Coordinating Agency:

Emergency Management Division

Primary Agencies:

Washington Military Department
    Emergency Management Division

Support Agencies:

Washington Technology Solutions	Office of the Chief Information Officer
Department of Agriculture	Office of Financial Management
Department of Commerce	Office of the Governor
Department of Corrections	Office of the Insurance Commissioner
Department of Ecology	Office of the Lieutenant Governor
Department of Enterprise Services	Office of the State Auditor
Department of Financial Institutions	Office of the Secretary of State
Department of Fish & Wildlife	Office of Superintendent of Public Instruction
Department of Health	Office of the State Treasurer
Department of Labor and Industries	Parks and Recreation Commission
Department of Licensing	State Board for Community and Technical
Department of Natural Resources	Colleges
Department of Retirement Systems	State Conservation Commission
Department of Revenue	Washington Military Department
Department of Social and Health Services	National Guard
Department of Transportation	State Guard
Department of Veterans' Affairs	Washington State Patrol
Employment Security Department	Utilities & Transportation Commission
Governor's Office of Indian Affairs	Energy Facility Site Evaluation Council
Liquor and Cannabis Board	American Red Cross
Office of the Attorney General	

INTRODUCTION

Purpose

Emergency Support Function (ESF) 5 – Emergency Management is responsible for supporting the overall activities of state government in domestic incident management. ESF 5 provides the core management and administrative functions supporting Washington State Emergency Operations Center (SEOC), Recovery Task Force (RTF), Washington Restoration Organization (WRO) and, in collaboration with the Federal Emergency Management Agency (FEMA), Joint Field Office (JFO) operations.

Scope

ESF 5 serves as the coordination ESF for all state departments and agencies and non-governmental organizations across the spectrum of domestic incident management including prevention, protection, response, recovery, and mitigation. The support agencies listed above are the principal state agencies engaged in this process; however, all state agencies, departments, commissions, boards and institutions of higher education, tribal and local governments are required to provide communication, situation reports, information,

documentation and updates when they are affected by or provide support and resources to any emergency or disaster. ESF 5 coordinates information collection, analysis, planning, operations, requests for Federal assistance, resource management, deployment and staffing, mutual aid, facilities management, financial management and other support required to prevent, protect, respond to, recover from, and mitigate an emergency or disaster.

Policies

Emergency management means the preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to prevent, protect against, respond to, recover from, and mitigate emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural, technological or human caused, and to provide support for search and rescue operations for persons and property in distress. Revised Code of Washington (RCW) 38.52.010.

The Washington Military Department administers the emergency management program for the state of Washington as provided for in Chapter 38.52 RCW.

The Adjutant General/Washington Military Department Director, subject to the direction and control of the Governor, coordinates the activities of all organizations for emergency management within the state and maintains liaison and cooperation with emergency management agencies and organizations of others states and the federal government. RCW 38.52.030(2).

The SEOC, unless otherwise stipulated by proclamation or executive order, acts as the Governor's executive agent in managing and coordinating the state's response to an emergency or disaster.

The SEOC's primary mission is to provide supplemental assistance and coordination for state agencies, tribal governments and local jurisdictions to facilitate their efficient response to emergency or disaster incidents. In addition, the SEOC coordinates the transition to recovery and restoration activities.

The SEOC is the hub of emergency management activities supporting state agencies, tribal governments, local jurisdictions and the private sector; however, the scope and nature of the emergency or disaster may dictate the conduct of emergency management activities from alternate operating locations or the EOCs of ESF Primary Agencies.

The alternate operating locations and agency EOCs engaged in the emergency or disaster response will submit situation reports through their counterparts in the SEOC upon request and will coordinate activities with counterparts in the SEOC to ensure the broadest possible, statewide, coordinated effort in accordance with the priorities of the SEOC Multi-Agency Coordinating Group or Disaster Manager.

The SEOC supports short and long-term planning, operations and logistics activities, based on the incident and priorities established by the SEOC Multi-Agency Coordinating Group or Disaster Manager.

SEOC staff will not release internal information directly to the public. The SEOC staff will provide timely and relevant information to ESF 15, the Governor's Communication Office or Joint Information Center (JIC) for release to the public or the media.
The SEOC ensures preservation of public and private records essential to documenting the emergency or disaster.

The Adjutant General, Emergency Management Division (EMD) Director or SEOC Disaster Manager may request state agency executives to report to the SEOC to assist in the decision-making process during an emergency or disaster.

SITUATION & ASSUMPTIONS

Situation

See Situation overview in Section I of the Basic Plan.

Assumptions

The SEOC is activated 24-hours a day, 7 days a week, 365 days a year at various levels of response based on the size and complexity of an incident or event.

ESF 5 is activated when the SEOC is activated at Levels 1 or 2.

The SEOC makes every reasonable effort to provide satisfactory assistance and service during emergencies or disasters but there is no guarantee perfect assistance and service will be practical or possible.

Notification or communication from the SEOC could be delayed or disrupted due to the extent of an emergency or disaster.

The state may be unable to satisfy all emergency resource requests during a major emergency or disaster. Requests are prioritized based upon safety of responders, preservation of life, incident stabilization and preservation of property. Considerations, including availability, transportation and location of the resources, will also be taken into account.

Major highways, overpasses, bridges, roads or SEOC facilities may be damaged. Alternate routes or methods of transportation may be needed for key personnel to respond to the SEOC. An alternate SEOC may be established when different location(s) and communication network support for these facilities are available.

Each state agency and local jurisdiction has a comprehensive emergency management program, which may include a plan and a Continuity of Government Plan, in accordance with Chapter 38.52 RCW and Title 118 WAC. Tribal governments are encouraged to develop similar comprehensive emergency management programs.

Participating agencies and local and tribal governments will develop their own internal procedures, train personnel to perform the duties and responsibilities described therein, identify and acquire the resources required to perform these activities and develop their portion of other emergency planning elements.

State agencies, businesses and citizens should be self-sustaining for the first 72 hours of any emergency or disaster at a minimum.

Local and tribal governments have the primary responsibility for emergency operations within their jurisdiction and will use all available resources at their disposal, including commercial/private sector resources, volunteer organizations, and mutual aid agreements, prior to requesting assistance from the state.

Some state and federal agencies will respond directly to an incident based on their own authorities. State agencies may respond prior to or without a request for assistance from a local jurisdiction or tribal government or receipt of an SEOC Mission Assignment.

CONCEPT OF OPERATIONS

General

The nature and extent of the response to any given incident by the SEOC will vary with the size and complexity of the emergency or disaster or if multiple incidents are occurring. The functions carried out in any response phase are similar and will follow the ICS concept. The primary functional areas within the SEOC are the Operations, Planning, Logistics and Finance/Administration Sections comprising the General Staff.

The SEOC coordinates all state actions during an emergency or disaster. The SEOC provides support to local jurisdictions, tribal governments and state agencies when an incident is beyond their capabilities and resources. The overall ESF 5 operational structure is depicted in Figure 1.
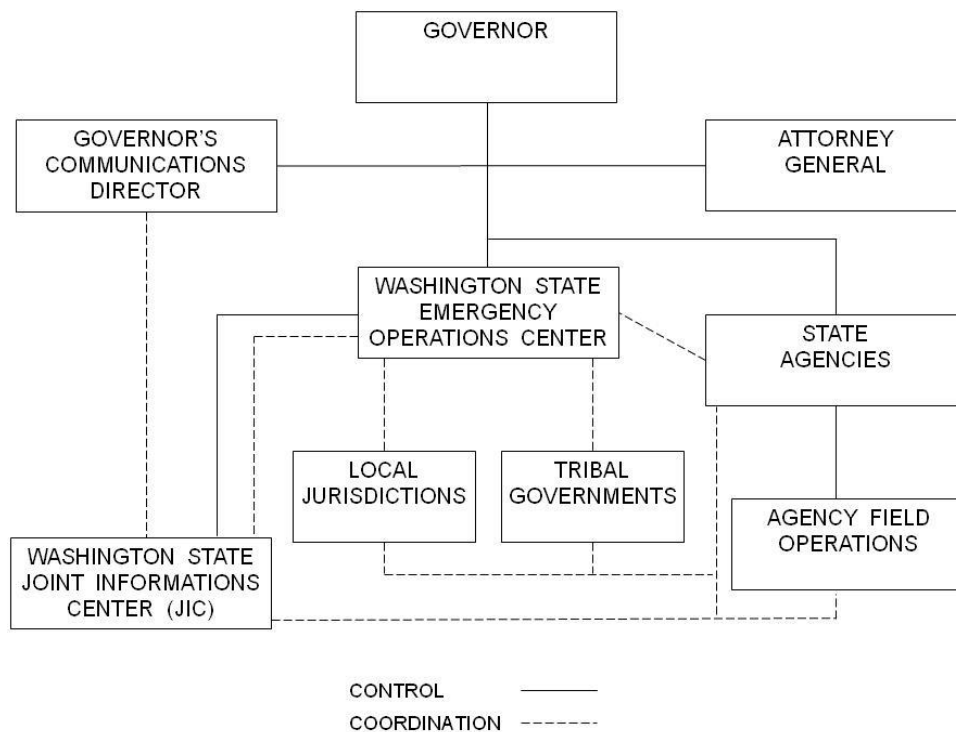

Figure 1 - Emergency Management Operational Structure

The SEOC establishes lines of communication with the EOCs of affected local jurisdictions, tribal governments and/or state agencies for the exchange of emergency declarations and

proclamations, situation reports, and other applicable information. The SEOC also conducts periodic teleconferences between EOCs to enhance communication and coordination.

The state's expectation is that when local jurisdictions and tribal governments need supplemental resources they will check on the availability of the needed resource(s) with their adjacent cities and counties prior to asking the state for assistance. State agencies, local jurisdictions or tribal governments requesting state assistance are asked whether they have exhausted or committed their resources; whether they have exercised their mutual aid agreements; whether they have considered acquiring the resources from the private sector and whether they understand there will be costs involved when requesting assistance through the SEOC. Even though the agency's, local jurisdiction's or tribal government's answers to these questions will be recorded at the SEOC, it is advisable the agency, local jurisdiction and tribal government further document their attempts to meet resource needs through mutual aid first.

State Emergency Operations Officers (SEOOs) are on duty in the SEOC Alert and Warning Center to receive and process incident reports and notifications on a 24/7 basis. The Alert and Warning Center utilizes multiple and redundant information technology and telecommunication capabilities to notify local jurisdictions, tribal government, state and federal agencies, provincial governments and private sector stakeholders of incidents statewide. The specific nature and extent of the incident will dictate whether the Washington Military Department activates the SEOC beyond Phase I Operations.

EOC Activation Levels:

LEVEL 3	MONITORING ACTIVATION
Level 3 reflects the routine activation level in which state agencies conduct their daily emergency management responsibilities. The State Emergency Operations Officers (SEOOs) in the SEOC Alert and Warning Center (AWC) manage and coordinate incidents in cooperation with local, state, and federal agencies. The AWC operates 24 hours a day, including weekends and holidays.	

LEVEL 2	PARTIAL ACTIVATION
When an incident exceeds the capability or capacity of the AWC, the SEOC activates to a level 2 Partial Activation. In a Partial Activation, one or more of the SEOC functions (Operations, Planning, Logistics, or Finance/Administration) activate to support the incident or the impacted jurisdictions from the SEOC or Joint Field Office (JFO). State agencies activate to fill Emergency Support Functions (ESFs) as dictated by the incident.	

LEVEL 1	FULL ACTIVATION
In a Full Activation, all the SEOC functions (Operations, Planning, Logistics, and Finance/Administration) activate to support the incident or the impacted jurisdictions from the SEOC or Joint Field Office (JFO). State agencies activate to fill Emergency Support Functions (ESFs) as dictated by the incident. In a catastrophic incident, SEOC staffing will expand to include representation from other states, federal agencies, local representatives, the private sector, and volunteer staff as required by the incident.	

The Washington Military Department is responsible for managing and maintaining the SEOC facility and infrastructure. This infrastructure includes a supplemental communications capability allowing remote or alternate SEOC operations. ESFs with specialized information system and telecommunication needs coordinate their requirements with ESF 2 to ensure the necessary resources and capabilities are available in the SEOC 24/7.

Direction and Control

The Governor provides overall direction and control for emergency actions, in accordance with RCW 38.52.050, through a Multi-Agency Coordinating Group (MACG). A MACG will be established, in whole or part, to assess the situation and oversee state agency actions. The MACG makes recommendations to the Governor on actions for consideration. The MACG is comprised of:

- The Governor's Chief of Staff
- The Governor's Press Secretary
- The Adjutant General
- Director, Emergency Management Division
- Disaster Manager

In addition to the members listed above, the Governor's cabinet and state agency directors, as appropriate, will be represented. The SEOC Command Staff also includes the EOC Supervisor, Assistant EOC Supervisor, ESF 14 Recovery Advisor and ESF 15 External Affairs staff.

Activated ESFs are authorized to directly communicate and coordinate with their respective ESF counterparts at the local, tribal, state and federal levels.

ORGANIZATION

ESF 5 is organized in accordance with the National Incident Management System (NIMS) and supports the Incident Command Structure (ICS) described in NIMS. ESF 5 actions are carried out in the SEOC using the following operational structure.

Day-to-day ESF 5 actions are performed by the SEOOs from the SEOC Alert and Warning Center. The SEOOs carryout ESF 5 actions during Level 3 operations and, while ESF 5 actions are carried out by the SEOC General and Line Staffs during Level 2 and 3 operations, the SEOOs continue to perform ESF 5 actions for small scale incidents and events which are not specific to the emergency or disaster requiring the Level 2 or 3 activation.

When appropriate, each ESF primary and support agency(s) may establish their own EOC type entity to support ESF activities in coordination and collaboration with their applicable ESF Lead in the SEOC.

ACTIONS

Response Activities

- Coordinate the state's emergency response with federal, tribal, public and private organizations.

- Communicate and coordinate with local jurisdiction and tribal government EOCs to monitor the situation, gather essential elements of information and identify jurisdictional and tribal needs and requirements.
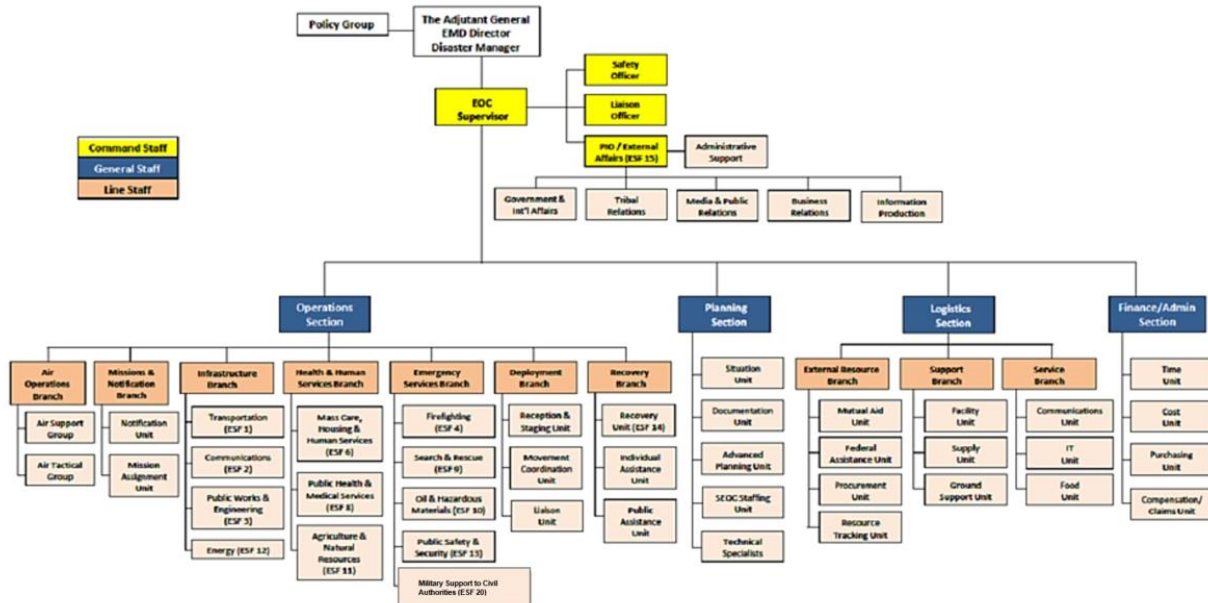

Figure 2 - Washington State EOC Organization Chart

- Staff SEOC Command, General and Line Staff positions as dictated by the emergency or disaster and the resource needs of state agencies, local jurisdictions or tribal governments.

- Compile and collate situation information, preliminary damage assessment (PDA) data and other relevant information on the emergency or disaster for the SEOC Situation Report (SITREP) and disseminate as needed.

- Prepare the Governor's Proclamation of a State of Emergency in accordance with statutory authorities and the dictates of the emergency or disaster for the Governor's approval.

- Develop Incident Action Plans, as required, during Level 2 and 3 operations.

- Prepare the request for a Presidential Disaster Declaration at the Governor's decree.

- Coordinate Decision Packages for critical functions through the SEOC General and Line Staff prior to presentation to the Multi-Agency Coordinating Group for approval and/or endorsement by the Governor or their designee.

- Coordinate state external affairs activities.

- Establish communication with the U.S. Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA).

- Provide state agencies, local jurisdictions and tribal governments SEOC Liaison Officers upon request.

- Coordinate mutual aid activities, including EMAC, and utilization or acquisition of private organization resources.

- Initiate recovery activities with the federal government, state agencies, local jurisdictions, tribal governments and private organizations.

- Coordinate the designation of a State Coordinating Officer for deployment to the Joint Field Office (JFO) upon activation.

- Coordinate the designation of a Governor's Authorized Representative (GAR) to coordinate and supervise the state disaster assistance program.

Recovery Activities

- Deploy appropriate resources as needed in support of recovery operations.

- Coordinate with federal, state agency, local jurisdiction and tribal government officials on short-term and long-term recovery planning and operations.

- Develop Incident Action Plans and SITREPs as appropriate.

- Coordinate state and federal resources to support state agency, local and tribal needs for supplemental emergency or disaster assistance.

- Distribute recovery information, plans and reports to SEOC Command, General and Line Staff.

- Recommend to the Governor activation of the Recovery Task Force (RTF) and/or Washington Restoration Organization (WRO) on the basis of essential elements of information and damage assessments.

- Conduct after-action critique of the overall response and recovery efforts and recommend operational, procedural or statutory changes to improve future efforts.

- Coordinate multi-state agency and private organization staffing/support for recovery activities such as the RTF, WRO and the JFO.

RESPONSIBILITIES

Primary Agencies

Emergency Management Division, Washington Military Department

- Maintain the SEOC and the telecommunication and information technology systems required by all state agencies, volunteer organizations, business partners and federal agencies in the necessary state of readiness to facilitate the performance of emergency or disaster related activities from the SEOC.

- Maintain continuous notification and response capability through the SEOC Alert and Warning Center and State Emergency Operations Officer (SEOO) 24/7 staffing.

- Conduct thorough and comprehensive emergency management training and exercise programs for state agencies and stakeholders in order to provide qualified personnel to staff key SEOC Command, General and Line Staff positions and carryout the position's responsibilities during emergency or disaster related activities.

- Maintain procedures for the partial or full mobilization of emergency management organizations in advance of an actual emergency or disaster.

- Resource SEOC staffing, not specific to ESF responsibilities, through State Agency Liaisons and volunteer organizations.

- Provide training and exercise programs to support agency and non-governmental organization which enhance their capability to carry out emergency management activities in the SEOC.

- Identify and maintain an Alternate SEOC capability to support SEOC activities should the primary SEOC facility become incapacitated or uninhabitable.

- Develop, maintain and implement policies, procedures and forms for potential disaster recovery programs.

- Prepare documentation for federal emergency cost reimbursement and supplemental funding requests to cover emergency activity costs when required.

- Track disaster-related expenditures.

- Participate in after-action critiques.

Support Agencies

All Departments, Agencies, Institutes of Higher Education, Boards, Commissions, Councils and Non-Governmental Organizations.

- Perform all roles and responsibilities identified in the CEMP Basic Plan and applicable ESFs in support of state response and recovery operations.

- Identify a State Agency Liaison (SAL) and two alternates and provide EMD with their 24-hour contact numbers. The SAL must be available for response to the SEOC during emergencies, disasters and exercises or to handle emergency requests by telephone or information technology during smaller incidents.

- Provide trained and experienced personnel to staff the SEOC and agency EOCs, as needed, to support state emergency management activities.

- Identify staff liaisons or points of contact to provide technical and subject-matter expertise, data, advice and staff support for operations falling within the domain of each applicable agency.

- Maintain current plans and procedures on how each agency will execute the support functions for which they are responsible and provide continuity of government during emergencies and disasters.

- Participate in and provide contributions to the Incident Action Plan. Implement roles and responsibilities identified in the Incident Action Plan.

- Collect, collate and report essential elements of information on staff activities, field operations and agency EOC activities supporting response and recovery activities to the SEOC Planning Section.

- Source and/or coordinate the resources (personnel and equipment) and capabilities necessary to satisfy state agency, local jurisdiction, tribal government and federal agency

request for assistance, to the extent possible, in coordination and collaboration with the SEOC Logistics and Operations Sections.

- Coordinate with the local jurisdictions, tribal governments, private sector, volunteer organizations and state and federal agencies in ESF activities.

- Participate in the damage assessment and recovery processes, as appropriate.

- Track disaster-related expenditures.

- Participate in after-action critiques.

Post-Disaster Re-Entry Framework

Washington Military Department
Emergency Management Division

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Coordinating Agency

Washington Military Department, Emergency Management Division

Primary or Joint Primary Agencies

Washington State Patrol, Washington Department of Fish and Wildlife, and law enforcement and emergency management agencies of affected local governments

Support Agencies

Washington State Department of Transportation, and public works, public transportation, and public health agencies of affected local governments.

Purpose

The Re-Entry Framework is an appendix to the Washington State CEMP, ESF 5 (Emergency Management) Annex. It is designed to provide uniform guidance for local jurisdictions addressing access into the impacted area(s) following a disaster. The Framework identifies roles and responsibilities intended to help support safe and orderly re-entry in a coordinated manner among all impacted jurisdictions. Authority for establishing and implementing re-entry operations under the Framework resides at the local level: beginning with cities and towns and up to the county level. This document provides guidance for statewide coordination to support re-entry operations when a disaster impacts multiple local government jurisdictions that may each initiate separate re-entry operations. Each jurisdiction maintains total control over its support resources, such as law enforcement and fire-rescue departments. The decision to allow re-entry resides with the incident commander with local jurisdiction. This framework does not apply to procedures put in place by the Governor pursuant to the exercise of Gubernatorial emergency powers during a proclaimed State of Emergency under RCW 43.06.220.

Scope

The provisions of this plan are statewide and apply to all hazards. The plan clarifies the roles and responsibilities of agencies involved in the re-entry process.

Authorities

Chapter 38.52 RCW Emergency Management

Chapter 38.56 RCW Intrastate Mutual Aid System

Chapter 43.06.210 RCW Proclamations – Generally – State of Emergency

Chapter 43.06.220 RCW State of Emergency – Powers of Governor Pursuant to Proclamation

Chapter 118-04 WAC Emergency Worker Program

Chapter 296 WAC Department of Labor and Industries

Chapter 446 WAC State Patrol

Chapter 480 WAC Utilities and Trade Commission

PL 109 – 295 Post-Katrina Emergency Management Reform Act of 2006

National Preparedness Goal and Frameworks

Occupational Safety and Health Administration Regulations

Americans with Disabilities Act of 1990

Assumptions

1. Access to areas impacted by a disaster may be controlled by local officials for purposes of public health, safety, welfare and security.
2. Information related to access control and subsequent re-entry is provided to the news media and the public through the designated Public Information Officer (PIO) for the jurisdiction and/or Joint Information Center (JIC) for the incident, respectively.
3. Safety procedures will be enforced at all times during re-entry operations.
4. Provisions may need to be made to assist some residents with access to the affected areas.
5. When appropriate and requested, state and federal resources and personnel could support local jurisdictions with controlled access and re-entry.
6. Re-entry operations will occur at designated routes and checkpoints pre-determined during evacuation and closures, as designated by the Incident Commander.
7. First Responder and Damage Assessment Teams will provide information immediately following the disaster to identify and prioritize damage levels.
8. Local jurisdictions will have primary control over re-entry for their jurisdictional areas.
9. State Emergency Operations Center (SEOC) provides coordination support to re-entry operations conducted by or on behalf of local jurisdictions.
10. Private sector will follow the guidelines identified in this Appendix.

Concept of Operations

General

County and City EOCs/ECCs will activate their Re-Entry Plans when it is safe for law enforcement officers and governmental agencies to begin the activities for re-entry. These activities include, but are not limited to, restoring essential services and infrastructure. Timelines for these activities are dependent on the scope and nature of the incident.

Priority for re-entry divides into three levels as detailed below: Closed, Restricted and Limited. These levels correspond to assessment of the currently known situation at the incident, to

include consideration of health and safety issues, response activities, critical restoration and recovery missions, and security.

Closed (Red)

This level allows for the re-entry of agencies and groups with key roles in responding to and restoring normal operations after a disaster, and may include the following:

- Search and Rescue Personnel
- Infrastructure and Utilities Repair Personnel
- Government Damage Assessment Teams: may include FEMA, State and local officials.
- Other personnel at the discretion of the local Incident Commander

Restricted (Yellow)

This level allows for the re-entry of other critical groups, including residents, governmental support function personnel, and private sector organizations. Entry is based on the determination of local officials, which should include consideration of the following factors:

- Access: Whether major roads in the area are intact and passable based on information provided by local public works and transportation officials and/or the Washington State Department of Transportation.
- Public Health: The extent to which health related threats have been minimized based on information provided by local health officials and the Washington Department of Health.
- Rescue: Whether major wilderness and structural (urban) search and rescue operations have concluded, and ongoing life safety rescues have stabilized.
- Public Safety: The extent to which other threats to public safety have been minimized.

Critical Groups to consider for inclusion in the Restricted stage of re-entry:

- Emergency workers and organized volunteers: As determined will be needed to provide food, water and other critical supplies for people in impacted areas who did not evacuate.
- Healthcare personnel: Employees of hospitals, nursing homes, assisted living facilities, and dialysis centers as determined appropriate.
- Private sector organizations (business): Properly qualified and trained response and/or repair personnel for private sector organizations registered through EMD's "Business Re-Entry (BRE) Registration" program who are determined appropriate by local officials based on consideration of one or more of following factors:
    1. Their organization is qualified under one of the 16 Critical Infrastructure Sectors as defined by the Department of Homeland Security.
    2. Their organization is an insurance provider with policies impacted by the incident or disaster.

3. Their organization has a justifiable need to access infrastructure to preserve critical business functions.

Limited (Green)

This level allows for re-entry of those needing to gain access to retrieve vital records or perform essential recovery support functions. At this stage, certain streets or locations within the impacted area may still be unsafe and "closed" to traffic. There may also be additional law enforcement patrols or other activities to protect life and property. Groups to consider for inclusion at this stage of re-entry may include:

- Building contractors and repair service providers
- Friends, family, extended family, etc.
- Other private sector businesses and organizations
- Government personnel restoring normal governmental operations

Identification

Identification procedures are intended to provide uniform guidance to law enforcement personnel who are directing access. Suggested identification documents for consideration are listed below. Counties, cities and towns may adopt and enforce their own identification procedures.

Emergency Responders, Government Officials, Critical Infrastructure / Utilities Repairs

- Official badging from federal, state, or local government
- Business Re-Entry (BRE) Registration Card and company ID
- WA Emergency Worker Registration Card
- Other forms of identification at the discretion of law enforcement

Residents

U.S. state/territory driver's license or Washington State identification card and/or one of the following with a photo identification:

- Utility bill
- Mortgage deed
- Property tax document
- Vehicle registration
- Voter registration
- Other forms of identification at the discretion of law enforcement (recognizing that if residents evacuated quickly, they may have few or no documents with them)

Business owners

- U.S. state/territory driver's license or Washington State identification card

- Document(s) showing ownership of business or rental of property
- Business Re-Entry (BRE) Registration Card
- Other forms of identification at the discretion of law enforcement

Employees of businesses

U.S. state/territory driver's license or Washington State identification card and one of the following:

- Business photo identification
- Recent business pay stub
- Recent letter authorizing re-entry from business owner on business letterhead
- Other forms of identification at the discretion of law enforcement
- Business Re-Entry (BRE) Registration Card

Responsibilities

Local jurisdictions are responsible for re-entry planning in their respective county and city/town limits. If activated, the SEOC will coordinate re-entry plans between local jurisdictions with full ESF activation. Local jurisdictions are responsible for determining and enforcing applicable re-entry restrictions.

Joint Primary Agencies

Affected Jurisdiction Law Enforcement

Washington State Patrol

Department of Fish and Wildlife

Affected Jurisdiction Emergency Management

Support Agencies

Affected Jurisdictions Public Works

Washington State Department of Transportation

Public Transportation

Attachments

[Business Re-Entry (BRE) Registration Program](#)

Business Re-Entry (BRE) Registration

Washington Military Department
Emergency Management Division

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I. Purpose

The Business Re-Entry (BRE) Registration program is a voluntary information sharing system that provides standard re-entry protocols for use following a natural, technological or man-made disaster or incident. Private sector organizations participate by registering online at the Washington Military Department's Emergency Management Division (EMD) website. EMD provides local (city & county) emergency management organizations access to a database of registrations to make informed decisions when conducting re-entry operations. This process provides a statewide standard business re-entry registration process, with the goal of simplifying the identification of private sector organizations seeking access to affected communities or damaged infrastructure/ facilities. The BRE Registration program expedites private sector access to impacted areas to enhance response and recovery operations, strengthen the resiliency of the commercial sector, and support economic recovery. However, BRE Registration does not grant or guarantee right of access. Access remains solely within the control of the county or city with authority over the affected area.

II. Intended Registrants

BRE Registration is designed for private sector organizations with a need to conduct response and recovery operations, protect critical infrastructure, perform damage assessments, complete essential repairs, and/or preserve critical business functions. Private sector organizations that fall within the following categories are encouraged to register for the program:

1. Association with an owner or operator of "critical infrastructure" qualified under one of the [16 Critical Infrastructure Sectors](#) as defined by the Department of Homeland Security;
2. An Insurance provider with policies impacted by the disaster/incident; or
3. Private sector organizations that operate in more than one city or county jurisdiction seeking access to infrastructure/facilities to preserve critical business functions. During the registration process, these organizations will be asked to verify the following:
   a. Their response personnel have an appropriate level of training, experience and relevant job classification (emergency/incident management, continuity of operations, asset loss prevention, security, etc.); and
   b. They have an official pre-determined response or recovery strategy as part of a Continuity of Operations Plan, or other relevant response or recovery plan.

III. Scope of Program

EMD will maintain the BRE Registration program and is the sole issuer of BRE Registration Cards and administrator of the registration database.

Authority to grant re-entry resides entirely with each local authority. Re-entry is not guaranteed to registered private sector organizations and is dependent on current conditions and safety considerations. BRE Registration is not a legal authorization granting right of access to any area within the state. Rather, BRE Registration provides a process that may voluntarily be used by any county or city to assist private sector access to affected areas following a natural, technological or man-made disaster or incident.

BRE Registration and BRE Registration Cards may be disregarded without cause at any time by the local government with legal authority over access to the affected area. Further, access to any area may be canceled or changed at any time by the local jurisdiction with legal authority over the affected area.

IV. Assumptions

1. Local governments maintain authority over their respective jurisdictional areas and are responsible for determining and administrating re-entry operations, acceptance of BRE Registration participants, and BRE Registration Card recognition.
2. Local government officials administer re-entry operations per the Re-Entry Planning Framework annex of the Washington State Comprehensive Emergency Management Plan (CEMP).
3. Freight prioritization and detour access in response to a major road closure will be managed by the Washington Department of Transportation's Commercial Vehicle Emergency Detour Pass program (Welcome to Detour Pass Home Page (wa.gov)).

V. Concept of Operations

A. Private Sector Registration

Private sector organizations may register for the program on EMD's Business Re-Entry Registration webpage (www.mil.wa.gov/bre). Each organization is responsible for registration and the accuracy of information submitted. Advanced registration is encouraged as a preparedness activity and may be completed at any time to assist the organization in preparation for a disaster/ incident. Registration may also occur immediately following a disaster/incident, however the registration process may be delayed due to ongoing response operations. Registration will remain effective unless canceled by the registering organization or EMD. EMD will annually verify each organization's registration information and confirm their intention to maintain registration status. If a registered organization does not respond to the annual verification, their account will become inactive.

BRE Registration is by organization, not by individual. A single Point of Contact (POC) must register for each unique organization. Each designated POC is responsible for maintaining accountability for Registration Cards issued to their organization.

The following information is requested of each organization at time of registration:

Organization Information	BRE Information
➢ Business or Trade Name	➢ Requested number of BRE Registration Cards
➢ WA License / UBI #	➢ List of WA counties in which your organization operates
➢ Business Address	➢ Describe statewide presence and justification for BRE Registration
Point of Contact ➢ Name	➢ Does your organization fall under one or more of the 16 Critical Infrastructure Sectors as defined by DHS? If so, identify which sector(s).
➢ 24-hour Phone Number	➢ Is your organization an insurance provider with policies in Washington State?
➢ Address	➢ Does your organization employ trained response personnel?
	➢ Does your organization maintain a written plan that will direct response/recovery efforts (Business Continuity Plan, Emergency Action Plan, Crisis Response Plan, or other relevant plan)?

B. Registration Cards

Registration Cards are delivered via email by EMD to the registered organization's POC. An example Registration Card is attached as Appendix B.

Registration Cards provide local government officials with information about the BRE Registration program and contact information to verify the private sector organization's BRE Registration status. This includes a phone number for the organization's POC and a phone number for the EMD's Private Sector Program. Additionally, a QR code provides a link to the BRE Registration database for local jurisdictions to verify the registration status of an organization online.

EMD issues organizations a set number of BRE Registration Cards. Only one copy (digital or physical) of each card may be used at a time (i.e. multiple copies of the cards or further digital distribution is prohibited). In the event a physical copy of the card is damaged or destroyed, it is permissible to print a new version of the card for use. Report lost cards to EMD immediately.

C. Re-Entry Access

Local government officials are responsible for controlling access to areas under their jurisdictions following a disaster/incident.

EMD will administer the BRE Registration Program but will not enforce re-entry operations. EMD will issue BRE Registration Cards to registered organizations and will

annually attempt to verify POCs are up-to-date. Private sector organizations will be removed from the registration database and the corresponding Registration Cards will be canceled when:

1. An account POC fails to respond to a request from EMD for information, including a request for POC status
2. An organization fails to renew its registration when an existing registration period expires

VI.   Responsibilities

A. Responsibilities by Organization

   i. EMD Responsibilities
- Maintenance of and updates to registration database listing all BRE registered private sector organizations in the state. The database is available to all local government officials with responsibilities for controlling access to closed areas following a disaster/incident.
- Distribution of BRE Registration Cards to listed POC for each registered organization.
- Educating state agencies and local governments about the BRE Registration program.
- Informing local governments of BRE registered organizations that have indicated they are operating within a local government's jurisdiction. This information will be available through the online BRE Registration database and may be directly communicated to local government officials when an SEOC activation occurs.

   ii. Local Government Responsibilities
- Educating employees and law enforcement personnel about the BRE Registration program.
- Developing policies and procedures outlining how to utilize the BRE Registration program.
- May request EMD assistance in training/educating their personnel/law enforcement.

   iii. Private Sector Point of Contact
Private sector organizations that have registered with the BRE Registration program manage their registration through their identified POC. This POC is responsible for:

- The reliability and accuracy of all information submitted to the BRE Registration program.
- Distributing the cards to the appropriate personnel within their organization and maintaining a current inventory of where their BRE Registration Cards are located and the individuals to whom they have been issued.

- ➤ Responding to requests from government officials for verification of a given BRE Registration Card's authenticity. This request can be made by any level of government and may occur any hour of the day. These requests should be anticipated especially during times of emergency management activations in response to a disaster/incident.
- ➤ Updating the EMD with any changes to their initial registration information.

B. Responsibilities by Function

iv. Online Database of BRE Registrations

Every private sector organization participating in the BRE Registration program will be listed in an online database including the jurisdictions in which the organization operates. Government officials from the federal, state, or local level may have access to this database. The database will include the following information:

- ➤ Organization Name
- ➤ POC Name
- ➤ BRE Registration #
- ➤ Counties in which the organization operates

v. Incident Command

Local governments are responsible for disaster related access and re-entry operations within their jurisdictions, which are managed from their respective Emergency Coordination Center (ECC) / Emergency Operations Center (EOC). The appropriate Emergency Support Function (ESF) personnel charged with overseeing security and/or evacuation & re-entry operations at the ECC/EOC can access the BRE Registration database. Generally, this is ESF-13. Local governments are encouraged to leverage the information contained in the BRE Registration database to assist in making timely re-entry decisions during a disaster/incident, help manage a tiered re-entry process, and perform outreach to BRE registered private sector organizations for additional information as needed.

vi. Roadblocks and Checkpoints

Roadblocks and checkpoints are the crucial control points where re-entry operations occur. These points should be maintained in accordance with the Incident Action Plan (IAP) and managed by the appropriate ESF within the local ECC/EOC. Personnel manning roadblocks/checkpoints should be in communication with the local ECC/EOC regarding BRE Registered organizations. If deemed appropriate, a model Roadblock Data Sheet may help local ECCs/EOCs gather further information about organizations seeking re-entry. One suggested model for such a datasheet is located and starts on page 14 of the WASPC Model Policy: Facilitating Safe Access to Private Property during a Wild Fire or Forest Fire.

vii. Identification

Private sector personnel seeking re-entry with a BRE Registration Card should possess the following identification:

- ➢ BRE Registration Card.
- ➢ Official credentialing that identifies the individual as an employee/contractor of the organization specified on the BRE Registration Card. This can be in the form of a company ID, official letter, or other document satisfactory to the local government responsible for controlling access.
- ➢ Appropriate, government-issued identification (Driver's License, Passport, etc.).

VII. Disclaimers

1. BRE Registration does not grant, provide or guarantee any right of access to any area at any time by any organization. EMD has no authority to grant entry or access to any area, and neither BRE Registration nor the issuance of BRE Registration Cards grants, authorizes or guarantees re-entry or access to any area of the State by any BRE registered organization. Authority to grant re-entry or access to any impacted area resides entirely with the authorized government officials responsible for exercising control over the impacted area. Access may be revoked at any time once granted by local authorities. Surrender BRE Registration Card if requested by an authority from any level of government.

2. BRE Registration is a voluntary program. Private sector organizations who participate are voluntarily submitting their information to EMD. Local governments who wish to utilize the program to assist their decision-making during re-entry operations do so voluntarily and are not bound by law to observe the BRE Registration program.

3. EMD will actively share information gathered from BRE registered organizations with local government officials. EMD will not actively share information gathered from BRE registered organizations with the public, however all information contained in this database is a public record subject to public disclosure under the Washington State Public Records Act, RCW 42.56. EMD will comply with all public disclosure requests.

4. EMD neither encourages nor discourages any private sector organization, its officers, employees or agents, about seeking permission to access any restricted area following a disaster/incident through appropriate authorized local government officials. Such access may include risk of injury to persons or property, or death, that should be carefully evaluated by the organization at the time access is sought.

5. EMD does not guarantee the accuracy or reliability of any information submitted by registering organizations or of any BRE Registration Cards presented by any person or organization. Users of the BRE Registration program information and Cards are solely responsible for reliance on any BRE Registration program information used and BRE Registration Cards presented. Each private sector organization who

voluntarily registers for the program is responsible for the accuracy of the information submitted.

6. If fraudulent activity is discovered, EMD may change the registration status of BRE registered organization(s), request the destruction of corresponding BRE Registration Cards, and notify local government users of the changes via the BRE Registration database and/or direct communication.

VIII. BRE Registration Process Flowchart
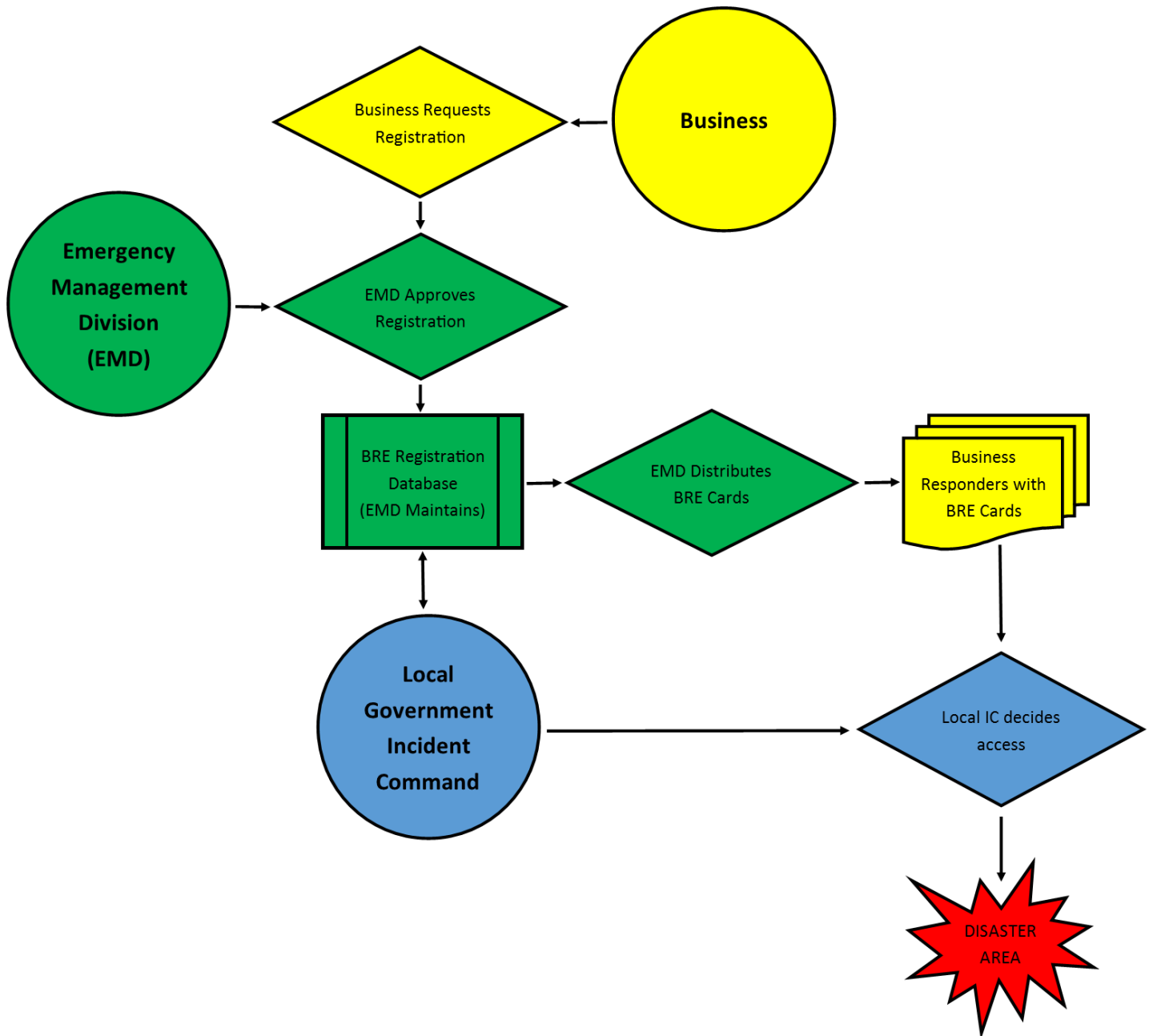
IX.   BRE Registration Card Example

Business Re-Entry (BRE) Registration Card
#10001-1
ACME Industries Inc.

Issued by: Washington Military Department, Emergency Management Division (EMD).

This card does not authorize access to any area at any time. Entry to any controlled access area is solely within the responsibility and control of local officials with authority over the affected area, as determined through the incident's command structure. Access may be changed or revoked at any time. Surrender this card if requested by officials.

This card is only to be used by official representatives of the above stated organization and may be checked against company-issued identification.

Local officials responsible for granting access will determine what vehicles and persons are allowed access to any controlled access area.

Printed and digital versions of this card are limited to 1 copy. Further reproduction of this card may negatively impact access determinations being made by local officials responsible for the impacted area(s).

Users of the BRE Registration program information and cards are solely responsible for their use of and reliance on any information provided on a BRE Registration Card or on the BRE Registration database. Whether, when and who is granted access to any area remains solely within the responsibility and control of the local officials with authority over the affected area.

WARNING: Entry to any controlled access area may include risk of injury to persons or property, or death, that should be carefully evaluated by any person or organization intending to present this card at the time access is sought. The presenting person and organization are solely responsible for evaluating these risks and proceeding with entry should access be granted by the local officials responsible for controlling access to affected areas. The issuer of this card makes no assertions regarding the risks associated with entry to any controlled access area when using this card, or the need for access by any person or organization seeking entry by using this card.

Company POC: 123-456-7890
WA EMD POC: 253-912-4989
Expires: August 1, 2020