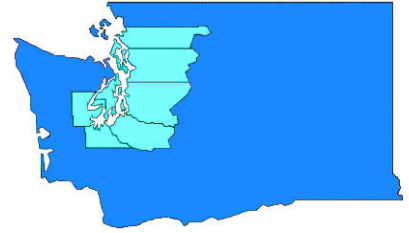


# Puget Sound

## Regional Catastrophic Disaster Coordination Plan and Annexes



## Plan Summaries

May 2013



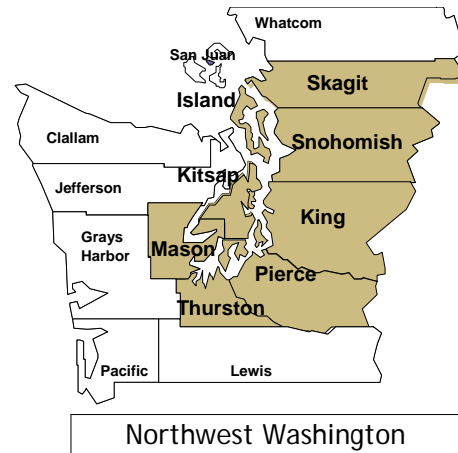
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## Regional Catastrophic Planning

Dating back to March 2008, a team consisting of representatives from eight counties in the Puget Sound Region of Washington State (Island, King, Kitsap, Mason, Pierce, Skagit, Snohomish and Thurston counties) and their associated cities, as well as State, federal and Tribal partners has worked in partnership to establish a Puget Sound Regional Catastrophic Disaster Coordination Plan and Annexes.

This planning process has built ongoing relationships among individuals and organizations responsible for emergency management in the Puget Sound region. Members of the Regional Catastrophic Planning Team (RCPT) understand the challenges facing their neighbors and are familiar with each others' programs and resources. When a disaster hits, RCPT partner agencies will rely on relationships cultivated during this planning process as they turn to each other for assistance.



The following issue-specific Annexes and Toolkits supplement the Coordination Plan and provide more detail about critical regional emergency response functions.

- Evacuation and Sheltering
- Long Term Care Mutual Aid
- Medical Surge Resource Management
- Pre-Hospital Emergency Triage and Treatment
- Resource Management and Logistics
- Structural Collapse Rescue
- Transportation Recovery
- Victim Information and Family Assistance
- Volunteer and Donation Management

Neither the Coordination Plan nor its Annexes will usurp or infringe on the authorities, plans, or procedures of any participating jurisdiction, agency, or organization.

Final plans are posted at <http://www.seattle.gov/emergency/publications/#r>.

*"I see a greater likelihood that planning and preparedness efforts will be sustained long-term because of relationships/bonds formed through the RCPGP"--*

*Mark Watkinson, Skagit County Emergency Management Director*

## Puget Sound Regional Catastrophic Disaster Coordination Plan

The Puget Sound Catastrophic Disaster Coordination Plan (Coordination Plan) can assist local, state, federal, and private sector partners in coordinating their planning, response to and recovery from regional catastrophic incidents and disasters. The Coordination Plan is voluntary and available to all public, private, tribal and non-profit entities in the 8-county Puget Sound Region encompassing over 3 million people residing in (approximately from north to south) Island, Skagit, Snohomish, King, Kitsap, Pierce, Thurston and Mason counties.

For the purposes of the Coordination Plan, a “catastrophic incident” is defined as follows:

*Any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. (National Response Framework Resource Center, December 2008).*



The Coordination Plan focuses on the following key outcomes, to better link local emergency operations centers and managers to each other and to their state and federal counterparts.

- Shared situational awareness
- Coordination of strategic policy issues
- Shared public information
- Sustained regional coordination

The Coordination Plan outlines a potential regional coordination process to support these outcomes, including the following tools:

- An **Incident Snapshot** to provide regional partners and the State with a quick “red/yellow/green” assessment of damages by county;
- A **Regional Conference Call** with a suggested pre-scripted agenda;
- Creation of functional and/or geographic **Regional Coordination Groups** to address multi-county coordination issues that will build a foundation for a long-term recovery process; and
- Recommended common **Resource Prioritization Criteria**.

*“The Regional Catastrophic planning process has afforded us the opportunity to identify needed mechanisms and tackle tough issues in the comfort of conference rooms instead of knee deep in rubble or flood waters.”*

*– Barb Graff, City of Seattle Emergency Management Director*

## Citizen Preparedness Campaign

This award winning marketing campaign aims to raise awareness and encourage individuals to prepare for catastrophes by making a plan, building a kit with supplies for 7 to 10 days and helping each other. Survey results after the 2012 campaign found that



- Respondents reported being prepared for a median of 7 days, which is an increase from the pre-campaign survey's median of 5 days.
- The website received nearly 16,000 visits in the first 90 days.
- The campaign engaged 560 people through Facebook and Twitter and 1,836 people through preparedness videos.
- Over 180 students participated in a campaign coloring contest and the campaign reached over 550 schools in the region

Conducted again in 2013, the campaign can continue annually, subject to available funding. The following materials are available to any agency seeking to run a similar campaign:

- Toolkit, including
  - Brochure
  - Customizable PowerPoint with speaking notes
  - Social media guidelines and toolkit
  - Local agency web content
  - Evaluation form (you can also program the questions into an online survey that you could distribute to participants. If prefer this option, [www.surveymonkey.com](http://www.surveymonkey.com) is a free, helpful tool)
  - Branding guidelines and camera ready art (e.g. logos, graphic elements, flyer samples)
- Survivor testimonial videos in English (with closed captioning feature), Spanish and Chinese
- Educational videos in English and Spanish

## Evacuation and Sheltering Annex

This annex was developed to provide a framework for the coordination of local, county, regional and state efforts in the event of a catastrophic incident such as a major earthquake, flood or biological weapon attack. The concept of coordination calls for formation of an Evacuation and Sheltering Regional Coordinating Group that could address the following issues:

- Evacuation routes that pass through multiple jurisdictions
- Sheltering opening sequence, locations and capacity
- Common logistical concerns
- Public information priorities related to evacuation and sheltering; and
- Demobilization of shelters and potential consolidation of host facilities

The Annex also identifies support needs of access and functional needs populations, identifies mass notification systems in the Puget Sound Region and provides an overview of regional transportation resources and contacts that could be called upon to assist in evacuations.

## Long Term Care Mutual Aid Plan

This planning process enhances medical preparedness and response capabilities for evacuation and patient movement through the development of a Long Term Care Mutual Aid Plan for long term care facilities. It addresses a critical planning gap related to the evacuation of medically fragile residents cared for in these facilities. The Plan, which serves as the foundation for a widely adopted mutual aid agreement, outlines the following information and processes:

- Alert and notification process;
- Resources available in the Region;
- Types of beds available by facility; and
- Steps that each facility should follow in an event that requires an evacuation, including patient tracking protocols.



The plan also identified over 700 transportation assets that reside at various long-term care facilities that can be made available to transport patients during an evacuation incident or event. All signatories to the plan agree to maintain the appropriate amount of supplies, equipment, staffing and other resources required to support 110% of their licensed bed capacity.

## Medical Surge Resource Management Annex

The Medical Surge Resource Management Annex provides decision making tools for health officials and emergency managers regarding the activation, location and prioritization of medical surge capabilities for a multi-county region. These tools include:

- A multi-county decision-making structure and process for prioritizing and geographically allocating specific local, state and federal medical surge assets (e.g. ACF, DMAT, FMS, etc.).
- Prioritization and coordination tools to support decision making around deploying medical surge assets across multiple counties.
- Templates for decision making meetings of the Local Health Officers regarding the activation of medical surge assets for multicounty disaster.

## Pre Hospital Emergency Triage and Treatment

The Pre-Hospital Emergency Triage and Treatment Annex provides an all-hazards framework for planning and response coordination among Emergency Medical Services (EMS) providers and other entities that share the responsibility for the management and provision of the pre-hospital response to a catastrophic incident, regardless of its cause.

The Annex provides a coordinated approach to develop a common operating picture of the pre-hospital response, establish response priorities and develop recommendations to address strategic or policy-level issues. This annex does this by establishing an EMS Coordination Group to

- Provide policy level leadership and strategic coordination for the pre-hospital response;
- Share information across jurisdictions to develop situational awareness of the regional pre-hospital response;
- Develop recommendations for incident response priorities at a regional level when the pre-hospital system is severely strained or overwhelmed;
- Support a coordinated strategy for the distribution of patients to area hospitals based on patient need and a concurrent assessment of hospital capabilities during incident response; and
- Develop consensus recommendations on strategic or policy-level issues, such as the allocation or reallocation of resources, the establishment of Field Treatment Sites or the implementation of state protocols establishing the standard for field performance in a catastrophe.





## Resource Management and Logistics Annex

The Puget Sound Regional Resource Management and Logistics Plan presents a strategy that encourages resource sharing and optimizes resource acquisition, allocation and deployment through increased communication, collaboration and standardization. The recommendations are based on a gap analysis completed at the beginning of the project and subsequent research on best practices to fill those gaps. The Annex includes



- Guidance for establishing and managing local staging areas and commodity distribution points is provided in the plan, including
  - site selection criteria;
  - site layout recommendations and equipment needs; and
  - how to organize and operate a collocated local/state staging area.
- A self-assessment tool allows local jurisdictions to evaluate their resource management and logistics programs against national standards.
- Two time-phased logistics deployment models; one for a no-notice event and the other for threats with advanced notice; and
- Long-term (three to five years) and short-term (one to two years) best practices and strategies that address the resource and logistics challenges in the Region.

## Structural Collapse Rescue Annex

The Regional Structural Collapse Rescue Annex is a comprehensive plan to facilitate an effective response to structural collapse incidents. The project team involved an extensive group of regional stakeholders including State and local first responders in fire and law enforcement, emergency managers, emergency medical services personnel, public works staff, and private sector firms with construction and demolition equipment and experience. The Annex provides procedures for regional coordination, decision-making and resource sharing among Puget Sound area emergency response agencies and other partners with structural collapse rescue capability. The Annex provides



- Recommended Structural Collapse Rescue Typing
- Recommended Rescue Equipment Standards and Typing

- Recommended Structural Evaluation, Search and Victim Marking Systems
- Recommended Initial Actions Checklist
- Recommended Information Management Tools; and
- A recommended model Memorandum of Understanding for use with the Associated General Contractors of Washington. The draft MOU creates a general framework which provides the following:
  - Standardized training for improved coordination between fire service agencies and the construction industry and skilled trades requested to respond to such disasters,
  - The establishment of standard equipment and material inventories that may be useful in responding to disasters, and
  - The creation of a general framework for providing mutual aid between the agencies executing the agreement which may be called upon to respond to a disaster.

## Transportation Recovery Annex

The Puget Sound Transportation Recovery Annex supplements the Puget Sound Regional Catastrophic Coordination Plan. The Transportation Recovery Annex provides information and recommended guidelines for regional coordination, collaboration, decision-making, and priority setting among Puget Sound area emergency response and transportation agencies and other partners across the disaster recovery spectrum. The Annex includes



- General guidelines on regional multi-jurisdictional coordination and priority setting for the recovery of transportation networks.
- Toolboxes for traffic mitigation, waterway alternatives and bridge and roadway reconstruction.
- Traffic mitigation strategies for 50 major road disruption scenarios identified by stakeholders in each of the eight Puget Sound counties.
- Information, strategies and guidance for local jurisdictions to
  - develop their respective local implementation plans to address local issues;
  - connect local transportation recovery measures with the restoration of the regional transportation network; and
  - link with other local jurisdictions, state and federal transportation agencies and traffic management systems.

## Victim Information and Family Assistance Center Annex

This annex to the Puget Sound Regional Coordination Plan provides a framework to facilitate multi-county regional coordination of situational awareness and response related information for the purpose of determining when a Family Assistance Center (FAC) is needed to assist with victim identification and family reunification with the missing and deceased.

During a catastrophic disaster one of the most significant challenges the Puget Sound region will face is coordinating timely, accurate patient and victim status information and providing assistance for families of the injured and deceased. Family Assistance Centers serve an integral function in supporting the loved ones of casualties and assisting responders in identifying patients and victims during a mass casualty or mass fatality incident. As such, they are a critical component of regional response to these events.

Specifically, the purpose of this annex is to:

- Outline the key essential elements of information for determining when a FAC is needed after a catastrophic incident;
- Provide a structure for multi-county coordination for determine the need for a FAC; and
- Provide tools that may be used to implement a FAC

This annex does not direct local, regional or state FAC operations. However, because all jurisdictions could be impacted by a mass fatality incident and should be prepared to operate a FAC, resources are provided to assist jurisdictions in building this capability. The tools included in this annex are intended as a resource for developing FAC plans and/ or operating a FAC when needed and are provided to assist local jurisdictions with building FAC capabilities. It is not the intent of this annex to proscribe that local jurisdictions use these tools and this annex does not supersede any other local plans or authorities.

## Volunteer and Donations Management Toolkit

The Regional Volunteer and Donations Management Toolkit provides assistance to participating agencies to help manage the coordination of high numbers of spontaneous volunteers and donations that will arrive in the aftermath of a catastrophic disaster. This toolkit provides local jurisdictions with a template for spontaneous volunteer management and another for volunteer reception center standard operating procedures. These templates have been adopted by Washington State's Emergency Management Division for use statewide. The Toolkit also outlines roles and responsibilities for a recommended committee that would oversee and support local volunteer and donations management activities. In addition, this toolkit describes how vendor products can be used to manage and coordinate donated materials and cash.

*The Spontaneous Volunteer Management Template and a Volunteer Reception Center Standard Operating Procedure developed through this planning process have been adopted by Washington State Emergency Management Division for use statewide.*