

Emergency Operations Plan: City of Soap Lake, WA



By Steven Pavlov - Own work, CC BY-SA 3.0, <https://commons.wikimedia.org/w/index.php?curid=16008802>

Adopted: 09/20/2017

To All Recipients:

This is the Emergency Operations Plan for the City of Soap Lake, Grant County Washington. It provides a framework for the use in performing emergency functions during a major emergency or disaster in the City of Soap Lake.

This Emergency Operations Plan includes the five phases of emergency management. They are:

Preparedness - those activities developed to save lives and minimize damage;

Prevention - those activities that eliminate or reduce the probability of an incident;

Response - immediate activities that prevent loss of lives and property and provide emergency assistance; and

Recovery - short and long term activities that return all systems to normal or improved.

Mitigation – activities that will reduce the probability of another disaster or reduce the effects.

This plan is prepared in accordance with Federal and Washington State statutes. It will be tested, revised and updated where required. All recipients are encouraged to suggest revisions to the City of Soap Lake Emergency Operations Plan regarding recommendations for improvements.

Signed:

_____, Mayor

Attested By:

_____, City Clerk

Legal Review Performed By:

_____, City Attorney

Table of Contents

Table of Contents	3
Executive Summary	4
Scope	4
Situation	5
Characteristics	5
Geographic Description	5
Demographic Description	5
Designated Areas of Interest	5
Special Events	5
Economic Base and Infrastructure	5
Hazard Analysis	8
Wildfire	8
Hazardous Materials	8
Winter Storms	8
Summer Storms	8
Radiological Emergencies	8
National Emergency/Terrorism	9
Local Emergency/Terrorism	9
Dam Failure	9
Urban to Rural Evacuation	9
Extended Power Outage	9
Volcano/Earthquake	9
Hanford Radioactivity	10
Concept of Operations	11
Organization	12
Responsibilities	13
Plan Development and Maintenance	14
Scheduled EOP Maintenance	14
Scheduled EOP Testing (Exercises)	14
Annex 1.0 – Direction and Control	16
Annex 2.0 – Alert and Warning	18
Annex 3.0 – Communications	19
Annex 4.0 – Department of Public Works	20
Annex 5.0 – Emergency Public Information	21
Annex 6.0 – Evacuation	23
Annex 7.0 – Fire and Rescue	25
Annex 8.0 – Hazardous Materials	27
Annex 9.0 – Law Enforcement	30
Annex 10.0 – Shelter	31
Annex 11.0 – Shelter In Place	32
Glossary of Terms/Acronyms	33
Record of Changes	34

Executive Summary

This plan is a local level integrated emergency management manual. It is designed to describe the emergency-disaster response of the City of Soap Lake Washington.

The plan goal is to provide a means to utilize all available resources to **MITIGATE** or prevent potential emergencies or disasters whenever possible, **PREPARE** to deal efficiently with the effects of inevitable events, **RESPOND** to the needs to save lives and protect property, and promote a means to **RECOVER** rapidly from unavoidable damages.

The plan is intended to be both “generic” and “hazard specific”, covering the entire range of emergency disaster situations, from natural disasters to humans-caused disasters and technological hazards.

The plan is a reference of emergency-disaster information and the basic source data considered necessary to accomplish various types of emergency response. It is designed to bring the user to the point of knowing *what* is to be done and *who* will do it. It may include information relative to *when* and *where* the response will be effective, and even *why* it will be done.

While there can be no complete plan covering all potential emergencies, citizens are encouraged to be familiar with this plan and to actively participate in their own preparations for any possible emergencies.

Scope

This plan applies to all participating departments and agencies of the jurisdictions contained within the geographical boundary of the City of Soap Lake.

Situation

Characteristics

The City of Soap Lake is located in Grant County, Washington on the shores of Soap Lake. Coordinates are 47°23'18"N 119°29'15"W and encompasses an area of 1.25 square miles.

Geographic Description

The City of Soap Lake is located in the center of the state of Washington, 20 miles north of Interstate 90 between Seattle and Spokane. It lies at an elevation of 1,106 feet (337 m). Soap Lake in Grant County lies along the major north/south Washington State Route 17 and is at the intersection with Washington State Route 28. It is the gateway to Sun Lakes State Park and the Grand Coulee Dam recreation areas. A map illustrating the areas covered by the plan is shown below. The nearest towns are Ephrata, Quincy, Stratford, and Wilson Creek. Moses Lake lies 20 miles to the southeast along Washington State Routes 28/17.

Demographic Description

The City of Soap Lake had a population of 1,514 at the 2010 census, with a current population of approximately 1,740 people (as per Wikipedia). The jurisdiction is also a popular base for outdoor adventurers including hikers, boaters and fishermen. A large number of tourists visit Soap Lake spas and resorts each year to partake of the high concentration of minerals in the waters of Soap Lake.

Designated Areas of Interest

Soap Lake is the gateway to Sun Lakes-Dry Falls State Park which is approximately 20 miles to the north along Washington State Route 17. Also located in downtown Soap Lake is the highly regarded Masquer's Theater.

Special Events

Yearly events include Hydroplane races, Memorial Day events, Smokiam Day parade and fireworks, and a Pow Wow.

Economic Base and Infrastructure

The City of Soap Lake's economy is supported by various restaurants, spas, campgrounds and hotels serving guests who come for the healing waters of this unique meromictic lake. There is one grocery store, two gas stations and a number of churches. McKay Healthcare and Rehab is a 42 bed skilled nursing facility providing a continuum of care including professional nursing, rehabilitative therapy and support services to residents. The nearest full service hospital is located in the neighboring town of Ephrata.

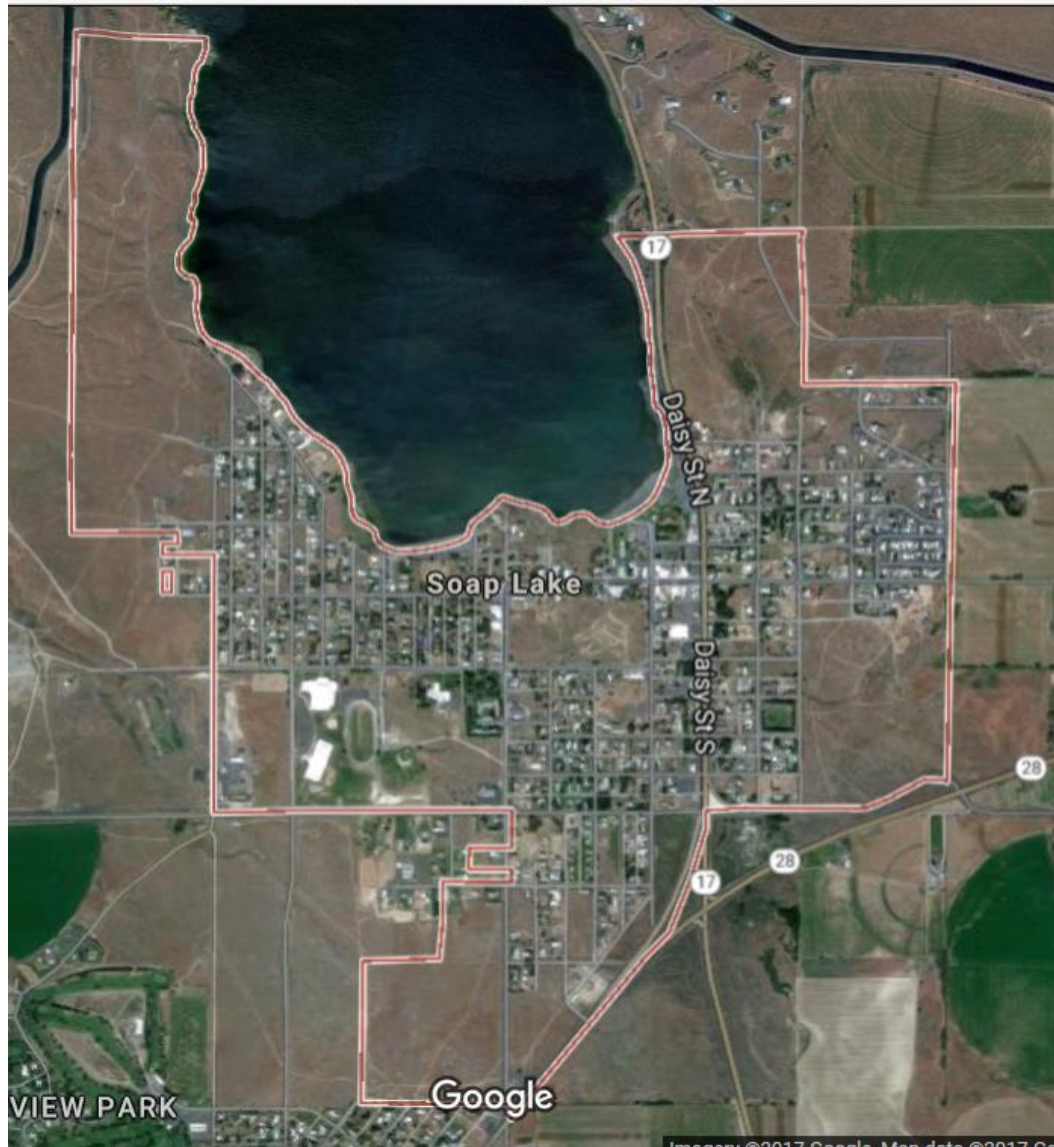
The nearest airport is located in Ephrata, 5 miles to the south, designed to handle medium bombers during World War II. The tower is normally not staffed. Moses Lake is 20 miles to the southeast and has an airport designed to handle B-52 bombers and is an optional landing facility for space craft. It has a full function tower and is used for large commercial aircraft testing and training and also firefighting aircraft.

There are limited open areas within the City of Soap Lake. Several farm fields are to the west, south and east suitable for vertical take-off and landing aircraft. The relatively shallow lake is to the north.

The City of Soap Lake employs law enforcement personnel and maintains a local Police Department.

The City of Soap Lake is part of Grant County Fire District #7.

The City of Soap Lake School District #156 provides Kindergarten through 12th grade education in two adjacent facilities.



Hazard Analysis

Wildfire

Wildfires are a frequent hazard with the potential to cause loss of property and injuries or death. Some recreation and retirement homes with single access roads may be in jeopardy. Fire detection methods are basically good, with special efforts being made during fire seasons.

Hazardous Materials

Hazardous material incidents are among the hazards which could impact the City of Soap Lake. Various hazardous materials commonly transit on Washington State Routes 17 and 28 as well as the BNSF Railway system 2 miles to the southeast. The railroad crosses over Washington State Route 17 via a steel trestle, potentially severing access to Soap Lake. Hazardous materials could also be transported on other roads. Fuels, agricultural products such as anhydrous ammonia and wastewater treatment effluent are some of the potential hazardous materials to be considered.

Winter Storms

Winter storms with snow, ice and freezing temperatures in various combinations are fairly commonplace in the City of Soap Lake. The city has limited equipment to handle most winter emergencies. A potential for emergency exists when such storms also result in loss of electric power, leaving people without adequate heating capability. Heavy wet snows of early fall and late spring cause most power failures, however ice storms can also cause power outages. All areas in the City of Soap Lake are subject to the risk of winter storms.

Summer Storms

Summer storms and/or windstorms are relatively frequent natural events causing property damage in The City of Soap Lake; however, the probability of a severe storm resulting in injuries or requiring an evacuation is low. Some windstorms may result in downed trees, damaged telephone and power lines. Excessive heat and the potential for thunderstorms with lightning are common. Occasional heavy rains do not pose a major flood risk. All areas of the City of Soap Lake are subject to the risk of severe summer storms.

Radiological Emergencies

There are no major medical facilities in The City of Soap Lake; however, radiological emergencies may occur as a result of transportation accidents involving vehicles carrying radiological materials through the City of Soap Lake.

National Emergency/Terrorism

A national emergency or terrorism incident could impact the City of Soap Lake directly or indirectly. Since The City of Soap Lake is dependent upon outside resources for a large percentage of food and fuel supplies via highway, any situation which might affect this system could have an impact upon the City of Soap Lake's population.

Local Emergency/Terrorism

A local emergency or terrorism incident would impact the City of Soap Lake directly. Examples might include threats called into local schools.

Dam Failure

Dry Falls Dam is a rockfaced earthfill type dam located in Grant County near Coulee City, built as part of the Bureau of Reclamation's Columbia Basin Project. Dry Falls Dam is maintained by the Bureau of Reclamation. The City of Soap Lake must be prepared to respond to any activities impacting the Dry Falls Dam.

Urban to Rural Evacuation

Rural emergency planning efforts have focused more on addressing the needs of rural residents and have not accounted for potential population surge from neighboring urban areas in the event of disaster. In many areas, rural infrastructure and capacities are likely to be stretched thin or possibly overwhelmed.

Extended Power Outage

The city should be prepared for power outages that last more than a few days. Power loss could be a potentially severe problem if it occurs in the hottest or coldest months of the year. Vulnerable citizens may have to be relocated to nearby facilities with generators, food and access to medical care.

Volcano/Earthquake

Earthquakes, while rare in Central Washington, have a potential for damage to property and/or cause loss of power. As we know from the Mount St. Helen volcanic eruption, ash could cause massive property damage, loss of power, disruption of emergency routes as well as make it difficult to supply local supermarkets and stores. If the problem is severe enough, evacuation may be required.

Hanford Radioactivity

Hanford Nuclear Site is roughly 75 miles south of Soap Lake. Although the facility currently represents no danger to surrounding communities, the possibility exists of an accident resulting from the release of radioactive waste. The recent collapse of a tunnel filled with radioactive waste, although quickly contained once discovered, indicates that living in proximity to a nuclear waste storage area does pose potential challenges. The community may be called upon to shelter in place or evacuate quickly since any wind could bring contamination in only a few hours. Plans would be coordinated with Grant County and the State of Washington as well as with any Federal Agencies acting in response to a situation.

Concept of Operations

Operations conducted under this plan require a rapid and coordinated response by every City of Soap Lake agency, private institution, or other non-governmental agency. Implementation of operations must be as self-triggering as possible and not dependent upon the presence of a particular individual.

The City of Soap Lake Office of Emergency Management will be the local coordinating agency for all activity in connection with Grant County Emergency Management.

The primary local Emergency Operations Center (EOC) will be held in the city hall building located at 239 2nd Ave S.E.

In the event that the primary EOC is not available, a secondary EOC will be held in the wastewater treatment facility located at the intersection of Gingko and 2nd Ave SW.

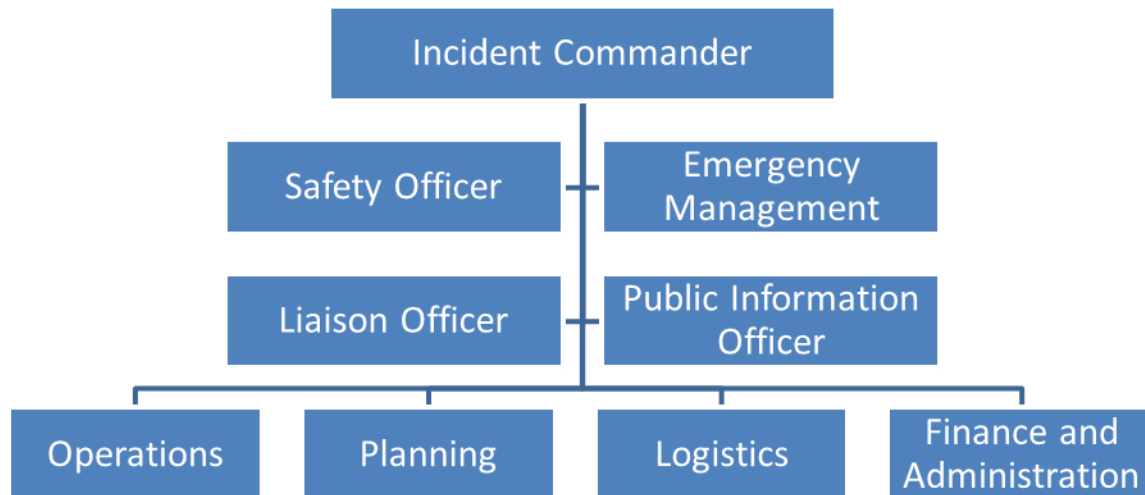
As of 2017, the city is in the process of developing a mobile EOC.

The Grant County EOC located on the county fairgrounds is also available for use by the City of Soap Lake officials upon request to the Grant County Emergency Management Agency (EMA). The Grant County Fairgrounds are located at 3953 Airway Drive NE in Moses Lake.

1. Operation of the plan commences when the City of Soap Lake Emergency Management Director (EMD) or a designated representative, determines that the severity or length of the situation warrants plan implementation to reduce the threat to life and property.
2. Alert and order the mobilization of the City of Soap Lake Emergency Management Organization along with notification to Grant County Emergency Management. Grant County Emergency Management must be notified immediately with requests for support as state and federal disaster response resources available for immediate deployment are limited.
3. Activate the City of Soap Lake Emergency Operations Center. Size and composition of the Staff is to be determined by the magnitude of the disaster per standard operating procedures in place.
4. Alert the general population of the disaster or impending disaster through all means available.
5. Arrange for the evacuation of threatened areas, as necessary.

Organization

1. The organization for this plan follows an Incident Command System (ICS) structure which identifies an Incident Commander who is responsible for all aspects of the response. The Incident Commander will generally be assigned from Fire or Law Enforcement departments.



2. The Mayor and City Council of the City of Soap Lake will convene to perform legislative and administrative duties as the situation demands, and shall receive reports relative to Emergency Management activities.
3. The Emergency Management Director (EMD), under the supervision of the Mayor and Council, shall be responsible for the planning, coordination and operation of the Emergency Management activity in the City of Soap Lake.
4. The employees, equipment and facilities of all the City of Soap Lake departments and boards will participate in the emergency management activity as appropriate within their capabilities and assigned responsibilities.
5. Duties assigned to a City of Soap Lake department shall be the same or similar to the normal duties of the department.
6. The EMD shall oversee the recruitment of volunteer agencies to augment the personnel and facilities of the City of Soap Lake for emergency management purposes.

Responsibilities

The emergency tasks are related to day-to-day activities assigned by existing law, where applicable. Several have been added or extended to cope with emergency situations. Resources available to the City of Soap Lake government are described in the appropriate annexes. If additional supplies and resources are needed, normal supply methods will be utilized.

Responsibility for the functions of each position shall rest with the EMD unless/until the position is delegated to other personnel.

Plan Development and Maintenance

City officials and dedicated citizens developed this Emergency Operations Plan for the City of Soap Lake. It is implemented with the complete knowledge of all individuals and organizations with assignments or responsibilities in the plan. Participants have agreed to perform emergency response functions to the best of their ability within the guidelines provided and with full recognition of Good Samaritan Guidelines.

It is intended that this Emergency Operations Plan be the primary guidance for emergency or disaster operations.

Scheduled EOP Maintenance

The Emergency Management Director and elected administrative officials will be responsible for keeping this plan up-to-date by an annual review.

It is recommended that a walk-through comprehensive review of the EOP be conducted annually by the Emergency Management Director, Police Chief, Fire Chief and members of the council to identify where updates to the EOP are required. Notification of revisions should be issued to all holders of the plan. Revisions to the plan should be noted in a change control section and a copy of the full plan will be made available to the public through the City of Soap Lake website and other media as appropriate.

Scheduled EOP Testing (Exercises)

Testing this EOP annually ensures its ongoing effectiveness especially where changes to personnel, operating methods, and equipment are involved. This is also true where Mutual Aid Agreements and personnel contacts with surrounding communities exist.

The Emergency Management Director will initiate the exercises and chair a committee that will evaluate the response. He/she will also be responsible for the implementation of procedural improvements.

A Post-EOP Test Evaluation should be conducted to determine the overall effectiveness of the city response. Also updates to the EOP with this resulting information will assist in maintaining its effectiveness.

In addition to annual testing of the plan, an assessment of this plan should also be completed after each incident that required the plans implementation.

- A. Were the appropriate persons notified and is the documented contact information current?
- B. Were responders informed of the hazards of the materials at the scene prior to entry? Were additional materials discovered after the initial size up? Was the recommended personnel protective equipment appropriate to all exposure hazards discovered?
- C. Was response equipment in working order?
- D. Were all persons at risk evacuated to a safe area?
- E. Was the public kept advised of the severity of the incident and the progress of corrective actions?
- F. Was a person assigned to create a log of all events and associated notes?
- G. Was a white board or other option used to track event log and notes? Were contents of white board preserved for later review?
- H. Were all written reports properly prepared and filed?
- I. Did all aspects of the response comply with current OSHA, Health Department, Agency of Natural Resources, and Department of Public Safety regulations?
- J. Was the level of training sufficient to handle the incident or is additional training required?

Annex 1.0 – Direction and Control

Role of the Emergency Operations Center

Situation

The primary local Emergency Operations Center (EOC) will be held in the city hall building located at 239 2nd Ave S.E.

In the event that the primary EOC is not available, a secondary EOC will be held in the wastewater treatment facility located at the intersection of Gingko and 2nd Ave SW.

As of 2017, the city is in the process of developing a mobile EOC.

The County Emergency Operations Center located on the county fairgrounds is also available for use by the City of Soap Lake officials upon request to the Grant County Emergency Management Office. The Grant County Fairgrounds are located at 3953 Airway Drive NE in Moses Lake.

The EOC will be activated if a disaster/emergency identified in the hazard analysis has exceeded, or is expected to exceed the city's normal capability to respond.

The decision to order activation of the EOC will be made by direction of the Emergency Management Director (EMD) as established in the city's Emergency Operations Policy.

Concept of Operation:

1. The first person at the EOC has responsibility for ensuring that primary staff, including Public Information Officer (PIO), have been notified (not necessarily perform the actual notification) and Grant County Emergency Management has been notified.
2. The EMD will arrange for additional telephones or extensions in the EOC if needed.
3. The EMD will assign a recorder to create a log of activities completed with notes.
4. The EMD will establish communications with response operations in the field using any means of communication available and coordinate the municipal response.
5. The EMD will determine if arrangements need to be made for prolonged operation of the EOC. If so, the EMD will make arrangements for staffing the EOC and provide EOC workers with food, water, shelter and sleeping accommodations as necessary.
6. The PIO should prepare to communicate information and advice to the general public and be prepared to brief media and answer questions.
7. Determine procedures for damage assessment and recovery operations.

Organization and Responsibility

The Primary Emergency Operations Center Staff should consist of, but will not necessarily be limited to:

- Emergency Management Director (EMD)
- Fire Chief
- Law Enforcement
- Public Information Manager (PIO)
- City Clerk
- Block Coordinator/Volunteer

In the event of an emergency response that requires additional staff for the EOC, the EMD will call on other city employees and volunteers as necessary.

Logistics

Communication during an emergency will be by any means available including land line telephone, cell phone, internet, two-way radio, HAM Radio, runner, etc. Department heads have a responsibility for providing communications to their department member by any means available, preferably by radio.

The following supplies required for EOC operation should be stored at both primary and secondary locations and be reviewed/replenished during the yearly EOP test exercise.

- Maps and Charts
- White Board
- Markers
- Printer
- Radios
- Batteries for known equipment

The following information as applicable will be collected and documented:

- Deployment of personnel
- Location of vehicles
- Lodging (Shelter) areas
- Location of incident command post
- Location and nature of problem(s)
- Weather information
- Type and location of disaster area
- Location and identified high hazard areas
- Other pertinent information

Annex 2.0 – Alert and Warning

Situation

Warning time will vary depending on the hazard speed at onset. Time available can vary from ample to none but any warning time will allow city officials time to evaluate necessary actions. A requirement for warning may be local, area, state or national in origin.

Primary notification of an impending emergency is provided by MACC911.

Door-to-door warning may be necessary for part of the population. Emergency vehicles are equipped with PA systems.

Concept of Operations

1. The MACC911 dispatchers may contact the Emergency Management Director (EMD), Police Chief and Fire Chief, or their assigned representatives, through the normal channels. Grant County Emergency Management and the Incident Commander will alert personnel as required using any means available.
2. The EMD will alert the municipal departments to relay any hazard information that is needed by those parties.
3. Warning is disseminated through all appropriate systems to affected jurisdictions and the public. The EMD may request activation of the Emergency Alert System (EAS) through MACC911 and Grant County Emergency Management. The EMD may also contact local radio stations to assist with public warning.
4. The EMD will designate a Public Information Officer. The Public Information Officer (PIO) will be responsible for communicating pertinent information regarding the disaster in a timely manner.
5. If necessary, the EMD may also request assistance of the Incident Commander for warning vulnerable populations. In the event of an evacuation or other immediate action (shelter in-place), door-to-door warning may be needed to alert vulnerable populations and/or those without power. The Incident Commander may call upon all available resource to effectuate door-to-door warnings in a timely manner.

Annex 3.0 – Communications

Situation

The Incident Commander will be responsible for the coordination of emergency communications activities during an emergency. The Soap Lake Emergency Management Director and Public Information Officer will coordinate communications outlined in this Emergency Operations Plan.

Local radio and other media will be utilized for emergency warning and instructions to the public.

Concept of Operations

The primary Emergency Operations Center (EOC) will be located at the Soap Lake City Hall. In an emergency, communications through the EOC will be by any means available, preferably by telephone or radio using any available numbers and frequencies.

The primary EOC has three telephone lines.

In addition to telephone communications the fire department can utilize portable radios to maintain communications with operations in the field. In the event of an emergency, the department will utilize event or scene channels per their normal procedures.

Another important communications resource to the EOC is the County ham radio operators' organization. HAM operators are equipped with their own portable radios which operate on the ham radio frequencies. Assistance from this team may be requested through Grant County Emergency Management.

Some communications may be available through law enforcement but the system is encrypted and not available to be monitored by the general public.

Annex 4.0 – Department of Public Works

Situation and Assumptions

The City of Soap Lake maintains a municipal Public Works Department that supports road maintenance, city water, wastewater treatment and other public works functions.

In the event of an emergency, the City may employ the services of local contractors to assist with the debris clearance and other public works functions.

Assistance may also be requested through Grant County Emergency Management.

Concept of Operations

1. The Emergency Management Director in conjunction with Public Works will determine the extent of the emergency response. All Public Works personnel needed for the response may be called-in or placed on stand-by.
2. Public Works will maintain communications with the Emergency Operations Center, if activated, to provide direction and coordination of public works functions.
3. Responsibilities of the Public Works Department in assisting municipal emergency response include:
 - Normal operation of the Public Works Department
 - Keeping proper authorities informed of situation
 - Assisting in other aspect of the municipal response as requested by the Emergency Management Director
4. Public Works personnel will be following standard operating procedures at time of incident.

Annex 5.0 – Emergency Public Information

Situation

During a disaster response, emergency public information is need to inform the public about the disaster, provide information about any steps they should take to protect themselves from the effects of the disaster, and control rumors and misinformation.

The City of Soap Lake will provide accurate and official information and instructions to the people through all available media before, during, and after emergencies. The municipality may request emergency public information resource assistance from the Grant County Emergency Management office.

Concept of Operations

1. The Emergency Management Director may designate a Public Information Officer (PIO) to assist with the release and dissemination of emergency public information. The PIO shall be the sole point of contact for media inquires and the release of public information regarding municipal response. If no PIO is designated, the Emergency Management Director or designee will act in the role.
2. The PIO shall report to and work from the EOC. Should it become necessary, a Joint Information Center (JIC) may be established in order to release emergency public information to the broadcast and print media.
3. News releases should include the following information:
 - Public action needed, if any
 - Nature of the disaster
 - Location of disaster
 - Time of disaster
 - Agencies involved with response
 - Scope of agency involvement
4. All releases, information, instructions will be cleared with the Incident Commander and Grant County Emergency Management before being disseminated to the public. Releases concerning bomb threats will be approved through Law Enforcement except for contact information and pick-up locations for students and parents.
5. The County is responsible for providing and coordinating emergency public information for disasters that involve all or parts of the County. The Grant County Emergency Management office may request that municipal PIOs become a part of the County emergency Joint Information system and assist at the County EOC and/or County Joint Information Center.

6. The PIO should maintain a chronological record of media contacts and releases of information and a copy of all press releases.

Annex 6.0 – Evacuation

Situation

The City of Soap Lake has identified emergencies or disasters in its hazard analysis that could require the evacuation of segments of the city's population.

The City of Soap Lake has a capability to offer some assistance for evacuation if necessary. Direction and control can be accomplished through the Emergency Operations Center (EOC). Assistance will be available from local agencies, if required.

The Emergency Management Director (EMD) has the responsibility to recommend evacuation as a viable method of protecting lives before, during, or after disasters or emergencies that may affect the city. This recommendation, time permitting, will be directed to the Mayor and council for implementation and coordination from the EOC.

The Incident Commander may order an evacuation at any time, without prior approval of Grant County Emergency Management or the EMD, if he/she feels there is an immediate threat to the lives of people in the area.

Evacuation will always be away from the danger. Specific evacuations routes will be determined on a case by case basis. The city will assist in evacuation by providing traffic control, security and door-to-door notification, if necessary. Any large scale evacuations that involve multiple towns will be coordinated through the Grant County Emergency Management Office. In addition, the City of Soap Lake EMD may request assistance from the Grant County Emergency Management Office to assist in any evacuation effort.

Concept of Operations:

1. Determine how evacuations, shelter or sheltering-in-place will be accomplished and release this information to the public.
2. In the event of an evacuation for an emergency with little or no warning, the Incident Commander should immediately contact MACC911 and Grant County Emergency Management to activate the city's emergency response plan and request immediate assistance.
3. Alert the general population of the disaster or impending disaster.
4. Coordinate the evacuation of threatened areas, using all available resource to assist with notification of residents, traffic control, notification and transportation of residents with special needs, and security of evacuated areas.
5. Notify those public and private agencies that provide assistance in emergency situations (Red Cross) and establish liaison as necessary.

6. Establish temporary shelter, food, and medical for the evacuees as necessary, including pet/domestic animal care. Evacuees from threatened areas outside of the immediate geographical boundaries may be present.

Logistics

Communications to assist with notification of an evacuation will be by any means available. The Incident Commander or EMD may request activation of the Emergency Alert System by contacting MACC911 and Grant County Emergency Management. Door-to-door notification may be necessary to reach vulnerable populations.

The City of Soap Lake area Schools are set up to serve as a shelter/warming center with Red Cross upon request. Grant County Emergency Management will coordinate with Red Cross if a warming center and/or shelter outside the community is needed.

Annex 7.0 – Fire and Rescue

Situation and Assumptions:

The City of Soap Lake is part of Grant County Fire District #7 (GCFD#7)

GCFD#7 has the primary responsibility of responding to emergencies in the city where a fire or threat of fire may exist.

GCFD#7 has automatic mutual aid with Grant County Mutual Aid.

GCFD#7 personnel assisted in the development of hazard analysis for the City.

Occurrence of an emergency in any of these priority areas, or other hazards not identified, could require a major response from the department or have an effect on their capability to respond to other emergencies.

The mission of the Fire Department in the event of an emergency is to limit or prevent loss of life and property from fires or threat of fires, assist in warning and evacuation and assist and cooperate with other agencies and departments responding to disaster as resources allow.

GCFD#7 is headed by a Fire Chief and is staffed by volunteer firefighters.

If necessary, the Fire Officer-in-charge of the incident has responsibility for requesting additional assistance through dispatch.

Additional resources are made available to the Fire Department through Grant County-wide Mutual Aid.

Operations of the Fire Department require a rapid coordinated response. Implementation must be as self-triggering as possible and not dependent upon the presence of a particular individual. Fire Department Personnel carry pagers and will normally be notified through normal communication channels. A telephone fan-out can be used as a back-up.

Concept of Operations

1. The Emergency Management Director in conjunction with the Fire Chief will determine the extent of the emergency response. All personnel needed for the response may be called-in or placed on stand-by.
2. The Fire Chief will maintain communications with the Emergency Operations Center, if activated, to provide direction and coordination of fire department functions.
3. On-scene command post(s) should be established at the scene with responding agencies reporting on arrival. Communications should be maintained between the command post(s) and the EOC by any means available.

4. Responsibilities of the Fire Department in assisting municipal emergency response include:
 - Normal operation of the Fire Department
 - Responding to fire or threat of a fire
 - Any rescue work needed, then protecting exposures as required and extinguishing fires
 - Assisting other city agencies, if requested, when life or property is threatened.
 - Assisting in dissemination of warning
 - Recommending and assisting in evacuation if situation warrants
 - Requesting assistance from Mutual Aid System and other city agencies/departments
 - Keeping proper authorities informed of situation
 - Assisting in other aspect of the municipal response as requested by the Emergency Management Director
5. If shelters are identified for use, the Fire Chief has the responsibility of fire inspections and of determining that proper procedures for adequate fire controls for shelter occupancy have been completed before hand. The above will be coordinated with the City of Soap Lake Emergency Management Director.
6. Fire Department personnel will be following standard operating procedures at time of incident.

Annex 8.0 – Hazardous Materials

Purpose

Provide a Hazard Analysis of hazardous materials that are located in The City of Soap Lake. The analysis includes fixed facilities as well as hazards on highways. This Annex provides information regarding the City's response to a hazardous materials emergency.

Information regarding follow-up procedures to a hazardous materials emergency is also included. This Annex lists hazmat training and plan exercise requirements.

Situation

Major transportation routes include Washington State Routes 17 and 28. Hazardous materials may transit along these routes, though hazardous materials incidents (most commonly involving fuel) may occur anywhere in the community. If a hazardous materials incident occurs in The City of Soap Lake it may require a rapid, coordinated response from emergency responders such as sheltering in-place or an evacuation of portions of the community.

Concept of Operations

1. Many emergency incidents have the potential to involve hazardous materials. The first responder at the scene must immediately assess this potential; further action should be in accordance with the department's standard operating procedures.
2. The first responder on the scene should refer to the Emergency Response Guidebook (DOT) for Initial Response to Hazardous Material Incident or other certified publication and report findings to MACC911 and Grant County Emergency Management.
3. First person on the scene should serve as a temporary on-scene communications point until the fire department establishes an incident command post.
4. Establish a secure area. Personnel should not enter the incident area without appropriate protective clothing, training, and equipment!
5. Evacuate immediate affected areas and establish and control the incident perimeter.

Alerting and Warning

Public warning of hazardous materials incident can be made over radio and television stations if necessary by activating the Emergency Alert System. EAS can be activated through MACC911 and Grant County Emergency Management. Callers should provide information summarized on the Hazardous Materials Incident Information Form.

Door-to-door warning procedures may be used.

Emergency Information

The Public Information Officer (PIO) will disseminate official information and instructions to the public when in the judgment of the Incident Commander a potential for public harm is present. An emergency message must indicate what has happened, what can be expected to happen, and what measures people should take to protect themselves. Evacuation instructions should explicitly describe the importance of leaving the area quickly and where to go. If an extensive evacuation is required, a shelter will be designated.

A sample emergency message would be “At 00.00, emergency personnel were notified that an incident had occurred, resulting in the release of toxic chemicals. Residents of (the specific area involved) are advised to leave the area immediately.

All efforts are being made to control the release. Local and County officials have been notified. Additional details will be released as they become available.”

All communication text must be reviewed/approved by the Incident Commander and Grant County Emergency Management.

Actions for Citizens

If there is an immediate life-threatening situation, the Incident Commander may order a precautionary evacuation of affected areas.

Law Enforcement

The City of Soap Lake Police Department will play a primary role in establishing traffic control and access control during the early stages of an incident. If an evacuation is ordered, they will also provide security and property protection of homes and businesses in the evacuated area.

Fire and Rescue

Hazardous Materials incidents are often accompanied by fire or injured persons. The Officer-in-Charge shall regulate access to a hazardous materials scene by fire fighters and emergency rescue personnel to control risk exposure. Upon arrival of any HazMat team or EPA representatives, access to the scene will be controlled by the specially trained personnel. Environments where potentially IDLH (Immediately Dangerous to Life and Health) concentrations of any hazardous material may be present are not to be entered by persons that have not been trained and equipped to the Operations or Technician level.

Firefighters are primarily responsible for fighting fires and must avoid unnecessary hazardous materials exposures. Extrication of injured persons will usually involve entry into a hazardous condition. Trained rescue personnel must wear protective equipment and clothing when conducting rescues as indicated by the Incident Commander.

Health and Medical Services

The nearest hospitals are located in Ephrata, Moses Lake and Quincy. Chemical-specific treatment and decontamination protocols for EMS personnel leaving an incident scene will be coordinated by the Incident Commander if the potential for spreading hazardous materials contamination is present. The Incident Commander is also responsible for notifying the hospital of the materials to which incident casualties have been exposed in order that the hospital and EMS services may initiate proper protocols to protect their personnel and equipment.

McKay has the ability to provide limited care in the event of an emergency.

Local Resources

The City has limited personnel and equipment resources for addressing hazardous materials. Grant County Emergency Management can be contacted to request assistance from the HazMat Team, Department of Environmental Protection, and other available resources.

As soon as practical after any response, an inventory check shall be completed of all emergency response equipment owned by the County Fire Department, Police Department, and the Public Works Department. Missing or damaged items or equipment shall be repaired or replaced.

Annex 9.0 – Law Enforcement

Situation and Assumptions

The City of Soap Lake maintains a municipal police force. Police protection and public security are provided by the City of Soap Lake. In the event of an emergency, assistance will be coordinated through MACC911 and Grant County Emergency Management.

Concept of Operations

1. The Emergency Management Director in conjunction with the Police Chief will determine the extent of the emergency response. All personnel needed for the response may be called-in or placed on stand-by.
2. The Police Chief will maintain communications with the Emergency Operations Center, if activated, to provide direction and coordination of law enforcement functions.
3. On-scene command post(s) should be established at the scene with responding agencies reporting on arrival. Communications should be maintained between the command post(s) and the EOC by any means available.
4. Responsibilities of the Police Department in assisting municipal emergency response include:
 - Normal operation of the Police Department
 - Assisting other city agencies, if requested, when life or property is threatened
 - Assisting in dissemination of warning
 - Recommending and assisting in evacuation if situation warrants
 - Requesting assistance from Mutual Aid System and other city agencies/departments
 - Keeping proper authorities informed of situation
 - Assisting in other aspect of the municipal response as requested by the Emergency Management Director
5. Law Enforcement personnel will be following standard operating procedures at time of incident.

Annex 10.0 – Shelter

Situation

The City of Soap Lake could be subjected to the effects of a disaster requiring the sheltering of residents for an undetermined period of time. If such a disaster occurs, activation of shelters in predetermined locations will be in coordination with the American Red Cross. The American Red Cross will coordinate with the City of Soap Lake Emergency Management Director (EMD) for any additional support that can be provided by local government agencies.

The nearest designated American Red Cross shelter is in the Soap Lake High School building located at 527 2nd Avenue South West. A generator is available at school building.

An outdoor shelter suitable for sheltering pets is available on the Public Works grounds.

Concept of Operations

1. If the City of Soap Lake EMD determines the need for a shelter or warming center they will request assistance from Grant County Emergency Management who will directly notify the American Red Cross Shelter Service of the need for shelter services.
2. The American Red Cross and the EMD will designate shelter locations in accordance established policies and procedures. The American Red Cross will be the Manager of the emergency shelters. Notification of other members of the American Red Cross Chapter will follow American Red Cross procedures. Assistance in feeding and other care may be provided by volunteers.
3. The shelter will remain in communication with the EOC using any means available.
4. Public information concerning shelters will be coordinated through the city EMD with the Public Information Officer. Health requirements and inquiries about missing persons will be the responsibility of the American Red Cross assisted by city Health Officer, if necessary.

Annex 11.0 – Shelter In Place

Situation

The City of Soap Lake has identified emergencies or disasters in its hazard analysis that could require the city's population to shelter in place.

Evacuation of all or part of the local population will only happen in the most extreme of circumstances. Most emergency situations resulting from chemical, biological, or radiological contaminants can be addressed by Sheltering in Place. Shelter in Place is to seek safety within the building one already occupies, generally one's home, rather than to evacuate the area or seek a community emergency shelter. According to the American Red Cross, it is advised that residents should "select a small, interior room, with no or few windows, taking refuge there." Ideally this would be a room or rooms with access to food, water, waste facilities and communication with the outside world. Windows and doors would be sealed by any means available including plastic sheeting, duct tape and damp towels. Residents may be expected to remain sheltered in place for a few days. Longer periods of time may require citizens to seek Red Cross managed shelters or eventual evacuation. Residents of an affected community might be informed that shelter in place is being implemented through news and social media, Emergency Alert System, TNS, warning sirens or horns, NIXLES, and announcements from vehicles equipped with public address systems.

Concept of Operations

1. In the event of a recommendation to shelter in place, the Incident Commander should immediately contact MACC911 and Grant County Emergency Management and the City of Soap Lake Emergency Management Director to activate the city's emergency response plan and request immediate assistance.
2. Alert the general population of the recommendation to shelter in place.
3. Notify those public and private agencies that provide assistance in emergency situations (Red Cross) and establish liaison as necessary.

Glossary of Terms/Acronyms

Term/Acronym	Definition
EAS	The Grant County Sheriff Emergency Management Division - Emergency Alert System Radio and Television emergency alert broadcasts
EMA	The Grant County Sheriff Emergency Management Division
EMD	Emergency Management Director Unless otherwise stated this document addresses the responsibilities of the City of Soap Lake EMD Any reference to an EMD includes designees as established by policy
EMS	Emergency Medical Services
EOC	Emergency Operations Center An EOC is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management functions at a strategic level during an emergency, and ensuring the continuity of operation of an organization. The common functions of EOCs are to collect, gather and analyze data; make decisions that protect life and property, maintain continuity of the organization, within the scope of applicable laws; and disseminate those decisions to all concerned agencies and individuals. This document references both a local City of Soap Lake and a Grant County EOC.
EOC Staff	The Primary Emergency Operations Center Staff should consist of, but will not necessarily be limited to: <ul style="list-style-type: none"> • Emergency Management Director • Fire Chief • Law Enforcement • City Clerk • Block Coordinator (volunteer)
EOP	Emergency Operations Plan
Good Samaritan Guidelines	(from Wikipedia) Good Samaritan laws offer legal protection to people who give reasonable assistance to those who are, or who they believe to be, injured, ill, in peril, or otherwise incapacitated.

ICS	Incident Command System ICS is a standardized on-scene incident management concept designed specifically to allow responders to adopt an integrated organizational structure equal to the complexity and demands of any single incident or multiple incidents without being hindered by jurisdictional boundaries. The Incident Commander is determined through ICS standard operating procedures.
JIC	Joint Information Center A Joint Information Center may be established in order to coordinate release of emergency public information
MACC911	Multi Agency Communications Center
Mutual Aid	County and regional mutual aid agreements are in place
Nixle	Grant County Sheriff's Office mobile alerts https://local.nixle.com/grant-county-sheriffs-office/
PIO	The EMD may designate a Public Information Officer to assist with the release and dissemination of emergency public information. The PIO shall be the sole point of contact for media inquiries and the release of public information regarding municipal response.
TNS	The Grant County Sheriff Emergency Management Division - Telephone Notification System https://member.everbridge.net/index/1772417038942517#/login
Twitter	The Grant County Sheriff twitter feed for outgoing announcements only, account is not monitored
Volunteers	The EMD is encouraged to recruit and engage volunteers in support of emergency management activities

Record of Changes

Date of Change	Description of Change, reason for change, updated by	Date Adopted
2017	Initial creation of document	
9/20/2017	Document approved and adopted by Soap Lake City Council	9/20/2017

Temporary – Open Questions

Question	Action
Means of public notifications Community outreach opportunities	Telephone tree? Facebook - SLFL Nixle Door-to-door EAS (radio and television?) TNS How to shelter in place Develop vulnerable citizen list
Recruit Volunteers	Press release created for signing up skilled volunteers Volunteers will be vetted by Grant County Emergency Management How/where can we recruit Develop FAQ statement regarding the sharing of information provided by volunteers / how and when the list may be used
Define and create contact documentation – list of contacts with contact details such as phone number, email address	This document will be for internal use only
Develop Soap Lake specific version of Grant County emergency guideline pamphlets	Funds are available through the city for printing and distribution