

## Washington State Emergency Management Advisory Group

November 5, 2015

1300 – 1600

### Notes

#### Attendees:

	Present	Absent		Present	Absent		Present	Absent
Antolin		X	Green		X	McDougall	X	
Banks	X		Hardin	X		Pennington		X
Beck	X		Heinze		X	Shipman	X	
Boggs	X		Hooper	X		Sisson		X
Brooks	X		Hubbard	X		Smith	X	
Duffey		X	Jenkins	X		Ufford	X	
Ezelle	X		Lewis	X		Wallace	X	
Fox		X	McCuen		X	Weise		X
Graff	X		McDaniel		X			

#### Others:

Visitors: Nicole Johnson (WASILC), Emilio Vela, Jr (WASILC), Alex Hatcher (WASILC), Jason Biermann (Snohomish County)

- I. Start: 1306
- II. **Old Business**
  - a. Regional Coordinators Facilitated Discussion (Work plan).
    - i. The Plan will focus on products, right now it is focused on strategic level areas. This plan still needs more coordination.
- III. **EMD Briefing**
  - a. Challenging fire season - This has been the 2<sup>nd</sup> year of the largest fire season and fires for the state. This was also the largest single county fire. Fifteen Hundred guardsmen were deployed. Many days if it was not life safety/property preservation/critical infrastructure, it had to burn, as there were no resources available. Fortunately, we only lost 140 homes. It could have been California. We are now doing the After Action process and we implemented Lessons Learned from last year's fire season, especially, how to get more resources and at a quicker response to meet the needs. The EMATs were a huge success. The EMAT concept helped the locals quite a bit. A big "thank you" to Kurt Hardin (State Coordinating Officer) for coming up with money to help with financial issues.
  - b. Two major disaster declarations – Fires at \$40 million for Public infrastructure and for the Western Washington windstorm. The windstorm includes 7-8 counties' public infrastructure. Individual Assistance was denied again. We are engaging with Congress

for federal legislation for IA and how FEMA is going about processing these requests. We are looking for more transparency.

- c. Changes at EMD – Peter Antolin has moved onto the Washington State Liquor and Cannabis Board. Matt Modarelli is now the WMD Chief Information Officer.
- d. Wildland Fire Recovery Council – This a joint Governor created council which includes WMD, Governor’s Office, DNR, and Dept of Commerce.
- e. Resilient Washington Subcabinet – We are just waiting on the letter from the Governor. John Schelling is the EMD POC for this subcabinet.

IV. **State Independent Living Council Report (Attachment 1)**

- a. There were some Limited English Proficiency (LEP) issues during the wildfires. WAC 118.09 revision states that every Washingtonian be served. Pierce/King/Snohomish counties looked at how they can reach the Functional Needs population. WASILC’s 3-year plan will work to prepare people with disabilities on how to deal with emergencies. Regional locations include Spokane, Seattle, Lakewood, Bellingham, and Bellevue. WASILC has added an emergency manager for inclusive emergency management. Need emergency management representative on the WASILC. This person would be a nonvoting member but bring expertise to the table and move WASILC forward.
- b. WASILC’s vision is for an effective quality partner who can collaborate with WASILC and learn what works best for the WASILC community. Discussed a culture within a culture within a culture. For example, a wheelchair bound, woman, who is Latino or Cambodian, or black.
- c. What would the ideal system look like?
  - i. Next wildfire season – Coalition of people networked in the EOC to connect out to their resources. Time is muscle - quicker the better response.
- d. Definitions:
  - i. WSRC – Washington State Rehab Council
  - ii. DSB – D? State Blind
  - iii. SRC –
  - iv. DDA – Developmentally Disabled Administration
  - v. AL TSA – Organized through DSHS
  - vi. WATAP – Assistant Technology Administration Program
  - vii. WCB – Washington Council for the Blind
  - viii. DDC – Developmentally Disabled Council
  - ix. ODHH – Office for the Deaf and Hard of Hearing
  - x. DRW –
  - xi. CIL – Center for Independent Living
  - xii. AAA – Adult Agency on Aging

- e. Looking at establishing a phone tree concept with the currently established population networks. Radio broadcasts are very important to this group
- f. Biggest partnership with CIEP is to have a network with experts on the disability community. WASILC can be that umbrella for all communities

V. **Cascadia Rising 2016 Update**

VI. **EMAT After Action Report** – Jason Biermann did the report for John Pennington. There was a hot wash on Oct 27. A multiple jurisdiction EMAT deployed to Eastern Washington, which replaced the previous team.

a. What Worked

- i. Good connectivity with the state and WAMAS desk. Jason B worked the logistics for the team and this was nice to have available. Okanogan complex was very active so getting to the location was difficult.
- ii. The ability to bridge transition of the type 1 teams, evacuations, and recovery was very good.
- iii. The ability to let Maurice Goodall the freedom to move around.
- iv. Spanish language services were available
- v. Generally a success – a breadth of knowledge for declaration process and documentation requirements for money.
- vi. The team demobilized appropriately at the right time and place. Handed to the locals.

b. Improvements

- i. Lots of processes and procedures need to be ironed out. What do the teams look like, mobilization, callouts, who pays, money questions, etc?

c. State had an instrumental role and dealt with the funding. WAMAS desk was beneficial.

d. Lessons Learned

- i. Had the technology but had challenges with limited wireless service although the National Guard's cell coverage assets helped. Best to bring own technology package. There was no wireless through EMAT's MiFi carrier. Delegation of Authority through Mr. Goodall was not to the entire team but to Jason Biermann for specific things (evacuation notifications, etc.).
- ii. Suggestion made to have an EMAT working group with a broader representation
  - 1. This would include a 1-day retreat to iron out the processes and procedures, technical and tactical workgroup, and will have next fire season in mind.
  - 2. Will need a funding matrix/algorithm for funding options: FMAG, Mutual Aid, etc. State would own this with a parallel effort. Need guidance from OFM and move forward for sustainable funding. Can FMAG be used for extreme EOC costs?

VII. **Washington Mutual Assistance System (WAMAS) After Action Report**

- a. Jason Biermann touched on many points of the use of WAMAS during his EMAT AAR presentation. A WAMAS subcommittee meeting should happen in early December. Send any comments or questions to Dan Banks.
- b. What worked well
  - i. The jurisdiction to jurisdiction mutual aid and placing the resources where they were needed.
  - ii. The brokerage functions in the SEOC.
- c. Improvements Needed
  - i. There is still an education problem on use of the system and mechanism of the forms.
  - ii. The deployment guide needs to change to incorporate the WAMAS desk in the SEOC. This is a big step for standardization.
  - iii. More training needed. Maybe the bigger jurisdictions can help with training? PAL at EMD is working on training to advance the cause of WAMAS. The training is scheduled for December through March. There is a need to do more orientation training and develop the delivery of the mechanism.
- d. Need more lessons learned on WAMAS. There was a question on the selection process and how that worked at the WAMAS desk to get the resources. This was answered offline.

#### VIII. **Workgroup Report Out**

- a. Human Capital – Did Not Report
- b. Standardization – Pattijean presented on the logistics standardization.
  - i. Method – EMAG subgroup (state, county, and local). Logistics workgroup worked on phrases, words, and tactical items. They came up with the leanest/tightest process.
  - ii. Next Step – A timeline for implementation. Need to implement the form now. There is a need to find opportunities to embed this statewide.
  - iii. ACTION - Pattijean will send out the FAQ's and letter of introduction. (Attachment 2)
  - iv. ACTION – EMAG approved this process and form
  - v. Next steps – Need to know what's next. State owns the activation level changes and operational rhythm.
- c. Capabilities – No report
- d. Finance – No Report
- e. Framework – No report
- f. SCRIPT – At the last meeting, they talked about the catastrophic framework. Need to conduct a retreat to flesh out the document/framework.

#### IX. Next Steps

- a. December Meeting – Cancelled
- b. January Meeting – Held in conjunction with EMC. ½ day meeting.

i. ACTION - Barb Graff to add an agenda item

- c. February Meeting – Full day. Need to find items specifically for each workgroup to work on.
- X. Good of the Order –
- a. Term limits on 1-year appointments are coming due. Discussed extending the term limits for now. Will need a job description and commitment timeframe. Muckleshoot Tribe would like to change to a 3-year term and rotate with Shoalwater Bay tribe.
  - b. Workgroup assessments need to be done.
  - c. A comment was made that the state and National Guard provided great service to Colville during the fires. They received resources that were not on their radar.
  - d. ACTION: Hollie will add workgroup assignments to the EMAG SharePoint site.
- XI. Closed: 1530



**Washington State Independent Living Council  
(WASILC)**

**Coalition on Inclusive Emergency Planning  
(CIEP)**

# **What is the Washington State Independent Living Council (WASILC)**

- WASILC's Mission: "People with disabilities in Washington State live independently and participate fully in their community".
- WASILC consists of a Fifteen person governor-appointed board, an Executive Director and an Executive Assistant. There are Six Ex-Officio members on the Council.



# Our Purpose

- The purpose of the WASILC is to promote Independent Living “IL” for persons with disabilities in Washington State, and to Partner with the Centers for Independent Living (CIL) and other disability service organizations to develop capacity and expand their supports to the disability community.



# **Next Steps**

**Inclusive Emergency Planning and partnering  
with disability entities.**

**Introduction and establishment of the  
Coalition on Inclusive Emergency Planning  
(CIEP)**



Attachment 1

# **Mission and Vision**

## **Coalition on Inclusive Emergency Planning (CIEP)**

### **Our Mission**

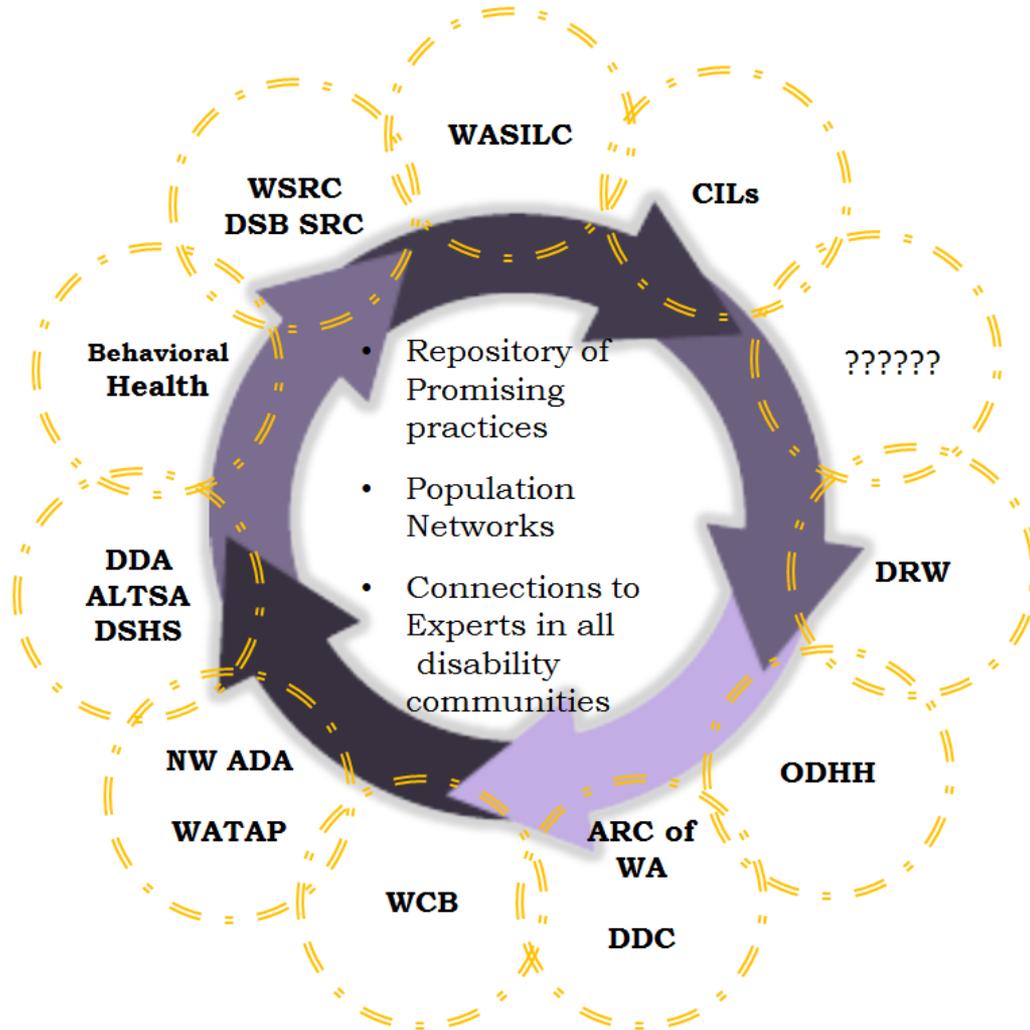
Inclusive and Integrated Planning & Response

### **Our Vision**

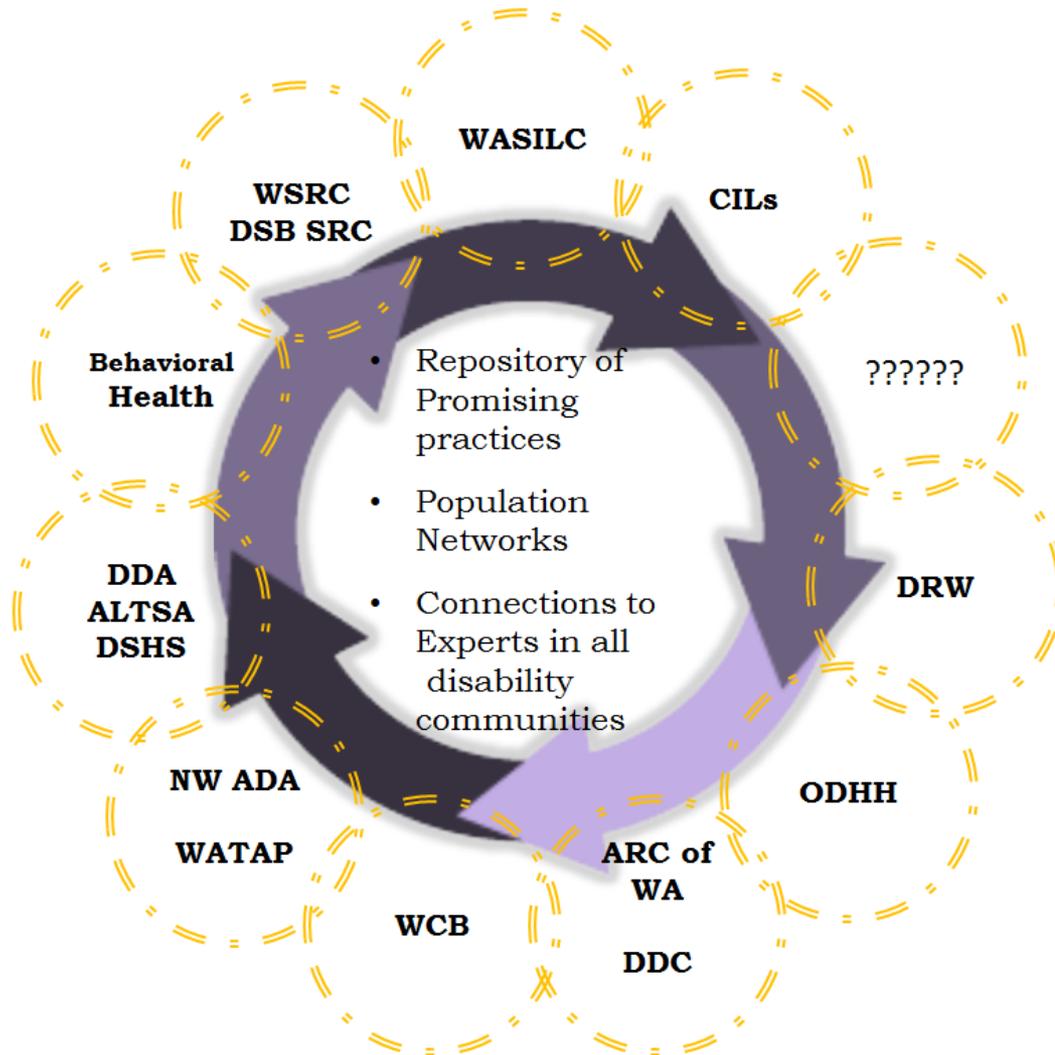
Partnerships that Work for a More Effective  
Quality Planning and Response



# Direct Connections to Experts in all Disability Communities



# Establishing a Repository of Promising Practices



# Attachment 1 **WASILC Inclusive Emergency Planning (IEP) Steering Committee**

- **Todd Holloway, Independent Living Coordinator/ Emergency Liaison Center for Independence South Sound**
- **Nicole Johnson, Planning Coordinator, Pierce County Department of Emergency Management**
- **Kristen Baird Romero, Emergency Preparedness and Response, Washington State DOH**
- **Danielle Bailey, Disability Integration Specialist, FEMA**
- **Alex Hatcher, Inclusive Emergency Planning Manager, WASILC**
- **Megan Holloway, Executive Assistant, WASILC**
- **Emilio Vela, Jr., Executive Director, WASILC**



# Contact Information for WASILC

❖ Emilio Vela, Jr., Executive Director  
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❖ Alex Hatcher, Inclusive Emergency  
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❖ Megan Holloway, Executive Assistant  
[holloma@dshs.wa.gov](mailto:holloma@dshs.wa.gov) (360)725-3693



## Attachment 2

1. The Emergency Management Advisory Group (EMAG) is comprised of statewide emergency managers representing Tribes, counties, and small, medium, and large cities in Washington. In its advisory capacity to me, one of the first projects it pursued this year was the need for improved resource management. The results of its effort is the purpose of this correspondence to you.
2. I am pleased to present the new Washington State Resource Request Form (ICS 213 RR). It is the result of a strong collaborative effort on the part of subject matter experts in a range of emergency management specialties. It is the form emergency managers have agreed best suits the needs of our profession to request resources during incidents.
3. The attached PowerPoint presentation will explain the process utilized by EMAG to arrive at this result. I strongly encourage all of you to share it with all emergency management colleagues, and begin utilizing the form as soon as possible. If you require training, please reach out to your EMAG representative and you will be put in touch with trainers who will schedule a training workshop on the process.
4. I applaud all of you who actively engaged in this effort. Statewide consistency in the resource request process will elevate the speed, efficiency, and accuracy of service emergency management can provide impacted communities. It is a standard I know all of us aspire to.

# A Unified Approach to Resource Management

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THE EMERGENCY MANAGEMENT ADVISORY GROUP

WASHINGTON STATE

NOVEMBER 2015

# Problem Statement

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Lessons learned from a series of incidents, both historic and recent, exposed problems with the *resource management process* in Washington State:

- Lack of consistency among various forms and processes
- Created both delayed and duplicate ordering
- Lengthened resource arrival and deployment
- Impacted tracking and monitoring

Personnel utilized different processes within the incident

- Processes changed between operational shifts
- EOC staff had different methods for requesting resources

# APPROACH TO THE SOLUTION

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## Emergency Management Advisory Group (EMAG) method

➤ EMAG met and established a resource management workgroup.

- EMAG is comprised of emergency managers from small, medium, and large cities, Tribes, and counties from both eastern and western Washington providing advice to the WA State Emergency Management Director.

- The goal of the workgroup was to research and conduct an in-depth examination of different processes and **select one resource management process to present for statewide use.**
- The resource management process presented for adoption was discussed, reviewed, and voted upon by the entire group.
- EMAG members were in **100% agreement** to adopt the suggested resource management process.

The method of selecting a resource management process was rooted in several key principles.

## Simple

- Must be easy to learn, easy to train.

## Lean

- Each person who interacts with the process has one specific role; which is easily tracked and accounted for.

## Fail-Safe

- Is not reliant on one technological system.
- Can be used as a paper process if an internet connection is not available.

# Guiding Principles

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## Plug & Play

- This resource management process can be used by all types of emergency management offices in Washington State: small, medium, and large.
- Making it easier for staff from other jurisdictions to help each other out.

## Status Updates

- Establishes accountability.
- All requestors receive updates on the status of their requests from the county and state at regular intervals (e.g. provide updates on *life safety* requests every *30 minutes*, and every *2 hours* for *incident stabilization* and *property preservation*).

# Impact

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- Resource management is one of the most critical functions during any type of incident. Statewide consistency in the process must be a standard planning assumption for all emergency managers.
- Adopting a statewide process will get needed resources to the impacted jurisdiction with increased **speed, efficiency, and accuracy!**

## WA RESOURCE REQUEST FORM (ICS 213 RR)

<b>Requestor</b>	1. Mission Number & Incident Name:		2. Requesting Agency:		3. Date & Time:(mm/dd/yy - 00:00)		4. Requester Tracking Number:			
	5. Order						SHADED AREA TO BE FILLED BY LOGISTICS SECTION			
	a. Qty.		b. Kind (if known)	c. Type (if known)	d. Detailed item description and/or of task to be accomplished: ( <i>Vital characteristics, brand, specs, experience, size, etc.</i> ) and, if applicable, purpose/use, diagrams and other info.			Needed Date & Time		g. Cost
								e. Requested	f. Estimated	
	6. Personnel/Additional Support Needed: ( <i>Driver/Fuel Etc.</i> )						7. Duration needed:			
	8. Requested Delivery/Reporting Location: ( <i>Address/landmarks etc.</i> )					9. Delivery/Reporting Location POC: ( <i>Name &amp; Contact info</i> )				
	10. Suitable Substitutes and/or Suggested Sources: (if known)					11. Priority: <input type="checkbox"/> Life Saving <input type="checkbox"/> Incident Stabilization <input type="checkbox"/> Property Preservation				
	12. Requestor Provides Funding: <input type="checkbox"/> Yes <input type="checkbox"/> No			13. If requestor is unable to provide (full/partial) funding for the resource, specify reason:						
	14. Requested by Name/Position & phone/email:					15. Request Authorized by:				
	16. EOC/ECC Logistics Tracking Number:		17. Name of Supplier/POC, Phone/Fax/Email:							
18. Notes:										
19. Approval Signature of Authorized Logistics Representative:						20. Date & Time: (mm/dd/yy - 00:00)				
21. Order placed by (check box): <input type="checkbox"/> ORD UNIT <input type="checkbox"/> PROC UNIT <input type="checkbox"/> OTHER _____										
22. Elevate to State: <input type="checkbox"/>			23. State Tracking #:			24. Mutual Aid Tracking #:				
25. Reply/Comments from Finance:										
26. Finance Section Signature:						27. Date & Time: (mm/dd/yy - 00:00)				
Original to: Documentation Unit <span style="margin-left: 200px;">Copies to: Logistics Section, originating ESF/agency, and Finance &amp; Administration Section</span>										

The new  
WA  
State  
(ICS 213 RR)  
Resource  
Request  
Form

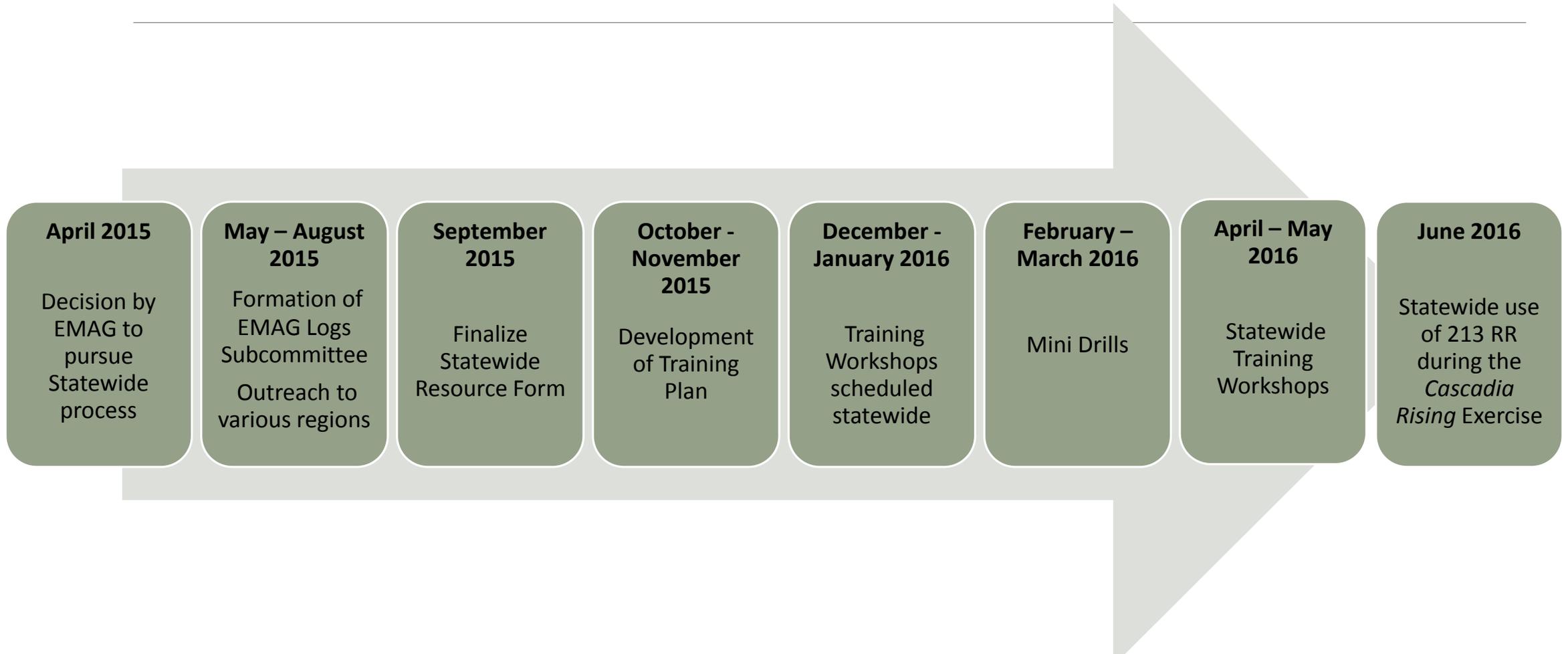
## Attachment 2

# NEXT STEPS

- This PowerPoint presentation explaining the new Resource Request Process will be distributed through statewide EMAG representatives and Regional Coordinators.
- A Frequently Asked Questions (FAQ) sheet has been developed to answer common questions.
- A Training Package will be developed in October and November with workshops available to be delivered in December 2015 and January 2016.
- Regional drills conducted in February and March 2016 will use the new Resource Request Form.
- Additional training workshops can be requested and scheduled for April and May 2016.
- All participants will utilize the new Resource Request Process during the *Cascadia Rising* exercise in June 2016.

# IMPLEMENTATION TIMELINE

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**April 2015**

Decision by EMAG to pursue Statewide process

**May – August 2015**

Formation of EMAG Logs Subcommittee  
Outreach to various regions

**September 2015**

Finalize Statewide Resource Form

**October - November 2015**

Development of Training Plan

**December - January 2016**

Training Workshops scheduled statewide

**February – March 2016**

Mini Drills

**April – May 2016**

Statewide Training Workshops

**June 2016**

Statewide use of 213 RR during the *Cascadia Rising* Exercise

Attachment 2

For more information contact your representative from  
the **2015-16 Emergency Management Advisory Group**  
For Washington State Director of Emergency Management

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