

## ORDINANCE NO. 3724

AN ORDINANCE OF THE CITY OF EDMONDS, WASHINGTON AUTHORIZING THE ADOPTION OF THE *CITY OF EDMONDS DISASTER RECOVERY PLAN* AND THE ESTABLISHMENT OF THE CITY OF EDMONDS DISASTER RECOVERY TASK FORCE.

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WHEREAS, the City is vulnerable to various technological and natural hazards such as earthquakes, flooding, severe weather, wind, accidents and acts of terrorism, resulting in major disasters causing substantial loss of life and property;

WHEREAS, the City is authorized under state law to declare a local state of emergency and take actions necessary to ensure the public safety and well-being of its residents, visitors, business community, and property during and after such major disasters;

WHEREAS, it is essential to the well-being of the City to expedite recovery and reconstruction, mitigate hazardous conditions, and improve the community after such major disasters;

WHEREAS, disaster recovery and reconstruction can be facilitated by establishment of a Recovery Task Force within the City government to plan, coordinate and expedite recovery activities;

WHEREAS, preparation of a pre-event plan for disaster recovery and reconstruction can help the City organize to expedite recovery in advance of a major disaster, and to identify and mitigate hazardous conditions, both before and after such a disaster;

WHEREAS, recovery can be expedited by pre-event adoption of an ordinance authorizing City actions to be taken during the declared local emergency to expedite implementation of recovery and reconstruction measures identified in the pre-event plan;

The City Council does hereby ordain:

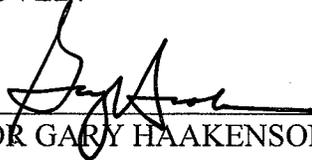
Section 1. Authority. This ordinance is adopted by the City Council acting under authority of the City Municipal Code and all applicable state and federal laws and regulations.

Section 2. Recovery Plan. The *City of Edmonds Disaster Recovery Plan* is adopted to provide for efficient coordination and policy guidance during the disaster recovery and reconstruction process.

Section 3. Recovery Task Force. The City of Edmonds Recovery Task Force, as identified in the *City of Edmonds Disaster Recovery Plan*, is established to assist the Mayor in guiding successful recovery efforts for the City in the event of a major disaster.

NOW, THEREFORE, BE IT ORDAINED that this Ordinance has been adopted by the City Council of the City of Edmonds, Washington at a regular meeting thereof this 27th day of January, 2009.

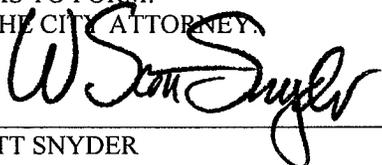
APPROVED:

  
\_\_\_\_\_  
MAYOR GARY HAAKENSON

ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
CITY CLERK, SANDRA S. CHASE

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

  
BY \_\_\_\_\_  
W. SCOTT SNYDER

FILED WITH THE CITY CLERK:	01/23/2009
PASSED BY THE CITY COUNCIL:	01/27/2009
PUBLISHED:	02/01/2009
EFFECTIVE DATE:	02/06/2009
ORDINANCE NO. 3724	

**SUMMARY OF ORDINANCE NO. 3724**

of the City of Edmonds, Washington

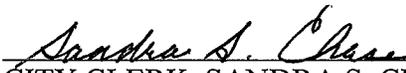
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On the 27th day of January, 2009, the City Council of the City of Edmonds, passed Ordinance No. 3724. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF EDMONDS, WASHINGTON AUTHORIZING THE ADOPTION OF THE *CITY OF EDMONDS DISASTER RECOVERY PLAN* AND THE ESTABLISHMENT OF THE CITY OF EDMONDS DISASTER RECOVERY TASK FORCE.

The full text of this Ordinance will be mailed upon request.

DATED this 28th day of January, 2009.

  
CITY CLERK, SANDRA S. CHASE

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# 1. GENERAL

## A. Purpose

The purpose of the City of Edmonds Recovery Plan is:

- To provide for efficient coordination and policy guidance during the disaster recovery process
- To anticipate what will be needed to restore the City of Edmonds to full functioning as rapidly as possible
- To maximize effective recovery by facilitating and improving the flow of information and coordination within and between operational levels of the system
- To provide for effective mobilization, deployment, utilization, tracking and demobilization of recovery resources
- To enhance and coordinate recovery intelligence gathering and information sharing capabilities

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

This Plan provides an organizational framework, policy guidance and methods for use during the recovery process. This Plan provides for the assignment of responsibilities within the City's organizational structure and includes opportunities for participation by community members.

## B. Scope

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

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

Recovery includes repair or reconstruction of communications infrastructure; damaged public facilities and infrastructure; facilitation of the restoration of residential and commercial structures; restoration of the community's economic base by supporting business resumption and employment opportunities; and the identification and implementation of

mitigation projects and programs to reduce future disaster damage such as land use and building codes.

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

C. Organization

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

D. Coordination

Coordination of recovery activities is the key to the successful recovery of the community. The Mayor may appoint a Recovery Coordinator to manage the City's recovery process and a Recovery Task Force made up of City staff and representatives from key organizations and community groups who have a vested interest in the community's recovery to assist in the recovery process and advise on matters related to recovery. The Recovery Task Force will be dynamic in nature, with involved personnel changing as projects and needs change. The duty of Recovery Coordinator may also be assigned to varying personnel as needed and appropriate. The Emergency Services Coordinating Agency (ESCA) will maintain a support/advisory role within the Recovery Task Force.

E. Relationship to Other Plans

Some recovery activities begin before disaster response activities are concluded. As such, the Recovery Plan is closely linked to the City's *Comprehensive Emergency Management Plan*, requiring coordination of activities and resources as the response phase of disaster operations begins to subside and recovery activities begin. This Plan is also compatible with both the Snohomish County *Disaster Debris Management Plan* and the *Seattle Urban Area Security Initiative Region Disaster Debris Management Plan*. As the recovery progresses, issues of rebuilding, redevelopment and mitigation will become important considerations. The City's *Comprehensive Plan*, the *North King and South Snohomish Counties Regional Mitigation Plan*, *Capital Improvement Plan*, *Public Works Mutual Aid Agreement*, as well as existing plans for revitalization, will need to be reviewed and considered as part of the recovery process.

Opportunities for community improvement should be considered while long term recovery activities are being planned.

F. Citizen Input

Opportunities for Citizen Review and Input regarding the City of Edmonds Recovery Plan will be provided in accordance with established City policy and procedures.

G. Plan Updates

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

H. Recovery Plan Adoption Ordinance

See Appendix A: Plan Adoption Ordinance

## 2. RECOVERY AND RESTORATION POLICY

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

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

A. Residential, Commercial and Industrial Rehabilitation

*IT IS THE CITY'S POLICY:*

- That temporary housing will be coordinated with supporting agencies to provide safe, secure and sanitary housing for displaced residents. Such housing will be closed as soon as long term housing becomes available.

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

#### B. Public Sector Services

##### *IT IS THE CITY'S POLICY:*

- That a plan for the orderly restoration of services after a major disaster be developed.
- That during the Recovery and Restoration phase of a major disaster, City employees shall be fully used whenever possible.

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

C. Economic Recovery

*IT IS THE CITY'S POLICY:*

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

D. Land Use/Re-use and Mitigation Activities

*IT IS THE CITY'S POLICY:*

- To accelerate pre-event hazard mitigation activity through developing and refining information, policies and regulations interrelating geologic hazards, structures and land use planning.
- To develop appropriate mitigation standards for new and existing construction commensurate with the degree of hazard and require building owners and/or developers to comply with standards.
- To strengthen and enhance public education concerning natural hazards and land use/re-use issues in anticipation of a community-wide disaster.

- To develop and maintain appropriate mitigation standards for new and existing City facilities and public improvements commensurate with the degree of hazards.
- To identify and use existing laws and local implementation procedures for disaster Recovery and Restoration purposes, needs and processes.
- That following a community-wide disaster, any plan revisions or adoption shall take into consideration the correction of deficiencies in infrastructure and improvements, both public and private. (Improvements could include non-conforming streets, alleys or sidewalks, overhead public utilities, inefficient street patterns, utilities, etc.)
- To reflect a proactive rather than reactive approach to restoration issues and opportunities through the implementation of the Recovery and Restoration Plan, and if necessary, the creation and implementation of a post-event strategic plan to guide restoration efforts.
- To prepare a post-event redevelopment strategy which protects financial obligations related to existing redevelopment areas, seeks new financing for reconstruction and redevelopment, streamlines redevelopment expansion procedures and coordinates these with other City, County, State and Federal entities.

E. Organization and Authority

*IT IS THE CITY'S POLICY:*

- That to the extent possible, the City shall accomplish disaster Recovery and Restoration through the existing City organization structure which may be modified to address Recovery and Restoration concerns.
- That Recovery and Restoration activities will be guided by the operational concepts detailed in Emergency Support Function 14 – Long-Term Community Recovery of the City's *Comprehensive Emergency Management Plan*.
- That a Recovery Task Force be created as a multi-discipline advisory committee for the duration of the Recovery and Restoration process.
- That following a major disaster, every effort be made to restore normal operating and decision-making processes as quickly as possible, and that, to the extent possible, Recovery and Restoration objectives be accomplished through standard operating procedures.
- That City Recovery and Restoration policy priorities be established prior to and maintained during the Recovery process. This may include special permit requirements for vulnerable areas (critical areas, environmentally sensitive areas, wetlands, etc), historic structure policies, requirements for

post-disaster repair building permits, zoning for critical or hazardous areas, zoning for non-conforming lots and buildings, private property acquisition or condemnation ordinances, local tax incentives, etc.

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

#### F. Psychological Rehabilitation

##### *IT IS THE CITY'S POLICY:*

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

## G. Vital Records

### *IT IS THE CITY'S POLICY:*

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

## H. Public/Private Partnerships

### *IT IS THE CITY'S POLICY:*

- To maintain ongoing liaison and contact with appropriate public and private agencies to improve cooperation among agencies and to ensure familiarity with the emergency response and recovery plans of various agencies; and develop, implement and maintain, when necessary, mutual aid agreements for disaster services.
- To work with the Emergency Services Coordinating Agency to facilitate recovery activities with public and private entities.
- To coordinate sheltering requirements with the Red Cross, City Parks Department, Edmonds School District and other appropriate entities.
- To work with appropriate local, State and Federal entities to expedite the provision of financial and other assistance to residents whose homes have been damaged, and to business enterprises which have been damaged.
- To work with the private sector to expedite the restoration of public infrastructure residence, business and industry in the post-disaster environment.
- To encourage and assist private sector entities in the development of Response and Recovery Plans and programs.
- To plan for the availability of priority equipment and services needed in the Recovery and Restoration process; and to coordinate the sheltering requirements of specialized volunteer personnel acquired as a result of mutual aid from other jurisdictions.
- To work with appropriate local, State and Federal entities to facilitate the restoration of roadways and utilities immediately following a disaster.

- To work with appropriate local, State, Federal and private entities to ensure resources to provide essential services to maintain public health and safety for a period deemed necessary.
- To promote legislation addressing Recovery and Restoration from a major disaster, and to work with other jurisdictions, where feasible, in promoting such legislation.
- To coordinate, where appropriate, with other City, County, State and Federal governments and the media to assure accurate and timely public information is disseminated.

#### I. Traffic Mitigation

##### *IT IS THE CITY'S POLICY:*

- That during the Recovery and Restoration phase of a major disaster, an emergency transportation network be implemented that would maintain public health and safety and aid in the economic recovery of the City.
- To facilitate implementation of emergency travel routes and checkpoints as needed for transit agencies and providers within the City during the Recovery and Restoration phase of a major disaster.
- To disseminate accurate and current traffic and transportation information during the Recovery and Restoration phase of a major disaster.

### **3. PRE-DISASTER PLANNING AND MITIGATION**

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

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

- Reducing risks from future disasters
- Eliminating non-conforming uses

- Modifying land use
- Correcting plan or zoning inconsistencies
- Realigning, extending or improving roads
- Improving housing conditions or affordability
- Enhancing the local economy
- Upgrading inadequate commercial or public facilities
- Improving urban design
- Providing open space
- Preserving historic buildings or other cultural resources

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

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

#### **4. TRANSITION FROM RESPONSE TO RECOVERY**

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

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

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

#### **5. RECOVERY ISSUES**

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

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

## **6. CONCEPT OF RECOVERY OPERATIONS**

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

- The City of Edmonds recovery organization follows the concepts of the National Incident Management System (NIMS).
- Recovery activities will be carried out using this Plan as a guide. The City will follow State and Federal regulations governing disaster assistance programs.
- Many recovery activities are operational in nature and begin while response operations are still underway. Coordination of these activities with first responder agencies will be required until all emergency response activities have concluded.

- Recovery operations will continue long after the emergency response has concluded. In events such as floods and earthquakes the recovery process may take many years. This portion of the long term recovery process will be managed by the Mayor and the designated Disaster Recovery Coordinator, the Community Services Director.
- Recovery from a disaster or emergency will likely involve assistance and support from the State and Federal governments. Support includes recovery operations, restoration of public property and critical services, and assistance to citizens and businesses.
- The primary focus during recovery is to return the situation to pre-disaster condition as quickly as possible. However, opportunities to make long term improvements to the community, as well as mitigation opportunities, must be considered.
- Some recovery issues may involve other jurisdictions and agencies. In such circumstances, coordination with appropriate jurisdictions and agencies will be arranged through the Disaster Recovery Coordinator.

## **7. RESPONSIBILITIES**

### **Elected Officials**

- Adopt Recovery Plan prior to disaster
- Maintain continuity of government
- Consider emergency or special ordinances and resolutions recommended by staff
- Meet with visiting dignitaries
- Appropriate funds to meet emergency needs
- Appropriate funds for mitigation activities

### **Mayor**

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

### **City Attorney**

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

### **Recovery Task Force**

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

### **Disaster Recovery Coordinator**

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

### **Public Works**

- Manage debris removal process
- Establish post disaster recycling programs
- Coordinate restoration of services with contract utility providers
- Reestablish temporary traffic control measures to damaged or destroyed intersection lighting or signage
- Manage mitigation and repair projects as appropriate
- Perform damage assessment of City infrastructure
- Perform minor repairs to City owned utilities and buildings
- Coordinate public works mutual aid activities
- Coordinate with Federal and State agencies, e.g. Depts. Of Ecology and Health, regarding utility related environmental and health issues
- Assess damage and facilitate necessary repairs at Wastewater Treatment Plant
- Assess damage to and facilitate necessary repairs to City's water and sewer systems

### **Engineering**

- Manage contracts for major restoration and reconstruction of street and traffic control systems, and City owned utilities
- Reestablish temporary traffic control measures to damaged or destroyed intersection lighting or signage
- Assist Public Works in damage assessment activities on City infrastructure
- Provide infrastructure records to public safety and health personnel, public works staff, recovery planners, design professionals and demolition and construction contractors

- Coordinate with adjacent cities and WSDOT to maintain principal roadway networks
- Prepare alternative traffic routing and traffic control plans
- Coordinate with transit agencies to maintain public transportation

### **Building/Planning**

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

### **Economic Development**

- Coordinate Economic Recovery planning
- Assist Public Information Officer(s) with communications to local business community
- Identify barriers and existing ordinances which inhibit recovery

### **Parks & Recreation**

- Coordinate temporary housing efforts
- Assist public works with debris removal and recycling efforts
- Coordinate assistance efforts for special populations

### **Finance**

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

### **Human Resources/Personnel**

- Initiate and manage employee notification and support programs
- Identify staffing needs and sources for filling shortfalls
- Register temporary volunteer workers
- Coordinate EAP and stress management programs

## **Police**

- Provide security for restricted access and evacuated areas
- Assist in the distribution of emergency public information
- Implement alternative patrol response plan (SNOCOM Priority E, 1P, 1 & 2 only)
- Implement TRU (Telephone Reporting Unit) at SNOCOM back-up stations for Level 3 calls and general public inquiries
- Re-assign non-commissioned and volunteer staff for non-critical incident response
- Coordinate public information campaign regarding fraud/looting awareness, child safety and other post-disaster community crime issues
- Liaison with other local and regional LE agencies to coordinate enforcement and investigation of disaster-related criminal incidents
- Field proactive rapid response team to identify and resolve disaster-related public safety problems i.e. traffic issues, theft of food/materials, etc.
- Use existing volunteers and non-commissioned staff to identify and assist as appropriate special needs/high vulnerability citizens i.e. elderly, handicapped, blind/deaf, etc.

## **Fire**

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

## **City Clerk**

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

## **8. ESTABLISHING POST-DISASTER RECOVERY GOALS**

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

- A. A primary goal in the early phases of the recovery process is to re-establish essential services to the community. This includes utilities, transportation and primary community services. It is imperative that actions are taken swiftly with resolve in order to retain community confidence and minimize economic disruption.
- B. Identify the processes by which recovery decisions are made and integrated into the political process. If not already done, a Disaster Recovery Coordinator should be appointed and a Recovery Task Force should be established. Membership on the Task Force or its sub-

committees should allow for integration of the public into the recovery decision process. Consider civic and economic interests, historic preservation, neighborhoods and special needs populations as well as city departments and supporting agencies.

- C. Begin to consider the process of transitioning activities from response to recovery, including:
- Developing a City services “impact analysis” to determine likely disaster impacts on essential City functions and operations
  - Determining types of vendor contracts and/or mutual aid agreements necessary for continuation of post-disaster City government essential services
  - Formulating a policy regarding pay and leave time, ensuring these provisions are compliant with union contracts, as appropriate
  - Reassigning of staff to assist with short term recovery activities
  - Increasing administrative capacity and preparing staff to manage a large volume of information
  - Setting short and long term recovery priorities
  - Establishing public information priorities to keep the public informed of short and long term recovery efforts
  - Resuming essential routine activities while enhancing the capability to manage and carryout recovery efforts
- D. Determine the need for modification, streamlining, or expediting local government processes, permits and procedures to expedite the recovery process.
- E. Routine services may be reduced or suspended during the recovery process.
- F. Should the disaster impacts force the relocation of City services to temporary sites, ensure that those departments have activated their SOPs, and have all schedules, records and equipment necessary to function at an alternate site.
- G. Determine methods and guidelines for retrieving needed resources from damaged City buildings and facilities.
- H. Anticipate the need to set new priorities, reassign staff and hire/contract additional temporary staff.

## 9. RECOVERY TASK FORCE

### A. Organization

The Recovery Task Force shall assist the Mayor in the successful recovery efforts of the City. The Recovery Task Force shall include: Community Services/ Economic Development Director, Development Services Director, Fire Chief, Police Chief, Public Works Director, City Engineer, Finance Director, Parks and Recreation Director, Human Resources Director, and City Council representative.

The Community Services/Economic Development Director is the Disaster Recovery Coordinator and will serve as chairperson of the Recovery Task Force. The Disaster Recovery Coordinator maintains overall responsibility for coordination of the recovery process and is responsible for coordinating the establishment the policies and procedures for effectively managing the recovery. The Mayor may designate an alternate Disaster Recovery Coordinator as appropriate based on the type of disaster.

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

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

The Recovery Task Force shall be established by local ordinance, with the goals and scope of authority clearly stated. This Ordinance must be enacted prior to a disaster.

## B. Role of the Recovery Task Force

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

- Preparing a redevelopment plan
- Developing procedures for re-construction policies
- Developing policies for redevelopment in areas sustaining repeated disaster damage
- Developing policies that promote mitigation from future damage
- Developing priorities for acquiring damaged properties
- Establishing fees for permitting
- Develop policies for temporary housing

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

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

## 10. DAMAGE ASSESSMENT

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

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

A. Direction and Control

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

B. Concept of Operations

The City will follow Damage Assessment procedures as described in the *City Comprehensive Emergency Management Plan Emergency Support Function 23* and *City Damage Assessment Procedures*, separately published documents.

C. Tracking Structures and Infrastructures

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

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

D. Preliminary Damage Assessment Reporting

Local emergency management personnel and the Recovery Task Force will operate from the City EOC until the Recovery Coordinator determines otherwise.

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

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

## E. Building and Land Use Permitting

Following a disaster, the City has the opportunity to re-develop areas for compliance with Comprehensive or Master plans and to require non-conforming buildings to upgrade for compliance to bulk land use codes as well as building and fire codes.

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

### POLICIES

- Emergency permitting policies shall be implemented by the Building Official to expedite the demolition and removal of structures. Demolition bond requirements may be waived. Citizens who have non-conforming structures due to land use or setback encroachments shall be instructed to obtain additional assistance from Planning staff prior to the issuance of the demolition permit. There shall be no grandfathering of structures without City review and approval prior to demolition work.
- The Building Official and Planning Manager shall implement Emergency Policies for emergency permitting, plan review, permit issuance, building inspections, etc. Refer to the SOPs for the Building and Planning Divisions for more specific guidelines and policy and procedural questions and answers. Fast track permitting could include: a short version of the building permit application, faster, less detailed plan review, subject to field type permits, etc.
- The Planning Manager shall determine all Land Use grandfathering issues which includes but is not limited to non-conforming buildings, lots and uses, etc. consistent with adopted City regulations.
- Floodplain determinations shall be made by the Building Official with regard to substantial improvement and substantially damaged homes. No deviation from FEMA minimum standards shall be granted.
- Moratorium Areas may be created by the Building Official or Planning Manager due to geological issues, flood plain issues, shoreline issues, critical areas issues, or other environmental issues, etc.
- The Building Official shall determine what type of work may be issued as 'subject to field permits' for example, non-occupancy type

structures such as carports, garages, sheds, signs, rockeries, grading, fences, etc.

- The Building Official shall prioritize the types of inspections and the process based on the type of disaster. For example, if water and sanitary services are not provided and that is the only issue withholding occupancy this type of inspection shall become a priority.
- Command and emergency operations facilities and health care facilities shall have first priority inspection over single family residential structures. Next, food stores, construction goods stores, public buildings and operating facilities, educational institutions, financial institutions, banks, credit companies, etc have top priority. Single family un-inhabited structures such as garages, sheds, fences, etc. shall have the lowest priority for inspection.
- The Recovery Task Force will decide how permit fees will be collected based on one of the following options: permit fees collected pursuant to pre-disaster policy, or permit fees billed with the sewer/water bill at a monthly rate of \$50.00 until full payment is made. The City shall require insurance quotes for reconstruction to include permit and inspection fees, so citizens are assured to recoup the permit fee costs.
- Existing septic systems that are damaged due to the disaster shall be required to be properly abandoned and the sewer shall be connected to the nearest City public sewer main within 60 days of the disaster unless the building to be served by the sewer is abandoned or is scheduled to be demolished. The assessment fee for sewer connection shall be the current fee adopted and the sewer permit fee and inspection fee shall be paid by the applicant at permit issuance unless determined differently by the Recovery Task Force.
- Occupancy of a residence or business shall typically not be withheld due to a broken septic, sewer or grinder/ejection pump provided that no other life-safety hazards exist on site and sanitation facilities are provided near the property as approved by the Building Official.
- Non-conforming buildings that would be required under present day code to have fire sprinkler or fire alarm systems may be repaired up to 60% of the assessed building value without such upgrade. However, if the building owner chooses to install a fire sprinkler system the City shall waive the permit and inspection fees for the fire sprinkler permit as an incentive for upgrade. Non-conforming

buildings that are damaged beyond repair that are to be rebuilt must conform to all current fire sprinkler and fire alarm codes.

- In anticipation of an abundance of out-of-state contractors coming into the community to perform construction work the following City policies shall apply: general contractors who have valid current licenses in another State may immediately start work under their State license provided that within 30 days of working in the State of Washington the contractor makes application for a State of Washington contractor's license. The City shall provide a desk at the Disaster Recovery Center for State Licensing officials to expedite licensing. Out-of-state contractors who cannot produce a valid contractor's license from another state shall not be permitted to obtain a permit on behalf of a property owner nor be listed as a contractor of record for permitted work. The City shall not sanction the use of unlicensed contractors.
- Every general contractor or subcontractor performing contracted work within City limits is required to obtain a City business license. The Recovery Task Force shall determine the appropriate processing fee.
- All Registered Historic buildings may be repaired in kind. Buildings that desire to be placed on the list after the disaster must request a hearing with the Historic Preservation Commission and upon approval of that board's findings must also gain approval from the City's Emergency Hearing Examiner.
- Renters or tenants are not authorized under State law to apply for, or obtain, building permits, including repair permits. Only property owners or licensed contractors acting as agents, (as specified in this policy section) can apply for and obtain building permits).
- Private single family dwellings damaged beyond safe occupancy may utilize existing private travel trailers owned by said property owner provided that it serves only the property owner's family until the dwelling on site is repaired and occupancy is re-instituted provided that sanitation disposal is handled properly as approved by the Building Official. This shall apply to residential property only. The maximum time for travel trailers to be used on private single family property shall be one year from the date of the disaster unless this timeline is extended by the Recovery Task Force. After that time all such recreational vehicles shall cease to be used as a dwelling.
- Any existing mobile home (pre 1973) within City limits that sustains damage in excess of 50% of the assessed value of the building shall be determined to be not habitable and beyond repair and shall

be required to be removed from City limits within 60 days of the disaster. The City shall not require a State Inspector to make this judgment. Pre-existing mobile homes on a site shall not create a grandfather situation for zoning purposes.

- The Recovery Task Force shall determine if black label commercial coaches or HUD labeled dwellings may be utilized as a dwelling for limited amounts of time (provided adequate sanitation is provided).
- The Planning Manager shall evaluate reconstruction and zoning in certain areas that include sensitive land use areas, areas targeted for re-development or re-zoning and areas which need other improvements. The Manager shall make recommendations for re-building, re-zoning and other desirable community improvements. The Manager shall create a pre-disaster policy for discretionary emergency permit procedures and indicate what type of work may request an emergency waiver from discretionary permit requirements. Planning is also responsible for finding potential funding sources for such improvements.
- Known or future high hazard cross connection businesses in the City (for example, medical uses, funeral homes, dentist offices, etc.) shall be required to upgrade the premises isolation by providing an RPBA at the property line or provide the minimum required cross connection to current code in order to regain occupancy of the business.
- Known FOG (fats, oils and grease) violators shall be required to upgrade to current sizing codes in order to regain occupancy of the business.
- The City may choose to identify an off campus permitting center such as a City Hall of a neighboring community if a disaster is localized. Inter-local agreements shall be formed in advance of a disaster for this purpose.
- The vesting of property rights under preceding zoning or building codes shall not be immediately transferred but must be determined by the emergency Hearing Examiner.
- It shall be City policy that when two or more public utilities (telephone, cable, electricity) are destroyed due to a disaster that all repaired public utilities including those remaining overhead wiring shall be placed underground.
- It shall be City policy that all utilities be installed in common trenches; it is preferred that only one trench or street cut be made to provide services to one lot.

- It shall be Division policy to review the policies and procedures of Damage Assessment as well as existing ordinances and propose changes as needed to suit the specific disaster.
- Emergency repairs for the purposes of shoring or bracing or boarding shall be exempt from City permitting requirements.
- The City Engineer shall determine policies for compliance to Chapter 18 of the Edmonds Community Development code.
- The Planning Manager must be assured that the Recovery Plan prioritizes the elements of the Master Comp Plan.

F. Appeal Procedures for Disaster Hearings

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

Appeals of process determinations made on the development code, building or fire code specific to upgrades or substantial improvement determinations shall be heard by the City designated entity. Appeal meeting schedules will be held at regularly specified times, dates and places as determined by the Recovery Task Force. The appeal fees shall be determined by the Recovery Task Force.

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

Appeals of process determinations made on the development code, building or fire code specific to upgrades or substantial improvement determinations shall be heard by the City designated Disaster Emergency Hearing Examiner and Hearing Examiner pro-tem. Appeal meetings shall be held Wednesdays and Thursday nights at a location to be announced. The appeal fees shall be determined by the Recovery Task Force and be dependant upon the number and time it takes to hear the case.

G. Absentee Property Owner Notification

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

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

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

## **11. PUBLIC INFORMATION AND OUTREACH**

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

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

### **A. Concept of Operations**

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

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

- Print, radio, cable and television media
- City website
- Printed education/information materials
- Community bulletin boards
- Door-to-door contact

Printed education and information materials for distribution to the public are available through ESCA and various City Departments.

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

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

Additional detail on Public Information can be found in Emergency Support Function 15 – Public Affairs of the City’s *Comprehensive Emergency Management Plan*.

#### B. Public Briefings

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

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

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

#### C. Press Tours

The Public Information Officer (or designee) shall provide press tours of the disaster site and recovery progress.

Press tours and site access will be determined, at the discretion of the Mayor and Chief of Police, dependant upon the situation and disaster event.

Helicopter inspections of the disaster site may be granted at the discretion of the Mayor and Chief of Police, in coordination with the Federal Aviation Administration.

D. Rumor Control

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

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

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

E. Disaster Recovery Center

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

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

In the event a Disaster Recovery Center is to be located in the area, personnel from the Joint Field Office will coordinate the establishment of the facility through ESCA.

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

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

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

#### F. Unmet Needs

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

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

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

ESCA will assist the City of Edmonds with the coordination and provision of resources necessary to address critical unmet needs for individuals and families in the Edmonds community.

## 12. PUBLIC SAFETY

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

### A. Curfew

The Mayor may determine that a City-wide curfew is necessary to maintain public safety. A curfew may be required to help control looting, protect private property and enhance general City security. If a curfew is imposed by the Mayor, it will be enforced by the City Police Department.

### B. Re-Entry

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

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

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

See Appendix B for sample Agreement text.

### C. Arson Control

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

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

D. Traffic Control

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

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

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

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

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

**13. DEBRIS MANAGEMENT**

The clearance and disposal of debris is an important component of the Recovery process. Well-coordinated debris removal is essential for successful restoration activities. Overall coordination of the debris removal process rests with the Public Works Department. As City resources may not be sufficient to meet emergency requirements for debris removal, the City will coordinate with County and Regional agencies and providers. The City shall exhaust all debris removal resources before requesting State assistance.

See Appendix C: Disaster Debris Operations, Memorandum of Understanding.

A. Removal

Debris removal efforts shall focus on the clearing of major transportation routes to allow for the movement of emergency vehicles, emergency

resources and supplies, pedestrian access and to provide access for repairs of infrastructure. Debris removal must begin as soon as possible to protect public health and safety, and to provide access to the disaster site. The Public Works Department, in coordination with the Recovery Task Force, will determine the order of priority for debris removal in affected areas.

Debris removal may extend well beyond the response phase and have a significant impact on recovery activities throughout the City, such as restoration of utilities and facilities, and repair, reconstruction or demolition of damaged structures.

Hazardous waste issues can arise and complicate debris removal. Removal workers should be alert for improperly disposed substances. Failure to follow hazardous waste regulations can subject the City to significant fines and penalties.

The City shall utilize Snohomish County pre-disaster hauling agreements or develop separate agreements with private companies, as deemed necessary. Specialty haulers shall be identified. Qualified vendors must have or obtain a City Occupation License; and be licensed and bonded.

Solicitation and awarding of debris hauling contracts must meet the following:

- Contract services must be of reasonable cost
- Procurement practices must be compliant with City practices
- Procurement practices must be compliant with procurement regulations specified in the Code of Federal Regulations Title 44 (44 CFR) 13.36

Hauling contracts will be one of the following three types:

- Time and Materials – These contracts will be limited to the first 70 hours of operation and only after local and State equipment has been committed. The price for equipment applies only when the equipment is operating, the City can terminate the contract at its convenience, and the City does not guarantee a minimum number of hours
- Lump Sum – The price of the work is fixed unless there is a change in the scope of work to be performed. Lump sum contracts will be calculated on either the “area” method or the “pass” method. The lump sum contract shall be used only when the scope of work is clearly defined and the areas of work can be specifically quantified
- Unit Price – This is the most accurate account of actual quantities removed. This contract requires field inspectors to eliminate

contractor fraud. All contractor trucks must be measured. Requires load tickets identifying truck number, contract number, contractor's name, date, time departed site and estimated volume.

All contracts shall be reviewed and approved by the City Attorney.

## B. Temporary Storage

Disaster-generated debris will quickly overwhelm local disposal sites. In anticipation of this, the City will pre-determine appropriate sites to be used as temporary debris storage areas. The City will coordinate with Snohomish County as necessary and appropriate.

See Appendix C: Disaster Debris Operations, Memorandum of Understanding.

Possible sites for temporary storage of disaster debris shall be chosen based on the following criteria:

- Location – sites should be accessible to areas particularly susceptible to disasters (e.g. near urban centers, freeway exchanges)
- Size – sites should be of sufficient size to allow for the storage of disaster debris materials and the safe movement of vehicles
- Compatible Land Use – sites should be identified in areas with land uses that are compatible with heavy truck traffic, dust and noise
- Protection From Additional Disaster Events – sites should be situated away from known earthquake faults, outside of 100-yr floodplains and away from areas susceptible to liquefaction, subsidence or massive landslides
- Avoidance of Environmentally Sensitive Areas – sites should avoid environmentally sensitive areas such as wetlands and endangered species habitats.

In addition to the use of City-owned sites, the City may contract with private land owners to use property for temporary storage of disaster debris. In all cases, public and private land will be subject to environmental assessment before and after use. All contracts for land lease will include any necessary clean-up following debris removal.

The City will address the issues of zoning and permitting necessary for temporary storage of debris on public and/or private land.

## C. Waste Reduction/Recycling

Waste reduction and recycling activities will reduce the amount of debris needing to be removed. Possible reduction methods include recycling, grinding, chipping, burying and burning.

- Recycling: Recycling of debris materials may have economic value if the recovered material can be sorted and sold. At a minimum there are avoided costs derived from recycling materials as opposed to direct landfill disposal. Metals, woods and soils are all possibly recyclable. Staging of materials at the temporary storage sites may present the opportunity to adequately separate and sort recoverable materials for recycling and reuse.
- Grinding and Chipping: Vegetation debris may be chipped and used for mulch. Damaged trees that can be sold for processing shall be collected at pre-determined sites for future sales by the City.
- Burying: Burying debris can be a safe and economical method of debris disposal, provided no hazardous materials are present. Burying debris requires an emergency permit available from the Department of Natural Resources and the Environmental Protection Agency.
- Burning: It is unlikely that open burning of debris would be allowed within the City. However, emergency permitting may be available through the Environmental Protection Agency. Air curtain pit incineration and/or portable incinerators may be used to reduce environmental concerns.

The City will provide guidance to Edmonds residents regarding the separation and preparation of materials for recycling and/or reduction.

- D. Disaster debris operations will be coordinated with the Snohomish County Department of Public Works, Solid Waste Division. See Appendix C: Disaster Debris Operations Memorandum of Understanding (under development).

## **14. HUMAN SERVICES**

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

## **15. PUBLIC HEALTH**

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

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

The Snohomish Health District will provide support to the City on various Recovery issues relating to public health and safety threats.

A. Water Quality

The water system of the City of Edmonds is regulated by the Department of Health (DOH). In the event the City's water system is compromised, the Health District will be notified by DOH and will work in collaboration with DOH to monitor the situation. The Health District will work to provide information on resources and technical advice to area residents.

The Snohomish Health District will also provide educational information and technical advice to private well owners.

B. Contamination

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

C. Hazardous Materials

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

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

D. Animal Control

The Snohomish Health District will enforce regulations regarding the proper disposal of animal carcasses and animal waste. The District will

inspect and permit solid waste facilities which receive animal carcasses and/or waste.

E. Vector Control

The Snohomish Health District will enforce existing regulations regarding vector control and proper disposal of garbage.

F. Immunization

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

G. Testing

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

**16. COMMUNICATIONS INFRASTRUCTURE**

A. Telephone

The Information Services Department will determine the status of the City's communication systems and coordinate restoration as necessary.

B. Internet/Email Service

The City of Edmonds contracts with an outside provider for email/internet service. The Information Services Department will coordinate with the provider to ensure restoration of service as needed.

**17. ESSENTIAL SERVICE RESTORATION**

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

Restoration of utility services is critical to the success of the short and long-term recovery programs. Complete utility restoration could take months. Restoration of the commercial power supply will be the pacing activity for reestablishing water

and sewer systems, and the restoration of power will be paced by the clearance of debris along the transmission line rights-of-way.

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

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

A. Electricity

The City of Edmonds contracts with the Snohomish Public Utility District #1 for electricity. The Public Works Department will coordinate with the PUD to facilitate timely restoration of services. Restoration of electrical service and communication systems will begin as soon as major transportation routes are cleared of debris to allow emergency vehicles and crews to enter the disaster area.

B. Water and Sewer

The Public Works Department and the Olympic View Water and Sewer District maintain the City's water and sewer systems. Following initial damage assessment, the Department and District will work to assess water quality; eliminate or isolate hazardous conditions; prioritize repairs; remove debris and begin repairs.

If warranted by the situation, the Public Works Department and Olympic View will organize emergency water distribution and install supplementary or temporary water sources, such as wells or tankers.

C. Gas

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

D. Storm Drainage and Surface Water Management

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

E. Public Buildings

All City of Edmonds facilities, including the library, police and fire stations, recreation center and pools, will be inspected for damage. Should these facilities be deemed uninhabitable, alternate space shall be located and obtained. Partially affected buildings will be restored to usability and continuing custodial service will be provided for operating public buildings.

F. Parks and Recreation

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

**18. TRANSPORTATION**

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

A. Roads and Bridges

Following initial damage assessment, the Engineering Division of the Development Services Department will set priorities for restoration of the City's roadways. The Division will coordinate with the Publics Works Department to determine a schedule for debris removal and cleaning of major roadways. Public Works shall strive to maintain street maintenance services in unaffected areas.

B. Lighting

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

C. Traffic Signals and Signs

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

## 19. BUILDING INSPECTION

### A. Code Revisions

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

### B. Enforcement

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

### C. Non-conforming Structures

Recovery from disaster provides the City with the opportunity to address non-conforming structures within the community. Demolition or reconstruction of non-conforming structures shall comply with the regulations found in Chapter 17 of the Edmonds Community Development Code. Issues of compliance to bulk zoning standards and variance criteria must be addressed. These policies also must include a determination of whether older structures will be rebuilt to older codes, or be brought to current code standards.

### D. Unsafe Structures

Through the Damage Assessment process, the City will identify which structures are deemed unsafe. The City will determine what level of damage warrants demolition as opposed to reconstruction. Buildings damaged more than 75% of their assessed valuation, as determined by the Building Official, shall be demolished. Careful assessment of unsafe structures may lead to building code revisions to help mitigate damage from future disasters.

### E. Contractor Licensing/Monitoring

The Building and Planning Divisions will oversee the licensing and monitoring of both local and out-of-area contractors working in the City. The City will attempt to exercise due diligence in the oversight of contractors, but improprieties may occur and citizens must be wary. The City Clerks office is responsible to oversee local business license requirements.

F. Construction Fraud

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

**20. REVIEW OF EXISTING PLANS**

A. Land Use

The City of Edmonds reviews its *Land Use Plan* on an annual basis. It is reviewed in coordination with the annual review cycle of the City's *Comprehensive Plan*.

B. Capital Improvement

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

C. Pre-Disaster Mitigation

The City of Edmonds is a signatory to the *North King and South Snohomish Counties Regional Mitigation Plan*. The City will review the Plan on an annual basis and incorporate mitigation actions into day-to-day operations as appropriate.

**21. RESOURCE MANAGEMENT**

A. Resource Lists

The Finance Department will create a Resource List which should include, but not be limited to:

- Banks and Financial Institutions
- Clinics and Medical Providers
- Communications Services
- Counseling and Mental Health Providers
- Debris Removal Contractors
- Food Banks
- Fuel Providers
- Generator Sales and/or Rentals
- Hardware Retailers
- Heavy Equipment Contractors and/or Rentals

- Media Outlets
- Medical Supplies Vendors
- Pharmacies
- Portable Toilets
- Potable Water
- Pumping Services and/or Rentals
- Real Estate and Housing Agencies
- Refrigerated Trailers
- Schools
- Structural Engineers
- Truck Rental
- Translators
- Utilities
- Veterinarians
- Welding Equipment and Supplies

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

See Appendix D: City Resource List

**B. Resource Distribution and Management**

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

**22. SHORT TERM HOUSING**

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

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

A. Usable Housing Stock

The City will determine usable housing stock through the Damage Assessment process. Structures deemed safe for entry and habitation with minimal damage will be considered usable housing stock.

B. Additional Housing Sources

To provide temporary housing, the City will consider the use of motels, dormitories and available rental units as possible housing sources. The City will work to establish relationships with the property owners to facilitate the use of facilities as temporary housing.

C. Rentals

The City of Edmonds has 679 apartment buildings. The Development Services Department and Building/Planning Division will work with apartment complex managers/owners to identify vacant rental units within the City and surrounding communities.

See Appendix E: Inventory of Multiple Housing Units

D. Mobile Homes and Parks

The City of Edmonds has one mobile home park with 24 units. Vacant spaces within the park, if undamaged, may be considered for use as temporary housing. These properties may also provide space for placement of temporary trailers and/or mobile homes. The Recovery Task Force will determine what ordinances must be in place to allow this type of temporary housing.

E. Location of Temporary Housing Units

The location of temporary housing units must be pre-planned in order to provide the housing in a reasonable amount of time. Pre-planning is essential to determine the level of infrastructure needed on site, such as: safety and security needs, sanitation and utility requirements. These issues must be addressed prior to the installation of temporary units. Temporary housing may be financed through private insurance, the American Red Cross, FEMA or private donation.

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

F. Low Income

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

**23. LONG TERM HOUSING**

A. Replacement of Existing Structures

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

B. New Development

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

C. Low Income

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

See Appendix F: Housing Assistance

**24. ECONOMIC RESTORATION AND DEVELOPMENT**

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

- Determination of sites and facilities that could be used as temporary business locations
- Determination of the feasibility of establishing a tax-deductible business relief fund, that can accept relief contributions for businesses

- With the local banking community, determine the feasibility of and criteria for “bridge loans” for businesses immediately following a disaster
- Provide a City liaison to work with the business community during recovery
- Set-up a process to keep business people involved in community-wide recovery decisions
- Ensure public meetings are conducted to explain economic redevelopment plans, activities and priorities

#### A. Economic Recovery Priorities

The City Business Liaison shall provide comment to the Recovery Task Force on economic recovery priorities and issues, such as:

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

#### B. Small Business Preparedness

Historically, the small business sector in communities beset by catastrophic disaster has not fared well. Under capitalization, absence of/inadequate insurance coverage, single unit locations (no other non-disaster affected locations to sustain/supplant cash flow) diminution or loss of market/revenues, are often cited as causative factors leading to the loss of 70-85% of the small businesses in a post-disaster community. The only effective remedy to this potentially devastating outcome is preparedness planning. Regrettably, the level of preparedness planning in the business community, not atypically, is poor. Extensive, continuous public relations efforts aimed at business owners should be made with the objective of prioritizing disaster preparedness planning for every business owner/manager. This is the only productive measure that promises to remediate the prospective loss of a substantial part of the business community and thus the course of economic recovery.

Businesses, like individuals, need to understand that they are responsible for their own recovery. The Economic Development Director will engage

the local business community and encourage disaster preparedness planning among local small businesses

## **25. LEGAL**

### **A. Legal Counsel**

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

### **B. Ordinance Development and Review**

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

## **26. FINANCIAL**

### **A. Fiscal Management**

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

### **B. Tax Base**

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

### **C. Project Costs**

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

### **D. Insurance Claims**

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

## E. Project Budgeting

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

## F. Donations

After a disaster, local government can expect to receive donations and must, therefore, have policies and procedures in place for accepting and dispensing the donations. Likewise, individuals and groups will volunteer to help and there need be policies and procedures to make use of this valuable resource.

The Finance Department will develop a system for the management and tracking of donations received by the City. This system should include methods to:

- Determine present and future needs for donated goods (types and approximate numbers) and what kinds of goods may be required
- Set-up a mechanism to receive cash donated specifically for disaster victims; publicize where to send donations and how to make out the checks
- Decide how, where and when to distribute donated funds
- Receive offers of non-cash donated goods
- Ensure procedures are established for receiving, storing, sorting and distributing donated goods to include accepting special types of donations (i.e. perishable materials, etc.)
- Establish and implement procedures for disposing of unneeded or unusable items

## 27. DOCUMENTATION AND RECORDS

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

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

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

## Tax Adjustments

### A. Financial

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

### B. Project

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

### C. Vital Records Protection

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

- Non-current essential records are transferred to Washington State Archives, Northwest Regional Branch, Western Washington University, Bellingham, Washington
- Current essential records are stored in metal drawer file cabinets
- Microfilming of essential records; security roll stored at the Washington State Archives, 1129 Washington Street SE, Olympia, Washington
- Duplicate copy or electronic back-up of data stored off site. The off site archive centers are located at: Old Public Works Building, 200 2<sup>nd</sup> Avenue, Edmonds; New Public Works Building, 7110 210<sup>th</sup> Street SW, Edmonds; City Clerk's Office, 121 5<sup>th</sup> Avenue N, Edmonds
- Additional sites storing copies of documents: Code Publishing, 9410 Roosevelt Way NE, Seattle; Snohomish County Auditor, 3000 Rockefeller, Everett; ESCA, 2901 228<sup>th</sup> Street SW, Suite A, Brier; Washington Cities Insurance Authority, Tukwila, Washington

## 28. STAFF MANAGEMENT

### A. Safety and Risk Management

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

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

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

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

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

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

- Ergonomic issues related to lifting, carrying
- Repetitive motion injuries
- Reactions to particulate matter, chemicals, radioactive materials or microbial contaminants
- Exposure to weather extremes

- Physical damage resulting from a failure to wear protective equipment

B. Additional Staffing Needs

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

C. Temporary Assignments

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

D. Time Off

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

E. Counseling and Stress Management

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

F. Recognition

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

## G. Volunteers

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

# Affidavit of Publication

STATE OF WASHINGTON,  
COUNTY OF SNOHOMISH

} S.S.

The undersigned, being first duly sworn on oath deposes and says that she is Principal Clerk of THE HERALD, a daily newspaper printed and published in the City of Everett, County of Snohomish, and State of Washington; that said newspaper is a newspaper of general circulation in said County and State; that said newspaper has been approved as a legal newspaper by order of the Superior Court of Snohomish County and that the notice



**SUMMARY OF ORDINANCE NO. 3724**  
of the City of Edmonds, Washington

On the 27th day of January, 2009, the City Council of the City of Edmonds, passed Ordinance No. 3724. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF EDMONDS, WASHINGTON, AUTHORIZING THE ADOPTION OF THE CITY OF EDMONDS DISASTER RECOVERY PLAN AND THE ESTABLISHMENT OF THE CITY OF EDMONDS DISASTER RECOVERY TASK FORCE.  
The full text of this Ordinance will be mailed upon request.  
DATED this 28th day of January, 2009.

CITY CLERK, SANDRA S. CHASE  
Published: February 1, 2009.

Summary of Ordinance No. 3724

Authorizing the Adoption of the City of Edmonds Disaster Recovery

Plan

a printed copy of which is hereunto attached, was published in said newspaper proper and not in supplement form, in the regular and entire edition of said paper on the following days and times, namely:

February 01, 2009

and that said newspaper was regularly distributed to its subscribers during all of said period.

*Jody Groll*

Principal Clerk

Subscribed and sworn to before me this

2nd

day of February, 2009

*James J. Alf*

Notary Public in and for the State of Washington, residing at Everett, Snohomish County.

RECEIVED

FEB - 9 2009

EDMONDS CITY CLERK

