

ESF 5: Emergency Management

Primary Agency

Pacific County Emergency Management Agency (PCEMA)
Pacific County Emergency Management Council (PCEMC)

Support Agencies

PACCOM
Departments of Public Works (DPW)
GIS & Telecommunications Divisions
Pacific County Sheriff's Office (PCSO)
County/Municipal Fire Agencies
Pacific County Auditor's Office
Pacific County Treasurer/City Clerks
Pacific County Prosecuting Attorney/City Attorneys

I. Introduction

A. Purpose

1. To coordinate emergency management efforts before during and following a major emergency or disaster between the county and the incorporated cities of Pacific County.
2. To provide for the effective direction and control of all county and city emergency operations undertaken in accordance with local, state, and federal operational plans when responding to or in recovery from an actual or threatened disaster.
3. To collect, process, analyze, disseminate, and use information about a potential or actual disaster situation.
4. To support continued operation and continuity of local governments and their functions during and after emergencies or disasters.
5. To provide effective liaison between local and state agencies
6. To coordinate administrative and fiscal procedures to support emergency management operations at all levels during an emergency or disaster.

B. Scope

1. This ESF applies to information processing, planning, and forecasting of needs within the Pacific County Emergency Operations Center (EOC) in response to a disastrous or potentially disastrous situation. This ESF will outline the Pacific County emergency management organization, provisions for continuity of county and city government, preservation of records, and address coordination with local, state, and federal emergency management officials.
2. This ESF is applicable to all Pacific County and city departments and agencies with responsibilities in this plan.
3. This ESF addresses currently identified coordination activities required before, during, and following major emergencies and disasters between city and county governments.

C. Policies

1. Pacific County, the PCSO, and the municipalities of Ilwaco, Long Beach, Raymond, and South Bend established by interlocal agreement a joint local agency for providing coordinated emergency management within the physical boundaries of Pacific County. (Pacific County Interlocal Agreement for Emergency Management Services).
2. The PCEMA, as formed by the above cited interlocal agreement is responsible to “provide for the effective and efficient preparation for the coordination of, and carrying out of all “emergency management” functions as defined in RCW 38.52.010, within Pacific County and its participating cities.”
3. The PCEMA member municipal jurisdictions extend the provisions of RCW 42.14 (Continuity of Government Act) for the continuation of local government due to incapacitation as a result of any disaster.
4. Pacific County will coordinate its activities with those of the cities, towns, tribal governments and other jurisdictions within the County and with surrounding counties, the state, and the federal government.
5. The PCEMC has executive authority for the direction and control of emergency operations.
6. Political subdivisions have the power to enter into contracts and incur obligations in carrying out the provisions of the Washington Emergency Management Act without regard to time consuming procedures and formalities prescribed by law (except mandatory constitutional requirements), including but not limited to budget law limitations and the appropriation and expenditures of public funds (RCW 38.52.070[2]).

7. 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 Board of County Commissioners or City Council, consistent with RCW 35.34.140 and 160, and RCW 36.40.180 and 190, passes a resolution authorizing a budget extension.
8. The emergency or disaster response capabilities of the PCEMA jurisdictions will be built upon the capabilities of existing departments/agencies of government, augmented, as required, by volunteers and reassignment of regular personnel to duties that are more urgent during an emergency.
9. During major emergencies and disasters that affect the majority of Pacific County, the PCEMA is the designated lead agency for overall disaster coordination.

II. Situations and Assumptions

A. Situations

1. Activation of the Pacific County EOC with appropriate staff and resources can facilitate coordination of disaster response and recovery activities thereby reducing injury and damage to property and the environment.
2. The effects of a disaster on personnel and infrastructure, as well as personal responsibilities, may cause delays before the EOC can be fully activated.
3. A disaster may require the expenditure of large sums of money by Pacific County and member city departments and agencies.
4. Actions, decisions, conditions, and expenses must be documented in a disaster to recover federal and state funds and to provide for legal documentation.
5. Communications will be severely taxed immediately following a major emergency or disaster that affects Pacific County and its cities.
6. Political officials will be under extreme pressure by citizens to provide direction and control during a major emergency or disaster, which could hamper coordination activities between entities.

B. Assumptions

1. There will be an immediate and continuing need to collect, process, and disseminate situational information, to identify urgent response requirements during a disaster, or the threat of a disaster, and to plan for continuing response, recovery, and mitigation activities.
2. County and city agencies as well as field personnel, responders, volunteers, the

public, the media, and others will provide information.

3. Information will need to be verified and organized, as initial information may be ambiguous, conflict with information from other sources or with previous information from the same source, or be limited in detail.
4. Information collection may be hampered due to many factors including: damage to communication systems; communications system overload; damage to the transportation infrastructure; effects of weather, smoke, and other environmental factors.
5. Supplemental resources and personnel may be needed to support EOC operations.
6. Reassignment of personnel will be based upon priorities established by the PCEMC
7. Pacific County will continue to be exposed to the hazards noted in the county Hazard Identification and Vulnerability Analysis and, following a hazardous event, may sustain sufficient damage, including loss of life and destruction of infrastructure, to overwhelm traditional emergency services.
8. Financial operations may be carried out under compressed schedules and intense public pressures, necessitating expeditious (non-routine) procedures, but with no fewer requirements for sound financial management and accountability.
9. A Presidential major disaster or emergency declaration will permit funding from the Federal Disaster Relief Fund under the provisions of the Stafford Act, through the Public Assistance Program.

III. Concept of Operations

- A. Whenever any part of Pacific County is threatened by a hazard that could lead to disaster, or when a disaster situation exists, the EOC will be activated at the appropriate level to assess the situation.
- B. The EOC Finance and Administration Section will disseminate information to the appropriate staff and facilitate the dissemination of information to appropriate EOC, field, and response personnel.
- C. The EOC Operations Section will analyze and coordinate information for immediate response needs.
- D. The EOC Planning Section will display and analyze information for future response and recovery needs.
- E. Information analysis will include, as appropriate

1. The hazards impact, including the boundaries of the affected area, and the distribution, type and magnitude of damage.
2. A current status of emergency response activities, resource needs and requests, and the status of critical facilities.
3. Priorities in the event of a scarcity of resources.
4. Consolidation of information into logs and reports to keep others informed and to document relevant activities.

F. Planning will include, as appropriate

1. Using the analyzed information to identify trends and optional strategies for responding to a hazard or its effects. Planning will attempt to anticipate future actions and needs. The planning horizon may be the next hour, 24 hours, or a week, depending on the scenario and situation.
2. Planning information will be shared with other EOC functional positions and incorporated in appropriate displays.
3. The planning staff will recommend courses of action for immediate and future activity, including the need for specific resources identified as part of the planning process.
4. Once a planning cycle has ended, the planning staff will immediately commence planning for the next cycle.
5. Recommendations and decisions will be made with the information available using the combined talents of the staff then assembled, recognizing that informational shortfalls and deficiencies will exist.
6. Information, analysis, and planning will continue until the EOC is deactivated.

G. Pacific County Emergency Management Council

1. During an emergency or disaster, the PCEMC will provide policy decisions as necessary. The PCEMC members will be kept informed by, and provide policy direction to, the EOC staff.

H. Emergency Operations Center (EOC)

1. Description
 - a. Whenever possible, under severe and extreme circumstances, all emergency response functions will be coordinated from the Emergency Operations Center in the Pacific County Public Safety Building, located at 300 Memorial Drive, South Bend, WA. An alternate EOC is located in the Pacific County Administration Facility, South County at 7013 Sandridge Road, Long Beach, WA. The Emergency Management Director is

responsible for equipping and maintaining the primary and alternate EOC sites.

2. Purpose

a. The purpose of the EOC is to be the focal point of the county's strategic response to a disaster and to be a central support and coordination point for incident commanders. The EOC will:

- Collect, record, analyze, display, and distribute information.
- Coordinate public information and warning.
- Coordinate county and city government emergency activities.
- Support first responders by coordinating the management and distribution of information, 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.

B. Pacific County Emergency Management Agency

1. Pacific County Emergency Management Agency through meetings, activities, training, education, and forums provides the framework for intergovernmental relationships before a major emergency or disaster.
2. Once activated the PCEMA provides EOC space for county and city liaisons to act as advocates for their respective city.
3. Provides training opportunities for the county and city liaisons to assure that needs are being met during a major emergency or disaster.

C. Pacific County Emergency Management Council

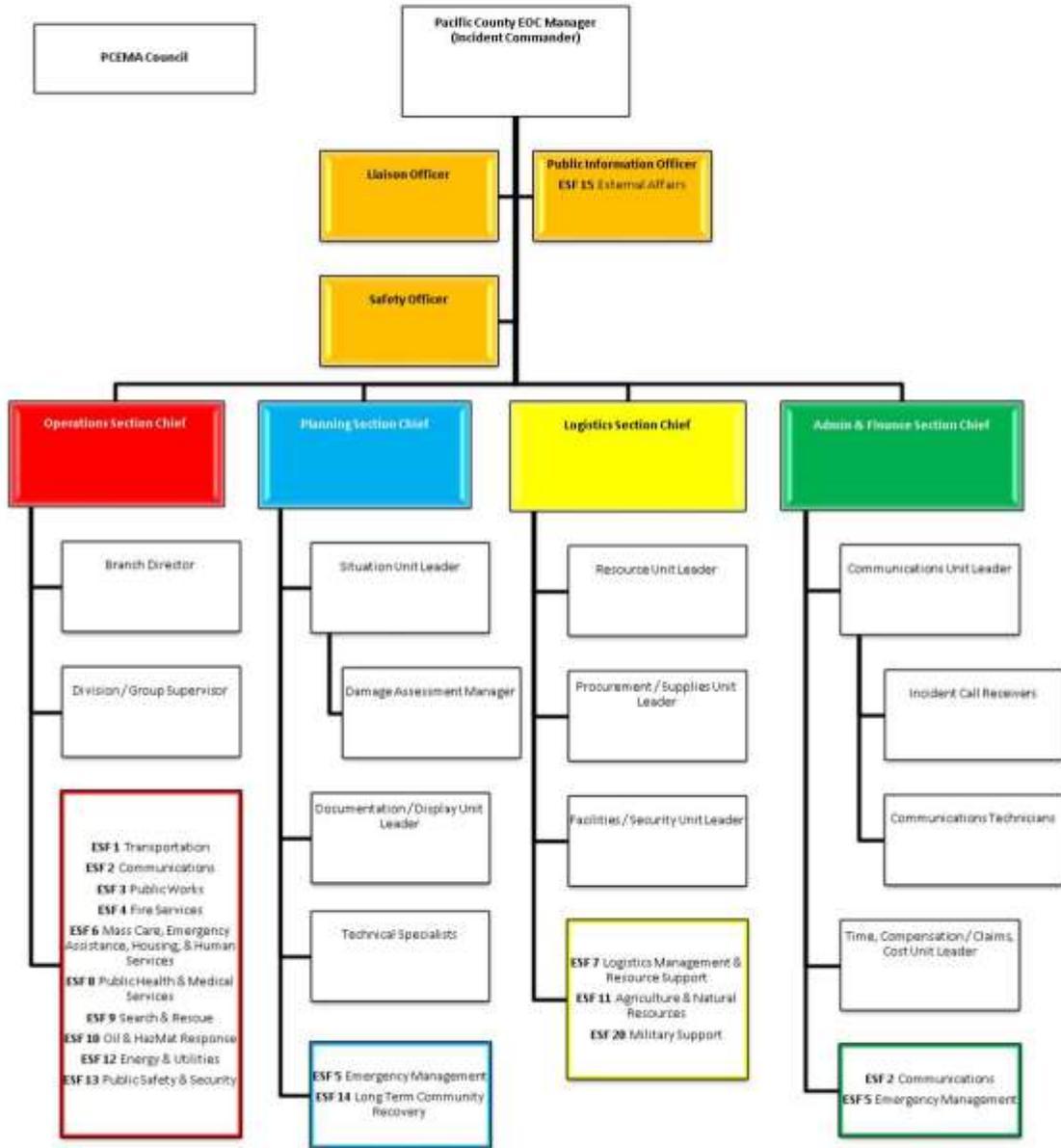
1. Provides the framework for intergovernmental relationships during a major emergency or disaster.
2. Develops, through the PCEMA, a system to keep the all government jurisdictions within Pacific County informed of the response and relief activities taking place in the county during a major emergency or disaster.
3. Council members will appoint liaisons to the EOC when activated to provide advocacy for their respective area of responsibility.

IV. Organization

The Pacific County Emergency Management Agency operates under principles of the Incident Command System and the National Incident Management System. ESF 5,

Emergency Management will be incorporated into the operation of the EOC upon activation, providing direction and support to emergency management activities throughout the county.

Pacific County Emergency Operations Center Organizational Chart



V. Actions

A. Initial Activation

1. Emergency Management staff will monitor threatening situations, determine if and when to activate the EOC and notify appropriate staff. The PCEMC has pre-designated activation staff for when disaster strikes with little or no warning. In such an event, those designated staff members available and able will, when aware of the hazardous event, proceed to the EOC directly without being otherwise notified and, upon arrival, activate the facility in accordance with EOC standard operating procedures.
2. To optimize coordination and communications, EOC activation and staffing will be at the lowest level necessary to adequately respond to a hazardous event.
3. Levels of Activation

a. Level 1: Routine Operations and Low Impact Emergencies

- Situation

Day-to-day emergencies requiring minimal coordination and assistance such as routine Search and Rescue (SAR) missions, minor flooding, small forest or range fires, minor plane crash, or minor hazardous material spill. A situation may be such that it can be more efficiently and effectively supported without primary EOC activation. There is no foreseen need to proclaim a local emergency.

When necessary, the EOC will be activated with the Emergency Management Director or designee as the EOC Manager.

b. Level II: Medium impact disaster

- Situation

Any emergency situation requiring more than routine coordination and assistance, and generally involving multiple jurisdictions, such as large range forest fires, a moderate earthquake, minor or moderate flooding in multiple locations, a major aircraft or railroad accident, a major hazardous material spill, or a major weather event. In particularly complex situations with several organizations involved, or where there is a high degree of media or public interest, the EOC Manager may elevate activation to a Level III. It may be necessary to proclaim a local emergency.

- Supervision

The EOC will be activated with the Emergency Management Director or designee as the EOC Manager. Staffing will be coordinated by the Logistics Section with additional personnel called as necessary. Staff should be prepared for 24-hour operations.

c. Level III: High impact disaster

- Situation

Any emergency, requiring a high degree of coordination and generally involving state and federal assistance, such as a large earthquake, severe flooding, or a severe winter storm. In most cases, a local emergency will be declared.

- Supervision

The EOC will be activated with the Emergency Management Director or designee as the EOC Manager. The EOC will be fully staffed at the outset. Staffing will be coordinated by the Logistics Section and excess staff will be dismissed on a case by case basis following assessment. Remaining staff will be prepared for 24-hour operation.

4. Supervision and Functional Positions

a. When the EOC is activated, the EOC Manager will provide overall leadership. Five functional areas of responsibility will report to the EOC Manager as follows:

- Public Information Officer: responsible for all public information and media relations.
- Operations Section Chief: generally a representative of the principal first-response agency having overall incident management responsibilities in the field; responsible for coordinating support to individual incident commanders.
- Logistics Section Chief: responsible for resource management and responding to resource requests, including logistical needs of the EOC.
- Planning Section Chief: responsible for situation analysis and anticipating future response or recovery needs and activities.
- Administration and Finance Section Chief: responsible for communications flow, record keeping, and financial support.

b. The position of EOC Manager will be filled at a level appropriate to the situation. The Emergency Management Director or designee will serve as the EOC Manager during any level of activation. However, when disaster strikes without warning, such as a large earthquake, the first staff

person arriving at the EOC will assume the duties of EOC Manager until relieved by one of the individuals mentioned above.

- c. Designees to the Emergency Management Director are the Deputy Director, Chief Administrative Officer, Undersheriff, and/or other appropriate department director or equivalent.

2. Declaration of Local Emergency

- a. Whenever a PCEMA member jurisdiction suffers, or is threatened with, an emergency or disaster which overwhelms or threatens local resources, involves multiple jurisdictions, requires a high degree of coordination, state or federal assistance, or the liability protection or resource procurement provisions of RCW 38.52, the involved jurisdiction(s) may proclaim a local emergency in accordance with RCW 36.40.180. If the PCEMC is not available, the Emergency Management Director or Deputy Director, Pacific County Sheriff, or Chief Administrative Officer may issue such proclamation, subject to confirmation by the appropriate government authority at the earliest practicable time, in accordance with Pacific County Interlocal Agreement for Emergency Management Services.
 - b. Generally, the situation will be monitored by Emergency Management or EOC staff and a draft resolution developed. If and when warranted, the Emergency Management Director or EOC Manager will recommend to the appropriate authority that an emergency be declared.
 - c. To ensure the local emergency formally ends, a resolution declaring a local emergency will generally terminate approximately 30 days after being declared unless extended by the appropriate governing authority. The termination date will be the first Wednesday following the thirtieth day of the declaration. This will allow an extension to be considered during a regular meeting of the Board of County Commissioners and/or City Councils. A longer declaration period may be proclaimed if warranted by the type of emergency or history.
 - d. Sample emergency resolutions are included in the Pacific County Finance and Administration Section EOC Activation Guide
3. The Continuity of Government Act (RCW 42.14) sets forth provisions for the continuation of local government in the event its leadership is incapacitated. The PCEMC has extended the provisions of this act as follows:
- a. *“A majority of the members of the Council shall constitute a quorum.”*
(Reference: Pacific County Interlocal Agreement for Emergency Management Services)

- b. The heads of city and county departments 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.
- c. The line of succession for the Director of Emergency Management will be the Emergency Management Deputy Director, followed by any member of the PCEMC.

B. Preservation of Records

- 1. All departments and agencies of Pacific County and PCEMA member cities shall identify records essential for continuity and preservation of government and provide for their protection. Essential records are those needed in an emergency and for the reestablishment of normal operations after any disaster. Protection of essential records may be by vaulting, planned or natural dispersal, or any other method deemed reasonably safe.
- 2. Protection of local government essential records will be coordinated in accordance with RCW 40.10.010.

C. Authorization of Emergency Expenditures

- 1. 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.
- 2. 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, shall 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 the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by 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."
- 3. County

- a. The Board of County Commissioners is authorized to declare emergencies and to make the expenditures necessary to meet such emergencies without further notice of hearing as provided by RCW 36.40.180:
"Upon the happening of any emergency caused by fire, flood, explosion, storm, earthquake, epidemic, riot, or insurrection, or for the immediate preservation of order or of public health or for the restoration to a condition of usefulness of any public property the usefulness of which has been destroyed by accident, or for the relief of a stricken community overtaken by a calamity, or in settlement of approved claims for personal injuries or property damages, exclusive of claims arising from the operation of any public utility owned by the county, or to meet mandatory expenditures required by any law, the board of county commissioners may, upon the adoption by the unanimous vote of the commissioners present at any meeting the time and place of which all of such commissioners have had reasonable notice, of a resolution stating the facts constituting the emergency and entering the same upon their minutes, make the expenditures necessary to meet such emergency without further notice or hearing."

 - b. The payment of emergency warrants is covered under RCW 36.40.190:
"All emergency expenditures shall be paid for by the issuance of emergency warrants which shall be paid from any moneys on hand in the County treasury in the fund properly chargeable therewith and the county treasurer shall pay such warrants out of any moneys in the treasury in such fund. If, at any time, there are insufficient moneys on hand in the treasury to pay any of such warrants, they shall be registered, bear interest and be called in the manner provided by law for other county warrants."
4. Cities
- a. A City Council is authorized to declare emergencies and to make the expenditures necessary to meet such emergencies without further notice of hearing as provided by RCW 35.34.140:
"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 or public health, or for the property which has been damaged or destroyed by accident, or for public relief from calamity, or in settlement of approved claims for personal injuries or property damages, or to meet mandatory expenditures required by law enacted since the last 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 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 expenditure therefore without notice or hearing.”

- b. The payment of emergency warrants is covered under RCW 35.34.160:
“All expenditures for emergency purposes as provided in this chapter shall be paid by warrants from any available money in the fund properly chargeable with such expenditures. If, at any time, there is insufficient money on hand in a fund with which to pay such warrants as presented, the warrants shall be registered, bear interest, and be called in the same manner as other registered warrants as prescribed in RCW 35.21.320.”

D. Record Keeping

1. Each municipal or county department expending resources in response to a declared emergency or disaster will maintain detailed records during such disasters to meet the financial and accounting requirements of the federal or state funding agency. Records will be kept in such a manner that disaster related expenditures and obligations of local departments and agencies can be broken out and identified, separate from regular or general programs and activities.
2. Complete and accurate records are necessary:
 - a. To document requests for assistance and ensure maximum eligible reimbursement.
 - b. To facilitate reimbursement under approved applications pertaining to declared emergencies or major disasters.
 - c. For audit reports and audit records. Detailed records will be kept from the onset of the disaster, including but not limited to:
 - Appropriate extracts from payrolls, with any cross-references needed to locate original documents.
 - A schedule of county and/or city equipment used or copies of invoices for rented equipment.
 - Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
 - Copies of contracts for all work performed by an outside agency.

E. Federal and State Reimbursement

1. Disaster related expenditures and obligations of local political subdivisions might be reimbursed under a number of federal or state programs. The federal or state government may authorize reimbursement of approved costs for work performed in the restoration of public facilities after a major disaster declaration by the President or under the statutory authority of certain federal agencies.

2.
 - a. Before a Presidential Declaration
 - i. After an occurrence that may result in a declared major disaster or emergency, the Pacific County EOC Planning Section will compile damage assessment information. These estimates will be forwarded to the Washington State Emergency Management Division (WSEMD). If local and state resources have been exceeded, the governor will request either a Presidential "Emergency Disaster Declaration" or a "Major Disaster Declaration."
 - b. After a Presidential Declaration
 - i. Once the President declares an emergency or major disaster, a Disaster Recovery Center (DRC) may be opened from which extensive federal and state assistance can be provided. The FEMA Disaster Assistance Helpline will be made available to residents.
 - ii. Audits of local disaster related emergency expenditures will be conducted during the normal audit period. Federal disaster assistance projects will be audited after the completion of work.

B. Continuing Actions

1. The Continuity of Government Act (RCW 42.14) sets forth provisions for the continuation of local government in the event its leadership is incapacitated. The PCEMC has extended the provisions of this act as follows:
2. *"A majority of the members of the Council shall constitute a quorum."*
(Reference: Pacific County Interlocal Agreement for Emergency Management Services)
3. The heads of city and county departments 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.
4. The line of succession for the Director of Emergency Management will be the Emergency Management Deputy Director, followed by any member of the PCEMC.

C. Preservation of Records

1. All departments and agencies of Pacific County and PCEMA member cities shall identify records essential for continuity and preservation of government and provide for their protection. Essential records are those needed in an emergency

and for the reestablishment of normal operations after any disaster. Protection of essential records may be by vaulting, planned or natural dispersal, or any other method deemed reasonably safe.

2. Protection of local government essential records will be coordinated in accordance with RCW 40.10.010.

D. Authorization of Emergency Expenditures

1. 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.
2. 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, shall 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 the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by 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."

3. **County**

- a. The Board of County Commissioners is authorized to declare emergencies and to make the expenditures necessary to meet such emergencies without further notice of hearing as provided by RCW 36.40.180:

"Upon the happening of any emergency caused by fire, flood, explosion, storm, earthquake, epidemic, riot, or insurrection, or for the immediate preservation of order or of public health or for the restoration to a condition of usefulness of any public property the usefulness of which has been destroyed by accident, or for the relief of a stricken community overtaken by a calamity, or in settlement of approved claims for personal injuries or property damages, exclusive of claims arising from the operation of any public utility owned by the county, or to meet mandatory expenditures required by any law, the board of county commissioners may, upon the adoption by the unanimous vote of the commissioners present at any meeting the time and place of which

all of such commissioners have had reasonable notice, of a resolution stating the facts constituting the emergency and entering the same upon their minutes, make the expenditures necessary to meet such emergency without further notice or hearing.

- b. The payment of emergency warrants is covered under RCW 36.40.190:

"All emergency expenditures shall be paid for by the issuance of emergency warrants which shall be paid from any moneys on hand in the County treasury in the fund properly chargeable therewith and the county treasurer shall pay such warrants out of any moneys in the treasury in such fund. If, at any time, there are insufficient moneys on hand in the treasury to pay any of such warrants, they shall be registered, bear interest and be called in the manner provided by law for other county warrants."

4. Cities

- a. A City Council is authorized to declare emergencies and to make the expenditures necessary to meet such emergencies without further notice of hearing as provided by RCW 35.34.140:

"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 or public health, or for the property which has been damaged or destroyed by accident, or for public relief from calamity, or in settlement of approved claims for personal injuries or property damages, or to meet mandatory expenditures required by law enacted since the last 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 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 expenditure therefore without notice or hearing."

- b. The payment of emergency warrants is covered under RCW 35.34.160:

"All expenditures for emergency purposes as provided in this chapter shall be paid by warrants from any available money in the fund properly chargeable with such expenditures. If, at any time, there is insufficient money on hand in a fund with which to pay such warrants as presented, the warrants shall be registered, bear interest, and be called in the same manner as other registered warrants as prescribed in RCW 35.21.320."

E. Record Keeping

1. Each municipal or county department expending resources in response to a declared emergency or disaster will maintain detailed records during such disasters to meet the financial and accounting requirements of the federal or state funding agency. Records will be kept in such a manner that disaster related expenditures and obligations of local departments and agencies can be broken out and identified, separate from regular or general programs and activities.
2. Complete and accurate records are necessary:
 - a. To document requests for assistance and ensure maximum eligible reimbursement.
 - b. To facilitate reimbursement under approved applications pertaining to declared emergencies or major disasters.
 - c. For audit reports and audit records. Detailed records will be kept from the onset of the disaster, including but not limited to:
 - d. Appropriate extracts from payrolls, with any cross-references needed to locate original documents.
 - e. A schedule of county and/or city equipment used or copies of invoices for rented equipment.
 - f. Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
 - g. Copies of contracts for all work performed by an outside agency.

F. Federal and State Reimbursement

1. Disaster related expenditures and obligations of local political subdivisions might be reimbursed under a number of federal or state programs. The federal or state government may authorize reimbursement of approved costs for work performed in the restoration of public facilities after a major disaster declaration by the President or under the statutory authority of certain federal agencies.
 - a. Before a Presidential Declaration

After an occurrence that may result in a declared major disaster or emergency, the Pacific County EOC Planning Section will compile damage assessment information. These estimates will be forwarded to the Washington State Emergency Management Division (WSEMD). If local and state resources

have been exceeded, the governor will request either a Presidential "Emergency Disaster Declaration" or a "Major Disaster Declaration."

b. After a Presidential Declaration

Once the President declares an emergency or major disaster, a Disaster Recovery Center (DRC) is opened from which extensive federal and state assistance can be provided. The FEMA Disaster Assistance Helpline will be made available to residents

c. Audits of local disaster related emergency expenditures will be conducted during the normal audit period. Federal disaster assistance projects will be audited after the completion of work.

VI. Responsibilities

A. Primary Agencies

1. Pacific County Emergency Management Agency

- a. Maintain the PCEMA Activation Guide for coordinating information management, including flow, recording, dissemination, display, analysis, use, and reporting.
- b. Maintain the EOC in a configuration to support the analysis and planning function.
- c. Include analysis and planning as part of the countywide emergency management training program.
- d. The Director of Emergency Management is responsible for administration and oversight of Emergency Management activities and the execution of related policies.
- e. PCEMA is responsible for executing and coordinating disaster mitigation, preparedness, response, and recovery activities for Pacific County.
- f. Coordinate damage assessment and record keeping.
- g. Assist in the coordination of state and federal public and individual assistance programs. Coordinates with the mitigation, preparedness, response, and recovery activities.
- h. Identifies emergency management needs that are mutually beneficial to the cities and county.
- i. Allocates space in the EOC for jurisdictional liaisons during activation.
- j. Provides training opportunities for liaisons in the EOC.
- k. EOC once activated, acts as resource coordinator when requested.

1. Encourages training opportunities for elected officials in disaster management.
 2. Pacific County Emergency Management Agency Council

The PCEMA Council will direct their respective jurisdictional personnel to:

 - a. Provide damage assessment information to the EOC Planning Section, in accordance with ESF-14 - Long-term Community Recovery.
 - b. Continue to provide disaster related information to the EOC Planning Section, as it becomes known.
 - c. Provide information and collaboration when requested and as otherwise appropriate.
 - d. Provide appropriate personnel and/or services in accordance with responsibilities established in the basic plan to support the direction and control function in the EOC.
 - e. All department heads will prepare emergency fiscal procedures for the operations of their respective departments that meet the requirements specified in this plan.
 - f. Department heads will protect essential fiscal records within their departments.
 - g. Provide essential records and documents to the appropriate office for disaster recovery funding.
- B. Support Agencies
1. Pacific County Communications
 - a. Develop procedures to keep the EOC informed of relevant disaster information to support the analysis and planning functions.
 - b. Communicate urgent information to first response agencies as requested by the EOC.
 2. Department of Public Works - Telecommunications
 - a. Provide liaison to the EOC to maintain or adjust telephone and computer configurations to support Emergency Management operations, including internet access.
 3. Department of Public Works – GIS Division
 - a. Support the EOC with information display services and products, as appropriate.
 4. Pacific County Sheriff's Office
 - a. Authorize the use of Radio Amateur Civil Emergency Services (RACES) to be used in the EOC to augment the information function of the analysis and planning section.

- b. PCSO will provide on-scene incident command for emergencies and disasters that come under the province of law enforcement.
- c. PCSO will provide appropriate personnel to support the direction and control function in the EOC.
- 5. Board of County Commissioners
 - a. The Board of County Commissioners has authority over and responsibility for all disaster management activities within the county.
- 6. Mayors and City Councils
 - a. The Mayors and City Councils of municipal jurisdictions within the county have responsibility for all disaster management activities within their respective jurisdictions.
- 7. Pacific County Fire Agencies
 - a. The appropriate Pacific County Fire Agency will provide on-scene incident command for all emergencies and disasters that come under the province of the fire agencies.
 - b. The Fire Chief's Association will provide appropriate personnel to support the direction and control function in the EOC.
- 8. Auditor's Office/City Clerk
 - a. Establish a means of recording emergency purchases authorized by the County Commissioners and/or City Councils.
 - b. Coordinate the compilation of disaster response and recovery related labor, equipment, material, and service costs for post-disaster reporting purposes.
 - c. Coordinate post-disaster activity with the County Treasurer, the Assessor, the City Clerk, and other departments as needed.
 - d. Provide for essential county and city services including payroll operations, purchasing, emergency contracts, and payments.
 - e. Provide essential services to the Fire Agencies including processing payroll and emergency vouchers and tracking the budget.
 - f. Identify emergency management staff and field support personnel.
 - g. Coordinate with other departments for the provision of emergency management staff and field support throughout the response and recovery phases.
 - h. Coordinate the hiring of emergency personnel.
 - i. Coordinate and assist in the development of facility evacuation and emergency preparedness plans.
 - j. Provide for critical payroll information.
 - k. Provide for coordination of insurance documentation and requirements.

1. Handle Labor and Industry Worker's Compensation Claims.
 9. Treasurer/City Clerk
 - a. Arrange for emergency cash management and banking services.
 - b. Receive and process disaster recovery funds.
 10. Departments of Public Works
 - a. Provide mainframe, network, and PC computers
 - b. to support Administrative and Finance responsibilities.
 - c. Provide damage assessment of critical county and city facilities.
 - d. Provide or coordinate emergency repairs to facilities.
 - e. Provide emergency replacement of computer and business equipment.
 - f. Locate or lease office space for critical functions if normal space is unusable.
 11. Prosecuting Attorney/City Attorney
 - a. Provide legal advice and assistance to the County Commissioners, City Councils, Department Heads and Emergency Management in the preparation of agreements, contracts, and other disaster related agreements.
 12. Public Information
 - a. Coordinate all public information and instructions and media relations as defined in ESF #15 External Affairs.
 13. State
 - a. Washington State Emergency Operations Center authorizes expenditures necessary to accomplish appropriate emergency response, including the settling of property loss or damage claims and liability resulting from injury or death of registered emergency personnel as defined in the Washington Emergency Management Act (RCW 38.52.020[d]).
 - b. Other responsibilities as defined in the *Washington State Comprehensive Emergency Management Plan*, Annex W - Emergency Fiscal Procedures.
- C. Federal
- Provides aid and assistance to any state that, during an emergency, has exhausted its own resources.

VII. References

- A. Pacific County Emergency Operations Center Activation Guides:
1. Command
 2. Public Information
 3. Finance and Administration
 4. Logistics
 5. Planning
 6. Operations.