



# **Town of Hunts Point Disaster Plan Supplement**

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# **Concept Of Operations**

# Emergency Preparedness Plan At-A-Glance

## *Introduction*

The Town of Hunts Point, for the safety of its residents and in accordance with Washington State law, has established an Emergency Services Organization and an Emergency Preparedness Plan for the purpose of performing local emergency management functions.

The basic role of the Emergency Services Organization is to represent the Town during emergencies and to manage and coordinate the Town's emergency mitigation, preparedness, response and recovery activity.

The basic purpose of the Hunts Point Emergency Plan is to provide information essential for the management of emergency situations. The purpose of the plan is to collect, organize and explain the use of information necessary to reduce potential hazard impacts on people and property. The Plan provides a framework for the effective use of government, private sector, and volunteer resources. The Plan defines who does what, when, where, and how in order to mitigate, prepare for, respond to, and recover from emergency impacts.

This document outlines highlights of the Emergency Plan pertinent to residents in the event of an emergency.

There is no guarantee implied by the existence of this plan that a perfect response to an emergency or disaster incident will be practical or possible.

**Important Note:**

The Town of Hunts Point Emergency Plan is not a substitute for your own family disaster plan. The Town Emergency Preparedness Plan encourages residents to be prepared to rely on their own resources for at least three days following a major emergency or disaster. For preparation guidance:

- The American Red Cross Family Disaster information

[http://www.redcross.org/www-files/Documents/pdf/Preparedness/checklists/Be\\_Red\\_Cross\\_Ready.pdf](http://www.redcross.org/www-files/Documents/pdf/Preparedness/checklists/Be_Red_Cross_Ready.pdf)

- Washington State Emergency Management Division Disaster Preparedness Handbook:

<http://emd.wa.gov/5-prog/prgms/pubed/05-campaign/Disaster%20Prep%20Hndbk%202005.pdf>

***Emergency Plan At-A-Glance*****Activation**

The plan is activated under the following conditions:

- In anticipation of, or response to, an event likely to cause a negative impact on the Town of Hunts Point as defined by the Comprehensive Emergency Management Plan. Potential trigger events include but are not limited to violent ground shaking, a severe storm, prolonged loss of power or prolonged loss of access to emergency services or road closures.
- Upon the declaration of a Hunts Point emergency by the Mayor, the Mayor Pro-Tem, or the Town Administrator.

- Upon an emergency declaration by the City of Medina, the City of Bellevue, the State of Washington, or a Presidential Disaster Declaration that involves the Town of Hunts Point.
- Activation will be likely when a major earthquake involving significant damage has obviously occurred in the Puget Sound area.

## ***Notification***

- If there is forewarning of a potential emergency, then emergency services such as Medina Police or volunteers will notify residents of the emergency and inform them that the Emergency Plan has been activated. Walking the Town with bullhorns is a potential method of communicating a pending threat.

## ***Direction and Control***

### Chain of Command and Coordination

The Mayor and Town Council provide policy direction to the Town Administrator at the time of an emergency. The Mayor and his/her designated successors are authorized to declare a local emergency when indicated.

The Town Administrator or designee serves as the Town Emergency Coordinator and provides overall direction and control of Town emergency operation in coordination with the City of Medina Police Department. In the plan any mention of the Town Administrator implies that individual or designee. The Town Administrator implements Town Council executive and policy decisions through the Town Emergency Command Center. The Town Administrator is in charge of public information and acts as a liaison to the Medina Emergency Operation Center, other local jurisdictions, and to emergency responders.

At the scene of an incident, the designated Town Field Liaison coordinates with the on-scene Incident Commander from responding fire, police, medical, or other public safety units, submits regular status reports to the Town Emergency Operations Center, informs the Town Coordinator of possible road closures, evacuations, or other issues that impact the community, and requests additional resources as necessary. The Town Coordinator may fill this role in the field and in the Town Emergency Command Center.

Depending on the location and the nature of the incident the Incident Commander role is assumed by the most qualified individual in whose jurisdiction the incident has occurred. The Incident Commander ensures that clear lines of reporting, communications and coordination are established on-scene. Medina has the lead for law enforcement issues in Hunts Point. City of Bellevue Fire has the lead for fire and medical response.

The Incident Commander for response to fires depends on the on-scene situation. That is, if the immediate priority is law enforcement, then the Medina Police Department will assume Incident Command and Bellevue Fire Department will provide a liaison and a fire operations unit. If the immediate priority is fire suppression, the City of Bellevue Fire Department will assume Incident Command and Medina Police Department will provide a liaison and law enforcement operations unit (perimeter control, traffic direction, etc.).

### ***Coordination with the City of Medina***

Hunts Point will coordinate emergency response functions with the Medina Emergency Coordination Center. The Town's emergency response in major emergencies and disasters will approximate that of a Department Emergency Coordination Center rather than the Emergency Operation Center of an independent jurisdiction.

### ***Town Resources***

#### Town Hall

- A central point for Town staff and volunteers to monitor on-going emergency response activities, maintain emergency records, and identify issues that require attention by Town elected officials or employees.
- A location for residents to seek temporary shelter, including heat, hot water, microwave, coffee pot, etc. depending upon the availability of electrical service and the absence of debilitating damage to the facility.
- Access to telecommunications and Internet.

## Employees

- Staff may be present at the time of the emergency. If not volunteers will assume duties.

## Consultants, Contractors, and Federal State and Local Assistance if any are available

- The Town contracts for all public safety services including law enforcement, fire, medical, marine rescue, and emergency preparedness. Hunts Point Public Safety Service Providers also provide services to a number of other surrounding jurisdictions. The competition for resources following a major emergency or disaster will be intense. Significant delays are to be expected.

## Residents

- Fellow residents may be available and willing to provide neighborly assistance.

## Volunteers

- The Emergency Plan outlines and defines an organizational chart of critical services which will be provided by resident volunteers to augment normal emergency services or in the event we are severed from them. The volunteer positions included: Operations, Search and Rescue, Repair, Fire Fighting, Security and Medical. Many volunteer positions have been filled, but additional volunteers are always welcome.
- All volunteers are expected to be trained in their assigned emergency roles and responsibilities. CERT training is the primary vehicle for this function.

## Community Park

- There is a community park just east of Town Hall comprised of a playfield and tennis courts. While the playfield provides sufficient space for a helicopter emergency landing zone, the ground may not support the weight of a helicopter. The playfield and tennis court provide a location to meet with a larger group of individuals than the Town Hall can accommodate. The area provides a potential distribution site for information, emergency supplies and equipment, emergency medical care, and food and shelter supplies.

## Community Resource Directory

- For easy and rapid access a directory of town facilities, parks, employees, consultants, resident volunteers, Neighborhood Response Team Members, and public and private sector resources is being compiled and will be made available.

## ***Planning Considerations***

Our Emergency Plan is based on a number of considerations, including:

- The Town may receive warning for some emergencies, such as severe winter storms. Other emergencies such as earthquakes will occur with no advance warning.
- The City of Medina provides Police Services to Hunts Point and will coordinate and support Town emergency response activities through the Medina Emergency Operations Center.
- Hunts Point will have its own Town Emergency Coordination Center and Neighborhood Emergency Response Teams and coordinate with The Medina Emergency Operations Center.
- Town Hall will be the primary location of the Town Emergency Coordination Center.
- The Town Emergency Coordination Center will coordinate and support the Emergency Response Teams.
- Town residents will be encouraged to be prepared to rely on their own resources for at least three days following a major emergency of disaster.
- Normal day-to-day Town functions may be suspended during an emergency.

## **Concept of Operations**

### **Hunts Point**

The town of Hunts Point shall maintain control of its own operations as appropriate and in accordance with the rest of the provisions of the plan. The City of Medina Emergency Management Organization will provide coordination and assistance as necessary.

The Medina Emergency Operations Director will provide field personnel, communications, and on-scene coordination as requested by the Hunts Point Town Emergency Coordinator to the extent possible.

The Medina Police Department by direction of the Chief of Police will activate the Medina Emergency Operations Center to support and coordinate Town emergency response activities when a Hunts Point Local Proclamation of Emergency has been made or as requested by on-scene Incident Commander or the Town Emergency Coordinator.

The Medina Police Department will warn the Town of Hunts Point employees and Hunts Point residents of an impending major emergency/disaster as possible. Medina patrol officers may use a variety of warning methods, such as going door-to-door, using bullhorns, and releasing information to local media.

If a major emergency or disaster exceeds the capabilities of the Town of Hunts Point, the Mayor of Hunts Point may issue a Proclamation of Emergency and request additional assistance through King County Emergency Management. This would cover liability for medical and other assistance rendered and indemnifies doctors and volunteers.

### **Operational Phases**

This plan addresses four emergency operational phases, which are based on the phases adopted by the Washington State Emergency Management Division.

Phase I – Routine Events

Phase I is routine operating procedures for emergencies occurring when the Town Hall is open. These emergencies are managed using routine operating procedures. Town resources are obtained from normal sources and are sufficient to address the emergency. The Town's normal mode of operations will be Phase I.

The Medina Police Department has an officer on duty 24-hours a day, 7 days a week. An officer patrols the Hunts Point neighborhood four times each shift or twelve times per day. The Police Department is alerted to all 911 calls involving the Town and will initiate the call out lists as appropriate. Emergencies that can be managed using this routine approach will remain in Phase I emergency incident.

The Medina patrol officer may notify the Town Administrator as necessary concerning Phase I emergencies that occur when the Town Hall is closed. Generally this is not necessary since Phase I emergencies should all be capable of being handled using routine procedures for activating fire, police, or other first responders. Documentation of response should be provided to the Town Administrator.

The Medina Patrol officer may call the Town Administrator to discuss the need to increase the phase of an emergency involving Hunts Point. For example, severe weather warnings may require immediate town preparations. If notifications cannot be completed, the officer will assign the emergency phase as defined in the City of Medina Plan.

## Phase II – Enhanced Operations

Phase II is enhanced operation procedures which include alert and warnings of potentially hazardous conditions and field operations that require centralized support and coordination. The Town Administrator will notify the Mayor when alert and warnings are received.

In Phase II Operations, sufficient resources are available to the Town under normal agreements to manage the emergency. Phase II emergency incidents generally last less than twelve hours.

A Town liaison will be part of the field response team. The Town liaison may be a town consultant, such as the Town Engineer. The Incident Commander will initially be the first person on-scene. That person will be replaced, as appropriate, by the person with the most experience. The Incident Commander may request that the Town Emergency Coordination Center be activated to provide a location for coordinating and supporting the field response.

#### Phase II Events:

- Severe weather warnings (e.g. snow, wind)
- Landslide (A hunts Point Emergency Response Team comprised of Town Liaison, Medina patrol officer, the Town Building Official, an Engineer, and City of Bellevue Utilities may respond to the scene of the incident)
- Air plane crash on Lake Washington (potential coordination with Mercer Marine Patrol, Federal Aviation Agency, City of Bellevue Fire Department, King County Marine Patrol, Washington State Highway Patrol)
- Minor earthquake that requires routine damage assessment and reassurance of population, but causes no significant damage.
- Down power lines that require multiple agency and utility response (police for perimeter and traffic control, Bellevue Fire and Medical, and Puget Sound Energy responders.

### ***Operations***

The Town of Hunts Point shall maintain control of its own operations while working closely with The Medina Emergency Operations Center.

The situational conditions created by an event (including severity) determine the type of operational response triggered by the Emergency Plan. The Town of Hunts Point has adopted the State of Washington Emergency Management Division four class rating system of situational conditions; Phase I through IV. Only Phase III and Phase IV require the implementation of the Emergency Plan contingencies for enhanced operations and services beyond normally available emergency services such as Town Hall staff, Police and Fire. Phase III and Phase IV are characterized as follows.

#### Phase III

Types of Phase III events include; a major wind or snow storm, moderate to major earthquake, major fire, terrorist activities.

Characteristics of a Phase III major emergency include 1) more than one Town Emergency Response Team has been deployed, 2) incidents are of long duration or of particular public interest, or 3) extensive coordination among multiple jurisdictions is required. In the case of a Phase III emergency the Town Emergency Coordination Center will be activated. The Mayor may make a Local Proclamation of Emergency. The State may make a State Proclamation of Emergency. Hunts Point Neighborhood Emergency Response Teams may need to

assist in the emergency response. Hunts Point may request that the Medina Emergency Operation Center be activated to help coordinate and support Hunts Point.

The operational organization is dependent on volunteer residents to perform tasks as assigned by the TEOC. All Resident that are able will report to the Town Emergency Operations Center (TEOC) for assignments for Phases III & IV.

#### Phase IV

Types of Phase IV events include; a catastrophic earthquake causing significant damage, isolating neighborhoods, requiring medical assistance; prolonged storm conditions, with power outages and subfreezing conditions.

When a major earthquake or other significant emergency has occurred in or around the Town of Hunts Point, Town employees and consultants with emergency assignments are automatically activated as needed and appropriate. All Hunts Point employees and volunteers will report to Town Hall, or an alternate location and set-up the Town Emergency Coordination Center. Employees and others located outside the Town may be unable to return to the community for some period of time. The State will make a State Proclamation of Emergency. The State may request emergency assistance from federal agencies under their own authorities or request a Federal Disaster Declaration. Hunts Point Neighborhood Emergency Response Teams will assist with the emergency response.

### ***Emergency Response Priorities***

Regardless of the nature, magnitude or scope of the emergency, the first priority shall always be the preservation of life. The following priorities are listed in order of decreasing importance:

- Protect life safety
- Contain and stabilize the situation
- Protect property
- Protect the environment
- Continue or restore essential services
- Minimize economic disruption to the community

- Resume normal operation

### ***Immediate Safety Actions to Undertake After an Event***

- Check on the safety of your family and home including all people, property and pets present at the time of the event.
- Administer first-aid as required and to your abilities – remember the Town may soon be capable of providing professional medical assistance at the Town Emergency Coordination Center (Town Hall, or alternative).
- Complete a written household damage survey (if possible), note type and seriousness of injuries, structural and nonstructural damage to your home. Nonstructural damage, like down power lines, water and gas leaks can pose a serious and immediate life safety hazard, so be very careful.
- Secure your home as needed, such as turning off utilities including water, gas and electricity IF required (read below).

#### **Important Note:**

Only turn off gas when an odor is present or the home is so damaged that you will need to relocate for a number of days (in case subsequent after shocks damage piping). If you have concerns about a potential gas leak and cannot smell anything, open windows and doors to increase ventilation. The gas company is required by law to test the piping for leaks and to relight the gas furnace etc. if you turn off the gas. This may take weeks; leaving you without gas fueled furnaces stoves, etc. A much better safety precaution is to have your gas water heater secured against earthquake damage. **Note** that once the gas is turned off it can only be turned on by the gas company.

### ***Reporting Locations***

All Town employees and volunteers report to Town Hall following an emergency after ensuring their family and property are safe. If Town Hall cannot be occupied an alternate location will be posted. The alternate location will be the home of a Hunts Point resident.

## ***Summary***

This document highlights and summarizes certain key aspects of the Town of Hunts Point Emergency Preparedness Plan. This document is to function as an outline only, not as a substitute to the entire plan. The complete Plan is available at Town Hall. This document is subject to change without notice as new procedures are added and 'best practices' change. Updates to this outline will be made available at the Town Hall as they are published.

## **EMERGENCY CONTACTS**

### **Emergencies – Life Threatening**

Fire – Police – Medical .....	911
Washington State Poison Center .....	800-222-1222

### **Medical Assistance – Urgent care; non-life threatening (i.e. sprains, flu)**

Eastside Group Health Hospital .....	425-502-4120
Evergreen Hospital Medical Center .....	425-899-1000
Harborview Medical Center .....	206-744-3000
Overlake Hospital Medical Center .....	425-688-5000

### **Town of Hunts Point and Public Safety Agencies – Non-Emergency Numbers**

Town Administrator, Clerk, Operations Manager .....	425-455-1834
Mayor Fred McConkey .....	425-922-1550
Medina Police Department .....	425-454-1332
Bellevue Emergency Preparedness Program .....	425-452-6813

**American Red Cross (Emergency Preparedness Information) .....** 206-323-2345

### **Utilities**

Puget Sound Energy – Electric and Gas .....	888-225-5773
City of Bellevue Utilities - emergency response.....	425-452-7840

### **Transportation**

Metro Bus Hotline .....	206-684-1705
Washington State Dept of Transportation -- Communications	360-705-7438

# Hunts Point Emergency Plan at a Glance

## ***Description***

The Emergency Plan is designed to accomplish the following:

1. Provide directions and procedures for neighbors to respond to major emergencies and disasters when local public safety agencies and resources are unavailable.
2. Guide the coordination and organization of emergency resources.
3. Facilitate the coordination of the Town of Hunts Point Emergency Operations Center, the City of Medina, and other external organizations and agencies.

## ***Activation***

The plan is activated under the following conditions:

1. Severe earthquake
2. Severe winter storm
3. Prolonged loss of power, communications, or road access to community
4. Situations that prevent normal response by fire, police, etc. for a number of hours or days and require a coordinated community response

## ***Immediate Actions – Personal***

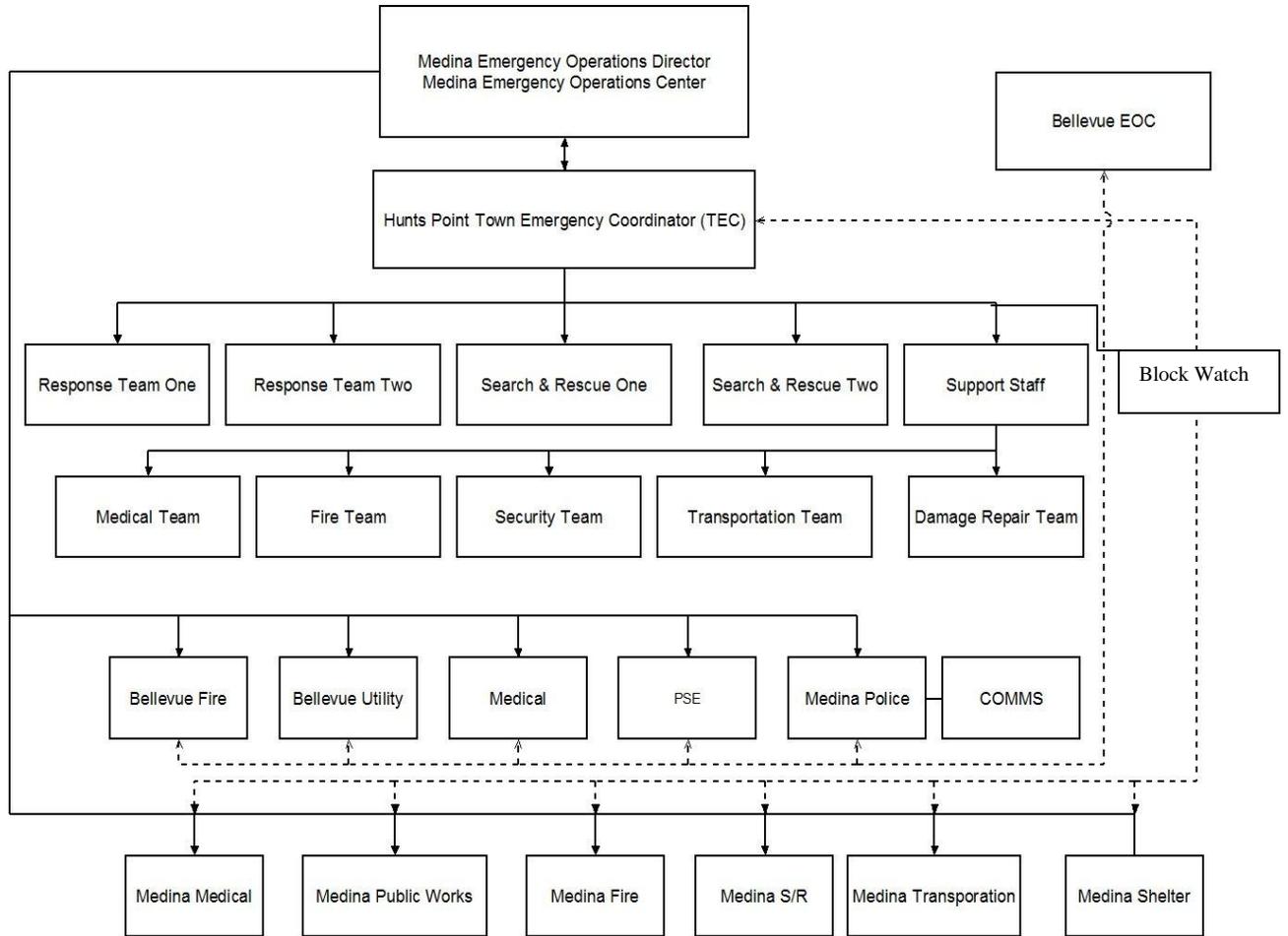
1. Check for your household's safety, including people, property, and pets. Administer first aid according to your ability.
2. Complete the household damage survey, noting type and seriousness of injuries, obvious damage to the home's structural system, serious damage to nonstructural elements that pose a life safety hazard (damage to chimneys, water heaters), damage to utilities (smell of gas, sparking).

3. Secure your home as needed, such as turning off utilities, including water, gas, and electricity if required. Only turn off gas when an odor is present or the home is so damaged that you will need to relocate for a number of days (in case subsequent after socks damage piping). If you have concerns about a potential gas leak and cannot smell anything, open windows and doors to increase ventilation. The gas company is required by law to test the piping for leaks and to relight the gas furnace, etc. if you turn off the gas. This may take weeks, leaving you without gas fueled furnaces, stoves, etc. A much better safety precaution is to have your gas water heater secured against earthquake damage.

### ***Reporting Location***

All volunteer members of the Town Emergency Response Teams should report to the Town Emergency Operations Center (TEOC). Supplies and equipment to operate the command post are in the large storage facility in front of Town Hall. The storage lockers will be opened as directed by the Town Emergency Coordinator (TEC). A list of personnel who act as key holders and the inventory supply list is available in Appendix 1.

## Organization Chain of Command



11/30/2006

## **Phase III**

### ***Concept of Operations***

This concept presumes that outside primary support for law enforcement, fire, medical, utilities, water and power are not available or are available in reduced capacity and response time. The town administrator and clerk May also be available but need direct town resident support and/or replacement during the emergency. The Town Emergency Operations Center (TEOC) would be activated at Town Hall. Event status boards would be set up. Auxiliary power equipment would be activated as required. Emergency communication equipment would be activated and/or placed in readiness.

Communication with the Medina Emergency Operations Center would be established by whatever method works the best. The town administrator serves as Town Emergency Coordinator (TEC )with the clerk in support. Resident support would be activated. It would include the Alternate TEC (Town Emergency Coordinator) and one or more (TEOC) support staffers. If more help is needed, the additional staffer and alternate could be activated. If the Town Administrator or Town Clerk is not available, then the full resident personnel compliment, TEC alternate, two staffers and alternate would be activated. Two response teams would be activated, as well as the Block Watch. Their job would be to survey the town for damage, provide status, recommendations, and to assess the needs and actions to the TEC that are required to safeguard the town. The search and rescue teams would use the red, yellow and green cards located at the mail boxes to indicate their needs and status to Block Watch and survey teams.

Immediate assistance such as Search and Rescue (S/R) might also be necessary by the response teams. The TEC would communicate town status, and all requests for outside services through the Medina Emergency Operation Director/Coordinator (EOD/EOC).

The TEOC would maintain some basic equipment but would rely on town residents to provide much of the needed equipment. If Bellevue or Medina are not available or are of long delayed response, then town assets would be activated including security, fire, medical, utilities/damage repair, and transportation, as required. The personnel manning would be two persons for each team with one alternate. The type of support response

from Medina EOD would determine the scope of resident support required during the crisis.

## **Phase IV**

### ***Concept of Operations***

This concept of operations presumes that events are so catastrophic that there is no outside support for fire, medical, utilities, power and water and security, as well as unlikely availability of the Town Administrator and clerk. In Phase IV, all organizational positions and functions would be performed by Hunts Point residents, hopefully with some support from Medina.

The TEOC would be activated at Town Hall including event status boards, communications and auxiliary power equipment. The TEOC would be manned by the TEC's, two staffers and alternate with one staffer acting as assistant TEC. They would establish communications with Medina EOD/EOC if at all possible, and direct and coordinate all emergency functions. Two response teams of two persons and one alternate would be activated. The response teams and block watch captains would survey the town for damage, provide status, and recommend to the TEC the needs and actions required to provide for safeguarding the town. Residents would indicate needs and status using red, yellow, green cards located at mail boxes. The response teams and block watch captains may also provide immediate assistance as necessary, such as first aid, search and rescue, etc. In addition, two-person teams and alternates for medical, fire, security, repair, and transportation would activate and report to the TEC to await assignments. Reassignments of available personnel between teams would be used as necessary in order to accomplish tasks. The Town Hall would act as the first level medical facility and Medina as the second level facility at the Overlake Golf Club, or as designated by Medina. Temporary shelter facilities would be established in Medina at the Overlake Golf Club or in pre-designated town homes or other assigned locations as need dictates. The TEOC would maintain some basic equipment for operations, (communications, first aid, auxiliary power, tools, blankets, flashlights, kerosene heaters, limited fuel and water). Most needs would be provided by residents. The individual residents should provide basic items for self preservations: drinking water, first aid kit, flashlight / lanterns, and batteries, etc.

All requests for support, and town status, would be communicated to the Medina EOD/EDC, if possible. Medina EOD/EDC would coordinate for outside support (fire, medical, search and rescue, utilities, etc.). If Medina EOC cannot be contacted or render support, the TEC would by-pass Medina and seek support as best it could.

# **TEC/STAFF**

## ***Town Emergency Operations Center (TEOC)***

In the event of a Level III or IV emergency, the TEOC will be activated. Once activated, the TEOC will commence operations 24 hours a day, 7 days a week. The Town Emergency Coordinator (TEC) will be the town administrator assisted by the town clerk in a staff capacity, or his designee. The town will automatically activate the three TECs which will support the town administrator (TEC). In the event the town administrator is unavailable, the town TEC will assume the town administrator responsibilities. If the clerk is unavailable the town will provide two staffers.

### Operational Duties:

Manage town disaster operations in the TEOC.

Remain 24 hours at the TEOC to observe and coordinate operations.

Make life safety the highest response priority.

Lead by example; your behavior sets tone for neighbors and team.

Upon activation at the TEOC Level III and IV, it is expected that all teams and volunteers would report to the TEOC for assignments.

1. Upon activation, the TEC will establish communications with the Medina Emergency Center. This will be accomplished using the Motorola CDM 750 VHF 25W, 4 CH and the Motorola CP200 VHF 5W portable radio, telephone (land or cell), PC enact, messenger, ham or any other means available.
2. Check in with the Medina Emergency Operations Director (EOD) using base radio, channel one. The Hunts Point channel is Channel 3.
3. Assess type and scope of emergency.
4. Determine threat to human life and structures.
5. Implement Hunts Point Emergency Plan.
6. Set up status boards (Damage, Communications)
7. Establish communications and operations logs.

8. Activate functions of Operations.
9. Assign volunteers as needed to ensure that each of these functions is carried out.  
One person may complete more than one function. Appoint a backup or alternate Incident Coordinator and other assistants as needed.
10. Dispatch response teams.
11. Provide Medina EOD/EOC situation status and requests.
12. Assign jobs to TEOC staff.
13. Dispense equipment needed by the various response teams.
14. Request and obtain town resident-supplied equipment per town asset inventory.
15. Continue to monitor and assess total neighborhood situation.
16. View neighborhood operations map periodically for Search & Rescue progress and damage repair assessment information.
17. Check with team leaders for periodic updates.
18. Direct all media inquiries to the Medina EOC.

## ***Town Emergency Operations Center Staff***

Staff will report to the TEOC upon Level III or Level IV activation. Staff is composed of two members and an alternate who will assist the TEC. They will maintain the status boards, logs, and assist with communications as required, and any other needs directed. They would support the town staff and/or replace if town staff is unavailable.

# Response

## ***Response Teams***

The two Response Teams will each consist of two members and an alternate. The teams would be activated by the TEC. The job of each team is to assess the status of the town and the needs required to insure the safety and well-being of the town. They will report the status and condition of the town to the TEC with their recommendations. The status and recommendations will be noted in a notebook as well as communicated by radio or messenger to the TEC for action.

There may be instances of immediate need for search and rescue which the teams can perform until assistance is available. The teams must be very cautious as to what they try to do, especially if they have had no training. Added injuries are to be avoided. Provide first aid consistent with level of training if desperately needed.

The town will be divided into two sections. The North sector, from 3600 block North and South sector, 3600 South including Fairweather, Hunts Point Circle and Hunts Point Lane. The area south of SR520 and the West side of Fairweather will be the responsibility of Medina.

The town survey will include the following; fire, broken gas mains, power lines down, homes off foundations, homes with collapsed walls, broken waterlines, jammed front doors or blocked, large cracks in street or driveway, uprooted trees, blocked streets or driveways, broken windows, miscellaneous damage and medical assistance as required. Cordon off unsafe areas.

Equipment needed for each team:

- 2 radios
- 3 first aid kits
- 2 battery lanterns
- 2 hard hats
- 2 pair gloves
- 1 notebook
- 1 vehicle, if possible

- Caution tape, 2 in.
- Good boots
- Three first aid kits

Rate Damage 0-3

- 00 No visible damage
- 01 Minor, home inhabitable
- 02 Extensive damage
- 03 Destroyed, can't be repaired

# **Search And Rescue**

# Search and Rescue

Search and rescue consists of three operations:

Size up - assessing the situation and determining a safe action plan

Search - locating victims

Rescue - procedure and method to extricate victims. Rescue attempts are based on risk to rescuer and on rescue of the greatest number of victims in the shortest time.

The two teams will each consist of two persons and an alternate. The teams will check on homes to determine the well-being of residents. The homes initially inspected will be based on recommendations of the Response Survey Team damage assessment. The job will be to locate, stabilize, and transport victims to First Aid and Shelter as applicable.

Keep the TEOC continuously informed with status reports.

Use the following guidelines:

1. Never conduct a search and rescue alone. Plan your search. Do not wander aimlessly.
2. If the house is significantly damaged and you feel it is unsafe to enter (remember to check the back door also), respect your feelings. Do not go in.
3. Before you enter each home, place ½ of a large tape “X” on the front door. This signals to the neighborhood your exact location.
4. Before you enter each home, feel the top and bottom of the door with the back of your hand. If it is hot, do not enter. If it is cool, cautiously open the door.
5. Check the door jamb, and its accompanying wall and ceiling for cracks and splinters. If the house appears unsafe, do not enter.
6. Enter house low, preferably on your knees. Be alert. Watch for falling objects.
7. While still in the entry way, smell for the odor of natural gas. If you can smell it, open the front and back doors and as many windows as

you are able, without going inside, to provide ventilations. Enter the house only when the smell of the gas is gone. Turn off valve at the meter.

8. While still in the entryway, loudly call out, "Is anyone here?" Listen for a response. If someone answers, ask him/her to tell you where he/she is, and what type of help they need. Pause occasionally during the search to listen for cries, moans, or other indicators of someone needing help.
9. Systematically search each room. Call out for victims. Stay with your partner. Communicate frequently. Pay careful attention to these critical areas: under beds, behind furniture, inside closets, under stairs, and inside tubs or showers.
10. If it is dark, slowly sweep each room with your flashlight. Frequently check the floor and the ceiling of the area you are in for hazards. Protect your own safety.
11. If it is dark, keep in contact with the wall. It is easy to become disoriented after experiencing trauma. Should you become disoriented, following the wall will eventually lead you back to the original entry door.
12. If you find a victim, get several neighbors to help move her/him as quickly as possible to the first aid station.
  - a) Removal of pinned victim
  - b) Triage victim
  - c) Ask questions- Are there more victims? Where? What did the victim see and hear?
  - d) Obtain additional assistance to move victim to safety and first aid.

13. Upon completion of the search, complete the tape “X” on the door.  
This signals to the neighborhood that the house has been checked.

Equipment:

- Battery lantern
- 6 first aid kits
- Radio
- Gloves
- Boots
- Hard Hat
- Wrench
- Crowbar
- Lift bars
- Caution tape, 2 in.
- Search and rescue anchor line, 50 feet - 1 per team
- Color tape: Green, Yellow, Red, Black
- Markers & chalk
- Note pads/ pens/pencils
- 50 light sticks
- 2 sledge hammers
- Ax

# **Fire Fighting**

## ***Fire Fighting Team***

The fire fighting team will be composed of two persons and an alternate. However, an additional team supplement could easily be required, and be provided from other teams or residents if available. The concept of operations will be defensive in nature. The major task will be to prevent the spread of fire and containment. The town will not be able to attack aggressively fires due to lack of personnel and equipment. Fire fighting ability is impacted by the location of hydrants and the distance of homes from hydrants and the amount of hose footage available. Also a factor is the availability of water and pressure from the hydrants. The Bellevue Fire Dept. has a fire-fighting document outlining which homes can and cannot be serviced from hydrants. Those locations that are too far from hydrants are indicated and will be required to use the lake water as their source. Due to the town's lack of equipment (hose), the fire team will not be able to serve the homes noted in the Bellevue Fire Dept. document but also additional locations. The Town Administrator will have the Bellevue Fire Dept. document a list of additional homes unserviceable by the town. These homes will be serviced from the lake dependent on hose equipment capability and noted in the town document copy.

The fire fighting team will be dispatched by the TEC. The location of the fire will be cross check with the Fire Dept. document to determine water source prior to arriving. Upon arrival, and based on the extent of fire, the team will act accordingly. Attacking a fire would most likely occur if it is contained in a small area. Most cases will be a defensive containment to prevent spreading to other homes and property. The pump will be carried to the fire in one or more vehicles. The pumps may have to be unloaded and taken to 10=20 ft. off the lake or source (2 in., 10-20 ft. hard hose source) to pump. The 1-3/4 in. hose and nozzle will run from the pump to the fire scene. The chance of saving a structure is slim; containment is the priority.

The fire team would also be tasked with dewatering assisted by the repair teams. The pump must be 10-20 ft. to the source.

For Fires: Two persons will be needed for each hose; a nozzle man and a hose tender. An additional person at the pump is most desirable. Recruit additional residents to assist as necessary. Keep the TEOC informed with status reports.

Equipment:

- 2 pumps
- 4 ABC dry chemical fire extinguishers,
- 20 ft. hard hose (2 lengths) per pump
- 300 ft. 1 ¾ in. (6 hose lengths)
- 2 kits – reducers and adapters for pump and hydrants, and wrenches, boots, gloves hard hats
- Protective clothing
- Radio
- 1 to 3 vehicles

## ***Fire information***

Fire requires 3 elements – Heat, Fuel and Oxygen. Take any one element away and fire will not occur or will extinguish.

Fires are of 4 Classes:

- A. Ordinary Combustibles
- B. Flammable Liquids
- C. Electrical
- D. Combustible Metals

The best tool for small contained fires is the ABC dry chemical extinguisher. Capacity 10-20 Sec, Range 8-12 Ft, 175-350 PSI.

The decision to fight with extinguishers is determined by:

1. Can you escape safely from area
2. Right type of extinguisher
3. Extinguisher large enough or enough extinguishers available
4. Area free from other dangers, falling debris or hazardous materials

Fire Suppression Safety Rules

1. Wear safety equipment.
2. Never work alone.
3. Have a back up team if possible.
4. Always have two ways to exit fire area.

5. Feel closed doors bottom to top. If hot don't enter.
6. Confine fire by keeping doors closed.
7. Stay close to ground.
8. Maintain safe distance – range of extinguisher and feel of heat.
9. Don't suppress fires too large for capability of equipment available.

# Public Works

## **Damage Repair of Public Works**

The Team will consist of two persons and an alternate. Additional persons to assist may be assigned as needed or as available. All repair jobs will be prioritized and assigned by the TEC based on the information provided by the Response/Survey Teams.

The tasks may include:

Shutting off gas meters, as necessary

- a. Smell
- b. Hear escaping gas
- c. Meter dials moving
- d. Significant ground disruption

Cordon off downed power lines; recommend 30 ft. from downed lines

Shut off water valves at home and or meter

Clean obstructions in street and driveways

Rope off hazardous areas

Shut off electrical at circuit box (individual then main)

De-watering flooded areas and /or homes

Conduct damage assessment. Identify damage requiring engineering and or capabilities beyond team abilities

Provide TEOC status reports

Assist Medina Public Works of Bellevue Utilities, etc. As required.

Recruit additional residents to assist as necessary

Equipment:

- Wrench
- Radios
- Battery lantern

- Hard Hat
- Gloves
- Ax
- Crowbar
- Caution tape, 2 in.
- Chain Saw 16 or 20 in
- Good boots
- General purpose tent
- Pumps

# Security

# **Security Team for the Town of Hunts Point**

## **Mission Statement**

Phases III and IV emergencies, include significant natural disasters and requires volunteer assistance and support of the Medina Police Department to ensure the safety and well being of the town of Hunts Point.

The task functions of this position are:

1. Help control traffic.
  - a. Put on reflective vests, and proper clothing in accordance with weather. Carry gloves, hat, flashlight, whistle and radio.
  - b. Place yourself in the best visible position using special gloves and flashlight to direct foot or auto traffic by hand signals.
  - c. Set up barricades as required.
  - d. Keep EOC informed of status (there may be an occasion to by-pass EOL and communicate directly to Medina police and visa versa). Always keep town EOC informed.
2. Contain and establish perimeter of danger zone keeping people from risk.
  - a. Establish a location to best protect established perimeter of event (fire, flooding, damaged are, work repair area).
  - b. Set up barricades, tape for perimeters of event.
3. Provide visible public safety assistance to the Medina Police Department as trained, directed or authorized.
  - a. Assist Medina Police as directed for specific situations.
4. Protect life and property from potential looting or rioting as trained, directed, or authorized by the Medina Police Department, to include the bearing of weapons for defense.

- a. Act according to the direction of, and authorization of, the Medina Police through the EOC or direct communication, if required. Actions should be based on training.

Detailed job descriptions of the above tasks will be expanded upon at a later date in accordance with future training.

Equipment:

- Reflective vests (6)
- Special reflective gloves (6)
- Whistles (6)
- Flashlight (6)
- Radio (2)
- Barricades (sawhorse) (6)
- Hats (6)

# Medical

## ***Medical***

Hunts Point would maintain a level one facility. Medina would have a level one and level two facility.

The Hunts Point facility would be Town Hall or a designated backup location. Medina's facility will be the Overlake Golf Club or designated location.

Level one capability would be first aid, non-invasive treatment such as minor wound bandaging, slings, temporary limb support, shock and triage.

Level two capability, would be minor invasive capability, drugs and treatment of life threatening conditions such as compound fractures, excessive and severe bleeding, severe shock, missing limbs, etc. A more complete medical staffing is available.

Depending on a Triage by Response, S&R or other teams, a determination of where to send the victims would be made. To Hunts Point or direct to Medina would be based on victim's injuries and priority for transferring to Level two at Medina.

### Equipment at Level One

#### First Aid Kits

# **Block Watch/ Map Your Neighborhood**

## ***Block Watch /Map Your Neighborhood***

The Block Watch organization is of extreme importance especially in the initial responses of Phase III and IV emergencies.

Each Block Watch captain will be equipped with a radio with which to contact the TEOC. Upon an emergency each captain will physically survey his or her assigned neighbors to determine needs and status. A report will be radioed to the TEOC. If there is a critical situation (Red) that report should be made immediately. This survey is in support of the response teams to provide a faster disaster status for the town. This enables the town to request outside help as well as provide internal assistance.

The captains will have a neighborhood map and contact list with the names and phone numbers of their neighborhood. This list should also include special needs, individual skills and knowledge as well as equipment and supplies which could be incorporated into the town's data.

## **Appendix List**

<b>Appendix One</b>	<b>Key List and Inventory List</b>
<b>Appendix Two</b>	<b>The Town Assets Owned by Residents and available for use Neighborhood Skills List</b>
<b>Appendix Three</b>	<b>Radio Distribution List</b>
<b>Appendix Four</b>	<b>Hunts Point Address Map</b>
<b>Appendix Five</b>	<b>Communications</b>

**APPENDIX ONE**  
**EMERGENCY PREPAREDNESS – SUPPLIES INVENTORY/KEY LIST**

<b>EQUIPMENT</b>	<b>QUANTITY</b>	<b>EXPIRATION DATE</b>	<b>NOTES</b>
Batteries – 6 volt	18		
Batteries – C	17		
Blocks (Wood) 20 4x4 15 2x4	35		
Bolt Cutter	1		
Bull Horn w/Siren	2		
Chainsaw	2		
Crow Bar	2		
Dolly	1		
File	1		
Fire Extinguishers	4		
First aid kits (small)	5		
First aid tape	2 boxes		
Flag (red)	1		
Gloves	18 pair		
Hard Hats	12		
Lanterns	6		
Snap Lights	20		
Tarps 10x20	5		
Throw Line Bags	2		
Warning Flashers	6		
Wrench	1		

Storage Container Keys  
Master List

Key Holder	Key Number
	1
Names on File	2
	3
	4
	5
	6
	7
	8
	9,10

**Appendix Two**  
**The Town Assets Owned by Residents and**  
**Available for Use**  
**Neighborhood Skills List**  
**Block Watch/Map Your Neighborhood information**

**APPENDIX THREE  
RADIO DISTRIBUTION LIST  
HUNTS POINT RADIO CHANNEL IS #3**

<b>Serial Number</b>	<b>Name</b>	<b>Date Issued</b>	<b>Phone Numbers</b>	<b>Address</b>	<b>Email address</b>	<b>Call sign</b>
018TFY4592	Information on file					#1
018TFY4615						#2
018TFYP764						#4
018TFY4602						#6
018TFY4595						#7
018TFY4598						#5
018TFX8233						#17
018TFY4580						#10
018TFY4601						#12
018TFY4576						#13
018TFY4584						#16
018TJB0938						#18
018TJB0293						#14
018TJB0339						#8
018TFY4580						#10
018TFY4601						#12

018TJB0940						#9
018TJB0299						#11
018TJB0273						#18
018TFY4613						#15
018TJB0240						#20
018TJB0294						#21
018TJB0318						#22
018TJB0225						#23
018TJB0308						#3
018TJB0222						#24

**APPENDIX FOUR**  
**TOWN MAPS**  
**For Each Zone**

## **APPENDIX FIVE COMMUNICATIONS**

Radios are distributed to key personnel including the Mayor, Deputy Mayor, Town Administrator and three TECs. In addition, each Block Watch Captain will have an assigned number of radios and be designated to sign for the radios used. All excess radios will be held at the Town Hall and will be distributed during an emergency. The town is responsible for maintaining a charge on the excess radios. A minimum of three dozen is advised (currently 25 are available).

Each radio has three channels as does the base radio. For Hunts Point communication, channel 3 will be used with channel 2 available. For communication between Hunts Point and Medina, channel 1 will be used. The base radio will primarily perform the function of communication with Medina however the hand set can be used if absolutely necessary due to special circumstances using channel 1.

Regular radio checks among Hunts Point residents with radios are recommended.

### **COMMUNICATION PROTOCOL**

Caller:                    Rescue One. This is (call sign) Radio Check. Over

Responder:              This is Rescue One. I read you loud and clear (or as heard) How me? Over

Caller:                    I read you the same (or how heard i.e. garbled etc) Out

Caller:                    Rescue One, this is Search two. Over

Responder                This is Rescue One. Over

Caller:                    This is Search Two (give message)

Responder:              This is Rescue One roger out (or respond to message)

End communications with OUT.

Understand the message or comply with ROGER

If more discussion is needed use OVER

**APPENDIX SIX**  
**GENERAL INFORMATION – UTILITIES**

The following information is applicable to all teams functioning in Hunts Point:

1. All power lines are underground in the Town. Therefore, electrical hazard from downed major lines is minimal. However there could be some above ground wires leading from the main lines to structures. At least 10 foot distance from the hazard should be enforced. (On major lines 30 feet is recommended). Do not attempt to move wires.
  - a. Examples:
    - i. 1000 milliamps = 1 amp
    - ii. 100 milliamps = 10 watt light bulb
    - iii. 200 milliamps = causes burns
    - iv. 80-100 milliamps = cardiac arrest
    - v. 30-50 milliamps = severe shock
    - vi. 20-30 milliamps = can't let go. Hot wire
    - vii. 10 milliamps = shock
2. On major power lines the safe minimum distance is 10 feet PLUS 3 times the number insulator rings (e.g. 3 insulator rings would be 10 feet + 9 feet = 19 feet)
3. When power is being resumed, it starts at the main distribution and works down, eventually to the home. Never assume there is no power during restoration; it could come on at any time, so do not touch downed lines.
4. You do not have to touch a major power line to be hurt. Being too close could cause burns or cardiac arrest or other problems.
5. Puget Sound Energy states most gas lines are plastic and thus more resistant to earthquake damage. This applies to Hunts Point.
6. Gas is lighter than air and will rise or dissipate. The ignition temperature is 530° and must be 4 – 14% of air. It will not ignite in pure form.
7. Most damage is caused by structural failure. If there is a gas leak in the house, open doors, windows, turn off appliances, and turn off gas at meter. If leak is outside, do nothing. Rope off area to protect from any possible ignition.
8. Only the gas company can turn gas on at the meter, or on or off at the main valve station.