ORIGINAL

RESOLUTION NO. 302

A RESOLUTION OF THE CITY OF SHORELINE, WASHINGTON, ADOPTING THE CITY OF SHORELINE DISASTER RECOVERY PLAN

WHEREAS, the purpose of a Disaster Recovery Plan ("Plan") is to provide for efficient coordination and policy guidance during the disaster recovery process, to anticipate what will be needed to restore the City of Shoreline to full functioning as rapidly as possible post-disaster, and to maximize effective recovery by facilitating and improving the flow of information and coordination within and between operational levels of the system; and

WHEREAS, the Plan will provide structure and guidance post-disaster to help the City return government services to normal, repair damaged infrastructure, facilitate restoration of systems such as communications and transportation, and restore economic vitality to the community; and

WHEREAS, the Disaster Recovery Plan builds on the objectives and actions established in the City's 2007 Comprehensive Emergency Management Plan and the City's 2009 Hazard Mitigation Plan; and

WHEREAS, the Plan is consistent with and supports state and federal emergency management statutes and regulations (RCW Chapter 38.52, WAC Chapter 118, Robert T. Stafford Disaster Relief and Emergency Assistance Act and the Post-Katrina Emergency Management Reform Act of 2006); now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON AS FOLLOWS:

Section 1. Adoption. The Shoreline City Council does hereby adopt the City of Shoreline Disaster Recovery Plan, attached hereto as Exhibit 1, City Clerk's Receiving No. 5911.

ADOPTED BY THE CITY COUNCIL ON MAY 26, 2010.

Keith McGlashan, Mayor

ATTEST:

Ronald F. Moore, Deputy City Clerk

Disaster Recovery Plan

CITY OF
SHORELINE

January 2010

Disaster Recovery Plan

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I. GENERAL PLAN OVERVIEW

A. Purpose

The purpose of the City of Shoreline Disaster Recovery Plan is:

- To provide for efficient coordination and policy guidance during the disaster recovery process.
- To anticipate what will be needed to restore the City of Shoreline to full functioning as rapidly as possible
- To maximize effective recovery by facilitating and improving the flow of information and coordination within and between operational levels of the system
- To provide for effective mobilization, deployment, utilization, tracking and demobilization of recovery resources
- To enhance and coordinate recovery intelligence gathering and information sharing capabilities.
- To survey and evaluate loss of business services and economic impact, identify immediate needs, and long term restoration of full business community

The recovery process includes the restoration of damaged or destroyed public facilities and infrastructure and the coordination of available services and assistance to residents and businesses impacted by the disaster.

This Plan provides an organizational framework, policy guidance and methods for use during the recovery process. The City of Shoreline has a City Council/Manager form of government; this Plan provides for the assignment of responsibilities within the City's organizational structure and includes opportunities for participation by community members. The plan, once adopted, will be reviewed regularly by the Emergency Management Coordinator and necessary changes made as needed.

The goal of recovery planning is to provide guidance to lead a community to a common view of the future, with a long term strategy that outlines the tasks and resources that will be needed for rebuilding. This vision should be consistent with the City's existing Comprehensive Emergency Management Plan (CEMP) and Hazard Mitigation Plan to reduce the future risk and to provide a higher level of safety and sustainability.

Also, just as emergency response operations are best managed through coordination from a single location like an Emergency Operations Center (EOC), recovery operations will need the same level of coordination but potentially with new players and new issues. Such issues could include post disaster community public health concerns, identifying available transportation routes, prioritizing restoration of critical lifelines, suspending building permits, changing zoning regulations, and decision on whether to demolish or rebuild. Such decisions usually involve a different set of players than are found in the emergency response period. In the recovery phases, the lead will change from the first responders, such as the fire and law enforcement, to the public works, planning and permitting and human services.

B. Scope

The term "Recovery" generally refers to the process of returning City government services to normal, the repair of infrastructure, work to help restore systems like communications and transportation, and restoration of economic vitality to the community. The management of the recovery process is the responsibility of the local jurisdiction affected by a disaster.

This Plan describes the activities which may be required to manage the recovery process. It defines the responsibilities of elected officials and City staff. It provides guidelines for the assessment of long term shelter and housing needs, community security, public information, public assistance, damage assessment, debris management, restoration of public facilities and services, and the coordination of public and private resources.

Recovery includes repair or reconstruction of communications infrastructure; damaged public facilities and infrastructure; facilitation of the restoration of residential and commercial structures; restoration of the community's economic base by supporting business resumption and employment opportunities; and the identification and implementation of mitigation projects and programs to reduce future disaster damage such as land use and building codes.

This Plan is based on information available at the time of its development. Resources, assistance programs, statutes, codes and regulations are subject to change and will impact the recovery process. Some deviation from this plan may be necessary to comply with current government standards and to meet the needs of the community.

C. Recovery Phases

The National Fire Protection Association document NFPA 1600 defines recovery as "Activities and programs designed to return conditions to a level that is acceptable to the entity." More specific definitions may be found in FEMA and State plans and guidance. For the purposes of recovery planning this plan is based on the assumption that there are three recovery phases: Pre-Disaster Planning, Short Term and Long Term, respectively. These are more fully described below.

Pre-Disaster Planning Phase

This phase includes all of the reasonable efforts a City would do to be prepared to manage post disaster recovery operations. Cities should consider the potential operational and economic disruption a disaster could cause and develop strategies to minimize the effects these events would have. During this phase Cities should consider assigning roles and responsibilities to individuals and divisions for specific recovery activities, including but not limited to damage and structural assessment, restoration of critical services and long term economic recovery considerations.

It is during this phase that consideration should be given to building relationships with non-governmental organizations (NGOs) that provide human services, advocates of vulnerable populations and the private sector to facilitate cooperation and decision

making after a major event occurs. Also, one of the most important factors is to link recovery planning with the existing general planning responsibilities and processes. The transition from specific recovery planning after a disaster to the general planning processes of development, land use and growth management needs to be made as soon as possible in the post disaster environment.

Short Term Recovery Phase

Short term recovery commonly refers to the immediate restoration of critical lifelines and utilities after they are disrupted by disaster, this can include restoration of power, potable water, sewer systems, communications and transportation. It also includes assistance to residents and impacted populations so they can start the process of rebuilding. Short term recovery usually does not include reconstruction of infrastructure and the built environment, although such efforts start in this period. Short term recovery also includes the actions a community takes to access State and Federal disaster assistance programs. This primarily includes disaster assistance from FEMA and other Federal agencies.

Appendix B provides web links for information about Federal disaster relief programs. The most common programs are the ones that come about due to a Presidential Declaration of Emergency or Disaster through FEMA. An overview of FEMA programs and the processes for accessing them follows to provide a basis for the planning that should be completed ahead of time to ensure a department can receive the maximum amount of Federal assistance to which they are entitled as a result of a Federal Declaration.

Long Term Recovery Phase

Long term recovery focuses on rebuilding a community's damaged or destroyed housing, commercial and industrial capability, public infrastructure and structures and other important structures. It is sometimes referred to as "Restoration". It could be defined as simply returning the community to the way things were before the disaster while considering mitigation opportunities to make the community more resilient, sustainable and safer. Long term recovery could also involve economic development re-development strategies that would deal with rebuilding and returning economic vitality by creating new opportunities for economic growth. There is no defining line as to where short term recovery stops and long term recovery begins. They are interrelated.

D. The Disaster Process

Events Leading to a Presidential Declaration

The City has the CEMP that addresses how we respond to emergencies and disasters. A necessary part of this planning effort is receiving information about what has happened, what can be done about it and what is needed. In Washington State, cities and towns will perform their own initial damage assessment, communicate this information and damage figures to the County EOC. Cities and towns with their own emergency management programs can report directly to the State Emergency Management Division or State EOC, but coordination with the respective county is encouraged for coordination purposes.

King County Office of Emergency Management utilizes specially designed King County forms to document damages to private property and business. These forms are available on the web site: http://your.kingcounty.gov/prepare/damage/. When a disaster threatens or occurs, King Co. OEM puts out emergency public information alerting King County residents to the forms. King County OEM uses forms provided by the Washington State Emergency Management Division to document damages to public infrastructure. These forms and instructions are found at the web site: http://emd.wa.gov/disaster/disaster_public_agency_disaster_assistance.shtml. This site provides links to specific information for government agencies. An e-mail notice to refer to these forms is usually sent out by the state when potentially significant events, such as storms, are forecast or when they occur. Using these forms to gather and document public sector damage information when any damage is occurring from any event puts departments and jurisdictions in a good position to document all of the damages from an event.

One of the most important elements of the City of Shoreline's response to an emergency or disaster is damage assessment. This process is essential in determining what happened, what the effects are, which areas were hardest hit, what situations must be given priority and what types of assistance are needed (e.g., public, individual, or business). Emergency response can be more effective, equipment and personnel can be better used, and help/ recovery can be provided quicker if a thorough damage assessment is performed.

Local Proclamation of Emergency

Jurisdictions have the authority to proclaim a local "state of emergency" pursuant to Washington State statute. The enactment of such a proclamation enables a local county, city or town to invoke emergency related mutual-aid assistance, waive time consuming procurement and contracting procedures otherwise required of the political subdivision by law, to respond to the emergency and to do all the respective jurisdiction can do to help itself. These measures pertain to such response operations as performing public works, entering into contracts, incurring obligations, hiring permanent/temporary workers, using volunteers, securing rental equipment and appropriating and expending public funds.

State of Emergency Proclaimed by Governor

The State has the authority to assist if requested by a local government. State agencies can assist under their own authorities or under the coordination of the Emergency Management Division of the Washington Military Department. If necessary, the Governor may proclaim a State of Emergency that allows the state to use its emergency authorities to assist local governments. The declaration of a State of Emergency by the Governor may serve to activate the emergency response, recovery, and mitigation phases of the state and local emergency management plans; and provide authority for the mobilization and deployment of all resources to which the plans refer or any other provision of law to emergencies.

Preliminary Damage Assessment

When state and local resources are inadequate to effectively respond to an emergency or major disaster, The Robert T. Stafford Disaster Relief and Emergency Assistance Act (The "Stafford Act") allows for federal assistance through a Presidential Disaster and/or Emergency Declaration. A primary consideration of these programs is the joint Federal/State Preliminary Damage Assessment (PDA) process to gather the information needed for a Governor's request to the President or other Federal Authority.

This process is part of the overall damage assessment that includes not only obtaining the information to open Federal disaster relief programs, but also assessments of the structural safety of damaged buildings and the overall damages to property, infrastructure and economic systems so immediate and long term decisions can be made. King County Office of Emergency Management provides forms that are used when disaster events occur to organize, document and report damage impact information.

In catastrophic events, an expedited Presidential Declaration may be forthcoming without the PDA process, if the Governor requests it and the President approves the Governor's request. In most cases, however, the first step for securing Federal assistance is the Preliminary Damage Assessment (PDA) process requested by the state after an event.

The process of providing damage assessment information to the State should start as soon as problems start occurring. This allows the State to be more pro-active in their response to local government. It also makes sense to have the initial format mirror the format required for requesting Federal assistance to provide consistency and to ease the information burden on the local government. If the information is developed in this format from the beginning, it is ready to go if a disaster event gets to Federal disaster levels. If the State is considering asking for a Presidential Disaster Declaration, WA EMD will work through the Region 10 FEMA office to set up joint Federal/State/Local PDA teams to verify impacts and damages. One group of teams is put together to view private property and business damages and another group is put together to look at public property damage.

When a joint PDA is initiated, local jurisdictions have certain responsibilities to ensure the effort is a thorough and accurate as possible. This includes being prepared to provide maps showing where the damage is located, providing guides to help the PDA teams get around to the damaged areas, providing information on what is covered by insurance and the impact to people, property and essential government services. The more expeditiously and complete the data can be collected, the quicker a potential disaster declaration can be obtained.

The important thing for the City, City departments and agencies, cities, towns and other eligible public entities to do is to be prepared ahead of time for the PDA and Public Assistance process. This includes, but is not limited to, awareness level training for employees on the FEMA programs and program eligibility, identifying staff and assigning the responsibilities for assessing damages and collecting information, developing cost accounting and documentation procedures that easily roll into the documentation needed for the PDA process, and finally, starting this accounting a documentation process as soon as the emergency begins so if it reaches the level for consideration for Federal assistance, the documentation is ready.

For Individual Assistance PDA, jurisdictions need to have documented where the private property damages are located, documented this information on maps for use by the PDA teams, provide local guides as necessary, researched information as to home valuations and levels of insurance coverage, impact on individuals (i.e., are they able to live in their home or do they need temporary housing)

To conduct an accurate damage assessment, local governments should have capable people to participate in the Damage Assessment process. These people should be identified and trained in advance of the disaster so they will be prepared when needed. Team members could be selected from different groups, including but not limited to City Engineers, Public Works Roads, Police and Fire staff, Building Inspectors, Code Enforcement, CRT members, and community partners like Property Appraisers, Voluntary Agency Officials, Real Estate Appraisers and Insurance Agency Representatives.

Another issue that repeatedly happens is that jurisdictions stop the PDA process as soon as they reach the regulatory thresholds for FEMA assistance instead of completing the assessment of the damages and problems caused by the disaster. If a complete damage assessment is not done, critical information about the scope of the damages and impact to the community is not available when important decisions need to be made about the recovery process.

If the PDA provides information that the severity and magnitude of the disaster warrant, the Governor submits a written request to the President through the Regional Director of the Federal Emergency Management Agency (FEMA), Region X in Bothell, WA.

E. FEMA Assistance

The Stafford Act, FEMA's enabling legislation, provides the authority for Federal planning efforts, the Federal disaster response, the use of Federal teams and facilities and the Federal relief programs. There are three basic categories of FEMA Disaster Assistance: Public Assistance, Individual Assistance and Mitigation Programs. These are summarized as follows:

Public Assistance

Public Assistance is a disaster relief program through which the federal government supplements the efforts of state and local governments and eligible private non-profit and tribal organizations to return their property and service capability to pre-disaster condition. These efforts primarily address the repair, replacement, restoration, and mitigation of disaster damaged publicly owned facilities and the facilities of certain private non-profit and tribal organizations.

Four types of applicants are eligible for Public Assistance: State Government Agencies; Local Governments, which includes special districts organized under state law; certain qualified Private Non-Profit Organizations that provide educational, emergency, medical, utilities, custodial care or essential governmental services; and Indian Tribes or authorized tribal organizations. Public Assistance basically allows funds to return damaged public infrastructure to its pre-disaster condition and function. The US Code of Federal Regulations, 44 CFR contains the regulations that guide FEMA's relief programs.

One very important element for receiving public assistance is the flood insurance requirement. The "Stafford Act" specifies that all applicants for public assistance should have flood insurance. For those public facilities without flood insurance, eligible costs will be reduced by the maximum amount of flood insurance proceeds the applicant could have received had the facility been fully covered by flood insurance. Applicants will be required to commit to maintaining insurance coverage for the total eligible amount as a condition of receiving public assistance. No assistance for any facility will be available in future disasters, unless the required insurance has been obtained and maintained.

See *Appendix B* for web links to additional Public Assistance Program information.

Individual Assistance

Another major part of Federal disaster assistance is Individual Assistance, now called the Assistance to Individuals and Households Program (IHP). This program provides limited assistance to individuals to provide a safe, sanitary and secure place to live until they can begin rebuilding their lives. In the event of a Presidential declared disaster, this program may be authorized in order to meet the needs of the eligible victims and provide recovery assistance. The program has two main components, Housing and Other Needs Assistance. Direct or Financial Housing Assistance may be provided to uninsured (or under insured) applicants, including grants and/or loans for rental assistance, home repair or replacement, and permanent housing construction, if necessary. The Other Needs Assistance includes grants and/or loans to replace uninsured personal property and transportation, and disaster-related medical, dental, and funeral expenses.

When individual assistance is declared, residents can register with FEMA by either calling an 800 number to register over the phone or by registering on line. This sometimes becomes a problem in large disasters when numerous people do not have access to working telephones or access to a computer to register on line. In that event, FEMA may set up mobile or fixed tele-registration centers where people can apply for assistance.

Besides the Individuals and Households Program, there is other assistance that becomes available with a Presidential Declaration. These include low interest loans from the Small Business Administration (SBA), Disaster Unemployment Assistance, Crisis Counseling, Agriculture and Farm Loans, Income Tax Assistance, Legal Assistance and further assistance for unmet needs.

See *Appendix B* for web links to additional Disaster Assistance Program information.

Hazard Mitigation Programs

Hazard Mitigation is defined as any sustained action taken to reduce or eliminate long-term risk to people and property from hazards and their damaging effects. As the importance of mitigation has become more widely recognized, the number of mitigation programs has greatly expanded. Additionally, standard disaster recovery programs have integrated provisions for mitigation, and traditional non-disaster assistance programs have found that offering mitigation assistance in the aftermath of a disaster is consistent with overall program goals.

The Disaster Mitigation Act of 2000 stipulates that prior to receiving mitigation grant funding all eligible applicants must have a FEMA approved Local Mitigation Plan. The City of Shoreline has developed and adopted a Hazard Mitigation Plan which was approved by FEMA. The following discussion focuses on four major hazard mitigation related programs. The first two are "pre-disaster" assistance programs, which are available annually; the remaining two are "post disaster" assistance programs and available only after a major disaster.

FEMA has four primary hazard mitigation programs: the Flood Mitigation Assistance Program, the Pre-Disaster Mitigation Grant Program, the Hazard Mitigation Grant Program and Public Assistance Mitigation.

The National Flood Insurance Reform Act of 1994 (Sections 1366 and 1367) authorizes the Flood Mitigation Assistance Program, which provides annual funding to mitigate repetitively flooded structures insurable under the National Flood Insurance Program (NFIP). The goal of the Flood Mitigation Assistance Program is to implement measures designed to reduce risks to National Flood Insurance Program-insurable structures. Eligible projects include: elevation or flood proofing of structures; acquisitions of real property and relocation or demolition of the structures; and minor structural flood control projects and minor beach re-nourishment.

Section 203 of the Stafford Act authorizes the Pre-Disaster Mitigation Grant Program to implement intermediate and long-term mitigation measures. The Program provides funding to states and local governments and Tribal Nations. Applicants must participate in the National Flood Insurance Program and must not be suspended or on probation from the Program. The Pre-Disaster Mitigation Grant Program is administered by the State of Washington Emergency Management Division, who on an annual basis will solicit applications from eligible applicants. All eligible applicants must have a FEMA approved local mitigation plan prior to receiving grant funding. Eligible projects include: structural retrofits; acquisition and/or elevation of flood prone structures; and minor flood control projects.

Section 404 of the Stafford Act authorizes the Hazard Mitigation Grant Program (HMGP) which provides funding to state and local governments, private non-profit organizations and Tribal Nations. FEMA provides 75 percent of the funding and requires a non federal match of 25 percent. The amount of federal funds available for the Hazard Mitigation Grant Program for each Presidential declared disaster is equal to a percent of the combined federal expenditures associated with that disaster for Individual Assistance and the Public Assistance Program. King County Office of Emergency Management administers the Hazard Mitigation Grant Program. Following every major federally declared disaster, King County staff contact eligible applicants within King County to schedule a meeting to provide an overview of the program's goals, the funding amount, the application process and all deadlines.

Section 406 or the Stafford Act authorizes both the Public Assistance Hazard Mitigation Program which allows for additional Federal funds to be applied to specific Public Assistance projects for cost effective mitigation measures. These are approved on a case by case basis as applicants consider mitigation measures for specific repair projects for damaged public infrastructure.

See *Appendix B* for web links to additional Hazard Mitigation Program information.

F. Organization

The City of Shoreline has a City Council/Manager form of government; within this structure the City Manager has the primary responsibility for overseeing and managing the Recovery process. The City Council will be responsible for policy actions including the institution of emergency and/or special ordinances and resolutions; appropriating funds as necessary; and meeting with visiting dignitaries. The City staff will be responsible for their usual duties, as well as Recovery projects and programs as assigned by the City Manager or his/her designee.

G. Coordination

Coordination of recovery activities is the key to the successful recovery of the community. The City Manager may appoint a Recovery Coordinator to manage the City's recovery process and a Recovery Task Force made up of City staff and representatives from key organizations and community groups who have a vested interest in the community's recovery to assist in the recovery process and advise on matters related to recovery. The Recovery Task Force will be dynamic in nature, with involved personnel changing as projects and needs change. The duty of Recovery Coordinator may also be assigned to varying personnel as needed and appropriate. The Emergency Management Coordinator will support the recovery task force as an advisor.

H. Activation of the Recovery Task Force

It is a best practice for city staff from various departments to meet and coordinate after any event that taxes city resources beyond normal response capabilities, (i.e. winter storms, landslides, sinkholes), in an effort to coordinate response for requests for information, inquires made of the city about the response, and identifying if there are any outstanding issues or community education that can be done to enhance city service delivery. It is imperative that this occurs after a major emergency of disaster. Key indicators that a Recovery Task Force should be formed are: activation of the EOC, Declaration of Disaster by the City, or Declaration of Disaster or the exploration by King County Emergency Management. In most situations when the EOC is activated, a Recovery Task Force Coordinator should be identified prior to closing the EOC to ensure continuity of moving from the response phase to the recovery phase.

I. Relationship to Other Plans

Some recovery activities begin before disaster response activities are concluded. As such, the Recovery Plan is closely linked to the City's Comprehensive Emergency Management Plan (CEMP), requiring coordination of activities and resources as the response phase of disaster operations begins to subside and recovery activities begin. As the recovery progresses, issues of rebuilding, redevelopment and mitigation will become important considerations. The CEMP, Hazard Mitigation Plan, Capital Improvement Plan, Emergency Management Mutual Aid Agreements, as well as existing plans for revitalization, will need to be reviewed and considered as part of the recovery process. Opportunities for community improvement should be considered while long term recovery activities are being planned.

J. Citizen Input

Opportunities for citizen review and input regarding the City of Shoreline Recovery Plan will reside with the representatives of the City of Shoreline Emergency Management Council.

K. Plan Updates

This plan should be reviewed at frequent intervals in conjunction with related plans and regulations governing recovery activities. Changes in the community including demographics, development trends, mitigation strategies and State and Federal guidelines should be reviewed for consideration when updating this Plan. Revisions and/or amendments may be made at any time to correct deficiencies or to accommodate changes within the community or City organization that would affect recovery activities.

2. RECOVERY AND RESTORATION POLICY

This Section provides a summary of Plan policies related to recovery and reconstruction. They are grouped by eight general functions:

- Residential, Commercial and Industrial Rehabilitation
- Public Sector Services
- Economic Recovery
- Land Use/Re-Use
- Organization and Authority
- Psychological Rehabilitation
- Vital Records
- Public/Private Partnerships
- Traffic Mitigation

A. Residential, Commercial and Industrial Rehabilitation

IT IS THE CITY'S POLICY:

- That temporary housing will be coordinated with supporting agencies to provide safe, secure and sanitary housing for displaced residents. Such housing will be closed as soon as long term housing becomes available.
- To coordinate the sheltering requirements for specialized personnel requiring housing as a result of mutual aid from other jurisdictions.
- That demolition, when necessary, is done as expeditiously as possible.
- That, when necessary, mutual aid resources will be used to assist in the building damage assessment effort.
- That the Planning and Development Services Department, and other departments and agencies as appropriate, provides systematic damage assessment inspections of structures on a priority basis.
- To inspect, gather information on and provide systematic evaluation of natural and toxic hazards on a priority basis, in coordination with the damage assessment process.
- To work cooperatively with other agencies and jurisdictions to assist with interim housing.
- To encourage immediate repair for interim re-occupancy of damaged properties.
- To provide for security to sheltering, temporary distribution centers and other emergency response facilities.
- To expedite post-event hazard mitigation activities mandated under the Stafford Act (Public Law 93-288, as amended) and related Federal and State regulations and guidelines.
- To facilitate short-term recovery by securing contracts, pre-event, for assistance to expedite permit review for reconstruction projects.
- That to the maximum extent feasible, recovery and restoration alternatives be chosen which best preserve and protect the environment and improve the environmental health and safety of the City.

B. Public Sector Services

IT IS THE CITY'S POLICY:

- That a plan for the orderly restoration of services after a major disaster be developed.
- That during the Recovery and Restoration phase of a major disaster, City employees shall be fully used whenever possible.
- Private contractors, as well as, temporary and contract employees will be used as needed to aid in restoration of normal services.
- To develop an inventory of available public and private buildings that can be used to house City services in the event of a major disaster.
- That there is a plan for procuring equipment and services needed in the Recovery and Restoration process consistant with the Emergency Management Mutual Aid Agreements.
- That a coordinated public information system be developed to include public service announcements, hotlines, automated call directors, and other communication media to keep City employees and the general public informed of ongoing Recovery and Restoration activities.
- Provide protection to residents endangered by animal related conditions and as resources are available, the City will attempt to confine, care for and provide emergency care for lost and/or abandoned animals.

C. Economic Recovery

IT IS THE CITY'S POLICY:

- To ensure essential services to maintain public health and safety for a period deemed necessary.
- To facilitate the re-establishment of essential commercial/retail services and necessary utilities services for commercial/retail locations
- To join other government agencies and the private sector to return the public infrastructure and the City's commercial/retail services to pre-event levels, or better.
- To assist residents and private sector businesses in re-establishing normal activities and operations as quickly as possible.

D. Land Use/Re-use and Mitigation Activities

IT IS THE CITY'S POLICY:

- To accelerate pre-event hazard mitigation activity through developing and refining information, policies and regulations interrelating geologic hazards, structures and land use planning.
- To develop appropriate mitigation standards for new construction that are commensurate with the degree of hazard and requires building owners and/or developers to comply with those standard.

- For existing facilities we encourage owners to take whatever measures are appropriate to mitigate their risk, i.e. retrofitting of their homes that were built before the current building standards were in effect.
- For existing facilities we encourage owners to take whatever measures are appropriate to mitigate their risk, i.e. retrofitting of their homes that were built before the current building standards were in effect.
- To strengthen and enhance public education concerning natural hazards and land use/re-use issues in anticipation of a community-wide disaster.
- To develop and maintain appropriate mitigation standards for new and existing City facilities and public improvements commensurate with the degree of hazards.
- To identify and use existing laws and local implementation procedures for disaster Recovery and Restoration purposes, needs and processes.
- That following a community-wide disaster, any plan revisions or adoption will take into consideration the correction of deficiencies in infrastructure and improvements, both public and private. (Improvements could include non-conforming streets, alleys or sidewalks, overhead public utilities, inefficient street patterns, utilities, etc.)
- To reflect a proactive rather than reactive approach to restoration issues and opportunities through the implementation of the Recovery and Restoration Plan, and if necessary, the creation and implementation of a post-event strategic plan to guide restoration efforts.
- To participate with businesses in the preparation of a post-event redevelopment strategy which protects financial obligations related to existing redevelopment areas, seeks new financing for reconstruction and redevelopment, streamlines redevelopment expansion procedures and coordinates these with other City, County, State and Federal entities.

E. Organization and Authority

IT IS THE CITY'S POLICY:

- That to the extent possible, the City shall accomplish disaster Recovery and Restoration through the existing City organization structure which may be modified to address Recovery and Restoration concerns.
- That Recovery and Restoration activities will be guided by the operational concepts detailed in ***Emergency Support Function 14 – Long Term Community Recovery and Mitigation of*** the City's CEMP.
- That a Recovery Task Force be created as a multi-discipline advisory committee for the duration of the Recovery and Restoration process.
- That following a major disaster, every effort is made to restore normal operating and decision-making processes as quickly as possible, and that, to the extent possible, Recovery and Restoration objectives be accomplished through standard operating procedures.
- That City Recovery and Restoration policy priorities be established prior to and maintained during the Recovery process. This may include permit requirements for vulnerable areas (critical areas), historic structure policies, requirements for post-disaster repair building permits, zoning for critical or hazardous areas, zoning for non-conforming lots and buildings, private property acquisition or condemnation ordinances, local tax incentives, etc.

- To identify and integrate the actions of this Plan with those of the Hazard Mitigation Plan and the CEMP and procedures through a four-year implementation program, overseen by the City Manager and/or appropriate City Staff and coordinated through the annual budget process.

F. Psychological Rehabilitation

IT IS THE CITY'S POLICY:

- To acknowledge the psychological aspects of the aftermath of a major disaster affecting City employees.
- To provide support to City employees called upon to perform in unfamiliar roles and environments, under conditions of fatigue and extreme stress, and often out of touch with family members for extended periods of time.
- To recognize that one of the most serious impacts of any disaster is the psychological trauma which disaster creates for the public service and volunteer personnel who must respond to it. The City's plans to prepare for, respond to and recover from disasters shall include provisions to deal with disaster-related stress.
- That stress management should not be limited to intervention by mental health professionals after a disaster. Disaster-related stress can be alleviated to a significant degree by the pre-incident preparations which are made to cope with a disaster's occurrence. Because City employees represent a critical resource in disaster Response and Recovery, the City will be a high priority on programs which help mitigate their post-disaster stress.
- To maximize community and public resources available to deal with stress management in a major disaster by ensuring City employees are aware of pre-event training and counseling programs such as Employee Assistance programs.
- That while priority must be given to efforts to prevent and deal with post-traumatic stress on the part of City employees and disaster volunteers, the City's long-term Recovery efforts will be significantly affected by the effects which post-traumatic stress has on the residents and the community as a whole.
- The City will rely on appropriate agencies to address the issue of posttraumatic stress affecting the residents of Shoreline.

G. Vital Records

IT IS THE CITY'S POLICY:

- To formulate and maintain a Vital Records Protection and Retention Plan.
- To use the Vital Records Protection and Retention Plan to provide protection of City documents and information required to continue essential operations in the event of a disaster and to resume normal operations after a disaster.
- To utilize the Washington State Archives for off-site records protection and back-up.
- To safeguard copies of vital records in order to maintain daily operations of City government.

H. Public/Private Partnerships

IT IS THE CITY'S POLICY:

- To maintain ongoing liaison and contact with appropriate public and private agencies and organizations to improve cooperation among agencies and to ensure familiarity with the emergency response and recovery plans of various agencies; and develop, implement and maintain, when necessary, mutual aid agreements for disaster services.
- To coordinate sheltering requirements with the American Red Cross (ARC), City Parks Department, Shoreline School District, Faith-Based Organizations, and other appropriate entities.
- To work with appropriate local, State and Federal entities to expedite the provision of financial and other assistance to residents whose homes have been damaged, and to business enterprises which have been damaged.
- To work with the private sector to expedite the restoration of public infrastructure residence, business and industry in the post-disaster environment.
- To encourage and guide private sector entities in the development of Response and Recovery Plans and programs.
- To plan for the availability of priority equipment and services needed in the Recovery and Restoration process; and to coordinate the sheltering requirements of specialized volunteer personnel acquired as a result of mutual aid from other jurisdictions.
- To work with appropriate local, State and Federal entities to facilitate the restoration of roadways and utilities immediately following a disaster.
- To work with appropriate local, State, Federal and private entities to ensure resources to provide essential services to maintain public health and safety for a period deemed necessary.
- To promote legislation addressing Recovery and Restoration from a major disaster, and to work with other jurisdictions, where feasible, in promoting such legislation.
- To coordinate, where appropriate, with other City, County, State and Federal governments and the media to assure accurate and timely public information is disseminated.

I. Traffic Mitigation

IT IS THE CITY'S POLICY:

- That during the Recovery and Restoration phase of a major disaster, an emergency transportation network be implemented that would maintain public health and safety and aid in the economic recovery of the City.
- To facilitate implementation of emergency travel routes and checkpoints as needed for transit agencies and providers within the City during the Recovery and Restoration phase of a major disaster.
- To disseminate accurate and current traffic and transportation information during the Recovery and Restoration phase of a major disaster.
- As a signatory of the King County Regional Disaster Plan and through local mutual aid agreements, the city will make resources available to other jurisdictions through the Zone1 ECC and KC ECC, whenever possible.
- The Traffic Engineer, within the Public Works Department (PWD), will identify the most efficient and effective method of operating the transportation system within

the city. The department will also coordinate operations through the EOC with, King County Department of Transportation (KCDOT), Seattle Department of Transportation (SDOT), Snohomish County Transportation, the Washington Department of Transportation (WSDOT), Washington State Patrol (WSP), and with the Public Works Departments of adjacent cities to provide an effective integrated transportation system within the region.

- In locations where local ground, water, or air transportation systems have been severely disabled, local political subdivisions will act to restore transportation systems and equipment on a priority basis, whenever possible.
- The PWD will notify all appropriate agencies, departments and affected individuals by providing early warning of system changes and roadway conditions.

3. PRE-DISASTER PLANNING AND MITIGATION

The most effective strategy for a successful recovery is to anticipate the resources needed in advance of the disaster and to plan for the most effective use of such resources. The City should review identified potential hazards and perform risk analysis in order to develop capabilities and determine the resources needed to facilitate recovery.

Mitigation and prevention is the centerpiece of recovery because all long-term development and recovery depends on the ability of the City to ensure that the risk for future damage is minimized and controlled. Mitigation is the foundation of sustainable community development. The City will participate in pre-disaster mitigation planning. The identification of mitigation opportunities and projects may provide for rebuilding opportunities during the recovery process that result in a more sustainable, disaster resistant community infrastructure. These opportunities and projects will be identified through the application of "sustainability strategies," including, but not limited to:

- Reducing risks from future disasters
- Modifying land use
- Realigning, extending or improving roads
- Improving housing conditions or affordability
- Enhancing the local economy
- Improving urban design
- Providing open space
- Preserving historic buildings or other cultural resources

The first step in pre-disaster planning is to identify what is likely to be damaged in probable disaster events. Once identified, a proposed mitigation project is reviewed for compliance with existing City plans, policies and regulations, and any pertinent State or Federal laws. Mitigation project proposals should include discussion and consideration of the possible need for special legislation, levies, appropriations, emergency contingency funds, and intra-agency approvals. Detailed information of City of Shoreline mitigation activities can be found in the City of Shoreline Hazard Mitigation Plan, a separately published document.

Prior to a disaster, the Recovery Coordinator shall be responsible for developing recovery plans in coordination with appropriate staff and supporting agencies; training city department staff on recovery responsibilities; and assisting department staff in the development of recovery procedures.

4. TRANSITION FROM RESPONSE TO RECOVERY

The transition from the Response Phase to the Recovery Phase following a disaster will begin after life safety issues have been addressed, and the evaluation of Damage Assessment information has begun. The initial focus of "recovery planning" is on impact assessment.

Short-term Recovery operations begin during the Response Phase of the emergency and can last up to six (6) months.

Long-term Recovery operations focus on the restoration of the City to pre-disaster (or better) condition. Some long-term recovery activities are extensions of short-term activities; others begin after short-term projects are completed. The Long-Term Recovery Phase may last up to ten (10) years.

5. RECOVERY ISSUES

The following is a list of common recovery issues. Primary issues will be addressed as part of the recovery planning process. Non-specific issues will be referred to the Disaster Recovery Coordinator and/or the Recovery Task Force for review on a case by case basis during the recovery process.

- Activate Recovery Task Force
- Establish recovery goals and objectives
- Identify recovery priorities
- Identify and define long and short term recovery activities
- Establish an Unmet Needs Committee
- Identify the roles of community leadership
- Review hazard mitigation plans for recovery projects
- Develop damage assessment procedures
- Develop procedures for public information and outreach
- Address public safety issues
- Develop debris management guidelines
- Assess public health needs
- Identify priorities for restoration of essential services
- Identify transportation issues
- Develop building inspection procedures
- Review land use and capital improvement plans to assist with redevelopment

- Identify resources and establish distribution management plans
- Assess short and long term housing needs
- Develop documentation procedures
- Identify legal issues
- Review financial issues and impacts
- Address staff needs
- Develop communications strategy
- Address economic recovery issues
- Identify economic/commercial/retail recovery needs

6. CONCEPT OF RECOVERY OPERATIONS

Successful community recovery from disaster will only occur if everyone in the community understands the process and how they fit in. Individuals, agencies, organizations and businesses must understand their responsibilities and must coordinate their work efforts with the City's recovery leadership.

- The City of Shoreline recovery organization follows the concepts of the National Incident Management System (NIMS).
- Recovery activities will be carried out using this Plan as a guide. The City will follow State and Federal regulations governing disaster assistance programs.
- Many recovery activities are operational in nature and begin while response operations are still underway. Coordination of these activities with first responder agencies will be required until all emergency response activities have concluded.
- Recovery operations will continue long after the emergency response has concluded. In events such as floods and earthquakes the recovery process may take many years. This portion of the long term recovery process will be managed by the City Manager and the designated Disaster Recovery Coordinator.
- Recovery from a disaster or emergency will likely involve assistance and support from the State and Federal governments. Support includes recovery operations, restoration of public property and critical services, and assistance to residents and businesses.
- The primary focus during recovery is to return the situation to pre-disaster condition as quickly as possible. However, opportunities to make long term improvements to the community, as well as mitigation opportunities, must be considered.
- Some recovery issues may involve other jurisdictions and agencies. In such circumstances, coordination with appropriate jurisdictions and agencies will be arranged through the Disaster Recovery Coordinator.

7. RESPONSIBILITIES OF CITY OF SHORELINE

Elected Officials

- Maintain continuity of government
- Institute emergency or special ordinances and resolutions recommended by staff
- Meet with visiting dignitaries
- Appropriate funds to meet emergency needs
- Appropriate funds for mitigation activities

City Manager

- Provide visible leadership to the community
- Proclaim emergency orders
- Oversee recovery operations and programs
- Appoint Disaster Recovery Coordinator
- Assign members of Recovery Task Force
- Observe and respond to symptoms of stress within the community and City staff

City Attorney

- Review contracts for recovery projects
- Advise on city policies related to the legal aspects of recovery
- Review ordinances

Recovery Task Force

- Oversee the recovery and reconstruction process
- Identify mitigation opportunities, identify resources and ensure maximum control over the recovery process.
- Assist in the preparation of a post disaster redevelopment plans
- Recommend ordinances and policies necessary to efficiently manage the recovery process
- Develop policies that promote mitigation from future damage
- Recommend economic recovery initiatives
- Develop policies for redevelopment in areas sustaining repeated disaster damage
- Develop procedures to implement re-construction policies
- Develop policies for relocating and acquiring damaged structures or properties

Disaster Recovery Coordinator

- Serve as chairperson of the Recovery Task Force
- Manage disaster recovery programs
- Make recommendations to the City Manager and elected officials on recovery matters reviewed by the Recovery Task force

Public Works

- Manage debris removal process
- Establish post disaster recycling programs
- Coordinate restoration of services with contract utility providers
- Reestablish temporary traffic control measures to damaged or destroyed intersection lighting or signage

- Manage mitigation and repair projects as appropriate
- Perform damage assessment of City infrastructure
- Perform minor repairs to City owned utilities and buildings
- Coordinate with public utility providers not owned by the City.
- Coordinate with Federal and State agencies, e.g. Depts. Of Ecology and
- Health, regarding utility related environmental and health issues
- Manage contracts for major restoration and reconstruction of street and traffic control systems, and City owned utilities
- Reestablish temporary traffic control measures to damaged or destroyed intersection lighting or signage
- Provide infrastructure records to public safety and health personnel, public works staff, recovery planners, design professionals and demolition and construction contractors
- Coordinate with adjacent cities and WSDOT to maintain principal roadway networks
- Prepare alternative traffic routing and traffic control plans
- Coordinate with transit agencies to maintain public transportation

Planning and Development Services

- Coordinate and perform damage assessment activities
- Prepare ordinances to modify existing codes as necessary
- Prepare ordinances to enact temporary measures to support recovery efforts
- Manage the permit process
- Review existing zoning regulations to determine recovery issues
- Help produce maps for recovery planning purposes
- In coordination with Information Technology, provide GIS mapping for ongoing tracking of damage assessments, mitigation, environmental issues, permits and status of other recovery issues
- Review zoning and land use issues for non-conformity and appropriate reconstruction

Economic Development

- Establish a central disaster recovery office for commercial/retail businesses representing with all levels of government assistance represented
- Economic Development Manager coordinates Economic Recovery planning with City Manager, Chamber of Commerce, government agencies
- Assist Public Information Officer(s) with communications to local business community
- Identify barriers and existing ordinances which inhibit recovery

Community Services Division

Emergency Management Coordinator

- Service as a liaison to the Recovery Task and external partners and agencies; i.e. FEMA, Washington State Department of Emergency Management, King County Emergency Management, Public Health, etc.

- Assist in providing or obtaining subject matter experts when needed
- Identifying unmet needs within the community and ways to address them.
- Locate volunteers to help with information dissemination and any other tasks that may be needed.
- Assist PIO with information messaging to ensure the correct mitigation and/or preventative information is disseminated.

Customer Response Team

- Provide emergency response for routine City problems.
- Track customer requests and services on Hansen system.
- Coordinate with other departments for emergency/disaster services.
- Coordinate disaster information handling
- Operations Staff will assist with damage assessment follow-up
- Operations Staff will assist with re-inspection of buildings that had been tagged either red or yellow.
- Operations Staff will assist with debris management activities
- Ensure main lifeline routes stay clear of abandoned vehicles and other debris.
- Provide first investigation of calls for service that come in event recovery operations.

Human Services Planner

- Coordinate assistance efforts for special populations
- Work to identify and assist with unmet needs in the community
- Work to identify temporary housing if needs extend beyond the temporary shelter options.

Neighborhood Coordinator

- Assist with the identification and placement of community volunteers
- Assist with the dissemination of information to community neighborhoods
- Assist with community stressors and conflicts that may need to be identified early and addressed.

Parks & Recreation

- Open and staff a community shelter if the need is identified.
- Coordinate temporary housing efforts with Human Service Planner if needs go past a short term Shelter.
- Park Maintenance Staff will be needed to assist public works with debris removal and recycling efforts

Finance

- Establish policies and procedures for emergency purchasing and contracting
- Coordinate the restoration of computer and phone systems
- Review contracts for recovery purchasing and projects
- Compile disaster response and recovery related costs and maintain financial records
- Manage donated funds in support of community recovery efforts
- Identify sources of funds to support recovery programs and projects

- Manage insurance claim filing
- Research public and private grant availability
- Prepare FEMA Public Claims

Human Resources

- Initiate and manage employee notification and support programs
- Identify staffing needs and sources for filling shortfalls
- Register temporary volunteer workers in coordination with the Emergency Management Coordinator and the Neighborhood Coordinator
- Coordinate EAP and stress management programs

Police

- Provide security for restricted access and evacuated areas
- Assist in the distribution of emergency public information
- Implement alternative patrol response plan
- Re-assign non-commissioned and volunteer staff for non-critical incident response
- Coordinate public information campaign regarding fraud/looting awareness, child safety and other post-disaster community crime issues
- Liaison with other local and regional Law Enforcement agencies to coordinate enforcement and investigation of disaster-related criminal incidents
- Field proactive rapid response team to identify and resolve disaster-related public safety problems i.e. traffic issues, theft of food/materials, etc.
- Use existing volunteers and non-commissioned staff to identify and assist as appropriate special needs/high vulnerability residents i.e. elderly, handicapped, blind/deaf, etc.

Fire

- Assist in the distribution of emergency public information
- Provide assistance with code modifications when necessary
- Protect public from fire and unreasonable fire risks
- Provide assistance in maintenance of reconstruction safety

City Clerk

- Provide for the protection of vital records
- Manage the recovery and restoration process for damaged records
- Maintain records of Recovery Task Force in coordination with Records Management

Communications Specialist/PIO

- Set up/coordinate press conferences that the city may choose to utilize to inform residents of what is occurring
- Coordinate with the Media information that needs to be communicated to community members
- Ensure the city's WEB Site and Cable TV communication capabilities are utilized, if available, to maximize the ability to communicate current information to the community.

- Work with other PIO's to ensure one consistent message is communicated to the public
- Working with the EMC and the Registered Disaster Workers, set up points through out the city to disseminate information during times when there are power outages.

8. ESTABLISHING POST-DISASTER RECOVERY GOALS

Establishing recovery goals will help to ensure that every effort is made to restore normal City operating and decision making processes as quickly as possible.

A. A primary goal in the early phases of the recovery process is to reestablish essential services to the community. This includes utilities, transportation and primary community services. It is imperative that actions are taken swiftly with resolve in order to retain community confidence and minimize economic disruption.

B. Identify the processes by which recovery decisions are made and integrated into the political process. If not already done, a Disaster Recovery Coordinator should be appointed and a Recovery Task Force should be established. Membership on the Task Force or its subcommittees should allow for integration of the public into the recovery decision process. Consider civic and economic interests, historic preservation, neighborhoods and special needs populations as well as city departments and supporting agencies. It is recommended that a member of the City's Economic Development Advisory Committee be a member of the task force.

C. Begin to consider the process of transitioning activities from response to recovery. The City's *COOP/COG Plan* can be used to address some of the below issues, the other's will need to be reviewed and addressed by the task force.

- Developing a City services "impact analysis" to determine likely disaster impacts on essential City functions and operations
- Determining types of vendor contracts and/or mutual aid agreements necessary for continuation of post-disaster City government essential services
- Formulating a policy regarding pay and leave time
- Reassigning of staff to assist with short term recovery activities
- Increasing administrative capacity and preparing staff to manage a large volume of information
- Setting short and long term recovery priorities
- Establishing public information priorities to keep the public informed of short and long term recovery efforts
- Resuming essential routine activities while enhancing the capability to manage and carryout recovery efforts

D. Determine the need for modification, streamlining, or expediting local government processes, permits and procedures to expedite the recovery process.

E. Consider which routine services may be reduced or suspended during the recovery process.

F. Should the disaster impacts force the relocation of City services to temporary sites, ensure that those departments have activated their SOPs, and have all schedules, records and equipment necessary to function at an alternate site.

G. Determine methods and guidelines for retrieving needed resources from damaged City buildings and facilities.

H. Anticipate the need to set new priorities, reassign staff and hire/contract additional temporary staff.

9. RECOVERY TASK FORCE

A. Organization

The Recovery Task Force shall assist the City Manager in the successful Recovery efforts of the City. The Recovery Task force may include the following individuals or their representatives depending on the nature of the event: Police Chief, Fire Chief, Public Works Director, Planning and Development Services Director, Building Official, Traffic Engineer, Emergency Management Coordinator, Finance Director, Economic Development Manager, Parks and Recreation Director, Community Services Manager, Human Services Planners, Communications Specialist/PIO, and Intergovernmental Manager.

The Public Works Director, or their designee, will typically be the Disaster Recovery Coordinator and will serve as chairperson of the Recovery Task Force. The Disaster Recovery Coordinator maintains overall responsibility for coordination of the recovery process and is responsible for coordinating the establishment the policies and procedures for effectively managing the recovery. The City Manager may designate an alternate Disaster Recovery Coordinator as appropriate based on the type of disaster.

At the discretion of the City Manager and/or Disaster Recovery Coordinator, additional individuals may be appointed to serve on the Recovery Task Force to support specific recovery projects. These appointments may include, but not be limited to:

- Local Communications Companies
- Transportation Representative
- Citizen Group Representative(s) (i.e., private citizen, small business owner, large business owner, landlord representative, representative from the Council of Neighborhoods, etc.)
- City Attorney
- Chamber of Commerce
- Civic Groups
- Shoreline Community College
- Shoreline School District
- Garbage Companies
- Water & Sewer Districts
- Utility Providers
- Public Transit Providers
- State and Federal Agencies as Appropriate

B. Role of the Recovery Task Force

The Recovery Task Force provides coordination and oversight of the recovery and reconstruction process. The Task Force will serve as an advisory committee to local officials responsible for recovery activities. The Task Force will also help to identify mitigation opportunities, identify resources and ensure maximum control over the recovery process. The group's responsibilities would include, but not be limited to:

- Preparing a redevelopment plan
- Preparing a Economic Development Recovery Plan
- Developing procedures for re-construction policies
- Developing policies for redevelopment in areas sustaining repeated disaster damage
- Developing policies that promote mitigation from future damage
- Developing priorities for acquiring damaged properties
- Establishing alternative fees and payment plans for permitting
- Develop policies for temporary housing
- Assist FEMA, if applicable, on gaining needed information

The Recovery Task Force will develop a specific, more refined recovery incident action plan. This event specific plan will define a phased recovery program with a priority of work plan, i.e. priorities and actions to be taken to:

- Eliminate life-threatening conditions
- Restore utility and transportation services
- Provide and restore suitable housing conditions
- Initiate and resume normal economic activities and business restoration
- Expedite the securing of financial assistance from both the public and private sectors
- Restore other important City services to normal levels
- Restore the City's physical facilities, both public and private, such as street lighting, street cleaning, traffic control, schools, etc.
- Return of all essential services (i.e. water, sewage, utilities, refuse pickup, etc.)
- Return personnel to normal work schedules and assignments

10. DAMAGE ASSESSMENT

Damage assessment and impact analysis are essential to determining the extent of a disaster's impact on the City of Shoreline. They are necessary for the determination of recovery priorities, identification of needed recovery resources, justification of State and Federal assistance, identification of unsafe structures and the provision of detailed information regarding the situation, location, extent and nature of damage. These impacts will be listed and prioritized.

Damage assessment will occur as soon as possible after an event in order to assess the level of human suffering and determine the type and amount of external support required.

A. Direction and Control

Overall coordination of damage assessment activities rests with the Recovery Coordinator. The damage assessment process will include staff from all City departments capable of contributing to this effort.

B. Concept of Operations

The City will follow Damage Assessment procedures as described in the CEMP Support Function 3, a separately published document. *Appendix D: Disaster and Situation Information Checklist and Appendix E: Damage Assessment.*

C. Tracking Structures and Infrastructures

As building classifications are received, City Planners are responsible for mapping and charting, organizing and filing the evaluations in anticipation of future contact with residents obtaining demolition permits, repair permits or re-construction permits. The assessment information is provided to the plan reviewers to assist them in the permit review process. It is anticipated that a large percentage of homes will be repaired as opposed to being demolished. The tracking of structures and infrastructures will be closely related to the economic recovery goals identified by the City.

As detailed information regarding infrastructure damage is collected, City Planners will compile the information and provide repair and/or reconstruction cost estimates.

D. Preliminary Damage Assessment Reporting

A Preliminary Damage Assessment shall be carried out any time there is a potential for a Presidential Declaration of a disaster or it is requested by State or County officials. This information shall be provided to the Emergency Management Coordinator and City Manager in order to support the Governor's disaster declaration to the President.

The City shall provide information of their assessment to King County, State and Federal officials in the completion of Damage Survey Reports in order to expedite the availability of Public and Individual Assistance Programs which provide support in the overall recovery of the community.

E. Building and Land Use Permitting

Following a disaster, the City has the opportunity to re-develop areas for compliance with adopted policies and codes.

The Building Official and Planning and Development Director shall determine which policies and procedures shall be instituted with regard to permitting, inspection, enforcement, etc. based on the scope of the disaster and the parameters of the City Council.

POLICIES

- Emergency permitting policies shall be implemented by the Building Official to expedite the demolition and removal of structures. Demolition bond requirements may be waived. Residents who have non-conforming structures due to land use or setback encroachments shall be instructed to obtain additional assistance from Planning staff prior to the issuance of the demolition permit. There shall be no grandfathering of structures without City review and approval prior to demolition work.
- The Building Official and Planning Director shall implement Emergency Policies for emergency permitting, plan review, permit issuance, building inspections, etc. Refer to the Panning and Development Division for more specific guidelines and policy and procedural questions and answers. Fast track permitting could include: a short version of the building permit application, contract plan review, broader use of subject to field inspection type permits, etc.
- The Planning Director shall determine all Land Use grandfathering issues which includes but is not limited to non-conforming buildings, lots and uses, etc. consistent with adopted city regulations.
- Floodplain determinations shall be made by the Building Official with regard to substantial improvement and substantially damaged homes. No deviation from FEMA minimum standards shall be granted.
- No-build Areas may be created by the Building Official or Planning Director due to geological issues, flood plain issues, shoreline issues, critical areas issues, or other environmental issues, etc.
- The Building Official shall determine what type of work may be issued as 'subject to field inspection permits' for example, non-occupancy type structures such as carports, garages, sheds, signs, rockeries, grading, fences, etc.
- The Building Official shall prioritize the types of inspections and the process based on the type of disaster.
- Command and emergency operations facilities and health care facilities shall have first priority inspection over single family residential structures. Next, food stores, construction goods stores, public buildings and operating facilities, educational institutions, financial institutions, banks,

credit companies, etc have top priority. Single family un-inhabited accessory structures such as garages, sheds, fences, etc. shall have the lowest priority for inspection.

- The Recovery Task Force will decide how permit fees will be collected based on one of the following options: permit fees collected pursuant to pre-disaster policy, or permit fees billed separately at a monthly rate of $50.00 (as an example) until full payment is made. The City shall provide estimates for permit and inspection fees, so residents are better able to recoup the permit fee costs from insurance companies. Fees imposed by utilities will be negotiated directly between the utility and the customer.
- Existing septic systems that are damaged due to the disaster shall be required to be properly abandoned and the sewer shall be connected to Ronald Wastewater District's sewer main within 60 days of the disaster unless the building to be served by the sewer is abandoned or is scheduled to be demolished. The assessment fee for sewer connection shall be the current fee adopted and the sewer permit fee and inspection fee shall be paid by the applicant at permit issuance to Ronald Wastewater District.
- Occupancy of a residence or business shall typically not be withheld due to a broken septic, sewer or grinder/ejection pump provided that no other life-safety hazards exist on site and sanitation facilities are provided nearby the property as approved by the Ronald Wastewater District Inspection Official.
- Non-conforming buildings that would be required under present day code to have fire sprinkler or fire alarm systems may be repaired up to 50% of the assessed building value without such upgrade. However, if the building owner chooses to voluntarily install a fire sprinkler system the City shall charge no more than a one-hour fee for the fire sprinkler permit as an incentive for upgrade. Non-conforming buildings that are damaged beyond repair that are to be rebuilt must conform to all current codes.
- In anticipation of an abundance of out of state contractors coming into the community to perform construction work the following City policies shall apply; general contractors who have valid current licenses in another State may immediately start work under their State license provided that within 30 days of working in the State of Washington the contractor makes application for a State of Washington contractor's license. Out of state contractors who cannot produce a valid contractor's license from another state shall not be permitted to obtain a permit on behalf of a property owner nor may be listed as a contractor of record for permitted work. The City shall not sanction the use of unlicensed contractors.
- In order to repair landmarked properties, the permit application must be accompanied by a "certificate of appropriateness" pursuant to Shoreline Municipal Code 15.20.
- Renters or tenants are not authorized under State law to apply for, or obtain, building permits, including repair permits unless specifically authorized by property owners to act as agents.
- Private single family dwellings damaged beyond safe occupancy may utilize existing private travel trailers owned by said property owner provided that is serves only the property owner's family until the dwelling on site is repaired and occupancy is re-instituted provided that sanitation

disposal is handled properly as approved by the Ronald Wastewater District Inspection Official. The maximum time for travel trailers to be used on private single family property shall be one year from the date of the disaster after obtaining a temporary permit unless this timeline is extended by the Recovery Task Force. After that time all such recreational vehicles shall cease to be used as a dwelling.

- The Recovery Task Force shall determine if black label commercial coaches or HUD labeled dwellings may be utilized as a dwelling for limited amounts of time (provided adequate sanitation and fire egress is provided).
- The Planning Director shall evaluate reconstruction and zoning in certain areas that include critical areas, areas targeted for re-development or re-zoning and areas which need other improvements. The Director shall make recommendations for rebuilding, re-zoning and other desirable community improvements. Planning is also responsible for finding potential funding sources for such improvements.
- The Director shall create a pre-disaster policy for discretionary emergency permit procedures and indicate what type of work may request an emergency waiver from discretionary permit requirements.
- Known FOG (fats, oils and grease) violators shall be required to upgrade to current sizing codes in order to regain occupancy of the business.
- The City may choose to identify satellite permitting centers such as a City Hall of a neighboring community if a disaster is localized. Inter-local agreements shall be formed in advance of a disaster for this purpose.
- The vesting of property rights under preceding zoning or building codes shall not be immediately transferred and are subject to review by Director of Planning and Development.
- It shall be City policy that when two or more public utilities (telephone, cable, electricity) are destroyed due to a disaster that they, the City, request that all repaired public utilities including those remaining overhead wiring to be placed underground.

- It shall be City policy that all utilities be installed in common trenches maintaining code mandated clearances, it is preferred that only one trench or street cut be made to provide services to one lot.
- It shall be Planning Department's policy to review the policies and procedures of Damage Assessment as well as existing ordinances and propose changes as needed to suit the specific disaster.
- Emergency shoring or bracing or boarding shall be exempt from City permitting requirements.
- The Planning Director must be assured that the Recovery Plan prioritizes the elements of the Comprehensive Plan.

F. Appeal Procedures for Disaster Hearings

The City shall develop policy and procedures for handling disputes with property owners who disagree with occupancy classifications, determinations of non-conformity, etc.

Appeals of determinations made on the development code, building or fire code specific to upgrades or substantial improvement determinations shall be heard by the City's

designated entity. Appeal meeting schedules will be held at regularly specified times, dates and places as determined by the Recovery Task Force. The appeal fees shall be determined by the Recovery Task Force.

Adjacent property owner notifications for the purpose of disaster hearings are limited to notification within 60 feet of the property in question and hand-delivered by the appellant. Since mail service may be disrupted, the City shall accept a notarized service order posted on the subject property. The appellant is required to assure delivery of all public notices for hearing purposes

G. Absentee Property Owner Notification

The City will make every reasonable effort to allow out-of-area property owners adequate time to arrange for repairs and/or demolition of their property.

If a damaged structure presents an immediate hazard to health and safety, the City reserves the right to demolish such structures after making a good-faith effort to notify the property owner. Such actions will be thoroughly documented by the City Building Official and City Attorney.

The Recovery Task Force shall determine policy and procedure on how much additional time to provide out of State property owners to demolish and/or repair their property.

11. PUBLIC INFORMATION AND OUTREACH

The provision of adequate and timely public information during disaster recovery is essential to the overall success of recovery activities and maintaining good community relations within the City. The City of Shoreline will provide information to City employees, residents, businesses and other organizations concerning disaster recovery operations and progress; provide community education on redevelopment activities and continue this effort throughout the entire recovery process.

Communication with all sectors of the community is important throughout the recovery process in order to maintain a positive attitude, dispel rumors and provide the public with valuable information regarding such things as health issues and assistance that is available to them.

A. Concept of Operations

The City Manager may appoint the Communications Specialist as the Public Information Officer (PIO) to coordinate Recovery information to the public on behalf of the City. If the need arises, the Emergency Management Coordinator will facilitate the formation of a Joint Information Center (JIC). Media briefings will normally take place at an appropriate City location. In the event that this location is not functional or communications are inadequate, an alternate site will be identified and announced by the Public Information Officer.

Any, or all, of the following methods may be used to relay information to the public:

- Print, radio, cable and television media
- City website
- Regional Public Information Network (RPIN)
- Printed education/information materials
- Community bulletin boards
- Door-to-door contact
- Chamber of Commerce, volunteer organizations, and churches

Printed education and information materials for distribution to the public will be made available through various City Departments.

The public will need to be informed on a variety of topics, including, but not limited to:

- General recovery information: helping the public through post-disaster processes, i.e. property clean-up and debris clearance strategies, building permits, contractor fraud, mail delivery, replacing lost documents, etc.
- Health and welfare: assisting residents in locating family members.
- Public safety information: re-entry policies, providing details on passable roads, safe buildings, curfews, off-limit areas, etc.
- Public health: providing information regarding sanitation, food safety, boil water orders, health hazards in the environment, etc.
- Where to get help: providing contact numbers for service agencies
- Redevelopment priorities and recovery timelines for repairs, reconstruction projects and restoration of services
- Expectation management: reminding residents that they are responsible for their own recovery

B. Public Briefings

Public briefings shall be held on a regular basis at a pre-designated site. Representatives from other government agencies, as well as private assistance program leaders, may be invited by the PIO to speak to specific questions regarding services or programs they provide. Briefings shall be scheduled at the discretion of the Disaster Recovery Coordinator. Holding frequent briefings will help to discourage the spread of rumors.

These public briefings may include community forums and workshops such as "Town Hall" meetings and liaisons with the Chamber of Commerce, civic groups, homeowners associations, etc.

The PIO should be fully briefed and well-prepared for difficult questions. Information provided should be clear, concise and factual.

C. Press Tours

The PIO (or designee) shall be responsible for coordinating any press tours of the disaster site and recovery progress, if appropriate.

Press tours and site access will be determined, at the discretion of the City Manager and Chief's of Police and Fire, dependant upon the situation and disaster event.

Helicopter inspections of the disaster site may be granted at the discretion of the City Manager and Chief's of Police and Fire, in coordination with the Federal Aviation Administration.

D. Rumor Control

Following a disaster, clear and factual information is of utmost importance. In the absence of specific information, rumors will emerge. Uncontrolled rumors can disrupt a community and reduce the credibility of the City and other recovery agencies.

To help reduce the development of rumors the City may employ various means of providing information directly to the public. These may include, but are not limited to:

- Hotlines or help-lines: dedicated telephone lines, staffed around the clock, to provide the most current information available.
- Neighborhood flyers or newsletters, to be developed in coordination with the City PIO: provided on a daily basis, a clear and concise "fact sheet"
- See also above; Section A "Concept of Operations".

E. Disaster Assistance Center

After a disaster declaration has been made by the President, State and FEMA officials will establish a Disaster Assistance Center near the disaster area. Federal assistance is designed to supplement the efforts of State and local governments. FEMA, in conjunction with state officials, is responsible for administering and coordinating assistance to individuals and families, businesses and local governments. FEMA will send a Federal Coordinating Officer to coordinate federal disaster assistance efforts. This FEMA official will work closely with the State Coordinating Officer to assure effective implementation of assistance programs.

The Disaster Assistance Center is a temporary operation established as soon as possible after the disaster where victims can apply for available services to meet disaster related needs. It is a one-stop center at which disaster victims may access assistance from State and Federal agencies as well as charitable organizations.

In the event a Disaster Assistance Center is to be located in the area, the State Emergency Management Division will coordinate the establishment of the facility through the Emergency Management Coordinator.

The types of assistance available at the Disaster Assistance Center vary depending upon the needs created by the disaster. The assistance may include, but not be limited to:

- Food, clothing and household goods
- Medical assistance
- Mental health counseling
- Repair assistance

- Individual and family grants
- Low interest loans
- Clean up kits
- Legal assistance
- Food Stamps
- Disaster unemployment benefits
- Tax information assistance
- Insurance information
- Housing and relocation assistance
- Veterans Administration and Social Security benefit information
- Small Business Administration Loans
- Disaster repair and recovery information
- Disaster welfare information on missing or displaced persons

A Disaster Assistance Center may be located in a targeted neighborhood or other central location. Staff at the Disaster Assistance Center may conduct outreach efforts to ensure that all victims in the City have been identified and offered assistance.

F. Unmet Needs

During recovery it is critical that a collaborative effort be established between government and the private non-profit community. Federal and state entities offer certain assistance to meet minimum short-term needs. Short-term efforts typically focus on making impacted areas safe, sanitary and secure. Voluntary organizations, interfaith groups, social service organizations, community service organizations and community action agencies often work together to provide direct assistance and supplement government programs.

The City may, at the discretion of the Disaster Coordinator, form an Unmet Needs Committee to coordinate and access resources at the community level; consider needs that are not being addressed or have been denied by other resources. Typical areas of involvement include:

- Individual assistance: essential furniture replacement, emergency protection repairs, building supplies, donated goods
- Advocacy: serve as an "ombudsman" to provide information, investigate complaints and assist with disputes by directing residents to appropriate agencies for resolution
- Coordination and disbursement of donated monies

12. PUBLIC SAFETY

Maintenance of Public Safety during the Recovery Phase is a primary concern. City Departments will work together to address these issues.

A. Curfew

The City Manager may determine that a City-wide curfew is necessary to maintain public safety. A curfew may be required to help control looting, protect private property and enhance general City security. To do this the City Manager would request an emergency ordinance through the City Council. If a curfew is imposed by the City Manager, it will be enforced by the Police Department.

B. Re-Entry

In the event that some areas of the City are determined to be unsafe following completion of Damage Assessment activities, access to these areas will be restricted. Extent of access will be determined by the posted building safety classification. The Police Department will monitor and control access in and around dangerous areas.

Every effort will be made to promote and facilitate the timely reentry of essential response and recovery personnel, government officials, property owners, business owners, media, etc. to speed the recovery of the City and its economy. Specific limits to access (number of people; amount of time on premises; allowable vehicles; presence of engineers and rescue personnel, etc.) will be determined based upon the situation and disaster event. These limits may escalate and de-escalate depending upon the event; decisions made by public safety officials and will be explained in writing to residents and building owners.

The City Manager may require residents wishing to re-enter damaged structures to sign an "Agreement to Assume Risk of Entering Endangered Structures."

See *Appendix E* for sample agreement text.

C. Arson Control

In an effort to discourage the crime of arson, the City will endeavor to provide enhanced security and timely removal of debris.

The Shoreline Fire Department will coordinate and assist with a public education campaign regarding arson and insurance fraud, as needed.

D. Traffic Control

The Police Department will support the Traffic Engineer in the management of traffic control issues. Safe and passable routes through the City will be identified with detours and signage. Public Works will provide barricades to deny access to restricted areas; and work to restore damage signaling systems. The Traffic Engineer will coordinate as necessary with surrounding jurisdictions and Washington State Department of Transportation.

The Traffic Engineer, in cooperation with the Public Works Department, will make recommendations to the Recovery Task Force regarding priorities for the repair and/or reconstruction of City roads.

If deemed necessary by the Chief of Police, the City shall implement all emergency towing contracts and all vehicles will be immediately removed from the disaster area to pre-designated impoundment lots.

Vehicles tagged as police evidence by local or federal officials shall be held in place pending the completion of Police investigation. Once a vehicle is cleared by Police it shall be immediately removed to a pre-designated impoundment lot. Within 60 days of impoundment, the Police Department shall attempt to notify vehicle owners to allow for inspection and insurance determination on the vehicle. Vehicles may be removed by the owner, or the owner may sign the vehicle over to a towing company for a fee to haul the vehicle to an approved dump or scrap site.

Unclaimed vehicles are defined as vehicles that have been stored at the impound lot for 120 or more days. The City shall dispose of all unclaimed vehicles as permitted by law.

13. DEBRIS MANAGEMENT

See Appendix F - City of Shoreline Debris Management Plan

14. HUMAN SERVICES

The City of Shoreline will conduct a post-disaster human services needs assessment in order to identify individuals and families who need various human services following a disaster. The identified needs will be met through coordination with public and private organizations. The Community Services Manager and the Human Services Planner will assist the City of Shoreline in identifying community based resources in order to obtain relief services and supplies.

15. PUBLIC HEALTH

Continuation of public health functions and control of environmental factors related to public health is essential following a disaster to prevent the outbreak of disease and to monitor the spread of vectors associated with the disaster itself. Ensuring continuing monitoring and assessment of potential public health and safety threats, shall include, but not be limited to:

- Potable water, water quality and supply
- Wastewater
- Solid waste disposal sites
- Health threats in damaged homes and other buildings
- Health threats from vector-borne diseases; inspecting sites where vector-borne diseases may develop
- Soil contamination
- Food quality and supply
- Air quality
- Sanitation in temporary housing, shelters and comfort stations
- Port-a-Potty/Sani-can waste disposal

The Public Health Seattle/King County District will provide support to the City on various Recovery issues relating to public health and safety threats.

A. Water Quality

The water systems serving the City of Shoreline are regulated by the Department of Health (DOH). In the event the City's water system is compromised, the Health District will be notified by DOH and will work in collaboration with DOH to monitor the situation.

The Health District will work to provide information on resources and technical advice to area residents.

The Public Health Seattle/King County District will also provide educational information and technical advice to private well owners.

B. Contamination

The Public Health Seattle/King County District will respond to and evaluate complaints of soil, ground water and surface water contamination issues. They will provide information and technical advice regarding clean-up of contaminated areas.

C. Hazardous Materials

The Public Health Seattle/King County District will provide consulting and inspections regarding compliance with hazardous waste storage/disposal regulations, and will provide survey and educational services to households and small businesses.

The Public Health Seattle/King County District is not a First Responder in hazardous materials incidents, but may work in coordination with the First Responders in such events.

D. Animal Control

The Public Health Seattle/King County District will enforce regulations regarding the proper disposal of animal carcasses and animal waste. The District will inspect and permit solid waste facilities which receive animal carcasses and/or waste.

E. Vector Control

The Public Health Seattle/King County District will enforce existing regulations regarding vector control and proper disposal of garbage.

F. Immunization

The Public Health Seattle/King County District is the lead Agency to coordinate and provide immunizations and prophylaxis to control and/or prevent communicable disease.

G. Testing

The Public Health Seattle/King County will coordinate with local healthcare providers and private and state laboratories to provide medical specimen collection and testing. Test results will determine the Health District's investigation and control measures needed to safeguard public health.

16. ESSENTIAL SERVICE RESTORATION

The City of Shoreline will cooperate with government agencies and the private sector to return the public infrastructure and City services to pre-event levels or better, by assisting in the re-establishment of essential public commercial services and necessary utilities; working with appropriate County, State or Federal entities to facilitate the restoration of roadways and utilities immediately following a disaster; and correcting deficiencies in public and private infrastructure following an area-wide disaster.

Restoration of utility services is critical to the success of the short and long-term recovery programs. Complete utility restoration could take months. Restoration of the commercial power supply will be the pacing activity for reestablishing water and wastewater systems, and the restoration of power will be paced by the clearance of debris along the transmission line rights-of-way.

The City of Shoreline Public Works Department will develop an initial public infrastructure and services impact assessment to identify: restoration needs of essential services; restoration needs of the transportation system and restoration needs of the communication system. Every effort will be made to cooperate and coordinate with service providers in the planning and decision making process. This assessment will be provided to the Recovery Task Force to aid in the identification of service restoration priorities.

Mitigation measures will be identified and applied as appropriate in facility and service restoration activities.

A. Electricity

The City of Shoreline contracts with Seattle City Light (SCL) #1 for electricity. The Public Works Department will coordinate with the SCL to facilitate timely restoration of services. Restoration of electrical service and communication systems will begin as soon as major transportation routes are cleared of debris to allow emergency vehicles and crews to enter the disaster area.

B. Water and Wastewater

The Public Works Department will coordinate with Seattle Public Utilities, Shoreline Water District, Highlands Sewer District, Ronald Wastewater District, and to facilitate timely restoration of the services they provide.

If warranted by the situation, the Public Works Department will coordinate with the City's water providers to organize emergency water distribution and install supplementary or temporary water sources, such as wells or tankers.

C. Gas

The natural gas provider for the City of Shoreline is Puget Sound Energy. The Public Works Department will coordinate with PSE to facilitate timely restoration of services.

D. Storm Drainage and Surface Water Management

The Public Works Department maintains the City's storm-water system. Following initial damage assessment, the Department will work to eliminate hazardous conditions; prioritize repairs; remove debris and begin repairs.

E. Public Buildings

All City of Shoreline facilities, including City Hall, Hamlin Maintenance Yard, Police Department, pump stations, recreation centers and the pool will be inspected for damage. Should these facilities be deemed uninhabitable, alternate space shall be located and obtained. Partially affected buildings will be restored to usability and continuing custodial service will be provided for operating public buildings.

F. Parks and Recreation

All parks, playgrounds, stadiums and other recreational facilities will be inspected for damage and suitability for use a resource staging and/or temporary debris staging areas.

17. TRANSPORTATION

The Public Works Department will coordinate and oversee restoration of the City's transportation infrastructure. The Department will coordinate with adjacent cities and Washington State Department of Transportation as needed to maintain principal roadway networks.

A. Roads and Bridges

Following initial damage assessment, the Traffic Engineer and Public Works Department will set priorities for restoration of the City's roadways. They will determine a schedule for debris removal and cleaning of major roadways. Public Works strive to maintain street maintenance services in unaffected areas.

B. Lighting

The Public Works Department will inspect the City streetlight system, and work to restore service as necessary.

C. Traffic Signals and Signs

The Public Works Department will work to repair and/or replace traffic control systems as necessary; prepare alternative traffic routing and traffic control plans; prepare alternate pedestrian routing and signage and maintain rights-of-way for emergency vehicles.

18. BUILDING INSPECTION

A. Code Revisions

The Building Official from the Planning and Development Services Department and a representative from the Shoreline Fire Department will determine which, if any, adopted land use or City Building Codes require revisions or exemptions to best accommodate reconstruction. The City will prepare draft documents prior to the disaster in anticipation of necessary changes.

B. Enforcement

Repair and reconstruction projects must be closely monitored. The City Building Official will pre-determine permit requirements and the Recovery Task force will determine permit fees and repayment schedules. The City will provide regular and timely inspections of on-going projects. The City may contract with private inspectors, licensed engineers and/or inspectors from neighboring cities to provide services as necessary.

C. Non-conforming Structures

Recovery from disaster provides the City with the opportunity to address non-conforming structures within the community. Demolition or reconstruction of non-conforming structures shall comply with the regulations found in 20.30.280 of the Shoreline Development Code. These policies also must include a determination of whether older structures will be rebuilt to older codes, or be brought up to current code standards.

D. Unsafe Structures

Through the Damage Assessment process, the City will identify which structures are deemed unsafe. The City will determine what level of damage warrants demolition as opposed to reconstruction. (Section 108 of the International Property Maintenance Code as adopted by reference and Section 20.30.770 of the Shoreline Development Code). Careful assessment of unsafe structures may lead to building code revisions to help mitigate damage from future disasters.

E. Contractor Licensing/Monitoring

The Planning and Development Services Department will oversee monitoring of all contractors working in the City. The City will attempt to exercise due diligence in the oversight of contractors.

F. Construction Fraud

The Planning and Development Service Department and/or other appropriate Departments will coordinate with the City PIO to provide Public Education materials to inform residents of the best ways to retain a contractor and avoid corrupt or dishonest contractors.

19. REVIEW OF EXISTING PLANS

A. Land Use

The City of Shoreline considers updates to its Comprehensive Plan on an annual basis. Major updates are required every seven (7) years.

B. Capital Improvement

The City of Shoreline reviews and updates its Capital Improvement Plan on an annual basis.

C. Pre-Disaster Mitigation

The City of Shoreline has to review and update its Hazardous Mitigation Plan on a 5 year rotation. However, the City incorporates mitigation actions into day-to-day operations as identified.

20. RESOURCE MANAGEMENT

A. Resource Lists

The Finance Department will create a Resource List which should include the following local resources:

- Banks and Financial Institutions
- Clinics and Medical Providers
- Communications Services
- Counseling and Mental Health Providers
- Debris Removal Contractors
- Food Banks
- Fuel Providers
- Generator Sales and/or Rentals
- Hardware Retailers
- Heavy Equipment Contractors and/or Rentals
- Media Outlets
- Medical Supplies Vendors
- Pharmacies
- Portable Toilets
- Potable Water
- Pumping Services and/or Rentals
- Real Estate and Housing Agencies
- Refrigerated Trailers
- Schools

- Structural Engineers
- Truck Rental
- Translators
- Utilities
- Veterinarians
- Welding Equipment and Supplies

The Finance Department will work with vendors and service providers to establish working relationships and pre-determined contracts as deemed necessary.

B. Resource Distribution and Management

During Recovery operations, City resources will be managed by the Department which normally controls the specific resource. In a regional disaster, City Departments must ensure their resource needs are met before releasing resources to Mutual Aid partners.

21. SHORT TERM HOUSING

Temporary housing is interim housing that people occupy between the time they leave emergency shelter and the time that they are able to move back into their homes. Disaster Housing Assistance eligibility for individuals and households is based on need, defined by "displacement and lack of adequate insurance coverage, or resources to immediately satisfy adequate alternate housing needs." People with "loss of use" coverage included in their homeowners insurance should be properly covered for financing temporary housing. The Red Cross may be able to help renters and those without this coverage. If a Presidential Declaration is obtained, FEMA may also assist with the expense.

Although temporary housing for individuals and households will be managed by FEMA, the City of Shoreline will be a visible advocate for its disaster victims.

A. Usable Housing Stock

The City will determine usable housing stock through the Damage Assessment process. To identify temporary housing, the City will consider the use of motels and available rental units as possible housing sources. The City will work to establish relationships with the property owners to facilitate the use of facilities as temporary housing. The City of Shoreline has a number of apartment buildings. The PADS and Human Services Planner will work with apartment complex managers/owners to identify vacant rental units within the City and surrounding communities.

B. Location of Temporary Housing Units

The location of temporary housing units must be pre-planned in order to provide the housing in a reasonable amount of time. Pre-planning is essential to determine the level of infrastructure needed on site, such as: safety and security needs, sanitation and utility requirements. These issues must be addressed prior to the installation of temporary

units. Temporary housing may be financed through private insurance, the American Red Cross, FEMA or private donation.

The use of tents and travel trailers/campers on private property may be allowed. If so, this use will be allowed by City Ordinance and the Recovery Task Force will establish an end date for the units to be vacated. Review of the Tent City code section shall serve as guidance for this.

C. Low Income

Finding temporary housing for low-income residents may be difficult. The City must be ready to help residents whose needs are not addressed by currently available government programs. The City will consider the creation of a housing task force to help address these issues.

22. LONG TERM HOUSING

A. Replacement of Existing Structures

The City may conduct a housing survey to help determine the long term housing needs of the residents. Not all destroyed housing will need to be replaced. Public assistance may be available for residents to help repair or replace their damaged homes. If warranted by the situation, the City may consider a Buyout Program of homes located in floodplain, sensitive or landslide prone areas. The PADS will make recommendations regarding zoning, rebuilding and new construction.

B. New Development

The City may consider placing moratoriums on rebuilding and development to allow for studies of alternatives for land use and zoning.

C. Low Income

The City may develop deferred-loan or other housing programs to aid low-income residents.

23. ECONOMIC RESTORATION AND DEVELOPMENT

There is a mutual interdependency between government and business. When one has a problem the other needs to provide support. When both are affected, they need to work together to fully recover. Events that happen in the community can affect any organization. The City of Shoreline will work with the private sector to expedite the restoration of business and industry in the post-disaster environment. This cooperation may include:

- Determination of sites and facilities that could be used as temporary business locations
- Determination of the feasibility of establishing tax-deductible business relief fund that can accept relief contributions for businesses
- With the local banking community, determine the feasibility of and criteria for "bridge loans" for businesses immediately following a disaster
- Provide a City liaison to work with the business community during recovery
- Set-up a process to keep business people involved in community-wide recovery decisions
- Ensure public meetings are conducted to explain economic redevelopment plans, activities and priorities

A. Economic Recovery Priorities

The City's Economic Development Coordinator shall provide comment to the Recovery Task Force on economic recovery priorities and issues, such as:

- Reestablishing the banking and financial community
- Promoting redevelopment opportunities in damaged areas that enhance recreational and commercial activities
- Examining the use of temporary structures to allow damaged business and other economic enterprises to carry out their activities until their damaged facility is rebuilt or replaced
- Assuring compliance with building codes
- Assuring compliance with construction standards to comply with future disaster assistance criteria from Federal/state agencies
- Determining new types of construction to use in repairing and rebuilding damaged firms

B. Small Business Preparedness

Historically, the small business sector in communities beset by catastrophic disaster has not fared well. Under capitalization, absence of/or inadequate insurance coverage, single unit locations (no other non-disaster affected locations to sustain/supplant cash flow) diminution or loss of market/revenues, are often cited as causative factors leading to the loss of 70-85% of the small businesses in a post-disaster community. The only effective remedy to this

potentially devastating outcome is preparedness planning. Regrettably, the level of preparedness planning in the business community, not atypically, is poor. Extensive, continuous public relations efforts aimed at business owners should be made with the objective of prioritizing disaster preparedness planning for every business owner/manager. This is the only productive measure that promises to remediate the prospective loss of a substantial part of the business community and thus the course of economic recovery.

Businesses, like individuals, need to understand that they are responsible for their own recovery. The Economic Development Coordinator and the Emergency Management Coordinator will engage the local business community and encourage disaster preparedness planning among local small businesses

24. LEGAL

A. Legal Counsel

The City Attorney will be responsible for advising City Officials and the Recovery Task Force on policies related to the legal aspects of recovery. The City Attorney will review all contracts for recovery projects. The City Attorney will also advise on such issues as Mutual Aid agreements, social controls, price controls and equity of service for residents.

B. Ordinance Development and Review

All City Ordinances will be developed under the guidance of and reviewed by the City Attorney to ensure consistency with local, State and Federal requirements.

25. FINANCIAL

A. Fiscal Management

The Finance Department is responsible for continued fiscal management of City monetary resources and reserves even during a disaster.

C. Tax Base

The Finance Department shall prepare detailed analysis regarding financial and economic impacts upon the City's tax base and infrastructure.

D. Project Costs

The Finance Department shall develop a system for tracking costs associated with disaster recovery projects. This system shall include, but not be limited to, the accounting of: personnel time and attendance, contract work, equipment purchase/lease, supplies procurement, tax adjustments and other related expenditures.

E. Insurance Claims

The Finance Department maintains overall responsibility for reporting damages and claims to insurance carriers and other agencies involved in funding disaster losses.

F. Project Budgeting

The Finance Department will support the Recovery Task Force in the creation of recovery project budgets.

G. Donations

After a disaster, local government can expect that individuals will want to donate cash and items to assist those who have been victimized by the disaster. It is the policy of the City of Shoreline that as soon as practical after the disaster they ask that all donations be handled through a Non Government Organizations (NGO) like the American Red Cross or the Salvation Army as these agencies already have policies and procedures in place to ensure donations go directly to the impacted parties.

26. DOCUMENTATION AND RECORDS

Documentation of resources used and costs associated with a disaster incident will be necessary to justify state and federal disaster assistance and to receive reimbursement of eligible expenses. Documentation is the key to recovering emergency response and recovery costs. Damage Assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs. Failure to document could result in a major loss of funds.

The Finance Department will establish accounting and documentation procedures to track all recovery activities including, but not limited to:

- Financial Donations
- Guidelines for Resource Procurement
- Recordkeeping for Expenditures
- Monitoring Contract Work
- Personnel Time and Attendance
- Local Funding Sources, i.e. re-budgeting, bonds and taxes

Tax Adjustments

A. Financial

The Finance Department is responsible for maintaining all financial records of the City. Federal disaster assistance and/or reimbursement are contingent upon accurate documentation of local recovery expenditures. The Finance Department will be responsible for determining documentation requirements for insurance claims as well as State and Federal Assistance programs.

B. Project

Documentation of recovery projects will be done by the Finance Department, in coordination with the City Department responsible for the specific project.

C. Vital Records Protection

The City of Shoreline maintains its records in accordance with RCW 40.10 Essential Records Act, and follows the Washington State General Records Retention Schedule for Agencies of Local Government. The City has identified its essential records and a method of protecting each record is indicated by one or more of the following methods:

- Current essential records are stored in metal drawer file cabinets.
- Microfilm security rolls are stored at the Washington State Archives, 1129 Washington Street SE, P.O. Box 40238, Olympia, Washington, 98504-0238 / Telephone 360-753-0740 / E-mail rbrownell@secstate.wa.gov
- Original archival records are stored at Puget Sound Regional Archives, Pritchard-Fleming Building, 3000 Landerholm Circle SE, MS-N100, Bellevue, WA, 98007 / Telephone 425-564-3940 / E-mail archives@bellevuecollege.edu
- The City creates and retains electronic copies of certain original documents, including ordinances, resolutions, City Council meeting minutes, and contracts. The City's Municipal Code and Development Code are electronically hosted by the Municipal Research and Services Center of Washington (MRSC), 2601 4th Avenue, Suite 800, Seattle, Washington, 98121 / 206-625-1300.

27. STAFF MANAGEMENT

A. Safety and Risk Management

The City of Shoreline will endeavor to ensure that a safe and healthful working and living environment be maintained for local government recovery personnel and others; provide guidelines to minimize the risk of injury or illness to City personnel, mutual aid personnel and volunteers who are involved in disaster response, recovery or mitigation operations; and for victims and residents.

The City will take all reasonable steps to protect personnel from disaster-related hazards, including, but not limited to:

- Compliance with safety and health standards established by the Occupational Safety and Health Administration (OSHA) and other regulatory bodies
- Ensure personnel are fitted and trained in the use of Personal Protection Equipment (PPE)
- Ensure personnel have adequate information about the potential safety and health hazards that they may face, and mitigation measures that may be employed
- Identify hazards at disaster site(s)
- Ensure that mutual aid personnel observe all normal safety and health practices of their respective agencies
- Establish a system for accomplishing required follow-up safety and health activities after recovery
- Develop a standard reporting system to centrally document the occurrence of disaster-related illnesses and injuries
- Coordinate the acquisition of equipment to mitigate the effects of the anticipated hazards to the greatest degree possible

Some common safety problems that might be encountered in a disaster include the following:

- Wet or uneven floors, broken walkways
- Sharp edges or materials in work areas
- Falling objects
- Unprotected or ungrounded electrical circuits, loose wiring
- Road hazards and traffic safety issues

Some common health problems that might be encountered in a disaster include the following:

- Ergonomic issues related to lifting, carrying
- Repetitive motion injuries

- Reactions to particulate matter, chemicals, radioactive materials or microbial contaminants
- Exposure to weather extremes
- Physical damage resulting from a failure to wear protective equipment

B. Additional Staffing Needs

In order to meet Recovery Operations staffing needs, the City may supplement existing City staff with contract and/or temporary employees. The Human Resources Department will be responsible for identifying staffing needs and sources for filling shortfalls. Additional personnel resources may be obtained through pre-existing mutual aid agreements with schools and other community organizations. City Departments will retain responsibility for day to day supervision of their work force, but shall coordinate personnel needs through the Human Resources Department.

C. Temporary Assignments

During Recovery operations, non-essential activities may be suspended. Personnel not assigned to essential duties may be reassigned to other Departments in order to provide support services. City employees required to work either overtime or out of class will be compensated in accordance with existing rules and bargaining unit agreements.

D. Time Off

The City will endeavor to arrange sufficient staffing levels to allow employees adequate time off for respite, and to avoid extensive hours on duty.

E. Counseling and Stress Management

Increased stress at all levels of operations is to be expected. Additional responsibilities, increased workload and personal concerns all contribute to employee stress during Recovery Operations. City officials will make every effort to support City employees. The Human Resources Department will be responsible for the coordination and implementation of stress management programs. City employees will be encouraged to make use of the Employee Assistance Program.

F. Recognition

City Officials will strive to recognize achievement and performance by City employees and volunteers. Recognition can be given verbally, in personal letters, certificates, news releases and/or public announcements. The City may also consider a recognition event for staff and volunteers.

G. Volunteers

Volunteers will provide an important staffing resource for the City. The Human Resources Department will coordinate and oversee the registration of temporary volunteer workers. Volunteers will be provided with a prepared job classification questionnaire for each type of job needed and a written checklist of duties; and will be provided with relevant training for their assignments. Volunteer work hours will be documented and tracked for the duration of the Recovery process. The City will attempt

to utilize the volunteer services of those residents who have pre-registered as a Volunteer Disaster Worker with the city's Emergency Management Coordinator before registering any new volunteers, as this list of volunteers have already completed the registration, background checks and associated training.

Appendix: A

Authorities

The Recovery Annexes must be consistent with and follow the guidance and requirements of relevant local, county, state, and federal law and regulations. This template provides guidance to help agencies and jurisdictions using it to be consistent with not only the emergency management statutes and regulations of the State of Washington (specifically the Revised Code of Washington, Chapter 38.52 and Washington Administrative Code (WAC) 118), but also with current State plans and guidance for recovery planning. A selected list of applicable Federal and state statutes and regulations are listed below. Users of the template should refer to their specific local codes and regulations for any particular local requirements which apply to them.

Federal

1. Post Katrina Emergency Management Reform Act of 2006.
2. Disaster Mitigation Act of 2000, as amended.
3. Disaster Relief Act of 1974, Public Law 93-288 as amended.
4. Code of Federal Regulations Title 44, Part 205 and 205.16.
5. Public Law 920, Federal Civil Defense Act of 1950, as amended.
6. Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Assistance Act.
7. Public Law 96-342, Improved Civil Defense 1980.
8. Public Law 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA).
9. Homeland Security Act of 2002.
10. Homeland Security Presidential Directive/HSPD-5.
11. Homeland Security Presidential Directive/HSPD-8.
12. National Response Framework of 2007

State of Washington

1. Chapter 38.52 Revised Code of Washington (RCW), Emergency Management.
2. Chapter 39.34 RCW, the Interlocal Cooperation Act.
3. Chapter 38.08, RCW, Powers and Duties of Governor.

4. Chapter 43.06, RCW, Governor's Emergency Powers.
5. Chapter 38.12, RCW, Militia Officers.
6. Chapter 38.54, RCW, Fire Mobilization.
7. Chapter 35.33.081 and 35.33.101, RCW, as amended.
8. Title 118, WAC, Military Department, Emergency Management.
9. Washington State CEMP.
10. Washington State CEMP, ESF-14, Long Term Recovery.

City of Shoreline

1. SMC Chapter 2.50 Emergency Management
2. City of Shoreline Comprehensive of Emergency Management Plan (CEMP)

Appendix: B

Federal Disaster Assistance Programs

There are a number of federal disaster assistance programs that may provide relief to individuals, farmers, states, counties, cities, towns and other public entities, tribes, private non profit organizations that provide a like public service and others. They all have their respective legal authorities, rules, regulations, activation processes and funding.

Because these programs sometimes change in their scope, rules and availability, web links for the two primary sources for information concerning these programs is provided below.

The first link that is the source that provides information about every federal program that provides any funds for any domestic purpose is the Catalog of Federal Domestic Assistance. It includes more than 1400 pages and covers every loan and grant program from the Federal Government, including those that relate to disasters and emergencies. The web based catalog provides a search function where one can search for available programs by agency, by hazard or by key word.

The primary Federal agencies that have disaster recovery programs are FEMA, the US Department of Agriculture (USDA), the Small Business Administration (SBA), and the US Army Corps of Engineers (USACE), but there are several others.

The Catalogue of Federal Domestic Assistance (CFDA) can be accessed on line at the following link:

http://www.cfda.gov/

The second link is to the Federal Emergency Management Agency (FEMA). FEMA is the Federal agency responsible for coordinating disaster and emergency assistance to States and local governments and to individuals as provided by the Stafford Act, as amended.

Information about FEMA and disaster recovery programs that are made available by a Presidential declaration of emergency or disaster are documented in the FEMA Publication 229 ***Disaster Assistance: A Guide to Recovery Programs*** and can be accessed on line at the following link:

http://www.fema.gov/pdf/rebuild/ltrc/recoveryprograms229.pdf

Appendix: C

Interlocal & Mutual Aid Agreements

A key element in regional cooperation is formal agreements between jurisdictions, partners, departments and stakeholders. Washington State statute authorizes and encourages such agreements to provide assistance when a jurisdiction is overwhelmed by a disaster. All interlocal and Mutual Aid agreements must contain the language and provisions as outlined in subsection (3) of RCW 38.52.091 (3).

(3) Mutual aid and interlocal agreements must include the following:

Purpose

The purpose must state the reason the mutual aid or interlocal agreement or compact is coordinated, the parties to the agreement or compact, and the assistance to be provided.

Authorization

Article I, section 10 of the Constitution of the United States permits a state to enter into an agreement or compact with another state, subject to the consent of Congress. Congress, through enactment of Title 50 U.S.C. Sections 2281(g), 2283 and the Executive Department, by issuance of Executive Orders No. 10186 of December 1, 1950, encourages the states to enter into emergency, disaster and civil defense mutual aid agreements or pacts.

Implementation

The conditions that guide the agreement or compacts may include, but are not limited to:

(a) A statement of which authority or authorities are authorized to request and receive assistance and the conditions that must exist for the request or receipt of assistance.

(b) A statement of how the requests for assistance may be made, what documentation of the request is required, the specifics of any details included in the request, and the required approval for the request.

(c) A statement of the direction and control relationship between the personnel and equipment provided by the jurisdiction to the requester and the requirements of the requester to coordinate the activities of the jurisdiction providing the assets.

(d) A statement of the circumstances by which the assisting jurisdiction may withdraw support from the requester and the method by which this is to be communicated.

General Fiscal Provisions

The terms of reimbursement must be stated defining the relationship between the requesting jurisdiction and the aiding jurisdiction, when reimbursement will be made, and details of the

claim for reimbursement. The provisions may include statements that discuss but are not limited to:

(a) A statement of what costs is incurred by the requesting jurisdiction.

(b) A statement of what costs and compensation benefits are made to individuals from the aiding jurisdiction by the requesting jurisdiction.

Privileges and Immunities

The conditions and immunities that are enjoyed by the individuals from the aiding jurisdiction to the requesting jurisdiction must be stated. These provisions may include but are not limited to:

(a) A statement of the privileges and immunities from liability and the law an employee of a supporting jurisdiction enjoys while supporting the requesting jurisdiction.

(b) A statement of the privileges and immunities from liability and the law a volunteer from a supporting jurisdiction enjoys while supporting the requesting jurisdiction.

(c) A statement on the use of the national guard between the requesting and supporting jurisdictions.

(d) A hold harmless agreement between the signatory jurisdictions.

(e) The precedence this agreement takes with existing agreements.

(f) A time line by which information required by the agreement is exchanged and updated annually.

(g) The time in which the agreement becomes effective.

(h) The time and conditions when a signatory may withdraw and render the agreement ineffective.

Appendix D

SPECIFIC AND GENERAL CHECKLISTS

The FEMA document, *Long-Term Community Recovery Planning Process, a Self-Help Guide, published in December 2005* provides excellent information on developing and managing long term community recovery. It provides a checklist that is paraphrased below to guide communities in developing long term recovery planning. It is provided as a generic guide for agencies, departments and jurisdictions as they develop their long term recovery planning. The following checklists can be used to ensure specific recovery issues and needs are addressed and are attached the City of Shoreline's Recovery Plan as reference guidance only.

1. Long Term Recovery Management Checklist

Disaster experience has shown repeatedly that most disaster problems are management problems not skills problems. The following checklist covers basis management issues, such as who is in charge, from where will they be in charge and what information is needed and how will this information be obtained? Use this checklist to establish a basic management system for recovery that is adaptable to the rapidly changing recovery environment.

- ☐ Decide on who will be in charge of the Recovery effort: It should be a senior executive level person who has the trust and confidence of the executive head of the department or jurisdiction. This person needs to be able to speak for the executive head and have the needed administrative support.

- ☐ Decide from where to manage recovery activities: Recovery is a big job and may take years to complete. Many jurisdictions plan for their EOC to transition to a Recovery Operations Center, but this is only a temporary solution as the EOC may be needed for emergency operations at some time during the recovery process.

- ☐ Decide what resources you need to manage recovery activities: Identify personnel, space and equipment needs ahead of time and have options available. Recovery is often the balance of doing the new requirements caused by the event and trying to get normal processes of government back to normal.

- ☐ Decide what information you need and how to get it: One of the main problems in recovery is not having the proper information to make critical decisions. Identify what information you need with respect to your department responsibilities and how you will get this information. Also, make sure the people or organizations who have the information you need know you need it!

- ☐ Decide how you relate to the next level up? If you are an agency or department, how do you relate and share information with the executives of your jurisdiction? Is it directly? Through the EOC? What information do they need? How detailed? How often? If you are a jurisdiction, how do you relate to the County or to the State? Through their EOC? To their Recovery Manager?

- ☐ Decide how you relate to the next level down? Keeping your staff, constituents, customers, etc. informed is critical. Who speaks for the jurisdiction or department? How do you get information to your respective staff, constituents, customers, etc?

- ☐ Ensure everyone in your department or chain of command knows the above.

2. FEMA Individual Assistance Programs Checklist

The Preliminary Damage Assessment (PDA) Teams looking at Individual Assistance needs may include representatives from FEMA and WA EMD, the SBA, the Red Cross, the Department of Labor and other agencies and organizations that deal with human needs. It is important to have identified problems that relate to individuals and businesses prior to the teams' arrival.

The information below needs to be gathered and sent to the King County EOC at the onset of potential disaster problems so county-wide information can be sent to the State. By organizing the information from the very beginning in the FEMA format, there is much less to do when you are notified that PDA teams are coming and it is easier to prepare for the teams' arrival.

To do this, local governments need to be prepared to do the following:

- ☐ Gather information on damages and impacts to homeowners, renters and other private property.

- ☐ Gather information on physical damages to businesses. (Actual damage to buildings, inventory, machinery, etc.)

- ☐ Gather information on economic impact on businesses. (Loss of customers, loss of raw materials, loss of access, etc.)

- ☐ Gather information on impacts on people. (Unemployment, lack of access, dislocation, shelter needs, housing needs, etc.)

- ☐ Work with the Red Cross, Salvation Army, churches and other community service organizations to further identify issues and human needs of which they are aware.

- ☐ Prepare outreach information for the media and providing a local point of contact for reporting human needs such as habitability of homes, insured and non-insured losses and loss of employment.

- ☐ Prepare a map(s) showing the locations of private property damage.

- ☐ Obtain from the County Assessor the median values for high cost, medium cost and low cost homes for the areas shown on the map(s).

- ☐ Identify local representatives to accompany the FEMA/State teams as they survey the local area.

3. FEMA Public Assistance Programs Checklist

The Preliminary Damage Assessment (PDA) Teams looking at Public Assistance needs may include representatives from FEMA and WA EMD, the Corps of Engineers and other Federal and State agencies that deal with public infrastructure. It is important to have identified problems that relate to public agencies and facilities prior to the teams' arrival.

The information below needs to be gathered and sent to the King County EOC at the onset of potential disaster problems so county-wide information can be sent to the State. By organizing the information from the very beginning in the FEMA format, there is much less to do when you are notified that PDA teams are coming and it is easier to prepare for the team's arrival.

To do this, local governments need to do the following:

- ☐ Gather information on damages to the county broken down by FEMA Category. (See Checklist 4)
- ☐ Gather information on damages to cities, towns, special districts and other public entities broken down by FEMA Category.
- ☐ Gather information on damages to private non-profit organizations that provide public services.
- ☐ Gather information on public agency response costs for such things as traffic control, debris removal, evacuation and other emergency work.
- ☐ Make a list of the damage sites and mark them on a county road map, city map or FEMA Flood insurance map.
- ☐ Obtain copies of insurance policies on damaged private property structures.
- ☐ Collect information on and photos of any historic structures that might be damaged, and for structures that have environmental concerns.
- ☐ Establish a system to develop repair/restoration cost estimates.
- ☐ Maintain actual cost documentation for emergency response and ongoing work.
- ☐ Assess the level of debris and how you will deal with it--avoid excessive costs. Ask for technical assistance from FEMA before you sign major contracts.
- ☐ Identify local representatives to accompany the FEMA/State teams.

4. Checklist for FEMA PA Preliminary Damage Assessment by Category

Damage assessments identifying Public Assistance (PA) program requirements focus on damage to facilities belonging to the City of Shoreline. The following items may be considered in developing a profile of the damage and the impact on the community, as well as in translating impact into FEMA PA requirements:

Debris (Category A)

- ☐ Type and Volume. Estimate the amount and type of debris (may include building materials, trees, mud, temporary disposal sites, etc).
- ☐ Affected Property. Identify types of property affected by debris; such as farmland, roads, schools, commercial centers, and public or private property.
- ☐ Affected Services. Identify local transportation, communication, water supply, or sewage disposal affected by debris problems.
- ☐ Distribution/Density. Describe the size of the area over which the debris is distributed and its density within that area.
- ☐ Removal Requirements. Identify requirements for special equipment needed to remove debris. Identify the requirements for and availability of debris disposal sites, both temporary and permanent.
- ☐ Local Response. Describe the progress of local debris removal activities (by municipality, as well as voluntary efforts). Identify sites of total infrastructure destruction over a wide spread area with potential for large-scale demolition and debris removal.

Emergency Protective Measures (Category B)

- ☐ Nature of the Threat. Note the conditions, which threaten public health, safety, and property, and describe the threat.
- ☐ Nature of Protective Work. Identify such measures as pumping, sandbagging, vector control, and stream clearance, and describe the requirements.
- ☐ Impact. Determine essential services affected by the threatening situation.
- ☐ Local Response. Describe actions by the department and voluntary groups to deal with the problem, and the need, if any, for additional resources to combat it.

Roads (Category C)

- ☐ Maintenance Responsibility. Identify maintenance responsibility (county, or municipality; private; Federal Aid System; or other Federal agency, e.g., Forestry Service; Bureau of Indian Affairs). Note the county location for roads. Note the county location even for roads that are the responsibility of the State DOT.

- ☐ Road Description. List name or route number, road width, pavement type, etc.
- ☐ Damage Description. Describe types of damage including road material, shoulder erosion, culvert washouts, debris (including slides), and the size of each type of damage.
- ☐ Alternate Routes. Identify alternate routes, their lengths, and the amount of traffic.
- ☐ History. Describe the type, cost, and frequency of damage from previous incidents.
- ☐ Impact. Describe the social and economic effect the damage has had on local activities.

Bridges (Category C)

- ☐ Maintenance Responsibility. Identify maintenance responsibility (state, county, or local government, private; Federal Aid System; or other Federal agency, e.g., Forestry Service, BIA).
- ☐ Bridge Description. Identify the length, type, location, historical significance and specify the number of lanes or width, number of spans, and construction material.
- ☐ Damage Description. Describe the type of damage and the approximate extent of damage, especially when the bridge was not completely destroyed. Specify damage to piers, parapets, surfaces, abutments, superstructures, and approaches.
- ☐ Impact. Describe the effect the loss of this bridge has on local traffic flow and circulation, particularly if it isolates the community or an essential service, such as a hospital or major employer.
- ☐ Alternate Routes. Estimate the number of days out of service, the length of any available detours or alternate routes, or the need for an emergency replacement structure.

Water Control Facilities (Category D)

- ☐ Maintenance Responsibility. Identify the organization responsible for maintenance. Identify potential flood control works that are the responsibility of other Federal agencies, i.e. USACE or NRCS.
- ☐ Facility Description. Provide the approximate pre-disaster height and length of the facility and its construction material (e.g., earth, concrete, rock, and wood).
- ☐ Function. Describe the purpose of the facility.

- ☐ Damage Description. Describe specific damage to major components and give the location, extent and type of damage (seepage, overtopping, erosion, or actual breaks).

- ☐ Impact. Describe the threat existing because of the damage and note any need for evacuation and the approximate timeframe.

Building and Equipment (Category E)

- ☐ Functions of Damaged Buildings and Equipment. Describe the uses of major buildings and equipment damaged, such as schools, hospitals, government buildings, and commercial structures.

- ☐ Prevalent Construction Types. Identify the construction material (e.g., masonry, steel and glass, brick, and wood) and give dimensions.

- ☐ Damage Description. Indicate the type of damage (e.g., windows broken, roof blown off, height of flood water), indicate if the item was destroyed or is repairable, and describe equipment and content damage.

- ☐ Impact. Report the availability of alternate facilities, and the general consequences of interruption of activities carried on in the damaged major buildings when such buildings are no longer usable.

- ☐ Insurance Coverage. Estimate the percentage of damaged buildings covered by general and/or flood insurance, along with the extent of coverage, if available.

- ☐ Historical Issues. Identify if structure is potentially subject to 36 CFR.

- ☐ Historical Preservation. Identify if structure is in floodplain or coastal barrier area.

Utilities (Category F)

1. For Damage to Physical Plants Function and Location of the Utility.

   Identify the type of (water, gas, electric, sewage treatment/collection or on-site sewage collections) and its organization (e.g., public, private nonprofit cooperative).

   - ☐ Damage Description. Describe the damage to each major component or subsystem; (e.g., buildings, filters, generators, or other equipment affected by fires, short-circuiting, water damage, structural damage, and underground breaks).

   - ☐ Operating Status. Estimate the number of days out of service and the approximate time until service resumption.

   - ☐ Impact. Describe health and safety problems caused by the damage and specify any need for an alternate or emergency system.

- ☐ History. Obtain a description from the local utility operator of any previous damage history and then compare with the severity of current damages.

- ☐ Local Response. Describe the state and local response to the situation.

2. For Damage to Distribution and Collection Systems.

   - ☐ Damage Description. Describe the nature of the damage, supplemented by an estimate of the important dimensions of the damaged portion (e.g., size of, length, and number of manholes).

   - ☐ Interim Restoration. Estimate the feasibility of bypassing the damaged section and, if so, describe the bypass.

   - ☐ Impact. Describe health and safety problems caused by the damage.

   - ☐ History. Identify the extent and frequency of damage due to previous incidents.

Parks and Recreation, Other (Category G)

- ☐ Facility Description. Identify the type of facility, which has sustained damage.

- ☐ Function. Give the purpose of the facility.

- ☐ Maintenance Responsibility. Identify the organization responsible for maintenance.

- ☐ Damage Description. Describe the specific damage; if the item was destroyed or is repairable; location, dimensions, and other applicable information.

- ☐ Impact. Describe any threat, or health and safety problems, resulting from the damage, and the general impact the loss of the facility has on the community.

5. Generic Long Term Recovery Planning Checklist

The FEMA document, *Long-Term Community Recovery Planning Process, a Self-Help Guide, published in December 2005* provides excellent information on developing and managing long term community recovery. It provides a checklist that is paraphrased below to guide communities in developing long term recovery planning. It is provided as a generic guide for agencies, departments and jurisdictions as they develop their long term recovery planning.

1. Damage Assessment

- ☐ Have teams been identified to determine the extent/type of damages sustained by geographic areas or by jurisdiction responsibility?
- ☐ Have you identified the potential long-term impacts of these damages?
- ☐ Have Housing needs been identified?
- ☐ Have Economic needs been identified?
- ☐ Have Infrastructure/Environmental needs been identified?
- ☐ Have strengths, weaknesses, opportunities and threats been analyzed? (S.W.O.T.)

2. Selecting a Leader and Outlining a LTCR Program

- ☐ Has a lead person or department been identified?
- ☐ Has a long term recovery Planning Team been identified?
- ☐ Have you established a time frame based on the Damage Assessment information?

3. Securing Outside Support

- ☐ Have you identified potential partners for participation on the Recovery Planning Team?
- ☐ Have you identified additional sources of funding?

4. Establishing a Public Information Campaign

- ☐ Have you identified a person to lead the public information outreach or to provide information to the department outreach efforts?
- ☐ Establish contacts with outside stakeholders with whom to coordinate your outreach program?

5. Reaching Consensus

- ☐ Have you developed a community decision making process?
- ☐ Have you identified ways to involve the community and to keep them informed?

6. Identifying Long Term Recovery Issues

- ☐ Have you developed a way to set community priorities?
- ☐ Have you developed a way to update the community general plan as necessary?

7. Articulating a Vision and Setting Goals

- ☐ Have you developed a process to develop a community recovery vision?
- ☐ Have you developed a process to identify goals to reach the vision?

8. Identifying, Evaluating, and Prioritizing LTCR Projects

- ☐ Have you developed a way to identify recovery projects to meet the community goals?
- ☐ Have you developed a mechanism for the community to prioritize these projects?

9. Developing a Long Term Community Recovery Plan

- ☐ Have you identified an appropriate process to develop a Recovery Plan?
- ☐ Have you developed an appropriate process for approval of the Recovery Plan?

10. Choosing Project Champions

- ☐ Have you identified potential community champions to help with plan and project approval?
- ☐ Have you developed a way to solicit comments suggestions from the community leadership?

11. Preparing a LTCR Funding Strategy

- ☐ Have you reviewed potential and alternate funding sources?
- ☐ Have you developed a plan to leverage funding for outside sources?

12. Implementing the Plan

- ☐ Have you identified who is in charge of the plan implementation process?
- ☐ Have you identified who provides support functions?

13. Updating the Plan

- ☐ Have you identified who is in charge of the Plan update process?
- ☐ Have you identified ways to keep the public involved?

6. Generic Long-Term Community Recovery Project Template/Checklist

Experience has shown that projects identified during the planning process have varying levels of impact on the recovery of a community. FEMA has developed and published the *Long-Term Community Recovery Planning Process--A Guide to Determining Project Recovery Values - February 2006*. This document provides general guidance to communities as to the characteristics that typically make some projects more beneficial to recovery than others. The information does not attempt to evaluate the overall importance of any project to the community – only to the process of recovering from disasters of all types.

The Recovery Value Tool enables FEMA, other federal and state agencies and affected communities to determine which recovery projects are likely to have the most significant impact on recovery of the affected area. The Tool is intended to be used by a Long-Term Community Recovery Planning Team as they develop projects in support of the long-term recovery process. The Tool allows the local Planning Team to provide better information to FEMA and potential funding agencies, and allows the affected community to focus resources on projects most likely to promote substantive recovery from a disaster.

This FEMA Guide should be used in its entirety by a jurisdiction, but the following checklist is included to demonstrate the type of questions that should be considered by a community in developing long term recovery projects. Information gathered and/or provided at the time of project development will assist in better definition of the project and will provide information needed in determining a project's recovery value.

1. Post-Disaster Community Need

- ☐ Project Description: Provide general description of project to include location, cost (if known), funds currently available (if any), and other general characteristics of project.
- ☐ Identify how project relates to damages from the disaster event.
- ☐ Does project provide an opportunity to improve upon pre-disaster conditions? Explain.
- ☐ Is project addressed in existing plans?
- ☐ How does project related to key health and safety issues in the community?
- ☐ Does the project leverage several potential sources of funding? What are they?
- ☐ Document the community's support for the project.
- ☐ Does the project benefit low to moderate-income households? To what extent? Provide documentation or estimate.
- ☐ Identify whether the project supports distinct social or cultural aspects of the community.

2. Project Feasibility

- ☐ Identify and assess the probability of acquiring necessary funding within the project timeframe.

- ☐ Assess compatibility of project with existing plans and regulations. Explain.
- ☐ Make sure there are definable outcomes within the scope of the project.
- ☐ Assess the feasibility of completing the project within an identified timeframe.
- ☐ Identify whether the project has a champion or champions. Identify the champion(s).
- ☐ Identify any obstacles to completion of the projects.

3. Project Sustainability

- ☐ Determine whether the project can pay for itself or be financed over the long-term without additional aid from local government. Provide estimates.
- ☐ Identify whether the project or aspects of the project are identified in mitigation or safety plans for the area.
- ☐ Does the project apply mitigation or safety measures to avert future losses? Explain.
- ☐ Explain how the project addresses efficient land use strategies and/or supports principles of Smart Growth.
- ☐ Explain geographic location of project within community and how it encourages connections to other nodes or activity centers within the community.
- ☐ How does the project impact ecosystems within the community? Wildlife? Natural Areas? Air and Water Quality?
- ☐ Estimate whether the project will result in reduction in water and/or energy use and whether it addresses innovative wastewater technologies.
- ☐ Identify whether and how the project improves availability of mass transit or advances transportation solutions.

4. Economic Impact

- ☐ Does the project replace pre-disaster jobs or provide new, permanent jobs?
- ☐ Does the project rebuild or redevelop damaged properties using sustainable development measures?
- ☐ Identify whether the project provides opportunities for affordable building space – purchase or lease.
- ☐ Identify estimates of any increase in business income resulting from project.

___ Identify any new economic opportunities resulting from the project.
___ Diversification of economy
___ Job training/opportunities for increased wages

____ Business attraction

- ☐ To what extent does the project increase local capacity for economic development? Plans? New programs? Increases professional staff?

5. Project Visibility and Potential to Build Community Capacity

- ☐ Identify whether the project has potential to obtain investment from a cross-section of community.
- ☐ Document level of community awareness and recognition of project within the community.
- ☐ Identify whether project addresses key services/operations in the community (city hall, water distribution, waste hauling, post office, etc.).
- ☐ Does this project serve as a catalyst in attracting new development or other recovery projects?
- ☐ Identify whether the project has the potential to attract various sources of financial support.
- ☐ Document potential markets that could be impacted by the project; e.g., housing, retail, manufacturing, etc.
- ☐ Identify the geographic area or areas that the project serves or supports.
- ☐ Document any innovative techniques employed as part of the project.
- ☐ Identify any new/improved public policy or principles that are a result of this project.

6. Project Linkages and Connections

- ☐ Identify whether and how the project physically connects neighborhoods, key features within the community, districts, services, or communities and/or whether the project functions as a magnet to attract people from other parts of community.
- ☐ Does the project support the existing resources of the community (cultural, physical, natural, or environmental)? Identify.
- ☐ Document how project involved various local, state, or federal agencies/organizations as part of its planning, regulatory review, funding resources, etc.
- ☐ Identify whether the project has an impact on the region; i.e., areas beyond the disaster-affected community.
- ☐ Identify whether the project, or parts of the project, complement other projects and/or is part of an overall recovery/redevelopment strategy.

7. Quality of Life

- ☐ Does the project promote existing strengths within the community? Existing tourism? Attract additional growth? Etc.
- ☐ Identify whether project addresses community services, such as schools, libraries, cultural centers, community gathering places, recreational facilities, etc.
- ☐ Identify whether the project affects critical facilities, such as hospital, fire and police stations, and other emergency response facilities.
- ☐ Does the project enhance housing options and assisted living facilities?
- ☐ Identify whether the project positively affects any culturally significant facilities or resources in the community.

7. Generic Checklist for Planning, Permitting and Enforcing Codes

There are a number of planning and permitting considerations that may to be addressed by planning and permitting departments as part of the development of a Recovery Annex. This information is derived from *Planning and Post-Disaster Recovery and Reconstruction, Planning and Advisory Service Report Number 483/484*, published by the American Planning Association and FEMA. These considerations may include, but not limited to the following:

- ☐ Coordinate Emergency Management Planning, including Mitigation Planning, with growth and economic development planning.
- ☐ Develop a process for decision making to begin in the early phases of recovery. Identify partners and build relationships.
- ☐ Develop policies for expediting repair permits, including policies for suspending permits for non-disaster recovery work.
- ☐ Identify specific roles and responsibilities to be able to sustain work in the post disaster environment.
- ☐ Develop and provide training for staff on your Continuity of Operations Plan (COOP) to ensure you are able to continue doing your job after a disaster.
- ☐ Identify sources for extra help, including mutual aid with other local governments in the State that are not impacted or from out of state resources. Ensure requests are coordinated through the County EOC to the state EOC to avoid duplication.
- ☐ Include NGOs and special vulnerable populations in post disaster planning. Think in terms of function needs such as communication, medical needs, maintaining functional independence, supervision and transportation.
- ☐ Be prepared to form ad hoc task forces to resolve special problems.
- ☐ Ensure personnel rules and training make staff aware that they may have to work out of class in the recovery environment
- ☐ Prepare to deal with staff stress including good management practices, monitoring breaks, encouraging good diet, exercise and wellness efforts.
- ☐ Ensure you have identified adequate staff that have been trained and given to tools for keeping appropriate records.
- ☐ Develop policy and procedures for allowing access to damaged facilities.
- ☐ Establish linkages with business and associations. Public Private Partnerships need to be developed ahead of time. Work with business to anticipate needs.
- ☐ Be prepared to deal with non-conforming use permits in the recovery process. A tradeoff can be mitigation of mechanical systems.

- ☐ Consider developing partnerships with Historic Commissions and advocacy groups.
- ☐ Consider the potential for joint public private ownership to increase the chances for Federal reimbursement. Contact the State Historic Preservation Officer (SHPO) for more information.

8. Generic Planning Checklist – Planning Tools

There are a number of Recovery Planning Tools that may to be needed by planning and permitting departments as part of the development of a Recovery Annex. This information is derived from *Planning and Post-Disaster Recovery and Reconstruction, Planning and Advisory Service Report Number 483/484*, published by the American Planning Association and FEMA. These tools may include, but not limited to the following:

- ☐ Damage Assessment: Agencies and jurisdictions need to identify the people to do it and the information needed for management and setting priorities, State needs for preparing the Governor's request of federal assistance and for accessing FEMA programs. This is also critical for decision makers to set priorities for infrastructure repair and rebuilding plans.

- ☐ Development Moratoriums: Based on information received from the damage assessment process, agencies and jurisdictions need to identify the process for establishing moratoriums on certain construction and development. This can buy time for the jurisdiction to develop their long term recovery strategy.

- ☐ Temporary Repair Permits: Agencies and jurisdictions need to develop guidance to separate the permits that need to be issued quickly to get the community back on its feet and permits that may compromise hazard mitigation opportunities.

- ☐ Demolition Regulations: Agencies and jurisdictions need to ensure procedures are in place to coordinate with all legal requirements, such as Historic Preservation and Environmental rules.

- ☐ Zoning for Temporary Housing: Agencies and jurisdictions need to develop coordination and relationships with Social Services agencies to ensure that temporary housing is established in locations conducive to residential use, with access to utilities and transportation.

- ☐ Infrastructure Development: Must include flood plain and seismic considerations and be tied to Mitigation Plans.

9. Generic Checklist for Housing

There are a number of housing considerations that may to be addressed by departments that deal with housing as part of the development of a Recovery Annex. This information is derived from *Planning and Post-Disaster Recovery and Reconstruction, Planning and Advisory Service Report Number 483/484*, published by the American Planning Association and FEMA. These considerations may include, but not limited to the following:

- ☐ Identify potential funding sources for economic revitalization, low and medium income housing, redevelopment and economic development.
- ☐ Identify Federal and state programs for low and medium income housing that can be targeted to meet recovery needs.
- ☐ Identify what programs exist now that can be redirected in a housing emergency. Consider housing development districts.
- ☐ Incorporate long term housing needs into the General Plan and other community long term regulatory documents. Be prepared to make adjustments through the prescribed planning process as the pre-existing General Plan may not fit the post disaster environment.
- ☐ Identify and train staff that can provide damage assessment information on housing damage, impact to people and available housing options.
- ☐ Pre-planning should consider immediate short term housing options.
- ☐ Coordinate with the local housing authority to consider housing options.
- ☐ Ensure housing policy needs to take into account low income, special needs populations and highly vulnerable populations.
- ☐ Identify staff that will have the lead on specific issues such as zoning, growth and environmental issues.
- ☐ Develop a strategy for citizen involvement from existing advocacy groups and anticipating those that might emerge.

10. Target Capabilities List Structural Damage Assessment Checklist

Structural Damage Assessment is the capability to conduct damage and safety assessments of general civil, agency or department, commercial and residential infrastructure and to perform structural inspections and mitigation activities. It includes the provision of contractor management, construction management, cost estimation and other engineering services. This checklist is developed from guidance provided in the Structural Damage Assessment Checklist in the DHS Target Capabilities List. As you develop your respective department recovery annex, note that not every item in this checklist will apply to every department.

1. Develop and Maintain Plans, Procedures, Programs and Systems

- ☐ Identify and document one or more Damage Assessment Teams and team leader(s). Consider separate teams for utilities, key infrastructure (hospitals, roads, bridges, and water systems), key public structures, etc.

- ☐ Develop simple procedure for identifying and mobilizing qualified personnel to support structural damage assessment operations. Specify who's in charge, disaster employee status (volunteer or paid), and de-mob process.

- ☐ Prepare basic plan and procedure for conducting inspections and assessments and performing post-incident follow-up. Set general timelines and reporting protocol. Consider establishing priorities for building inspections, e.g. hospitals, schools, city hall, known HAZMAT sites, etc.

- ☐ Provide for regular "Situation Reports" for each Operational Period.

- ☐ Include, in above procedure, prepared samples of required forms, reports, and documentation, to include "follow-up notation"- especially on structures "tagged" red or yellow. Thorough documentation is essential in qualifying for Federal disaster recovery funds.

- ☐ Identify mitigation measures which you intend to undertake/ fund during a Recovery period. Reference the jurisdiction Hazard Mitigation Plan. Identify plans and procedures to develop the mitigation measures.

- ☐ Prepare and publish emergency restoration procedures. Prioritize work to be done. Reference federal / state laws (e.g. environmental/ historic preservation, etc) and any authorized exceptions.

- ☐ Prepare and publish procedures for identifying and selecting qualified contractors for recovery / restoration services. Consider screening and pre-approval for local contractors. Anticipate some local contractors may be victims and unable to perform.
- ☐ Prepare and publish qualifications and certification standards for paid and volunteer staff. Distinguish between "affiliated" and "unaffiliated" volunteers. Determine which skill sets demand certification (e.g. engineering, medical/ healthcare, special needs populations, legal services, etc.) Specify the certification process and validation procedure.

- ☐ Specify how Code Enforcement activities will be managed during Recovery.

- ☐ Provide a ready source of current street maps reflecting closed/ damaged infrastructure, such that Recovery efforts can use alternate routes. Update with each Operational Period.

- ☐ Prepare and publish Critical Resource List for the agency/ jurisdiction. Recommend including source(s), location, and point of contact to acquire.

2. Develop and Maintain Training and Exercise Programs

- ☐ Develop "Just-in-Time" training program for Recovery workers. Consider basic ICS (100), field safety, PPE use, and position-specific requirements. Pre-identify instructors, training site(s), logistics and training requirements. Implement via the Incident Action Plan.

- ☐ Schedule and conduct training (for permanent staff and likely volunteers) on the damage assessment plans and procedures. Consider involving AIA and Engineering associations in ATC-20 classes and other disaster recovery training.

- ☐ Schedule and conduct damage assessment exercise(s) to test procedures and communications. Real-world efforts (e.g. damage assessment following a windstorm, minor earthquake, minor flooding event, etc.) provide the best training for major incidents provided follow-up action begets continued improvement.

- ☐ Schedule and conduct an annual exercise of mitigation plans and procedures. Re-evaluate cost-benefit analyses of select mitigation projects. Practice use of Federal forms and formulas.

3. Activation of Structural Damage Assessment

- ☐ Develop and publish method and process for emergency dispatch of structural damage assessment teams. Conduct and document exercise of emergency dispatch function.

- ☐ Document ability to mobilize damage assessment personnel (both permanent staff and contractors) within 24 hours of notification.

- ☐ Identify suitable contractors to assist with structural damage assessment and publish contact list. Include emergency / after hours phone numbers. Consider annual training events. Update roster annually.

4. Direction of Structural Assessment Operations

- ☐ Identify and document how you will engage the private sector and how they expect to participate in recovery efforts. Consider grocery chains, communications companies, private utilities, trucking companies, hospitals and clinics, demolition contractors, builders, transportation companies, etc.

- ☐ Prepare a plan to develop critical infrastructure priorities after damage assessments are completed. Determine who will be involved in determining the priority (i.e. elected

officials, emergency management, and functional managers.) Propose a place and timeline for discussion and decision. Identify proposed funding source(s).

- ☐ Document the process of prioritizing both FEMA and non-FEMA mitigation activities. This effort should be concurrent with development of FEMA's Project Worksheets. Work with the FEMA Public Assistance Coordinators.

5. Conducting Inspections and Assessments

- ☐ Document how you will conduct and obtain Situation Assessments beginning immediately and continuing for the duration of the recovery effort. Document methods, sources, timeframes, Essential Elements of Information, estimated costs. Consider using Incident Action Plan. Document should address the following:

- ☐ Document how (or if) you will conduct and obtain Situation Assessments via aerial reconnaissance.

- ☐ Document how (or if) you will conduct and obtain Situation Assessments via remote sensing.

- ☐ Document how (or if) you will conduct and obtain Situation Assessments via computer modeling (e.g. HAZUS or plume models.)

- ☐ Document how (or if) you will conduct and obtain Situation Assessments via rapid field assessments/ windshield surveys.

- ☐ Comment on how assessment operations are coordinated with COOP efforts to relocate essential services to back-up locations.

- ☐ Document the process by which detailed Situation Assessments (especially of buildings in danger of collapse, or threatened critical resources/ infrastructure) will be completed within 48 hours.

- ☐ Document the process by which building safety inspections ("red-yellow-green tagging") will be completed within 4 weeks.

- ☐ Document the process and procedures you will use to assess debris; determine its volume and type. Consider household hazardous waste, construction debris, debris contaminated by flood waters, asbestos, radiological or other materials.

- ☐ Prepare a plan for decontamination and safe demolition, removal, and disposition of contaminated debris.

- ☐ Prepare a plan for the safe demolition, removal, and disposition of non-contaminated debris.

6. Providing Mitigation and Technical Assistance for FEMA Work

- ☐ Document how you expect to obtain / provide technical assistance to responders within 24 hours of an incident.

- ☐ Outline the plan/ process by which you will process and review FEMA Project Worksheets within 14 days of their being entered in NEMIS.

7. Demobilization Plans

- ☐ Pre-identify a Demobilization Unit or assign experienced, reliable staff to the task of demobilizing internal and Mutual Aid resources assigned to the incident. Assign staff to maintain and complete required documentation in a timely manner.

- ☐ Prepare Demobilization Plans which return personnel and equipment to normal operations. Include "Check-out" process for personnel; cleaning, inspection, and transportation of equipment; and personnel evaluations, if required.

11. Target Capabilities List Restoration of Lifelines Checklist

Restoration of Lifelines is the capability to initiate and sustain restoration activities. This includes facilitating repair/replacement of infrastructure for oil, gas, electric, tele-communications, and water, wastewater, and transportation services. This checklist is developed from guidance provided in the Restoration of Lifelines Checklist in the DHS Target Capabilities List. As you develop your respective department recovery annex, note that not every item in this checklist will apply to every department.

1. Develop and Maintain Plans, Procedures, Programs and Systems

- ☐ Document the credentialing procedures you use to allow repair personnel access to critical sites.
- ☐ Document the procedures you use to identify and report affected lifelines (entities and structures).
- ☐ Document the procedures for assessing lifeline damage and prioritizing its repair.
- ☐ Document the interdependencies among lifelines. Note: such information (along with list of critical infrastructure) may be For Official Use Only and not subject to the Freedom of Information Act.
- ☐ Prepare and exercise procedures for mobilizing personnel and equipment to restore lifelines.
- ☐ Document the ways and means (procedures) for housing and supporting personnel mobilized to the incident.
- ☐ Identify and train one or more staff members to serve as Agency/ Jurisdiction liaison to the County EOC or to the Joint Field Office (JFO). Determine if the individual is to serve as an "Agency Representative." If so, assignment comes with great responsibility and authority to commit agency resources.
- ☐ Prepare a restoration plan for lifelines which coordinates government and private sector lifeline response efforts, and includes the following:
- ☐ Contingent contracts and mutual aid agreements for personnel and equipment.
- ☐ Key routes for emergency workers.
- ☐ Appropriate waiver procedures to facilitate recovery activities.
- ☐ Cross-jurisdictional agreements designed to standardize regulatory requirements and post-disaster waivers.
- ☐ Reporting guidelines to ensure the County EOC and other coordination centers receive timely and accurate information concerning lifeline assessments and restoration.
- ☐ Demobilization process for emergency workers assigned to restoring lifelines.

2. Develop and Maintain Training and Exercise Programs

- ☐ Conduct and document training and exercises which include lifeline sectors.
- ☐ Develop and deliver training on lifeline restoration processes.
- ☐ Document how you collect and disseminate best practices in mitigating potential damage and restoring lifelines.
- ☐ Document customer outreach regarding what to expect from your agency/ jurisdiction following a major incident, together with recommended preparedness steps.

3. Direct Mechanisms to Facilitate the Restoration of Lifelines

- ☐ Incorporate the following into the Lifeline Restoration plan:
- ☐ A list of entities affected by loss of lifeline infrastructure.
- ☐ Those resources required to manage and restore lifeline operations.
- ☐ Any anticipated obstacles to restoration, and possible "work-arounds."
- ☐ Plan for fuel delivery and re-supply for onsite restoration operations.
- ☐ Plan to provide lifeline services via alternate means.
- ☐ Communications plan to facilitate coordination among restoration personnel.
- ☐ Develop coordination between lifeline management and the County and agency EOCs.

4. Activating the Restoration of Lifelines

- ☐ Construct the Lifeline Restoration Plan to include the following:
- ☐ Process you will use to notify lifeline restoration personnel.
- ☐ Process you will use to mobilize the lifeline restoration personnel.
- ☐ Process you have in place to mobilize appropriate equipment and other resources.

5. Implementing the Restoration of Lifelines

- ☐ Specify in the Lifeline Restoration Plan how you will direct and control the restoration activity.
- ☐ Identify the feedback mechanisms in the plan to keep the EOC informed.
- ☐ Document the ways and means, if Mutual Aid will be used in lifeline restoration operations.

- ☐ Identify any pre-event contracts in place to provide for private sector assistance in restoration work.

- ☐ Establish and publish Documentation requirements for lifeline restoration operations. Identify who is responsible to capture the documentation.

6. Demobilization of Lifeline Restoration Operations

- ☐ Establish a Demobilization Unit and assign responsibilities for demobilizing restoration operations.

- ☐ Develop plan to return personnel and equipment to normal operations. Address both integral and mutual aid resources.

12. Target Capabilities List Economic and Community Recovery

Economic and Community Recovery is the capability to implement short and long term recovery and mitigation processes after a disaster. This includes identifying the extent of the damage, conducting thorough assessments and providing the coordination and support needed for recovery and restoration of activities to minimize future loss from similar events. This checklist is developed from guidance provided in the Economic and Community Recovery Checklist in the DHS Target Capabilities List. As you develop your respective department recovery annex, note that not every item in this checklist will apply to every department.

1. Develop and Maintain Plans, Procedures, Programs and Systems

- ☐ Prepare a Department Continuity of Operations (COOP) Plan to ensure continuity of department operations.
- ☐ Identify protocols for ready access to emergency workers and qualified people. Develop a list of people with skills needed for economic and Community Recovery (appraisers, insurance company reps, Chamber of Commerce liaisons, Volunteers Active in Disasters (VOAD), etc.) and a process in place to validate their currency and credentials.
- ☐ Develop a process to mobilize personnel to support economic and community recovery operations.
- ☐ Develop a process you will use to assess and prioritize community needs.
- ☐ Develop procedures to notify the public about disaster relief programs.
- ☐ Develop procedures to mobilize recovery efforts, to demobilize those resources and return them to normal operations, and to properly document these actions.
- ☐ Link your recovery and mitigation planning efforts to the Continuity of Operations (COOP) Plan, to ensure they are coordinated.
- ☐ Include private sector and volunteer agency input in your planning process. Document their contributions.
- ☐ Ensure you have appropriate insurance coverage in force, especially NFIP coverage, if appropriate; earthquake and fire coverage; liability coverage; vehicle coverage, etc.

- ☐ Spell out how you intend to locate and recall staff, when needed.
- ☐ Ensure that the department recovery annex addresses key community functions and critical infrastructure related to your department's mission.
- ☐ Ensure that your recovery annex includes a process to prioritize the recovery sequence, and the process for requesting State and Federal aid, and the anticipated process for establishing long term recovery priorities.

2. Develop and maintain Training and Exercise Programs

- ☐ Develop a program to train personnel to use the recovery annex.
- ☐ Prepare a plan and schedule for exercising the recovery annex.

3. Direction and Control of Economic and Community Recovery Operations

- ☐ Develop policy and procedures for activating the recovery annex.
- ☐ Appoint a lead person responsible for Economic and Community Recovery with respect to your department mission.
- ☐ Develop a process to coordinate with State and regional entities to provide support of community recovery and rehabilitation services.
- ☐ Develop a process to collect and document the information required for State and Federal assistance. Specify coordination involved.
- ☐ Develop mechanisms to establish long term recovery goals.
- ☐ Include reference to the King Co. Debris Management Plan and how you intend to implement debris management strategies.
- ☐ Develop or document the review process to evaluate existing codes, and a process to consider any changes in code.
- ☐ Develop a process to initiate coordination with the private sector, non-profit sector, NGOs and other levels of government concerning long term recovery.
- ☐ Develop procedures to assess and document the social and economic consequences of a major incident.
- ☐ Develop procedures to monitor the progress and effectiveness of recovery policies and strategies in your recovery annex.
- ☐ Develop procedures to implement property damage mitigation measures.
- ☐ Develop procedures to provide public information concerning instructions to the public, progress of recovery, availability of programs, and addressing unmet needs.

4. Assessment and Prioritization of Recovery Needs

- ☐ Develop procedures to conduct post-incident assessment and planning for long-term recovery needs.
- ☐ Specify the procedures you use to assess and forecast the economic needs of victims. Include the process to assess business recovery needs.
- ☐ Develop procedures to notify residents, businesses, private non-profits, and government agencies of available relief programs.
- ☐ Develop procedures coordinate and support local, State and Federal relief programs for residents, businesses, private non-profits, and government agencies.
- ☐ Develop procedures you will use to work effectively with FEMA Recovery programs to meet regulatory timelines and requirements.
- ☐ Develop steps you will take to assess housing needs following a major incident.
- ☐ Prepare procedures to develop, coordinate, and support preliminary temporary housing plans.
- ☐ Prepare procedures to assess and support unmet family and social needs and support services. Include procedures to assess the needs of victims with special functional needs and to coordinate with service providers to persons with special needs.

5. Demobilization of Economic and Community Recovery

- ☐ Develop documentation procedures and assign responsibility for proper documentation of demobilization activities.
- ☐ Assign responsibilities for developing and implementing a demobilization plan to return workers and equipment to normal operations.

Appendix: E

Agreement to Assume Risk of Entering Endangered Structures

I wish to enter the area of the City which has been closed to the public and to enter the structure located at _____ (hereafter referred to as "the structure") to remove merchandise and/or other personal property.

I recognize that the time to enter will be established by the City Manager or designee and that permission to enter or remain in the structure and the restricted area may be revoked by the City at any time.

I recognize the extreme risks to my personal safety created by the prevailing emergency condition and acknowledge that this condition poses an immediate risk to me. I also recognize and assume all risk of entering the restricted area and the structure, including risks created by the active and passive negligence of the City of Shoreline.

In exchange for being permitted to enter the building, I waive all claims I may have now or in the future against the City, and agree to hold the City harmless from and to defend the City against all claims resulting from or related to the City's decision to allow me to enter the restricted area and the structure, including attorney's fees and other costs of litigation.

_____ _____
Premises Address Signature

_____ _____
Date Print Name

Staff Person Issuing Agreement:

_____ _____
Name Signature

_____ _____
Date Department

Appendix: F

Debris Management Plan

REQUEST INTERNAL DOCUMENT

Appendix: G

Damage Assessment Annex: CEMP ESF 3 Appendix E

REQUEST INTERNAL DOCUMENT

Appendix: H

City of Shoreline Continuity of Operations/Continuity of Government Plan (COOP/COG)

REQUEST INTERNAL DOCUMENT

Appendix: I

Definitions

The following are definitions often used in the context of disaster recovery:

Authorized Official - An individual authorized under Revised Code of Washington 38.52 and Washington Administrative Code 118-043 to direct the activities of emergency workers. These individuals are the Adjutant General of the Military Department or designee of a local emergency management agency, the chief law enforcement officer or designee of a political subdivision, or other such officials as identified in ESF 9- Search and Rescue of a local comprehensive emergency management plan.

Authorized Organization - A state or local agency authorized under Revised Code of Washington 38.52 and Washington Administrative Code 118-04 to register and/or employ emergency workers. These agencies are: The Military Department, Emergency Management Division, local jurisdiction emergency management agencies, and law enforcement agencies of political subdivisions.

Catastrophe - An event, expected or unexpected, in which a community, because of the severity of the event, is unable to use its resources, or the need for resources has greatly exceeded availability; and the social or economic structure of the community has been disrupted; and the fulfillment of the community's essential functions are prevented, and the community is incapable of responding to or recovering from the effects of the event without massive and prolonged outside help.

Disaster - An event expected or unexpected, in which a community's available, pertinent resources are expended; or the need for resources exceeds availability; and in which a community undergoes severe danger; incurring losses so that the social or economic structure of the community is disrupted; and the fulfillment of some or all of the community's essential functions are prevented.

Disaster Recovery Center (DRC)- A temporary facility where, under one roof, representatives of Federal agencies, local and state governments, and voluntary relief organizations can process applications from individuals, families, and business firms.

Joint Field Office (JFO) - The office established in or near the designated area to support federal and State response and recovery operations. The Disaster Field Office houses the Federal Coordinating Officer (CFO) and The Emergency Response Team (ERT) and where possible, the State Coordinating Officer (SCO) and support staff.

Direct Federal Assistance (DFA) - Emergency work or assistance, beyond the capability of state and local jurisdictions, which is performed by a federal agency under mission assignment from FEMA.

Emergency - An event, expected or unexpected, involving shortages of time and resources; that places life, property, or the environment in danger; that requires response beyond routine incident response resources.

Emergency Coordination Center (ECC) - See Emergency Operations Center (EOC).

Emergency Management - The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate from, prepare for, respond to, and recover from emergencies and disasters.

Emergency Operations Center (EOC) - A designated site from which public, private, or voluntary agency officials can coordinate emergency operations in support of on scene responders.

Emergency Worker - Any person, who is registered with a local emergency management organization or Washington State, and holds an identification card issued by the local emergency management director or the State for the purpose of engaging in authorized emergency management activities or is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

Federal Coordinating Officer (FCO) - The individual appointed by the Federal Emergency Management Agency Director (by delegation of authority from the President) to coordinate assistance in a federally-declared disaster.

Federal Emergency Management Agency (FEMA) - Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation, preparedness, response, and recovery. FEMA manages the President's Disaster Relief Fund, and coordinates the disaster assistance activities of all federal agencies in the event of a presidential disaster declaration.

Federal Emergency Response Team (ERT) - An interagency team, consisting of the lead representative from each federal department or agency assigned primary responsibility for an Emergency Support Function and key members of the Federal coordinating Officer's staff, formed to assist the Federal Coordinating Officer in carrying out his/her coordination responsibilities in support of a State's request for Federal Assistance.

National Response Framework (NRF) - The Framework, which establishes the basis for the provision of federal assistance to a state and the local jurisdiction, impacted by a disaster or significant emergency that result in a requirement for federal response assistance.

Full Scale Exercise - An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources. The EOC is activated and field command posts may be established. A full-scale exercise is always formally evaluated.

Functional Exercise - Activities designed to test or evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are used.

Governor's Authorized Representative (GAR) - An individual authorized by the Governor to sign amendments to the Federal-State Agreement and to verify the grant applications from the state ad local jurisdictions.

Hazard Mitigation Grant Program (HMGP) - A program authorized under Section 404 of the Stafford Act, which provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

Incident - An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.

Incident Command System (ICS) - An all-hazard, on-scene functional management system that establishes common standards in organization, terminology, and procedures.

Individual Assistance (IA) - Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses which include disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs.

Individual and Households Program (IHP) - The program authorized under Section 411 of the Robert t. Stafford disaster Relief and Emergency Assistance Act for the purpose of making grants to individuals and families whose disaster related serious needs or necessary expenses cannot be satisfied by any other federal, state, or volunteer program. The grant program is normally seventy five percent federally funded and twenty five percent state funded. The state administers the program.

Joint Information Center (JIC) - A facility that is used by the affected utility, state, County and City to jointly coordinate the public information function during a nuclear or chemical facility emergency.

Major Disaster - As defined in federal law, is " any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other technological or human caused catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance in alleviating the damage, loss, hardship, or suffering caused thereby."

Military Department - Refers to both the Emergency Management Division and the National Guard.

Mission Assignment – A task assigned by the Federal Emergency Management Agency to any capable federal agency to provide necessary disaster assistance not available under other statutory authorities. The task may involve logistical and personnel of Federal assistance as well as direct federal assistance to state and local jurisdictions.

Mitigation - Actions taken to eliminate or reduce the degree of long term risk to life, property, and the environment from natural and technological hazards. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Examples of mitigation

are: building and fire codes, land acquisition equipment and computer tie downs, safety codes, statutes and ordinances.

Preliminary Damage Assessment (PDA) - The joint local, state, and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The preliminary Damage Assessment is documented through surveys, photographs, and other written information.

Preliminary Damage Assessment Team - An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state, and local representatives to do an initial damage evaluation to sites damaged.

Preparedness - Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include continuity of government, emergency communications, emergency operations centers, emergency operations plans emergency public information materials, pubic education programs, exercise of plans mutual aid agreements, stocking of disaster supplies, training of emergency response personnel, and warning systems.

Presidential Declaration - Formal declaration by the President that an Emergency or Major Disaster exists based upon the request for such a declaration by the Governor and with the verification of FEMA preliminary damage assessments.

Primary Agency - A state agency or agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of their having the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific Emergency Support Function (ESF), with ESF delivery assistance, if requested, from the state EOC. An example of a primary agency is the Department of Transportation for ESF 1 - Transportation.

Project Worksheet - A description of the disaster damage caused to property of a State or local government and estimated repair costs based upon Federal Emergency Management Agency eligibility criteria. Damage Survey Reports establish the basis on an eligible claim for a financial grant under the Federal Emergency Management Public Assistance Program.

Public Assistance (PA) - Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

Recovery - Activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, restoration of transportation assets such as roads, airports and transit systems, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing and business resumption full scale.

Recovery Restoration Task Force (RRTF) - In the wake of a catastrophic disaster, the Governor may direct the formation of the RRTF. Its purpose is to guide, recommend and

coordinate efforts to restore normalcy to areas adversely impacted by the disaster. The RRTF will determine the extent of economic impacts on residents, businesses, as well as the ecological impacts on land and property.

Response - Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.

Robert T. Stafford Disaster Relief and Emergency Assistance Act - (Public Law 93-288, as amended by Public Law 100-707) - The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of Federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal as necessary, and provision of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

State Coordinating Officer (SCO) - The individual appointed by the governor to act in cooperation with the Federal Coordinating Officer to administer disaster recovery.

Support Agency - An agency designated to assist a specific primary, or joint primary agency, with available resources, capabilities, or expertise in support of Emergency Support function (ESF) activities, under the coordination of the primary, or joint primary, agency. An example of a support agency is the Department of Agriculture for ESF 8, Health and Medical Services.

Table Top Exercise - An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

Training Event - A planned, non-emergency activity for the development, maintenance, or upgrading of emergency worker skills.

Washington State Emergency Management – The Washington State Military Department, Emergency Management Division.