

**PUGET SOUND REGIONAL CATASTROPHIC DISASTER COORDINATION PLAN
SYNCHRONIZATION MATRIX**

Since 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 regional disaster coordination plans.

When a disaster hits, Regional Catastrophic Planning Team (RCPT) partner agencies will rely on relationships cultivated during this planning process as they turn to each other for assistance. The plans, annexes and toolkits developed by the Puget Sound team include nine regional catastrophic preparedness documents: the Puget Sound Regional Catastrophic Disaster Coordination Plan; Evacuation and Sheltering Annex; Long Term Care Mutual Aid Plan; Pre-Hospital Emergency Triage and Treatment Annex; Structural Collapse Rescue Annex; Transportation Recovery Annex; Victim Information and Family Assistance Annex; Resource Management and Logistics Toolkit; and Volunteer and Donations Management Toolkit. The Puget Sound Regional Catastrophic Disaster Coordination Plan Synchronization Matrix below includes a brief description of each document as well as key actions to be taken during a no notice event such as a major earthquake. These documents focus on coordination activities and time frames may adjust depending upon the incident and circumstances.

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

PLAN DESCRIPTION	PLAN NAME	ACTION DESCRIBED	ACTION TAKEN BY	FOLLOW-UP ACTIONS	DEPENDENCIES	0-12 HOURS	12-72 HOURS	72 HOURS - 1 WEEK	1 WEEK OR MORE
CATASTROPHIC DISASTER COORDINATION PLAN The Regional Catastrophic Disaster Coordination Plan: <ul style="list-style-type: none"> provides strategies and mechanisms for regional coordination, provides tools to better link local emergency operations centers and managers to each other and to their state, tribal and federal counterparts. 	Coordination Plan	County EOCs and tribes send Incident Snapshot (ISNAP) Report to State EOC for posting on WebEOC	County EOCs, tribes	Additional snapshots may be created if necessary. Situation reports replace ISNAPs.		X	X		
	Coordination Plan	Initiate the Coordination Conference Call by contacting Pierce County to activate their notification system	Any county or tribe	The conference call is facilitated by the person who requested the call. The default time of the call is 1330 or sometime within the first 24 hours following the incident.	Notification system activated advising of call		X		
	Coordination Plan	Dates and times for additional conference calls with counties, tribes and select stakeholders are identified to continue to address regional issues	Call facilitator	Membership and agenda for additional calls is determined on the previous call and based on the situation.	Initial Coordination Conference Call occurred		X	X	
	Coordination Plan	Coordinating groups (functional and/or geographic) & group leaders are identified and notified to convene coordinating groups	Call facilitator or designee	Subject areas may include those identified by Annexes or other areas requiring regional coordination including recovery efforts			X	X	X
EVACUATION & SHELTER ANNEX The Shelter and Evacuation Annex: <ul style="list-style-type: none"> provides mechanisms for coordinating evacuation and sheltering efforts within the Puget Sound RCPGP region during a catastrophic event provides guidance in formation of an Evacuation and Sheltering Regional Coordination Group identifies policy level issues as they relate to evacuation and sheltering provides planning resources and reference materials 	Evacuation & Shelter	Each agency conducts situational awareness regarding evacuation and sheltering needs for their jurisdiction	County EOCs	Information is included in jurisdictional Situation Reports with potential regional issues identified in the initial Coordination Conference Call		X	X	X	
	Evacuation & Shelter	Notification of conference call or meeting is sent to Evacuation & Sheltering Regional Coordination Group	Chair of Evacuation & Sheltering Regional Coordination Group	Notification may be sent prior to additional conference calls	This group is requested during the Coordination Conference Call or may be initiated by Chair of the Evac & Shelt Coord Grp	X	X	X	
	Evacuation & Shelter	Chair conducts initial conference call, determines agenda and participants and identifies a course of action	Chair of Evacuation & Sheltering Regional Coordination Group	Chair or designee of the Evacuation and Sheltering Working Group keep those participants in the Coordination Conference Calls up to date	Chair participates in Coordination Plan Conference calls			X	X
	Evacuation & Shelter	Discuss major resource shortfalls in regards to evacuation and sheltering and determine if any jurisdictions not affected can provide support	Evacuation & Sheltering Regional Coordination Group	Jurisdiction needing support will make request through the State	Roads are passable	X	X		
	Evacuation & Shelter	Coordinate shelter activities with neighboring jurisdictions, the region, and other providers including non-profit organizations	Evacuation & Sheltering Regional Coordination Group	Consider both short term and longer term solutions	Appropriate shelter sites are available with personnel and supplies			X	X
	Evacuation & Shelter	Identify and communicate key policy level issues that have inter-jurisdictional affects	Evacuation & Sheltering Regional Coordination Group	Communicate issues to each jurisdiction and encourage coordination of resolution			X	X	X
	Evacuation & Shelter	Demobilize shelters and communicate long term needs for those still displaced	Evacuation & Sheltering Regional Coordination Group	This activity includes transitioning to longer term housing options					X

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LONG TERM CARE MUTUAL AID PLAN The Long Term Care Mutual Aid Plan for King County: • engages long term care facilities to plan with each other in the event of a disaster or major emergency. • addresses patient movement from one facility to another including areas such as staffing, supplies, equipment and transportation.	Long Term Care	If evacuation warranted, notify 911, EOC, and Public Health of need to evacuate	Nursing Home Staff	Continue assessing situation		X			
	Long Term Care	Notify nursing home mutual aid signatories	Public Health	Continue assessing situation	Availability of WA Trac/internet and landlines	X			
	Long Term Care	Activate Health and Medical Area Command (King County)	Public Health	Continue assessing situation		X			
	Long Term Care	Activate Nursing Home Response Team as needed	Public Health	Begin assessing bed availability and connect with evacuating facility about patient movement needs/patient care categories/service needs		X	X		
	Long Term Care	Establish command structure	Nursing Home Staff	Staff positions		X			
	Long Term Care	Identify patients to be evacuated, resource needs, source and additional actions	Nursing Home Staff	Coordinate with Public Health, local EOC and resource providers		X	X		
	Long Term Care	Initiate and continue evacuation procedures or procedures for receiving clients from evacuated facilities	Nursing Home Staff	Coordinate with Public Health, local EOC and other providers	Transportation is available and routes are passable	X	X		
	Long Term Care	Initiate procedures to return patients to their original facility if possible	Nursing Home Staff	Coordinate with appropriate personnel and organizations	Facility is functional		X	X	X
	Long Term Care	Initiate procedures for long term solutions if returning to original care facility is not an option	Nursing Home Staff	Coordinate with appropriate personnel and organizations	Consider available options				X
PRE-HOSPITAL EMERGENCY TRIAGE AND TREATMENT ANNEX The Pre-Hospital Emergency Triage and Treatment Annex: • provides an all-hazards strategic framework to facilitate planning and response coordination among all entities with a responsibility for the management and provision of Pre-hospital Emergency Triage and Treatment during any naturally occurring or manmade catastrophic incident • provides a coordination structure and processes to facilitate multi-jurisdictional, multi-disciplinary pre-hospital response between Public Health, Medical Program Directors, Regional Disaster Medical Control Centers, and Fire/EMS leadership across the 8 county region to a catastrophic incident. • provides updates to Mass Casualty Planning• provides guidance for Field Treatment Site Planning (tactical tool).	PETT	Develop regional situational awareness relative to pre-hospital emergency triage and treatment (e.g. crisis standards of care, patient movement, resource allocation)	EMS agencies & hospitals	Re-assess continually and share info with local EOCs		X	X	X	
	PETT	Initiate notification of EMS Coordination Group members and conduct initial EMS multi-jurisdictional conference call as well as follow-up calls	Any EMS Coordination Group Core member may initiate action - Chair of King Co DMCC facilitates call	Conduct additional calls as needed	Everbridge System is working	X	X	X	
	PETT	Recommend regional priorities	EMS Coordination Group	Re-assess, update and share info with appropriate stakeholders including EOCs		X	X	X	
	PETT	Identify regional policy issues relative to Pre-Hospital Emergency Triage and Treatment	EMS Coordination Group	Coordinate and share with appropriate agencies and county EOCs		X	X	X	

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STRUCTURAL COLLAPSE RESCUE ANNEX The Regional Structural Collapse Rescue (SCR) Annex: • provides a framework of procedures for regional coordination, decision-making and resource sharing among Puget Sound area emergency response agencies and other partners with structural collapse rescue capability. • addresses structural collapse rescue after a major incident, such as a damaging earthquake, as well as to smaller incidents caused by other hazards where life saving structural collapse rescue resources are needed.	Structural Collapse Rescue	Assess situation, determine need for additional assistance and prioritize	Incident Commander	Coordinate with engineers, building officials, and local EOC		X	X	X	X
	Structural Collapse Rescue	Request mutual aid to include activation of State Fire Mobilization Plans	Incident Commander	Coordinate request through appropriate agencies and share information with local and State EOCs - track all efforts as required by State Fire Mobilization procedures to be eligible for reimbursement	State Fire Mobilization declared by Washington State	X	X		
	Structural Collapse Rescue	Request additional supplemental assistance from State EOC	Regional Fire Coordinator	State EOC processes requests determining the best source for the request including private, state, federal, intra-state, or EMAC resources		X	X	X	X
	Structural Collapse Rescue	Manage and coordinate all local and incoming resources	Logistics function of local jurisdiction (field or EOC)	Share information with State and local EOCs - determine which processes will be managed in the field or in the EOC		X	X	X	X
	Structural Collapse Rescue	Demobilize resources as soon as they are no longer needed	Logistics function of local jurisdiction (field or EOC)	Track deployed resources	Tracking systems in place			X	X
TRANSPORTATION RECOVERY ANNEX 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. • recommended guidelines for coordinating multi-jurisdictional regional transportation system recovery in the Puget Sound Region after a catastrophic incident.	Transportation Recovery	Damage and situational assessments	Local & State ESF 1 & EOCs	Re-assess regularly - share information with EOCs		X	X	X	X
	Transportation Recovery	Temporary repairs and debris removal to provide emergency access and establish regional routes	Local & State ESF 1	Coordinate with other agencies and jurisdictions to identify ingress and egress routes to critical locations - share information with EOCs	Necessary resources are available	X	X	X	X
	Transportation Recovery	Disseminate information to the public through a Joint Information System (JIS) established by local and State EOCs	PIO	Share information with EOCs and stakeholders	JIS is established	X	X	X	X
	Transportation Recovery	Request additional resources for emergency repairs including private, mutual aid, state or federal	ESF 1 and local EOC	Follow established processes for requesting additional resources - emergency processes may differ from standard operating procedures	Emergency Proclamation may be required for emergency purchases of some resources	X	X	X	X
	Transportation Recovery	Initiate inter-agency and inter-jurisdictional coordinating groups to identify common needs as well as strategies to manage traffic throughout the region	Local and State ESF 1	Consider needs of business, hospitals, communities, as well as government. Coordinate with stakeholders as needed and possible			X	X	X
	Transportation Recovery	Identify and prioritize regional mid-term and long-term needs and actions	Local and State ESF 1	Utilize interagency coordinating groups and consultant with stakeholders. Share information with EOCs	Coordinating Groups are established			X	X
	Transportation Recovery	Build public support	Local and State DOTs Elected officials	Coordinate with elected officials, business, and other stakeholders					X

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VICTIM INFORMATION & FAMILY ASSISTANCE CENTER (FAC) ANNEX The Victim Information and Family Assistance Center Annex: • outlines key essential elements of information necessary to determine when a Family Assistance Center is needed following a catastrophic incident • provides a structure for coordination to determine the need for a FAC • provides tools that may be used for planning or response to implement a FAC	Victim Info & Family Assist Center (FAC)	Begin gathering Essential Elements of Information (defined in the plan) regarding injuries, deaths and missing persons	Public Health with law enforcement, fire, EMS, hospitals & other medical providers	Continue assessment for several days		X	X	X	
	Victim Info & Family Assist Center (FAC)	Assess the need for a local, regional or statewide FAC	Public Health	Coordinate with health care agencies, EMS, and EOCs as well as neighboring jurisdictions and State DOH			X	X	
	Victim Info & Family Assist Center (FAC)	Establish Victim Information Coordination Group (VICG) if requested during Coordination Plan Conference Call or as conditions warrant	Mass Fatality Branch Director	Develop work plans and identify additional coordination issues and meeting schedule			X	X	X
	Victim Info & Family Assist Center (FAC)	Establish Family Assistance Center (FAC) if needed - consider regional or statewide approach	VICG	Coordination should include local as well as state agencies			X	X	X
RESOURCE MANAGEMENT & LOGISTICS TOOLKIT The Regional Resource Management and Logistics Toolkit: • provides a comprehensive framework and guidance for managing resources and logistics. • encourages resource sharing and optimizes resource acquisition, allocation and deployment through increased communication, collaboration and standardization. • works with and supports local, state and federal plans.	Resource Mgmt	Local agencies identify resource needs and utilize local purchasing processes	Local EOC	Look for local sources to provide resources	Local contracting systems in place	X	X	X	X
	Resource Mgmt	Local agencies request resource assistance through mutual aid from other local jurisdictions	Local EOC	Local EOC tracks requests and may assign scarce resources based on jurisdictional priorities	Local mutual aid processes are in place	X	X	X	X
	Resource Mgmt	Local agencies request resource assistance from the State EOC if unable to fill needs from private or local sources	Local EOC	State EOC processes requests determining the best source for the request including private, state, federal, or EMAC resources	State contracting and mutual aid processes are in place	X	X	X	X
	Resource Mgmt	Participate in State logistics call	Local and state agency logistics leads	Information is shared and next steps should be identified	Communication systems are working	X	X	X	X
	Resource Mgmt	Determine need, identify and manage staging areas and Community Points of Distribution	Local EOC	Local and State efforts are coordinated to maximize effectiveness and minimize duplication of effort and public confusion	Staging areas and distribution points are available and accessible		X	X	X
	Resource Mgmt	Manage and coordinate all local and incoming resources	Receiving jurisdictions	Ensure resources are assigned based on qualifications, personnel and equipment accountability systems are in place and agreements are established detailing costs, time of service, and liability provisions	Resource management and accountability systems exist. Legal agreements are executed	X	X	X	X
	Resource Mgmt	Demobilize resources as soon as they are no longer needed	Receiving jurisdictions	Receiving jurisdictions document resource use, process payments and follow cost recovery processes	Documentation, financial tracking and cost recovery processes are in place		X	X	X

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VOLUNTEER AND DONATIONS MANAGEMENT TOOLKIT The Regional Volunteer and Donations Management Toolkit: • provides templates and suggestions for local jurisdictions in how to manage spontaneous volunteers through the establishment of volunteer reception centers • provides a template for managing incoming donations	Volunteer & Donations Mgmt	Conduct an assessment in each county to determine the need for donations and/or volunteer management	Local EOCs, government, private and non-profit organizations	Re-assess regularly - share information with EOCs			X	X	X
	Volunteer & Donations Mgmt	Establish the Volunteer & Donations Management Regional Coordination Committee (RCC) if requested or identified as a need	Any county EOC Director or their assigned Donations & Volunteer Management Coordinator	Determine meeting schedules and topics of discussion - Coordinate activities and share information with EOCs			X	X	X
	Volunteer & Donations Mgmt	Conduct Volunteer & Donations Regional Coordination Committee conference calls as needed	Chair or Lead as identified by previous conference call	Additional calls as determined by the situation	RCC is convened		X	X	X