

STATE OF WASHINGTON



STATE EMERGENCY REPATRIATION PLAN

Functional Annex to the Comprehensive Emergency Management Plan (CEMP)

Version 2.0

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Chapter 1 Introduction

1.1 Promulgation Statement

The Washington State Department of Social and Health Services (DSHS) has authority to activate this State Emergency Repatriation Plan (SERP) and execute state-level emergency repatriation operations per the General Agreement between the U.S. Department of Health and Human Services (HHS) and DSHS effective 12/18/2018. DSHS may accept an activation request from HHS, which is expected to be delivered by the HHS Administration for Children and Families (ACF) Office of Human Services Emergency Preparedness and Response (OHSEPR). DSHS has fiscal authority for state-level emergency repatriation operations, per the General Agreement and according to processes detailed in this plan. Refer to Chapter 8 Administration, Finance, and Logistics and Chapter 10 Authorities and References for additional details.

1.2 Approval and Implementation

This operational plan is approved, effective the date of signature.



Secretary Cheryl Strange

State of Washington (WA) Department of Social and Health Services (DSHS)

May 7, 2025

Date

This plan supersedes and replaces any previous State of Washington Emergency Repatriation Plan (SERP).

1.3 Distribution List

The State of Washington (WA) Military Department (MIL) Emergency Management Division (EMD) posts this plan as a Functional Annex to the Comprehensive Emergency Management Plan (CEMP) on their forward-facing website at www.mil.wa.gov/other-links/plans. The State Emergency Repatriation Coordinator forwards this plan to designated contacts at the organizations listed below. Inclusion on the distribution list does not necessarily mean that an organization has an operational role.

LOCAL

King County Office of Emergency Management (KCOEM)
King County International Airport (BFI)
Port of Seattle / Seattle-Tacoma International Airport (SEA)

STATE

Department of Agriculture (WSDA)
Department of Children, Youth, and Families (DCYF)
Department of Health (DOH)
Department of Social and Health Services (DSHS)
Health Care Authority (HCA)
Office of the Governor (GOV)
Washington Military Department (MIL)

FEDERAL

Federal Emergency Management Agency (FEMA) Region X
Office of Human Services Emergency Preparedness and Response (OHSEPR)

NON-GOVERNMENTAL ORGANIZATIONS

American Red Cross (ARC)
Volunteer Organizations Active in Disaster (VOAD), Washington State Chapter

ADVISORY GROUPS

Coalition on Inclusive Emergency Planning (CIEP), a program of the Washington Statewide Independent Living Council (WASILC)

1.4 Document Contacts

State Emergency Repatriation Coordinator

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1.5 Record of Changes

Date	Version	Notes
2019-04-01	1.0	Final promulgated SERP version 1, signed by DSHS Secretary Cheryl Strange
2025-05-07	2.0	Final promulgated SERP version 2, signed by DSHS Secretary Cheryl Strange

The State Emergency Repatriation Coordinator is authorized to make minor revisions to this plan (e.g., typo fixes, edits for clarity, contact list changes) as needed to ensure the plan remains operational provided the edits are clearly marked in the record of changes (reflected as decimal fractions of a full version in the record of changes). Major revisions are expected to go through the community planning process, culminating with a new full version number and an updated signature by the DSHS Secretary.

■ *End of Chapter 1 (Introduction)* ■

2.1 Purpose

This is a *state-level* plan describing operations in support of the arrival, temporary human services, and onward travel of persons brought to the State of Washington (WA) because of an evacuation from a foreign country requiring the establishment of a Welcome Center / Emergency Repatriation Center (ERC) at the request of the Office of Human Services Emergency Preparedness and Response (OHSEPR) through the U.S. Repatriation Program.

The U.S. Repatriation Program provides temporary assistance to U.S. citizens and their dependents who have been identified by the U.S. Department of State (DOS) as having returned or been brought from a foreign country to the United States because of destitution, illness, war, threat of war, or a similar crisis, and because they are without resources immediately accessible to meet their needs. The Program is managed by the U.S. Department of Health and Human Services' (HHS) Administration for Children and Families' (ACF) Office of Human Services Emergency Preparedness and Response (OHSEPR). In the United States, OHSEPR leads all *federal* Emergency Repatriation planning and operations conducted as part of the U.S. Repatriation Program. OHSEPR determines when to initiate and conclude Emergency Repatriation operations.

In the State of Washington (WA), the Department of Social and Health Services (DSHS) leads all *state-level* Emergency Repatriation planning and operations.

This plan anticipates the arrival of the full spectrum of U.S. Department of State (DOS) authorized persons arriving at a Port of Entry (POE) because of a coordinated evacuation from a foreign country. These may include persons who are not U.S. citizens or dependents of citizens. The purpose of the U.S. Repatriation Program, however, is to address the needs of arriving U.S. citizens and their dependents. The Program is limited in scope and does not address all evacuees that would arrive in the State of Washington (WA) simultaneously via a U.S. Department of State (DOS) coordinated evacuation. This plan's *state-level* perspective incorporates the federal mission and considers appropriate response operations for all arriving evacuees, regardless of Program eligibility, and how they intersect with Emergency Repatriation operations in a way that promotes unity of effort. This plan is therefore not exclusively focused on the Program, although the Program is the primary planning consideration.

At no time is this plan intended to inhibit or replace the use of experience, common sense, and best judgment by authorities having jurisdiction when determining the actions and resources needed during an emergency operation. The details described in this plan may or may not apply to all specific situations. Jurisdictions must use their discretion in each situation to determine the best course of action. Processes and procedures listed in this plan serve as guidance but are not intended to replace the judgment of those who are directly handling a specific incident operation.

2.2 Planning Approach

This plan minimizes replication of details already located in federal, state, and local emergency management doctrine. Replication of such details is included only when necessary to facilitate understanding. Else, such detail is merely referenced in Chapter 10 Authorities and References.

This State Emergency Repatriation Plan (SERP) is a Functional Annex to the State of Washington (WA) Comprehensive Emergency Management Plan (CEMP). This plan supplements the CEMP by identifying roles and responsibilities in terms of specific functions and activities that may be necessary to support an Emergency Repatriation operation. The content of this plan builds upon the content of the CEMP, rather than serving as a stand-alone plan. It provides additional detail and generally avoids restating the CEMP's content.

This plan maintains meaningful fidelity to FEMA's Comprehensive Preparedness Guide (CPG) 101. This State Emergency Repatriation Plan (SERP) aligns with the Basic Plan structure, while incorporating appropriately detailed Functional Annex content in Chapter 3 (Concept of Operations) and Chapter 4 (Organization and Assignment of Responsibilities).

Purpose, Planning Approach, Scope, Situation Overview, and Assumptions build upon historical experience to inform assumptions that can be reasonably expected in an Emergency Repatriation incident.

Organizations anticipating an assisting and/or coordinating role for this plan are encouraged to develop operational guides, mission packages, and/or annexes specific to Emergency Repatriation.

This plan is organized in alignment with the State Emergency Repatriation Plan Development Guide (June 2024) promulgated by the Office of Human Services Emergency Preparedness and Response (OHSEPR). Components 1-10 in the Guide align with corresponding chapters in this plan.

This plan uses plain language whenever possible to ensure it is understandable by those who would be involved in operations. To facilitate understanding and accessibility for a wide audience including responders and senior leaders without emergency training, a limited amount of basic emergency management information is incorporated into this plan. Inclusion of basic emergency management information is balanced against the parsimony principle. Acronyms are spelled out and used more frequently than indicated by style guides to enable quick scanning and searching for text within the document during emergency operations.

Document audiences are expected to have a basic understanding of emergency management doctrine.

2.3 Scope

2.3.1 Incident Definition

The incident for planning purposes is defined as citizens, their dependents, *and other persons* arriving via a U.S. Department of State coordinated evacuation at a Port of Entry (POE) location in the State of Washington (WA) requiring *state-level* emergency operations.

2.3.2 Boundaries / Limits

While this plan considers the needs of all evacuees, this plan is primarily concerned with Emergency Repatriation. This is not a comprehensive noncombatant evacuee reception and processing plan.

This plan does not apply to presidential disaster declarations under the Robert T. Stafford Act.

This plan does not apply to operations conducted by the U.S. Department of Defense (DoD), such as a Joint Repatriation Processing Center (JRPC). This is not a mass casualty plan.

This plan does not assume a worst-case scenario. Instead, this plan provides base planning assumption and allows for scaling as needed depending on an assessment of capacity at time of incident.

This plan applies only to commercial facilities defined in the National Emergency Repatriation Framework (NERF) and not military installations and/or federally designated sites. The NERF anticipates federal planning to consider the complexity and needs of an incident that may include commercial airports operating simultaneously in the same state with military installations. However, consideration of noncommercial airports is outside the scope of this plan.

This is not a pandemic response plan. At the time of incident, this plan may be modified and/or adapted to include guidance from the Department of Health (DOH) for operations including the reception of evacuees during a novel contagious illness situation. DOH is the lead state agency for public health.

At the time of incident, appropriate organizations may opt to engage in separate Recovery planning when the specific long-term needs of the population brought to the United States, and the portion choosing the State of Washington (WA) as their final destination, are known. Recovery planning should assume that U.S. citizens and their dependents without available means will receive Temporary Assistance for up to 90 days after they are repatriated to the United States. This plan does not assume any specific funding for long-term Recovery planning.

This plan applies only to activities that occur within the geographical and jurisdictional boundaries of the State of Washington (WA). Full activation of this plan is limited to Emergency Repatriation incidents that require establishing and operating at least one Welcome Center / Emergency Repatriation Center (ERC).

2.3.3 Activation Authority

Activation of this plan is conditioned upon approval of the Secretary of the Department of Social and Health Services (DSHS) or appropriately delegated designee within the DSHS Office of Emergency Management. DSHS will not activate this plan without explicit agreement of the designated Port of Entry (POE) location(s) and the Department of Health (DOH).

2.3.4 Related Plans

This plan is a Functional Annex to the Comprehensive Emergency Management Plan (CEMP). See Chapter 10 Authorities and References for additional details and other related plans.

2.4 Situation Overview

The U.S. Department of State (DOS) may evacuate or return U.S. government employees and their dependents, private U.S. citizens, or third-country nationals when their lives are endangered by war, civil unrest, natural disaster, or similar crisis. The DOS facilitates the evacuation and return of U.S. citizens and their dependents along with other persons lawfully permitted to enter the U.S. from a foreign country to the United States to a port of entry (POE).

The Office of Human Services Emergency Preparedness and Response (OHSEPR) has delegated authority to make arrangement for the provision of Temporary Assistance to eligible repatriates returned from a foreign country. OHSEPR may request assistance from the State of Washington (WA) in carrying out state and local operations. This will occur via a formal OHSEPR-provided Activation Notice requesting support from the State of Washington (WA).

Upon receipt of a formal support request, the State of Washington (WA) determines whether to activate this plan based on state and local response capacity and federal certification of available funding for reimbursement for requested support of the U.S. Repatriation Program.

Upon activation of this plan, the State of Washington (WA) must execute an operational response appropriate to the arrival of all evacuees, including persons who are not eligible for Temporary Assistance through the U.S. Repatriation Program.

2.5 Planning Assumptions

The following circumstances are assumed to be true for planning purposes.

2.5.1 General

- *State-level* operations for an Emergency Repatriation incident in WA are manageable with properly trained and equipped Type 3 Command and General Staff resources.
- ECC/EOC Activations:
 - The DSHS Emergency Coordination Center will activate.
 - Full or partial activation of the King County Emergency Operations Center (KCEOC) will be necessary.
 - The State Emergency Operations Center (SEOC) will activate to level 2 (partial activation) or level 1 (full activation).
- The State of Washington (WA) is a home rule state.
- The King County International Airport (BFI) and/or the Seattle-Tacoma International Airport (SEA) will serve as the Port of Entry (POE) location. The Port of Entry (POE) will serve as the legal point of entry in the United States for evacuees.
- Each Port of Entry (POE) location can receive commercial and military aircraft.

- The Welcome Center / Emergency Repatriation Center (ERC) will be located at or near the designated Port of Entry (POE) location(s).
- An Emergency Repatriation Center (ERC) in the State of Washington (WA) will be called the “Welcome Center” when this plan is activated. All persons will be received at the same physical location after they debark from their flights. WA will not establish separate reception centers based on citizenship status.
 - The main purpose of a Welcome Center/ Emergency Repatriation Center is to serve as a place where repatriates are processed, informed of services, and provided with temporary services for immediate unmet needs in a timely manner.
 - The establishment of a Welcome Center / Emergency Repatriation Center (ERC) and necessary coordination for the reception, temporary care, and onward movement of eligible repatriates is a *state-level* responsibility.
 - The State of Washington (WA) needs to establish an operational Welcome Center / Emergency Repatriation Center (ERC) within 48 hours of plan activation.
 - Pre-activation coordination occurs as appropriate to inform assessment of capacity before a formal Activation Notice is issued.
- The State of Washington (WA) will receive formal written Activation and Deactivation notices from the Office of Human Services Emergency Preparedness and Response (OHSEPR). These notices mark the start and end of Emergency Repatriation operations.
- At least 1,200 evacuees will arrive per day (with approximately 300 per flight) per designated Port of Entry (POE), on 3 to 4 flights daily, generally arriving 1 to 5 hours apart, for 2 to 4 weeks.
 - This plan may be scaled up or down as necessary in terms of daily arrivals, with scaling capability determined at the time of incident.
 - The upper threshold of arrivals is 2,500 persons per day, and this daily volume is likely only briefly sustainable.
 - One or both POEs may activate.
- Catastrophic Emergency Repatriation operations may last up to 120 days.
- Arrivals needing assistance have their immediate needs appropriately addressed within 2 hours of entering a Welcome Center.
- Emergency Repatriation may be a 24-hour per day operation. 24-hour operations will consist of two shifts, with two hours of transition time between each shift.
- The Governor will issue appropriate proclamations and/or executive orders when necessary.
- The operation will utilize the Incident Command System (ICS) and comport with the National Incident Management System (NIMS) consistent with State of Washington (WA) law and standard emergency management practices.
- An Emergency Repatriation operation will attract significant media attention.

2.5.2 Arriving Persons

- The term “evacuee” refers to all persons arriving via a U.S. Department of State (DOS) coordinated evacuation. Only U.S. citizens and/or their dependents may be referred to as “repatriates.”
- Evacuees may include foreign nationals and other persons who are not eligible for Temporary Assistance via the U.S. Repatriation Program unless they are dependents of U.S. citizens.
- Emergency incidents often adversely impact current or historically marginalized populations.
- Some people arriving may have Disabilities, Access and Functional Needs (DAFN) and require additional assistance.
- People may arrive without identification, with little or no money, and/or with few or no personal items.
- People arriving may experience stress and anxiety and may require immediate mental health support.
- Some arrivals may require medical attention.
- All arrivals must abide by the guidance provided by the U.S. Centers for Disease Control and Prevention (CDC).
- People may arrive with service animals that will need care and veterinary support.
- Arrivals cannot be required to go to the Welcome Center / Emergency Repatriation Center (ERC).
- People arriving may not be proficient in reading, writing, or speaking in English.
- People arriving will be cleared for entrance to the United States by the federal government. Validation of citizenship status is a federal responsibility.
- Whenever possible, immediate family members (e.g., parents, spouses, legal guardians, minors) will travel together but children may arrive at a Port of Entry (POE) as children unaccompanied by an adult. Services for children arriving as unaccompanied minors will be provided in accordance with state and federal law.
- Historical Emergency Repatriation incidents indicate that up to 25% of people arriving may seek Temporary Assistance while remaining in the State of Washington (WA), with the majority expected to travel onward to locations outside the state.

2.5.3 U.S. Repatriation Program Eligibility for Repatriates

- Repatriates receiving Temporary Assistance through the Program during Emergency Repatriation operations must be determined eligible based on U.S. Repatriation Program criteria.
- The Office of Human Services Emergency Preparedness and Response (OHSEPR) determines eligibility for Temporary Assistance.
- U.S. citizens and/or their dependents may choose not to receive Program-related Temporary Assistance.
- Temporary Assistance provided to eligible repatriates is not an entitlement but a service loan repayable to the federal government. Collection of debt owed to the federal government by repatriates through service loans via the Program is the sole responsibility of the federal government and cannot be delegated to state or local organizations.

2.5.4 Financial / Budget

- Activation of this State Emergency Repatriation Plan (SERP) has unique financial risks for the State of Washington (WA). Emergency Repatriation is not a Stafford Act incident, and reimbursement practices specific to the Act should not be assumed in Emergency Repatriation operations.
- No advance funding is provided.

- Pre-approval processes coordinated via the Office of Human Services Emergency Preparedness and Response (OHSEPR) during Emergency Repatriation operations mitigate reimbursement-related risks specific to operations for repatriates.
- The Administration for Children and Families (ACF) determines which costs incurred to support repatriation operations are reasonable, allowable, and allocable and reimburses the State of Washington (WA) subject to available funds.
- Arrivals of persons who are not citizens or dependents of citizens simultaneously via DOS-coordinated evacuation flights are not covered by the U.S. Repatriation Program.
- The State of Washington (WA) is responsible for tracking costs incurred during response operations.
- The State of Washington (WA) has the authority to conduct operations that are not reimbursable by the Program. These operations will be accounted for in a manner that allows them to be separated from activities reimbursable under the U.S. Repatriation Program.
- The State of Washington (WA) passes OHSEPR-approved reimbursement through to the Port of Entry (POE) and assisting organizations as appropriate for expenses incurred via the U.S. Repatriation Program.

■ *End of Chapter 2 (Purpose, Planning Approach, Scope, Situation Overview, and Assumptions)* ■

This Concept of Operations (CONOPS) explains the overall approach to *state-level* Emergency Repatriation operations. CONOPS informs a common understanding to guide responding jurisdictions as well as supporting and coordinating organizations.

The four phases of Emergency Repatriation operations are:

- Phase 1 | Monitoring / Normal Operations (Prepare)
- Phase 2 | Pre-Activation and Activation Decision (Prepare)
- Phase 3 | State-level Emergency Repatriation Operations (Respond)
- Phase 4 | Demobilization (Recover)

This Concept of Operations (CONOPS) perspective is *state-level operations* facilitated by the Department of Social and Health Services (DSHS). This CONOPS does not fully capture all operations, as these details are more appropriately referenced in separate planning documents.

Emergency Repatriation cost reimbursement through the U.S. Repatriation Program is limited to activities occurring after a formal Activation Notice is issued.

The terms Prepare, Respond, and Recover in this chapter are included as a crosswalk of this plan's CONOPS phases to associated doctrine of the Office of Human Services Emergency Preparedness and Response (OHSEPR).

3.1 Phase 1 | Monitoring / Normal Operations (Prepare)

During Monitoring / Normal Operations, participating agencies operate according to routine business processes.

Plan maintenance occurs during Monitoring / Normal Operations.

The Department of Social and Health Services (DSHS) facilitates emergency repatriation Planning, Organizing, Equipping, Training, and Exercising (POETE) activities through an annual SERP Integrated Preparedness Planning Workshop (IPPW). Additionally, DSHS' efforts to develop a Type 3 Incident Management Team (IMT) are closely related to this plan.

See Chapter 9 Plan Maintenance for additional Phase 1 context.

3.2 Phase 2 | Pre-Activation and Activation Decision (Prepare)

3.2.1 Pre-Activation Coordination

The following are options for pre-activation coordination calls.

3.2.1.1 Update for State Emergency Repatriation Coordinators

Purpose: Situational awareness.

Initiated By: Office of Human Service Emergency Preparedness and Response (OHSEPR).

Invitees: Determined by the Office of Human Services Emergency Preparedness and Response (OHSEPR).

The State of Washington (WA) will respond as appropriate to information indicating an elevated or credible threat representing a potential for a Department of State (DOS) initiated overseas evacuation. Depending on the situation as determined at the time of incident, follow up actions may include state-initiated pre-activation coordination with the understanding that such activities are not reimbursable by the U.S. Repatriation Program.

3.2.1.2 State Coordination Call / Port of Entry (POE) Coordination

Purpose: State-initiated *state-level* discussion of capabilities related to a potential activation in response to a credible threat.

Initiated By: Department of Social and Health Services (DSHS).

Invitees: Department of Social and Health Services (DSHS), King County International Airport (BFI), Seattle-Tacoma International Airport (SEA), King County Office of Emergency Management (KCOEM), Washington Military Department (MIL) Emergency Management Division (EMD), and the American Red Cross (ARC).

Other Attendees: Other organizations as invited by DSHS or a Port of Entry (POE).

3.2.1.3 State and Federal Coordination Call

Purpose: State-initiated state and federal discussion of capabilities related to a potential activation. Support Port of Entry (POE) assessment and analysis.

Initiated By: Department of Social and Health Services (DSHS).

Invitees: Department of Social and Health Services (DSHS), King County International Airport (BFI), Seattle-Tacoma International Airport (SEA), King County Office of Emergency Management (KCOEM), Washington Military Department (MIL) Emergency Management Division (EMD), American Red Cross (ARC), and the Office of Human Services Emergency Preparedness and Response (OHSEPR).

Others: Other organizations as invited by OHSEPR, DSHS, or a Port of Entry (POE).

3.2.1.4 Full Partnership Coordination Call

Purpose: State-initiated coordination among partners defined in 1.3 Distribution List, related to a potential activation. Support Port of Entry (POE) Assessment and Analysis.

Initiated By: Department of Social and Health Services (DSHS).

Invitees: Office of Human Services Emergency Preparedness and Response (OHSEPR), Department of Social and Health Services (DSHS), King County International Airport (BFI), Seattle-Tacoma International Airport (SEA), King County Office of Emergency Management (KCOEM), American Red Cross (ARC), and Washington Military Department (MIL) Emergency Management Division (EMD).

Others: Remaining organizations listed in 1.3 Distribution List, and others upon request by OHSEPR, DSHS, or a Port of Entry (POE).

3.2.2 Activation

Federal Emergency Repatriation doctrine describes the Activation Notice as the only formal activation document. An Activation Notice from the Office of Human Services Emergency Preparedness and Response (OHSEPR) represents an official *request* for *state-level* operations in support of a federal mission. *State-level* operations in support of this mission are conditioned upon specific criteria, as described in 3.2.2.1 Activation Notice Receipt.

The following actions and decisions are conducted immediately following receipt of an Activation Notice.

3.2.2.1 Activation Notice Receipt

While the Office of Human Services Emergency Preparedness and Response (OHSEPR) may *request* activation of this State Emergency Repatriation Plan (SERP), *activation of this plan is conditioned solely upon approval of the Secretary of the Department of Social and Health Services (DSHS) or appropriately delegated designee*. DSHS will activate this plan upon receipt of a formal Activation Notice when the following criteria are met:

- The State of Washington (WA) determines at its sole discretion that it has the capacity to conduct *state-level* operations in support of the request.
- One or more Port of Entry (POE) locations agree to conduct local operations in support of the request.
- The Department of Health (DOH) supports the mission, either because there are no significant public health threats or because DOH determines threats may be effectively managed within available resources.
- Appropriate Pre-Activation Coordination has been conducted, including a Full Partnership Coordination Call. If an Activation Notice is received in the absence of partner coordination, a Full Partnership Coordination Call will be conducted prior to an activation decision.
- All conditions of the General Agreement between the Department of Social and Health Services (DSHS) and the U.S. Department of Health and Human Services (HHS) are met, including HHS certification of available federal funding for reimbursement. Although not obligated to do so, the Secretary of DSHS or appropriately delegated designee may activate this plan in the absence of

certification of available federal funding for reimbursement. However, when doing so DSHS is assuming the associated financial risk.

3.2.2.2 Activation Decision

Upon receipt of the Activation Notice and after considering the conditional criteria described in 3.2.2.1 Activation Notice Receipt, the Secretary of the Department of Social and Health Services (DSHS) or appropriately delegated designee formally accepts or declines activation of *state-level* operations in support of the federal mission. Acceptance continues through this chapter, while declining to activate this plan results in return to Phase 1, Normal Operations.

The *state-level* activation decision is communicated to the full distribution list detailed in Section 1.3 of this plan. The State Emergency Operations Center (SEOC) is responsible for ensuring the designated Office of Human Services Emergency Preparedness and Response (OHSEPR) receives this *state-level* decision.

3.2.2.3 Emergency Declaration

When necessary, the State Emergency Operations Center (SEOC) supports the process of emergency proclamation or executive orders by the Office of the Governor (GOV). Appropriate procedures are maintained by the SEOC.

3.2.2.4 Post-Activation Conference Call

The Department of Social and Health Services (DSHS) schedules a post-activation conference call to include all organizations in 1.3 Distribution List and other organizations as appropriate. The purpose of this call is to provide widespread situational awareness of the activation.

3.3 Phase 3 | State-level Operations (Respond)

This is a high-level overview of *state-level* operations. Additional detail concerning capabilities, responsible organizations, and resource requirements is included in Chapter 4 Organization and Assignment of Responsibilities.

3.3.1 Access, Functional Needs, and Equity Analysis

The Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101 (version 3) indicates that the Concept of Operations (CONOPS) for emergency operations plans should describe how operations address the needs of people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. Per CPG 101, the CONOPS should consider the physical, programmatic and communications needs of individuals with disabilities and others with access and functional needs. However, in an emergency repatriation scenario, the arriving population is not known until the time of incident and therefore pre-planning for these populations as described in CPG 101 is not possible.

Unified Command (UC) will conduct an analysis to address Equity and Disabilities, Access and Functional Needs (DAFN) at the time of incident and update the analysis as appropriate throughout operations.

This analysis should focus on making appropriate resources available to meet the needs of all people served by operations.

3.3.2 Welcome Center / Emergency Repatriation Center (ERC) Establishment

A Welcome Center / Emergency Repatriation Center (ERC) is established and maintained at the designated Port of Entry (POE) location(s). The location will be either at the designated POE location or geographically located so that evacuees travel less than 30 minutes after boarding a transport vehicle. The purpose of the Welcome Center/ Emergency Repatriation Center (ERC) is to provide appropriate Temporary Assistance to eligible repatriates and access to other programs (such as means tested public assistance programs) for those who are not eligible through the U.S. Repatriation Program. Only operational activities for repatriates are reimbursable under the Program.

Eligible repatriates are assumed to represent most of the population entering the Welcome Center / Emergency Repatriation Center. However, the Welcome Center / Emergency Repatriation Center framework is set up to also accommodate persons who may not be U.S. citizens or dependents of U.S. citizens. The framework also supports persons who intend to choose the State of Washington (WA) as their state of final destination. Additionally, this capability-based framework supports concurrent or subsequent operations at the same location (e.g., arrival of refugee populations) that are outside the scope of this plan.

3.3.3 Joint Information Center (JIC)

A Joint Information Center (JIC) is established at either the King County Emergency Operations Center (KCEOC) or the State Emergency Operations Center (SEOC) to ensure clear, consistent, and coordinated release of public information. More info on the JIC is included in Chapter 6 Information Collection, Analysis, and Dissemination and Chapter 7 Communication.

3.3.4 Aircraft Arrival

Flight manifests are provided to Port of Entry (POE) before flight arrival. Aircraft arrive at the designated POE location.

3.3.5 Evacuee Briefing

Upon arrival, a small team of authorized officials and a Department of Social and Health Services (DSHS) representative enters the airplane to brief evacuees on the U.S. Repatriation Program. Evacuees also receive information about access to other supports such as means-tested public assistance programs that will be available at the Welcome Center / Emergency Repatriation Center, including programs that will assist persons who are not citizens or dependents of citizens. Evacuees receive a welcome packet prepared by DSHS. The packet contains a welcome letter and information on Welcome Center / Emergency Repatriation Center services and other amenities within the vicinity.

3.3.6 Debarkation

Evacuees debark and are directed to the Customs and Border Protection (CBP) area. Evacuees requiring immediate medical attention or hospitalization are treated on-site or transported to an area hospital. CPB immediately notifies Command when an evacuee is transported to an area hospital without first clearing customs. These persons receive appropriate follow up. The exceptionally rare arrival of a deceased evacuee is managed consistent with routine regulatory frameworks.

3.3.7 Customs and Border Protection (CBP) Processing

Customs and Border Protection (CBP), in coordination with Command and officials at the Port of Entry (POE) location, determines the location of the CBP processing area. Options include established terminal CBP processing or establishing a temporary CBP processing area specific to this incident.

Identified fugitives from United States laws or U.S. Department of Defense (DoD) identified military deserters may be taken into custody according to federal regulations. Customs and Border Protection (CBP) detains persons without proper clearance for return to country of origin by the carrier, or for processing of asylum status depending on the circumstances.

Customs and Border Protection (CBP) notifies Command and the designated Department of Children, Youth and Families (DCYF) when child evacuees arrive at a Port of Entry (POE) location as unaccompanied minors.

3.3.8 Initial Evacuee Routing

Once evacuees clear customs, they are greeted by a team at a designated station located in the same area as the Customs and Border Protection (CBP) processing area. Evacuees are given a choice of receiving support at a Welcome Center / Emergency Repatriation Center (ERC) or proceeding on their onward travel journey just like routine airport arrivals.

Those not wishing to enter the Welcome Center / Emergency Repatriation Center (ERC) are directed to baggage claim and other airport services without delay.

Persons wishing to enter the Welcome Center / Emergency Repatriation Center (ERC) are provided a pass and/or a wrist bracelet to identify eligibility to enter the Welcome Center. Guides escort small groups of evacuees first to the baggage retrieval area. Following baggage retrieval, evacuees are routed either directly to the Welcome Center (if located at the Port of Entry) or to appropriate transportation.

3.3.9 Baggage Retrieval

Baggage retrieval processes are determined at the time of incident by the Port of Entry (POE) location(s), and typically rely on the use of one or more Fixed Base Operator (FBO) contracted service provider.

3.3.10 Animals

Animals arriving will comport with special handling instructions per established procedures.

3.3.11 Transportation to the Welcome Center

Persons wishing to enter the Welcome Center are provided access to transportation to the on-site or off-site location.

3.3.12 Welcome Center / Emergency Repatriation Center Capabilities

The following capabilities are considered and scaled as appropriate at the time of incident. These factors are specific to Emergency Repatriation operations that are in addition to common considerations (number of bathrooms, square footage requirements, accessibility, etc.). The facility for the Welcome Center / Emergency Repatriation Center (ERC) should comfortably support a total of 250 persons simultaneously (evacuees and responders combined) with a maximum occupancy of 350 persons, considering the need of ample space for desks, equipment, and negotiables storage, etc. This assumes a separate nearby Incident Command Post (ICP) that is not included in the occupancy calculation.

3.3.12.1 Animal Area

Service and other animals accompanying evacuees are provided access to an appropriate area where the animals may urinate and/or defecate. The area is preferably outdoors.

3.3.12.2 Greeting

A Navigation Station is located near the entrance of the Welcome Center / Emergency Repatriation Center (ERC). This is the first point of contact for evacuees at the Welcome Center, and a place where evacuees may always return for guidance and support.

Evacuees are greeted as they enter. A brief interview follows to determine potential eligibility for available programs and services. Persons are provided a copy of appropriate application forms. These may include:

- RR-01 (U.S. Repatriation Program Emergency Repatriation Eligibility Application) from the Administration for Children and Families (OHSEPR Resource Library)
- 14-001 (Application for Cash or Food Assistance) from the Department of Social and Health Services (DSHS)
- Other program application forms, determined at the time of incident based on available programs/services

Evacuees are offered appropriate help completing paperwork, and directed to a reception space where they can complete paperwork. Completed paperwork is returned to the Greeting area for appropriate routing in the Welcome Center / Emergency Repatriation Center (ERC).

Evacuees get help connecting with family and/or other support networks via a phone/internet kiosk located near the greeting area. WIFI internet access is made available throughout the Welcome Center / Emergency Repatriation Center (ERC).

An effective queuing system is set up.

3.3.12.3 Temporary Baggage Checking

Evacuees are allowed the opportunity to temporarily check their baggage into a supervised storage area.

3.3.12.4 Water / Light Refreshments

A station is set up where evacuees may obtain water and/or light refreshments. Evacuees are not expected to remain in the Welcome Center / Emergency Repatriation Center (ERC) for more than 2 hours and thus full meals are not required within the Welcome Center. These are made available in a commonly accessible area.

3.3.12.5 Essential Items

Some evacuees may have been unable to secure adequate clothing or personal toiletry articles and hygiene items before departure. A station is established providing essential item support, available in a commonly accessible area.

3.3.12.6 Quiet Areas

Several quiet areas are made available. These are flexible use spaces that may be used for a variety of purposes. For example, these spaces may be used to support those requiring a quiet interview space, persons seeking to breastfeed, persons who are overwhelmed by or sensitive to sensory input, etc.

3.3.12.7 Lobby / Paperwork Completion

An area is established to allow evacuees and area to complete paperwork. It is recommended that this area have one or more large-screen televisions with an informational presentation set on loop. The reception area has a child play area where children have a range of appropriate toys and/or books. Items in the play area should be consistent with play areas found in the lobbies of a Department of Social and Health Services (DSHS) and/or Department of Children, Youth, and Families (DCYF) lobby.

3.3.12.8 Medical Services

An area is established as the central point of service to meet first aid, urgent, and emergent health and medical needs of all persons at the Welcome Center. This area should provide access to a route of transport to a nearby hospital, if necessary. The area should be equipped with a quiet space to provide urgent mental health screening and support. Evacuees requesting spiritual care and counseling should be connected to appropriate services.

3.3.12.9 U.S. Repatriation Program Assistance

An area is established to support the U.S. Repatriation Program. The Office of Human Services Emergency Preparedness and Response (OHSEPR) provides eligibility determination for U.S. citizens and their dependents seeking Temporary Assistance through the U.S. Repatriation Program. Temporary assistance in the Program is a service loan repayable to the federal government. Program-related capabilities include:

- Case management
- Onward travel
- Referral to state of final destination
- Financial assistance (cash assistance)
- Medical assistance (payee of last resort)
- Temporary shelter

Eligibility for Temporary Assistance in the Program is limited to U.S. citizens and their dependents who are without available means. More detailed Program eligibility criteria may be found in the National Emergency Repatriation Framework (NERF) and other relevant Program documents.

3.3.12.10 State-Administered Public Assistance (Other than U.S. Repatriation Program)

An area is established to support assistance administered by the State of Washington (WA). The Department of Social and Health Services (DSHS) provides eligibility determination for all evacuees and their dependents intending to reside in the State of Washington (WA) as their state of final destination.

3.3.12.11 Other Assistance (Non-Profit and Non-Government Organizations)

An area is established to support access to assistance provided by other organizations (e.g., non-profit or non-government organizations) that require eligibility determination for their programs.

3.3.12.12 Check-Out

A checkout process is established. Depending on process flow, this could be a separate area or combined with 3.3.12.2 Greeting. During checkout, the Department of Social and Health Services (DSHS) ensures all appropriate paperwork has been collected. Evacuees are routed and supported as appropriate, depending on their intended destination and eligibility for ongoing assistance. If the Welcome Center is not located at the designated Port of Entry (POE) location, a shuttle is set up to facilitate transportation to connecting flights.

3.3.12.13 On-Demand Capabilities

These capabilities likely will not be routinely needed during Emergency Repatriation operations. However, operational planning should consider how to access these services quickly during operations. On-demand capabilities include:

- Public health
- Emergency veterinary services
- Mortuary services
- Care of unaccompanied minors
- Congregate sheltering
- Case management of hospitalized evacuees

3.4 Phase 4 | Demobilization (Recover)

The Office of Human Services Emergency Preparedness and Response (OHSEPR) will issue a formal Deactivation Notice when it is time to end Emergency Repatriation operations. The State of Washington (WA) will transition to Normal Operations Phase 1 | Monitoring / Normal Operations within 24 hours of receipt of this notice. After Demobilization is complete, the process returns to Phase 1: Monitoring / Normal operations.

■ *End of Chapter 3 (Concept of Operations)* ■

4.1 Mission Area Assignments – Primary / Assisting and Cooperating Organizations – Summary Table

Mission Area Capability	Primary	Support Need Anticipated?	Assisting or Cooperating Organization(s)
Access/Functional Needs	DSHS	Yes	CIEP
Activation Decision Making	DSHS	Yes	1.3 Partners
Airport Operations	POE	No	TBD
Animal Care and Screening	POE	Yes	TBD
Assistance – Non-Profit and Non-Government Organizations	TBD	TBD	TBD
Baggage Management (Airport)	POE	Yes	TBD
Baggage Management (Welcome Center)	DSHS	Yes	TBD
Boarding Party / Initial Instructions	DSHS	Yes	POE
Check Out	DSHS	No	TBD
Child Care / Onsite Play Area	DSHS	Yes	DCYF
Communications Assistance	DSHS	No	CIEP
Disaster Mental Health / Disaster Spiritual Care	DSHS	Yes	ARC, VOAD
Document Management	DSHS	No	None
Eligibility Verification (Repatriation)	OHSEPR	Yes	DSHS
Equity Analysis	DSHS	Yes	TBD
Essential Items	DSHS	Yes	ARC, VOAD
Feeding (Water and Light Refreshments)	DSHS	Yes	ARC
General Information / Escorts / Directions	DSHS	Yes	VOAD
Health Screening / Public Health	DOH	No	TBD
Immediate Needs Assessment / Intake	DSHS	Yes	ARC
Immigration / Customs Clearance	POE	No	CBP
Medical / First Aid	POE	Yes	ARC, EMS
Mortuary Services	POE	Yes	KCME
Navigation / Escort	DSHS	Yes	VOAD
Public Assistance – State Administered	DSHS	No	TBD
Queue Management	DSHS	No	TBD
Security	DSHS, POE	Yes	TBD
Signage	DSHS	No	TBD
Temporary Assistance for Repatriates – Non-Travel	DSHS	No	OHSEPR, VOAD
Temporary Assistance for Repatriates – Onward Travel	OHSEPR	No	DSHS
Translation / Language Access	DSHS	TBD	CIEP
Transportation – Welcome Center	DSHS	Yes	TBD
Unaccompanied Minors	DCYF	No	TBD

Acronyms for the above table:

- 1.3 Partners = Available partners among those listed in section 1.3 of this plan
- ARC = American Red Cross
- CBP = Customs and Border Protection
- CIEP = Coalition on Inclusive Emergency Planning, a program of the Washington Statewide Independent Living Council (WASILC)
- DCYF = Department of Children, Youth, and Families
- DSHS = Department of Social and Health Services
- DOH = Department of Health
- EMS = Local Emergency Medical Services
- FBO = Fixed Base Operator
- KCOEC = King County Emergency Operations Center
- KCME = King County Medical Examiner
- OHSEPR = Office of Human Services Emergency Preparedness and Response
- POE = Local Port of Entry
- SEOC = State Emergency Operations Center
- TBD = To Be Determined (At time of incident)
- VOAD = Volunteer Organizations Active in Disaster
- WASILC = Washington State Independent Living Council

4.2 Mission Area Assignments – Primary / Assisting and Cooperating Organizations – Narrative

The Department of Social and Health Services (DSHS) is the primary organization for most emergency operations capabilities. While DSHS the largest state agency in terms of number of staff (roughly 16,000 total), managing large and/or complex Emergency Repatriation operations will require additional support. DSHS capability to support operations is generally limited to staff willing to voluntarily accept temporary reassignment. Additionally, DSHS must always maintain continuity of operations for core business functions. The level of support needed for Emergency Repatriation operations will increase with prolonged incidents.

The following provides additional context on capabilities and anticipated areas of support to explain the above table. These are built on the base planning assumptions outlined in section 2.5 Planning Assumptions. Scaling down to smaller or shorter operations than base planning assumptions may be accomplished with minimal external support. This narrative focuses on capabilities specific to Emergency Repatriation, and does not detail general emergency management processes.

4.2.1 Access/Functional Needs

- Primary Organization: Department of Social and Health Services (DSHS)
- Assisting or Cooperating Organizations: Coalition for Inclusive Emergency Planning (CIEP), a program of the Washington Statewide Independent Living Council (WASILC)

While the Department of Social and Health Services (DSHS) is the primary organization, DSHS will most likely request support at the time of incident. Support will most likely be provided through the Coalition for Inclusive Emergency Planning (CIEP). This capability will be achieved through a Command Advisor position in the Command structure.

The term “access and functional needs” means those actions, services, accommodations, and programmatic, architectural, and communication modifications that a covered entity must undertake to provide to afford individuals with disabilities a full and equal opportunity to use and enjoy programs, services, activities, goods, facilities, privileges, and accommodations in the most integrated setting, in light of the exigent circumstances of the emergency and legal obligations to undertake advance planning and prepare to meet the disability-related needs of individuals who have disabilities as defined by the Americans with Disabilities Act, as amended, and those associated with them.

This Command Advisor capability has a high-level view of the entire Incident Command System (ICS) organizational structure and a Command-level communication pathway to address identified issues for people with disabilities and others with access and functional needs quickly and effectively. This capability provides analysis and advice in real time to inform Planning and Command decisions.

4.2.2 Equity Analysis

- Primary Organization: Department of Social and Health Services (DSHS)
- Assisting or Cooperating Organizations: Determined by DSHS at time of incident

While the Department of Social and Health Services (DSHS) is the primary organization, DSHS may request support for this capability at the time of incident. The Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101 (version 3, page 4) requires planning “approaches to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely impacted by persistent poverty and inequality.”

There is scant existing data on the demographics of American diaspora. The population impacted by a Department of State (DOS) coordinated evacuation will not be known until the time of incident. Therefore, a just-in-time Equity analysis of impacted populations must be conducted at the time of incident.

Supporting this capability will be a Command Advisor, providing analysis and advice in real time to inform Planning and Command decisions. If a person with sufficient subject matter expertise is available, this person may also serve the function of described above in Command Advisor for Equity and Access/Functional Needs.

4.2.3 Activation Decision Making

- Primary Organizations: Department of Social and Health Services (DSHS)
- Assisting or Cooperating Organizations: 1.3 partners

Activation of this plan is solely under the authority of the Secretary of the Department of Social and Health Services (DSHS). However, this activation is dependent upon the receipt of a formal Activation Notice from the Office of Human Services Emergency Preparedness and Response (OHSEPR) and the conditional activation criteria identified in 3.2.2.1 Activation Notice Receipt.

The American Red Cross (ARC) may support decision by assisting with the identification of a suitable Welcome Center / Emergency Repatriation Center (ERC) at the time of incident.

4.2.4 Airport Operations

- Primary Organization: Port of Entry (POE) location
- Assisting or Cooperating Organizations: Defined by POE at time of incident

All airport operations are conducted under the authority of the local Port of Entry (POE) location. One POE may request assistance (e.g., staffing support, equipment, materials) from another POE location.

4.2.5 Animal Care and Screening

- Primary Organization: Port of Entry (POE) location
- Assisting or Cooperating Organizations: Defined by POE at time of incident
- Consulting Organization: WSDA

Service animals should travel with evacuees. Pets are not assumed to travel with evacuees in this plan. Pets, should they be transported, are subject to multiple regulations and airline-specific policies. The local Port of Entry (POE) location has lead responsibility for arranging resources for animal care screening process, which should be reviewed at the time of incident. The Department of Social and Health Services (DSHS) is responsible for arranging resources for animal care at the Welcome Center / Emergency Repatriation Center (ERC).

The Washington State Department of Agriculture (WSDA) does not directly perform inspections/screening. However, the WSDA may be able to issue import waivers and should be consulted during any significant emergency repatriation incident.

4.2.5.1 Small Animal Import Requirements

Dogs, cats, and ferrets

Dogs, cats, and ferrets traveling with their owners and that have been owned by the same owner for more than one month prior to entering the state, and are not going to be sold or have a change of ownership must be accompanied by a current rabies vaccination.

- Pets are exempt from the certificate of veterinary inspection (CVI) and heartworm testing requirement.
- Washington State does not offer any exemptions to the rabies vaccinations.
Rescue pets or pets being rehomed require a CVI *and*:
 - All dogs, cats, and ferrets over 90 days old must have a current rabies vaccination listed on the CVI.
 - All dogs over 6 months old must have a current negative heartworm test result listed on the CVI.
- Rabbits, chinchillas, hedgehogs, and other pocket pets
Small animals, other than dogs, cats, and ferrets, must be accompanied with a CVI.

Rabbits, chinchillas, hedgehogs, and other pocket pets

Small animals, other than dogs, cats, and ferrets, must be accompanied with a CVI.

4.2.6 Assistance – Non-Profit and Non-Government Organizations

- Primary Organization: Determined at the time of incident
- Assisting or Cooperating Organizations: Determined at the time of incident

Depending on the needs of the specific evacuated population, additional programs or supports may be needed. Some of these programs (e.g., through non-government organizations) may require application/eligibility processes or other unique supports. Specific requirements and support needs are determined at the time of incident.

4.2.7 Baggage Management (Airport)

- Primary Organization: Port of Entry (POE) location
- Assisting or Cooperating Organizations: Defined by POE at time of incident

Fixed Base Operators (FBOs) are usually contracted when flights are routed to an airport. However, emergency operations may require special baggage handling instructions. The local Port of Entry (POE) authority has lead responsibility for coordinating with FBOs.

4.2.8 Baggage Management (Welcome Center)

- Primary Organization: Department of Social and Health Services (DSHS)
- Assisting or Cooperating Organizations: Determined by Unified Command at time of incident.

Baggage for evacuees entering the Welcome Center should be checked into a supervised baggage closet so that evacuees may complete application forms unencumbered by luggage. The Department of Social and Health Services (DSHS) has lead responsibility for this task. DSHS may request support from other organizations, such as coordinated by the Volunteer Organizations Active in Disaster (VOAD) to assist with staffing for this capability, especially for prolonged operations.

4.2.9 Boarding Party / Initial Instructions

Primary Organization: Department of Social and Health Services (DSHS)

Assisting or Cooperating Organizations: Defined by Port of Entry (POE) location at time of incident.

The Department of Social and Health Services (DSHS) is responsible for developing the packet that will be delivered to evacuees before they debark and briefing evacuees immediately before debarkation. Access to the airplane requires coordination with authorities defined by and coordinated with the local Port of Entry (POE) location, at the time of incident.

4.2.10 Childcare / Onsite Play Area

- Primary Organization: Department of Social and Health Services (DSHS)
- Assisting or Cooperating Organizations: Department of Children, Youth, and Families (DCYF); Voluntary Organizations Active in Disaster (VOAD)

The onsite child play area is intended to be a space where children may play and/or read while supervised by parents or caretakers. It is not intended to provide temporary state-supervised or state-contracted childcare. Should temporary childcare be necessary, the Department of Children, Youth, and Families will be consulted for guidance. Maintenance of the child play area is the responsibility of the Department of Social and Health Services (DSHS). DSHS may request support for this capability from other organizations, such as coordinated through the Volunteer Organizations Active in Disaster, especially during prolonged incidents.

4.2.11 Check Out

- Primary Organization: Department of Social and Health Services (DSHS)
- Assisting or Cooperating Organizations: Determined by DSHS at time of incident

Check out processes are expected to be effectively managed by the Department of Social and Health Services. These include ensuring all appropriate paperwork is collected from evacuee before they leave the Welcome Center. No support requests are anticipated, even for prolonged incidents.

4.2.12 Communications Assistance

- Primary Organization: Department of Social and Health Services (DSHS)
- Assisting or Cooperating Organizations: Coalition on Inclusive Emergency Planning (CIEP), a program of the Washington Statewide Independent Living Council (WASILC)

Telephone, telecommunication, and internet services will be provided to evacuees who need to contact their family, friends, or employer in the United States or overseas. The Department of Social and Health Services (DSHS) is the lead organization responsible for this function. While DSHS does not anticipate a need for support, this may be revisited during prolonged incidents.

4.2.13 Disaster Mental Health / Disaster Spiritual Care

- Primary Organization: Department of Social and Health Services (DSHS)
- Assisting or Cooperating Organizations: American Red Cross (ARC), Voluntary Organizations Active in Disaster (VOAD)

While the Department of Social and Health Services (DSHS) is the primary organization, DSHS will most likely request support at the time of incident. The American Red Cross may provide Disaster Mental Health and Disaster Spiritual Care consistent with the ARC mission. Disaster Spiritual Care assists clients to utilize their own spiritual resources, values, and faith amid crisis. Disaster Mental Health provides emotional support to clients by identifying needs, promoting coping and resilience techniques, and connecting specific individuals and families with community mental health resources as needed. Should American Red Cross resources not be available, additional resources may be requested, including the Voluntary Organizations Active in Disaster (VOAD).

4.2.14 Document Management

- Primary Organization: Department of Social and Health Services (DSHS)
- Assisting or Cooperating Organizations: None

Document management is the responsibility of the Department of Social and Health Services (DSHS). DSHS is responsible for maintaining documentation supporting operations through the Planning process as well as records management to ensure appropriate reimbursement. No support requests are anticipated, even during prolonged incidents. Records retention policy is described in Chapter 6, in 6.8 Records Retention.

4.2.15 Eligibility Verification (Repatriation)

- Primary Organization: Office of Human Services Emergency Preparedness and Response (OHSEPR)
- Assisting or Cooperating Organization: Department of Social and Health Services (DSHS)

The Office of Human Services Emergency Preparedness and Response (OHSEPR) is solely responsible for determining whether repatriates are eligible per the U.S. Repatriation Program. OHSEPR will most likely need support in this process, for example by requesting case management from DSHS. The Department of Social and Health Services (DSHS) anticipates supporting OHSEPR by providing case management support.

4.2.16 Essential Items

- Primary Organization: Department of Social and Health Services (DSHS)
- Assisting or Cooperating Organization: American Red Cross (ARC), Voluntary Organizations Active in Disaster (VOAD)

While the Department of Social and Health Services (DSHS) is the primary organization, DSHS will most likely request support at the time of incident. The American Red Cross (ARC) may provide Comfort Kits as appropriate during emergencies. If the ARC is not available to support, DSHS may request through other organizations, such

as that coordinated through Voluntary Organizations Active in Disaster (VOAD), especially during prolonged incidents.

4.2.17 Feeding (Water and Light Refreshments)

- Primary Organization: Department of Social and Health Services (DSHS)
- Assisting or Cooperating Organizations: American Red Cross (ARC)

While the Department of Social and Health Services (DSHS) is the primary organization, DSHS will most likely request support at the time of incident. Evacuees are expected to remain in the Welcome Center for no more than 2 hours. Therefore, only water and light refreshments (not meals) are needed in the Welcome Center. Refreshments should be culturally sensitive.

4.2.18 General Information / Escorts / Directions

- Primary Organization: Department of Social and Health Services (DSHS)
- Assisting or Cooperating Organizations: Voluntary Organizations Active in Disaster (VOAD)

While the Department of Social and Health Services (DSHS) is the primary organization, DSHS will most likely request support at the time of incident. This capability supports initial routing of evacuees to Welcome Center. It includes escorting small groups between destinations, such as between the initial greeting and the baggage area or from the baggage area to the Welcome Center. At the Welcome Center, this capability includes providing general information about Welcome Center services and other amenities available in the vicinity.

4.2.19 Health Screening / Public Health

- Primary Organization: Department of Health (DOH)
- Assisting or Cooperating Organizations: Determined by DOH at time of incident

This is not a public health plan and this plan does not anticipate health-specific considerations such as quarantine. Should circumstances require public health considerations, the Department of Health (DOH) will provide guidance prior to activation and support activities as appropriate throughout operations. DOH will define support organizations, as needed, at the time of incident.

4.2.20 Immediate Needs Assessment / Intake

- Primary Organization: Department of Social and Health Services (DSHS)
- Assisting or Cooperating Organizations: American Red Cross (ARC)

While the Department of Social and Health Services (DSHS) is the primary organization, DSHS may request support especially during prolonged incidents. Evacuees are welcomed/greeted as they enter the Welcome Center. Repatriates are routed based on potential eligibility criteria to Temporary Assistance for the U.S. Repatriation Program, and others are routed to where they can receive state-administered temporary

assistance and/or other community programs available for persons who are not citizens or dependents of citizens.

4.2.21 Immigration / Customs Clearance

- Primary Organization: Customs and Border Protection (CBP)
- Assisting or Cooperating Organizations: Determined by CBP if needed at the time of incident

Customs and Border Protection (CBP) is responsible for clearing persons for entry to the United States. At the time of incident, each Port of Entry (POE) will need to define location for CBP processing which may be at a place other than typical workstations for CBP staff. Additionally, relief CBP staff may need to be provided from another POE location to ensure staffing for volume of anticipated arrivals.

4.2.22 Medical / First Aid

- Primary Organization: Port of Entry (POE) location
- Assisting or Cooperating Organizations: American Red Cross, & local Emergency Medical Services (EMS)

Each Port of Entry (POE) location has different capabilities and medical/first aid processes. The location for the Welcome Center will also have unique facility needs. Resources for this capability are assumed to be available. However, because jurisdictional concerns will not be known until the time of incident, primary and support relationships will not be defined in this plan and are instead deferred until the time of incident.

4.2.23 Mortuary Services

- Primary Organization: Port of Entry (POE) location
- Assisting or Cooperating Organization: King County Medical Examiner (KCME)

This plan does not anticipate the arrival of deceased persons. Persons boarding flights bound for the United States will be medically stable and cleared for transport. Should an unexpected death occur, standard operating procedures will be followed per the Port of Entry (POE) location. This will require support and coordination of the King County Medical Examiner.

4.2.24 Navigation / Escort

- Primary Organization: Department of Social and Health Services (DSHS)
- Assisting or Cooperating Organizations: Voluntary Organizations Active in Disaster (VOAD)

Once evacuees clear customs, they are provided a choice of entering the Welcome Center or pursuing onward travel on their own. Evacuees wishing to enter the Welcome Center are escorted in small groups by the Department of Social and Health Services (DSHS) first to baggage claim and then to the transport destined for the Welcome Center. DSHS may request support for this capability, such as that coordinated through the Voluntary Organizations Active in Disaster (VOAD), especially for prolonged incidents.

4.2.25 Public Assistance - State Administered (Other than U.S. Repatriation Program)

- Primary Organization: Department of Social and Health Services
- Assisting or Cooperating Organizations: Determined by DSHS at the time of incident

The Department of Social and Health Services (DSHS) may provide access to state-administered public assistance programs at or near the Welcome Center / Emergency Repatriation Center. DSHS has mobile Community Services Office (CSO) capabilities, which may be deployed if appropriate. Information about public assistance programs is found in the publication DSHS Economic Services Administration Briefing Book, updated annually, and published online. DSHS does not anticipate requesting support for this capability.

4.2.26 Queue Management

- Primary Organization: Department of Social and Health Services (DSHS)
- Assisting or Cooperating Organizations: Determined by DSHS at time of incident

The Department of Social and Health Services (DSHS) will set up an appropriate system for queue management. No support need is anticipated for this capability. Should support be needed, requirements will be defined at the time of incident.

4.2.27 Security

- Primary Organization: Port of Entry (POE) location, Department of Social and Health Services (DSHS)
- Assisting or Cooperating Organizations: Determined at time of incident

Security within the airport is the responsibility of the Port of Entry (POE) location, while security within the Welcome Center is the responsibility of the Department of Social and Health Services (DSHS). Because operational details are not known until the time of incident, they cannot be anticipated in this plan. Specific requirements will be defined and addressed at the time of incident.

4.2.28 Signage

- Primary Organization: Department of Social and Health Services (DSHS)
- Assisting or Cooperating Organizations: Determined by DSHS at the time of incident

The Department of Social and Health Services (DSHS) will arrange for printing of appropriate signage at the time of incident. Minor support may be needed to ensure signs are posted and maintained where appropriate. Partners may provide subject matter expertise and/or content for inclusion in signage depending on the needs of the evacuated population, determined at the time of incident.

4.2.29 Temporary Assistance for Repatriates – Onward Travel

- Primary Organization: Office of Human Services Emergency Preparedness and Response (OHSEPR)
- Assisting or Cooperating Organization: Department of Social and Health Services (DSHS)

Most types of Temporary Assistance through the U.S. Repatriation Program are coordinated by the Department of Social and Health Services (DSHS) once the Office of Human Services Emergency Preparedness and Response (OHSEPR) determines eligibility. However, per OHSEPR policy “OHSEPR will coordinate onward travel to one final destination for the repatriate.” See policy memorandum OHSEPR-IM-2022-02. OHSEPR is the primary organization providing staffing for Onward Travel for repatriates. Eligibility and procedures are found in the National Emergency Repatriation Framework (NERF) and associated policy memorandums. DSHS may support this capability upon request by OHSEPR. DSHS will include transportation documentation as appropriate in case management records. OHSEPR will likely provide onward travel support via remote access to OMEGA travel services.

4.2.30 Temporary Assistance for Repatriates – Non-Travel

- Primary Organization: Department of Social and Health Services (DSHS)
- Assisting or Cooperating Organizations: Office of Human Services Emergency Preparedness and Response (OHSEPR), Voluntary Organizations Active in Disaster.

The capability may be referred to as “case management,” and is the primary responsibility of Department of Social and Health Services (DSHS). Temporary Assistance provided to repatriates must comply with policy set by the Office of Human Services Emergency Preparedness and Response (OHSEPR). Guidance is found in the National Emergency Repatriation Framework (NERF) and associated policy memorandums. Detailed policy guidance and discussion of the types of assistance provided to repatriates will not be repeated here, as the most accurate and current information is found by referencing these external documents. OHSEPR must first determine eligibility before temporary assistance is provided. Temporary cash assistance requires emphasis in preparations, as it requires close coordination with OHSEPR at the time of incident as well as negotiables management. DSHS does not anticipate requiring support for this capability. However, during staff shortages or prolonged incidents, DSHS may request support such as may be available through Voluntary Organizations Active in Disaster (VOAD) or coordinated by OHSEPR.

4.2.31 Translation / Language Access

- Primary Organization: Department of Social and Health Services (DSHS)
- Assisting or Cooperating Organizations: Coalition on Inclusive Emergency Planning (CIEP), a program of the Washington Statewide Independent Living Council (WASILC)

The Department of Social and Health Services (DSHS) will provide or arrange for translation and language access services as appropriate depending on the specific needs of the evacuated population. This includes American Sign Language (ASL). Because this capability is highly dependent on the language(s) being requested, requirements are defined and addressed at the time of incident. Language access resources that cannot be provided by DSHS (e.g., ASL through the DSHS Office of Deaf and Hard of Hearing) should be routed according to the resource request process identified in 5.14 Resource Ordering / Emergency Operation Center (EOC) Coordination.

Video materials should include close captioning by default. Additional considerations may be evaluating the need for assistive devices (including text to speech devices) and translation of printed materials into Braille and large print.

4.2.32 Transportation - Welcome Center / Emergency Repatriation Center (ERC)

- Primary Organization: Department of Social and Health Services (DSHS)
- Assisting or Cooperating Organizations: Determined at time of incident

Welcome Center related transportation, including bringing evacuees to/from the Welcome Center / Emergency Repatriation Center (ERC), depends on both the Port of Entry (POE) location and the venue decision for the Welcome Center. Given the number of variables, primary and support roles for this capability are determined at the time of incident. This will most likely require support through either the King County Emergency Operations Center (KCEOC) or the State Emergency Operations Center (SEOC). While the Department of Social and Health Services (DSHS) will not be providing transportation directly, DSHS is responsible for putting in a resource request at the time of incident.

4.2.33 Unaccompanied Minors

- Primary Organization: Department of Children, Youth, and Families (DCYF)
- Assisting or Cooperating Organizations: Determined by DCYF at time of incident

Unaccompanied minors are expected to be a rare aspect of Emergency Repatriation Operations. The Department of Children, Youth, and Families is the state agency with responsibility for unaccompanied minors. The Office of Human Services Emergency Preparedness and Response (OHSEPR) has no authority to take custody of unaccompanied minors for any purpose or length of time, however brief. Unaccompanied minors are a state responsibility as soon as these persons clear customs. Support is not expected for this capability. DCYF will determine support needs at the time of incident, if necessary.

4.3 Unaffiliated Volunteer Management

Unaffiliated volunteer management is not anticipated to be a functional capability requirement for *state-level* Emergency Repatriation operations. Should this capability become necessary, support will be requested through either the King County Emergency Operations Center (KCEOC) or the State Emergency Operations Center (SEOC).

Public information will discourage spontaneous volunteerism. Support requests will not include request for volunteers who are not part of a recognized voluntary organization.

4.4 Resources and Credentialed Personnel

The Department of Social and Health Services (DSHS) Office of Emergency Management (OEM) maintain lists of staff who are credentialed according to Type 3 Incident Management Teams criteria consistent with the All Hazards Incident Management Teams Association. DSHS OEM also maintains information about staff who have received advanced emergency management training but who are not credentialed. This information is used at the time of incident to

inform deployments. When filling Command and General Staff positions, preference is given to credentialed staff. Resource typing is not necessary for most other capabilities described in this chapter, where just-in-time training is appropriate to facilitate operations.

■ *End of Chapter 4 (Organization and Assignment of Responsibilities)* ■

This chapter guides and supports direction, control, and coordination but does not provide exhaustive detail.

5.1 Common Field Operating Guides

Staff assigned to the incident within the Command structure will follow the most recent version of one of these Field Operating Guides:

- FIRESCOPE Field Operations Guide, ICS 420-1, 2022 Edition
- All-Hazard Incident Management Team, Response and Planning Guide, 2nd Edition

The FIRESCOPE guide is freely available electronically at <https://apps.usfa.fema.gov/publications/> (search for “420-1”), and is also available as hard copy and a smartphone-based app. The All-Hazard Incident Management Team guide is only available in print form. Both guides are considered interoperable for operations described in this plan, with the caveat that wildfire-specific information in the FIRESCOPE guide should be disregarded.

Field Operating Guide specificity applies only to staff within chain of command as described in this chapter and not to external supporting organizations.

De-confliction of actual or perceived disparities between these guides and organization policy should be addressed by Unified Command at the time of incident to promote unity of effort. Common sense should apply when using these guides.

5.2 Overview

The incident will be managed according to the Incident Command System (ICS) as described in the National Incident Management System (NIMS).

5.3 Policy and Coordination

The WA State Emergency Operations Center (SEOC) will facilitate the development of a Multi-Agency Coordination Group (MAC) Group or similar structure. Representation in the MAC Group will include policy-level representatives from organizations impacted by and with resources committed to the incident.

The MAC Group may also include representatives from non-governmental organizations such as businesses and volunteer organizations. Minimum representation in the MAC Group will include the local jurisdictions (King County International Airport and/or Seattle Tacoma International Airport), Department of Social and Health Services (DSHS), and the Office of Human Services Emergency Preparedness and Response (OHSEPR). Other organizations will be included in the MAC Group as appropriate depending on the nature of the incident.

The MAC Group will act as a policy-level body, support resource prioritization and allocation, make cooperative multi-agency decisions, and enable decision making between policy authorities and the Unified Commanders

responsible for managing the incident. The MAC Group does not perform Command functions, nor does it replace the primary function of Emergency Operation Centers or other operations, coordination, or dispatch organizations.

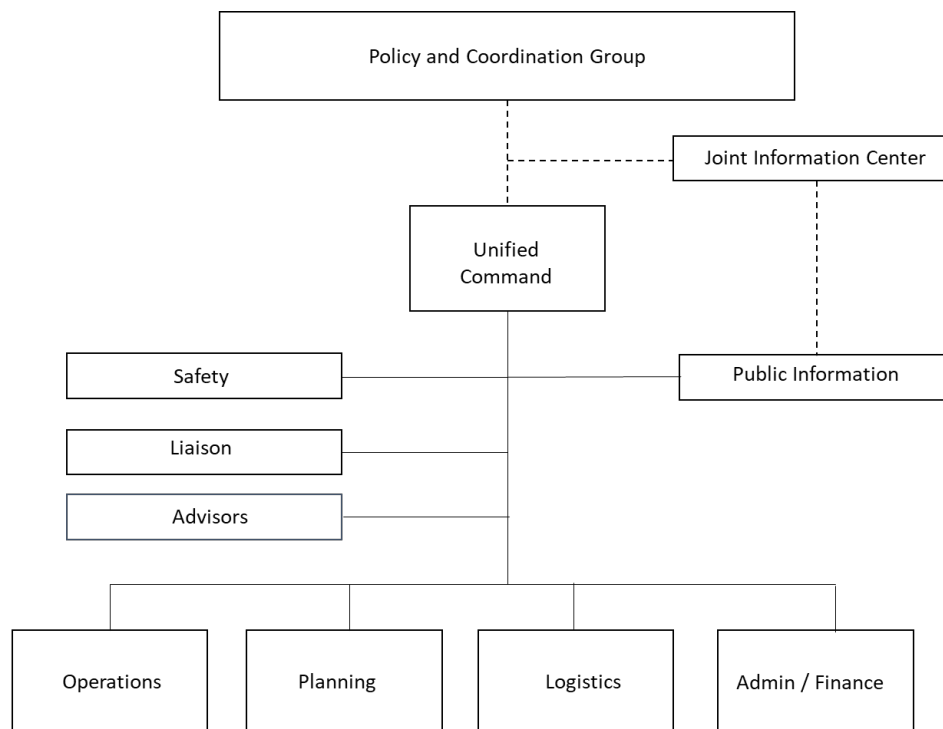
The MAC Group should be physically located away from the Incident Command Post or conducted via virtual meetings.

The State Emergency Operations Center (SEOC) at its discretion may opt to incorporate the Office of Human Services Emergency Preparedness and Response (OHSEPR) within the Unified Coordinating Group (UCG) instead of a MAC Group.

The Office of Human Services Emergency Preparedness and Response (OHSEPR) is encouraged to deploy staff to the designated policy group to facilitate information sharing, escalate risks or issues (e.g., resource gaps), and provide oversight of the implementation of U.S. Repatriation Program policies at the Welcome Center / Emergency Repatriation Center.

5.4 Joint Information Center

The State Emergency Operations Center (SEOC) will facilitate the creation of a Joint Information Center (JIC) consistent with the Comprehensive Emergency Management Plan (CEMP). Authority for the JIC is derived from the Governor’s Communications Director, who is the Emergency Public Information Officer (PIO) for the State of Washington (WA). Refer to the WA CEMP (and ESF 15 External Affairs annex to the CEMP) for additional detail. The JIC will serve the Public Information function for the incident. The PIO within the Unified Command structure will coordinate with the JIC.



5.5 Unified Command

When more than one agency/organization has incident jurisdiction, or when incidents cross political jurisdictions, the use of Unified Command (UC) enables multiple organizations to jointly perform Command functions. Each participating partner maintains authority, responsibility, and accountability for its personnel and other resources while jointly managing and directing incident activities through the establishment of a common set of incident objectives, strategies, and a single Incident Action Plan (IAP).

5.5.1 Composition

At the time of incident, the Department of Social and Health Services (DSHS) leads the establishment of an appropriately inclusive Unified Command (UC) structure. The purpose of this structure is to coordinate and promote unity of effort for *state-level* operations within a single Incident Action Plan (IAP) under a common set of objectives, with each jurisdiction maintaining its inherent directive authority. Per the National Incident Management System (NIMS), organizations not represented in the Command structure are referred to as cooperating and/or assisting agencies.

The structure may include Command and General Staff from the Office of Human Services Emergency Preparedness and Response (OHSEPR) Incident Management Team (IMT) as discussed below.

The Port of Entry (POE) location(s) will form Branch(es) within the Operations Section. While Port of Entry locations(s) are not represented in Command, they actively participate in Incident Action Plan (IAP) development via Branch Tactical Planning.

5.5.2 Incident Management Team (IMT) Integration

There are two Incident Management Teams (IMTs) expected to be present in the State of Washington (WA) in response to this incident. IMTs operate based on specific delegated authority. The Department of Social and Health Services (DSHS) and the Office of Human Services Emergency Preparedness and Response (OHSEPR) are each “a separate and independent organization” (General Agreement between DSHS and HHS, Section E1, referenced in Chapter 10), and it is therefore necessary to clearly describe the roles of each IMT within Unified Command.

The Department of Social and Health Services (DSHS) has state-level tactical authority over most resources represented in the response structure and does not delegate tactical authority of DSHS resources to other organizations.

During a state-activated emergency repatriation response, OHSEPR will deploy an Incident Management Team (IMT) to implement *federal* operational objectives in coordination with state and local partners.

5.5.2.1 DSHS Incident Management Team (IMT)

An Incident Management Team (IMT) within the Department of Social and Health Services (DSHS), DSHS IMT West, will activate and deploy to fill appropriate Command and General Staff (CGS) positions as needed within the Command structure. DSHS employs a soft-rostering IMT approach statewide, with east and west specializations according to anticipated activation demands. DSHS is the lead state agency for emergency repatriation operations and has tactical authority over most resources represented in the response structure.

5.5.2.2 OHSEPR Incident Management Team (IMT)

The Office of Human Services Emergency Preparedness and Response (OHSEPR) Incident Management Team (IMT) provides guidance to case managers upon request and approves the provision of temporary assistance as described in 5.10.2.4 Temporary Assistance Group. During an emergency repatriation response, OHSEPR provides specific information about the scale and composition of its IMT based on the needs of the incident. OHSEPR also determines if costs are reasonable, allowable, and allocable according to the U.S. Repatriation Program.

OHSEPR IMT staff should be integrated in the structure according to the functions of eligibility verification for repatriates in Operations (Eligibility Verification Unit) and resource ordering process in Logistics. OHSEPR will have an Agency Representative coordinating with the Liaison Officer (LOFR). OHSEPR should consider assigning an Assistant Public Information Officer (ASST PIO) to Command.

While OHSPER doctrine indicates that the OHSERP IMT will have an escalation/policy function (SERP Development Guide, page 12), policy functions for complex incidents in the State of Washington (WA) are performed by a separate Policy and Coordination group described above in 5.3 Policy and Coordination (Comprehensive Emergency Management Plan, page 14). OHSEPR is encouraged to designate staff for the Policy and Coordination group to ensure federal representation in policy decisions and to enable coordination among state and federal interests in the response.

5.5.3 Spokesperson

The spokesperson provides a single point of contact for the Command and General Staff during each operational period. The spokesperson is the default point of contact for the Policy and Coordination group.

The Unified Command spokesperson will be the Incident Commander (IC) from the Department of Social and Health Services (DSHS). Designating DSHS for the spokesperson role assumes that most resources in Operations fall within the State of Washington (WA) jurisdiction, all *state-level* operations under this plan are conducted within WA jurisdictional boundaries, DSHS is the lead state agency for this plan, and that this plan is activated under authority of the DSHS Secretary.

5.6 Command Advisors

Unified Command should consider assigning Command Advisor(s) capable of providing subject matter expertise in the following areas:

- **Disabilities, Access and Functional Needs (DAFN) Command Advisor** to provide subject matter expertise on processes, responsibilities, and resources to address the needs of individuals with Disabilities, Access, and Functional Needs (DAFN) at the Port of Entry (POE) and Welcome Center at all stages of the process (including accommodations for service animals, language access services, and the ability to surge said services to surge said services to accommodate a higher proportion of individuals with disabilities, access, and functional needs than traditional flights). The DAFN Advisor should focus on making appropriate resources available to meet the needs of all people served by operations.
- **Equity, Diversity, and Inclusion (EDI) Command Advisor** to provide subject matter expertise on processes, responsibilities, and resources to facilitate the assessment and application of Equity, Diversity, and Inclusion principles as a foundation of emergency management practice designed to provide tailored solutions to meet the unique needs of marginalized populations. Repatriation poses unique Equity-related challenges because the population receiving support is not known until the time of incident.

For emergency repatriation incidents exceeding assumed complexity levels or when sufficient credentialed resources are not available, Unified Command (UC) should consider assigning an Incident Command System (ICS) Command Advisor to promote and facilitate an efficient and cost-effective structure.

5.7 Liaison Officer (LOFR)

The Liaison Officer (LOFR) coordinates with assisting/cooperating organizations. The LOFR serves as a point of contact for organizations not represented in the Command structure. At a minimum, the Liaison function should plan for active coordination with the organizations listed in 1.3 Distribution List.

The Office of Human Services Emergency Preparedness and Response (OHSEPR) will designate an Agency Representative to coordinate responsibilities across the federal emergency repatriation ecosystem.

5.8 Public Information Officer (PIO)

A Public Information Officer (PIO) will be stationed at the Incident Command Post, reporting to Unified Command. The PIO will coordinate information sharing with the Joint Information Center (JIC) described in 5.4 Joint Information Center.

The Office of Human Services Emergency Preparedness and Response (OHSEPR) may designate an Assistant Public Information Officer (ASST PIO).

5.9 Safety Officer (SOFR)

Because this is a human services mission with activities likely to replicate over multiple operational periods, it may not be necessary to staff the Safety Officer (SOFR) position continuously for each operational period. During steady state operations, the ICS 206 (Medical Plan) and ICS 208 (Safety Plan / Message) will likely remain unchanged and a new 215A (Incident Action Plan Safety Analysis) will likely be unnecessary given minor changes to operations. A SOFR is recommended initially until operations reach steady-state and whenever Command determines that alterations to operations require a new safety analysis.

5.10 Operations

This is an overview of considerations with a proposed structure to inform planning discussions, and it does not prescribe a static structure. Unified Command should follow standard emergency management practices, including completing an ICS 215 (Operational Planning Worksheet) and an ICS 215A (Incident Action Plan Safety Analysis) as part of the planning process to inform staffing and operational structure. An emergency repatriation incident has sufficient complexity to likely require both geographic and functional distinctions within operations.

The Department of Social and Health Services (DSHS) staffs the Operations Section Chief (OSC).

5.10.1 Airport Operations Branch

Within this branch are operations that cover the concept of operations beginning with 3.3.4 Aircraft Arrival until evacuees arrive at the Welcome Center. Unified Command must determine whether the incident requires a separate Command structure to oversee airport operations, if the operation may be managed within routine airport processes, or a hybrid of the two.

Staffing for airport operations should consider the following geographic and functional elements, staffing Divisions, Groups, and Units as appropriate. The Branch Director should be staffed by the Port of Entry (POE), with supervision for Divisions, Groups, and Units provided by appropriate organizations with functional or geographic responsibility.

Groups/Divisions/Units should only be formed in the Airport Operations Branch when emergency repatriation operations deviate from normal airport operations to the extent that they require specific tactical instructions via an ICS 204 (Assignment List). If only slight differences from normal operations are needed, coordination can happen via a Liaison Officer or other appropriate means determined by Command.

Potential Groups/Divisions/Units:

- **Port of Entry (POE) Arrival** including managing, staging, and disembarking arriving flights, including passengers, baggage, and animals.
- **Boarding Party** including providing a verbal and written packet to evacuees prior to their debarkation.
- **Customs** clearance including processing evacuees through a Federal Inspection Station (FIS) and the management of immigration/customs challenges.

- **Health Screening** including evaluating arrivals for public health threats and implementation of appropriate health interventions as necessary.
- **Immediate Needs** to address urgent needs or concerns that cannot wait until arrival at the Welcome Center.
- **Animal Health Screening** including facilitating the evaluation of arriving animals to zoonotic health threats and the implementation of appropriate interventions as necessary.
- **Port of Entry (POE) to Welcome Center Transition** to ensure the effective staging of repatriates, baggage, and animals at the POE until transport is available to the Welcome Center.
- **Transportation to the Welcome Center** via bus or shuttle.

5.10.2 Welcome Center / Emergency Repatriation Center (ERC) Branch

The following is a suggested structure, not intended to be prescriptive. The structure must be adapted at the time of incident.

5.10.2.1 Care and Personal Services Group:

Care and Personal Services are to be provided to all evacuees regardless of citizenship status. Potential Units within this Group include:

- **Access Unit** to provide tactical support for Disabilities, Access and Functional Needs (DAFN) and Equity, Diversity, and Inclusion (EDI) objectives. While reporting to a Supervisor within Operations, this Unit works closely with the Access and Functional Needs (AFN) and Equity Diversity and Inclusion (EDI) Command Advisors.
- **Medical Support Unit** to facilitate the provision of basic and emergency medical services to evacuees at the Welcome Center. Note that the transport and tracking of evacuees to appropriate treatment facilities will be addressed via a separate *Incident within an Incident Plan* and will not be the responsibility of this Unit.
- **Counseling Unit:** Provides mental health, emotional counseling, and/or disaster mental health first aid to repatriates at the Welcome Center.
- **Childcare Unit** provides appropriate childcare services to minor repatriates with sufficient security, entertainment, and reunification with caregivers.
- **Communications Unit** provides resources for the communication needs of repatriates at the Welcome Center, potentially including phone charters/charging stations, Wireless Internet (WIFI) access, loaner computers, phones, etc., with staff to support to assist repatriates as appropriate.

5.10.2.2 Reception Group

Reception services are to be provided to all evacuees regardless of citizenship status. The Finance Section Chief (FSC) is responsible for developing accounting methods for bifurcating reimbursable from non-reimbursable expenses in the U.S. Repatriation Program.

- **Navigation Unit** to support welcome, registration, and application form completion. Also provides general support/information, directions, answers to questions, and escorts as needed to support people as they navigate the Welcome Center. Manages the queue to ensure services at the Welcome Center are timed and prioritized as appropriate.
- **Baggage Management Unit** to support baggage checking and management at the Welcome Center.
- **Security Unit** to ensure the safety and security of evacuees, their possessions, and the emergency repatriation operation.
- **Refreshments Unit** to provide culturally appropriate light refreshments and water as appropriate.
- **Check-out Unit** to ensure all appropriate paperwork is collected from repatriates as they depart the Welcome Center.
- **Essential Supplies Unit** to provide repatriates with basic, essential, and/or comfort resources to meet immediate and/or short-term needs such as clothing, hygiene supplies, infant formula, reading glasses, etc.

5.10.2.3 Other Programs Group (Other than U.S. Repatriation Program)

Washington is a welcoming state and will not create separate welcome centers for arriving evacuees based on citizenship status. However, the U.S. Repatriation Program only reimburses operations for U.S. citizens and their dependents. This Group conducts operations in support of all arriving evacuees, including providing access to services and programs not reimbursable under the U.S. Repatriation Program. Accounting processes must track these activities in a manner that they can be bifurcated from Program-reimbursable activities.

Potential Units in this Group may include:

- **Mobile Community Services Office (CSO) Unit** to assist repatriates choosing WA as their state of final destination with access to Basic Food, Temporary Assistance to Needy Families, and other services.
- **Partner Services Unit** to provide connections to services through partner organizations.

5.10.2.4 Temporary Assistance Group – U.S. Repatriation Program

Services in this Group are only available to repatriates who have been determined eligible for Temporary Assistance. Potential Units in this Group may include:

- **Onward Travel Unit** to coordinate and/or provide repatriates with assistance in booking onward travel, including via ground, rail, air, or marine transport. The Office of Human Services Emergency Preparedness and Response (OHSEPR) may provide access to Omega World Travel services via remote access.
- **Financial Assistance Unit** to provide repatriates with financial (e.g., cash) assistance within approved limits. Operations must consider the security of negotiables.
- **Temporary Lodging Unit** to provide appropriate and available temporary lodging to repatriates, along with transportation to/from the lodging to their next destination.
- **Eligibility Unit** to provide federal verification of eligibility for Temporary Assistance. This unit must be staffed by the Office of Human Services Emergency Preparedness and Response (OHSEPR).

5.11 Planning

The responsibilities of the Planning Section are described in the above-referenced field operation guides and Chapter 6 Information Collection, Analysis, and Dissemination. Unified Command should staff the Planning Section in a manner that supports the planning cycle and meets information needs as determined at the time of incident.

This plan anticipates using Branch Tactical Planning to support *state-level* emergency repatriation operations, with Branch Directors having responsibility for developing detailed action plans.

The Planning Section supports this process by providing Branches each operational period with:

- Objectives
- Strategy
- Resource Summary
- Weather, Traffic, and Safety Information
- Changes to Logistical Support
- Staff Available to Branches to Support Planning

The Planning Section Chief (PSC) consults with the Operations Section Chief (OSC) during the initial Objectives Meeting and throughout the response effort to determine the level of needed support.

Branch Directors, working closely with the Operations Section Chief (OSC) will complete the Operational Planning Worksheet (ICS 215) and Incident Action Plan Safety Analysis (ICS 215A) for all divisions, groups, and staging areas within their respective Branches. Assignment Lists (ICS 204s) are then completed by Branch Directors.

The Operations Briefing for each planning cycle is at the strategic level with select staff (typically staff with supervisory roles), with Branch Directors providing detailed field briefings to their respective Branches.

5.12 Logistics

The responsibilities of the Logistics Section are described in the above-referenced field operation guides and Chapter 8 Administration, Finance, and Logistics. Unified Command should staff the Logistics Section in a manner that supports Logistics needs as determined at the time of incident. All assigned resources fall under the tactical direction of Unified Command regardless of where the resource originated.

5.13 Administration/Finance

The responsibilities of the Admin/Finance Section are described in the above-referenced field operation guides and Chapter 8 Administration, Finance, and Logistics. Unified Command should staff the Admin/Finance Section in a manner that supports Logistics needs as determined at the time of incident.

5.14 Resource Ordering / Emergency Operation Center (EOC) Coordination

Unified Command will follow a single-point ordering process. Organizations represented in Command order resources directly through their respective organizations. For the Department of Social and Health Services (DSHS), internal department resource requests are routed to the DSHS Emergency Coordination Center (ECC). Any non-Command resource request is routed first to the King County Emergency Operations Center (KCEOC). Resource requests that cannot be filled by the KCEOC are then routed to the State Emergency Operations Center (SEOC).

■ *End of Chapter 5 (Direction, Control, and Coordination)* ■

This chapter is written from the perspective of the Situation Unit, which is primarily responsible for collecting, processing, and organizing all incident information. The Situation Unit Leader (SITL) is staffed by the Department of Social and Health Services (DSHS), with responsibility for ensuring federal, state, and department information policies are followed throughout the incident.

6.1 Collecting and Classifying Data

All data must be classified based on sensitivity and confidentiality according to the following categories.

- **Category 4 - Confidential information requiring special handling:** Confidential information requiring special handling is information that is specifically protected from disclosure by law and for which:
 - Especially strict handling requirements are dictated, such as by statutes, regulations, agreements, or other external compliance mandates.
 - Serious consequences could arise from unauthorized disclosure, such as threats to health and safety, or legal sanctions.
- **Category 3 - Confidential information:** Confidential information is information that is specifically protected from either release or disclosure by law. This includes, but is not limited to:
 - Personal information as defined in Revised Code of Washington (RCW) 42.56.590 and RCW 19.255.010.
 - Information about public employees as defined in RCW 42.56.250.
 - Lists of individuals for commercial purposes as defined in RCW 42.56.070(8).
 - Information about the infrastructure and security of computer and telecommunication networks as defined in RCW 42.56.420.
- **Category 2 - Sensitive information:** Sensitive information is not specifically protected from disclosure by law but is for official use only. Sensitive information is generally not released to the public unless specifically requested.
- **Category 1 - Public information:** Public information is information that can be or currently is released to the public. It does not need protection from unauthorized disclosure but does need integrity and availability protection controls.

6.2 Processing Information

Data categories impact how data are handled, processed, released, and disclosed. Staff assigned to the incident will follow Department of Social and Health Services (DSHS) policy concerning information handling as specified in Administrative Policies 5.01 through 5.09. The Situation Unit Leader (SITL) should immediately notify Command of any perceived conflict between DSHS policy and other applicable policies (e.g., those of assisting/cooperating organizations) so that Command may provide de-conflicted guidance. Command will consult with the DSHS Privacy Officer as appropriate for clarification.

In emergency management practice it is common to refer to “data” as elements of information that have not been validated, with the term “information” referring to validated data. In the State of Washington, data restrictions and data categories apply based on confidentiality and sensitivity regardless of validation.

The Situation Unit Leader (SITL) must manage data within Category 3 and Category 4 for this incident based on business need to ensure the minimum necessary standard is applied to handling data. For example, the business need for information for activities described in 5.10.2.4 Temporary Assistance Group are different than the business need for activities in 5.10.2.3 Other Programs Group (Other than U.S. Repatriation Program). Refer to DSHS Administrative Policy 5.01(J).

Information may be organized in sets as determined at the time of incident, adjusted as necessary throughout operations. Although these sets may be referred to by emergency management professionals as “categories” for emergency management purposes, this common emergency management term should not be confused with the category-based classification method described above. Suggested information sets include:

- Welcome Center / Emergency Repatriation Center (ERC) Operations
- Case Management, and Temporary Assistance for the U.S. Repatriation Program
- Public Assistance and Other Services (other than the U.S. Repatriation Program)
- Reception Services (e.g., light refreshments, water)
- Staffing
- Health and Safety
- Logistics
- Finance and Administration
- Incident-Within-An-Incident

6.3 Public Information

Public Information is coordinated through the Joint Information Center (JIC) and operated according to the WA Comprehensive Emergency Management Plan (CEMP). Public Information is classified as Category 1.

6.4 Critical Information Needs

Critical information needs are determined at the time of incident by Unified Command. Commanders should consider requiring that any information on the following situations be immediately reported to Commanders:

- Health and safety issues, injuries, incidents, or near misses.
- Any public health concerns.
- Any alleged conduct by any person that would be considered a violation of DSHS policy, including harassment, intimidation, discrimination, or similar concerns.

6.5 Analysis

The Situation Unit Leader (SITL) will confirm Essential Elements of Information (EELs) with Command at the time of incident. The following table is a suggested starting point for discussing information needs with Command.

Essential Element of Information (EEI)	Purpose(s) / Audience(s)	Expected Response Format	Data Source(s)	Classification
Situation	Operations Coordination Support Policy	Narrative	Multiple	Category 2
Manifest	Operations	List of Names and other appropriate info	OHSEPR Airlines	Category 3 or higher
Staffing	Operations Logistics Policy	Total Staff Unmet Needs Critical Staff Needs	RESL	Category 2
Case Management – Detail	Operations (Case Management)	Special handling of files subcategorized according to program type.	Operations	Category 3 or higher (likely Category 4).
Case Management – Aggregate	Operations Planning Coordination Support Policy	Aggregate data on case management, subcategorized according to program type.	Operations	Category 2
Open Issues	Operations Planning	List of unresolved tasks and issues not otherwise documented.	Command and General Staff	Category 2
Local Traffic and Weather	Operations Planning Coordination Support	Maps, Narrative Reports	Open-Source	Category 1
Accounting Summary	Planning Policy	High-level summary of expenses, including summary of non-reimbursable expenditures.	Admin / Finance Section	Category 2

6.6 Situation Report Production

Situation Reports (SITREPs) must exclude Category 3 or higher data (no confidential information). SITREPS must be labeled “FOR OFFICIAL USE ONLY.”

The Incident Status Summary (ICS 209) form should not be used in its entirety because many fields in the form are irrelevant to emergency repatriation. However, elements of the form may be adopted for inclusion in the SITREP production process. These include:

- Incident Name
- Incident Number
- Incident Commander(s) and Agency/Organization
- Incident Start Date
- Report Time Period Start/End
- Current Incident Locations (Incident Command Post, Welcome Center, Ports of Entry)
- Incident Definition
- Significant Events for the Reporting Period
- Projected Incident Activity for 12, 24, 48, and 72 hours.
- Strategic Objectives
- Critical Resource Needs
- Strategic Discussion
- Planned Actions for Next Operational Period
- Anticipated Incident Completion Date
- Projected Demobilization Dates
- Estimated Incident Costs to Date (with reimbursable/non-reimbursable breakdown)
- Resource Commitment Summary
- Additional Cooperating and Assisting Organizations Not Listed Above

The ICS 209 form has instructions for compiling data for the above-referenced elements.

The format of the Situation Report (SITREP) is customized at the time of incident. The above list is not prescriptive.

6.6.1 Information Coordination

The Situation Unit Leader (SITL) coordinates closely with key Planning partners including the Planning Sections of the supporting Emergency Operations Centers (EOCs) and the Joint Information Center (JIC). Supporting EOCs include the Department of Social and Health Services (DSHS) Emergency Coordination Center (ECC), the King County Emergency Operations Center (KCEOC), and the State Emergency Operations Center (SEOC). The SITL supports alignment of clear, consistent, coordinated, and accurate situational information among multiple organizations.

6.7 Dissemination

Custom reports will be developed as needed, tailored to meet the specific information needs as determined at the time of incident.

The Situation Unit Leader (SITL) will distribute Situation Reports (SITREPs) to the Group described in 5.3 Policy and Coordination, the Department of Social and Health Services (DSHS) Emergency Coordination Center (ECC), the King County Emergency Operations Center (KCEOC), and the State Emergency Operations Center (SEOC). These organizations may re-distribute SITREPs as appropriate to other audiences. The cadence of SITREP distribution is assumed to be daily, especially early in the incident.

6.8 Records Retention

All records associated with operations described in this plan shall be retained as property of the Department of Social and Health Services (DSHS). Release or disclosure of records, via copies, will be provided when appropriate to Office of Human Services Emergency Preparedness (OHSEPR) and others per DSHS policies according to the minimum necessary standard for program and emergency management.

The Emergency Repatriation Eligibility Application (RR-01) and the Repayment and Privacy Agreement Form (RR-05) are used for providing Temporary Assistance in the U.S. Repatriation Program. These documents are an OHSEPR form organized by DSHS and are records jointly populated by DSHS and OHSEPR for the purpose of documenting a service loan repayable to the federal government. DSHS is authorized to share copies of the RR-01 with OHSEPR but must retain the original. The need for access to other records is determined on a case-by-case basis according to DSHS policy.

The Revised Code of Washington (RCW) defines state agency records in RCW 40.14.010 as “any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business, and legislative records as described in RCW 40.14.100.” RCW 40.14.02 requires that these records “shall be and remain the property of the state of Washington” and “shall be preserved, stored, transferred, destroyed or deposited of, and otherwise managed, only in accordance with this chapter.”

The Department of Social and Health Services (DSHS) record retention policy applies a strict definition of what constitutes a record, expanding on the state law definition, also including records that are “organized” by DSHS. DSHS has multiple record retention schedules depending on the function and content of the record.

Emergency response records by state agencies go to State Archives 6 years after the matter is resolved for appraisal and selective retention (disposition authority number GS50-18-29 Rev. 1). An appraisal is the process by which the Washington State Archives determines which records have long-term value.

■ *End of Chapter 6 (Information Collection, Analysis, and Dissemination)* ■

7.1 Pre-Activation

Pre-Activation Coordination is described in the Concept of Operations in Chapter 3, in 3.2 Phase 2 | Pre-Activation and Activation Decision (Prepare).

7.2 Activation and Demobilization

Activation and Deactivation activities correspond with the following formal communications from the U.S. Department of Health and Human Services (HHS), through the Office of Human Services Emergency Preparedness and Response (OHSEPR), to the Department of Social and Health Services (DSHS):

- **Activation Notice:** This notice is a formal request to activate the Washington State (WA) Emergency Repatriation Plan (SERP).
- **Demobilization Notice:** This notice is a request to end emergency repatriation operations in WA.

7.3 Response Communications

Response Communications are consistent with the Comprehensive Emergency Management Plan (CEMP). Situation Reports (SITREPs) are produced according to Chapter 6, in 6.6 Situation Report Production.

7.4 Public Communications

This plan adopts public information processes, methods, and structures as described in the Comprehensive Emergency Management Plan (CEMP). The State Emergency Operations Center (SEOC) will facilitate creating a Joint Information Center (JIC) according to the CEMP. A Public Information Officer (PIO) within the Command structure described in the previous chapter will coordinate with the JIC.

The Office of Human Services Emergency Preparedness and Response (OHSEPR) may assign an Assistant Public Information Officer (ASST PIO) within the Command structure and/or within the JIC.

According to the CEMP, the Office of the Governor has approval authority for state-level public messaging through the JIC.

■ *End of Chapter 7 (Communication)* ■

Administrative and finance duties begin when the State of Washington (WA) receives the Activation Notice.

Staff assigned to Finance/Administration may have other duties to perform following demobilization of the Welcome Center / Emergency Repatriation Center (ERC), including accounting duties necessary to ensure Washington State (WA) receives reimbursement for the Emergency Repatriation operation.

The Finance/Administration Section is responsible for tracking Emergency Repatriation operational costs, including processing requests for reimbursement from state and local government and volunteer agencies.

Finance/Administration personnel work closely with multiple partners to ensure reimbursable operational costs are tracked and reimbursed to all organizations providing approved logistical personnel and material support to emergency repatriation operations.

Reimbursement requests are routed to the Office of Human Services Emergency Preparedness and Response (OHSEPR). Cost attributed to state, local government, and volunteer organizations are reimbursed according to OHSEPR policy and require pre-approval according to OHSEPR policy.

Logistics should validate resource requests are reasonable, allowable, and allocable per the U.S. Repatriation Program before submitting. Any resource request not reimbursable under the Program must document explicit approval of the DSHS Incident Commander (either by signature for expenses over \$5,000 per operational period or by documentation of a discussion when below this amount).

8.1 Accounting

Accounting will be conducted according to generally accepted methods consistent with the WA State Administrative and Accounting Manual (SAAM).

8.1.1 Other Programs (Other than the U.S. Repatriation Program)

Operations described in Chapter 5 in 5.10.2.3 Other Programs Group (Other than U.S. Repatriation Program) are not reimbursable under the U.S. Repatriation Program and must be funded through other means.

8.1.2 Non-repatriate Expenses

Certain expenses should be provided to all evacuees entering the Welcome Center. However, the U.S. Repatriation Program only reimburses for services to U.S. citizens and their dependents. The U.S. Repatriation program estimates that the percentage of non-repatriates arriving at the Welcome Center will be negligible, and thus it is assumed that certain expenses such as light refreshment expenses will be fully reimbursable for the overall operation under the Program. For example, it is not cost-effective or consistent with emergency management practice to account for a single bottle of water provided to a non-repatriate arriving among several hundred repatriates. However, when it is determined operationally necessary by Unified Command (because the

percentage of non-repatriates increases above a negligible threshold), the Admin/Finance section must develop a method of accounting for these expenses in a manner that maximizes reimbursement to the State of Washington while still providing access to all evacuees.

A specific accounting plan is developed at the time of incident to address accounting for non-repatriate operational expenses described in 5.10 Operations.

8.2 Forms

The Office of Human Services Emergency Preparedness and Response (OHSEPR) provides forms for Emergency Repatriation operations. OHSEPR staff are available at the time of incident to provide just-in-time training as needed for the use of these forms. Forms include:

- Emergency and Group Repatriation Processing Form (RR-01)
- Emergency Repatriation Reimbursement Request (RR-02)
- Repayment and Privacy Agreement Form (RR-05)
- Emergency Repatriation Request for Cost Approval and Federal Support (RR-08)

DSHS uses the Application for Cash or Food Assistance (14-001) for operations described in 5.10.2.3 Washington Welcomes Group.

8.3 Records Retention

All records associated with operations described in this plan shall be retained as property of the Department of Social and Health Services (DSHS). Release or disclosure of records, via copies, will be provided when appropriate to Office of Human Services Emergency Preparedness (OHSEPR) and others as per DSHS policies according to the minimum necessary standard for program and emergency management.

Records retention policy is described in Chapter 6, section 6.8 Records Retention.

8.4 Logistics

Resource requests follow the processes outlined in the Comprehensive Emergency Management Plan (CEMP) via single point ordering through the King County Office of Emergency Management (KCOEM) for any resource request that DSHS is not able to provide directly.

The Military Department (MIL) and the Department of Social and Health Services (DSHS) have an Interagency Agreement that allows MIL to fund resource requests routed to the State Emergency Operations Center (SEOC) through the Disaster Response Account (DRA), subject to reimbursement by DSHS when DSHS receives reimbursement from the Office of Human Services Emergency Preparedness and response (OHSEPR). Although resource routing is single-point through KCOEM, funding requirements may require that KCOEM passes through requests based on immediate fiscal needs of the incident.

OHSEPR requires pre-approval (Form RR-08 – Emergency Repatriation Request for Cost Approval and Federal Support) before costs are incurred to ensure the costs are (1) chargeable to OHSEPR; and (2) reasonable, allowable, and allocable to the repatriation operation. OHSEPR should provide staff to report to the Logistics Section Chief to allow concurrent completion of the RR-08 with standard resource requests processes in the State of Washington (WA). The Logistics Section should clearly indicate whether Section II of the RR-08 indicates federal approval when routing resource requests. This is a general requirement for all incident operations, and a specific requirement for any request fulfilled via the Interagency Agreement described above. Every Resource Request Form (ICS 213RR or WebEOC equivalent) attributed to the U.S. Repatriation Program must have a corresponding RR-08 completed.

Logistics maintains a list of all RR-08s and their status to inform regular report-outs during Command and General Staff (CGS). CGS should be kept aware of major anticipated expenses and/or unfilled resource requests resulting from a federal denial on the RR-08.

The Logistics Section should refer to the Repatriation Program – Emergency Repatriation Information Memorandum (OHSPER-IM-2022-02) for a detailed summary of costs that are reasonable, allowable, and allocable to the Program.

■ *End of Chapter 8 Administration, Finance, and Logistics* ■

Plan maintenance follows an Integrated Preparedness Plan (IPP) specific to this State Emergency Repatriation Plan (SERP). The purpose of the SERP IPP is to document SERP priorities over multiple years. The IPP identifies Planning Organizing Equipping Training and Exercising (POETE) elements that helps the SERP partnership in the State of Washington (WA) build, improve, and sustain emergency repatriation preparedness priorities. The SERP IPP is a living document maintained separately. A SERP Integrated Preparedness Planning Workshop is held annually.

The Department of Social and Health Services (DSHS) continually develops Standard Operating Procedures, Guides, and Mission Packages related to the SERP as part of the DSHS Incident Management Team (IMT) West. These activities are more pronounced between active SERP community planning processes.

This SERP should go through a community planning process at least once every 10 years.

■ *End of Chapter 9 (Plan Maintenance)* ■

Because this plan is a Functional Annex to the State of Washington (WA) Comprehensive Emergency Management Plan (CEMP), it is not necessary to fully detail all authorities and references in this plan. The CEMP has a comprehensive list of authorities and references. However, it is important to highlight certain authorities and references for clarity.

10.1 State

- **Comprehensive Emergency Management Plan (CEMP)**
<https://mil.wa.gov/plans>
- **U.S. Repatriation Program - General Agreement between the U.S. Department of Health and Human Services (HHS) and the Department of Social and Health Services (DSHS).** Effective date is 12/18/2018.
- **Interagency Agreement between Military Department (MIL) and the Department of Social and Health Services (DSHS) in support of the State Emergency Repatriation Plan.**
- **State Administrative and Accounting Manual (SAAM)**
<https://ofm.wa.gov/accounting/saam>
- **Department of Social and Health Services (DSHS) Economic Services Administration (ESA) Briefing Book**
<https://www.dshs.wa.gov/esa/manuals/briefing-book>
- **Secretary of State – State Agency Records Retention Schedules**
<https://www2.sos.wa.gov/archives/recordsmanagement/state-agencies-records-retention-schedules.aspx>
Note: Additional record retention requirements are found in DSHS Administrative Policy, Chapter 05 (5.01 through 5.09).
- **Washington State Standard Number 141.10, Securing Information Technology Assets – Office of the Chief Information Officer.** Effective date is 11/13/2017.
https://watech.wa.gov/sites/default/files/2022-12/141.10_SecuringITAssets_201711_Approved.pdf
- **Washington State Department of Agriculture – Animal Import Requirements**
WAC 16-54-030: <http://app.leg.wa.gov/WAC/default.aspx?cite=16-54-030>
WAC 16-54-170: <http://app.leg.wa.gov/WAC/default.aspx?cite=16-54-170>

10.2 Federal

- **Social Security Act, Section 1113**
https://www.ssa.gov/OP_Home/ssact/title11/1113.htm
- **Presidential Executive Order 12656, Especially Sec. 502, Sec. 801, and Sec. 1301**

<https://www.archives.gov/federal-register/codification/executive-order/12656.html>

Note: *The Executive Order specifies that both citizens and non-citizens may be among evacuated persons. However, the U.S. Repatriation Program only reimburses for activities related to the repatriation of U.S. citizens and their dependents.*

- **National Emergency Repatriation Framework (NERF) (June 2021), OHSEPR**
<https://www.acf.hhs.gov/ohsepr/policy-guidance/national-emergency-repatriation-framework>
- **Emergency Repatriation Information Memorandum (OHSEPR-IM-2022-02), OHSEPR**
<https://www.acf.hhs.gov/ohsepr/policy>
- **Routine Repatriation Information Memorandum (OHSEPR-IM-2022-01), OHSEPR**
<https://www.acf.hhs.gov/ohsepr/policy>
- **State Emergency Repatriation Plan Development Guide (June 2024), OHSEPR**
<https://www.acf.hhs.gov/ohsepr/training-technical-assistance/state-emergency-repat-plan-dev-guide>
- **Emergency Repatriation State Capabilities Framework (June 2024), OHSEPR**
<https://www.acf.hhs.gov/ohsepr/training-technical-assistance/emergency-repat-state-cap-framework>
- **Repatriation Resource Library (OHSEPR Forms)**
<https://www.acf.hhs.gov/ohsepr/resource-library>
- **National Incident Management System (3rd Ed., October 2017), FEMA**
<https://www.fema.gov/emergency-managers/nims>
- **Comprehensive Preparedness Guide 101 (Version 3.0, September 2021), FEMA**
<https://www.fema.gov/emergency-managers/national-preparedness/plan>
- **Homeland Security Exercise and Evaluation Program (January 2020), FEMA**
<https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>
- **FEMA Acronyms, Abbreviations and Terms (July 2023), FEMA**
https://www.fema.gov/sites/default/files/documents/fema-acronyms-abbreviations-terms_FAAT_03-2023.pdf

■ End of Chapter 10 (Authorities and References) ■