

Emergency Support Function 5  
Emergency Management

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**ESF Coordinator**

Grays Harbor County Division of Emergency Management

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**Primary Agency**

Grays Harbor County Division of Emergency Management

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**Support Agencies**

Grays Harbor County Departments

Municipalities

Emergency Management Planning Committee (EMPC)

Local Emergency Planning Committee (LEPC)

Grays Harbor County Fire Districts

Grays Harbor Communications E 9-1-1

Washington State Emergency Management Division

Washington State Patrol

Washington State Department of Transportation

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**I. INTRODUCTION**

A. Purpose

The purpose of Emergency Support Function 5 Emergency Management (ESF #5) is to collect, analyze, evaluate, compile and share information about a potential or actual emergency or disaster to enhance response and the provision of recovery activities.

B. Scope

ESF #5 addresses direction and control responsibilities of emergency management during emergencies and disasters of countywide significance. It also deals with the coordination, collection, and analysis of information, planning, requests for assistance, staffing, facilities management, financial management, and any other support functions required to prepare for, respond to, and recover from an incident.

## II. POLICIES

- A. The Grays Harbor County Board of County Commissioners (BOCC), mayors, and other local government officials have executive authority for the direction and control of emergency operations under RCW 38.52, Grays Harbor County Resolution #02-133 and other applicable municipal ordinances. The Commissioners and mayors or other local government officials have delegated such functions to the Grays Harbor County, Director of Emergency Management.
- B. Grays Harbor County will coordinate its activities with those of the cities, tribal governments and other jurisdictions within the county and with surrounding counties, the state and the federal government.
- C. The BOCC and mayors or local government officials may, after finding that a disaster exists within their jurisdiction which affects life, health, property or the public peace, proclaim a state of emergency in the affected area. The powers granted during the state of emergency shall be effective only within the area described in the proclamation.
- D. The BOCC or mayors will maintain direction and control of their political subdivision during small locally declared emergencies within the cities or county.
- E. The Grays Harbor County Director of Emergency Management (Director) is delegated the authority to implement the

Comprehensive Emergency Management Plan (CEMP) in response and recovery operations.

- F. The Emergency Operations Center (EOC) will operate and assist Incident Command according to National Incident Management System (NIMS) / Incident Command System (ICS) principles.
- G. Primary and support agencies will participate in drills and exercises to test existing plans and procedures.
- H. All Grays Harbor County and municipal agencies will maintain at the EOC up-to-date contact lists on essential personnel and NIMS compliant resource typing information on their resources.
- I. Primary and support agencies will participate in post-disaster briefings and development of an After Action Report.
- J. Continuity of Government

The Grays Harbor County Commissioners, county departments, mayors, and executive heads of agencies will have successors to assure continuity of leadership and operations. They will assure that all successors to their respective positions are aware of their emergency responsibilities and have the authority to fulfill those responsibilities.

- 1. In the event that an emergency/disaster reduces the number of County Commissioners, per RCW 36.32.070, the following applies:
  - a. If there is one vacancy, the two remaining commissioners fill it.

- b. If there are two vacancies, the Governor appoints one commissioner and the two commissioners appoint the third.
- c. If the two commissioners are unable to agree on the third, the Governor makes the appointment.

The statute is based on Article II, Section 15 of the Washington State Constitution.

- 2. In the event that an emergency/disaster leaves less than a full Board of County Commissioners available for duty, the commissioners who are available will be able to act as the Board. If there are no commissioners available, the other elected County officials will collectively constitute the Board of County Commissioners, with the exception of the County Board of Education (RCW 42.14.040), until such time as procedures specified in RCW 36.32.070 are executed.
  - 3. Each incorporated city shall identify their continuity of government flow of succession and provide it to DEM.
  - 4. All departments and agencies of Grays Harbor County shall identify records essential for continuity and preservation of government and provide for their protection according to the guidelines set by the State Archivist (Secretary of State's Office) (RCW 40.10.010).
- K. It is neither implied nor should it be inferred that this plan guarantees that a perfect response to an emergency or disaster will be practical or possible. No plan can shield individuals from all events.

While every reasonable effort will be made to respond to emergencies or disasters, resources, and or systems may be overwhelmed. Some events provide little or no warning to implement operational procedures and all emergency plans are dependent upon tactical execution, which may be imperfect. This plan can only be fulfilled if the situation, information exchange, extent of actual capabilities and resources are available at the time of the incident.

### III. CONCEPT OF OPERATIONS

#### A. General

1. ESF #5 may be activated by the Director or EOC Manager or at the request of a local government official in anticipation of or immediately following an emergency or disaster affecting any part of the county.
2. ESF #5 will serve as the single point of coordination between local jurisdictions, Washington State Emergency Management Division (EMD), EOC operations, and Incident Command.
3. The channel for requesting assistance from state or federal resources will be through the EOC.
4. The EOC, staffed by DEM and other ESF personnel as required, will coordinate support to Incident Command and provide situation reports to EMD, as needed.

#### B. Organization

1. DEM is the lead agency for day-to-day emergency management services for Grays Harbor County and its municipalities at the EOC located at 310 W Spruce Street , Suite 212, Montesano, WA 98563.
2. The Sheriff's Office Mobile Command Unit is located in Montesano and may be activated and moved to any location as needed and arranged with the Sheriff's Office.

3. In a disaster of countywide significance, i.e., major earthquake or tsunami, an Area Command may be activated to oversee the management of multiple incidents. Area Command may be Unified and work directly with Incident Commanders at multiple Incident Command Posts to implement multi-agency coordination and decision making.

C. Phases of Emergency Management

The following activities will be performed by county, city, and private organizations as appropriate:

1. Mitigation Activities
  - a. Identify potential mitigation opportunities from previous damage assessments.
  - b. Apply for funding through federal and state pre and post-disaster mitigation grant programs for mitigation measures identified in hazard mitigation plans.
  - c. Provide education and awareness to jurisdictions and the public sector including businesses, private non-profit groups as well as the general public.
2. Preparedness Activities
  - a. Develop and maintain SOPs and other procedures necessary to support agencies that operate in the EOC.

- b. Maintain and update critical computer systems as resources are available, including maps, critical facility information, evacuation studies, demographics, and critical county data.
  - c. Establish and maintain contact with designated representatives from municipalities.
  - d. Regularly review and identify deficiencies in plans and determine appropriate corrective action.
  - e. Update Hazard Identification Vulnerability Analysis.
  - f. Develop and maintain Geographic Information Systems (GIS) capabilities to support emergency management functions.
  - g. Provide and maintain information in support of state/federal agencies, local governments, and voluntary organizations to coordinate ESF #5.
  - h. Establish an EOC duty roster.
3. Response Activities
- a. Coordinate with County/local governments on emergency response activities.
  - b. Activate County EOC and staff ESFs as necessary.
  - c. Contact EMD Duty Officer and submit situation reports as appropriate.

- d. Collect, verify, analyze, and disseminate incident information as needed.
  - e. Monitor mutual aid activities including private organization assets.
  - f. Continue to coordinate with Incident Command to determine the extent and location of damage to people and property.
  - g. Assist with or monitor public information activities (See ESF #15).
  - h. Receive and process requests from local jurisdictions for specific state and federal emergency and disaster related assets and services.
  - i. Conduct regular briefings for EOC staff.
4. Recovery Activities
- a. Collect and process information concerning recovery activities while the response phase of the disaster is on going.
  - b. Coordinate with the local and county officials on short-term and long-term recovery operations and recovery planning.
  - c. Compile and verify preliminary damage assessment information from Preliminary Damage Assessments (PDA).

- d. Coordinate with state and federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance.
- e. Activate county recovery operations and request volunteer support as appropriate.
- f. Track reimbursement expenses.
- g. Conduct after-action critique of the overall response and recovery efforts.

#### IV. RESPONSIBILITIES

##### A. Board of County Commissioners

1. The Board of County Commissioners has the overall authority and responsibility for all emergency response and disaster coordination. They are responsible for all duties and functions described in the CEMP.
2. In an emergency or disaster, available members of the Board of County Commissioners will assemble at 100 W Broadway, Suite 1, Montesano, WA to provide policy decisions as needed.

##### B. Mayors

1. The Mayors establish policy and make major decisions regarding emergency operations within their jurisdiction. The mayors designate emergency duties for department heads and make declarations of emergency for their own jurisdiction.
2. During incidents of countywide significance, mayors from affected jurisdictions, or their designee, will participate in the Incident Command Structure as part of the decision making policy group which includes the BOCC.

##### C. Grays Harbor County Division of Emergency Management

1. Manage the administration and operations of the EOC.
2. Coordinate planning activities including immediate, short term and long range planning.

3. Coordinate overall staffing of EOC emergency management activities including activating ESFs.
4. Coordinate and facilitate the LEPC to develop, implement, and maintain the County Hazard Mitigation Plan.
5. Facilitate obtaining legal counsel when needed during times of EOC activation.
6. Coordinate and chair the EMPC to review and update plans and determine the allocation of funding provided for homeland security activities.
7. Support county emergency communication activities (see ESF #2).
8. Establish communications with incident command and EMD. Obtain mission numbers as appropriate.
9. Support ICS at the local response level and provide resources as appropriate.
10. Coordinate the activities of ESF #15 Public Information and support the Public Information Officer when activated.
11. Conduct regular briefings and prepare situation reports for EOC staff, other agencies, and EMD.
12. Process applications and register emergency workers for search and rescue, emergency health worker reserve corps, or other emergency management activities.
13. Prepare for recovery activities.

14. Coordinate countywide damage assessments including the Preliminary Damage Assessment (PDA).
15. Prepare executive orders and proclamations for the BOCC to address response and recovery operations, as necessary.
16. Maintain situation reports on recovery efforts.
17. Conduct after-action critique of the overall response and recovery efforts and develop improvement plans with the EMPC.
18. Deactivate EOC operations as appropriate and downgrade activation status.

D. Primary and Support Agencies

1. Develop/maintain Memorandums of Understanding (MOUs) and mutual aid agreements.
2. Response, planning and operations are developed, tracked and implemented through this ESF.
3. Identify deficiencies in plans and determine appropriate corrective action recommendations.
4. Execute ESFs, SOPs, alert personnel and prepare for possible mobilization including staffing 24-hour operations, if appropriate.
5. Participate in county emergency planning efforts, including attendance at EMPC meetings.

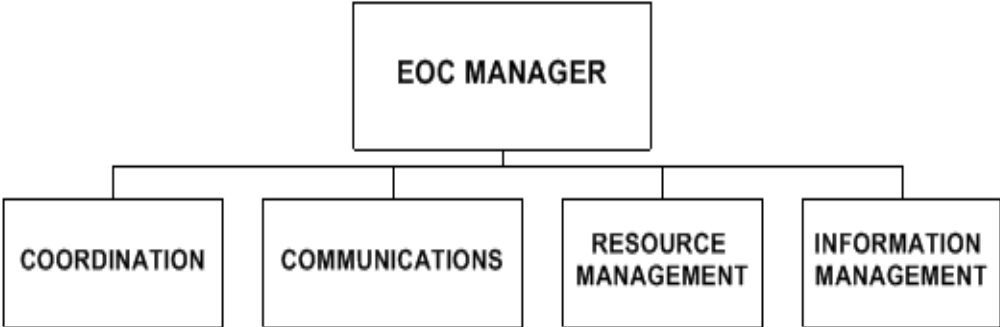
6. Support emergency response operations.
7. Communicate information to and coordinate actions with Incident Command and the EOC, as appropriate.
8. Utilize ICS and NIMS and provide resources as appropriate.
9. Provide a liaison to the EOC as requested.
10. Participate in the damage assessment process and disaster recovery process, as appropriate.
11. Provide technical assistance and resources to support recovery activities upon request.
12. Track disaster-related expenditures.
13. Implement improvements as appropriate.

**V. ATTACHMENTS**

- A. EOC Organization Chart
- B. Area Command Organization Charts
- C. Grays Harbor County Resolution 02-133
- D. Sample Emergency Proclamation
- E. Information Analysis and Planning Checklist

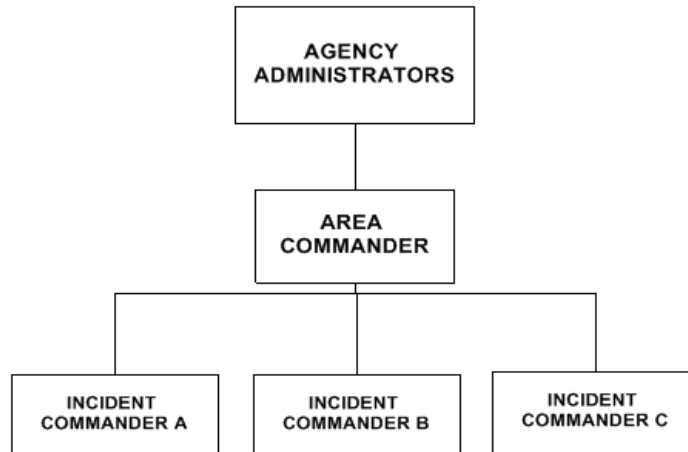
**ATTACHMENT A**

**EOC ORGANIZATIONAL CHART**



**ATTACHMENT B  
AREA COMMAND ORGANIZATIONAL CHART**

**AREA COMMAND - CHAIN OF COMMAND**

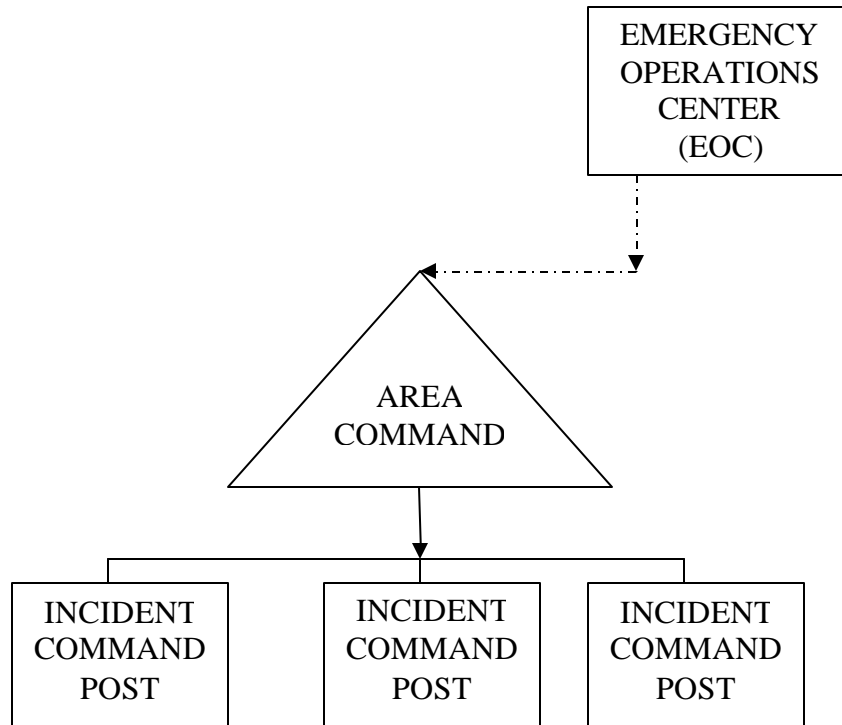


**Key Points**

When Area Command is established, Incident Commander(s) will report to the Area Commander/Unified Command. The Area Commander is accountable to the agency or jurisdictional executive or administrator(s).

If one or more of the incidents within the Area Command is multi-jurisdictional, a Unified Area Command should be established. Incident Commanders would report to the Unified Area Commander for their jurisdiction.

Incident Commanders under the designated Area Commander are responsible to, and should be considered as part of, the overall Area Command organization. Incident Commanders must be provided adequate and clear delegation of authority.



**Key Points:**

**Emergency Operations Center:** Coordinates information and resources to support local incident management activities.

**Area Command:** Oversees the management of multiple incidents. Area Command may be Unified, and works directly with Incident Commanders.

**Incident Command Post:** Performs primary tactical-level, on-scene incident command functions. The Incident Commander is located at an Incident Command Post at the incident scene.

ATTACHMENT C

GRAYS HARBOR COUNTY RESOLUTION 02-133

RESOLUTION 02 - 133

A RESOLUTION ESTABLISHING THE DIVISION OF EMERGENCY AND RISK MANAGEMENT WITHIN THE DEPARTMENT OF PUBLIC SERVICES

WHEREAS, The Board of County Commissioners for Grays Harbor County have determined the need to consolidate certain county departments to conserve the county's assets and insure efficient and consistent services to the employees and residents of Grays Harbor County; and,

WHEREAS, to this end the Board has developed a plan to consolidate the Departments of Emergency Management and Risk Management, a copy of the plan is attached and by this reference incorporated into this resolution; and,

WHEREAS, the named division will report to the Director of Public Services, who will also hold the title of Director of Emergency Management; and,

WHEREAS, while the responsibilities of overall administration for the departments will change with this consolidation, statutory responsibilities and authorities for the Safety Officer and Risk Manager will not be affected; and,

WHEREAS, it is in the public interest to create the Division of Emergency and Risk Management within Public Services, as defined in the plan,

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF GRAYS HARBOR COUNTY COMMISSIONERS that the Division of Emergency and Risk Management is hereby created; and,

BE IT FURTHER RESOLVED that the effective date of this resolution shall be January 1, 2003.

Adopted this 2nd day of December, 2002.

Board of County Commissioners  
Grays Harbor County

Bub Beerbower  
Bub Beerbower, Chair  
Dennis Morrissette  
Dennis Morrissette, Commissioner

VACANT  
Commissioner

ATTEST:  
Sandra Daniels  
Clerk of the Board

**ATTACHMENT D**

**SAMPLE DECLARATION OF EMERGENCY**

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Before the Board of County Commissioners of Grays Harbor County, Washington  
In the Matter of            )  
Declaring a Disaster        )

RESOLUTION NO. \_\_\_\_\_

WHEREAS, the Grays Harbor County Division of Emergency Management has reported to the Chairman, Board of County Commissioners, beginning (date) \_\_\_\_\_, (conditions) have caused a disaster by creating extensive damage in parts of Grays Harbor County; and

WHEREAS, extensive damage has occurred and is still occurring to (county/city/other) roads and bridges, private roads, homes, businesses and farm lands; and

WHEREAS, persons and property are and will be damaged unless further efforts are taken to reduce the threat to life and property; and

WHEREAS, there is an emergency present which necessitates activation of the Grays Harbor County Comprehensive Emergency Management Plan and utilization of emergency powers granted pursuant to RCW 38.52 and County Resolution No.02-133; therefore,

**BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS:**

**SECTION 1**

That it is hereby declared that there is an emergency/disaster due to the conditions in Grays Harbor County; therefore, designated departments are authorized to enter into contracts and incur obligations necessary to combat such emergency to protect the health and safety of persons and property, and provide emergency assistance to the victims of such disaster.

In the Matter of \_\_\_\_\_ )  
Declaring a Disaster )  
Page Two

RESOLUTION NO. \_\_\_\_\_

**SECTION 2**

In light of demands of an extreme emergency situation, without regard to time consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), each designated department is authorized to exercise the powers vested under Section 1 of this resolution.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

BOARD OF COUNTY COMMISSIONERS  
GRAYS HARBOR COUNTY, WASHINGTON

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

**ATTACHMENT E****INFORMATION ANALYSIS AND PLANNING CHECKLIST**

- Collect information regarding the situation, including resource requirements.
- Evaluate information received, considering information shortfalls. Confirm and verify information whenever possible before providing to Incident Command.
- Anticipate changing conditions, circumstances priorities, resource needs and resource availability.
- Share information with Incident Command.
- Consolidate information into logs and reports to keep others informed and to document relevant activities.
- Prepare and update displays, briefings and reports as needed.

**Essential Elements of Information**

- |   |   |
|---|---|
| 1. Boundary of disaster area                  | 14. Status of key personnel                     |
| 2. Distribution, type and magnitude of damage | 15. Status of disaster or emergency declaration |
| 3. Social/economic/political impacts          | 16. Major issues/activities                     |
| 4. Jurisdictional boundaries                  | 17. Overall priorities for response             |
| 5. Urgent response requirements               | 18. Status of upcoming activities               |
| 6. Status of transportation system            | 19. Status of community housing and shelters    |
| 7. Status of communications system            | 20. Status of critical public health issues:    |
| 8. Access points to the disaster area         | a. Water supply                                 |
| 9. Status of utilities                        | b. Food   |
| 10. Hazard specific information               | c. Sanitation                                   |
| 11. Weather data affecting operations         | d. Waste  |
| 12. Seismic or other geophysical information  | e. Infection                                    |
| 13. Status of critical facilities             | f. Hazardous waste                              |
|   | 21. Extent of damage to private property        |