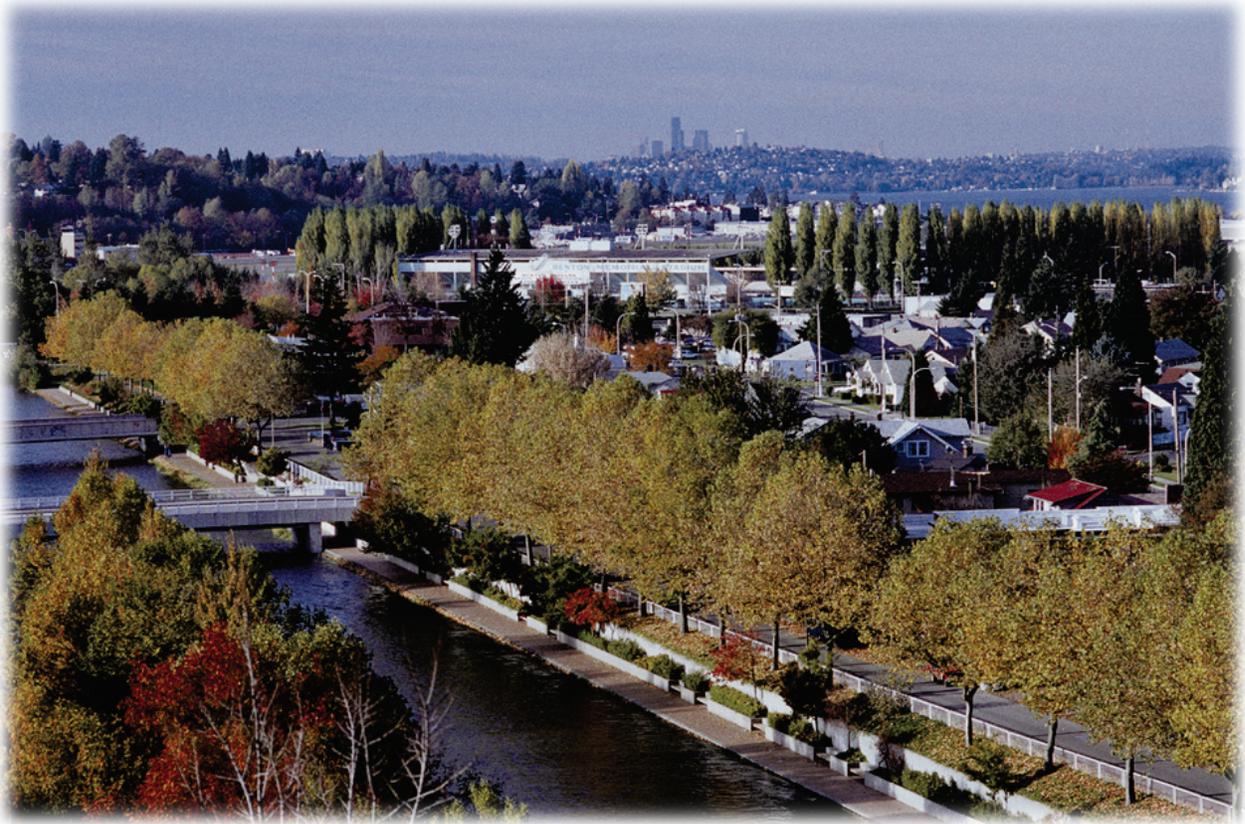


City of Renton

Disaster Recovery Plan



February 2012

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City of
Renton



City of Renton

Disaster Recovery Plan

PDF Directory

Basic Plan	PDF pg 3
Annex A: Damage Assessment	PDF pg 28
Annex B: Public Infrastructure Restoration	PDF pg 45
Annex C: Human Services	PDF pg 61
Annex D: Permits and Inspections	PDF pg 77
Annex E: Economic Recovery	PDF pg 92
Annex F: Debris Management	PDF pg 107
Annex G: Environmental Considerations	PDF pg 123

City of Renton Disaster Recovery Plan

**Basic Plan
2/27/2012**

Table of Contents

Promulgation: <i>Distributing and Promoting the Plan</i>	2
Record of Changes	3
Record of Distribution	4
Purpose	5
Scope	6
Situation Overview	6
Planning Assumptions	7
Concept of Operations	8
Disaster Recovery Continuum	8
Foundations of Recovery in the Response Phase	9
Short-Term Recovery	9
Long-Term Recovery	10
Direction and Control	11
Organization and Assignment of Responsibilities	12
Information Collection and Dissemination	17
Recovery Status Report	17
Communications for Public Information and Outreach	19
Administration, Finance, and Logistics	20
Administration and Finance	20
Logistics and Resource Support	20
Plan Development and Maintenance	21
Annex Development	21
Planning Process	21
Public Input	22
Recovery Plan Maintenance	22
Legal Authorities	23
Local Legal Authorities	23
State Legal Authorities.....	23
Federal Legal Authorities.....	23
References and Resources	24
Local References and Resources.....	24
State References and Resources	24
Federal References and Resources	24

Promulgation

Distributing and Promoting the Plan

It is the policy of the City of Renton to provide emergency organization and resources to minimize the long-term effects of disasters, and to undertake disaster recovery programs that will facilitate an orderly and fast return to normal community life.

The City of Renton Disaster Recovery Plan has been developed to establish the policies, guidelines, and procedures that will provide personnel with the information and guidance required to quickly and effectively help residents and businesses recover from the impacts of disasters.

The City of Renton believes that the advance planning for recovery, the assignment of roles and responsibilities, the subsequent development of procedures and the offering of training, and the testing or exercising of recovery actions and strategies will result in an expedited, more effective disaster recovery process.

All City departments are directed to take appropriate actions to implement this plan and to maintain the necessary capabilities to fulfill their role in short-term and long-term disaster recovery. All non-City entities involved in the plan are requested to coordinate with the City in order to implement an effective disaster recovery effort.

By bringing together regional stakeholders in this recovery planning effort, the City of Renton will be better positioned not just to recover from disaster, but also ultimately to emerge from it as a better city and community.

This Disaster Recovery Plan, adopted by the City Council of the City of Renton through Resolution 4133 on February 27, 2012, is officially promulgated as the document that will guide recovery efforts in future emergencies and disasters.

The Honorable Denis Law, Mayor
City of Renton

Record of Distribution

Plan #	Office/Department	Representative	Signature
1			
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Purpose

It is the purpose of the City of Renton Disaster Recovery Plan to define the actions to be taken and the roles and responsibilities of local government, nongovernmental and voluntary organizations, and other agencies in Renton to recover from an emergency or disaster. The City is undertaking advance planning to accelerate the pace and improve the effectiveness of coordinated post-disaster recovery by outlining the efforts each City department will be directed to implement, often in partnership with other regional jurisdictions and agencies.

Recovery encompasses both short-term and long-term efforts for the rebuilding and revitalization of affected communities. Planning for recovery facilitates a near-seamless transition from response activities to short-term recovery operations, including restoration of interrupted utility services, reestablishment of transportation routes, and the provision of food and shelter to displaced persons. It provides for a coordinated approach to long-term economic recovery and community rebuilding, increasing the likelihood of a more sustainable and disaster resilient community post-recovery.

The Plan is organized into sections. The main section, the Basic Plan, offers a high-level overview of coordinated roles and responsibilities of City departments. The Basic Plan is followed by Functional Annexes for the specific recovery functions listed below:

- Annex A: Damage Assessment
- Annex B: Public Infrastructure Restoration
- Annex C: Human Services
- Annex D: Permits and Inspections
- Annex E: Economic Recovery
- Annex F: Debris Management
- Annex G: Environmental Considerations

The Functional Annexes provide greater detail about roles and responsibilities of City departments and identify regional public, nonprofit, and private sector partners that offer programs or services relevant to that function. Several City departments will have responsibilities that cross multiple functions, while some recovery functions will apply to most or all departments.

By participating in the planning process that produced this Disaster Recovery Plan, each department with responsibility for one or more recovery functions will be able to develop and/or update its programs and procedures for disaster recovery and provide the appropriate level of training to City staff.

Scope

This Disaster Recovery Plan addresses incidents of local, regional, state, and national significance, including, but not limited to, Presidentially declared disasters in King County, Washington State, in which the City of Renton is located.

The Recovery Plan applies to all City departments and provides an operational framework to guide coordinated recovery efforts. It recognizes that an effective disaster recovery strategy engages other public, private, and nonprofit partners as well as the public at large. The Plan supports and integrates State and Federal plans that aid in recovery operations.

Situation Overview

- The Puget Sound Region is vulnerable to natural and man-made hazards, including acts of terrorism, which can result in significant injury and loss of life and cause widespread catastrophic damage to the built environment.
- Large-scale emergencies are likely to deplete local and regional recovery resources. Assistance from other cities and regions, from the State of Washington, and from the Federal Government will be requested as needed.
- Critical infrastructure and transportation lifelines are likely to incur significant damage in a large-scale disaster event. Repair, restoration, and/or reconstruction may take days, weeks, or even years to complete.
- The private sector will often bear the brunt of a major disaster event, and will be a key partner in recovery efforts.
- Small businesses are particularly vulnerable after a disaster; major disasters often result in the closure of half of all impacted small businesses.
- Non-governmental organizations will provide direct services and programs that are crucial to recovery efforts.
- Survivors with access or functional needs (such as those in wheelchairs, deaf or hard-of-hearing, etc.) and lower income disaster survivors present specialized challenges in recovery efforts.

- The local public and, in major events, people from all over the nation and world will seek opportunities to donate or volunteer to assist with recovery efforts.
- Public involvement is critical to ensure a speedy but sustainable recovery from a disaster event.

Planning Assumptions

- Recovery begins almost as soon as a disaster event occurs, often concurrent with emergency response. For the purposes of this Disaster Recovery Plan it is assumed that immediate threats to life and property have been addressed and that the operational focus has shifted to short-term recovery activities such as meeting basic human needs and restoring essential services and critical infrastructure. Response actions outlined in the Renton Comprehensive Emergency Management Plan (CEMP) take precedence as long as threats remain to life and property.
- Initial short-term recovery activities are organized and directed at the Renton Emergency Operations Center (EOC), but longer-term recovery programs will transition to normal, non-emergency lines of authority. The transition will occur over a period of time as various elements of the community recover in phases.
- The Office of Emergency Management facilitates an orderly transition from response and short-term recovery activities coordinated in the EOC to long-term recovery program delivery by City departments and/or by a Recovery Management Team.
- City departments will develop procedures and provide appropriate training to staff with designated roles and responsibilities in this Disaster Recovery Plan.
- Events of regional, statewide, or national significance may require cross-jurisdictional cooperation in recovery efforts such as sheltering and temporary housing, debris management, infrastructure restoration, etc.

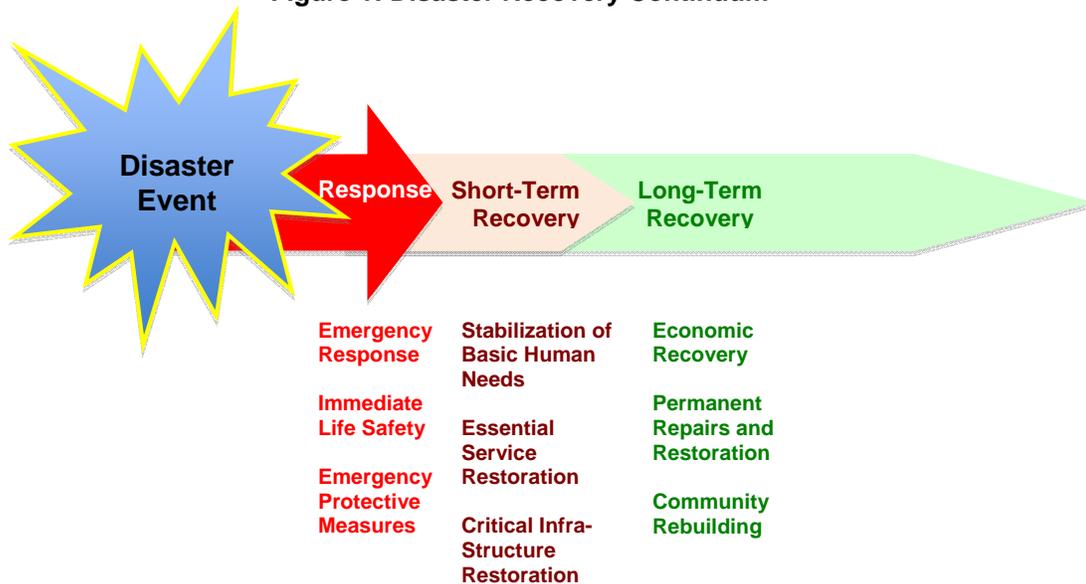
Concept of Operations

Disaster Recovery Continuum

Recovery begins almost immediately after a disaster event occurs. Often recovery activities are happening concurrently with response activities and there may be no clear delineation between the two. The period in which immediate life safety situations have been addressed but during which the priorities are to meet basic human and societal needs and to restore critical infrastructure and essential services is called short-term recovery.

Once basic needs are satisfied and critical systems are stabilized and/or functional, the period of long-term recovery begins and can last months or even years. It is during this period that government, nonprofit organizations, the private sector, and residents work together to rebuild the community, make permanent repairs to housing and infrastructure, and promote economic recovery. The goal of long-term recovery is to bring about a sense of normalcy and, where possible, to rebuild the community better than its pre-event condition. (See Fig.1)

Figure 1: Disaster Recovery Continuum



The transition from short-term to long-term recovery is accompanied by a hand-off of responsibility for central coordination from the EOC to either another coordinating entity, such as a Recovery Management Team, or to City departments with purview over various recovery-related programs. As the transition continues, command and control will revert back to standard lines of authority for City departments. The transition may be staggered, as some elements of short-term recovery may happen more quickly than others.

Foundations of Recovery in the Response Phase

Major events may stretch disaster response resources and capabilities to the point that decision makers have to prioritize some operational actions over others. Often these decisions and priorities impact more than just immediate life safety and property protection issues. In fact, response actions set the tone for the pace and effectiveness of the entire disaster recovery process. The long-term effects of disaster response decisions require a consideration of recovery in the earliest hours or days following an event.

Short-Term Recovery

In most disasters short-term recovery is coordinated at the EOC, under the direction of the Emergency Management Director and in accordance with policies set forth by the Mayor and the Policy Group. Various Emergency Support Functions (ESFs) in the EOC coordinate actions designed to stabilize basic human needs among survivors and to restore critical services and infrastructure to minimal functionality.

Such actions may include:

- Damage assessment
 - Response Capability Assessments
 - Windshield Surveys
 - Preliminary Damage Assessments

- Restoration of critical infrastructure and essential services
 - Transportation system restoration
 - Restoration of water and sewer systems
 - Power restoration
 - Restoration of communications systems
 - Restoration of broadband and information technology systems
 - Re-establishment of government services

- Human services
 - Mass care and feeding of survivors
 - Shelter coordination
 - Emergency first aid and medical care
 - Missing persons coordination
 - Pet sheltering
 - Disaster Recovery Center set-up
 - Volunteer management

- Debris management
 - Debris clearance from critical lifelines
 - Temporary debris storage

- Environmental considerations

- Protection of life safety
- Containment and clean-up of environmental hazards

Many of these actions are implemented by or in coordination with agencies external to City government. The City works closely with other public, private, and nonprofit partners to ensure an orderly and effective short-term recovery process. In large, catastrophic disasters that exceed the City's capability to implement recovery actions, the King County Emergency Coordination Center and the Washington State Emergency Operations Center may take a lead role in coordinating regional or statewide recovery efforts.

Long-Term Recovery

As disaster recovery continues, short-term recovery activity transitions to a focus on longer-term recovery needs. Responsibility for coordinating recovery actions and programs shifts from the EOC to City departments and to normal lines of authority. The transition may occur in phases as infrastructure and various sectors of the community stabilize and rebuild. Citywide coordination may be enhanced at any point in the recovery by the formation of a Recovery Management Team.

Long-term recovery activities may include:

- Restoration of critical infrastructure and essential services
 - Permanent repairs to critical infrastructure
 - Reconstruction of lifeline systems
- Human services
 - Temporary housing
 - Disaster grants and loans
 - Crisis counseling
 - Community outreach
- Permitting and inspection
 - Permitting and code enforcement for demolition and reconstruction
 - Field permit operations
 - Utility permitting and inspections
- Economic recovery
 - Permanent repairs to residential and commercial buildings
 - Business sector recovery and revitalization
 - Public/private partnerships
- Debris management
 - Temporary debris storage
 - Debris processing
 - Debris disposal

- Environmental
 - Clean-up and remediation
 - Water and air quality monitoring
 - Environmental compliance

Department Administrators continue to work collaboratively as a part of a Recovery Management Team to facilitate unity of effort. State and Federal assistance teams may also be deployed to assist in local recovery efforts.

Direction and Control

The City of Renton manages disaster recovery operations in accordance with the National Incident Management System (NIMS) as outlined in the Renton CEMP.

Widespread catastrophic damage may require regional collaboration with King County, Washington State, and the Federal Government. City leadership will allocate staff and other resources to regional efforts as able.

The City’s disaster recovery efforts will be directed as follows:

- **Mayor:** The Mayor is the chief elected official that leads the executive branch of City government and coordinates overall recovery policy direction with the City Council.
- **City Council:** The City Council is the legislative branch of City government that establishes recovery policy and approves expenditures and contracts.
- **Advisory Group:** Led by the Mayor, the Advisory Group is made up of the Chief Administrative Officer, Assistant Chief Administrative Officer, other Department Administrators, and the Communications Director. The Advisory Group serves as an advisory body to the Mayor and Council, provides a unified approach to oversight of City departments and programs, and serves as the Recovery Management Team during at least the initial recovery phase.
- **Emergency Management Director:** The Emergency Management Director provides coordination support for recovery efforts from the Renton EOC in accordance with the Mayor’s policy direction. The Emergency Management Director coordinates recovery activities while the EOC remains activated and as directed by the Mayor throughout the recovery process.

If a key official is unable to perform their duties as assigned, a designee may be appointed consistent with the delegations of authority as defined in each department's continuity of operations planning.

The Mayor may appoint community leaders and stakeholders to the Recovery Management Team after a disaster with widespread damage and economic impacts to help guide recovery programs.

City departments retain programmatic responsibility for recovery efforts under their purview. Each department is expected to: ensure that its personnel are aware of their disaster recovery roles and responsibilities; develop procedures for implementing disaster recovery programs and activities; and provide training to staff to maintain optimal capabilities for disaster recovery.

Organization and Assignment of Responsibilities

The following are basic responsibilities of Renton city departments for disaster recovery. Standard Operating Procedures (SOPs) may be developed to provide further detail on how individual departments and divisions shall perform their responsibilities.

Recovery activities may initially be coordinated in the Renton EOC or in the field in accordance with principles of the National Incident Management System (NIMS) as outlined in the CEMP.

Long-term recovery operations will transition to normal departmental organization and functions over time. However, supplemental surge staffing may be required for much of the recovery process.

Disaster Recovery Responsibilities

1. Executive

Primary

- Advisory Group policy coordination
- Continuity of government
- Intergovernmental coordination
- Public information

Support

- Recovery expenditure tracking
- Recovery Status Report input and review

2. City Council

Primary

- Law and policy making for recovery efforts
- Continuity of government

3. Fire & Emergency Services

Primary

Emergency Management

- EOC direction and coordination
- Damage assessment
- Short-term recovery coordination
- Volunteer management
- Recovery Status Report development/distribution

Response Operations

- Damage assessment
- Hazardous materials response
- Radiological event response
- Casualty management

Community Risk Reduction

- Fire inspections
- Fire investigation and inspection
- Fire plan review
- Damage assessment

Support

Emergency Management

- Resource support and logistics
- Recovery expenditure tracking
- Public information (JIC/JIS) coordination

Response Operations

- Recovery expenditure tracking
- Recovery Status Report input

Community Risk Reduction

- Recovery expenditure tracking
- Recovery Status Report input

Safety and Support Services

- Resource support and logistics

4. Administrative Services

Primary

- Damage assessment
- Recovery expenditure tracking
- Vendor contract management
- Recovery finance management
- Administration of emergency procurement procedures
- Restoration of communication and information technology infrastructure
- Information technology support
- GIS mapping and analysis

Support

- Procurement of emergency goods/supplies/services
- Communications support
- Recovery Status Report input

5. Community and Economic Development

Primary

- Damage assessment
- Engineered structural assessments
- Permit issuance for commercial and residential reconstruction
- Coordination of field permit team operations
- Capital improvement permitting
- Construction plan review
- Code compliance
- Post-reconstruction building inspections
- Land use permitting
- Environmental compliance
- GIS mapping and analysis
- Business community outreach and information

Support

- Recovery expenditure tracking
- Recovery Status Report input

6. Public Works

Primary

- Damage assessment
- Debris management
- Structural assessments of critical infrastructure
- Restoration of transportation infrastructure

- Traffic management
- Restoration of water/sewer/storm water infrastructure
- Flood hazard monitoring
- Water quality monitoring
- Coordination with utility crews
- GIS mapping and analysis

Support

- Heavy equipment resource support
- Signage
- Emergency vendor contracting
- Recovery expenditure tracking
- Recovery Status Report input

7. Community Services

Primary

- Damage assessment
- Human service program delivery
- Mass care and feeding
- Shelter coordination
- Facilities management
- Coordination with non-profit service providers
- Natural resources management
- Open space restoration

Support

- Recovery expenditure tracking
- Recovery Status Report input
- Debris management

8. Police

Primary

- Damage assessment
- Public safety
- Traffic direction
- Pet sheltering
- Missing persons coordination

Support

- Access control
- Recovery expenditure tracking
- Recovery Status Report input

9. Human Resources and Risk Management

Primary

- Damage assessment coordination
- Employee care
- Staff re-assignment
- Disaster claims processing
- Insurance coordination

Support

- Volunteer management
- Recovery expenditure tracking
- Recovery Status Report input

10. City Attorney

Primary

- Legal analysis and advice
- Preparation of recovery legislation and contracts

Support

- Recovery expenditure tracking
- Recovery Status Report input

11. Municipal Court

Primary

- Preside over criminal misdemeanors, gross misdemeanors, traffic infractions and other city code violations
- Restore continuity of court operations and processing and maintenance of court records

Support

- Recovery expenditure tracking
- Recovery Status Report input

Information Collection and Dissemination

Recovery Status Report

It is critical for planners and decision makers to have access to timely and accurate information to guide the recovery process. While the pace of events and information inputs may decrease as the response transitions into recovery, it is no less important to maintain situational awareness. The quality of information and data, and the timeliness of its distribution to stakeholders and/or the public, impacts recovery in the following ways:

- Accurate data is needed to prioritize recovery actions.
- Awareness of damages and associated repair efforts facilitates the effective identification of mitigation opportunities.
- Timely and accurate information helps build trust and credibility with the public and reduces the prevalence of rumors.
- Information collected in the early stages of recovery becomes a baseline for the development of recovery program metrics.

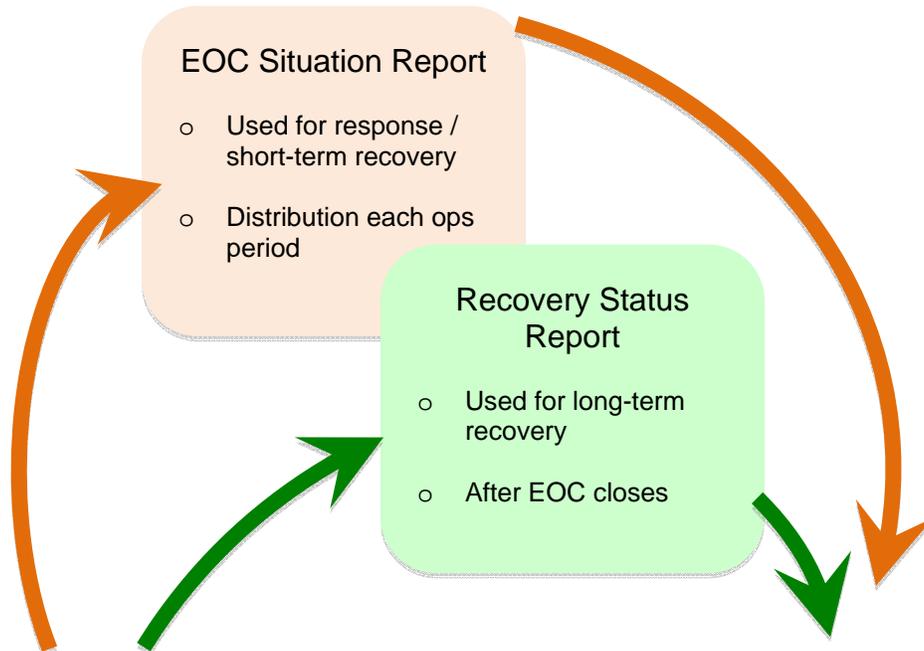
The Office of Emergency Management is responsible for collecting and analyzing recovery information and for distributing a weekly Recovery Status Report to City leadership, staff, and external partners. This report replaces the EOC Situation Report once the EOC is demobilized, or as determined by the Emergency Management Director should the EOC remain activated for an extended period of time into long-term recovery.

The Recovery Status Report is the primary source of information and data for all planning, operations, and external communications. If errors are found in the Recovery Status Report, these should be submitted to the Office of Emergency Management immediately.

Information collection and dissemination is administered in the following manner:

- Recovery information is collected and analyzed by the Office of Emergency Management throughout the period of recovery or until the information collection function is delegated by the Mayor to another department or to the Recovery Management Team.
- All City departments are expected to supply a standard information package for the Recovery Status Report along with any other information requests by the submission deadline specified by the Office of Emergency Management. (See Fig. 2.)

Figure 2: EOC Situation Report and Recovery Status Report as Central Information Source



Recovery Information Inputs

- Damage assessments
- Casualties and emergency services
- Status of essential services
- Condition of critical infrastructure
- Status of government operations
- Business interruption and recovery
- Basic human needs
- Temporary shelter and housing status
- News reports
- Social media

Recovery Information Outputs

- Reports to Mayor, City Council
- Preliminary Damage Assessment
- Plans and proposals for recovery
- Project worksheets for FEMA
- Media interviews
- Community meetings and outreach
- Social media posts

- All City departments should use the information and data in the Recovery Status Report for planning and operational purposes.
- The Recovery Status Report is the authoritative source of up-to-date recovery data and information for all internal departmental reports and communications. Time-sensitive information is submitted to the Office of Emergency Management, which determines the most effective manner of distribution in consultation with impacted departments and the Mayor's Office.
- The Recovery Status Report is the factual basis for all other information outputs, including staff reports to the Mayor and Council, press releases, talking points for interviews, public education and outreach, and social media outputs.

Communications for Public Information and Outreach

It is vital to maintain constant outreach to the public to ensure dissemination of accurate information regarding the progress of disaster recovery as well as to manage rumors and speculation about recovery programs.

The Communications Director in the Mayor's Office has lead responsibility for the City's public information activities throughout the recovery process. The Communications Director may be located at the EOC, in the Mayor's Office, or another location from which they may effectively coordinate the public information function of the City.

In a regional event, multiple agencies and entities issue public information messages, increasing the possibility of conflicting information. To reduce inaccuracies and misinformation, the City utilizes a Joint Information System (JIS) to coordinate information with participating local, tribal, State, and Federal agencies. City of Renton communications staff may also deploy to a Joint Information Center (JIC) with other regional jurisdictions, including the King County Emergency Coordination Center JIC.

Methods of communicating with the public to convey recovery information include:

- City of Renton emergency information web at rentonwa.gov
- CodeRED emergency notification system
- Posting information at neighborhood information centers
- Posting information at City facilities
- Social media outlets
- Government Access Channel (Channel 21)
- Broadcast media (television and radio)

- Newspapers and other print media
- Electronic media
- Community meetings and other outreach activities

All major announcements and information releases, regardless of the means of communication, are vetted through the Communications Director prior to release.

Administration, Finance, and Logistics

Administration and Finance

The Administrative Services Department is responsible for managing all aspects of recovery finance and procurement, including the following tasks:

- Expenditure tracking and reporting
- Administering and tracking of emergency procurement waivers
- Managing special accounts for recovery
- Administering Federal and State recovery grants

The Administrative Services Department is the clearinghouse for information regarding recovery finance and administration, but all departments are expected to keep accurate records regarding recovery expenditures, overtime costs, and equipment use to facilitate the reimbursement of eligible expenses under FEMA Public Assistance programs.

Finance personnel collect recovery expenditure data submitted by each department, including transactions made under emergency procurement rules, for weekly reporting into the Recovery Status Report.

Appropriate recordkeeping in compliance with the State Public Records Act is still required during the recovery phase of a disaster. The City Clerk serves as the City's Public Records Officer, and the Clerk's office is responsible for serving as the city Information Center regarding public information requests.

Logistics and Resource Support

When possible, departments will utilize their own resources or will rely on pre-existing agreements with partner agencies or vendors to obtain needed supplies and services. When resource needs in support of disaster recovery exceed existing departmental resource capabilities, the department will request, with as much advance notice as possible, resource support through the Renton EOC. While the EOC is activated, the Logistics Section and the Finance Section, in consultation with the Administrative Services Department, are responsible for locating, ordering, and procuring resources. Emergency Management staff will continue to coordinate resource support when the EOC is not activated.

EOC staff will seek supplemental resource support from the following sources:

- Other city departments
- Local/regional vendors (where possible)
- National vendors

The EOC may also make resource requests via existing mutual aid agreements or through the King County Regional Disaster Plan.

When necessary, the EOC requests emergency resource support from the Zone 3 Coordination Center, the King County ECC, and/or the Washington State EOC. Washington State may, in turn, request emergency assistance from other state governments via the Emergency Management Assistance Compact (EMAC) or from the Federal Government.

Requesting departments are responsible for tracking the use of supplemental resources provided to them.

Plan Development and Maintenance

Plan Development

The City of Renton Disaster Recovery Plan was developed with participation by a broad range of stakeholders and partners, including City departmental staff, neighboring cities, King County, the State of Washington, non-governmental organizations, and private sector partners. The Federal Emergency Management Agency of the U.S. Department of Homeland Security provided technical assistance to the development of this Plan.

Planning Process

The planning process commenced on December 2, 2010, with a Recovery Planning Kick-off Workshop hosted by the King County Office of Emergency Management. The four Green River Valley cities (Renton, Auburn, Kent, and Tukwila) and King County were principal participants in the workshop. Other stakeholders attended that serve in a support or coordination role in regional recovery operations. The stated goal of the workshop was to begin development of separate jurisdictional recovery plans in coordination with one another.

The Kick-off Workshop was followed by eight functional workshops in February and March of 2011. Workshop participants divided into groups to discuss recovery issues and to strategize solutions for optimizing a coordinated approach. Information from workshop notes and from a supplemental informational survey was collated to provide an overview of current disaster recovery capabilities. The information was included in this Disaster Recovery Plan and supplemented by

follow-up communications with City leadership and staff to ensure consistency with existing City policy and procedures.

Public Input

The City of Renton Disaster Recovery Plan was posted to the City website on December 13, 2011, to solicit public comment. Notice of publication was published in the Renton Reporter and posted in Renton City Hall, and on the Public Meetings Calendar on the City website. In addition, the public was invited to comment on the Disaster Recovery Plan at a regular City Council meeting on February 27, 2012. Comments from all venues and sources will continue to be accepted and integrated in future update cycles as deemed appropriate.

Recovery Plan Maintenance

Departments are expected to develop implementing procedures for roles and responsibilities outlined in this Disaster Recovery Plan. Procedures should be submitted to the Office of Emergency Management for inclusion as an appendix to the Plan.

Designated departments with responsibilities outlined in the Plan are expected to provide adequate training to departmental staff to ensure a continual readiness to complete their responsibilities. In addition, programs and activities outlined in this Plan may be exercised on a periodic basis as directed by the Mayor. After any exercise designed to test recovery processes, or after an actual disaster event, any successes and shortfalls shall be noted in an After Action Review.

Recommended improvements to the Plan will be included in the next update. At a minimum, the City of Renton Disaster Recovery Plan, including its Annexes, will be reviewed and updated once every four years.

The Office of Emergency Management retains responsibility for keeping a Master Copy of this plan up-to-date and for distributing updates to City departments.

Legal Authorities

Local Legal Authorities

- a. Renton Municipal Code, Title III, Chapter 5, Fire & Emergency Services Department
- b. King County Code, Chapter 2.56, Emergency Management
- c. King County Code, Chapter 12.52, Emergency Powers

State Legal Authorities

- a. Revised Code of Washington (RCW):
 - i. 35.33.081, Emergency Expenditures
 - ii. 35.33.101, Emergency Warrants
 - iii. 38.52, Emergency Management
 - iv. 39.34, Interlocal Cooperation Act
 - v. 40.10, Essential Records
 - vi. 42.14, Continuity of Government Act
 - vii. 43.43, (Subparts 960-975), State Fire Service Mobilization
 - viii. 70.136, Hazardous Materials Incidents
- b. Washington Administrative Code (WAC):
 - i. 118-04, Emergency Worker Program
 - ii. 118-30, Local Emergency Management Services Organizations, Plans, and Programs

Federal Legal Authorities

- a. Federal Civil Defense Act of 1950, as amended
- b. Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance, as amended
- c. Title 44, Code of Federal Regulations, parts 9, 10, 13, 59, 204, and 206
- d. Public Law 96-342, Improved Civil Defense
- e. Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986

References and Resources

Local References and Resources

- a. City of Renton Comprehensive Emergency Management Plan
- b. City of Renton Comprehensive Plan
- c. City of Renton Hazard Mitigation Plan (incl. Hazard Identification and Vulnerability Assessment)
- d. King County Comprehensive Emergency Management Plan
- e. King County Hazard Mitigation Plan (incl. Hazard Identification and Vulnerability Assessment)
- f. King County Regional Disaster Plan

State References and Resources

- a. Washington State Comprehensive Emergency Management Plan
- b. Washington State Emergency Management Disaster Assistance Guide for Local Governments

Federal References and Resources

- a. Comprehensive Preparedness Guide (CPG) 101
- b. Homeland Security Exercise and Evaluation Program (HSEEP)
- c. National Incident Management System (NIMS), Department of Homeland Security
- d. National Response Framework, Federal Emergency Management Agency

City of Renton Disaster Recovery Plan

**Annex A: Damage Assessment
2/27/2012**

Table of Contents

Purpose	2
Scope	2
Situation Overview	2
Planning Assumptions	3
Concept of Operations	3
Damage Assessment Begins in Response Phase.....	3
Response Capability Assessment.....	4
Windshield Survey	4
Preliminary Damage Assessment.....	4
Structural Assessments	5
Direction and Control	6
Organization and Assignment of Responsibilities	7
Information Collection and Dissemination	11
Damage Reporting to EOC.....	11
Communications for Public Information and Outreach	11
Administration, Finance, and Logistics	12
Administration and Finance	12
Logistics and Resource Support	13
Annex Development and Maintenance	14
Annex Development	14
Planning Process.....	14
Public Input	14
Recovery Plan Maintenance	14
Legal Authorities	15
Local Legal Authorities	15
State Legal Authorities.....	15
Federal Legal Authorities.....	15
References and Resources	16
State References and Resources	16
Federal References and Resources.....	16
Other References and Resources.....	16

Purpose

The purpose of the Damage Assessment Annex to the City of Renton Disaster Recovery Plan is to define roles and responsibilities for damage assessment and to establish uniform policies and procedures to rapidly and accurately determine the location, magnitude, and impacts of damages from a disaster event.

Scope

The Damage Assessment Annex addresses incidents of local, regional, state, and national significance, including, but not limited to, Presidentially declared disasters in King County, Washington State, in which the City of Renton resides.

This Annex, like the Disaster Recovery Plan as a whole, applies to all City departments and provides an operational framework to guide coordinated damage assessment efforts. The Annex supports and integrates State and Federal plans and programs that aid in recovery operations.

Situation Overview

- The Puget Sound Region is vulnerable to natural and man-made hazards, including acts of terrorism, which can result in significant and widespread catastrophic damage to the built environment.
- A complete and accurate damage assessment is needed to begin the recovery process and is a key component of situational awareness for responders, emergency managers, and policy makers.
- A complete and accurate assessment of physical damages to public infrastructure and facilities and of interruptions to essential services will inform an effective prioritization of recovery actions.
- A complete and accurate assessment of physical damage to residential property is a key determinant in the implementation of mass care and sheltering efforts.
- Environmental damage to the natural or built environment may have far-reaching impacts to public health.
- Physical damage to public facilities and infrastructure may impact other

critical systems, essential functions, and commercial interests.

- Interdependencies between various elements of public infrastructure may lead to interruptions in essential services in undamaged areas. Similar interdependencies between commercial entities are likely to impact businesses that did not incur direct damage.
- Long-term impacts of business damage, including the ability of firms to re-open, may be difficult to assess.

Planning Assumptions

- Damage information will be generated from a multitude of sources.
- Every City department will have a role to play in the damage assessment process, even if only to report damages to its own facilities or operations.
- Damage assessment for the City of Renton will be coordinated by the Human Resources/Risk Management Department.
- King County OEM will be the central coordination point for regional Preliminary Damage Assessments and for aggregating countywide information to support a Presidential Disaster Declaration.
- Washington EMD will be the central coordination point for regional and statewide Preliminary Damage Assessments and for aggregating information to support a Presidential Disaster Declaration.
- City departments will develop procedures and provide appropriate training to staff with designated roles and responsibilities in this Annex.

Concept of Operations

Damage Assessment Begins in Response Phase

Damage assessment is one of the first activities to occur in the response phase of a disaster, and it is the foundation of the recovery process to follow. Emergency managers and field responders must have an accurate understanding of immediate impacts and life safety needs in order to mount an effective response effort. Saving lives, preventing injuries, and protecting infrastructure and property are all reliant on the establishment of situational awareness and a common operating

picture among City departments and with other jurisdictions. Field intelligence about the damages and impacts of a disaster inform response and recovery decisions, and should include data about the following event characteristics:

- Location of damage
- Extent of damage
- Critical infrastructure and lifeline damage
- Human needs
- Residential and business impacts
- Continuity of government operations
- Deaths and injuries

There are two primary processes for City departments to begin early damage assessment and develop situational awareness: the Response Capability Assessment and the Windshield Survey.

Response Capability Assessment

Following an event, all City departments are expected to assess the condition of their personnel, structures and equipment. From this assessment, a determination is made about the capability of that department to operationally respond to the needs of the event and provide vital services. The goal is to complete the Response Capability Assessment and report findings to Human Resources/Risk Management to be relayed to the EOC within two hours when possible.

Windshield Survey

The Windshield Survey is conducted immediately following the Response Capability Assessment. The Windshield Survey is used to further determine response capabilities by assessing response routes such as roadways and bridges. In addition to roadway assessment, the Windshield Survey is used to for drive-by triage of high hazard, high population areas and to provide a quick overview to effectively dispatch response units and City staff to the areas in greatest need. The goal is to complete the Windshield Survey and report findings to Human Resources/Risk Management to be relayed to the EOC within six hours when possible.

This information is used to provide an initial overview of damages and impacts in Renton to the King County ECC. All City departments with a field presence are expected to conduct a Windshield Survey.

Preliminary Damage Assessment

Once immediate life safety needs have been addressed and response has transitioned to recovery, situational awareness developed during the first hours or days of the disaster provides a baseline for a more detailed damage assessment. That information as it becomes available will influence priorities and decisions for both short- and long-term recovery efforts.

The preliminary damage assessment (PDA) is the first detailed examination of damages to the built environment. This information must be collected and submitted to the Federal Government in support of a Presidential Disaster Declaration request. The PDA is conducted in two parts, one for each of the two principal declaration types: Public Assistance and Individual Assistance.

The PDA for *Public Assistance* focuses on damages to public facilities and infrastructure. City departments are required to report any damage to government buildings or to infrastructure, e.g., roads, water lines, and sewer lines on the appropriate PDA forms. The PDA information is compiled by the Human Resources/Risk Management Department and provided to the Office of Emergency Management. This information is then submitted to the King County ECC, which then submits PDA data for all jurisdictions within county boundaries to the Washington State EOC. The State then compiles data from all impacted counties into a consolidated disaster declaration request package. The declaration request package is the basis for analysis by FEMA to recommend that the President make a disaster declaration for the impacted area. Disaster declarations apply to the geographic county as a whole, and they are generally inclusive of all jurisdictions within the county's boundaries. King County as a whole must be declared eligible for Public Assistance in order for the City of Renton to be eligible for cost-shared funding under FEMA's Public Assistance Program.

The PDA for *Individual Assistance*, FEMA's program for providing temporary housing and repair grants to individuals and families, is coordinated at the King County ECC but it does require input from City departments. The County solicits information about individual losses from people who report damages via a Damage Assessment Hotline (800 number). The County may also utilize an online form or include social media reports to compile additional data to support an Individual Assistance declaration by the President. In addition to compiling estimates of individual damages, joint State/County/City teams may tour damaged areas to ascertain additional impacts to private property. The State then compiles data from all impacted counties into a consolidated disaster declaration request package for an Individual Assistance declaration. Renton is automatically included should FEMA recommend and the President sign an Individual Assistance declaration for the county as a whole.

Structural Assessments

Structural assessments by qualified and trained inspectors are important to determine whether buildings are safe for occupancy in the aftermath of a disaster. The City has trained staff in multiple departments in Applied Technology Council ATC-20 protocols for inspecting buildings and conducting safety evaluations. The ATC-20 protocols are designed for post-earthquake structural assessments, but the City also applies the green/yellow/red system of tagging safe or unsafe buildings in other types of disasters. Some City staff have been trained in ATC-45 protocols for post-windstorm or post-flood assessments as well. Regardless of the disaster, a green tag signifies that a building has been inspected and is safe for occupancy. A

yellow tag indicates that a building is safe only for limited entry but not for permanent occupancy. A red tag will be posted when a building is unsafe for entry except as noted for emergency personnel or City staff.

Structural assessments are the basis of further inspection and permitting actions, as well as for the development of engineered plans for repairing facilities and infrastructure.

Direction and Control

Department Administrators are responsible for their staff efforts to conduct Response Capability Assessments and Windshield Surveys. Multi-departmental damage assessment teams may be formed and coordinated through the Human Resources/Risk Management Department. All findings are reported to the EOC or to the Office of Emergency Management for analysis and distribution.

The Emergency Management Director works with Human Resources/Risk Management in coordinating the collection, analysis, and dissemination of damage assessment data. In consultation with the Mayor and Advisory Group, the Emergency Management Director will request resources and staffing to develop situational awareness based on damage assessments originating from City departments and field teams.

Direction and control of emergency responders will remain under Incident Command in the field, but all field response teams will report damage assessment findings as directed on a periodic basis and at least once each operational period.

City damage assessment efforts will be directed as follows:

- **Mayor:** The Mayor is the chief elected official that leads the executive branch of City government and coordinates overall recovery policy direction with the City Council.
- **City Council:** The City Council is the legislative branch of City government that establishes recovery policy and approves expenditures and contracts.
- **Advisory Group:** Led by the Mayor, the Advisory Group is made up of the Chief Administrative Officer, Assistant Chief Administrative Officer, other Department Administrators, and the Communications Director. The Advisory Group serves as an advisory body to the Mayor and Council, provides a unified approach to oversight of City departments and programs, and serves as the Recovery Management Team during at least the initial recovery phase.

- **Emergency Management Director:** The Emergency Management Director provides coordination support for recovery efforts from the Renton EOC in accordance with the Mayor’s policy direction. The Director coordinates recovery activities while the EOC remains activated and as directed by the Mayor throughout the recovery process.

If a key official is unable to perform their duties as assigned, a designee may be appointed consistent with the delegations of authority as defined in each department’s continuity of operations planning.

City departments will retain programmatic responsibility to ensure that their personnel are aware of their disaster recovery roles and responsibilities; will develop procedures for implementing disaster recovery programs and activities; and will provide training to staff to maintain optimal capabilities for disaster recovery.

Organization and Assignment of Responsibilities

Damage assessment, as a primary element of short-term recovery, will be coordinated by Human Resources/Risk Management in accordance with principles of the National Incident Management System (NIMS) as outlined in the CEMP, with input from every City department.

Damage Assessment Responsibilities

1. Executive

Primary

- Advisory Group policy coordination
- Continuity of government
- Intergovernmental coordination
- Communication of damage assessment information to the media and public
- Response Capability Assessment

Support

- Recovery expenditure tracking
- Recovery Status Report input and review

2. Fire and Emergency Services

Primary

Emergency Management

- EOC direction and coordination
- Damage assessment data analysis and validation
- Situation Report and Recovery Status Report development/distribution
- Response Capability Assessment

Response Operations and Safety and Support Services

- Windshield Survey initial damage assessment
- Response Capability Assessment

Community Risk Reduction

- Windshield Survey initial damage assessment
- Response Capability Assessment
- Fire inspections

Support

Emergency Management

- Resource support and logistics
- Public information (JIC/JIS) coordination
- Recovery expenditure tracking

All Other Fire & Emergency Services Divisions

- Recovery expenditure tracking
- Situation Report and Recovery Status Report input

3. Police

Primary

- Windshield Survey initial damage assessment
- Response Capability Assessment
- Public safety
- Access control

Support

- Recovery expenditure tracking
- Situation Report and Recovery Status Report input

4. Public Works

Primary

- Response Capability Assessment (including for all City infrastructure, utilities)
- Windshield Survey initial damage assessment
- Detailed damage assessment and reporting (all City infrastructure, utilities)
- Preliminary Damage Assessment
- Liaison with utilities
- GIS mapping and analysis

Support

- ATC building assessment (public and private)
- Recovery expenditure tracking
- Situation Report and Recovery Status Report input

5. Community Services

Primary

- Response Capability Assessment (including all City facilities)

Support

- Alternate facilities location
- Recovery expenditure tracking
- Situation Report and Recovery Status Report input

6. Community and Economic Development

Primary

- Response Capability Assessment
- Windshield Survey initial damage assessment
- Preliminary Damage Assessment
- ATC building assessments (public and private)
- Business community outreach and information
- Other building inspections

Support

- Recovery expenditure tracking
- Situation Report and Recovery Status Report input

7. Administrative Services

Primary

- Response Capability Assessment
- Recovery expenditure tracking
- Emergency procurement
- Information technology support
- Data recovery

Support

- Situation Report and Recovery Status Report input

8. Human Resources and Risk Management

Primary

- Response Capability Assessment
- Citywide personnel accountability
- Citywide Response Capability Assessment coordination
- Coordination of Windshield Survey data collection
- Coordination of Preliminary Damage Assessment activities
- Damage assessment data analysis and validation

Support

- Recovery expenditure tracking
- Situation Report and Recovery Status Report input

9. City Attorney

Support

- Recovery expenditure tracking
- Situation Report and Recovery Status Report input

10. Municipal Court

Support

- Recovery expenditure tracking
- Situation Report and Recovery Status Report input

Information Collection and Dissemination

Damage Reporting to EOC

A barrage of early information about the extent and location of damages and associated secondary impacts is likely to come from a variety of sources. These may include:

- Emergency responders and other City staff
- Eyewitness reports from the public
- Local media (TV, radio, newspaper, electronic, etc.)
- Social media
- Volunteers

The Renton EOC is the destination point for information gathered through the Response Capability Assessment, Windshield Survey, and Preliminary Damage Assessment that is coordinated by Human Resources/Risk Management. It is vital that the information collected through those assessments is rapidly and continuously related to the EOC so that analysis and sharing of damage assessment data can occur within the EOC and can be appropriately relayed to external partners. Most damage assessment activity will occur as a part of short-term recovery during the first days and weeks following a disaster event. Information about damages is collected immediately upon the activation of the EOC, and will include Response Capability Assessment and Windshield Survey reports from City staff as well as verifiable information as it comes in from the other sources listed above. Damage assessment data is mapped when possible to maintain a common operating picture for decision makers.

The Renton EOC disseminates initial damage assessment information from the EOC Situation Report, which is produced each operational period while the EOC is activated. The Situation Report is distributed to all EOC staff, City leadership, departments, and to other jurisdictions and emergency management agencies. The EOC also reports Renton's damage information to the King County ECC as required for justifying a Presidential disaster declaration.

Engineered assessments of damages may continue into long-term recovery and will be reported to the Office of Emergency Management for inclusion in the weekly Recovery Status Report to City leadership, staff, and external partners. This report will replace the EOC Situation Report once the EOC is demobilized, or as determined by the Emergency Management Director should the EOC remain open for an extended period of time into long-term recovery.

Communications for Public Information and Outreach

It is vital to maintain constant outreach to the public to ensure dissemination of accurate information regarding the progress of disaster recovery as well as to manage rumors and speculation about recovery programs.

The Communications Director in the Mayor's Office has lead responsibility for the City's public information activities throughout the recovery process. The Communications Director may be located at the EOC, in the Mayor's Office, or another location from which they may effectively coordinate the public information function of the City.

In a regional event, multiple agencies and entities issue public information messages, increasing the possibility of conflicting information. To reduce inaccuracies and misinformation, the City utilizes a Joint Information System (JIS) to coordinate information with participating local, tribal, State, and Federal agencies. City of Renton communications staff may also deploy to a Joint Information Center (JIC) with other regional jurisdictions, including the King County Emergency Coordination Center JIC.

Methods of communicating with the public to convey recovery information include:

- City of Renton emergency information web at rentonwa.gov
- CodeRED emergency notification system
- Posting information at neighborhood information centers
- Social media outlets
- Government Access Channel (Channel 21)
- Broadcast media (television and radio)
- Newspapers and other print media
- Electronic media
- Community meetings and other outreach activities

All major announcements and information releases, regardless of the means of communication, are vetted through the Communications Director prior to release.

Administration, Finance, and Logistics

Administration and Finance

The Administrative Services Department is responsible for managing all aspects of recovery finance and procurement, including the following tasks:

- Expenditure tracking and reporting
- Administering and tracking of emergency procurement waivers
- Managing special accounts for recovery
- Administering Federal and State recovery grants

The Administrative Services Department is the clearinghouse for information regarding recovery finance and administration, but all departments are expected to keep accurate records regarding recovery expenditures, overtime costs, and equipment use to facilitate the reimbursement of eligible expenses under FEMA Public Assistance programs.

The Office of Emergency Management is the lead agency for collecting citywide damage assessment data, but it will coordinate with the Finance Department as needed.

Note: Damage assessment costs are normally not eligible for FEMA reimbursement, but departments should continue to track all time and effort, especially overtime costs, during both the response and recovery phases of a disaster.

Finance personnel collect recovery expenditure data submitted by each department, including transactions made under emergency procurement rules, for weekly reporting into the Recovery Status Report.

Logistics and Resource Support

When possible, departments will utilize their own resources or will rely on pre-existing agreements with partner agencies or vendors to obtain needed supplies and services. When resource needs in support of disaster recovery exceed existing departmental resource capabilities, the department will request, with as much advance notice as possible, resource support through the Renton EOC. While the EOC is activated, the Logistics Section and the Finance Section, in consultation with the Administrative Services Department, are responsible for locating, ordering, and procuring resources. Emergency Management staff will continue to coordinate resource support when the EOC is not activated.

EOC staff will seek supplemental resource support from the following sources:

- Other city departments
- Local/regional vendors (where possible)
- National vendors

The EOC may also make resource requests via existing mutual aid agreements or through the King County Regional Disaster Plan.

When necessary, the EOC requests emergency resource support from the Zone 3 Coordination Center, the King County ECC, and/or the Washington State EOC. Washington State may, in turn, request emergency assistance from other state governments via the Emergency Management Assistance Compact (EMAC) or from the Federal Government.

Requesting departments are responsible for tracking the use of supplemental resources provided to them.

Annex Development and Maintenance

Annex Development

The Damage Assessment Annex to the City of Renton Disaster Recovery Plan was developed with participation by a broad range of stakeholders and partners, including City departmental staff, neighboring cities, King County, the State of Washington, non-governmental organizations, and private sector partners. The Federal Emergency Management Agency of the U.S. Department of Homeland Security provided technical assistance to the development of this Annex.

Planning Process

The planning process commenced on December 2, 2010, with a Recovery Planning Kick-off Workshop hosted by the King County Office of Emergency Management. The four Green River Valley cities (Renton, Auburn, Kent, and Tukwila) and King County were principal participants in the workshop. Other stakeholders attended that serve in a support or coordination role in regional recovery operations. The stated goal of the workshop was to begin development of separate jurisdictional recovery plans in coordination with one another.

The Kick-off Workshop was followed by eight functional workshops in February and March of 2011. The Damage Assessment Workshop took place on February 15, 2011. Workshop participants divided into groups to strategize a coordinated approach to damage assessment. Information from workshop notes and from a supplemental informational survey was collated to provide an overview of current damage assessment capabilities. The information was included in this Annex to the Disaster Recovery Plan and supplemented by follow-up communications with City leadership and staff to ensure consistency with existing City policy and procedures.

Public Input

The City of Renton Disaster Recovery Plan, including this Annex, was developed with input from Renton citizens and stakeholders as outlined in the Basic Plan.

Recovery Plan Maintenance

Departments are expected to develop implementing procedures for roles and responsibilities outlined in this Damage Assessment Annex. Procedures should be submitted to the Office of Emergency Management for inclusion as an appendix to the Plan.

Designated departments with responsibilities outlined in this Annex are expected to provide adequate training to departmental staff to ensure a continual readiness to complete their responsibilities. In addition, programs and activities outlined in this Annex may be exercised on a periodic basis as directed by the Mayor. After any exercise designed to test recovery processes, or after an actual disaster event, any successes and shortfalls shall be noted in an After Action Review.

Recommended improvements to the Plan will be included in the next update. At a minimum, the City of Renton Disaster Recovery Plan, including its Annexes, will be reviewed and updated once every four years.

The Office of Emergency Management retains responsibility for keeping a Master Copy of this plan up-to-date and for distributing updates to City departments.

Legal Authorities

Local Legal Authorities

- a. Renton Municipal Code, Title III, Chapter 5, Fire and Emergency Services Department
- b. King County Code, Chapter 2.56, Emergency Management
- c. King County Code, Chapter 12.52, Emergency Powers

State Legal Authorities

- a. Revised Code of Washington (RCW):
 - i. 35.33.081, Emergency Expenditures
 - ii. 35.33.101, Emergency Warrants
 - iii. 38.52, Emergency Management
 - iv. 39.34, Interlocal Cooperation Act
 - v. 40.10, Essential Records
 - vi. 42.14, Continuity of Government Act
 - vii. 43.43, (Subparts 960-975), State Fire Service Mobilization
 - viii. 70.136, Hazardous Materials Incidents
- b. Washington Administrative Code (WAC):
 - i. 118-04, Emergency Worker Program
 - ii. 118-30, Local Emergency Management Services Organizations, Plans, and Programs

Federal Legal Authorities

- a. Federal Civil Defense Act of 1950, as amended
- b. Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance, as amended
- c. Title 44, Code of Federal Regulations, parts 9, 10, 13, 59, 204, and 206

- d. Public Law 96-342, Improved Civil Defense
- e. Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986

References and Resources

Local References and Resources

- a. City of Renton Comprehensive Emergency Management Plan
- b. City of Renton Comprehensive Plan
- c. City of Renton Hazard Mitigation Plan (incl. Hazard Identification and Vulnerability Assessment)
- d. King County Comprehensive Emergency Management Plan
- e. King County Hazard Mitigation Plan (incl. Hazard Identification and Vulnerability Assessment)
- f. King County Regional Disaster Plan

State References and Resources

- a. Washington State Comprehensive Emergency Management Plan
- b. Washington State Emergency Management Disaster Assistance Guide for Local Governments

Federal References and Resources

- a. Comprehensive Preparedness Guide (CPG) 101
- b. Homeland Security Exercise and Evaluation Program (HSEEP)
- c. National Incident Management System (NIMS), Department of Homeland Security
- d. National Response Framework, Federal Emergency Management Agency

Other References and Resources

- a. Applied Technology Council, ATC-20 Procedures for Post-earthquake Safety Evaluation of Buildings
- b. Applied Technology Council, ATC-45 Procedures for Safety Evaluation of Buildings after Wind Storms and Floods

City of Renton Disaster Recovery Plan

**Annex B: Public Infrastructure Restoration
2/27/2012**

Table of Contents

Purpose 2

Scope 2

Situation Overview..... 2

Planning Assumptions 3

Concept of Operations..... 3

Direction and Control..... 5

Organization and Assignment of Responsibilities 6

Information Collection and Dissemination 10

Recovery Status Report 10

Communications for Public Information and Outreach 11

Administration, Finance, and Logistics..... 12

Administration and Finance 12

Logistics and Resource Support 12

Annex Development and Maintenance 13

Annex Development 13

Planning Process..... 13

Public Input 13

Recovery Plan Maintenance 14

Legal Authorities..... 14

 Local Legal Authorities 14

 State Legal Authorities..... 14

 Federal Legal Authorities..... 15

References and Resources..... 15

 Local References and Resources..... 15

 State References and Resources 15

 Federal References and Resources 15

Purpose

The purpose of the Public Infrastructure Restoration Annex to the City of Renton Disaster Recovery Plan is to establish uniform policies and procedures and identify roles and responsibilities for coordinating the restoration of public infrastructure and essential services during the post-event recovery process.

Scope

The Public Infrastructure Restoration Annex addresses incidents of local, regional, state, and national significance, including, but not limited to, Presidentially declared disasters in King County, Washington State, in which the City of Renton resides.

This Annex, like the Disaster Recovery Plan as a whole, applies to all City departments and provides an operational framework to guide coordinated infrastructure restoration efforts. The Annex supports and integrates State, Federal, and private utility plans and programs that aid in recovery operations.

Situation Overview

- The Puget Sound Region is vulnerable to a variety of natural and man-made hazards with the potential to significantly damage public infrastructure and disrupt essential services.
- Many aspects of disaster recovery are dependent on the restoration of infrastructure and essential services.
- Transportation systems, water and sewer systems, utility transmission systems, and information infrastructure will be assessed early in recovery to determine what can be quickly repaired and restored. Permanent repairs may follow at a later phase of long-term recovery.
- Some critical infrastructure is privately owned and may require close public/private coordination.
- Public facilities such as schools, community centers, and parks may have dual uses during disaster recovery and therefore may be deemed a priority for restoration.

Planning Assumptions

- Recovery begins almost as soon as a disaster event occurs, often concurrent with emergency response. For the purposes of this Public Infrastructure Restoration Annex it is assumed that immediate threats to life and property have been addressed and that the operational focus has shifted to short-term recovery activities. Response actions outlined in the Comprehensive Emergency Management Plan take precedence as long as threats remain to life and property.
- Repair, restoration, and/or reconstruction of public infrastructure and the resumption of essential services may take days, weeks, or even years to complete.
- Events of regional, statewide, or national significance will require cross-jurisdictional cooperation in recovery and restoration efforts.
- Private owners of infrastructure and service providers will work closely with local governments to develop restoration priorities.
- City departments will develop procedures and provide appropriate training to staff with designated roles and responsibilities in this Annex.

Concept of Operations

Public infrastructure systems, and essential services that often rely on them, are taken for granted until they are damaged or rendered inoperable by the impacts of disaster. Yet civil society cannot operate without them. For that reason the restoration of these systems is a key component of disaster recovery. Almost every aspect of recovery is dependent on at least one of the infrastructure systems below:

- Transportation system (roadways, rail, mass transit)
- Power system (electric transmission lines, natural gas lines, fuel pipelines)
- Water system (water treatment plants, water mains, distribution lines)
- Wastewater/sewer system (sewer lines, pump stations, wastewater treatment plants)
- Storm water system (drainage conveyance systems, culverts, stormwater flow control/water quality treatment facilities, levees, floodwalls, stormwater pump stations)
- Communications system (telephone landlines, cell towers)
- Internet/broadband (fiber optic cable, wi-fi)

In addition, the continuity of government and other essential services is dependent upon the functionality of facilities such as:

- Hospitals
- Schools
- Government buildings
- Community centers

Restoring this infrastructure and associated services is therefore a high priority action that begins early in short-term recovery.

The City of Renton is responsible for many of the infrastructure elements listed above. Some systems are privately owned or operated, requiring close public/private coordination to ensure that public priorities inform the order and pace of restoration.

City departments and private sector partners with responsibility for infrastructure systems and essential services implement the following restoration actions:

- Damage assessment
- Estimation of service interruption or downtime
- Determination of timeline for restoration
- Determination of resource needs for restoration
- Establishment of restoration priorities
- Temporary repairs or service continuity
- Permanent repairs or replacement

City leadership, in consultation with other jurisdictions and private sector partners, determines the most effective use of limited resources to restore infrastructure and services that protect life safety and facilitate meeting basic human needs. Other restoration priorities may include providing emergency aid to isolated communities or allowing the flow of emergency goods and services.

When restoration is expected to be a lengthy process, the EOC may request assistance in providing alternate services such as provision of drinking water, electric generators, or mobile medical aid.

Direction and Control

The Public Works Department is the lead agency in Renton for coordinating the restoration of infrastructure for water, sewer, storm water drainage, and transportation, as well as for working with private utility companies to facilitate service restoration. The Administrative Services Department is the lead agency for restoring City government communication and information technology services, as well as for coordinating the restoration of citywide Internet, broadband, and wireless services.

Widespread catastrophic damage may require regional collaboration with King County, Washington State, and the Federal Government. City leadership will allocate staff and other resources to regional efforts as able.

Efforts to restore infrastructure and essential services will be directed as follows:

- **Mayor:** The Mayor is the chief elected official that leads the executive branch of City government and coordinates overall recovery policy direction with the City Council.
- **City Council:** The City Council is the legislative branch of City government that establishes recovery policy and approves expenditures and contracts.
- **Administrator, Public Works Department:** The Public Works Administrator provides leadership and direction, in accordance with the Mayor's policy, to staff responsible for most infrastructure restoration.
- **Administrator, Administrative Services Department:** The Administrative Services Administrator provides leadership and direction, in accordance with the Mayor's policy, to staff responsible for restoring communications and information technology infrastructure.
- **Advisory Group:** Led by the Mayor, the Advisory Group is made up of the Chief Administrative Officer, Assistant Chief Administrative Officer, other Department Administrators, and the Communications Director. The Advisory Group serves as an advisory body to the Mayor and Council, provides a unified approach to oversight of City departments and programs, and serves as the Recovery Management Team during at least the initial recovery phase.
- **Emergency Management Director:** The Emergency Management Director provides coordination support for recovery efforts from the Renton EOC in accordance with the Mayor's policy direction. The

Director coordinates recovery activities while the EOC remains activated and as directed by the Mayor throughout the recovery process.

If a key official is unable to perform their duties as assigned, a designee may be appointed consistent with the delegations of authority as defined in each department's continuity of operations planning.

The Mayor may appoint community leaders and stakeholders to the Recovery Management Team after a disaster with widespread damage and economic impacts to help guide recovery programs.

City departments retain programmatic responsibility for recovery efforts under their purview. Each department is expected to: ensure that their personnel remain aware of their disaster recovery roles and responsibilities; develop procedures for implementing disaster recovery programs and activities; and provide training to staff to maintain optimal capabilities for disaster recovery.

Organization and Assignment of Responsibilities

The following are basic responsibilities of Renton city departments for restoring infrastructure and essential services. Standard Operating Procedures (SOPs) may be developed to provide further detail on how individual departments and divisions shall perform their responsibilities.

Recovery and restoration activities may initially be coordinated in the Renton EOC or in the field in accordance with principles of the National Incident Management System (NIMS) as outlined in the CEMP.

Long-term restoration and rebuilding operations will transition to normal departmental organization and functions over time. However, supplemental surge staffing may be required for much of the recovery process.

Infrastructure Restoration Responsibilities

1. Executive

Primary

- Advisory Group coordination
- Continuity of government
- Intergovernmental coordination
- Communication of restoration status to the media and public

Support

- Recovery expenditure tracking
- Recovery Status Report input

2. Public Works

Primary

Transportation Systems

- Damage assessment
- Roadway debris clearance
- Transportation system inspections
- Temporary roadway/bridge repairs
- Traffic management
- Structural assessments and engineering
- Permanent repairs/reconstruction
- Restoration of Renton Municipal Airport infrastructure
- Coordination with other jurisdiction's transportation agencies

Utility Systems

- Damage assessment
- Debris clearance
- Water/sewer/stormwater infrastructure repair/restoration
- Water quality sampling/testing
- Structural assessment
- Permanent repairs/reconstruction
- Coordination with utility crews
- GIS mapping and analysis

Maintenance Services

- Damage assessment
- Infrastructure/transportation restoration
- Structural assessment
- Permanent repairs/reconstruction
- Debris management
- Coordination with utility crews
- GIS mapping and analysis

Support

- Heavy equipment resource support
- Equipment/vehicle repair
- Signage
- Vendor contracting
- Recovery expenditure tracking
- Recovery Status Report input

3. Community and Economic Development

Primary

- Structural assessments
- Engineering review
- Environmental compliance
- Inspection and approval of reconstruction permits
- Construction plan review
- Code enforcement

Support

- Recovery expenditure tracking
- Recovery Status Report input

4. Administrative Services

Primary

- Communications systems recovery
- Information technology systems recovery
- Data recovery
- Financial management
- Administration of recovery procurement procedures
- Vendor contract management
- Recovery expenditure tracking

Support

- Communications support
- Information technology support
- Recovery Status Report input

5. Fire and Emergency Services

Primary

Emergency Management

- EOC direction and coordination
- Recovery Status Report development/distribution

Response Operations

- Hazardous materials response/remediation
- Radiological event response/remediation
- Casualty management

Community Risk Reduction

- Fire investigation and inspection Fire plan review

Support

Emergency Management

- Resource support and logistics
- Public information (JIC/JIS) coordination
- Recovery expenditure tracking

All Other Fire & Emergency Services Divisions

- Recovery expenditure tracking
- Recovery Status Report input

6. Police

Primary

- Public safety
- Access control

Support

- Recovery expenditure tracking
- Recovery Status Report input

Partner Agencies

Cable/media providers
Fuel pipeline companies
Hospitals/Urgent Care Centers
Internet providers
Issaquah School District
Kent School District
Public Health Seattle-King County
Puget Sound Energy
Renton School District
Telephone companies
Wireless/cell-phone carriers

Information Collection and Dissemination

Recovery Status Report

Departments with responsibility for restoring infrastructure and essential services provide initial restoration information as part of the damage assessment process. This may include estimates for how long repairs or temporary restoration efforts are expected to take. This information will be limited at first. As situational awareness improves, damage and restoration information will be used to determine priorities for action. When possible, this information is mapped and analyzed to develop a common operating picture of infrastructure conditions and the viability of essential services.

The Office of Emergency Management is responsible for collecting and analyzing recovery information and for distributing a weekly Recovery Status Report to City leadership, staff, and external partners. This report replaces the EOC Situation Report once the EOC is demobilized, or as determined by the Emergency Management Director should the EOC remain activated for an extended period of time into long-term recovery.

The Recovery Status Report is the primary source of information and data for all planning, operations, and external communications. If errors are found in the Recovery Status Report, these should be submitted to the Office of Emergency Management immediately.

Information collection and dissemination is administered in the following manner:

- Recovery information is collected and analyzed by the Office of Emergency Management throughout the period of recovery or until the information collection function is delegated by the Mayor to another department or to the Recovery Management Team.
- All City departments are expected to supply a standard information package for the Recovery Status Report along with any other information requests by the submission deadline specified by the Office of Emergency Management.
- All City departments should use the information and data in the Recovery Status Report for planning and operational purposes.
- The Recovery Status Report is the authoritative source of up-to-date recovery data and information for all internal departmental reports and communications. Time-sensitive information is submitted to the Office of Emergency Management, which will determine the most effective manner of distribution in consultation with impacted departments and the Mayor's Office.

- The Recovery Status Report is the factual basis for all other information outputs, including staff reports to the Mayor and Council, press releases, talking points for interviews, public education and outreach, and social media outputs.

Communications for Public Information and Outreach

It is vital to maintain constant outreach to the public to ensure dissemination of accurate information regarding the progress of service restoration and infrastructure repair as well as to manage rumors and speculation about recovery programs.

The Communications Director in the Mayor’s Office has lead responsibility for the City’s public information activities throughout the recovery process. The Communications Director may be located at the EOC, in the Mayor’s Office, or another location from which they may effectively coordinate the public information function of the City.

In a regional event, multiple agencies and entities issue public information messages, increasing the possibility of conflicting information. To reduce inaccuracies and misinformation, the City utilizes a Joint Information System (JIS) to coordinate information with participating local, tribal, State, and Federal agencies. City of Renton communications staff may also deploy to a Joint Information Center (JIC) with other regional jurisdictions, including the King County Emergency Coordination Center JIC.

Methods of communicating with the public to convey recovery information include:

- City of Renton emergency information web at rentonwa.gov
- CodeRED emergency notification system
- Posting information at neighborhood information centers
- Posting information at City facilities
- Social media outlets
- Government Access Channel (Channel 21)
- Broadcast media (television and radio)
- Newspapers and other print media
- Electronic media
- Community meetings and other outreach activities

All major announcements and information releases, regardless of the means of communication, are vetted through the Communications Director prior to release.

Administration, Finance, and Logistics

Administration and Finance

The Administrative Services Department is responsible for managing all aspects of recovery finance and procurement, including the following tasks:

- Expenditure tracking and reporting
- Administering and tracking of emergency procurement waivers
- Managing special accounts for recovery
- Administering Federal and State recovery grants

The Administrative Services Department is the clearinghouse for information regarding recovery finance and administration, but all departments are expected to keep accurate records regarding recovery expenditures, overtime costs, and equipment use to facilitate the reimbursement of eligible expenses under FEMA Public Assistance programs.

Finance personnel collect recovery expenditure data submitted by each department, including transactions made under emergency procurement rules, for weekly reporting into the Recovery Status Report.

Logistics and Resource Support

When possible, departments will utilize their own resources or will rely on pre-existing agreements with partner agencies or vendors to obtain needed supplies and services. When resource needs in support of disaster recovery exceed existing departmental resource capabilities, the department will request, with as much advance notice as possible, resource support through the Renton EOC. While the EOC is activated, the Logistics Section and the Finance Section, in consultation with the Administrative Services Department, are responsible for locating, ordering, and procuring resources. Emergency Management staff will continue to coordinate resource support when the EOC is not activated.

EOC staff will seek supplemental resource support from the following sources:

- Other city departments
- Local/regional vendors (where possible)
- National vendors

The EOC may also make resource requests via existing mutual aid agreements or through the King County Regional Disaster Plan.

When necessary, the EOC requests emergency resource support from the Zone 3 Coordination Center, the King County ECC, and/or the Washington State EOC. Washington State may, in turn, request emergency assistance from other state

governments via the Emergency Management Assistance Compact (EMAC) or from the Federal Government.

Requesting departments are responsible for tracking the use of supplemental resources provided to them.

Annex Development and Maintenance

Annex Development

The Public Infrastructure Restoration Annex to the City of Renton Disaster Recovery Plan was developed with participation by a broad range of stakeholders and partners, including City departmental staff, neighboring cities, King County, the State of Washington, the Federal Government, non-governmental organizations, and private sector partners. The U.S. Department of Homeland Security and the Federal Emergency Management Agency also provided technical assistance to the development of this Annex.

Planning Process

The planning process commenced on December 2, 2010, with a Recovery Planning Kick-off Workshop hosted by the King County Office of Emergency Management. The four Green River Valley cities (Renton, Auburn, Kent, and Tukwila) and King County were principal participants in the workshop. Other stakeholders attended that serve in a support or coordination role in regional recovery operations. The stated goal of the workshop was to begin development of separate jurisdictional recovery plans in coordination with one another.

The Kick-off Workshop was followed by eight functional workshops in February and March of 2011. The Public Infrastructure Restoration Workshop took place on March 2, 2011.

Workshop participants divided into groups to discuss infrastructure interdependencies and restoration issues and to strategize solutions for optimizing a coordinated approach. Information from workshop notes and from a supplemental informational survey was collated to provide an overview of current infrastructure restoration capabilities. The information was included in this Annex to the Disaster Recovery Plan and supplemented by follow-up communications with City leadership and staff to ensure consistency with existing City policy and procedures.

Public Input

The City of Renton Disaster Recovery Plan, including this Annex, was developed with input from Renton citizens and stakeholders as outlined in the Basic Plan.

Recovery Plan Maintenance

Departments are expected to develop implementing procedures for roles and responsibilities outlined in this Public Infrastructure Restoration Annex. Procedures should be submitted to Emergency Management for inclusion as an appendix to the Plan.

Designated departments with responsibilities outlined in this Annex are expected to provide adequate training to departmental staff to ensure a continual readiness to complete their responsibilities. In addition, programs and activities outlined in this Annex may be exercised on a periodic basis as directed by the Mayor. After any exercise designed to test recovery processes, or after an actual disaster event, any successes and shortfalls shall be noted in an After Action Review.

Recommended improvements to the Plan will be included in the next update. At a minimum, the City of Renton Disaster Recovery Plan, including its Annexes, will be reviewed and updated once every four years.

The Office of Emergency Management retains responsibility for keeping a Master Copy of this plan up-to-date and for distributing updates to City departments.

Legal Authorities

Local Legal Authorities

- a. Renton Municipal Code, Title III, Chapter 5, Fire and Emergency Services Department
- b. King County Code, Chapter 2.56, Emergency Management
- c. King County Code, Chapter 12.52, Emergency Powers

State Legal Authorities

- a. Revised Code of Washington (RCW):
 - i. 35.33.081, Emergency Expenditures
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 - v. 40.10, Essential Records
 - vi. 42.14, Continuity of Government Act
 - vii. 43.43, (Subparts 960-975), State Fire Service Mobilization
 - viii. 70.136, Hazardous Materials Incidents

- b. Washington Administrative Code (WAC):
 - i. 118-04, Emergency Worker Program
 - ii. 118-30, Local Emergency Management Services Organizations, Plans, and Programs

Federal Legal Authorities

- a. Federal Civil Defense Act of 1950, as amended
- b. Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance, as amended
- c. Title 44, Code of Federal Regulations, parts 9, 10, 13, 59, 204, and 206
- d. Public Law 96-342, Improved Civil Defense
- e. Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986

References and Resources

Local References and Resources

- a. City of Renton Comprehensive Emergency Management Plan
- b. City of Renton Comprehensive Plan
- c. City of Renton Hazard Mitigation Plan (incl. Hazard Identification and Vulnerability Assessment)
- d. King County Comprehensive Emergency Management Plan
- e. King County Hazard Mitigation Plan (incl. Hazard Identification and Vulnerability Assessment)
- f. King County Regional Disaster Plan

State References and Resources

- a. Washington State Comprehensive Emergency Management Plan
- b. Washington State Emergency Management Disaster Assistance Guide for Local Governments

Federal References and Resources

- a. Comprehensive Preparedness Guide (CPG) 101
- b. Homeland Security Exercise and Evaluation Program (HSEEP)
- c. National Incident Management System (NIMS), Department of Homeland Security
- d. National Response Framework, Federal Emergency Management Agency

City of Renton Disaster Recovery Plan

**Annex C: Human Services
2/27/2012**

Table of Contents

Purpose	2
Scope	2
Situation Overview	2
Planning Assumptions	3
Concept of Operations	4
Direction and Control	5
Organization and Assignment of Responsibilities	6
Information Collection and Dissemination	9
Recovery Status Report	9
Communications for Public Information and Outreach	10
Administration, Finance, and Logistics	11
Administration and Finance	11
Logistics and Resource Support	11
Annex Development and Maintenance	12
Annex Development	12
Planning Process	12
Public Input	13
Recovery Plan Maintenance	13
Legal Authorities	13
Local Legal Authorities	13
State Legal Authorities.....	13
Federal Legal Authorities.....	14
References and Resources	14
Local References and Resources.....	14
State References and Resources	14
Federal References and Resources	15

Purpose

The purpose of the Human Services Annex to the City of Renton Disaster Recovery Plan is to establish a framework for a coordinated approach to addressing post-disaster humanitarian needs through mass care efforts, shelter and temporary housing assistance, and the delivery of other emergency human services programs.

Scope

The Human Services Annex addresses incidents of local, regional, state, and national significance, including, but not limited to, Presidentially declared disasters in King County, Washington State, in which the City of Renton resides.

This Annex, like the Disaster Recovery Plan as a whole, applies to all City departments and provides an operational framework to guide coordinated human service delivery efforts among a network of community based organizations (CBOs) and other jurisdictions at the local, State, and Federal levels. The Annex supports and integrates other plans and programs that aid in recovery operations.

Situation Overview

- People in Renton are likely to be impacted by a significant natural disaster or human-caused incident. Impacts may include loss of safe and sanitary housing, lack of food and water, and disruption of community support services.
- Humanitarian needs will become apparent through damage assessment and outreach activities. Short-term basic needs such as food, water, shelter, and emergency first aid will have to be met in the early hours and days after the disaster. Longer-term needs will continue to be identified and addressed throughout recovery, sometimes for months or years after an event.
- Many human service delivery challenges are a result of secondary impacts of damaged infrastructure, including power outages, the loss of potable water, interrupted food and medicine distribution, and exposure to hazardous materials.
- Damage to human service facilities or to the infrastructure that supports their operations may inhibit effective service delivery for human needs.

- Community based organizations provide most of the direct human service programs crucial to recovery efforts. Many of these organizations, along with businesses, neighborhood groups, and other organizations, participate in the Greater Renton Community Organizations Active in Disaster (COAD) which helps provide goods and services for unmet human needs in a disaster.
- Survivors with access or functional needs and lower income disaster survivors present specialized challenges in recovery efforts.
- The local public and, in major events, people from all over the nation and world will seek opportunities to donate or volunteer to assist with recovery efforts.
- An event that overwhelms local capability to meet basic human needs may require assistance from other cities and regions, King County, the State of Washington, and the Federal Government. The Renton Emergency Operations Center (EOC) will request support and assistance as needed.

Planning Assumptions

- For the purposes of this Human Services Annex it is assumed that immediate threats to life and property have been addressed and that the operational focus has shifted to short-term recovery activities such as restoring essential services and meeting basic human needs. Response actions outlined in the Comprehensive Emergency Management Plan will take precedence as long as threats remain to life and property.
- Events of regional, statewide, or national significance may require cross-jurisdictional cooperation in recovery efforts such as sheltering, mass care and feeding, and temporary housing.
- Non-governmental CBOs, which often provide a significant proportion of post-disaster human services delivery, may be impacted by the disaster and unable to operate at full capacity.
- City departments will develop procedures and provide appropriate training to staff with designated roles and responsibilities in this Human Services Annex.

Concept of Operations

Human impacts in disasters may include loss of housing, lack of food and clean water, injuries and other health issues, and interruption of community services. A key element of disaster recovery for the City of Renton and the surrounding region is the delivery of assistance, services, and programs designed to alleviate these impacts and to meet basic human needs.

Response efforts outlined in Emergency Support Function #6 of the City of Renton CEMP and the King County CEMP address immediate post-disaster needs. Because short-term recovery begins concurrently with response activities, this Annex addresses immediate needs as well as longer-term recovery needs in four major categories: mass care and sheltering, emergency assistance, housing, and human services.

Mass care and sheltering

- Sheltering
- Feeding operations
- Bulk distribution of emergency items
- Collecting and providing information on victims to family members

Emergency assistance

- Support to evacuations (registration and tracking of evacuees)
- Reunification of families
- Provision of assistance to survivors with access or functional needs
- Pet evacuation and sheltering
- Support to specialized shelters
- Support to medical needs shelters
- Donations management
- Coordination of CBO/voluntary agency assistance
- Coordination of unaffiliated volunteers

Housing

- Temporary housing
- Rental/loan assistance
- Repair assistance
- Replacement
- Identification and provision of accessible housing

Human Services

- Personal property replacement
- Disaster loans
- Food stamps
- Crisis counseling

- Disaster unemployment
- Disaster legal services
- Support for survivors with access or functional needs
- Other State and Federal benefits

The City of Renton has limited capabilities to address human needs in a large-scale disaster. The EOC requests additional resources and program support through the King County ECC from the State of Washington and the Federal Government, which administer many of the programs listed above.

Related efforts to provide medical services beyond emergency first aid are administered by Public Health Seattle-King County in accordance with its plans and operational protocols.

To the extent they are operational, CBOs and voluntary agencies, including the American Red Cross, the Salvation Army, the Greater Renton Community Organizations Active in Disaster (COAD), and other disaster relief and human services organizations, may provide valuable direct services and case management experience in support of this Annex.

Direction and Control

A large-scale event that overwhelms the City's capability to meet basic human needs will require regional collaboration through the King County ECC or through other regionalized humanitarian and mass care efforts. City leadership will provide staff and resource support to these efforts as able.

City actions in support of mass care, shelter, and human services during recovery will be directed as follows:

- **Mayor:** The Mayor is the chief elected official that leads the executive branch of City government and coordinates overall recovery policy direction with the City Council.
- **City Council:** The City Council is the legislative branch of City government that establishes recovery policy and approves expenditures and contracts.
- **Administrator, Community Services Department:** The Community Services Administrator provides oversight of human service delivery efforts in accordance with the Mayor's policy direction.
- **Advisory Group:** Led by the Mayor, the Advisory Group is made up of the Chief Administrative Officer, Assistant Chief Administrative Officer, other Department Administrators, and the Communications Director. The

Advisory Group serves as an advisory body to the Mayor and Council, provides a unified approach to oversight of City departments and programs, and serves as the Recovery Management Team during at least the initial recovery phase.

- ***Emergency Management Director:*** The Emergency Management Director provides coordination support for citywide human service delivery efforts from the Renton Emergency Operations Center (EOC) in accordance with the Mayor's policy direction. The Emergency Management Director also coordinates with the King County ECC on regional human service delivery efforts.

If a key official is unable to perform their duties as assigned, a designee may be appointed consistent with the delegations of authority as defined in each department's continuity of operations planning.

The Mayor may appoint community leaders and stakeholders to the Recovery Management Team after a disaster with widespread damage and economic impacts to help guide recovery programs.

City departments retain programmatic responsibility for recovery efforts under their purview. Each department is expected to: ensure that their personnel are aware of their disaster recovery roles and responsibilities; develop procedures for implementing disaster recovery programs and activities; and provide training to staff to maintain optimal capabilities for disaster recovery.

Organization and Assignment of Responsibilities

The following are basic responsibilities of Renton city departments for coordinating human service delivery during disaster recovery. Standard Operating Procedures (SOPs) may be developed to provide further detail on how individual departments and divisions shall perform their responsibilities.

Recovery and restoration activities may initially be coordinated in the Renton EOC or in the field in accordance with principles of the National Incident Management System (NIMS) as outlined in the CEMP.

Long-term human service program coordination will transition to normal departmental organization and functions over time. However, supplemental surge staffing may be required for much of the recovery process.

Human Services Responsibilities

1. Executive

Primary

- Policy direction for recovery efforts
- Advisory Group coordination
- Continuity of government
- Intergovernmental coordination
- Public information

2. Community Services

Primary

- Emergency shelter operations
- Mass care and feeding coordination
- Emergency worker care
- Disaster welfare information and referrals
- Shelter transportation coordination
- Coordination with human service CBOs

Support

- Recovery expenditure tracking
- Recovery Status Report input

3. Fire and Emergency Services

Primary

Emergency Management

- EOC direction and coordination
- Volunteer management
- Recovery Status Report development/distribution

Response Operations

- Emergency medical/first aid delivery
- Casualty management

Support

Emergency Management

- Mass care/shelter coordination support
- Resource support/logistics
- Shelter transportation coordination
- Public information (JIC/JIS) coordination
- Recovery expenditure tracking

Response Operations

- Recovery expenditure tracking
- Recovery Status Report input

4. Police

Primary

- Public safety
- Access control
- Traffic control
- Missing persons coordination
- Pet sheltering

Support

- Recovery expenditure tracking
- Recovery Status Report input

5. Public Works

Primary

- Provision of potable water for shelters and congregate areas
- Solid waste service coordination for shelters

Support

- Recovery expenditure tracking
- Recovery Status Report inputs

6. Community and Economic Development

Primary

- Inspection of shelters and other mass care facilities

Support

- Donations management
- Recovery expenditure tracking
- Recovery Status Report input

7. Administrative Services

Primary

- Recovery vendor contract management
- Recovery expenditures tracking

Support

- Procurement of goods/supplies
- Communications support

- Information technology support
- Recovery Status Report input

8. Human Resources and Risk Management

Primary

- Employee care
- Staff re-assignment

Support

- Volunteer management
- Recovery expenditure tracking
- Recovery Status Report input

Partner Agencies

American Red Cross
 Public Health Seattle-King County
 Greater Renton COAD
 Salvation Army

Information Collection and Dissemination

Recovery Status Report

The Office of Emergency Management is responsible for collecting and analyzing recovery information relevant to this Human Services Annex and for distributing a weekly Recovery Status Report to City leadership, staff, and external partners. This report replaces the EOC Situation Report once the EOC is demobilized, or as determined by the Emergency Management Director should the EOC remain activated for an extended period of time into long-term recovery.

The EOC collects information about numbers of guests in shelters, meals fed in City mass feeding programs, and numbers of clients in non-profit human services programs when estimates are available for inclusion in the Recovery Status Report.

The Recovery Status Report is the primary source of information and data for all planning, operations, and external communications. If errors are found in the Recovery Status Report, these should be submitted to the Office of Emergency Management immediately.

Information collection and dissemination is administered in the following manner:

- Recovery information is collected and analyzed by the Office of Emergency Management throughout the period of recovery or until the

information collection function is delegated by the Mayor to another department or to the Recovery Management Team.

- All City departments are expected to supply a standard information package for the Recovery Status Report along with any other information requests by the submission deadline specified by the Office of Emergency Management.
- All City departments should use the information and data in the Recovery Status Report for planning and operational purposes.
- The Recovery Status Report is the authoritative source of up-to-date recovery data and information for all internal departmental reports and communications. Time-sensitive information is submitted to the Office of Emergency Management, which will determine the most effective manner of distribution in consultation with impacted departments and the Mayor's Office.
- The Recovery Status Report is the factual basis for all other information outputs, including staff reports to the Mayor and Council, press releases, talking points for interviews, public education and outreach, and social media outputs.

Communications for Public Information and Outreach

It is vital to maintain constant outreach to the public to ensure dissemination of accurate information regarding the progress of disaster recovery as well as to manage rumors and speculation about recovery programs.

The Communications Director in the Mayor's Office has lead responsibility for the City's public information activities throughout the recovery process. The Communications Director may be located at the EOC, in the Mayor's Office, or another location from which they may effectively coordinate the public information function of the City.

In a regional event, multiple agencies and entities issue public information messages, increasing the possibility of conflicting information. To reduce inaccuracies and misinformation, the City utilizes a Joint Information System (JIS) to coordinate information with participating local, tribal, State, and Federal agencies. City of Renton communications staff may also deploy to a Joint Information Center (JIC) with other regional jurisdictions, including the King County Emergency Coordination Center JIC.

Methods of communicating with the public to convey recovery information include:

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- Posting information at City facilities
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All major announcements and information releases, regardless of the means of communication, are vetted through the Communications Director prior to release.

Administration, Finance, and Logistics

Administration and Finance

The Administrative Services Department is responsible for managing all aspects of recovery finance and procurement, including the following tasks:

- Expenditure tracking and reporting
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The Administrative Services Department is the clearinghouse for information regarding recovery finance and administration, but all departments are expected to keep accurate records regarding recovery expenditures, overtime costs, and equipment use to facilitate the reimbursement of eligible expenses under FEMA Public Assistance programs.

Finance personnel collect recovery expenditure data submitted by each department, including transactions made under emergency procurement rules, for weekly reporting into the Recovery Status Report.

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EOC staff will seek supplemental resource support from the following sources:

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- Local/regional vendors (where possible)
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The EOC may also make resource requests via existing mutual aid agreements or through the King County Regional Disaster Plan.

When necessary, the EOC requests emergency resource support from the Zone 3 Coordination Center, the King County ECC, and/or the Washington State EOC. Washington State may, in turn, request emergency assistance from other state governments via the Emergency Management Assistance Compact (EMAC) or from the Federal Government.

Requesting departments are responsible for tracking the use of supplemental resources provided to them.

Annex Development and Maintenance

Annex Development

The Human Services Annex to the City of Renton Disaster Recovery Plan was developed with participation by a broad range of stakeholders and partners, including City departmental staff, neighboring cities, King County, the State of Washington, the Federal Government, non-governmental organizations, and private sector partners. The U.S. Department of Homeland Security and the Federal Emergency Management Agency also provided technical assistance to the development of this Annex.

Planning Process

The planning process commenced on December 2, 2010, with a Recovery Planning Kick-off Workshop hosted by the King County Office of Emergency Management. The four Green River Valley cities (Renton, Auburn, Kent, and Tukwila) and King County were principal participants in the workshop. Other stakeholders attended that serve in a support or coordination role in regional recovery operations. The stated goal of the workshop was to begin development of separate jurisdictional recovery plans in coordination with one another.

The Kick-off Workshop was followed by eight functional workshops in February and March of 2011. The Human Services Workshop took place on March 4, 2011.

Workshop participants divided into groups to discuss human services issues and to strategize solutions for optimizing a coordinated approach. Information from workshop notes and from a supplemental informational survey was collated to provide an overview of current human service capabilities. The information was

included in this Annex to the Disaster Recovery Plan and supplemented by follow-up communications with City leadership and staff to ensure consistency with existing City policy and procedures.

Public Input

The City of Renton Disaster Recovery Plan, including this Annex, was developed with input from Renton citizens and stakeholders as outlined in the Basic Plan.

Recovery Plan Maintenance

Departments are expected to develop implementing procedures for roles and responsibilities outlined in this Human Services Annex. Procedures should be submitted to Emergency Management for inclusion as an appendix to the Plan.

Designated departments with responsibilities outlined in this Annex are expected to provide adequate training to departmental staff to ensure a continual readiness to complete their responsibilities. In addition, programs and activities outlined in this Annex may be exercised on a periodic basis as directed by the Mayor. After any exercise designed to test recovery processes, or after an actual disaster event, any successes and shortfalls shall be noted in an After Action Review.

Recommended improvements to the Plan will be included in the next update. At a minimum, the City of Renton Disaster Recovery Plan, including its Annexes, will be reviewed and updated once every four years.

The Office of Emergency Management retains responsibility for keeping a Master Copy of this plan up-to-date and for distributing updates to City departments

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Federal Legal Authorities

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- d. Public Law 96-342, Improved Civil Defense
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- b. City of Renton Comprehensive Plan
- c. City of Renton Hazard Mitigation Plan (incl. Hazard Identification and Vulnerability Assessment)
- d. King County Comprehensive Emergency Management Plan
- e. King County Hazard Mitigation Plan (incl. Hazard Identification and Vulnerability Assessment)
- f. King County Regional Disaster Plan

State References and Resources

- a. Washington State Comprehensive Emergency Management Plan
- b. Washington State Emergency Management Disaster Assistance Guide for Local Governments

Federal References and Resources

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- b. Homeland Security Exercise and Evaluation Program (HSEEP)
- c. National Incident Management System (NIMS), Department of Homeland Security
- d. National Response Framework, Federal Emergency Management Agency

City of Renton Disaster Recovery Plan

**Annex D: Permits and Inspections
2/27/2012**

Table of Contents

Purpose 2

Scope 2

Situation Overview..... 2

Planning Assumptions 3

Concept of Operations..... 3

Building Permits and Inspections 3

Structural Assessments 3

Contractor Licensing 4

Direction and Control..... 4

Organization and Assignment of Responsibilities 6

Information Collection and Dissemination 8

Recovery Status Report 8

Communications for Public Information and Outreach 9

Administration, Finance, and Logistics..... 10

Administration and Finance 10

Logistics and Resource Support 11

Annex Development and Maintenance 11

Annex Development 11

Planning Process..... 11

Public Input 12

Recovery Plan Maintenance 12

Legal Authorities..... 13

 Local Legal Authorities 13

 State Legal Authorities..... 13

 Federal Legal Authorities..... 13

References and Resources..... 14

 Local References and Resources..... 14

 State References and Resources 14

 Federal References and Resources 14

 Other References and Resources..... 14

Purpose

The purpose of the Permits and Inspections Annex to the City of Renton Disaster Recovery Plan is to identify roles and responsibilities and to establish uniform policies to guide permitting and inspection activities for post-disaster reconstruction.

Scope

The Permits and Inspections Annex addresses incidents of local, regional, state, and national significance, including, but not limited to, Presidentially declared disasters in King County, Washington State, in which the City of Renton resides.

This Annex, like the Disaster Recovery Plan as a whole, applies to all City departments and provides an operational framework to guide coordinated permitting and inspection efforts. The Annex supports and integrates State and Federal plans and programs that aid in recovery operations.

Situation Overview

- The Puget Sound Region is vulnerable to natural and man-made hazards, including acts of terrorism, which can result in significant and widespread catastrophic damage to the built environment.
- There may be immediate and long-term needs to assess the structural integrity of residential dwellings, commercial buildings, government facilities, and public infrastructure to determine occupancy and viability.
- In areas requiring repair and reconstruction, the City of Renton will balance the need for expedited recovery with efforts to facilitate sustainable redevelopment through a program of permitting, inspection, and code compliance.
- The City will promote hazard mitigation measures where practicable and cost-effective and/or where required by law.
- Large-scale emergencies are likely to deplete local and regional recovery resources. Assistance from other cities and regions, from the State of Washington, and from the Federal Government will be requested as needed.

Planning Assumptions

- Property owners are responsible for ensuring compliance with all applicable codes and for obtaining all necessary permits when rebuilding damaged property.
- City government will undertake reasonable efforts to make the permitting and compliance process as customer-friendly as possible.
- City departments with responsibility for permitting, inspections, and code enforcement may need to undertake surge operations and/or request outside assistance to meet customer demand.

Concept of Operations

Building Permits and Inspections

After a disaster that causes damage to the built environment, it is key for the City of Renton to strike a responsible balance between an expedited recovery process and requirements to rebuild sustainably in accordance with all applicable codes and regulations. The City conducts its post-disaster permitting and inspection operations as expeditiously as possible. The goal is to provide a customer-friendly experience for disaster survivors while ensuring their homes and businesses are rebuilt to code, with minimal environmental impact, and more resilient to the next disaster. In order to be responsive to the needs of disaster survivors, the City may expand its hours of operation or send field permitting and inspection teams to damaged areas.

When logistically feasible, the City offers one-stop review and permitting services for property owners undertaking reconstruction activities.

Structural Assessments

Closely related to damage assessment, structural assessment is the engineered inspection of damaged buildings, facilities, or infrastructure to determine functionality and whether they can be safely occupied. Trained building inspectors and structural engineers assess structural integrity and safety concerns before making a determination about occupancy and viability.

ATC-20 protocols for inspecting buildings and conducting safety evaluations. The ATC-20 protocols are designed for post-earthquake structural assessments, but the City also applies the green/yellow/red system of tagging safe or unsafe buildings in other types of disasters. Some City staff have been trained in ATC-45 protocols for post-windstorm or post-flood assessments as well. Regardless of the disaster, a green tag signifies that a building has been inspected and is safe for occupancy. A

yellow tag indicates that a building is safe only for limited entry but not for permanent occupancy. A red tag will be posted when a building is unsafe for entry except as noted for emergency personnel or City staff.

These determinations may trigger additional requirements for property owners to comply with applicable codes and may also influence decisions to implement cost-effective mitigation measures.

Contractor Licensing

Disasters often result in an influx of construction contractors from out-of-state areas to meet local demand for rebuilding. The City of Renton requires any contractor or business to obtain a business license prior to doing work within the city limits. Building inspectors may request to view contractor licenses and credentials to ensure compliance with all licensing requirements and qualifications to complete permitted work. The City will encourage property owners to undertake due diligence in hiring contractors.

Any contractors working on a reconstruction project with Federal cost-share funding must undergo debarment certification prior to being hired. Any contractor (or subcontractor) that has been excluded from receiving Federal contracts or pass-through funding may not be utilized if any Federal funds (e.g., FEMA Public Assistance funding) are obligated to the project. City staff and project managers may search for debarred and excluded companies at www.epls.gov.

Direction and Control

The Community and Economic Development Department and the Public Works Department are the co-lead agencies for inspections and permitting of structures, dwellings, and City of Renton infrastructure. Widespread catastrophic damage may require regional collaboration with King County, Washington State, and the Federal Government. City leadership will allocate staff and other resources to regional efforts as able.

City permitting and inspection efforts will be directed as follows:

- **Mayor:** The Mayor is the chief elected official that leads the executive branch of City government and coordinates overall recovery policy direction with the City Council.
- **City Council:** The City Council is the legislative branch of City government that establishes recovery policy and approves expenditures and contracts.

- ***Administrator, Community and Economic Development Department:*** The Community and Economic Development Administrator provides leadership and direction, in accordance with the Mayor's policy, to staff responsible for building permits and inspections as well as CIP permitting.
- ***Administrator, Public Works Department:*** The Public Works Administrator provides leadership and direction, in accordance with the Mayor's policy, to staff responsible for structural assessments and permitting for City infrastructure.
- ***Advisory Group:*** Led by the Mayor, the Advisory Group is made up of the Chief Administrative Officer, Assistant Chief Administrative Officer, other Department Administrators, and the Communications Director. The Advisory Group serves as an advisory body to the Mayor and Council, provides a unified approach to oversight of City departments and programs, and serves as the Recovery Management Team during at least the initial recovery phase.
- ***Emergency Management Director:*** The Emergency Management Director provides coordination support for recovery efforts from the Renton EOC in accordance with the Mayor's policy direction. The Director coordinates recovery activities while the EOC remains activated and as directed by the Mayor throughout the recovery process.

If a key official is unable to perform their duties as assigned, a designee may be appointed consistent with the delegations of authority as defined in each department's continuity of operations planning.

The Mayor may appoint community leaders and stakeholders to the Recovery Management Team after a disaster with widespread damage and economic impacts to help guide recovery programs.

City departments will retain programmatic responsibility for recovery efforts under their purview. Each department is expected to: ensure that staff are aware of their disaster recovery roles and responsibilities; develop procedures for implementing disaster recovery programs and activities; and provide training to staff to maintain optimal capabilities for disaster recovery.

Organization and Assignment of Responsibilities

The following are basic responsibilities of Renton city departments for permits and inspections for rebuilding during recovery. Standard Operating Procedures (SOPs) may be developed to provide further detail on how individual departments and divisions shall perform their responsibilities.

Permitting and inspection activities may initially be coordinated in the Renton EOC or in the field in accordance with principles of the National Incident Management System (NIMS) as outlined in the CEMP.

Long-term permitting and inspection operations will transition to normal departmental organization and functions over time. However, supplemental surge staffing may be required for much of the recovery process.

Permitting and Inspection Responsibilities

1. Executive

Primary

- Advisory Group policy coordination
- Continuity of government
- Intergovernmental coordination
- Public information

2. Community and Economic Development

Primary

Development Services

- Structural assessments
- Permit issuance for commercial and residential reconstruction
- Public information counter
- Coordination of field permit team operations
- Construction plan review
- Code compliance
- Public works plan review
- Post-reconstruction building inspections

Planning

- Land use permitting
- Environmental compliance
- GIS mapping

Economic Development

- Public/private coordination
- Business community outreach and information

Support

- Recovery expenditure tracking
- Recovery Status Report input

3. Public Works

Primary

Utility Systems

- Structural assessments of utility infrastructure
- Capital improvement permitting
- Flood hazard monitoring
- Water quality monitoring
- Coordination with utility crews
- GIS mapping and analysis

Support

- Emergency vendor contracting
- Recovery expenditure tracking
- Recovery Status Report input

4. Fire and Emergency Services

Primary

Emergency Management

- EOC direction and coordination
- Recovery Status Report development/distribution

Community Risk Reduction

- Fire inspections
- Fire plan review

Support

Emergency Management

- Resource support and logistics
- Public information (JIC/JIS) coordination
- Recovery expenditure tracking

Community Risk Reduction

- Recovery expenditure tracking
- Recovery Status Report input

5. Administrative Services

Primary

- Vendor contract management
- Recovery expenditures tracking

Support

- Procurement of goods/supplies
- Communications support
- Information technology support
- Recovery Status Report inputs

Partner Agencies

Public Health Seattle-King County

Puget Sound Energy

Washington Association of Building Officials

Washington State Department of Labor and Industries

Information Collection and Dissemination

Recovery Status Report

The Office of Emergency Management is responsible for collecting and analyzing recovery information and for distributing a weekly Recovery Status Report to City leadership, staff, and external partners. This report replaces the EOC Situation Report once the EOC is demobilized, or as determined by the Emergency Management Director should the EOC remain activated for an extended period of time into long-term recovery.

Departments with responsibility for permitting and inspection processes maintain data about the number and types of permitting actions that are in progress or approved. In particular, the Community and Economic Development Department tracks the number of tagged structures (red/yellow/green) and includes the information in its submittals to the Recovery Status Report. When possible, this information is mapped and analyzed to develop a common operating picture of building conditions. The Public Works Department tracks infrastructure permitting and inspections issues as part of its infrastructure restoration efforts.

The Recovery Status Report is the primary source of information and data for all planning, operations, and external communications. If errors are found in the Recovery Status Report, these should be submitted to the Office of Emergency Management immediately.

Information collection and dissemination is administered in the following manner:

- Recovery information is collected and analyzed by the Office of Emergency Management throughout the period of recovery or until the information collection function is delegated by the Mayor to another department or to the Recovery Management Team.
- All City departments are expected to supply a standard information package for the Recovery Status Report along with any other information requests by the submission deadline specified by the Office of Emergency Management.
- All City departments should use the information and data in the Recovery Status Report for planning and operational purposes.
- The Recovery Status Report is the authoritative source of up-to-date recovery data and information for all internal departmental reports and communications. Time-sensitive information is submitted to the Office of Emergency Management, which will determine the most effective manner of distribution in consultation with impacted departments and the Mayor's Office.
- The Recovery Status Report is the factual basis for all other information outputs, including staff reports to the Mayor and Council, press releases, talking points for interviews, public education and outreach, and social media outputs.

Communications for Public Information and Outreach

It is vital to maintain constant outreach to the public to ensure dissemination of accurate information regarding the progress of disaster recovery as well as to manage rumors and speculation about recovery programs.

The Communications Director in the Mayor's Office has lead responsibility for the City's public information activities throughout the recovery process. The Communications Director may be located at the EOC, in the Mayor's Office, or another location from which they may effectively coordinate the public information function of the City.

In a regional event, multiple agencies and entities issue public information messages, increasing the possibility of conflicting information. To reduce inaccuracies and misinformation, the City utilizes a Joint Information System (JIS) to coordinate information with participating local, tribal, State, and Federal agencies. City of Renton communications staff may also deploy to a Joint Information Center (JIC) with other regional jurisdictions, including the King County Emergency Coordination Center JIC.

Methods of communicating with the public to convey recovery information include:

- City of Renton emergency information web at rentonwa.gov
- CodeRED emergency notification system
- Posting information at neighborhood information centers
- Posting information at City facilities
- Social media outlets
- Government Access Channel (Channel 21)
- Broadcast media (television and radio)
- Newspapers and other print media
- Electronic media
- Community meetings and other outreach activities

All major announcements and information releases, regardless of the means of communication, are vetted through the Communications Director prior to release.

Administration, Finance, and Logistics

Administration and Finance

The Administrative Services Department is responsible for managing all aspects of recovery finance and procurement, including the following tasks:

- Expenditure tracking and reporting
- Administering and tracking of emergency procurement waivers
- Managing special accounts for recovery
- Administering Federal and State recovery grants

The Administrative Services Department is the clearinghouse for information regarding recovery finance and administration, but all departments are expected to keep accurate records regarding recovery expenditures, overtime costs, and equipment use to facilitate the reimbursement of eligible expenses under FEMA Public Assistance programs.

Finance personnel collect recovery expenditure data submitted by each department, including transactions made under emergency procurement rules, for weekly reporting into the Recovery Status Report.

Logistics and Resource Support

When possible, departments will utilize their own resources or will rely on pre-existing agreements with partner agencies or vendors to obtain needed supplies and services. When resource needs in support of disaster recovery exceed existing departmental resource capabilities, the department will request, with as much advance notice as possible, resource support through the Renton EOC. While the EOC is activated, the Logistics Section and the Finance Section, in consultation with the Administrative Services Department, are responsible for locating, ordering, and procuring resources. Emergency Management staff will continue to coordinate resource support when the EOC is not activated.

EOC staff will seek supplemental resource support from the following sources:

- Other city departments
- Local/regional vendors (where possible)
- National vendors

The EOC may also make resource requests via existing mutual aid agreements or through the King County Regional Disaster Plan.

When necessary, the EOC requests emergency resource support from the Zone 3 Coordination Center, the King County ECC, and/or the Washington State EOC. Washington State may, in turn, request emergency assistance from other state governments via the Emergency Management Assistance Compact (EMAC) or from the Federal Government.

Requesting departments are responsible for tracking the use of supplemental resources provided to them.

Annex Development and Maintenance

Annex Development

The Permits and Inspections Annex to the City of Renton Disaster Recovery Plan was developed with participation by a broad range of stakeholders and partners, including City departmental staff, neighboring cities, King County, the State of Washington, non-governmental organizations, and private sector partners. The Federal Emergency Management Agency of the U.S. Department of Homeland Security provided technical assistance to the development of this Annex.

Planning Process

The planning process commenced on December 2, 2010, with a Recovery Planning Kick-off Workshop hosted by the King County Office of Emergency Management. The four Green River Valley cities (Renton, Auburn, Kent, and Tukwila) and King County were principal participants in the workshop. Other

stakeholders attended that serve in a support or coordination role in regional recovery operations. The stated goal of the workshop was to begin development of separate jurisdictional recovery plans in coordination with one another.

The Kick-off Workshop was followed by eight functional workshops in February and March of 2011. The Permits and Inspections Workshop took place on February 17, 2011.

Workshop participants divided into groups to discuss reconstruction issues and to strategize solutions for optimizing a coordinated approach to permitting and inspections. Information from workshop notes and from a supplemental informational survey was collated to provide an overview of current permitting and inspection capabilities. The information was included in this Annex to the Disaster Recovery Plan and supplemented by follow-up communications with City leadership and staff to ensure consistency with existing City policy and procedures.

Public Input

The City of Renton Disaster Recovery Plan, including this Annex, was developed with input from Renton citizens and stakeholders as outlined in the Basic Plan.

Recovery Plan Maintenance

Departments are expected to develop implementing procedures for roles and responsibilities outlined in this Permits and Inspections Annex. Procedures should be submitted to the Office of Emergency Management for inclusion as an appendix to the Plan.

Designated departments with responsibilities outlined in this Annex are expected to provide adequate training to departmental staff to ensure a continual readiness to complete their responsibilities. In addition, programs and activities outlined in this Annex may be exercised on a periodic basis as directed by the Mayor. After any exercise designed to test recovery processes, or after an actual disaster event, any successes and shortfalls shall be noted in an After Action Review.

Recommended improvements to the Plan will be included in the next update. At a minimum, the City of Renton Disaster Recovery Plan, including its Annexes, will be reviewed and updated once every four years.

The Office of Emergency Management retains responsibility for keeping a Master Copy of this plan up-to-date and for distributing updates to City departments.

Legal Authorities

Local Legal Authorities

- a. Renton Municipal Code, Title III, Chapter 5, Fire and Emergency Services Department
- b. King County Code, Chapter 2.56, Emergency Management
- c. King County Code, Chapter 12.52, Emergency Powers

State Legal Authorities

- a. Revised Code of Washington (RCW):
 - i. 35.33.081, Emergency Expenditures
 - ii. 35.33.101, Emergency Warrants
 - iii. 38.52, Emergency Management
 - iv. 39.34, Interlocal Cooperation Act
 - v. 40.10, Essential Records
 - vi. 42.14, Continuity of Government Act
 - vii. 43.43, (Subparts 960-975), State Fire Service Mobilization
 - viii. 70.136, Hazardous Materials Incidents
- b. Washington Administrative Code (WAC):
 - i. 118-04, Emergency Worker Program
 - ii. 118-30, Local Emergency Management Services Organizations, Plans, and Programs

Federal Legal Authorities

- a. Federal Civil Defense Act of 1950, as amended
- b. Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance, as amended
- c. Title 44, Code of Federal Regulations, parts 9, 10, 13, 59, 204, and 206
- d. Public Law 96-342, Improved Civil Defense
- e. Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986

References and Resources

Local References and Resources

- a. City of Renton Comprehensive Emergency Management Plan
- b. City of Renton Comprehensive Plan
- c. City of Renton Hazard Mitigation Plan (incl. Hazard Identification and Vulnerability Assessment)
- d. King County Comprehensive Emergency Management Plan
- e. King County Hazard Mitigation Plan (incl. Hazard Identification and Vulnerability Assessment)
- f. King County Regional Disaster Plan

State References and Resources

- a. Washington State Comprehensive Emergency Management Plan
- b. Washington State Emergency Management Disaster Assistance Guide for Local Governments

Federal References and Resources

- a. Comprehensive Preparedness Guide (CPG) 101
- b. Homeland Security Exercise and Evaluation Program (HSEEP)
- c. National Incident Management System (NIMS), Department of Homeland Security
- d. National Response Framework, Federal Emergency Management Agency

Other References and Resources

- a. Applied Technology Council, ATC-20 Procedures for Post-earthquake Safety Evaluation of Buildings

City of Renton Disaster Recovery Plan

**Annex E: Economic Recovery
2/27/2012**

Table of Contents

Purpose 2

Scope 2

Situation Overview..... 2

Planning Assumptions 3

Concept of Operations..... 3

Direction and Control..... 4

Organization and Assignment of Responsibilities 5

Information Collection and Dissemination 8

Recovery Status Report 8

Communications for Public Information and Outreach 9

Administration, Finance, and Logistics..... 10

Administration and Finance 10

Logistics and Resource Support 11

Annex Development and Maintenance 11

Annex Development 11

Planning Process..... 12

Public Input 12

Recovery Plan Maintenance 12

Legal Authorities..... 13

 Local Legal Authorities 13

 State Legal Authorities..... 13

 Federal Legal Authorities..... 13

References and Resources..... 14

 Local References and Resources..... 14

 State References and Resources 14

 Federal References and Resources 14

Purpose

The purpose of the Economic Recovery Annex to the City of Renton Disaster Recovery Plan is to guide actions that facilitate the return of normal business activity in Renton's commercial areas. The ability of businesses to recover quickly from disaster is a key component of overall community recovery. This Annex establishes a framework for identifying and evaluating post-disaster economic impacts and for developing cooperative strategies to resolve them.

Scope

The Economic Recovery Annex addresses incidents of local, regional, state, and national significance, including, but not limited to, Presidentially declared disasters in King County, Washington State, in which the City of Renton resides.

This Annex, like the Disaster Recovery Plan as a whole, applies to all City departments and provides an operational framework to guide coordinated recovery efforts. The Annex supports and integrates State and Federal plans and programs that aid in recovery operations.

Situation Overview

- The Puget Sound Region is vulnerable to natural and technological hazards with the potential to cause major disruption to the local economy.
- The private sector will often bear the brunt of a major disaster event, and will be a key partner in recovery efforts.
- Although some businesses may be able to recover quickly from disaster, many businesses will require supplemental assistance.
- Small businesses are particularly vulnerable to disaster-related business interruption.
- Some businesses may not be able to re-open after disaster.
- Damage may be severe enough in some areas to warrant complete redevelopment after a catastrophic event.
- Large-scale emergencies are likely to deplete local and regional recovery resources. Assistance from other cities and regions, from the State of Washington, and from the Federal Government will be requested as needed.

Planning Assumptions

- Economic recovery is dependent in large part on the viability of critical infrastructure, transportation lifelines, and essential services.
- The City of Renton may need to expand or adapt services to facilitate economic recovery throughout the community.
- Short-term economic recovery and stabilization efforts should be balanced by long-term planning that promotes sustainable redevelopment and community resiliency.

Concept of Operations

Disasters may disrupt the economic engine that keeps the City of Renton a vibrant place to live and work. After any disaster the City's overall pace of recovery depends in large part on the ability of businesses to reopen and resume normal operations. Small businesses are particularly vulnerable to interruptions caused by disasters. A large percentage of small businesses never reopen if a disaster forces them to close their doors.

Mid- to large-size businesses may be better positioned to survive disasters, but associated supply chain interruptions, employment losses, and revenue impacts may create extra challenges for local and regional disaster recovery efforts. The City of Renton is home to several large corporations and manufacturing companies, and a catastrophic disaster in the Puget Sound Region could cause ripple effects in the national economy.

The City can implement measures to minimize the impacts of disaster and facilitate economic recovery. One of the most basic functions of Renton city government during times of disaster is restoring public infrastructure and essential services upon which local businesses depend. Companies need functional roads, potable water, and power to operate, and it is a priority for the City to bring critical systems back online as quickly as possible in the aftermath of an emergency event.

Renton may expand its permitting and inspection operations to meet surge demand during post-disaster reconstruction. It is not only important for businesses to be able to rebuild quickly, but also for families who live here, and who are workers and customers of Renton businesses, to be able to make their homes safe, sanitary, and livable again.

The Mayor and City Council, under extraordinary emergency conditions, may relax or waive standard fees or processing timelines to expedite economic

recovery. However, any program designed to further streamline City processes will be balanced by the need to rebuild sustainably and in such a way as to mitigate losses from future disaster events.

Pre-disaster preparedness is the most effective way for businesses to prevent damage or lessen the impacts of future disasters, and the City of Renton will continue its public outreach efforts to business and property owners and help them become better prepared.

Even the most well prepared business may experience losses during a catastrophic event. The City of Renton will work with State and Federal partners to facilitate the timely processing of emergency assistance where it is needed. In most cases, businesses impacted by a Presidentially declared disaster are eligible for low interest loans from the Small Business Administration. Business loans and aid programs from other Federal agencies may also be available in major disasters. The City helps these agencies distribute information to all eligible applicants.

Renton staff may also co-locate with Federal and State assistance providers in consolidated local Disaster Recovery Centers to make recovery programs more convenient and customer-friendly.

Direction and Control

The Community and Economic Development Department is the lead agency for economic recovery. Widespread catastrophic damage may require regional collaboration with King County, Washington State, and the Federal Government. City leadership will allocate staff and other resources to regional efforts as able.

Post-disaster economic recovery efforts will be directed as follows:

- **Mayor:** The Mayor is the chief elected official that leads the executive branch of City government and coordinates overall recovery policy direction with the City Council.
- **City Council:** The City Council is the legislative branch of City government that establishes recovery policy and approves expenditures and contracts.
- **Administrator, Community and Economic Development Department:** The Community and Economic Development Administrator provides leadership and direction, in accordance with the Mayor's policy, to staff responsible for implementing economic recovery strategies.
- **Advisory Group:** Led by the Mayor, the Advisory Group is made up of the Chief Administrative Officer, Assistant Chief Administrative Officer,

other Department Administrators, and the Communications Director. The Advisory Group serves as an advisory body to the Mayor and Council, provides a unified approach to oversight of City departments and programs, and serves as the Recovery Management Team during at least the initial recovery phase.

- ***Emergency Management Director:*** The Emergency Management Director provides coordination support for recovery efforts from the Renton EOC in accordance with the Mayor's policy direction. The Director coordinates recovery activities while the EOC remains activated and as directed by the Mayor throughout the recovery process.

If a key official is unable to perform their duties as assigned, a designee may be appointed consistent with the delegations of authority as defined in each department's continuity of operations planning.

The Mayor may appoint community leaders and stakeholders to the Recovery Management Team after a disaster with widespread damage and economic impacts to help guide recovery programs.

City departments will retain programmatic responsibility for recovery efforts under their purview. Each department is expected to: ensure that their personnel are aware of their disaster recovery roles and responsibilities; develop procedures for implementing disaster recovery programs and activities; and provide training to staff to maintain optimal capabilities for disaster recovery.

Organization and Assignment of Responsibilities

The following are basic responsibilities of Renton city departments for facilitating economic and business recovery. Standard Operating Procedures (SOPs) may be developed to provide further detail on how individual departments and divisions shall perform their responsibilities.

Information gathering and other economic recovery activities may initially be coordinated in the Renton EOC or in the field in accordance with principles of the National Incident Management System (NIMS) as outlined in the CEMP. Long-term economic recovery program management will transition to normal departmental organization and functions over time.

Economic Recovery Responsibilities

1. Executive

Primary

- Advisory Group policy coordination
- Continuity of government
- Intergovernmental coordination
- Communication of economic recovery and assistance information to the media and public

2. Community and Economic Development

Primary

Economic Development

- Economic recovery program delivery
- Public/private coordination
- Business community outreach and information
- Post-disaster business recruitment and retention

Development Services

- Permit issuance for commercial and residential reconstruction
- Public information counter
- Coordination of field permit team operations
- Construction plan review
- Code compliance
- Public works plan review
- Post-reconstruction building inspections
- Capital Improvement Program permitting

Planning

- Redevelopment planning
- Land use permitting
- Long-range planning for significantly impacted areas
- Environmental compliance
- GIS mapping

Support

- Recovery expenditure tracking
- Recovery Status Report input

3. Public Works

Primary

Transportation Systems

- Transportation system restoration
- Traffic management
- Roadway system debris removal
- Restoration of Renton Municipal Airport infrastructure/operations

Utility Systems

- Water/sewer/stormwater infrastructure restoration
- Structural assessment
- Permanent repairs/reconstruction
- Debris management
- Coordination with utility crews
- GIS mapping and analysis

Support

- GIS mapping and analysis
- Emergency vendor contracting
- Recovery expenditure tracking
- Recovery Status Report input

4. Administrative Services

Primary

- Vendor contract management
- Recovery expenditure tracking
- Management of recovery finances
- Revenue projections
- Communications support
- Information technology support

Support

- Recovery Status Report input

5. Fire and Emergency Services

Primary

Emergency Management

- EOC direction and coordination
- Volunteer management
- Recovery Status Report development/distribution

Community Risk Reduction

- Fire inspections
- Fire plan review

Support

Emergency Management

- Resource support and logistics
- Public information (JIC/JIS) coordination
- Recovery expenditure tracking

Community Risk Reduction

- Recovery expenditure tracking
- Recovery Status Report input

Partner Agencies

Building Owners and Managers Association

Public Health Seattle-King County

Puget Sound Energy

Puget Sound Regional Council

Renton Chamber of Commerce

Washington State Department of Labor and Industries

Washington State Office of the Insurance Commissioner

Information Collection and Dissemination

Recovery Status Report

Effective economic recovery strategy development depends on the availability of timely and accurate information, in many cases from sources other than City departments. It may be difficult in the early days and weeks after the disaster to obtain quality information about business impacts. The Economic Development Director, with assistance from the EOC or from other assigned staff, will attempt to reach out to the business community early in the recovery process to develop situational awareness of potential economic impacts in and around the City of Renton.

When possible the impacts to businesses in Renton should be mapped and analyzed to create a common operating picture and to help identify interdependencies such as damaged infrastructure and housing losses.

Information about damage to local businesses may initially come from public reports of damages or from damage assessments conducted by City staff. A more complete picture about economic impacts, as well as estimates of when businesses plan to re-open, may come from business owners and property managers. Commercial networks and associations may provide assistance in communicating

information to/from their member businesses. Pre-event development and maintenance of emergency business contacts will facilitate the collection of this information by Economic Development staff.

The Office of Emergency Management is responsible for collecting and analyzing recovery information and for distributing a weekly Recovery Status Report to City leadership, staff, and external partners. This report will replace the EOC Situation Report once the EOC is demobilized, or as determined by the Emergency Management Director should the EOC remain activated for an extended period of time into long-term recovery.

With information inputs coming from a variety of sources, it is important to provide accurate and consistent messaging about the progress of economic recovery and available programs. The Recovery Status Report is the primary source of information and data for all planning, operations, and external communications. Community and Economic Development staff should submit updated information about business losses and re-openings by the weekly submittal deadline for Recovery Status Report inputs. If errors are found in the Recovery Status Report, these should be submitted to the Office of Emergency Management immediately.

Communications for Public Information and Outreach

It is vital to maintain constant outreach to the public to ensure dissemination of accurate information regarding the progress of disaster recovery as well as to manage rumors and speculation about recovery programs.

The Communications Director in the Mayor's Office has lead responsibility for the City's public information activities throughout the recovery process. The Communications Director may be located at the EOC, in the Mayor's Office, or another location from which they may effectively coordinate the public information function of the City.

In a regional event, multiple agencies and entities will be issuing public information messages, increasing the possibility of conflicting information. To reduce inaccuracies and misinformation, the City utilizes a Joint Information System (JIS) to coordinate information with participating local, tribal, State, and Federal agencies. City of Renton communications staff may also deploy to a Joint Information Center (JIC) with other regional jurisdictions, including the King County Emergency Coordination Center JIC.

All major announcements and information releases, regardless of the means of communication, are vetted through the Communications Director prior to release.

Methods of communicating with the public to convey recovery information include:

- City of Renton emergency information web at rentonwa.gov
- CodeRED emergency notification system
- Posting information at neighborhood information centers
- Posting information at City facilities
- Social media outlets
- Government Access Channel (Channel 21)
- Broadcast media (television and radio)
- Newspapers and other print media
- Electronic media
- Community meetings and other outreach activities

In addition, long-term economic recovery efforts after a catastrophic event may include the development of community-based Economic Recovery Action Plans to engage public participation in redevelopment efforts. The Action Plans may:

- Articulate goals and objectives of economic recovery
- Identify government actions that can facilitate long-term economic recovery
- Identify types of business and specific areas in which to focus economic recovery efforts
- Include programs tailored to small business recovery
- Include programs tailored to specific community needs
- Incorporate hazard mitigation and sustainable development strategies
- Provide tools to prepare for next disaster

Administration, Finance, and Logistics

Administration and Finance

The Administrative Services Department is responsible for managing all aspects of recovery finance and procurement, including the following tasks:

- Expenditure tracking and reporting
- Administering and tracking of emergency procurement waivers
- Managing special accounts for recovery
- Administering Federal and State recovery grants

The Administrative Services Department is the clearinghouse for information regarding recovery finance and administration, but all departments are expected to keep accurate records regarding recovery expenditures. Finance personnel collect recovery expenditure data submitted by each department, including transactions made under emergency procurement rules, for weekly reporting into the Recovery Status Report.

Logistics and Resource Support

When possible, departments will utilize their own resources or will rely on pre-existing agreements with partner agencies or vendors to obtain needed supplies and services. When resource needs in support of disaster recovery exceed existing departmental resource capabilities, the department will request, with as much advance notice as possible, resource support through the Renton EOC. While the EOC is activated, the Logistics Section and the Finance Section, in consultation with the Administrative Services Department, are responsible for locating, ordering, and procuring resources. Emergency Management staff will continue to coordinate resource support when the EOC is not activated.

EOC staff will seek supplemental resource support from the following sources:

- Other city departments
- Local/regional vendors (where possible)
- National vendors

The EOC also makes resource requests via existing mutual aid agreements or through the King County Regional Disaster Plan. When necessary, the EOC may request emergency resource support from the Zone 3 Coordination Center, the King County ECC, and/or the Washington State EOC. Washington State may, in turn, request emergency assistance from other state governments via the Emergency Management Assistance Compact (EMAC) or from the Federal Government.

Requesting departments are responsible for tracking the use of supplemental resources provided to them.

Annex Development and Maintenance

Annex Development

The Economic Recovery Annex to the City of Renton Disaster Recovery Plan was developed with participation by a broad range of stakeholders and partners, including City departmental staff, neighboring cities, King County, the State of Washington, non-governmental organizations, and private sector partners. The Federal Emergency Management Agency of the U.S. Department of Homeland Security provided technical assistance to the development of this Annex.

Planning Process

The planning process commenced on December 2, 2010, with a Recovery Planning Kick-off Workshop hosted by the King County Office of Emergency Management. The four Green River Valley cities (Renton, Auburn, Kent, and Tukwila) and King County were principal participants in the workshop. Other stakeholders attended that serve in a support or coordination role in regional recovery operations. The stated goal of the workshop was to begin development of separate jurisdictional recovery plans in coordination with one another.

The Kick-off Workshop was followed by eight functional workshops in February and March of 2011. The Economic Recovery Workshop took place on March 1, 2011.

Workshop participants divided into groups to discuss reconstruction issues and to strategize solutions for optimizing a coordinated approach to economic development and recovery. Information from workshop notes and from a supplemental informational survey was collated to provide an overview of current economic recovery capabilities. The information was included in this Annex to the Disaster Recovery Plan and supplemented by follow-up communications with City leadership and staff to ensure consistency with existing City policy and procedures.

Public Input

The City of Renton Disaster Recovery Plan, including this Annex, was developed with input from Renton citizens and stakeholders as outlined in the Basic Plan.

Recovery Plan Maintenance

Departments are expected to develop implementing procedures for roles and responsibilities outlined in this Economic Recovery Annex. Procedures should be submitted to the Office of Emergency Management for inclusion as an appendix to the Plan.

Designated departments with responsibilities outlined in this Annex are expected to provide adequate training to departmental staff to ensure a continual readiness to complete their responsibilities. In addition, programs and activities outlined in this Annex may be exercised on a periodic basis as directed by the Mayor. After any exercise designed to test recovery processes, or after an actual disaster event, any successes and shortfalls shall be noted in an After Action Review.

Recommended improvements to the Plan will be included in the next update. At a minimum, the City of Renton Disaster Recovery Plan, including its Annexes, will be reviewed and updated once every four years.

The Office of Emergency Management retains responsibility for keeping a Master Copy of this plan up-to-date and for distributing updates to City departments.

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- a. Renton Municipal Code, Title III, Chapter 5, Fire and Emergency Services Department
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- c. King County Code, Chapter 12.52, Emergency Powers

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 - iii. 38.52, Emergency Management
 - iv. 39.34, Interlocal Cooperation Act
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 - vi. 42.14, Continuity of Government Act
 - vii. 43.43, (Subparts 960-975), State Fire Service Mobilization
 - viii. 70.136, Hazardous Materials Incidents
- b. Washington Administrative Code (WAC):
 - i. 118-04, Emergency Worker Program
 - ii. 118-30, Local Emergency Management Services Organizations, Plans, and Programs

Federal Legal Authorities

- a. Federal Civil Defense Act of 1950, as amended
- b. Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance, as amended
- c. Title 44, Code of Federal Regulations, parts 9, 10, 13, 59, 204, and 206
- d. Public Law 96-342, Improved Civil Defense
- e. Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986

References and Resources

Local References and Resources

- a. City of Renton Comprehensive Emergency Management Plan
- b. City of Renton Comprehensive Plan
- c. City of Renton Hazard Mitigation Plan (incl. Hazard Identification and Vulnerability Assessment)
- d. King County Comprehensive Emergency Management Plan
- e. King County Hazard Mitigation Plan (incl. Hazard Identification and Vulnerability Assessment)
- f. King County Regional Disaster Plan

State References and Resources

- a. Washington State Comprehensive Emergency Management Plan
- b. Washington State Emergency Management Disaster Assistance Guide for Local Governments

Federal References and Resources

- b. Comprehensive Preparedness Guide (CPG) 101
- c. Homeland Security Exercise and Evaluation Program (HSEEP)
- d. National Incident Management System (NIMS), Department of Homeland Security
- e. National Response Framework, Federal Emergency Management Agency

City of Renton Disaster Recovery Plan

**Annex F: Debris Management
2/27/2012**

Table of Contents

Purpose 2

Scope 2

Situation Overview..... 2

Planning Assumptions 3

Concept of Operations..... 3

Direction and Control..... 4

Organization and Assignment of Responsibilities 6

Information Collection and Dissemination 9

Recovery Status Report 9

Communications for Public Information and Outreach 10

Administration, Finance, and Logistics..... 11

Administration and Finance 11

Logistics and Resource Support 11

Annex Development and Maintenance 12

Annex Development 12

Planning Process..... 12

Public Input 12

Recovery Plan Maintenance 12

Legal Authorities..... 13

 Local Legal Authorities 13

 State Legal Authorities..... 13

 Federal Legal Authorities..... 14

References and Resources..... 14

 Local References and Resources..... 14

 State References and Resources 14

 Federal References and Resources 15

 Other References and Resources..... 15

Purpose

The purpose of the Debris Management Annex to the City of Renton Disaster Recovery Plan is to identify the roles and responsibilities of City departments, regional jurisdictional partners, and private contractors for managing debris clearance, handling, disposal, and recycling during the post-disaster recovery process.

Scope

The Debris Management Annex addresses incidents of local, regional, state, and national significance, including, but not limited to, Presidentially declared disasters in King County, Washington State, in which the City of Renton resides.

This Annex, like the Disaster Recovery Plan as a whole, applies to all City departments and provides an operational framework to guide coordinated debris management efforts among a network of local, State, and Federal jurisdictions along with private solid waste companies. The Annex supports and integrates other plans and programs that address debris management operations.

Situation Overview

- The Puget Sound Region is vulnerable to natural and man-made hazards, including acts of terrorism, that have the potential to create large volumes of debris over a widespread area.
- Disaster debris may impede the efforts of emergency responders.
- Disaster debris may create dangers to the health and safety of the public as well as that of emergency responders and other City staff.
- Disaster debris may block transportation routes, potentially delaying the restoration of critical services or impeding the flow of goods and services for disaster recovery.
- Large volumes of debris from a catastrophic disaster event and from the demolition of damaged structures may require temporary storage.
- Permanent processing and disposal of large volumes of disaster debris may take months or even years to complete.
- Contaminated debris from a catastrophic disaster event can have long-term negative environmental impacts.

Planning Assumptions

- Recovery begins almost as soon as a disaster event occurs, often concurrent with emergency response. For the purposes of this Debris Management Annex it is assumed that immediate threats to life and property have been addressed and that the operational focus has shifted to short-term recovery. Response actions outlined in the Comprehensive Emergency Management Plan take precedence as long as threats remain to life and property.
- Areas with significant debris issues may become apparent through damage assessment and restoration activities as well as from damage reports from the public.
- Events of regional, statewide, or national significance may require cross-jurisdictional cooperation in recovery efforts such as debris management.
- The King County Emergency Coordination Center (ECC) is the central coordination point for regional debris management efforts. The Renton Emergency Operations Center (EOC) provides support coordination between City and regional activities.
- Private solid waste companies have a significant role to play as partners in disaster recovery and debris management activities.
- Contaminated debris has the potential to impact the environment and therefore trigger additional disposal considerations.
- City departments are expected to develop procedures and provide appropriate training to staff with designated roles and responsibilities in this Annex.

Concept of Operations

There are four principal phases of post-disaster debris management operations:

- ***Debris Clearance and Removal:*** Debris management begins as soon as public works personnel and responders undertake debris clearance actions to allow emergency access for life safety and to protect property, infrastructure, and the environment.
- ***Temporary Debris Storage:*** Large volumes of disaster debris or problem waste may need to be stored prior to processing and disposal. Locations of temporary storage sites may depend on the type of debris generated.
- ***Debris Processing:*** Processing of debris is the separation of various waste and debris types and their preparation for disposal. Different types of

disaster debris may be governed by varying rules and authorities. Construction and demolition debris is handled differently from hazardous waste or recyclable material.

- ***Permanent Debris Disposal:*** Permanent disposal of debris and waste may make use of local and regional landfills or, depending on available capacity, may warrant the development of additional disposal sites. Another option is to haul disaster debris that cannot be recycled or otherwise reused to areas outside the Puget Sound Region. Property owners, businesses, and residents will also generate significant disaster waste from cleanup, demolition, and reconstruction. Higher than normal customer volumes should be expected at transfer stations and drop box facilities.

All four phases are conducted in compliance with local, State, and Federal environmental regulations (except as waived for emergency) and in consultation with resource agencies and with Public Health Seattle-King County.

The City of Renton may utilize existing City staff to manage the clearance, removal, and temporary storage of disaster debris. The Public Works Department will generally be the lead agency for Renton's debris management efforts. Other departments, such as the Fire and Emergency Services Department or the Police Department, may undertake minor debris clearance or enlist Public Works support to facilitate unimpeded access for emergency response personnel.

The City already contracts much of its debris disposal to private solid waste vendors. Waste Management is a key partner in waste processing and disposal. High-impact disasters will require additional vendor support and/or increased coordination through the King County ECC and the King County Department of Natural Resources, Solid Waste Division. Regional debris management efforts are managed in accordance with the Seattle-King County Urban Area Debris Management Plan.

Direction and Control

A large-scale event that results in significant volumes of disaster debris will require regional collaboration through the King County ECC with private solid waste companies. City leadership will provide staff and resource support to these efforts as capabilities allow.

The City's debris management efforts will be directed as follows:

- ***Mayor:*** The Mayor is the chief elected official that leads the executive branch of City government and coordinates overall recovery policy direction with the City Council.

- **City Council:** The City Council is the legislative branch of City government that establishes recovery policy and approves expenditures and contracts.
- **Administrator, Public Works Department:** The Public Works Administrator provides leadership and direction, in accordance with the Mayor's policy, to staff responsible for debris management.
- **Advisory Group:** Led by the Mayor, the Advisory Group is made up of the Chief Administrative Officer, Assistant Chief Administrative Officer, other Department Administrators, and the Communications Director. The Advisory Group serves as an advisory body to the Mayor and Council, provides a unified approach to oversight of City departments and programs, and serves as the Recovery Management Team during at least the initial recovery phase.
- **Emergency Management Director:** The Emergency Management Director provides coordination support for recovery efforts from the Renton EOC in accordance with the Mayor's policy direction. The Director coordinates recovery activities while the EOC remains activated and as directed by the Mayor throughout the recovery process.

If a key official is unable to perform their duties as assigned, a designee may be appointed consistent with the delegations of authority as defined in each department's continuity of operations planning.

The Mayor may appoint community leaders and stakeholders to the Recovery Management Team after a disaster with widespread damage and economic impacts to help guide recovery programs.

City departments will retain programmatic responsibility for recovery efforts under their purview. Each department is expected to: ensure that their personnel are aware of their disaster recovery roles and responsibilities; develop procedures for implementing disaster recovery programs and activities; and provide training to staff to maintain optimal capabilities for disaster recovery.

Organization and Assignment of Responsibilities

The following are basic responsibilities of Renton city departments for debris management during recovery. Standard Operating Procedures (SOPs) may be developed to provide further detail on how individual departments and divisions shall perform their responsibilities.

Debris management actions may initially be coordinated in the Renton EOC or in the field in accordance with principles of the National Incident Management System (NIMS) as outlined in the CEMP. In a regional event, the King County ECC and the King County Department of Natural Resources may coordinate cross-jurisdictional debris management activities.

Supplemental surge staffing may be required to implement long-term debris management actions. Private solid waste vendors such as Waste Management are responsible for staffing their own operations in support of citywide and regional debris management efforts.

Debris Management Responsibilities

1. Executive

Primary

- Advisory Group policy coordination
- Continuity of government
- Intergovernmental coordination
- Communication of debris management information to the media and public

2. Public Works

Primary

Transportation Systems

- Roadway debris clearance
- Traffic management
- Demolition debris processing
- Renton Municipal Airport debris clearance
- Coordination with other jurisdiction's transportation agencies

Utility Systems

- Debris clearance for water/sewer/storm systems
- Demolition debris processing
- Coordination with utility crews

Maintenance Services

- Debris clearance
- Temporary debris storage
- Debris processing
- Coordination with utility crews

Support

- Heavy equipment resource support
- Equipment/vehicle repair
- Signage
- Emergency vendor contracting
- Recovery expenditure tracking
- Recovery Status Report input

3. Community Services

Primary

- Debris clearance from parks and open space
- Temporary debris storage site identification

Support

- Heavy equipment resource support
- Recovery expenditure tracking
- Recovery Status Report input

4. Community and Economic Development

Primary

- Temporary debris storage site identification and permitting
- Debris disposal site identification/permitting

Support

- Recovery expenditure tracking
- Recovery Status Report input

5. Fire and Emergency Services

Primary

Emergency Management

- EOC direction and coordination
- Cross-jurisdictional coordination for debris management
- Recovery Status Report development/distribution

Response Operations

- Hazardous materials response/remediation

- Radiological event response/remediation
- Casualty management

Community Risk Reduction

- Fire investigation and inspection

Support

Emergency Management

- Resource support and logistics
- Public information (JIC/JIS) coordination
- Recovery expenditure tracking

Response Operations

- Recovery expenditure tracking
- Recovery Status Report input

Community Risk Reduction

- Recovery expenditure tracking
- Recovery Status Report input

6. Police

Primary

- Public safety
- Access control

Support

- Recovery expenditure tracking
- Recovery Status Report input

7. Administrative Services

Primary

- Administration of recovery procurement procedures
- Solid waste vendor contract management
- Recovery expenditure tracking

Support

- Communications systems support
- Information technology support
- Recovery Status Report input

Partner Agencies

King County Department of Natural Resources
National Response Center

Information Collection and Dissemination

Recovery Status Report

The Office of Emergency Management is responsible for collecting and analyzing recovery information and for distributing a weekly Recovery Status Report to City leadership, staff, and external partners. This report replaces the EOC Situation Report once the EOC is demobilized, or as determined by the Emergency Management Director should the EOC remain activated for an extended period of time.

Disaster debris is initially reported as part of the damage assessment process. The EOC is the recipient of impact reports concerning the location and nature of disaster debris, the short- and long-term impacts to the population, and progress on clearance and disposal efforts. When possible, this information is mapped and analyzed to develop a common operating picture of debris issues.

The Recovery Status Report is the primary source of information and data for all planning, operations, and external communications. If errors are found in the Recovery Status Report, these should be submitted to the Office of Emergency Management immediately.

Information collection and dissemination is administered in the following manner:

- Recovery information is collected and analyzed by the Office of Emergency Management throughout the period of recovery or until the information collection function is delegated by the Mayor to another department or to the Recovery Management Team.
- All City departments are expected to supply a standard information package for the Recovery Status Report along with any other information requests by the submission deadline specified by the Office of Emergency Management.
- All City departments should use the information and data in the Recovery Status Report for planning and operational purposes.
- The Recovery Status Report is the authoritative source of up-to-date recovery data and information for all internal departmental reports and communications.

- The Recovery Status Report is the factual basis for all other information outputs, including staff reports to the Mayor and Council, press releases, talking points for interviews, public education and outreach, and social media outputs.
- Time-sensitive information is submitted to the Office of Emergency Management, which determines the most effective manner of distribution in consultation with impacted departments and the Mayor's Office.

Communications for Public Information and Outreach

It is vital to maintain constant outreach to the public to ensure dissemination of accurate information regarding the progress of disaster recovery as well as to manage rumors and speculation about recovery programs. It may also be necessary to provide time-sensitive information to the public concerning debris hazards and impacts.

The Mayor's Office has lead responsibility for the City's public information activities throughout the recovery process. The Mayor appoints or designates a trained Public Information Officer (PIO) to coordinate the key messages and overall public information strategy. The PIO may be located at the EOC, in the Mayor's Office, or another location from which they may effectively coordinate the public information function of the City.

In a regional event, multiple agencies and entities issue public information messages, increasing the possibility of conflicting information. To reduce inaccuracies and misinformation, the City utilizes a Joint Information System (JIS) to coordinate information with participating local, tribal, State, and Federal agencies. The City of Renton may also deploy to a Joint Information Center (JIC) with other regional jurisdictions, including the King County Emergency Coordination Center JIC.

Methods of communicating with the public to convey recovery information include:

- City of Renton emergency information web at rentonwa.gov
- CodeRED emergency notification system
- Posting information at neighborhood information centers
- Posting information at City facilities
- Social media outlets
- Government Access Channel (Channel 21)
- Broadcast media (television and radio)
- Newspapers and other print media
- Electronic media
- Community meetings and other outreach activities

All major announcements and information releases, regardless of the means of communication, are vetted through the PIO prior to release.

Administration, Finance, and Logistics

Administration and Finance

The Administrative Services Department is responsible for managing all aspects of recovery finance and procurement, including the following tasks:

- Expenditure tracking and reporting
- Administering and tracking of emergency procurement waivers
- Managing special accounts for recovery
- Administering Federal and State recovery grants

The Administrative Services Department is the clearinghouse for information regarding recovery finance and administration, but all departments are expected to keep accurate records regarding recovery expenditures, overtime costs, and equipment use to facilitate the reimbursement of eligible expenses under FEMA Public Assistance programs.

Finance personnel collect recovery expenditure data submitted by each department, including transactions made under emergency procurement rules, for weekly reporting into the Recovery Status Report.

Logistics and Resource Support

When possible, departments will utilize their own resources or will rely on pre-existing agreements with partner agencies or vendors to obtain needed supplies and services. When resource needs in support of disaster recovery exceed existing departmental resource capabilities, the department will request, with as much advance notice as possible, resource support through the Renton EOC. While the EOC is activated, the Logistics Section and the Finance Section, in consultation with the Administrative Services Department, are responsible for locating, ordering, and procuring resources. Emergency Management staff will continue to coordinate resource support when the EOC is not activated.

EOC staff will seek supplemental resource support from the following sources:

- Other city departments
- Local/regional vendors (where possible)
- National vendors

The EOC may also make resource requests via existing mutual aid agreements or through the King County Regional Disaster Plan.

When necessary, the EOC requests emergency resource support from the Zone 3 Coordination Center, the King County ECC, and/or the Washington State EOC. Washington State may, in turn, request emergency assistance from other state governments via the Emergency Management Assistance Compact (EMAC) or from the Federal Government.

Requesting departments are responsible for tracking the use of supplemental resources provided to them.

Annex Development and Maintenance

Annex Development

The Debris Management Annex to the City of Renton Disaster Recovery Plan was developed with participation by a broad range of stakeholders and partners, including City departmental staff, neighboring cities, King County, the State of Washington, non-governmental organizations, and private sector partners. The Federal Emergency Management Agency of the U.S. Department of Homeland Security provided technical assistance to the development of this Annex.

Planning Process

The planning process commenced on December 2, 2010, with a Recovery Planning Kick-off Workshop hosted by the King County Office of Emergency Management. The four Green River Valley cities (Renton, Kent, Auburn, and Tukwila) and King County were principal participants in the workshop. Other stakeholders attended that serve in a support or coordination role in City recovery operations. The stated goal of the workshop was to begin development of separate jurisdictional recovery plans in coordination with one another.

The Kick-off Workshop was followed by eight functional workshops in February and March of 2011. The Debris Management Workshop took place on February 18, 2011.

Workshop participants divided into groups to discuss debris management issues. Information from workshop notes and from a supplemental informational survey was collated to provide an overview of current debris management capabilities. The information was included in this Annex to the Disaster Recovery Plan and supplemented by follow-up communications with City leadership and staff to ensure consistency with existing City policy and procedures.

Public Input

The City of Renton Disaster Recovery Plan, including this Annex, was developed with input from Renton citizens and stakeholders as outlined in the Basic Plan.

Recovery Plan Maintenance

Departments are expected to develop implementing procedures for roles and responsibilities outlined in this Debris Management Annex. Procedures should be submitted to the Office of Emergency Management for inclusion as an appendix to the Plan.

Designated departments with responsibilities outlined in this Annex are expected to provide adequate training to departmental staff to ensure a continual readiness to complete their responsibilities. In addition, programs and activities outlined in this Annex may be exercised on a periodic basis as directed by the Mayor. After any exercise designed to test recovery processes, or after an actual disaster event, any successes and shortfalls shall be noted in an After Action Review.

Recommended improvements to the Plan will be included in the next update. At a minimum, the City of Renton Disaster Recovery Plan, including its Annexes, will be reviewed and updated once every four years.

The Office of Emergency Management retains responsibility for keeping a Master Copy of this plan up-to-date and for distributing updates to City departments.

Legal Authorities

Local Legal Authorities

- a. Renton Municipal Code, Title III, Chapter 5, Fire and Emergency Services Department
- b. King County Code, Chapter 2.56, Emergency Management
- c. King County Code, Chapter 12.52, Emergency Powers

State Legal Authorities

- a. Revised Code of Washington (RCW):
 - i. 35.33.081, Emergency Expenditures
 - ii. 35.33.101, Emergency Warrants
 - iii. 38.52, Emergency Management
 - iv. 39.34, Interlocal Cooperation Act
 - v. 40.10, Essential Records
 - vi. 42.14, Continuity of Government Act
 - vii. 43.43, (Subparts 960-975), State Fire Service Mobilization
 - viii. 70.136, Hazardous Materials Incidents
- b. Washington Administrative Code (WAC):
 - i. 118-04, Emergency Worker Program
 - ii. 118-30, Local Emergency Management Services Organizations, Plans, and Programs

Federal Legal Authorities

- a. Federal Civil Defense Act of 1950, as amended
- b. Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance, as amended
- c. Title 44, Code of Federal Regulations, parts 9, 10, 13, 59, 204, and 206
- d. Public Law 96-342, Improved Civil Defense
- e. Public Law 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA)
- f. Public Law 91-190, National Environmental Policy Act (NEPA)
- g. Public Law 89-665, National Historic Preservation Act (NHPA)
- h. Public Law 88-206, Clean Air Act
- i. Public Law 92-500, Clean Water Act
- j. Public Law 94-580, Resource Conservation and Recovery Act (RCRA)
- k. Public Law 93-205, Endangered Species Act
- l. Fish and Wildlife Coordination Act
- m. Executive Order on Floodplain Management (E.O. 11988)
- n. Executive Order on Protection of Wetlands (E.O. 11990)

References and Resources

Local References and Resources

- a. City of Renton Comprehensive Emergency Management Plan
- b. City of Renton Comprehensive Plan
- c. City of Renton Hazard Mitigation Plan (incl. Hazard Identification and Vulnerability Assessment)
- d. King County Comprehensive Emergency Management Plan
- e. King County Hazard Mitigation Plan (incl. Hazard Identification and Vulnerability Assessment)
- f. King County Regional Disaster Plan

State References and Resources

- a. Washington State Comprehensive Emergency Management Plan

- b. Washington State Emergency Management Disaster Assistance Guide for Local Governments

Federal References and Resources

- a. Comprehensive Preparedness Guide (CPG) 101
- b. Homeland Security Exercise and Evaluation Program (HSEEP)
- c. National Incident Management System (NIMS), Department of Homeland Security
- d. National Response Framework, Federal Emergency Management Agency

Other References and Resources

- a. Seattle-King County UASI Area Debris Management Plan

City of Renton Disaster Recovery Plan

**Annex G: Environmental Considerations
2/27/2012**

Table of Contents

Purpose 2

Scope 2

Situation Overview..... 2

Planning Assumptions 3

Concept of Operations..... 3

Direction and Control..... 5

Organization and Assignment of Responsibilities 6

Information Collection and Dissemination 9

Recovery Status Report 9

Communications for Public Information and Outreach 10

Administration, Finance, and Logistics..... 11

Administration and Finance 11

Logistics and Resource Support 12

Annex Development and Maintenance 13

Annex Development 13

Planning Process..... 13

Public Input 13

Recovery Plan Maintenance 13

Legal Authorities..... 14

 Local Legal Authorities 14

 State Legal Authorities..... 14

 Federal Legal Authorities..... 14

References and Resources..... 15

 Local References and Resources..... 15

 State References and Resources 15

 Federal References and Resources 16

Purpose

The purpose of the Environmental Annex to the City of Renton Disaster Recovery Plan is to guide actions to address post-disaster environmental issues that may impact recovery. Adverse environmental impacts are likely to exist during any disaster, and their implications for public health and community recovery are such that early containment and remediation will be a high priority for the City and its jurisdictional partners.

This Annex establishes a framework for identifying and evaluating post-disaster environmental impacts and for developing strategies to work cooperatively to resolve them.

In addition, the Environmental Annex identifies departmental responsibilities for ensuring that community recovery and rebuilding are implemented in compliance with all applicable environmental rules and regulations.

Scope

The Environmental Annex addresses incidents of local, regional, state, and national significance, including, but not limited to, Presidentially declared disasters in King County, Washington State, in which the City of Renton resides.

This Annex, like the Disaster Recovery Plan as a whole, applies to all City departments and provides an operational framework to guide coordinated environmental management efforts. The Annex supports and integrates State and Federal plans and programs that aid in recovery operations.

Situation Overview

- The Puget Sound Region is vulnerable to natural and man-made hazards, including acts of terrorism, which can result in significant and widespread damage to the natural environment.
- Environmental damage may take the form of localized spills and releases or may have widespread impacts to natural resources such as waterways, wetlands, floodplains, reservoirs, and habitat and may adversely impact the quality of air and drinking water.
- Environmental contamination may create dangers to the health and safety of the public as well as to emergency responders and other City staff.

- Environmental damage may impede the progress of community recovery.
- Long-term coordination between environmental and resource agencies from all levels of government will be required to ensure that reconstruction and redevelopment comply with local, State, and Federal environmental regulations.

Planning Assumptions

- For the purposes of this Environmental Annex, it is assumed that the operational focus for recovery has shifted to long-term environmental remediation and mitigation and to addressing environmental concerns that do not pose an immediate life safety threat. Environmental impacts that pose an immediate threat to human life and safety will be addressed by response actions outlined in the Comprehensive Emergency Management Plan.
- City departments will develop procedures and provide appropriate training to staff with designated roles and responsibilities in this Environmental Annex.
- Large-scale emergencies are likely to deplete local and regional recovery resources. Assistance from other cities and regions, from the State of Washington, and from the Federal Government will be requested as needed.

Concept of Operations

The City of Renton addresses environmental consequences or damages as they are identified as part of the damage assessment process or as reported by the public. Environmental consequences from disasters may include:

- Hazardous materials release or spills
- Drinking water contamination
- Airborne contamination
- Agricultural runoff
- Wetlands damage
- Impacts to threatened and endangered species
- Damage to historical and archaeological resources

In most cases, more than one department will have a role in cleanup and remediation.

With support from the EOC, other fire departments, and private sector resources, Renton Fire and Emergency Services, is responsible for addressing hazardous materials spills and releases that pose an immediate threat to life safety. While

these actions are covered in the Renton CEMP and are generally addressed during the disaster response phase, it is possible that latent environmental damages may require additional response actions well into long-term recovery.

The Public Works Department manages environmental consequences to critical infrastructure (transportation, water, etc.), often with support from the Fire and Emergency Services Department and the EOC. Public Works also tests for safety of drinking water and manages the permitting processes for capital improvements and infrastructure restoration projects.

The Community and Economic Development Department is responsible for conducting environmental reviews and ensuring compliance of citywide reconstruction efforts with State and Federal environmental regulations. These regulations usually apply to both public and private reconstruction efforts.

These departments work closely with environmental and resource agencies from all levels of government, including Public Health Seattle-King County, the Washington State Department of Ecology, the U.S. Army Corps of Engineers, and others.

Many disaster recovery activities have the potential to impact the environment and therefore trigger environmental review at the local, State, and/or Federal level. These activities include:

- Debris management
- Repairs and reconstruction
- New construction and redevelopment
- Project work in waterways, wetlands, floodplains, or other environmentally sensitive areas

Other environmental considerations include:

- Hazardous materials
- Air quality
- Water quality
- Endangered species
- Historic preservation

Projects that are funded on a cost-share basis with the Federal government will require an Environmental and Historic Preservation (EHP) Review. Depending on the type of project and its environmental impacts, the EHP process may take days or sometimes years. FEMA personnel conduct most reviews for Public Assistance and Hazard Mitigation projects, but City departments retain responsibility for ensuring compliance and obtaining all required environmental permits.

Direction and Control

Environmental consequences are managed in accordance with the National Incident Management System (NIMS) as outlined in the Renton CEMP. The City department with purview over an impacted area, facility, or function establishes incident command to implement environmental cleanup and remediation actions.

Widespread catastrophic damage may require regional collaboration with King County, Washington State, and the Federal Government. City leadership will allocate staff and other resources to regional efforts as able.

The City's environmental efforts will be directed as follows:

- **Mayor:** The Mayor is the chief elected official that leads the executive branch of City government and coordinates overall recovery policy direction with the City Council.
- **City Council:** The City Council is the legislative branch of City government that establishes recovery policy and approves expenditures and contracts.
- **Administrator, Community and Economic Development Department:** The Community and Economic Development Administrator provides leadership and direction, in accordance with the Mayor's policy, to staff responsible for environmental planning and compliance.
- **Administrator, Public Works Department:** The Public Works Administrator provides leadership and direction, in accordance with the Mayor's policy, to staff responsible for managing environmental consequences to critical infrastructure and for environmental permitting.
- **Advisory Group:** Led by the Mayor, the Advisory Group is made up of the Chief Administrative Officer, Assistant Chief Administrative Officer, other Department Administrators, and the Communications Director. The Advisory Group serves as an advisory body to the Mayor and Council, provides a unified approach to oversight of City departments and programs, and serves as the Recovery Management Team during at least the initial recovery phase.
- **Emergency Management Director:** The Emergency Management Director provides coordination support for recovery efforts from the Renton EOC in accordance with the Mayor's policy direction. The Director coordinates recovery activities while the EOC remains activated and as directed by the Mayor throughout the recovery process.

If a key official is unable to perform their duties as assigned, a designee may be appointed consistent with the delegations of authority as defined in each department's continuity of operations planning.

The Mayor may appoint community leaders and stakeholders to the Recovery Management Team after a disaster with widespread damage and economic impacts to help guide recovery programs.

City departments will retain programmatic responsibility for recovery efforts under their purview. Each department is expected to: ensure that staff are aware of their disaster recovery roles and responsibilities; develop procedures for implementing disaster recovery programs and activities; and provide training to staff to maintain optimal capabilities for disaster recovery.

Organization and Assignment of Responsibilities

The following are basic responsibilities of Renton city departments for managing environmental issues during recovery. Standard Operating Procedures (SOPs) may be developed to provide further detail on how individual departments and divisions shall perform their responsibilities.

Environmental actions may initially be coordinated in the Renton EOC or in the field in accordance with principles of the National Incident Management System (NIMS) as outlined in the CEMP.

Long-term environmental compliance will transition to normal departmental organization and functions over time. However, supplemental surge staffing may be required for much of the recovery process.

Environmental Responsibilities

1. Executive

Primary

- Advisory Group policy coordination
- Intergovernmental coordination
- Communication of environmental information to the media and public

2. Community and Economic Development

Primary

Development Services

- Permit issuance for commercial and residential reconstruction
- Construction plan review
- Code compliance
- Public works plan review
- Post-reconstruction building inspections

Planning

- Land use permitting
- Environmental compliance
- Critical/sensitive areas review
- GIS mapping and analysis

Support

- Recovery expenditure tracking
- Recovery Status Report input

3. Public Works

Primary

Utility Systems

- Capital improvement permitting
- Flood hazard monitoring
- Water quality monitoring
- Coordination with utility crews
- GIS mapping and analysis

Transportation Systems

- Roadway debris clearance
- Hazardous materials coordination
- Coordination with other jurisdiction's transportation agencies

Maintenance Services

- Debris management
- Coordination with utility crews
- GIS mapping and analysis

Support

- Heavy equipment resource support
- Signage
- Emergency vendor contracting

- Recovery expenditure tracking
- Recovery Status Report input

4. Fire and Emergency Services

Primary

Emergency Management

- EOC direction and coordination
- Volunteer management
- Recovery Status Report development/distribution

Response Operations

- Hazardous materials response coordination

Community Risk Reduction

- Fire plan review

Support

Emergency Management

- Resource support and logistics
- Public information (JIC/JIS) coordination
- Recovery expenditure tracking

Response Operations

- Recovery expenditure tracking
- Recovery Status Report input

Community Risk Reduction

- Recovery expenditure tracking
- Recovery Status Report input

5. Community Services

Primary

- Natural resources management
- Open space restoration

Support

- Facilities management
- Recovery expenditure tracking
- Recovery Status Report input

6. Police

Primary

- Public safety

Support

- Access control
- Recovery expenditure tracking
- Recovery Status Report input

7. Administrative Services

Primary

- Vendor contract management
- Recovery expenditure tracking

Support

- Procurement of goods/supplies
- Communications support
- Information technology support
- Recovery Status Report input

Partner Agencies

Public Health Seattle-King County
Washington State Department of Ecology
Washington State Historic Preservation Office
United States Army Corps of Engineers

Information Collection and Dissemination

Recovery Status Report

The Office of Emergency Management is responsible for collecting and analyzing recovery information and for distributing a weekly Recovery Status Report to City leadership, staff, and external partners. This report replaces the EOC Situation Report once the EOC is demobilized, or as determined by the Emergency Management Director should the EOC remain activated for an extended period of time.

Environmental impacts are initially reported as part of the damage assessment process and as they are discovered throughout long-term recovery. Departments with knowledge of immediate environmental threats make an impact report to the EOC as soon as practicable. The EOC collects impact reports concerning the location and nature of environmental threats, the short- and long-term impacts to the population, and progress on remediation efforts. When possible, this information is mapped and analyzed to develop a common operating picture of environmental issues.

The Recovery Status Report is the primary source of information and data for all planning, operations, and external communications. If errors are found in the

Recovery Status Report, these should be submitted to the Office of Emergency Management immediately.

Information collection and dissemination is administered in the following manner:

- Recovery information is collected and analyzed by the Office of Emergency Management throughout the period of recovery or until the information collection function is delegated by the Mayor to another department or to the Recovery Management Team.
- All City departments are expected to supply a standard information package for the Recovery Status Report along with any other information requests by the submission deadline specified by the Office of Emergency Management.
- All City departments should use the information and data in the Recovery Status Report for planning and operational purposes.
- The Recovery Status Report is the authoritative source of up-to-date recovery data and information for all internal departmental reports and communications.
- The Recovery Status Report is the factual basis for all other information outputs, including staff reports to the Mayor and Council, press releases, talking points for interviews, public education and outreach, and social media outputs.
- Time-sensitive information is submitted to the Office of Emergency Management, which determines the most effective manner of distribution in consultation with impacted departments and the Mayor's Office.
- It should never be assumed that Department Administrators on the Mayor's Leadership Team have been made aware of any environmental issues or impact reports.

Communications for Public Information and Outreach

It is vital to maintain constant outreach to the public to ensure dissemination of accurate information regarding the progress of disaster recovery as well as to manage rumors and speculation about recovery programs. It may also be necessary to provide time-sensitive information to the public concerning environmental safety hazards and impacts.

The Mayor's Office has lead responsibility for the City's public information activities throughout the recovery process. The Mayor appoints or designates a trained Public Information Officer (PIO) to coordinate the key messages and overall public information strategy. The PIO may be located at the EOC, in the

Mayor's Office, or another location from which they may effectively coordinate the public information function of the City.

In a regional event, multiple agencies and entities issue public information messages, increasing the possibility of conflicting information. To reduce inaccuracies and misinformation, the City utilizes a Joint Information System (JIS) to coordinate information with participating local, tribal, State, and Federal agencies. The City of Renton may also deploy to a Joint Information Center (JIC) with other regional jurisdictions, including the King County Emergency Coordination Center JIC.

Methods of communicating with the public to convey recovery information include:

- City of Renton emergency information web at rentonwa.gov
- CodeRED emergency notification system
- Posting information at neighborhood information centers
- Posting information at City facilities
- Social media outlets
- Government Access Channel (Channel 21)
- Broadcast media (television and radio)
- Newspapers and other print media
- Electronic media
- Community meetings and other outreach activities

All major announcements and information releases, regardless of the means of communication, are vetted through the PIO prior to release.

Administration, Finance, and Logistics

Administration and Finance

The Administrative Services Department is responsible for managing all aspects of recovery finance and procurement, including the following tasks:

- Expenditure tracking and reporting
- Administering and tracking of emergency procurement waivers
- Managing special accounts for recovery
- Administering Federal and State recovery grants

The Administrative Services Department is the clearinghouse for information regarding recovery finance and administration, but all departments are expected to keep accurate records regarding recovery expenditures, overtime costs, and equipment use to facilitate the reimbursement of eligible expenses under FEMA Public Assistance programs.

Finance personnel collect recovery expenditure data submitted by each department, including transactions made under emergency procurement rules, for weekly reporting into the Recovery Status Report.

Logistics and Resource Support

When possible, departments will utilize their own resources or will rely on pre-existing agreements with partner agencies or vendors to obtain needed supplies and services. When resource needs in support of disaster recovery exceed existing departmental resource capabilities, the department will request, with as much advance notice as possible, resource support through the Renton EOC. While the EOC is activated, the Logistics Section and the Finance Section, in consultation with the Administrative Services Department, are responsible for locating, ordering, and procuring resources. Emergency Management staff will continue to coordinate resource support when the EOC is not activated.

EOC staff will seek supplemental resource support from the following sources:

- Other city departments
- Local/regional vendors (where possible)
- National vendors

The EOC may also make resource requests via existing mutual aid agreements or through the King County Regional Disaster Plan.

When necessary, the EOC requests emergency resource support from the Zone 3 Coordination Center, the King County ECC, and/or the Washington State EOC. Washington State may, in turn, request emergency assistance from other state governments via the Emergency Management Assistance Compact (EMAC) or from the Federal Government.

Requesting departments are responsible for tracking the use of supplemental resources provided to them.

Annex Development and Maintenance

Annex Development

The Environmental Annex to the City of Renton Disaster Recovery Plan was developed with participation by a broad range of stakeholders and partners, including City departmental staff, neighboring cities, King County, the State of Washington, non-governmental organizations, and private sector partners. The Federal Emergency Management Agency of the U.S. Department of Homeland Security provided technical assistance to the development of this Annex.

Planning Process

The planning process commenced on December 2, 2010, with a Recovery Planning Kick-off Workshop hosted by the King County Office of Emergency Management. The four Green River Valley cities (Renton, Kent, Auburn, and Tukwila) and King County were principal participants in the workshop. Other stakeholders attended that serve in a support or coordination role in City recovery operations. The stated goal of the workshop was to begin development of separate jurisdictional recovery plans in coordination with one another.

The Kick-off Workshop was followed by eight functional workshops in February and March of 2011. The Environmental Workshop took place on March 3, 2011.

Workshop participants divided into groups to discuss reconstruction issues and to strategize solutions for optimizing a coordinated approach to managing environmental hazards and ensuring environmental compliance. Information from workshop notes and from a supplemental informational survey was collated to provide an overview of current environmental recovery capabilities. The information was included in this Annex to the Disaster Recovery Plan and supplemented by follow-up communications with City leadership and staff to ensure consistency with existing City policy and procedures.

Public Input

The City of Renton Disaster Recovery Plan, including this Annex, was developed with input from Renton citizens and stakeholders as outlined in the Basic Plan.

Recovery Plan Maintenance

Departments are expected to develop implementing procedures for roles and responsibilities outlined in this Environmental Annex. Procedures should be submitted to the Office of Emergency Management for inclusion as an appendix to the Plan.

Designated departments with responsibilities outlined in this Annex are expected to provide adequate training to departmental staff to ensure a continual readiness to complete their responsibilities. In addition, programs and activities outlined in this Annex may be exercised on a periodic basis as directed by the Mayor. After

any exercise designed to test recovery processes, or after an actual disaster event, any successes and shortfalls shall be noted in an After Action Review.

Recommended improvements to the Plan will be included in the next update. At a minimum, the City of Renton Disaster Recovery Plan, including its Annexes, will be reviewed and updated once every four years.

The Office of Emergency Management retains responsibility for keeping a Master Copy of this plan up-to-date and for distributing updates to City departments.

Legal Authorities

Local Legal Authorities

- a. Renton Municipal Code, Title III, Chapter 5, Fire and Emergency Services Department
- b. King County Code, Chapter 2.56, Emergency Management
- c. King County Code, Chapter 12.52, Emergency Powers

State Legal Authorities

- a. Revised Code of Washington (RCW):
 - i. 35.33.081, Emergency Expenditures
 - ii. 35.33.101, Emergency Warrants
 - iii. 38.52, Emergency Management
 - iv. 39.34, Interlocal Cooperation Act
 - v. 40.10, Essential Records
 - vi. 42.14, Continuity of Government Act
 - vii. 43.43, (Subparts 960-975), State Fire Service Mobilization
 - viii. 70.136, Hazardous Materials Incidents
- b. Washington Administrative Code (WAC):
 - i. 118-04, Emergency Worker Program
 - ii. 118-30, Local Emergency Management Services Organizations, Plans, and Programs

Federal Legal Authorities

- a. Federal Civil Defense Act of 1950, as amended
- b. Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance, as amended

- c. Title 44, Code of Federal Regulations, parts 9, 10, 13, 59, 204, and 206
- d. Public Law 96-342, Improved Civil Defense
- e. Public Law 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA)
- f. Public Law 91-190, National Environmental Policy Act (NEPA)
- g. Public Law 89-665, National Historic Preservation Act (NHPA)
- h. Public Law 88-206, Clean Air Act
- i. Public Law 92-500, Clean Water Act
- j. Public Law 94-580, Resource Conservation and Recovery Act (RCRA)
- k. Public Law 93-205, Endangered Species Act
- l. Fish and Wildlife Coordination Act
- m. Executive Order on Floodplain Management (E.O. 11988)
- n. Executive Order on Protection of Wetlands (E.O. 11990)

References and Resources

Local References and Resources

- a. City of Renton Comprehensive Emergency Management Plan
- b. City of Renton Comprehensive Plan
- c. City of Renton Hazard Mitigation Plan (incl. Hazard Identification and Vulnerability Assessment)
- d. King County Comprehensive Emergency Management Plan
- e. King County Hazard Mitigation Plan (incl. Hazard Identification and Vulnerability Assessment)
- f. King County Regional Disaster Plan

State References and Resources

- a. Washington State Comprehensive Emergency Management Plan
- b. Washington State Emergency Management Disaster Assistance Guide for Local Governments

Federal References and Resources

- b. Comprehensive Preparedness Guide (CPG) 101
- c. Homeland Security Exercise and Evaluation Program (HSEEP)
- d. National Incident Management System (NIMS), Department of Homeland Security
- e. National Response Framework, Federal Emergency Management Agency