

ATTACHMENT A: SCOPE OF SERVICES

PURPOSE:

This scope of services establishes a shared understanding of roles and responsibilities between the Lewis County Department of Emergency Management (DEM) and any Non-ILA Cities for Emergency Management services to those cities that provide independent emergency management services (pursuant to the provisions of Chapter 38.52 of the Revised Code of Washington).

The Non-ILA City is required to maintain an independent emergency management organization to protect public peace, health, and safety, and to safeguard the lives and property of its residents. This responsibility includes preparing for, responding to, and recovering from major emergencies or disasters, whether caused by natural events or human actions.

Department of Emergency Management for County and City Emergency Management in Non-ILA Cities shall independently provide emergency management services including, but not limited to the following:

Administration & Finance:

LC Emergency Management	NON-ILA Cities
• Management of County DEM budget • Seek and administer program enhancement grant (EMPG) • Provide technical support coordination to over 100 partner agencies • Coordinate hazardous materials reporting and ensure a Lewis County Community Emergency Coordinator (CEC) is appointed to: ○ Receive spill reports from a variety of agencies ○ Respond to large spill incidents ○ Maintain public records repository for EPCRA SARA Title III, Tier II reports ○ Receive Annual Tier II fixed facility reports and submit annual report to ECOLOGY • Activate ESF # 10 Hazardous Materials Response Plan when necessary • Facilitate “single source” emergency management reporting to and from state/federal agencies and Lewis County partner agencies including NIMS, annual sandbag inventory/usage, and other information requests • Maintain and provide, when possible, historical event records as requested by media, government and/or citizens	• Management of City DEM budget • Seek and administer program grants • Provide a NON-ILA City Liaison to County DEM • Remain a member of County LEPC through a MOU and when requested by Community Emergency Coordinator, investigate spill reports occurring within city limits <u>or</u> create your own LEPC with SERC • Provide city information to DEM for roll-up reports as requested by state/federal agencies • Create City ESF #10 <u>or</u> MOU to use County ESF #10 for Centralia City CEMP • City provides “single source” emergency management reporting to and from state/federal agencies: NIMS, annual sandbag inventory/usage, and other information requests

LC Emergency Management	NON-ILA Cities
	• Maintain and provide, when possible, historical event records as requested by media, government and/or citizens

Planning:

LC Emergency Management	NON-ILA Cities
• Facilitate multi-jurisdictional response plans for incidents crossing agency boundaries (includes at least: CEMP, HIVA, ESF # 10 Hazardous Materials, ARES Plan, and Drought Plan) • Review and make recommendations on emergency actions plans for dam operators, care facilities, health care providers, and other businesses as required by law	• Create Non-ILA City jurisdictional response plans for incidents. Includes at least: CEMP, HIVA, THIRA and other plans • Attain authorization through MOUs from any County departments prior to writing them into the Non-ILA City CEMP • Develop & maintain internal operation plans including Emergency Operations Plans, Continuity of City Government (COG), and Continuity of Operations Plan (COOP)

Committees & Programs:

LC Emergency Management	NON-ILA Cities
- Facilitate and provide staffing for a variety of committees including: LEPC, EMC, and others as needed - Participate in a variety of state, regional, and other local committees/meetings, such as Homeland Security Region 3, regional planning committees, catastrophic planning committees, and Chehalis River Basin Flood Authority meetings - Coordinate Levee inspections, Army Corps of Engineers repairs, sponsor notifications and receive condition reports - Coordination of Annual Pre-Flood Preparation meeting - Coordination of Lewis County's Washington Shake-out Earthquake Drill, October - Provide community preparedness presentations, programs and educational materials	- Facilitate and provide staffing for a variety of committees including City EMC, LECC, LEPC (<u>or</u> MOU to remain a member of County LEPC and LECC) - Participate in a variety of state, regional, and other local committees/meetings, such as Homeland Security Region 3, regional planning committees, catastrophic planning committees, and Chehalis River Basin Flood Authority meetings - Participate in the Levee inspection for NON-ILA Cities (Skookumchuck River and Long Road Dike) - Assign representative to provide update to your partner agencies on mitigation and areas of concern during the winter season - Encourage city staff, businesses, and citizens to participate in preparedness activities and provide community preparedness presentations, programs and educational materials - Provide city community preparedness presentations, programs and educational materials

Communications & Warning:

LC Emergency Management	NON-ILA Cities
• Coordinate emergency messages: pre-planned, incident specific, or annual equipment testing as applicable • Maintain NWS - Weather Ready recognition • Participate with 911 Communications and partner agencies to develop and utilize the Lewis County Alert system to provide emergency public information and notifications • Facilitate testing and reporting for Tacoma Power Emergency Radio (dam sirens), CEMNET, Lewis County Alert, Ham Radio Network, and other systems as developed • Facilitate repair reporting for Internet River Reading & Road Closures and public reported river gage issues • Monitor and distribute National Weather Service products and bulletins as necessary • Facilitate committee planning for Limited English Proficiency (LEP) population notification and barriers as required	• Coordinate City emergency messages: pre-planned, incident specific, and annual equipment testing as applicable • MOU for the City to use Lewis County Alert system for City emergency alerting <u>or</u> seek contract for the City with a vendor • Encourage city staff, businesses, and citizens to register to receive NOAA Weather Radio Messages, and National Weather Service Alerts by a variety of methods • Monitor and distribute National Weather Service products and bulletins as necessary • Create a City LEP <u>or</u> MOU to use the County LEP committee meeting and provide LEP materials to city residents when provided by State EMD

Logistics & Resource Management:

LC Emergency Management	NON-ILA Cities
• Compile and update partner resource and personnel contact information lists • Provide resource/contact information to EOC staff as required • Coordinate Temporary Emergency Worker (TEW) registration as required by law • Coordinate training/mission numbers from State EMD as necessary for Search and Rescue (SAR), Medical Reserve Corps (MRC), Coroners volunteers and Amateur Radio Emergency Operation (ARES), Maintain records and submit for allowable reimbursements	• Compile and update City resource and personnel contact information lists • Manage / coordinate all City owned resources • Coordinate and register NON-ILA City Temporary Emergency Worker (TEW) registration as required by law <u>or</u> MOU with County DEM to perform this task • Request State assistance through County EOC on WebEOC. • Maintain and coordinate NON-ILA City ARES radio volunteers

Training & Exercises:

LC Emergency Management	NON-ILA Cities
• Facilitate a variety of annual training and exercises including lectures, conferences, drills, tabletops, functional and full-scale • Facilitate at least one annual hazardous materials lecture, drill, or exercise • Maintain DEM initiated training & exercise records • Complete After-Action Reports (AAR) and file with state/federal agencies as required • Distribute state/FEMA training notices to partner agencies as appropriate	• Facilitate a variety of NON-ILA City staff training and exercises including lecture, conferences, drills, tabletops, functional and full-scale • Maintain NON-ILA City EM initiated training & exercise records • Complete NON-ILA City After Action Reports (AAR) and file with state/federal agencies as required • Develop, train and exercise NON-ILA city personnel on city response plans for localized incidents not requiring regional support/resources • Ensure NON-ILA City First Responders complete at least ICS 100, ICS 200, and ICS 700 as required by state and federal laws for NIMS compliance

Response:

LC Emergency Management	NON-ILA Cities
• Maintain the County Emergency Operations Center (EOC) in a state of readiness to be activated/deactivated when requested • Facilitate implementation of the CEMP in response to incidents • Assist in preparation of a Declaration of Emergency or Disaster, as necessary • Collect, analyze and disseminate warnings and emergency public information • Coordinate the flow of information among the response partners • Coordinate requests for critical resources to the State • Conduct initial briefings with key leaders • Coordinate media, damage inspection tours, and dignitary tours • Document administrative and financial information • Conduct an after-action review following the response to identify needed improvements	• Maintain the NON-ILA City's Emergency Coordination Center (ECC) in a state of readiness to be activated/deactivated when requested • Facilitate implementation of the NON-ILA City's CEMP in response to incidents • Prepare a municipal Declaration of Emergency or Disaster when appropriate • Collect, analyze and disseminate warnings and emergency public information • Coordinate the flow of information among the NON-ILA City leaders and response partners • Submit Situation Reports to WebEOC and collect and supply city damage reports to the County EOC • Coordinate external resource requests and request County EOC to review and pass on to State EMD through WebEOC (State protocol) • Coordinate NON-ILA City media, damage inspection tours, and dignitary tours • Attend County wide coordination meetings as requested

Recovery:

LC Emergency Management	NON-ILA Cities
• Facilitate informal damage estimate to identify potential for FEMA reimbursement • Coordinate information request for Individual Assistance (IA) damage to residences and businesses • Coordinate information request for Public Assistance (PA) for repair to public infrastructure and emergency protective measures • Submit Supplemental Justification Report to State as requested • Document disaster operations and costs • Coordinate non-governmental and faith-based programs for unmet recovery needs, as needed	• Submit NON-ILA City preliminary damage estimates to County DEM in a timely manner (State protocol) • Coordinate information request for NON-ILA City Individual Assistance (IA) damage to residences and businesses to County EOC (State protocol) • Coordinate NON-ILA City information request for Public Assistance (PA) for repair to public infrastructure and emergency protective measures to County EOC (State protocol) • Create a NON-ILA City Supplemental Justification Report to State as requested • Submit public infrastructure (PA) damages in a timely manner to County DEM (State protocol) • Appoint NON-ILA City Applicant Agent and Alternate for FEMA reimbursement process. Ensure appointees attend training as necessary to conduct their duties • Refer citizens with unmet needs to appropriate partner agencies

Acronyms

AAR	After Action Report	IA	Individual Assistance
ARES	Armature Radio Emergency Service	ICS	Incident Command System
CEC	Community Emergency Coordinator	LECC	Local Emergency Communications Committee
CEMNET	Radio Frequency to State EMD	LEP	Limited English Proficiency
CEMP	Comprehensive Emergency Management Plan	LEPC	Local Emergency Planning Committee
COG	Continuity of Government plan	MOU	Memorandum of Understanding
COOP	Continuity of Operations Plan	MRC	Medical Reserve Corp
DEM	Department of Emergency Management	NIMS	Nation Information Management System
ECC	Emergency Coordination Center	NOAA	National Oceanic and Atmospheric Administration
EMC	Emergency Management Committee	NWS	National Weather Service
EMD	State Emergency Management	PA	Public Assistance
EOC	Emergency Operation Center	SAR	Search and Rescue
EPCRA	Emergency Planning and Community Right-To-Know Act	SERA	Superfund Amendments and Reauthorization Act
ESF	Emergency Service Function	SERC	State Emergency Response Commission
FEMA	Federal Emergency Management Administration	TEW	Temporary Emergency Worker
HIVA	Hazard Incident Vulnerability Assessment	THIVA	Threat and Hazard Identification and Risk Assessment