff, send access information to IT and direct staff to Police to obtain City ID card.	
Cybersecurity	2	Write policy in line with IT procedures to inform and hold staff accountable to proper computer and cell phone use and ensure all new staff are properly trained.	

Mitigation	Critical Task ID.	Activity/Action	Organization(s) Involved
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Response	Critical Task ID.	Activity/Action	Organization(s) Involved
Planning	1	Provide staff to the Emergency Management Committee and support planning efforts.	
Access Control and Identification	1	Ensure all new hire employees are submitted to IT using proper protocols for all new staff to have access to appropriate buildings, facilities and computer systems.	
Operational Coordination	1	Provide a Human Sources Section Chief during activation of the Des Moines EOC	
	1	Provides staff to serve in the logistics and/or Finance Sections of the EOC	
	1	Develop procedures and coordinate the registration of temporary emergency workers and volunteers.	
	1	Assign personnel to operations when requested by the Emergency Management Director	
	2	Manage the compensation for injury and claims process arising from the disaster, in accordance with Des Moines Municipal Code Chapter 2.36- Emergency Management	
	2	Establish tiered, integrated leadership and inclusive coordinating organizations that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities	
	1	Coordinate personnel needs and monitor human resources, and employee/ volunteer safety.	

# Human Resources

Response	Critical Task ID.	Activity/Action	Organization(s) Involved
	2	Provide the required personnel, facilities, and equipment needed to support the responsibilities outlined in the CEMP to the best of their abilities.	
	2	Document incident activities and costs.	
Mass Care	2	Work with Parks, Recreation and Senior Services Department to staff emergency shelters with City Employees and Volunteers	
Operational Communication	1	Ensure constant and complete communication with the EOC on all staffing resource needs and deployments.	
Public Health, Healthcare, and EMS	3	Reassign all staff to department positions as Emergency Response personnel are able to take over medical requirements. Ensure all hours are tracked for any reassigned staff for proper reporting for reimbursement.	
Situational Assessment	1	Track and report status on staff deployment and resources needs to ensure informed decision making by the Policy Group.	

Recovery	Critical Task ID.	Activity/Action	Organization(s) Involved
	1&2	Coordinate employee notification and support after disaster activities with OEM.	
Public Information and Warning	1&2	Communicate appropriate information, in an accessible manner, on all recovery efforts to employees during recovery and rebuilding.	
	1&2	Ensure emergency communications comply with requirements in RCW 38.52.070.	

## 9. Resource Requirements

### 9.1. Micro-level (EOC/ECC)

- Employee Roster
- City ID for Access into EOC
- City Issued Laptop
- City Issued Cell Phone
- Department COOP
- Access to HR Applicant Pro
- Access to City Required Back Ground Check platform
- Volunteer Roster
- Access to Munis – Accounting and Time Keeping System

### 9.2. Macro-level (Emergency-wide)

NONE

## 10. References and Supporting Guidance

### 10.1

11/23/2021

# Human Resources

- Des Moines Comprehensive Emergency Management Plan
- King County Mitigation Management Plan
- King County Regional Disaster Plan
- Mutual Aid Agreements
- Legal Mandates
- City of Des Moines Continuity of Operations Plan (to be developed)

## **11. Terms and Definitions**

The terms and definitions included here are specific to this department plan. Please refer to the base plan for a complete list of all terms and definitions that apply to the City of Des Moines CEMP.

# Information Technology

## 1. Purpose

Summary- Information technology plays a significant role in all mission areas, providing timely, predictable, and effective infrastructure and technical support needed by the city involved in emergency operations and decision-making processes.

Primary Core Capabilities	
Access Control & Identity Verification	Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.
Cybersecurity	Protect (and, if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation

Support Core Capabilities	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities
Interdiction & Disruption	Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.
Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
Long-term Vulnerability Reduction	Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.
Situational Assessment	Provide all decision-makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

## 2. Authorities and Policies

### 2.1. List & Briefly Describe

- Des Moines Municipal Code Chapter 2.36- Emergency Management
- Resolution No. 1034- NIMS Adoption
- Revised Code of Washington 38.52- Emergency Management
- Washington Administration Codes (WAC) 118-30 and 296 62-312

## 3. Situation Overview

3.1. Information is crucial for effective emergency or disaster management. IT keeps all information sources up and running, including city computer networks, hardware, and devices and radio communications.

## 4. Concept of Operations

4.1. Information Technology (IT) is a division of the Finance Department; however they have a critical role in supporting all City functions. During an emergency, IT has a responsibility to support the EOC and to restore critical City functions, based on pre-established priorities, while accounting for any critical

# Information Technology

needs that arise during the incident. During an IT specific emergency, since as a cyber attack or critical hardware failure, IT will have a lead role in response to the incident.

## 4.1.1. Description of Core Capabilities

Mission Area	Critical Task I.D.	Critical Task
<b>Access Control &amp; Identity Verification</b>		
Protection	1	Implement and maintain protocols to verify identity and authorize, grant, or deny physical and cyber access to specific locations, information, and networks
<b>Cybersecurity</b>		
Protection	1	Implement risk-informed guidelines, regulations, and standards to ensure the security, reliability, integrity, and availability of critical information, records, and communications systems and services through collaborative cybersecurity initiatives and efforts.
	2	Implement and maintain procedures to detect malicious activity and to conduct technical and investigative-based countermeasures, mitigations, and operations against malicious actors to counter existing and emerging cyber-based threats, consistent with established protocols
Mission Area	Critical Task I.D.	Critical Task
<b>Planning</b>		
Prevention	1	Identify critical objectives during the planning process, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and ensure the objectives are implementable within the timeframe contemplated within the plan using available resources for prevention-related plans.
	2	Develop and execute appropriate courses of action in coordination with local, state, tribal, territorial, Federal, and private sector entities in order to prevent an imminent terrorist attack within the United States.
Protection	1	Develop protection plans that identify critical objectives based on planning requirements, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the planning objectives, and implement planning requirements within the timeframe contemplated within the plan using available resources for protection-related plans
	2	Implement, exercise, and maintain plans to ensure continuity of operations
Mitigation	1	Develop approved hazard mitigation plans that address relevant threats/hazards in accordance with the results of their risk assessment within all local, state, tribal, territorial, and Federal partners.
Response	1	Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources.
<b>Operational Coordination</b>		
Prevention	1	Execute operations with functional and integrated communications among appropriate entities to prevent initial or follow-on terrorist attacks within the United States in accordance with established protocols.
Protection	1	Establish and maintain partnership structures among Protection elements to support networking, planning, and coordination.

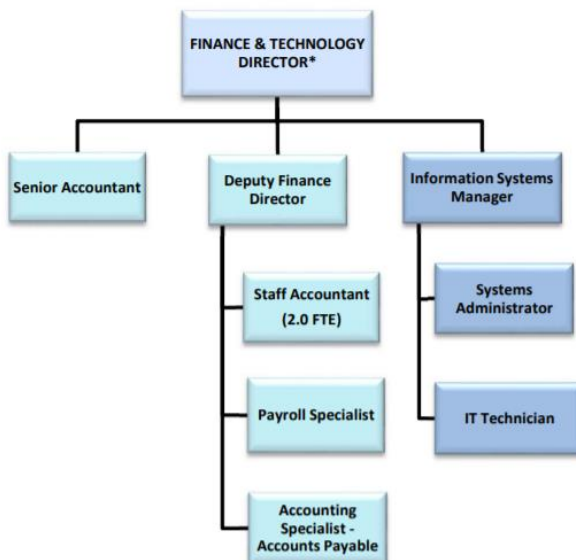
# Information Technology

Mission Area	Critical Task I.D.	Critical Task
Mitigation	1	Establish protocols to integrate mitigation data elements in support of operations with local, state, tribal, territorial, and insular area partners and in coordination with Federal agencies.
<b>Infrastructure Systems</b>		
Response	1	Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life sustainment and congregate care services.
	2	Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery
	3	Provide for the clearance, removal, and disposal of debris.
	4	Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner
<b>Long-term Vulnerability Reduction</b>		
Mitigation	1	Achieve a measurable decrease in the long-term vulnerability of the city against current baselines amid a growing population base, changing climate conditions, increasing reliance upon information technology, and expanding infrastructure base.
<b>Situational Assessment</b>		
Response	1	Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.

## 5. Organization

5.1. Summary- see Finance

5.2. Structure-





# Information Technology

## 6. Direction, Control, & Coordination

### 6.1. Horizontal Integration

Support technology needs during relocation activities in accordance with the COOP Plan.

- Coordinate the recovery operations of the City's computer and telephone systems as well as restoration of data following disaster situations.
- Provide telecommunications and computer support to the Emergency Operations Center.

### 6.2. Vertical Integration

- Provide City departments with guidance and direction for the protection of computer hardware, software, data, and City telephone systems.
- Advise the EOC and/or City Manager on status and capability of citywide emergency communications systems during emergency response and recovery.

## 7. Information Collection, Analysis, & Dissemination

### 7.1. Information Collection

#### 7.1.1 Essential Elements of Information (EEIs)

The City of Des Moines has establishing Essential Elements of Information for various departments and incidents within the City. These elements are likely to change more often than this plan is updated. As such, the majority of the City's EEIs are located in the City of Des Moines EEI document, which is sortable by department and incident and can be updated regularly, without modifying this plan. There are however basic elements that every department should gather upon implementation of this plan:

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, deaths, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities, etc.)

Information gathered during this initial phase should be communicated as soon as possible to the EOC, with the exception of resource deficiencies, which should be reported immediately.

#### 7.1.2 Information Analysis

The IT Department will assess the IT infrastructure for the City. As a lifeline the Des Moines Police Department will be assessed and reestablished first to ensure the Police Department has all essential systems to protect and respond as needed. All other system outages will be communicated to the EOC so a plan can be developed guiding the IT department towards the most critical needs.

#### 7.1.3. Information Dissemination

IT will inform the EOC regularly on all systems and their status. Urgent changes will be communicated immediately to the EOC. Any needs will be requested through the EOC to outside organizations and partners. IT may also be responsible for dissemination information to King County, Washington State

# Information Technology

EMD and/or WATech, the Washington State Fusion Center, and various other state or federal agencies in the event of a cyber-attack.

## 8. Responsibilities

Preparedness	Activity/Action	Organization(s) Involved
Preparedness	Participate in ongoing training as required	
	Participate in creating a COOP with the finance department	
	Develop and maintain contacts with county, state, and federal contacts that can be utilized in the event of a cyber-attack.	

Prevention	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1	As part of COOP planning, identify critical IT systems and determine their order of priority for protection and restart.	
	2	Implement process and protocol that will allow for early identification of possible terrorist (or criminal) attacks against IT systems.	
Operational Coordination	1	Coordinate with local, state, federal, and private section entities to share information related to potential terrorist (or criminal) attacks against IT systems.	

Protection	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1	Develop and implement plans that safeguard IT systems.	
	2	Participate in exercises that are based on protection and response plans.	
Operational Coordination	1&2	Maintain Service contracts for security, warranty and repair of all IT based systems.	
Access Control & Identity Verification	1	Administer electronic door access program for employees that records and prevents entrance into city work areas. Immediately removes access for terminated employees and reviews user list monthly to check for oversights. Adjust user rights access to folders located on city servers.	
Cybersecurity	1	Conduct end user training for email spam and social engineering practices.	
	2	Review logs, reports generated by City computer systems and investigate/report suspicious activity.	

Mitigation	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1	Participate in the City's hazard mitigation planning process to ensure that IT assets are included.	

# Information Technology

Mitigation	Critical Task I.D.	Activity/Action	Organization(s) Involved
Operational Coordination	1	Use standardized protocols to share mitigation data with partner organizations.	
Long-term Vulnerability	1	Ensure physical security for servers and network devices. Ensure servers, desktops, and other network devices have the latest patches installed and have up to date antivirus software. Monitor connections to network in firewalls and remote desktop servers and user desktop to identify, investigate, and report anomalies.	

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1	Participate in planning process to create operational plans that protect IT systems and respond to threats and damage to IT systems.	
Infrastructure Systems	1	Setup and test portable network devices to provide communications between departments and agencies.	
	2	Restore communication for EOC with established or backup network providers.	
	3	Remove internal data devices from damaged desktops, servers, and network devices to be properly recycled	
	4	Work with contracted service providers to restore and maintain network communications.	
Situational Assessment	1	Share information about IT systems status with the EOC, other city departments, and necessary outside stakeholders.	

Recovery	Critical Task I.D.	Activity/Action	Organization(s) Involved
Infrastructure Systems	1	Rebuild and/or reestablish networks post-disaster. Restore system data from established backups. Expediate recovery by coordinating with local, state, or federal partners to obtain network access, server space, or staff.	

## 9. Resource Requirements

### 9.1. Micro-level (EOC/ECC)

- Laptop
- Cell Phone
- Hotspot/Wi-Fi

### 9.2. Macro-level (Emergency-wide)

IT department will ensure that all essential employees are equipped to work remotely as needed in times of emergency. Individual requirements will be determined in conjunction with individual department heads.

## 10. References and Supporting Guidance

### 10.1. List & Briefly Describe

- King County Comprehensive Emergency Management Plan
- King County Regional Disaster Plan
- Mutual Aid Agreements
- Legal Mandates
- City of Des Moines Continuity of Operations Plan

## 11. Terms and Definitions

The terms and definitions included here are specific to this department plan. Please refer to the base plan for a complete list of all terms and definitions that apply to the City of Des Moines CEMP.

**Fusion Center:** A state-owned and operated center that serves as the focal points in states and major urban areas for the receipt and analysis of threat-related information. Fusion Centers are designed to promote threat information sharing between local, state, and federal entities.

**WaTech:** Washington State's centralized provider and procurer of information technology services that houses the former Department of Information Services, Department of Enterprise Services, and the Office of Cybersecurity.

# Legal Services

## 1. Purpose

1.1. Provide Legal Counsel to the City of Des Moines.

<b>Primary Core Capabilities</b>	
The Legal Services Department does not serve in a Primary role in an emergency	
<b>Support Core Capabilities</b>	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.
Long-term Vulnerability Reduction	Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.
Risk and Disaster Resilience Assessment	Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience.
Threats & Hazards Identifications	Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.
Public Information and Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.
Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
Operational Communication	Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.
Economic Recovery	Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.
Health & Social Services	Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.

# Legal Services

Natural & Cultural Resources	Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and executive orders.
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## 2. Authorities and Policies

### 2.1. List & Briefly Describe

- Des Moines Municipal Code Chapter 2.36- Emergency Management
- Resolution No. 1034- NIMS Adoption
- Revised Code of Washington 38.52- Emergency Management
- Washington Administration Codes (WAC) 118-30 and 296 62-312

## 3. Situation Overview

3.1. The city attorney's office is responsible for providing legal advice to the City Council and the city administration. The attorney's office reviews city ordinances and contracts, prepares and reviews resolutions, and advises council and staff at public meetings and during emergencies and/or disasters.

## 4. Concept of Operations

4.1. Functions of this Legal Department may include, but are not limited to:

- Assist the City Manager and the Director of Emergency Management in preparing and processing Proclamations of Emergency.
- Assist with contracts needed to respond and recovery from the emergency or disaster

### 4.2 Core Capabilities Description

Mission Area	Critical Task I.D.	Critical Task
<b>Planning</b>		
Protection	1	Develop protection plans that identify critical objectives based on planning requirements, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the planning objectives, and implement planning requirements within the timeframe contemplated within the plan using available resources for protection-related plans.
	2	Implement, exercise, and maintain plans to ensure continuity of operations
Mitigation	1	Develop approved hazard mitigation plans that address relevant threats/hazards in accordance with the results of their risk assessment within all local, state, tribal, territorial, and Federal partner
Response	1	Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources.
Recovery	1	Convene the core of an inclusive planning team (identified pre-disaster), which will oversee disaster recovery planning
	2	Complete an initial recovery plan that provides an overall strategy and timeline, addresses all core capabilities, and integrates socioeconomic, demographic,

# Legal Services

Mission Area	Critical Task I.D.	Critical Task
		accessibility, technology, and risk assessment considerations (including projected climate change impacts), which will be implemented in accordance with the timeline contained in the plan.
<b>Long-term Vulnerability Reduction</b>		
Mitigation	1	Achieve a measurable decrease in the long-term vulnerability of the Nation against current baselines amid a growing population base, changing climate conditions, increasing reliance upon information technology, and expanding infrastructure base.
<b>Risk &amp; Disaster Resilience Assessment</b>		
Mitigation	1	Ensure that local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas complete a risk assessment that defines localized vulnerabilities and consequences associated with potential natural, technological, and human-caused threats and hazards to their natural, human, physical, cyber, and socioeconomic interests
<b>Threats &amp; Hazards Identifications</b>		
Mitigation	1	Identify the threats and hazards within and across local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas, in collaboration with the whole community, against a national standard based on sound science
<b>Public Information and Warning</b>		
Response	1	Inform all affected segments of society of critical life-saving and life-sustaining information, by all means, necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions
	2	Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions and facilitate the transition to recovery
Recovery	1	Reach all populations within the community with effective, actionable recovery-related public information messaging and communications that are accessible to people with disabilities and people with limited English proficiency; protect the health and safety of the affected population; help manage expectations, and ensure stakeholders have a clear understanding of available assistance and their roles and responsibilities
	2	Support affected populations and stakeholders with a system that provides appropriate, current information about any continued assistance, steady-state resources for long-term impacts, and monitoring programs in an effective and accessible manner
<b>Operational Coordination</b>		
Response	1	Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident
	2	Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery

# Legal Services

Mission Area	Critical Task I.D.	Critical Task
Recovery	1	Establish tiered, integrated leadership and inclusive coordinating organizations that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities.
	2	Define the path and timeline for recovery leadership to achieve the jurisdiction's objectives that effectively coordinates and uses appropriate local, state, tribal, territorial, insular area, and Federal assistance, as well as nongovernmental and private sector resources. This plan is to be implemented within the established timeline
<b>Infrastructure Systems</b>		
Response	1	Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life sustainment and congregate care service
	2	Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery
	3	Provide for the clearance, removal, and disposal of debris.
	4	Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner
<b>Operational Communication</b>		
Response	1	Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders
	2	Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and a transition to recovery
	3	Re-establish critical information networks, including cybersecurity information-sharing networks, to inform situational awareness, enable incident response, and support the resilience of key systems
<b>Situational Assessment</b>		
Response	1	Deliver information sufficient to inform decision-making regarding immediate life-saving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
	2	Deliver enhanced information to reinforce ongoing life-saving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.
<b>Economic Recovery</b>		
Recovery	1	Conduct a preliminary assessment of economic issues and identify potential inhibitors to fostering stabilization of the affected communities
	2	Return affected area's economy within the specified timeframe in the recovery plan



# Legal Services

Mission Area	Critical Task I.D.	Critical Task
	3	Ensure the community recovery and mitigation plan(s) incorporates economic revitalization and removes governmental inhibitors to post-disaster economic sustainability while maintaining the civil rights of citizens
<b>Health &amp; Social Services</b>		
Recovery	1	Identify affected populations, groups, and key partners in short-term, intermediate, and long-term recovery.
	2	Complete an assessment of community health and social service needs; prioritize these needs, including accessibility requirements, based on the whole community's input and participation in the recovery planning process; and develop a comprehensive recovery timeline.
	3	Restore health care (including behavioral health), public health, and social services functions
	4	Restore and improve the resilience and sustainability of the health care system and social service capabilities and networks to promote the independence and well-being of community members in accordance with the specified recovery timeline.
<b>Natural &amp; Cultural Resources</b>		
Recovery	1	Implement measures to protect and stabilize records and culturally significant documents, objects, and structures
	2	Mitigate the impacts to and stabilize the natural and cultural resources, and conduct a preliminary assessment of the impacts that identifies protections that need to be in place during stabilization through recovery
	3	Complete an assessment of affected natural and cultural resources, and develop a timeline for addressing these impacts in a sustainable and resilient manner
	4	Preserve natural and cultural resources as part of an overall community recovery that is achieved through the coordinated efforts of natural and cultural resource experts and the recovery team in accordance with the specified timeline in the recovery plan

## 5. Organization

5.1. The City of Des Moines operates under a Council / City Manager form of government with the City Manager serving as the chief executive. As provided by state law and Des Moines City Municipal Code 2.36 Emergency Management, the City Manager or their designee shall serve as the City's Emergency Management Director. In the absence of the City Manager, the Chief Operating Officer shall serve in this capacity having the same responsibilities and authorities of the City Manager. The City Manager shall appoint a duly qualified Emergency Management Coordinator from among existing City staff.

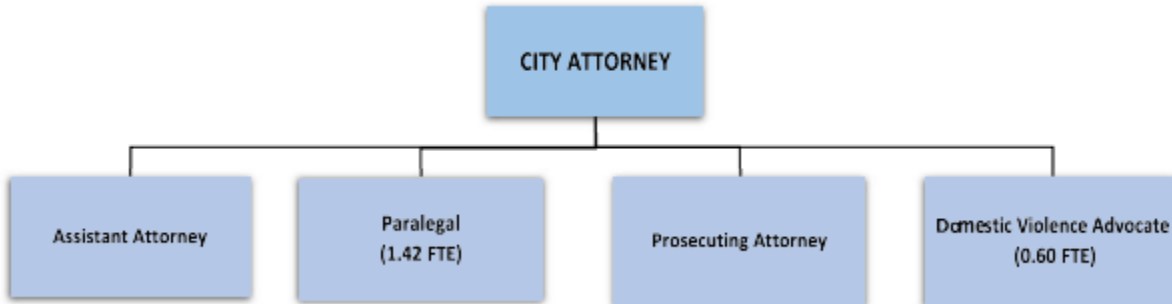
5.2. The City Attorney operates in a support role- providing and coordinating legal counsel when indicated.

5.3. Structure- See the Incident Command/Emergency Management Organizational Chart

## 6. Direction, Control, & Coordination

6.1. Horizontal Integration- The legal Counsel will serve as a member of the Incident Command Structure-

# Legal Services



6.2. Vertical Integration- the City attorney serves in a support function during an emergency.

## 7. Information Collection, Analysis, & Dissemination

7.1. Information Collection – Legal Services will collect information from the EOC to assist in providing proper legal advice to City Council and the City Administrator. Legal services will also collect information from the state and county regarding their emergency declarations and interpret how those may affect the City. Finally, Legal Services will collect information from the Resource Management section of the EOC to assist in contract preparation.

### 7.1.1. Essential Elements of Information (EEIs)

The City of Des Moines has established Essential Elements of Information for various departments and incidents within the City. These elements are likely to change more often than this plan is updated. As such, the majority of the City’s EEIs are located in the City of Des Moines EEI document, which is sortable by department and incident and can be updated regularly, without modifying this plan. There are however basic elements that every department should gather upon implementation of this plan:

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, deaths, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities, etc.)

Information gathered during this initial phase should be communicated as soon as possible to the EOC, with the exception of resource deficiencies, which should be reported immediately.

7.1.2. Information Analysis- the City Attorney will evaluate legal risk to the City during an emergency or disaster.

7.1.3. Information Dissemination- the city attorney will work closely with the city administration and the EOC to provide risk information and guidance.

## 8. Responsibilities

Preparedness	Activity/Action	Organization(s) Involved
	Participate in training as required.	

# Legal Services

Prevention	Critical Task I.D.	Activity/Action	Organization(s) Involved
		No Tasks	

Protection	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1	Conduct a systemic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.	
	2	Assist as needed in drafting, reviewing, and updating plans to ensure continuity of operations.	

Mitigation	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1	Provide personnel to serve as an active member of the Emergency Management Committee.	City Administration
	1	Review pertinent emergency management plans for legal relevance and compliance.	
	1	Review and comment on new and renewed mutual aid and interlocal agreements.	
Long-term Vulnerability Reduction	1	Review pertinent emergency management plans for legal relevance and compliance.	
Risk & Disaster Resilience Assessment	1	Review risk assessment for legal relevance and compliance.	
Threats & Hazards Identification	1	Assist as needed in identifying threats and hazards and review for legal relevance and compliance.	

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1	Develop template to assist the City Manager and the Director of Emergency Management in preparing a Proclamation of Emergency, then assist in processing during an event.	City Administration and Attorney
Public Information & Warning	1	Support drafting and legal review of public information messaging and communications.	
	2	Support drafting and legal review of credible and actionable messages.	
Operational Coordination	1	Support preparation of contracts to facilitate response to emergency or disaster.	
	2	Write and/or interpret mutual aid agreements.	
Infrastructure Systems	1	Draft and review contracts needed to decrease and stabilize immediate infrastructure threats.	

# Legal Services

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
	2	Draft and review contracts to re-establish critical infrastructure within the affected areas.	
	3	Draft and review contracts for the clearance, removal, and disposal of debris.	
	4	Draft and review legal documents with governmental and private sector cyber incident or emergency response teams.	
Operational Communications	1	Support drafting and legal review of public information messaging and communications.	
	2	Draft and review contracts to re-establish sufficient communications infrastructure.	
	3	Draft and review contracts to re-establish critical information networks.	
Situational Assessment	1	Support with drafting and legal review of public information messaging and communications.	
	2	Support with drafting and legal review of public messaging and communications.	

Recovery	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1&2	Participate in recovery planning efforts to provide guidance on meeting legal aspects of grants, contracts, and mutual aid agreements.	
Public Information and Warning	1&2	Review messaging efforts to ensure legal compliance for all constituents, special populations, and residents.	
Operational Coordination	1&2	Work with all departments to review and recommend language on contracts focused on recovery efforts.	
Economic Recovery	1	Support recovery through a focus on the legal implications of restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historical, and environmental fabric of communities affected by a catastrophic incident.	
	2&3	Review actions for legal relevance and compliance with the plan.	
Health & Social Services	1	Review actions for legal relevance and compliance with the plan.	
	2	Review for legal compliance of assessment of community health and social service needs.	
	3	Review actions for legal relevance and compliance with the plan. Draft or review contracts.	
	4	Review actions for legal relevance and compliance with the plan. Draft or review contracts.	
	1	Assure agency compliance with legal requirements related to natural and cultural preservation.	

# Legal Services

Recovery	Critical Task I.D.	Activity/Action	Organization(s) Involved
Natural & Cultural Resources	2	Assist with the processing of permitting documents and legal compliance.	
	3	Assist with a legal review of the assessment of affected natural and cultural resources and planning.	
	4	Assist with a legal review of actions and compliance with the recovery plan.	

## 9. Resource Requirements

### 9.1. Micro-level

- Computer
- Phone
- Proper supplies to sustain legal employees
- Possible access to Web EOC

### 9.2. Macro-level

- Proper Staffing to meet the needs of the emergency
- Access to necessary plans and contracts for vendors, partners, and unions

## 10. References and Supporting Guidance

- City of Des Moines Comprehensive Emergency Management Plan
- Mutual Aid Agreements
- Legal Mandates
- King County Comprehensive Emergency Management Plan
- King County Regional Disaster Plan
- City of Des Moines Continuity of Operations Plan (to be developed)

## 11. Terms and Definitions

The terms and definitions included here are specific to this department plan. Please refer to the base plan for a complete list of all terms and definitions that apply to the City of Des Moines CEMP.

# Marina

## 1. Purpose

1.1. The Des Moines Marina is located on the Puget Sound and serves as access to the City by boat for emergency services and the public in an emergency or disaster situation.

Primary Core Capabilities	
This Department serves in a support role	

Support Core Capabilities	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.
Public Information & Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.
Intelligence and Information Sharing	Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by local, state, tribal, territorial, federal, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate.
Interdiction and Disruption	Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.
Access Control & Identify Verification	Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.
Cybersecurity	Protect (and if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.
Risk Management for Protection Programs and Activities	Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments.
Supply Chain Integrity and Security	Strengthen the security and resilience of the supply chain.
Operational Communication	Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.
Long-term Vulnerability Reduction	Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and

# Marina

	hazards by lessening the likelihood, severity, and duration of the adverse consequences.
Risk & Disaster Resilience Assessment	Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience.
Threats and Hazards Identification	Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.
Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
Critical Transportation	Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas.
Environmental Response Health & Safety	Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities.
Logistics and Supply Chain	Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
Mass Care	Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

## 2. Authorities and Policies

- Des Moines Municipal Code Chapter 2.36- Emergency Management
- Resolution No. 1034- NIMS Adoption
- Revised Code of Washington 38.52- Emergency Management
- Washington Administration Codes (WAC) 118-30 and 296 62-312

## 3. Situation Overview

3.1. The Marina sits on the Puget Sound and has a Harbormaster. The Marina provides emergency access to the city by boat when other means of travel are compromised. It houses a significant storage of fuel and equipment that can assist with emergency response and recovery.

## 4. Concept of Operations

4.1. On a day-to-day basis, the Marina provides full services to marine customers, with wet and dry moorage for 840 recreational vessels. During an emergency, the Marina shifts focus to provide emergency access

# Marina

to the City of Des Moines via water, as well as providing emergency fuel to City vehicles. Further, the Marina is responsible for liaising with the US Coast Guard on issues such as fuel spills and sunken vessels in the marina after a disaster or large emergency. They may also be a reception site for the Vashon Island emergency evacuation via water if the Washington State Ferry System is down.

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
<b>Planning</b>		
Prevention	1	Identify critical objectives during the planning process, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and ensure the objectives are implementable within the timeframe contemplated within the plan using available resources for prevention-related plans.
	2	Develop and execute appropriate courses of action in coordination with local, state, tribal, territorial, Federal, and private sector entities in order to prevent an imminent terrorist attack within the United States.
Protection	1	Develop protection plans that identify critical objectives based on planning requirements, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the planning objectives, and implement planning requirements within the timeframe contemplated within the plan using available resources for protection-related plans.
	2	Implement, exercise, and maintain plans to ensure continuity of operations.
Mitigation	1	Develop approved hazard mitigation plans that address relevant threats/hazards in accordance with the results of their risk assessment within all local, state, tribal, territorial, and Federal partners.
Response	1	Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources.
<b>Public Information and Warning</b>		
Prevention	1	Share prompt and actionable messages, to include National Terrorism Advisory System alerts, with the public and other stakeholders, as appropriate, to aid in the prevention of imminent or follow-on terrorist attacks, consistent with the timelines specified by existing processes and protocols.
	2	Provide public awareness information to inform the general public on how to identify and provide terrorism-related information to the appropriate law enforcement authorities, thereby enabling the public to act as a force multiplier in the prevention of imminent or follow-on acts of terrorism.
Protection	1	Use effective and accessible indication and warning systems to communicate significant hazards to involved operators, security officials, and the public (including alerts, detection capabilities, and other necessary and appropriate assets).
Mitigation	1	Communicate appropriate information, in an accessible manner, on the risks faced within a community after the conduct of a risk assessment.
Response	1	Inform all affected segments of society of critical lifesaving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions.



# Marina

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
	2	Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery.
Recovery	1	Support affected populations and stakeholders with a system that provides appropriate, current information about any continued assistance, steady state resources for long-term impacts, and monitoring programs in an effective and accessible manner.
Intelligence and Information Sharing		
Prevention	1	Anticipate and identify emerging and/or imminent threats through the intelligence cycle.
	2	Share relevant, timely, and actionable information and analysis with local, state, tribal, territorial, Federal, private sector, and international partners and develop and disseminate appropriate classified/unclassified products.
	3	Ensure local, state, tribal, territorial, Federal, and private sector partners possess or have access to a mechanism to submit terrorism-related information and/or suspicious activity reports to law enforcement.
Interdiction and Disruption		
Prevention	1	Maximize our ability to interdict specific conveyances, cargo, and persons associated with an imminent terrorist threat or act in the land, air, and maritime domains to prevent entry into the United States or to prevent an incident from occurring in the Nation.
Operational Coordination		
Protection	1	Establish and maintain partnership structures among Protection elements to support networking, planning, and coordination.
Mitigation	1	Establish protocols to integrate mitigation data elements in support of operations with local, state, tribal, territorial, and insular area partners and in coordination with Federal agencies.
Response	1	Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident.
	2	Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery.
Access Control & Identification Verification		
Protection	1	Implement and maintain protocols to verify identity and authorize, grant, or deny physical and cyber access to specific locations, information, and networks.
Cybersecurity		
Protection	1	Implement risk-informed guidelines, regulations, and standards to ensure the security, reliability, integrity, and availability of critical information, records, and communications systems and services through collaborative cybersecurity initiatives and efforts.
	2	Implement and maintain procedures to detect malicious activity and to conduct technical and investigative-based countermeasures, mitigations, and operations

# Marina

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
		against malicious actors to counter existing and emerging cyberbased threats, consistent with established protocol.
Risk Management for Protection Programs and Activities		
Protection	1	Ensure critical infrastructure sectors and Protection elements have and maintain risk assessment processes to identify and prioritize assets, systems, networks, and functions.
	2	Ensure operational activities and critical infrastructure sectors have and maintain appropriate threat, vulnerability, and consequence tools to identify and assess threats, vulnerabilities, and consequence.
Supply Chain Integrity and Security		
Protection	1	Secure and make resilient key nodes, methods of transport between nodes, and materials in transit.
Long-term Vulnerability		
Mitigation	1	Achieve a measurable decrease in the long-term vulnerability of the Nation against current baselines amid a growing population base, changing climate conditions, increasing reliance upon information technology, and expanding infrastructure base.
Risk and Disaster Resilience		
Mitigation	1	Ensure that local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas complete a risk assessment that defines localized vulnerabilities and consequences associated with potential natural, technological, and human-caused threats and hazards to their natural, human, physical, cyber, and socioeconomic interests.
Threats and Hazards Identification		
Mitigation	1	Identify the threats and hazards within and across local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas, in collaboration with the whole community, against a national standard based on sound science.
Infrastructure Systems		
Response	1	Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery.
Critical Transportation		
Response	1	Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors.
	2	Ensure basic human needs are met, stabilize the incident, transition into recovery for an affected area, and restore basic services and community functionality.
	3	Clear debris from any route type (i.e., road, rail, airfield, port facility, waterway) to facilitate response operations.
Environmental Response Health & Safety		
Response	1	Identify, assess, and mitigate worker health and safety hazards, and disseminate health and safety guidance and resources to response and recovery workers.
	2	Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions.
	3	Detect, assess, stabilize, and clean up releases of oil and hazardous materials into the environment, including buildings/structures, and properly manage waste.

# Marina

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
	4	Identify, evaluate, and implement measures to prevent and minimize impacts to the environment, natural and cultural resources, and historic properties from all-hazard emergencies and response operations.
Logistics and Supply Chain		
Response	1	Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors.
	2	Enhance public and private resource and services support for an affected area.
Mass Care		
Response	1	Move and deliver resources and capabilities to meet the needs of disaster survivors, including individuals with access and functional needs.
	2	Establish, staff, and equip emergency shelters and other temporary housing options (including accessible housing) for the affected population.
	3	Move from congregate care to non-congregate care alternatives and provide relocation assistance or interim housing solutions for families unable to return to their pre-disaster homes.
Operational Communications		
Response	1	Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders.
Situational Assessment		
Response	1	Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.

## 5. Organization

5.1. The City of Des Moines operates under a Council / City Manager form of government with the City Manager serving as the chief executive. As provided by state law and Des Moines City Municipal Code 2.36 Emergency Management, the City Manager or their designee shall serve as the City's Emergency Management Director. In the absence of the City Manager, the Chief Operating Officer shall serve in this capacity having the same responsibilities and authorities of the City Manager. The City Manager shall appoint a duly qualified Emergency Management Coordinator from among existing City staff.

5.2 Refer to the City Emergency Management Organizational Chart

## 6. Direction, Control, & Coordination

### 6.1. Horizontal Integration

The Marina coordinates horizontally with other City departments to provide emergency fuel supplies and access to emergency transportation access via boat.

### 6.2. Vertical Integration

# Marina

Internally, the Marina coordinates with the City Manager, Mayor, and/or City Council to provide information in support of decision-making and to receive policy guidance.

The Marina is in a unique position that may require it to coordinate vertically with outside agencies in support of general city services during an emergency, and to support outside entities. Outside coordination may be with the United States Coast Guard, who has authority over the waterways of Puget Sound. Outside coordination may also occur with various Puget Sound emergency response organizations in need of Marina facilities. Finally, the Marina may coordinate with authorities and residents of Vashon Island in the event that ferry service to Vashon Island is disrupted for an extended period of time.

## 7. Information Collection, Analysis, & Dissemination

### 7.1. Information Collection

#### *7.1.1. Essential Elements of Information (EIs)*

The City of Des Moines has established Essential Elements of Information for various departments and incidents within the City. These elements are likely to change more often than this plan is updated. As such, the majority of the City's EIs are located in the City of Des Moines EEI document, which is sortable by department and incident and can be updated regularly, without modifying this plan. There are however basic elements that every department should gather upon implementation of this plan:

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, deaths, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities, etc.)

Information gathered during this initial phase should be communicated as soon as possible to the EOC, with the exception of resource deficiencies, which should be reported immediately.

#### *7.1.2. Information Analysis*

Marina staff will gather information from inspection check lists and determine actions required to address most emergent issues first. They will also obtain information from the public and first responders that will be relay to the EOC.

#### *7.1.3. Information Dissemination*

Marina staff will ensure full damage assessment reports are communicated to the EOC with any additional resources needed in order to address issues. Resources must be clearly noted and identified on the request. Marina staff will continually keep the EOC informed of resources in use and note available resources that can be redeployed to other areas within the City. In the event that information about the Marina needs to be communicated with the public, Marina staff will coordinate with the EOC and/or PIO.

## 8. Responsibilities

# Marina

Preparedness	Activity/Action	Organization(s) Involved
<b>Preparedness</b>	Provide the required personnel, facilities, and equipment needed to support the responsibilities outlined in the CEMP .	
	Participate in relevant training and exercises to prepare for emergencies and disasters that effect the marina and the city.	
	Develop and maintain relevant plans and SOPs to provide guidance for department responsibilities defined in this plan (and relevant annexes).	
	Ensure compliance with ICS and NIMS training requirements for department staff, following guidance from the Emergency Manager.	
	Identify EOC staff prior to an emergency and send personnel to the EOC when activated.	

Prevention	Critical Task I.D.	Activity/Action	Organization(s) Involved
<b>Planning</b>	1&2	Serve as a member of the Emergency Management Committee to develop city and department plans.	
	2	Actively promote and educate staff, tenants and vendors in See something Say Something. Ensure education to help notify proper authorities of any possible treat entering through the Des Moines marina	
<b>Public Information and Warning</b>	1&2	Ensure emergency communications comply with requirements in RCW 38.52.070.	
	1&2	Communicate to the EOC the results of the preliminary damage assessment. Communicate with staff, tenants, and upland residents, distributing information received from the PIO officer. Signs, dock postings, Marina social media.	
	1&2	Ensure tenant contact list is up to date and a hard copy is maintained for easy access at the EOC in case of power outage or inability to access Marina Management System.	
<b>Intelligence and Information Sharing</b>	1	Inspect and maintain records of inspections monthly of all docks and other Marina structures for possible threats that could threaten the integrity of the marina infrastructure.	
	2	Document and report unusual changes or damage to Marina structure and or property to proper authorities to ensure investigations happen timely.	
	3	Maintain records of required inspections by Marina Staff and outside contractors as required by State and Federal Agencies.	
	2	Continued contacts with City Hall, fire, police, tenants, neighbors, and other departments to insure protocols are set.	

# Marina

Prevention	Critical Task I.D.	Activity/Action	Organization(s) Involved
Interdiction and Disruption	1	Ensure all Marina staff are trained to watch for and report suspicious maritime activity to appropriate authorities.	

Protection	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1	Establish and maintain a department Continuity of Operations Plan (COOP) that provides guidance regarding essential functions, lines of succession, and delegation of authority etc. to ensure continued provision of essential services in an emergency.	
	2	Promote department preparedness amongst department staff, tenants and vendors to help ensure all are ready and informed about how to respond in an emergency.	
Public Information and Warning	1	Ensure all communications shared on City Platforms are also included on all Marina Social Media, Web Pages and printed documentation to ensure all tenants, casual users and staff are full aware of activities related to City protection activities.	
Operational Coordination	1	Regularly train and exercise staff so they are prepared to fill their respective emergency roles. Ensure EOC staff participate in ongoing EOC trainings and exercises.	
	1	Maintain memberships in professional associations to ensure relationships with other Marinas that can share best practices and department planning, training, and exercising details.	
Access Control & Identify Verification	1	Ensure all staff ID's, Keys and computer access sign on and passwords are distributed to new staff through proper channels as established by Human Resources and Employee Manual.	
	1	Ensure all staff ID's, Keys and computer access sign on and passwords are collected and discontinued for resigning staff through proper channels as established by Human Resources and Employee Manual.	
Cybersecurity	1	Ensure all staff complete proper training as required for computer access to help protect against cyber threats City intellectual property and employee information.	
	1	Train staff to ensure password required protocols are followed and enforced across all platforms.	
Risk Management for Protection Programs	1&2	Maintain annual reporting of all critical infrastructure on the Marina floor and available on all docks and Marina Facilities to ensure they are inspected regularly for all possible vulnerabilities, breakage and aging.	

# Marina

Protection	Critical Task I.D.	Activity/Action	Organization(s) Involved
Supply Chain Integrity & Security	1	Ensure marina floor is assessed annually by partner organizations to assess the availability of the marina floor for distribution of life sustaining support activities if areas of the Puget Sound are impacted by damage during an incident.	

Mitigation	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1	Develop a plan to assess and minimize potential impacts to the Marina during emergencies and disasters.	
	1	Actively participate in the development of the Hazard Mitigation plan as a leader of the Mitigation Team.	
Public Information and Warning	1	Use the Marina Platforms including but not limited to Social Media and Web Pages to communicate upcoming projects to help protect the Marina.	
Operational Coordination	1	Reach out to and federal agencies to ensure all marina data elements are included in the Mitigation plan annually.	
Long-term Vulnerability	1	Asses and report on areas on the Marina floor that have been impact by changing climate and increasing severe weather to ensure it is addressed in City Planning efforts.	
	1	Actively research grant opportunities to help ensure the resilience of the Marina floor for future use.	
Risk & Disaster Resilience	1	Identify short and long term risks to Marina and tenant property and infrastructure.	
Threats & Hazards	1	Ensure that Threats and Hazards impacting the Marina floor are reported annually to staff to ensure they are noted on THIRA and Mitigation Planning.	
	1	Report all damage affecting the Marina caused by Natural or Human cause are reported to Emergency Management for Historical record and consideration in future planning.	

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1	Identify trained staff to report to the EOC to staff the Operations Section to ensure all planning needs for the Marina are addressed in a timely and thorough manner.	
	1	Ensure all Marina Planning is in compliance with all required Local, State, Federal and Partner requirements.	

# Marina

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
Public Information and Warning	1&2	Communicate to the EOC the results of the preliminary damage assessment.	
	1&2	Communicate with staff, tenants, and upland residents, distributing information received from the PIO officer. Signs, dock postings, Marina social media.	
	1&2	Provide support to the Public Information Officer in the dissemination of emergency warning information to the public.	
Operational Coordination	1&2	Support the EOC as indicated. Conduct a preliminary damage assessment of the Marina.	
Infrastructure Systems	2	Fuel resources are rapidly depleted during long-term power outages. Fuel reserves may be obtained from the City of Des Moines Marina.	
Critical Transportation	1&2	Be prepared to support non-traditional transportation of people and materials.	South King Fire
Environmental Response Health & Safety	2	Maintain Marina operations in support of the water transportation of resources.	South King Fire
	3	Ensure marina floor is clear of all debris within 12 hours of incident to ensure access to emergency personnel and other State and Federal Department for access to the city vis the sound.	
Logistics and Supply Chain	1	Support the regional use of the marina as an alternate resource lifeline when roads are impassible, to continue the distribution of supplies.	Public Works South King Fire Third Party Vendors
Mass Care	1	Ensure all facilities on the Marina floor are assessed for damage and report usability to the EOC to ensure communication of possible use for distribution of supplies by partner organizations is possible.	
Operational Communications	1	Ensure that marina staff have access to appropriate radio and phone systems to communicate effectively with all partner agencies and City departments.	
Situational Assessment	1	Report Marina operational status to the EOC and other pertinent stakeholders, providing immediate updates of critical information and regular updates of more routine information.	

Recovery	Critical Task I.D.	Activity/Action	Organization(s) Involved
Public Information & Warning	1	Communicate with staff, tenants, and upland residents, distributing information received from the PIO using signs, dock postings, and Marina social media.	

## 9. Resource Requirements



# Marina

## 9.1. *Micro-level*

- The appropriate number of staff to support the incident.
- Access to Web-EOC
- Access to Marina Tenant Management Software
- City assigned Laptop
- City Assigned Cell Phone
- Radios
- Resource List – Full Marina Equipment list
- City Credentials
- Resource List – Department Equipment List
- Vendor Contracts
- Employee Contact List
- Marina Vendor Contact List and Contracts

## 9.2. *Macro-level (Emergency-wide)*

Hazardous Material

Global Diving and Salvage

Corp of Engineers – Captain Puget

Department of Ecology

Non-Hazardous Material (i.e. building collapse)

American Construction

Major Electrical Failures

Elcon Electrical

Veca Electrical

Puget Sound Energy

Army Corps of Engineers

Major Water Failure

Water District 54

## 10. **References and Supporting Guidance**

- King County Comprehensive Emergency Management Plan
- American Red Cross Serving King County Disaster Plan
- Seattle-King County Public Health Medical Needs Shelter Plan
- Stafford Act Section 403. As amended by the PETS Act
- United States Coast Guard

## 11. **Terms and Definitions**

The terms and definitions included here are specific to this department plan. Please refer to the base plan for a complete list of all terms and definitions that apply to the City of Des Moines CEMP.

# Parks and Recreation

## 1. Purpose

- 1.1. Coordination of mass care, housing, and human services for Des Moines residents and business owners and to support mass care, housing, and human services operations for displaced residents from other jurisdictions impacted by an emergency or disaster

Primary Core Capabilities	
Mass Care	Capability to provide immediate shelter, feeding centers, and related services to persons affected by a large-scale incident. The capability may also provide for companion animal care/handling.
Health and Social Services	Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.
Housing	Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.
Natural and Cultural Resources	Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and Executive orders.

Support Core Capabilities	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.
Screening, Search and Detection	Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio surveillance, sensor technologies, or physical investigation and intelligence.
Public Information and Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard and, as appropriate, the actions being taken and the assistance being made available.
Access Control & Identification	Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.
Cybersecurity	Protect (and, if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.
Community Resilience	Enable the recognition, understanding, communication of, and planning for risk, and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents.
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.

# Parks and Recreation

Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
Critical Transportation	Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas.
Fatality Management	Provide fatality management services, including decedent remains recovery and victim identification, and work with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.
Mass Search and Rescue Operations	Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.
Operational Communication	Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces.
Public Health, Healthcare and EMS	Provide lifesaving medical treatment via Emergency Medical Services and related operations, and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support and products to all affected populations.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response

## 2. Authorities and Policies

- Des Moines Municipal Code Chapter 2.36- Emergency Management
- Resolution No. 1034- NIMS Adoption
- Revised Code of Washington 38.52- Emergency Management
- Washington Administration Codes (WAC) 118-30 and 296 62-312

## 3. Situation Overview

3.1. All hazards have the potential to require the relocation of people to protect life. High magnitude earthquakes, extended power outages, and fires are the hazards most likely to create the need of services.

## 4. Concept of Operations

### 4.1

- Provide city sheltering operations for incidents impacting Des Moines
- Assist with shelter operations for large regional incidents
- Coordinate animal rescue and shelter
- Offer mass care and reunification support services to the community through collaboration and mutual aid agreement with partner agencies.

# Parks and Recreation

## 4.2 Whole Community Involvement

The “Whole Community” approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs, people covered under the Americans with Disabilities Act, and people with Limited English Proficiency, and culturally diverse populations. Emergency Management will identify and address the essential needs of children, those with access and functional needs, and the essential needs of household pets and service animals in disaster preparedness and planning.

Primary Core Capability		
Mission Area	Critical Task I.D.	Critical Task
<b>Mass Care</b>		
Response	1	Move and deliver resources and capabilities to meet the needs of disaster survivors, including individuals with access and functional needs.
	2	Establish, staff, and equip emergency shelters and other temporary housing options (including accessible housing) for the affected population.
	3	Support the movement from congregate care to non-congregate care alternatives and provide relocation assistance or interim housing solutions for families unable to return to their pre-disaster homes.
<b>Health And Social Services</b>		
Recovery	1	Identify affected populations, groups, and key partners in short-term, intermediate, and long-term recovery.
	2	Complete an assessment of community health and social service needs; prioritize these needs, including accessibility requirements, based on the whole community’s input and participation in the recovery planning process; and develop a comprehensive recovery timeline.
	3	Restore health care (including behavioral health), public health, and social services functions.
	4	Restore and improve the resilience and sustainability of the health care system and social service capabilities and networks to promote the independence and well-being of community members in accordance with the specified recovery timeline.
<b>Housing</b>		
Response	1	Assess preliminary housing impacts and needs, identify currently available options for temporary housing, and plan for permanent housing.
	2	Ensure community housing recovery plans continue to address interim housing needs, assess options for permanent housing, and define a timeline for achieving a resilient, accessible, and sustainable housing market.
	3	Establish a resilient and sustainable housing market that meets the needs of the community, including the need for accessible housing within the specified timeframe in the recovery plan.
<b>Natural And Cultural Resources</b>		
Response	1	Implement measures to protect and stabilize records and culturally significant documents, objects, and structures.

# Parks and Recreation

Primary Core Capability		
Mission Area	Critical Task I.D.	Critical Task
	2	Mitigate the impacts to and stabilize the natural and cultural resources, and conduct a preliminary assessment of the impacts that identifies protections that need to be in place during stabilization through recovery.
	3	Complete an assessment of affected natural and cultural resources, and develop a timeline for addressing these impacts in a sustainable and resilient manner.
	4	Preserve natural and cultural resources as part of an overall community recovery that is achieved through the coordinated efforts of natural and cultural resource experts and the recovery team in accordance with the specified timeline in the recovery plan.

Support Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Planning		
Prevention	1	Identify critical objectives during the planning process, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and ensure the objectives are implementable within the timeframe contemplated within the plan using available resources for prevention-related plans.
	2	Develop and execute appropriate courses of action in coordination with local, state, tribal, territorial, Federal, and private sector entities in order to prevent an imminent terrorist attack within the United States.
Protection	1	Develop protection plans that identify critical objectives based on planning requirements, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the planning objectives, and implement planning requirements within the timeframe contemplated within the plan using available resources for protection-related plans.
	2	Implement, exercise, and maintain plans to ensure continuity of operations.
Response	1	Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources.
Screening, Search and Detection		
Prevention	1	Ensure critical infrastructure sectors and Protection elements have and maintain risk assessment processes to identify and prioritize assets, systems, networks, and functions.
	2	Ensure operational activities and critical infrastructure sectors have and maintain appropriate threat, vulnerability, and consequence tools to identify and assess threats, vulnerabilities, and consequences.
Public Information and Warning		
Protection	1	Use effective and accessible indication and warning systems to communicate significant hazards to involved operators, security officials, and the public

# Parks and Recreation

Support Core Capability		
Mission Area	Critical Task I.D.	Critical Task
		(including alerts, detection capabilities, and other necessary and appropriate assets).
Mitigation	1	Communicate appropriate information, in an accessible manner, on the risks faced within a community after the conduct of a risk assessment.
Response	1	Inform all affected segments of society of critical lifesaving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions.
	2	Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery.
Recovery	1	Reach all populations within the community with effective actionable recovery-related public information messaging and communications that are accessible to people with disabilities and people with limited English proficiency; protect the health and safety of the affected population; help manage expectations; and ensure stakeholders have a clear understanding of available assistance and their roles and responsibilities.
	2	Support affected populations and stakeholders with a system that provides appropriate, current information about any continued assistance, steady state resources for long-term impacts, and monitoring programs in an effective and accessible manner.
Access Control and Identity Verification		
Protection	1	Implement and maintain protocols to verify identity and authorize, grant, or deny physical and cyber access to specific locations, information, and networks.
Cybersecurity		
Protection	1	Implement risk-informed guidelines, regulations, and standards to ensure the security, reliability, integrity, and availability of critical information, records, and communications systems and services through collaborative cybersecurity initiatives and efforts.
	2	Implement and maintain procedures to detect malicious activity and to conduct technical and investigative-based countermeasures, mitigations, and operations against malicious actors to counter existing and emerging cyber based threats, consistent with established protocols.
Community Resilience		
Mitigation	1	Maximize the coverage of the U.S. population that has a localized, risk-informed mitigation plan developed through partnerships across the entire community.
	2	Empower individuals and communities to make informed decisions to facilitate actions necessary to adapt to, withstand, and quickly recover from future incidents.
Operational Coordination		
Response	1	Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating

# Parks and Recreation

Support Core Capability		
Mission Area	Critical Task I.D.	Critical Task
		bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident.
	2	Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery.
Recovery	1	Establish tiered, integrated leadership and inclusive coordinating organizations that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities.
	2	Define the path and timeline for recovery leadership to achieve the jurisdiction's objectives that effectively coordinates and uses appropriate local, state, tribal, territorial, insular area, and Federal assistance, as well as nongovernmental and private sector resources. This plan is to be implemented within the established timeline.
Infrastructure Systems		
Response	1	Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life sustainment and congregate care services.
	2	Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery.
	3	Provide for the clearance, removal, and disposal of debris.
	4	Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner.
Critical Transportation		
Response	2	Ensure basic human needs are met, stabilize the incident, transition into recovery for an affected area, and restore basic services and community functionality.
Fatality Management		
Response	1	Establish and maintain operations to recover a significant number of fatalities over a geographically dispersed area.
	2	Mitigate hazards from remains, facilitate care to survivors, and return remains for final disposition.
Mass Search And Rescue Operations		
Response	1	Move and deliver resources and capabilities to meet the needs of disaster survivors, including individuals with access and functional needs.
	2	Establish, staff, and equip emergency shelters and other temporary housing options (including accessible housing) for the affected population.
	3	Move from congregate care to non-congregate care alternatives and provide relocation assistance or interim housing solutions for families unable to return to their pre-disaster homes.
Operational Communication		

# Parks and Recreation

Support Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Response	1	Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders.
	2	Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and a transition to recovery.
	3	Re-establish critical information networks, including cybersecurity information sharing networks, to inform situational awareness, enable incident response, and support the resilience of key systems.
Public Health, Health Care And EMS		
Response	2	Complete triage and initial stabilization of casualties, and begin definitive care for those likely to survive their injuries and illnesses.
Situational Assessment		
Response	1	Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
	2	Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.

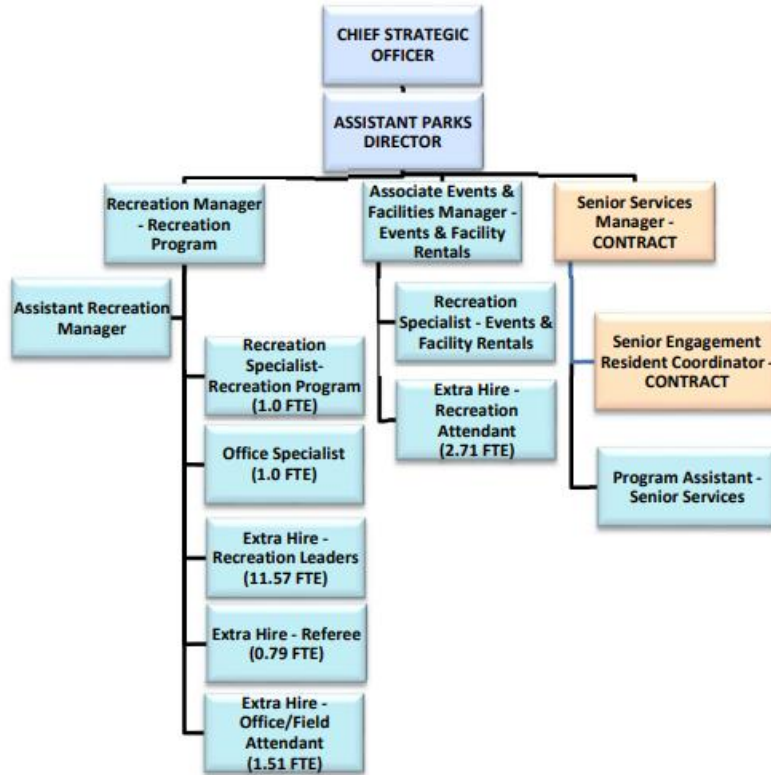
## 5. Organization

5.1. The City of Des Moines operates under a Council / City Manager form of government with the City Manager serving as the chief executive. As provided by state law and Des Moines City Municipal Code 2.36 Emergency Management, the City Manager or their designee shall serve as the City's Emergency Management Director. In the absence of the City Manager, the Chief Operating Officer shall serve in this capacity having the same responsibilities and authorities of the City Manager. The City Manager shall appoint a duly qualified Emergency Management Coordinator from among existing City staff.

5.2. Refer to the City Emergency Management Organizational Chart



# Parks and Recreation



## 6. Direction, Control, & Coordination

### 6.1. Horizontal Integration

The Parks and Recreation department coordinates with other city departments to provide emergency housing and feeding of employees if needed, and to supply additional staffing if available. The Department also communicates shelter and mass care information to other departments so that it can be distributed to the community.

### 6.2. Vertical Integration

Coordinate with local Human Service partners to provide food, shelter, clothing for any and all incidents that impact the Des Moines residents. Continued relationship building with local partners will be key in assuring successful operations.

## 7. Information Collection, Analysis, & Dissemination

### 7.1. Information Collection

Parks, Recreation and Senior Services is the Department of People. This department will assess needs of the community after an incident and coordinate provision of life sustaining services such as food, water, shelter and medical care. Information will be collected from the public, from the EOC, and from all other available sources. Gathered information will be relayed to the EOC for analysis and further dissemination.

#### 7.1.1. Essential Elements of Information (EIs)

# Parks and Recreation

The City of Des Moines has establishing Essential Elements of Information for various departments and incidents within the City. These elements are likely to change more often than this plan is updated. As such, the majority of the City’s EEIs are located in the City of Des Moines EEI document, which is sortable by department and incident and can be updated regularly, without modifying this plan. There are however basic elements that every department should gather upon implementation of this plan:

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, deaths, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities, etc.)

Information gathered during this initial phase should be communicated as soon as possible to the EOC, with the exception of resource deficiencies, which should be reported immediately.

## 7.1.2. Information Analysis

Parks and Recreation Management staff will gather reports from all deployed staff to ensure a full assessment can be presented. If any additional information is required additional resources will be deployed to gather additional information to ensure a full complete analysis. Provision of critical live sustaining services, such as food, water, and shelter, will not be delayed however while this information is gathered and analyzed. Disasters are dynamic and it is unlikely that a full and complete analysis will be possible in the initial days of a large incident.

## 7.1.3. Information Dissemination

Parks Recreation and Senior Services will ensure community assessment reports are communicated to the EOC with any additional resources needed in order to address the needs of those affected by the emergency. Resources must be clearly noted and identified on the request. Marian staff will continually keep the EOC informed of resources in use and note available resources that can be redeployed to other areas within the City.

## 8. Responsibilities

Preparedness	Activity/Action	Organization(s) Involved
Preparedness	Networking with local partners to establish relationships with local NGOs.	Activity Center
	Building local mutual aid agreements to be activated in times of emergency.	Field House
	Ensure full time staff are trained in Mass Care, Reunification and Social Services resource availability.	
	Train three staff to ensure Parks, Recreation and Senior Services has trained staff to assist and report to the EOC.	

# Parks and Recreation

Prevention	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1&2	Serve as a member of the Emergency Management Committee to develop emergency response plans and participate in organized exercises.	
	1&2	Develop plans for temporary emergency shelters using city facilities.	Catholic Community Services, Multiservice Center, Churches
Screening, Search and Detection	1	Establish SOP's including training for all Full and Part Time staff for ensuring that all participants at scheduled public events are screened and note actions to be taken to report suspicious activity.	Des Moines Police
	2	Ensure all staff actively participate in event management and report any incidents that are disruptive or seem out of the ordinary.	Des Moines Police
	2	Promote See Something Say Something through all available programs.	Des Moines Police

Protection	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1	Provide training to the public on Emergency Planning in all programs to ensure residents are resilient in an emergency.	
	2	Work with staff to ensure they have a plan in place for their family including proper supplies for staff to report to work in times of emergency.	
Public Information and Warning	1	Ensure all public messaging approved and supported by the PIO is shared across all communication platforms including web site, social media, and voice mail and mass message services.	
Access Control and Identity Verification	1	On board all employees and Volunteers following all Policies and Procedure put in place by the City. Identify main entrances for staff and public.	Human Resources; IT
Cybersecurity	1	Train all staff in cyber security mitigation strategies to ensure they are aware how they can help keep the City information and public information safe on all city platforms to include DASH and City Net.	IT
	2	Report any suspicious activity on Social Media, E-mail, Computer Message boards and cell phones to IT for full investigation and direction.	IT

Mitigation	Critical Task I.D.	Activity/Action	Organization(s) Involved
Public Information and Warning	1	Ensure all public messaging approved and supported by the PIO is shared across all communication	

# Parks and Recreation

Mitigation	Critical Task I.D.	Activity/Action	Organization(s) Involved
		platforms including web site, social media, and voice mail and mass message services.	
Community resilience	1	Offer training virtually and in person to Seniors and local families in Preparedness and Emergency Planning to build capabilities of individuals to care for selves in times of emergency.	Emergency Management
	2	Promote CERT through all programs to encourage preparedness of individuals and families.	Emergency Management

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1	Assess the needs of the community and develop response plans based on available or requested resources.	
Public Information and Warning	1	Ensure all public messaging approved and supported by the PIO is shared across all communication platforms including web site, social media, and voice mail and mass message services.	
	2	Ensure available support resources are communicated to the residents of the community in a way that ensures the majority of the community understand and benefits from the messaging.	
Operational Coordination	1	Work with all available staff to determine resource needs to be communicated to the EOC for resourcing.	
	2	Work across all City Departments to establish response resources for the community to help preserve life.	
Infrastructure Systems	1	Establish an evacuation resources center for all individuals that required evacuation. Help in the reunification efforts of individuals that have been separated during emergency evacuations.	
Critical Transportation	2	The Parks and Recreation Department is responsible for coordinating transportation resources for mass movement of citizens for sheltering and other purposes.	3 City shuttle vans
	2	Make Senior Shuttle vehicle available when requested to include a driver.	
	2	Maintains liaison with essential departments and authorities to ensure cooperative and efficient use of transportation resources.	
	2	Supports traffic control, road closures, and the protection of public property.	
	2	Implement plans to provide limited temporary assistance to people who have access and functional needs, either in their homes or in shelters.	
Fatality Management	1	Establish a designated location for emergency response workers to place and respectfully store the	

# Parks and Recreation

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
		deceased, in coordination with the King County Mass Fatality Plan.	
	2	Set up reunification systems for loved ones to be reunified with their deceased family members.	
Mass Care Services	1	Open and coordinate logistical support of the Senior Center when needed for warming/cooling shelter.	
	2	Ensure that services for survivors are located in an area and set up in a way that is accessible to all including those with access and functional needs.	
	3	Work with local, state, federal and non-governmental organizations to set up family housing for those unable to return to their homes due to an emergency or disaster.	
Mass Search and Rescue	1	Provide emergency feeding and shelter to city staff during disaster operations.	
	2	Coordinate volunteers to help mobilize those that have been rescued and get them to safe and secure locations outside the affected disaster zone.	
	3	Provide a location for regional response services to stay between deployments and receive food, water and shelter.	
Operational Communication	1	Coordinate communication updates to the individuals taking shelter within provided services to ensure all survivors have up to date information as soon as it is available.	
	2	Analyze the best communication method that is utilized by the impacted residents of the area. Use this method to ensure clear communication is provided to all in the emergency area. Understand that best communication methods may vary dependent on the area or areas impacted.	
	3	Develop messaging that can be shared across multiple platforms as soon as they are restored if disconnected during an event. If internet and texting is interrupted, ensure messaging is ready to be pushed out as soon as platforms become available again.	
Public Health Healthcare and EMS	2	Provide human services to the affected population to include first aid and emergency supplies.	
Situational Assessment	1	Provide detailed information to be presented to the policy group to ensure a full and accurate account of what is happening in the disaster area to help drive policy to help the survivors.	
	2	Provide accurate up to date analysis on the situation to ensure all resources can be attained to help support those being impacted by the emergency.	

# Parks and Recreation

Recovery	Critical Task I.D.	Activity/Action	Organization(s) Involved
Public Information and Warning	1	Ensure all public messaging approved and supported by the PIO is shared across all communication platforms including web site, social media, and voice mail and mass message services.	
	2	Communicate all information available to the citizens of Des Moines about possible Public Assistance available for recovery through Local, County, State and Federal channels.	
Operational Coordination	1	Provide needed resource requests and resources excess to the EOC to ensure that needs in other department s can be filled or redeployed.	
	2	Track and utilize resources affectively to ensure recovery goals and objectives are achieved within the given timeline. If additional resources are needed communicate the needs immediately to help ensure achievement or adjustments as required.	
Health and Social Services	1	Provide human services to the affected population to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies	
	2	Work with community leaders to identify those in need due to the emergency. Define goals based on duration and type of support for each individual group requires.	
	3	Work with local hospitals, clinics and health providers to communicate availability of medical services to those in need of medical treatment.	
	4	Partner with local organizations to ensure outreach efforts are organized in a way that will ensure those in need receive the services that are of greatest need first.	
Housing	1	Work in tandem with the Building Officials to assess housing impacted in the disaster area. Work with the EOC on possible solutions to determine the best option for the current situation.	
	2	Provide human services to the affected population to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.	
	3	Open and coordinate logistical support of the Senior center when needed for public safety rehabilitation easement.	
Natural and Cultural Resources	1	Access and maintain all rerecords on all natural and cultural resources within the city.	
	2	Gather all required information obtained by Community Development during their evaluation of	

# Parks and Recreation

Recovery	Critical Task I.D.	Activity/Action	Organization(s) Involved
		Cultural and Natural resources. Ensure all information is at hand to be analyzed completely.	
	3	Work in conjunction with the Community Development Department to review damage assessments of all Natural and Cultural Resources.	
	4	Supply the EOC with a completed report identifying needed resources to preserve natural and culture resources.	

## 9. Resource Requirements

### 9.1. Micro-level (EOC/ ECC)

- Laptop Computers
- City Assigned cell phones
- City Net
- DASH Platform access
- Access to Web-EOC,
- The appropriate number of staff to manage the operation
- Volunteer management system

### 9.2. Macro-level (Emergency-wide)

Access to plans relevant to the department and commonly used Parks and Receptions inventory (vehicles, supplies, etc.). Access to special use inventory, such as life-sustaining supplies at evacuation sites.

## 10. References and Supporting Guidance

- 10.1. City of Des Moines Comprehensive Emergency Management Plan
- City of Des Moines Inclusive Emergency Communications Plan (IECP)
- King County Comprehensive Emergency Management Plan
- King County Regional Disaster Framework
- King County Mass Fatality Plan
- American Red Cross Serving King County Disaster Plan
- Seattle-King County Public Health Medical Needs Shelter Plan
- Stafford Act Section 403. As amended by the PETS Act

## 11. Terms and Definitions

The terms and definitions included here are specific to this department plan. Please refer to the base plan for a complete list of all terms and definitions that apply to the City of Des Moines CEMP.

# Police

## 1. Purpose

1.1 The role of the Des Moines Police is to serve the community and uphold the law to promote a safe, secure and orderly society. It does this through preserving the peace, protecting life and property, preventing the commission of offenses, detecting and apprehending offenders, and helping those in need of assistance. Regarding Emergency Management, the police control and coordinate functions throughout an emergency or disaster.

Primary Core Capabilities	
Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives
Public Information & Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.
Intelligence & Information Sharing	Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by local, state, tribal, territorial, Federal, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate.
Interdiction & Disruption	Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.
Screening, Search, & Detection	Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio surveillance, sensor technologies, or physical investigation and intelligence.
Forensics & Attribution	Conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, including forensic analysis as well as attribution for an attack and for the preparation for an attack, in an effort to prevent initial or follow-on acts and/or swiftly develop counter options.
Physical Protective Measures	Implement and maintain risk-informed countermeasures and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors.
Risk Management for Protection Programs	Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments.



# Police

On-Scene Security, Protection and Law Enforcement	Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.
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<b>Support Core Capabilities</b>	
Access Control & Identity Verification	Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.
Cybersecurity	Protect (and, if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.
Supply Chain Integrity & Security	Strengthen the security and resilience of the supply chain.
Community Resilience	Enable the recognition, understanding, communication of, and planning for risk, and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents.
Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
Critical Transportation	Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas.
Environmental Response/Health & Safety	Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all hazards in support of responder operations and the affected communities.
Fatality Management Services	Provide fatality management services, including decedent remains recovery and victim identification, and work with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.
Fire Management & Suppression	Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and environment in the affected area.
Logistics & Supply Chain Management	Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.
Mass Search & Rescue Operations	Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.

# Police

Operational Communications	Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces.
Public Health, Healthcare, & EMS	Provide lifesaving medical treatment via Emergency Medical Services and related operations, and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support and products to all affected populations.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.
Natural & Cultural Resources	Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and Executive orders.

## 2. Authorities and Policies

### 2.1

#### Local:

- Des Moines Municipal Code Chapter 2.36 - Emergency Management
- Resolution No. 1034 - NIMS Adoption

#### State:

- Revised Code of Washington 35.33.081 - Emergency Expenditures – Nondebatable Emergencies
- Revised Code of Washington 35.33.101 - Emergency Warrants
- Revised Code of Washington 38.52 - Emergency Management
- Revised Code of Washington 39.34 -Interlocal Cooperation Act
- Revised Code of Washington 42.14 - Continuity of Government Act
- Revised Code of Washington 43.43 - Washington State Patrol – State Fire Services Mobilization Plan
- Revised Code of Washington 49 - Laws Against Discrimination
- Washington Administrative Code 118-04 - Emergency Worker Program
- Washington Administrative Code 118-30 - Local Emergency Management/Services Organizations, Plans and Programs
- Washington Administrative Code 296-62 - General Occupational Health Standards
- Washington Administrative Code 296-843 - Hazardous Waste Operations

#### Federal:

- Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Public Law 81-920, Federal Civil Defense Act of 1950, as amended Public Law 96-342, Improved Civil Defense Act of 1980
- Public Law 99-499, Title III Superfund Amendment and Re-authorization Act of 1986 Homeland Security Presidential Directive (HSPD) 5 – Management of Domestic Incidents
- Homeland Security Presidential Directive (HSPD) 8 – National Preparedness Goal Public Law 107-296, Homeland Security Act of 2002
- 44 CFR Section 205.16, Nondiscrimination

# Police

### 3. Situation Overview

3.1. Emergencies occur regularly within the City and are adequately managed by law enforcement, fire services, and public works departments. Large scale emergencies and disasters however will overwhelm the resources of the Police and other city departments and will require unusual levels of coordination and resource management.

### 4. Concept of Operations

4.1. Some functions of this Department may include, but are not limited to, the following:

- Save lives and protect the health, safety, and welfare of all constituents including responders and recovery personnel.
- Protect and restore critical infrastructure and key resources
- Conduct law enforcement investigations as required to resolve the incident or emergency.

#### 4.2. Whole Community Involvement

The “Whole Community” approach attempts to engage the full capacity of the public, including individuals, families, households and communities: private and nonprofit sectors; and local, tribal, state and Federal governments. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs, people covered under the Americans with Disabilities Act, and people with Limited English Proficiency, and culturally diverse populations. Emergency Management will identify and address the essential needs of children, those with access and functional needs, and the essential needs of household pets and service animals in disaster preparedness and planning.

#### 4.3 Description of Core Capabilities

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
<b>Planning</b>		
Prevention	1	Identify critical objectives during the planning process, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and ensure the objectives are implementable within the timeframe contemplated within the plan using available resources for prevention-related plans.
	2	Develop and execute appropriate courses of action in coordination with local, state, tribal, territorial, Federal, and private sector entities in order to prevent an imminent terrorist attack within the United States.
Protection	1	Develop protection plans that identify critical objectives based on planning requirements, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the planning objectives, and implement planning requirements within the timeframe contemplated within the plan using available resources for protection-related plans.
	2	Implement, exercise, and maintain plans to ensure continuity of operations.
Response	1	Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources.
<b>Public Information and Warning</b>		
Prevention	1	Share prompt and actionable messages, to include National Terrorism Advisory System alerts, with the public and other stakeholders, as appropriate, to aid in the prevention of

# Police

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
		imminent or follow-on terrorist attacks, consistent with the timelines specified by existing processes and protocols.
	2	Provide public awareness information to inform the general public on how to identify and provide terrorism-related information to the appropriate law enforcement authorities, thereby enabling the public to act as a force multiplier in the prevention of imminent or follow-on acts of terrorism.
Protection	1	Use effective and accessible indication and warning systems to communicate significant hazards to involved operators, security officials, and the public (including alerts, detection capabilities, and other necessary and appropriate assets).
Mitigation	1	Communicate appropriate information, in an accessible manner, on the risks faced within a community after the conduct of a risk assessment.
Response	2	Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery.
Recovery	2	Support affected populations and stakeholders with a system that provides appropriate, current information about any continued assistance, steady state resources for long-term impacts, and monitoring programs in an effective and accessible manner.
Operational Coordination		
Prevention	1	Execute operations with functional and integrated communications among appropriate entities to prevent initial or follow-on terrorist attacks within the United States in accordance with established protocols.
Protection	1	Establish and maintain partnership structures among Protection elements to support networking, planning, and coordination.
Mitigation	1	Establish protocols to integrate mitigation data elements in support of operations with local, state, tribal, territorial, and insular area partners and in coordination with Federal agencies.
Response	1	Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident.
	2	Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery.
Recovery	1	Establish tiered, integrated leadership and inclusive coordinating organizations that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities.
Intelligence & Information Sharing		
Prevention	1	Anticipate and identify emerging and/or imminent threats through the intelligence cycle.
	2	Share relevant, timely, and actionable information and analysis with local, state, tribal, territorial, Federal, private sector, and international partners and develop and disseminate appropriate classified/unclassified products.
	3	Ensure local, state, tribal, territorial, Federal, and private sector partners possess or have access to a mechanism to submit terrorism-related information and/or suspicious activity reports to law enforcement.

# Police

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Protection	1	Anticipate and identify emerging and/or imminent threats through the intelligence cycle.
	2	Share relevant, timely, and actionable information and analysis with local, state, tribal, territorial, Federal, private sector, and international partners, and develop and disseminate appropriate classified/unclassified products.
	3	Provide local, state, tribal, territorial, Federal, and private sector partners with or access to a mechanism to submit terrorism-related information and/or suspicious activity reports to law enforcement.
Interdiction & Disruption		
Prevention	1	Maximize our ability to interdict specific conveyances, cargo, and persons associated with an imminent terrorist threat or act in the land, air, and maritime domains to prevent entry into the United States or to prevent an incident from occurring in the Nation.
	2	Conduct operations to render safe and dispose of CBRNE hazards in multiple locations and in all environments, consistent with established protocols.
	3	Prevent terrorism financial/material support from reaching its target, consistent with established protocols.
	4	Prevent terrorist acquisition of and the transfer of CBRNE materials, precursors, and related technology, consistent with established protocols.
	5	Conduct tactical counterterrorism operations in multiple locations and in all environments.
Protection	1	Deter, detect, interdict, and protect against domestic and transnational criminal and terrorist activities that threaten the security of the homeland across key operational activities and critical infrastructure sectors.
	2	Intercept the malicious movement and acquisition/transfer of chemical, biological, radiological, nuclear, and explosive (CBRNE) materials and related technologies.
Screening, Search, & Detection		
Prevention	1	Maximize the screening of targeted cargo, conveyances, mail, baggage, and people associated with an imminent terrorist threat or act using technical, non-technical, intrusive, or non-intrusive means.
	2	Initiate operations immediately to locate persons and networks associated with an imminent terrorist threat or act.
	3	Conduct CBRNE search/detection operations in multiple locations and in all environments, consistent with established protocols.
Protection	1	Ensure critical infrastructure sectors and Protection elements have and maintain risk assessment processes to identify and prioritize assets, systems, networks, and functions.
	2	Ensure operational activities and critical infrastructure sectors have and maintain appropriate threat, vulnerability, and consequence tools to identify and assess threats, vulnerabilities, and consequences.
Forensics & Attribution		
Prevention	1	Prioritize physical evidence collection and analysis to assist in preventing initial or follow-on terrorist acts.

# Police

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
	2	Prioritize chemical, biological, radiological, nuclear, and explosive (CBRNE) material (bulk and trace) collection and analysis to assist in preventing initial or follow-on terrorist acts.
	3	Prioritize biometric collection and analysis to assist in preventing initial or follow-on terrorist acts.
	4	Prioritize digital media, network exploitation, and cyber technical analysis to assist in preventing initial or follow-on terrorist acts.
Access Control & Identity Verification		
Protection	1	Implement and maintain protocols to verify identity and authorize, grant, or deny physical and cyber access to specific locations, information, and networks.
Cybersecurity Protection		
Protection	2	Implement and maintain procedures to detect malicious activity and to conduct technical and investigative-based countermeasures, mitigations, and operations against malicious actors to counter existing and emerging cyber based threats, consistent with established protocols.
Physical Protective Measures		
Protection	1	Identify, assess, and mitigate vulnerabilities to incidents through the deployment of physical protective measures.
	2	Deploy protective measures commensurate with the risk of an incident and balanced with the complementary aims of enabling commerce and maintaining the civil rights of citizens.
Risk Management for Protection Programs		
Protection	1	Ensure critical infrastructure sectors and Protection elements have and maintain risk assessment processes to identify and prioritize assets, systems, networks, and functions.
	2	Ensure operational activities and critical infrastructure sectors have and maintain appropriate threat, vulnerability, and consequence tools to identify and assess threats, vulnerabilities, and consequences.
Supply Chain Integrity & Security		
Protection	1	Secure and make resilient key nodes, methods of transport between nodes, and materials in transit.
Community Resilience		
Mitigation	2	Empower individuals and communities to make informed decisions to facilitate actions necessary to adapt to, withstand, and quickly recover from future incidents.
Infrastructure Systems		
Response	1	Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life sustainment and congregate care services.
Critical Transportation		
Response	1	Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors.
Environmental Response/Health & Safety		

# Police

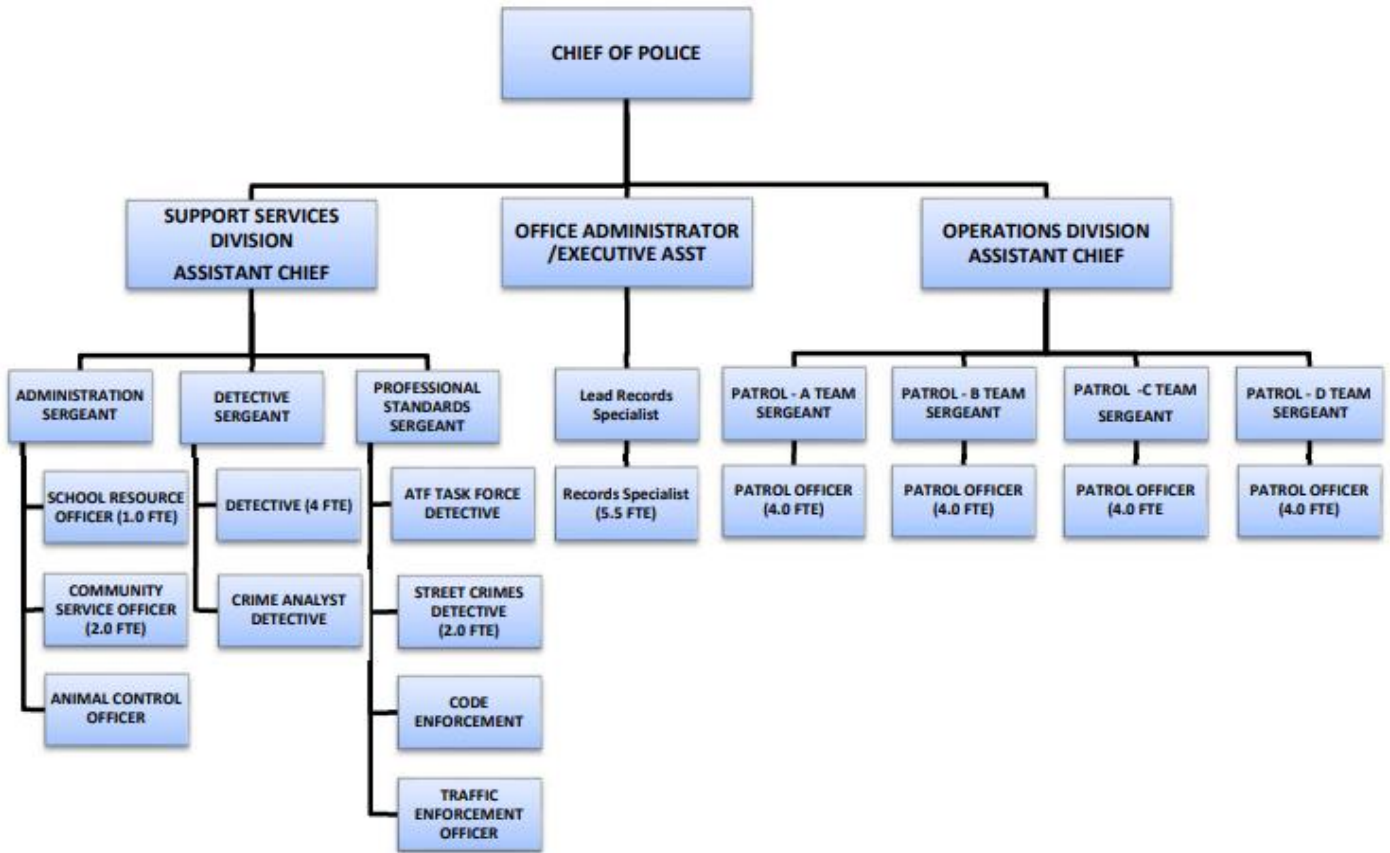
Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Response	2	Minimize public exposure to environmental hazards through assessment of the hazards and implementation of public protective actions.
Fatality Management Services		
Response	1	Establish and maintain operations to recover a significant number of fatalities over a geographically dispersed area.
Fire Management & Suppression		
Response	3	Ensure the coordinated deployment of appropriate local, regional, national, and international fire management and fire suppression resources to reinforce firefighting efforts and maintain an appropriate level of protection for subsequent fires.
Logistics & Supply Chain Management		
Response	2	Enhance public and private resources and services support for an affected area.
Mass Search & Rescue Operations		
Response	1	Conduct search and rescue operations to locate and rescue persons in distress.
	2	Initiate community-based search and rescue support operations across a wide, geographically dispersed area.
	3	Ensure the synchronized deployment of local, regional, national, and international teams to reinforce ongoing search and rescue efforts and transition to recovery.
On-scene Security, Protection, & Law Enforcement		
Response	1	Establish a safe and secure environment in an affected area.
	2	Provide and maintain on-scene security and meet the protection needs of the affected population over a geographically dispersed area while eliminating or mitigating the risk of further damage to persons, property, and the environment.
Operational Communications		
Response	1	Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders.
Public Health, Healthcare, & EMS		
Response	1	Complete triage and initial stabilization of casualties, and begin definitive care for those likely to survive their injuries and illnesses.
Situational Assessment		
Response	1	Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
	2	Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.
Natural & Cultural Resources		
Recovery	3	Complete an assessment of affected natural and cultural resources, and develop a timeline for addressing these impacts in a sustainable and resilient manner.

## 5. Organization

# Police

5.1 The City of Des Moines operates under a Council / City Manager form of government with the City Manager serving as the chief executive. As provided by state law and Des Moines City Municipal Code 2.36 Emergency Management, the City Manager or their designee shall serve as the City's Emergency Management Director. In the absence of the City Manager, the Chief Operating Officer shall serve in this capacity having the same responsibilities and authorities of the City Manager. The City Manager shall appoint a duly qualified Emergency Management Coordinator from among existing City staff..

## 5.2 Department Structure



## 6. Direction, Control, & Coordination

### 6.1. Horizontal Integration

The Des Moines Police Department works closely with South King Fire and Rescue; and Public Works in all emergency situations. Des Moines P.D. is the first on the scene of many emergencies and conducts initial situation assessments and begins the response efforts. The Police department can decide to open the EOC and/or activate Public Works Department Operations Center based on their assessment.

### 6.2. Vertical Integration

Communication to the EOC is through the Incident Commander or their designee directly to the EOC. The Police department works with South King Fire as Incident Command and rely on the EOC if activated to communicate to the Policy Group and community as needed. The Police department communicates emergency policy decisions to all police department employees.

## 7. Information Collection, Analysis, & Dissemination



# Police

## 7.1. Information Collection

A number of different types of information may be collected by the police department during a large emergency or disaster. Information may come from 911 center, from other police departments, from the Fusion Center, from private sector security, from the public, and from other city departments and various databases. Depending on the type of incident, some of this information may be sensitive and require special safeguards.

### 7.1.1. Essential Elements of Information (EIs)

The City of Des Moines has establishing Essential Elements of Information for various departments and incidents within the City. These elements are likely to change more often than this plan is updated. As such, the majority of the City's EIs are located in the City of Des Moines EEI document, which is sortable by department and incident and can be updated regularly, without modifying this plan. There are however basic elements that every department should gather upon implementation of this plan:

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, deaths, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities, etc.)

Information gathered during this initial phase should be communicated as soon as possible to the EOC, with the exception of resource deficiencies, which should be reported immediately.

### 7.1.2. Information Analysis

The police department will analyze all information that is available to it during an emergency or disaster, particularly as it relates to life safety or possible criminal activity (including terrorism). Analyzed information will be provided to the EOC. Depending on the type of information and incident, the police department may have to provide a commissioned law enforcement officer in the situation awareness unit of the EOC to receive, analyze, and disseminate sensitive information to parties who "need to know".

### 7.1.3. Information Dissemination

Information designated for public release will be coordinated through the PIO and/or EOC. Sensitive information intended for internal use will be appropriately safeguarded and only shared with those who have a legitimate need to know. The law enforcement liaison in the EOC may be tasked with determining who "needs to know" based on the stipulations of the original information provider (such as the Fusion Center, other law enforcement agencies, etc.).

## 8. Responsibilities

Preparedness	Activity/Action	Organization(s) Involved
Preparedness	The police department will participate in all required training. They will follow the City, county, and state requirements regarding	

# Police

Preparedness	Activity/Action	Organization(s) Involved
	ongoing training and certification related to emergency management.	

Prevention	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1	Serve as a member of the Emergency Management Committee and participate in planning activities.	
	2	Lead training activities for first responders and emergency management personnel.	
	1	Serve as the city liaison to the county and/or state fusion center.	
	2	Provide intelligence information to city agencies as appropriate.	
Public Information and Warning	1	Serve as back-up to the city clerk for assigned PIO duties.	
	2	Utilize PD specific information sharing systems to assist with public information, alerts, and warnings.	
Operational Coordination	1	Maintain relationships with South King Fire, Port of Seattle, FAA and other partners and neighboring jurisdictions to ensure cooperation during an incident.	
Intelligence & Information Sharing	1	Provide & receive information to/from the Fusion Center.	
	2	Route information provided by the Fusion Center to end users as appropriate.	
	3	Maintain a reporting site on all web pages as well as a published non-emergency number that enables the community to make reports of suspicious activity.	
Interdiction & Disruption	1	Utilize actionable intel to coordinate with law enforcement partners to contact persons of interest.	
	2	Maintain policies and procedures that are reviewed and updated annually in the proper disposal of CBRNE hazards.	
	3	Coordinate target hardening when possible.	
	4 & 5	Ensure Department attends Counter Terrorism training as available.	
Screening, Search & Detection	1	Provide officers and/or contractors for searching/screening when necessary.	
	2	Utilize P.D. information systems to identify individuals of interest as appropriate.	
	3	Coordinate with area K-9 units depending upon needs.	
Forensics & Attribution	1, 2, 3, 4	Utilize officers/detectives/evidence technicians to collect evidence.	
	1, 2, 3, 4	Package & store evidence within existing systems.	
	1, 2, 3, 4	Route evidence to crime laboratory.	
	1, 2, 3, 4	Write, compile & route all reports to prosecutors.	

# Police

Protection	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	2	Lead training activities for first responders, emergency management personnel and city staff.  Serve as the city liaison to the county and/or state fusion center.	
	1	Serve as a member of the Emergency Management Committee and participate in planning activities.	
Public Information & Warning	1	Serve as back-up to the city clerk for assigned PIO duties.  Utilize P.D. specific information sharing systems to assist with public information, alerts, and warnings.	
Operational Coordination	1	Coordinate security for the city EOC and critical infrastructure.  Provide staffing for City EOC.  Liaison with other law enforcement agencies.	
Intelligence & Information Sharing	2	Provide & receive information to/from the fusion center.	
	3	Route information to end users as appropriate.	
	1	Network with whole community to identify emerging and/or imminent threats through the intelligence cycle.	
Interdiction & Disruption	1	Utilize actionable intel to coordinate with law enforcement partners to contact persons of interest.	
	2	Coordinate target hardening when possible, using Crime Prevention thru Environmental Design (CPTED).	
Screening, Search & Detection	1	Utilize P.D. information systems to identify individuals as appropriate.	
	1	Provide officers and/or contractors for searching/screening.	
	1	Coordinate with area K-9 units depending upon need.	
Access Control & Identity Verification	1	Establish procedures for identity verification and access control.  Coordinate with other city departments to provide physical barriers.  Use mobile AFIS scanner as allowed by law.	
Cyber Security	1	Conduct investigative countermeasures in order to preserve evidence for possible prosecution.	

# Police

Protection	Critical Task I.D.	Activity/Action	Organization(s) Involved
		<p>Assist I.T. as required.</p> <p>Serve as liaison to local/state/federal law enforcement agencies, fusion center, and other organizations that may provide sensitive information related to cybersecurity issues.</p>	
Physical Protective Measures	1	<p>Develop plans for physical barriers for critical infrastructure within the City of Des Moines.</p> <p>Coordinate with private organizations which have been identified as having critical infrastructure.</p> <p>Assist with road closures and detours identified as necessary to protect infrastructure.</p>	
Risk Management for Protection Programs	1	<p>Ensure all infrastructure partners are included in protection training.</p>	
	2	<p>When analyzing Fusion Center reports ensure all risk elements are indemnified and shared with infrastructure partners.</p>	
Supply Chain Integrity & Security	1	<p>Provide convoy and route security as requested.</p> <p>Coordinate with private companies and other agencies for security of critical supplies.</p>	

Mitigation	Critical Task I.D.	Activity/Action	Organization(s) Involved
Public Information & Warning	1	<p>Train PD PIO to serve as a back-up to the city clerk for PIO duties at the EOC.</p> <p>Create standardized P.D. specific messaging to assist with public information, alerts, and warnings.</p>	
Operational Coordination	1	<p>Pre-assign officers as security for the city EOC and critical infrastructure sites.</p> <p>Liaison with other law enforcement agencies.</p>	
Community Resilience	2	<p>Assist with community mitigation training to include CERT, active shooter training, and self-defense.</p>	

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1	<p>Analyze information to identify trends and determine courses of action for responding to hazards.</p>	

# Police

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
		Plan for response strategies and resource requirements.	
Public Information and Warning	2	Provide support to the PIO in the dissemination of emergency warning information to the public.  Use the ACCESS for dissemination of warning and notification information to local jurisdictions.	
Operational Coordination	1	Coordinate security for the city EOC and critical infrastructure.  Provide staffing for City EOC.  Liaison with other law enforcement agencies.	
	2	Ensure all P.D. responders are trained in ICS as required by NIMS.	
Infrastructure Systems	1	Assist with the assessment of critical infrastructure.  Provide drones and pilots to assist with assessments.	
Critical Transportation	1	Assist with transportation of key elected officials to ensure continuity of government.  Assist with transportation of key city leadership for EOC operations.	
Environmental Response/Health & Safety	2	Assist Public Works to secure the scene of the incident to ensure only response personnel have access.	
Fatality Management Services	1	Coordinate with King County Medical Examiner's Office and Seattle/King County Department of Health.	
Fire Management & Suppression	3	Coordinate with South King Fire & Rescue.	
Logistics & Supply Chain Management	2	Provide convoy and route security as requested Coordinate with private companies and other agencies for security of critical supplies.	
Mass Search & Rescue Operations	1, 3	Assist South King Fire & Rescue at rescue scenes Provide drones and pilots to assist with aerial searches.	
	2	Work with outside agency provided staff on search and rescue. Help with transportation and situational updates to the field and EOC.	
On Scene Security Protection and Law Enforcement	1	Provide Law Enforcement services within the City  Provide and arrange for transportation of key personnel when other transportation options are not safe and available.	

# Police

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
	2	Assist Fire with command and control of search and rescue operations of missing people.  Coordinate with other local, state and federal law enforcement agencies to support essential law enforcement operations.	
Operational Communications	1	Provide equipment and staff to assist with communications.  Utilize backup radio equipment to ensure communications is maintained with field personnel.	
Public Health, Healthcare and EMS	1	Provide emergency first aid as required. Coordinate with South King Fire and Rescue.	
Situational Assessment	2	Assess and determine road clearance operations and traffic control during an incident.	
	1	Assist with windshield survey activities with Community Development as needed to gather information.	

Recovery	Critical Task I.D.	Activity/Action	Organization(s) Involved
Public Information and Warning	2	Provide support to the PIO in the dissemination of emergency warning information to the public.  Use ACCESS for dissemination of warning and notification information to local jurisdictions.	
Operational Coordination	1	Secure medical and other operational sites as appropriate.  Provide drone services as requested.	
Natural & Cultural Resources	3	Assist state agencies as required to protect natural and cultural resources.	

## 9. Resource Requirements

### 9.1. Micro-level (EOC/ECC)

Assign staffing to the EOC as requested to assist with communications between the EOC Manager and Incident Command.

### 9.2. Macro-level (Emergency-wide)

Utilize external partners as needed to assist with response efforts.

Valley Com  
South King Fire and Rescue  
Fusion Center

King County Sheriffs  
Washington State Patron

## 10. References and Supporting Guidance

- Des Moines Comprehensive Emergency Management Plan
- King County Comprehensive Emergency Management Plan
- King County Regional Disaster Plan
- Mutual Aid Agreements
- Legal Mandates
- City of Des Moines Continuity of Operations Plan (to be developed)

## 11. Terms and Definitions

The terms and definitions included here are specific to this department plan. Please refer to the base plan for a complete list of all terms and definitions that apply to the City of Des Moines CEMP.

CBRNE: Chemical, Biological, Radiological, Nuclear, and high yield explosives. These types of weapons have the ability to create mass casualties and disruption of society.

CPTED: Crime Prevention through Environmental Design is a multi-disciplinary approach of crime prevention that uses urban and architectural design and the management of built and natural environments. These strategies aim to reduce victimization and deter offender decisions that precede criminal acts.

# Public Works and Engineering

## 1. Purpose

1.1. To coordinate and organize public works and engineering activities and resources of the City of Des Moines for the delivery of services, technical assistance and expertise, construction management, and other support in response to an emergency or disaster.

<b>Primary Core Capabilities</b>	
Supply Chain Integrity and Security	Strengthen the security and resilience of the supply chain.
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.
Long-term Vulnerability Reduction	Build and sustain resilient systems, communities, and critical infrastructure, and key resources lifelines to reduce their vulnerability to natural, changing climate conditions, increasing reliance upon information technology, and expanding infrastructure base.
Infrastructure Systems	Stabilize critical infrastructure functions minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
Critical Transportation	Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment, and services into the affected areas.

<b>Support Core Capabilities</b>	
Physical Protective Measures	Implement and maintain risk-informed countermeasures and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors.
Planning	Conduct a systemic process engaging the whole community as appropriate in the development of executable strategic, operational and/or tactical-level approaches to meet the defined objectives.
Risk and Disaster Reliance Assessment	Assess risk and disaster resilience so that decision-makers, responders, and community members can take informed action to reduce their entity's risk and increase its resilience.
Threat and Hazard Identification	Identify the threats and hazards that occur in the geographic area, determine the frequency and magnitude, and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.
Public Information and Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.
Mass Search and Rescue Operations	Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.



# Public Works and Engineering

On Scene Security Protection and Law enforcement	Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in life-saving and life-sustaining operations.
Situational Assessment	Provide all decision-makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.
Economic Recovery	Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.

## 2. Authorities and Policies

- 2.1. Des Moines Municipal Code Chapter 2.36- Emergency Management  
 Resolution No. 1034- NIMS Adoption  
 Revised Code of Washington 38.52- Emergency Management  
 Washington Administration Codes (WAC) 118-30 and 296 62-312

## 3. Situation Overview

3.1 Public Works has an essential role in all phases of emergency management and provides a considerable share of the combined effort. Staffing during an emergency event is situational, with the participation of various persons and agencies shifting according to specific needs. For instance, in natural events (floods, tornadoes, earthquakes, etc.), involvement tends to increase for Public Works, particularly in the areas of response and recovery.

## 4. Concept of Operations

4.1. Most large emergencies and disasters require direct response from Public Works, with many of them being almost exclusively Public Works issues. Public Works has a significant role in mitigation by providing much of the required engineering and technical expertise. It also plans, constructs and operates most of the community's protective and lifeline facilities in which all community activity and health depend:

- Transportation - streets, highways, bridges, airports, terminals, harbors
- Utility systems - water, sewer, electric, gas, etc.
- Drainage and flood control systems
- Communication facilities - telephone, cable television, etc. Whether public or privately owned, these all are most often located on public rights-of-way or on public property, and Public Works must concern itself about the condition and continued operation of such critical facilities regardless of ownership.

### 4.1.1. Description of Core Capabilities

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Supply Chain Integrity and Security		
Protection	1	Secure and make resilient key nodes, methods of transport between nodes, and materials in transit.
Operational Coordination		

# Public Works and Engineering

Core Capability		
Mission Area	Critical Task I.D.	Critical Task
Mitigation	1	Establish protocols to integrate mitigation data elements in support of operations with local, state, tribal, territorial, and insular area partners and in coordination with Federal agencies.
Response	1	Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery.
Recovery	1	Establish tiered, integrated leadership and inclusive coordinating organizations that operate with a unity of effort and are supported by sufficient assessment and analysis to provide defined structure and decision-making processes for recovery activities
	2	Define the path and timeline for recovery leadership to achieve the jurisdiction's objectives that effectively coordinate and uses appropriate local, state, tribal, territorial, insular area, and Federal assistance, as well as non-governmental and private sector resources. This plan is to be implemented within the established timeline.
Long-term Vulnerability		
Mitigation	1	Achieve a measurable decrease in the long-term vulnerability of the Nation against current baselines amid a growing population base, changing climate conditions, increasing reliance upon information technology, and expanding infrastructure base.
Infrastructure Systems		
Response	1	Decrease and stabilize immediate infrastructure threats to the affected population, including survivors in the heavily damaged zone, nearby communities that may be affected by cascading effects, and mass care support facilities and evacuation processing centers with a focus on life sustainment and congregate care services.
	2	Re-establish critical infrastructure within the affected areas to support on-going emergency response operations, life sustainment, community functionality, and a transition to recovery.
	3	Provide for the clearance, removal, and disposal of debris.
	4	Formalize partnerships with governmental and private sector cyber incident or emergency response teams to accept, triage, and collaboratively respond to cascading impacts in an efficient manner.
Recovery	1	Restore and sustain essential services (public and private) to maintain community functionality.
	2	Develop a plan with a specified timeline for redeveloping community infrastructures to contribute to resiliency, accessibility, and sustainability.
	3	Provide systems that meet the community needs while minimizing service disruption during restoration within the specified timeline in the recovery plan.
Critical Transportation		
Response	1	Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors.
	2	Ensure basic human needs are met, stabilize the incident, transition into recovery for an affected area, and restore basic services and community functionality.
	3	Clear debris from any route type (i.e., road, rail, airfield, port facility, waterway) to facilitate response operations.

# Public Works and Engineering

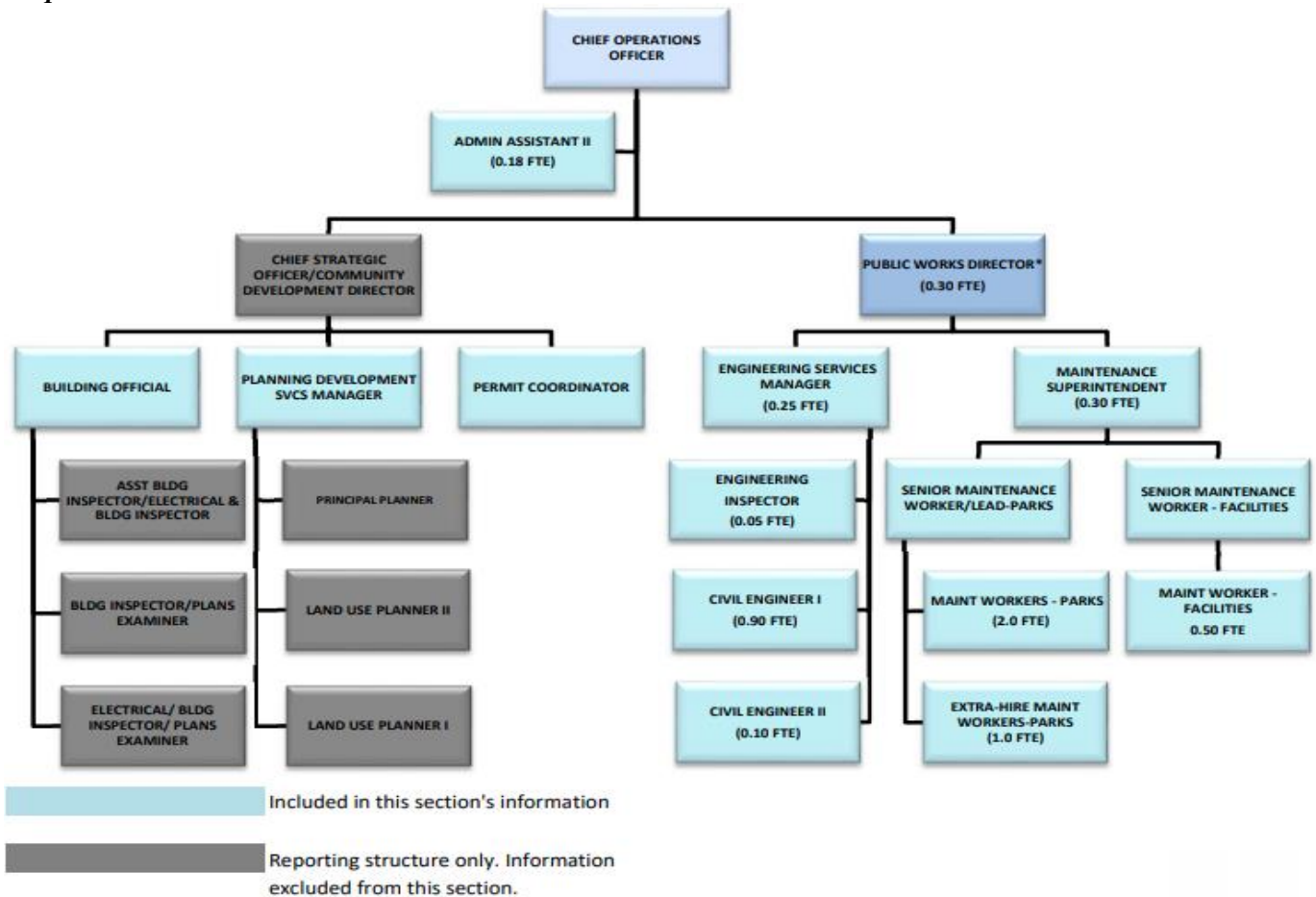
Core Capability		
Mission Area	Critical Task I.D.	Critical Task
<b>Physical Protective Measures</b>		
Protection	2	Deploy protective measures commensurate with the risk of an incident and balanced with the complementary aims of enabling commerce and maintaining the civil rights of citizens.
<b>Planning</b>		
Mitigation	1	Develop approved hazard mitigation plans that address relevant threats/hazards in accordance with the results of their risk assessment within all local, state, tribal, territorial, and Federal partners.
Response	1	Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources.
<b>Risk and Disaster Reliance Assessment</b>		
Mitigation	1	Ensure that local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas complete a risk assessment that defines localized vulnerabilities and consequences associated with potential natural, technological, and human-caused threats and hazards to their natural, human, physical, cyber, and socioeconomic interests.
<b>Threat and Hazard Identification</b>		
Mitigation	1	Identify the threats and hazards within and across local, state, tribal, territorial, and insular area governments and the top 100 Metropolitan Statistical Areas, in collaboration with the whole community, against a national standard based on sound science.
<b>Public Information and Warning</b>		
Response	2	Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery.
<b>Mass Search and Rescue Operations</b>		
Response	3	Ensure the synchronized deployment of local, regional, national, and international teams to reinforce on-going search and rescue efforts and transition to recover.
<b>On Scene Security Protection and Law Enforcement</b>		
Response	1	Establish a safe and secure environment in an affected area.
<b>Situational Assessment</b>		
Response	1	Deliver information sufficient to inform decision-making regarding immediate life-saving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.
	2	Deliver enhanced information to reinforce on-going life-saving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.
<b>Economic Recovery</b>		
Recovery	1	Conduct a preliminary assessment of economic issues and identify potential inhibitors to fostering stabilization of the affected communities.

# Public Works and Engineering

## 5. Organization

5.1. The City of Des Moines operates under a Council / City Manager form of government with the City Manager serving as the chief executive. As provided by state law and Des Moines City Municipal Code 2.36 Emergency Management, the City Manager or their designee shall serve as the City's Emergency Management Director. In the absence of the City Manager, the Chief Operating Officer shall serve in this capacity having the same responsibilities and authorities of the City Manager. The City Manager shall appoint a duly qualified Emergency Management Coordinator from among existing City staff.

## 5.2. Department Structure



## 6. Direction, Control, & Coordination

### 6.1. Horizontal Integration

Public Works coordinates with all City departments, as well as South King Fire and Rescue, to accomplish life safety missions during emergencies and disasters. Post-disaster, Public Works coordinates with those departments to help return the City of a state of normal operations.

### 6.2. Vertical Integration

Public Works is central to most incidents facing the city. They operate and maintain all city owned equipment and have access to a significant amount of city resources, requiring them to manage equipment needs for other departments and coordinate those needs through the EOC or the City Manager.

## 7. Information Collection, Analysis, & Dissemination

# Public Works and Engineering

## 7.1. Information Collection

### 7.1.1. Essential Elements of Information (EEIs)

The City of Des Moines has established Essential Elements of Information for various departments and incidents within the City. These elements are likely to change more often than this plan is updated. As such, the majority of the City's EEIs are located in the City of Des Moines EEI document, which is sortable by department and incident and can be updated regularly, without modifying this plan. There are however basic elements that every department should gather upon implementation of this plan:

1. What is the location and nature of the emergency?
2. What department or outside resources are already committed to the emergency?
3. What additional department resources are needed to contain the incident or deal with initial impacts?
4. Do we have sufficient resources to contain the incident or deal with initial impacts? If not, immediately communicate this to the EOC.
5. What is the immediate impact to department employees (injuries, deaths, inability to reach the City, etc.)?
6. What is the immediate impact to department facilities (damage, destruction, loss of utilities, etc.)?

Information gathered during this initial phase should be communicated as soon as possible to the EOC, with the exception of resource deficiencies, which should be reported immediately.

### 7.1.2. Information Analysis

Analyze incoming information to determine courses of action for response and recovery activities. Participate in hotwash in order to create after action reports.

### 7.1.3. Information Dissemination

Ensure that all staff responding to an incident receive the goals and objectives defined by the incident commander. Ensure that field staff understand the need to report information to the department operations center or the EOC and have the ability to do so. Ensure that information passed down from the EOC or Policy group gets to appropriate field staff members. Coordinate public information needs with the PIO and the EOC.

## 8. Responsibilities

Preparedness	Activity/Action	Organization(s) Involved
Preparedness	Participate in on-going training required.	

Prevention	Critical Task I.D.	Activity/Action	Organization(s) Involved
		No tasks in this mission area.	

# Public Works and Engineering

Protection	Critical Task I.D.	Activity/Action	Organization(s) Involved
Physical Protective Measures	1	Following the completion of a risk and vulnerability assessment, review and update physical security plans including critical infrastructure facilities to incorporate new information from the assessment.	Puget Sound Power Midway Sewer King County Water district #4 Highline Water district Lakehaven Utility
Supply Chain Integrity and Security	1	Annually engage with partner organizations involved in incident management to promote awareness of threats, dependencies, vulnerabilities, and strategies to support the restoration of supply chains needed to support public works.	Puget Sound Power Midway Sewer King County Water district #4 Highline Water district Lakehaven Utility

Mitigation	Critical Task I.D.	Activity/Action	Organization(s) Involved
Planning	1	Engage in an annual review and update of all emergency operation plans that define the roles and responsibilities of Public Works and partner organizations involved in incident management across jurisdictions affected and the scope of tasks needed to prevent, protect, mitigate, respond to, and recover from events.	Puget Sound Power Midway Sewer King County Water district #4 Highline Water district Lakehaven Utility
Operational Coordination	1	Establish and maintain a unified and coordinated structure and process with partner organizations involved in incident management and ensure it can be maintained for the time needed to resolve the incident.	Puget Sound Power Midway Sewer King County Water district #4 Highline Water district Lakehaven Utility
Long-term Vulnerability Reduction	1	Hire and train staff that can provide construction, engineering, and project management expertise and support for temporary housing and sheltering that ensures accessibility for those with access and functional needs.	
	2	Inspects mass care shelter sites to ensure suitability and accessibility of facilities to safely shelter survivors.	
Risk and Disaster Resilience	1	Create models that demonstrate the impacts of threat and hazard scenarios identified and incorporate those into planning efforts.	
Threats and Hazards Identification	1	Participate in annual planning efforts, engaging with city departments and partner organizations to assess realistic threats and hazards that could significantly impact the City's facilities and critical infrastructure.	

# Public Works and Engineering

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved	
Planning	1	Develop emergency operation plans in support of city-wide emergencies and disasters.		
Public Information and Warning	1	Deploy and program variable message boards as directed by incident command or the EOC and PIO.		
	2	Deploy physical barriers and road signage as a warning to the public approaching an incident.		
Infrastructure Systems	1	Appoint an Incident Commander or public works branch director in the ICS Structure for the purpose of directing Public Works activities in the field.		
		Appoint a Public Works technical specialist to the EOC when requested, for the purpose of prioritizing, coordinating, and explaining public works activities within the EOC.		
		Coordinate and compile initial damage assessment information and reports and provide to the EOC.		
			Provide for damage assessment, emergency repairs for City owned vehicles, field communications equipment, department-managed facilities, and coordination of transportation facilities restoration.	
	4	Gather rapid visual assessments made by public safety personnel, as they navigate through areas damaged because of a disaster or catastrophe. These assessments are made within the first hours after the disaster and when the activity is considered safe.		
	1	Coordinate supplies of sandbags and sand, and make deliveries as requested by City EOC.		
	3	Manage, monitor, and/or provide technical advice in the clearance, removal, and disposal of debris from public property and the reestablishment of ground and water routes into impacted areas.		
	2	Arrange for construction of temporary shelter facilities, including accessible shelters in the affected area, as required.		
Critical Transportation	1	Coordinate the assessment of transportation routes, identification of alternate routes; and location of temporary traffic control measures/devices and operational control of traffic signals.		
	3	Coordinate debris removal, traffic control, road closures and protection of public property. Conduct emergency debris clearance from roads to facilitate response operations.		

# Public Works and Engineering

Response	Critical Task I.D.	Activity/Action	Organization(s) Involved
	1&2	Provide coordination, response, and technical assistance to affect the rapid stabilization and reestablishment of critical waterways, channels, and ports, to include vessel removal, significant marine debris removal, emergency dredging, and hydrographic surveys.	
	3	Coordinate and compile initial damage assessment information and reports. Oversee the collection, segregation, and transportation to an appropriate staging or disposal site(s) hazardous materials that are incidental to building demolition debris, such as household hazardous waste and oil and gas from small, motorized equipment; removes and disposes of Freon from appliances; and removes, recycles, and disposes of electronic goods.	
Mass Search and Rescue Operations	2	Provide construction and emergency equipment, supplies and personnel for response and recovery activities.	
	2	Assist with temporary housing needs.	
	2	Manage debris removal to uncover human remains, Oversee construction of temporary structures to serve as a morgue.	
On-scene security, protection, and law enforcement	1	Support the establishment of a safe and secure environment in an affected area.	
Situational Assessment	1	Support and deliver information sufficient to Public Works that inform decision making at the EOC regarding immediate life-saving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.	

Recovery	Critical Task I.D.	Activity/Action	Organization(s) Involved
Operational Coordination	1	Ensure recovery goals and objectives are clearly communicated to teams responsible for executing desired outcomes.	
	2	Communicate recovery timelines daily to teams responsible for achieving goals and objectives.	
Infrastructure systems	2	Conduct post-incident assessments of public works and infrastructure.	
	1	Work with partners to restore and sustain public and private services to maintain community functionality.	



# Public Works and Engineering

Recovery	Critical Task I.D.	Activity/Action	Organization(s) Involved
	3	Work internally and with partners to restore services in a timely manner.	
Economic Recovery	2	Support the return of the affected area's economy within the specified timeframe in the recovery plan.	

## 9. Resource Requirements

### 9.1. Micro-level (EOC)

Access to WebEOC, and any communication tools needed to participate in the EOC and incident command of the event. Have the necessary resources to address any and all public works needs to resolve the incident. including equipment, radios, vehicles, and personnel.

### 9.2. Macro-level (Emergency-wide)

Access to commonly used Public Works inventory (vehicles, supplies, etc). Access to special use inventory, such as sand, sandbags, salt, and snowplow blades.

## 10. References and Supporting Guidance

Des Moines Comprehensive Emergency Management Plan  
 City of Des Moines Inclusive Emergency Communications Plan (IECP)  
 King County Comprehensive Emergency Management Plan  
 American Red Cross Serving King County Disaster Plan  
 Seattle-King County Public Health Medical Needs Shelter Plan  
 Stafford Act Section 403. As amended by the PETS Act

## 11. Terms and Definitions

The terms and definitions included here are specific to this department plan. Please refer to the base plan for a complete list of all terms and definitions that apply to the City of Des Moines CEMP.

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**STATE OF WASHINGTON**  
**MILITARY DEPARTMENT**  
**EMERGENCY MANAGEMENT DIVISION**

*MS: TA-20; Building 20*  
*Camp Murray, Washington 98430-5122*  
*Phone: (253) 512-7000 ■ FAX: (253) 512-7200*  
*Website: <http://www.mil.wa.gov>*

April 13, 2022

Shannon Kirchberg  
Emergency Preparedness Manager  
21630 11<sup>th</sup> avenue South, Suite A,  
Des Moines, WA 98108

Re: Des Moines Comprehensive Emergency Management Plan

Dear Manager Kirchberg:

Thank you for submitting your Comprehensive Emergency Management Plan (CEMP) for our review as required under Title 38.52.070 RCW. Congratulations on completing this significant endeavor. Your CEMP demonstrated significant development.

The enclosed documents provide a compilation of recommendations for your next planning and review cycle. Addressing the lawful requirements category will ensure your CEMP's continued consistency with the State CEMP and incorporate industry best practices. The Washington Emergency Management Division (EMD) looks forward to receiving your CEMP again in five years.

To better incorporate the use of core capabilities while also making the CEMP a more operational document, CEMP development has drastically changed in Washington. Should you need additional information and assistance, please contact EMD's Planning Section at, [EMDCEMPREVIEW@mil.wa.gov](mailto:EMDCEMPREVIEW@mil.wa.gov).

Sincerely,

**Sharon Wallace**

Digitally signed by Sharon  
Wallace  
Date: 2022.04.18 14:43:40 -07'00'

On behalf of,  
Robert Ezelle  
Director

Enclosures (2)

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