



**CLARK REGIONAL
WASTEWATER DISTRICT**

**COMPREHENSIVE
EMERGENCY
RESPONSE
PLAN**

POL-037

ADOPTED MM/DD/2026

Revised:

08/01/19, 08/23/23, 05/14/25

Reviewed:

08/01/08, 04/01/14, 06/01/19, 03/01/21, 01/19/23, 01/31/25

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DRAFT

**CLARK REGIONAL WASTEWATER DISTRICT
COMPREHENSIVE EMERGENCY RESPONSE PLAN**

BASIC PLAN

I. PURPOSE, AUTHORITIES, LIMITATIONS, AND NONDISCRIMINATION

1.1 Purpose

To establish planned actions, to the extent possible, to be taken by the Clark Regional Wastewater District (The District) to prevent disaster if possible; to reduce the vulnerability of the District to any disasters that cannot be prevented; to establish capabilities for protecting the District from the effects of disaster; to respond effectively to the actual occurrence of disaster; and to provide for recovery in the aftermath of any emergency involving extensive damage or other debilitating influence on the normal pattern of operations within the District.

1.2 Authorities

This plan is part of the District's approach to emergency preparedness and response and is authorized under District Resolution #1310. This plan is established following the requirements in WAC 118-30-060.

1.3 Limitations

It is the policy of the District that no guarantee is implied by this plan of a perfect response system. As District assets and personnel may be overwhelmed, the District can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time.

1.4 Nondiscrimination

It is the policy of the District that no service will be denied on the basis of color, national origin, religion, sex, age, disability, marital or veteran status or any other characteristic protected under Federal, State or City law and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of District services.

2. SITUATION AND ASSUMPTION

2.1 Situation

The District is vulnerable to isolation and the damaging effects of natural and manufactured hazards (see **Annex L** - Hazard Identification, Vulnerability Analysis and Standard Operating Procedures) due to its location and geological features. The potential natural and manufactured hazards include, but are not limited to, the type of events listed below. Various parts of the County have limited accessibility and may only be accessible via one road or bridge. A disruption to vehicular access could result in isolation not only in the District but also the entire County. These may occur at any time and may create varying degrees of damage.

2.1.1 Natural Hazard:

- a) High Winds, Power Outages & Disruptions
- b) Severe Ice, Snow, Extreme Cold
- c) Land Shift - Mud Slide, Erosion
- d) Fire
- e) Earthquake
- f) Volcanoes
- g) Flooding

2.1.2 Manufactured Hazards

- a) Mechanical Failure of Pumping Equipment
- b) Major Structure Fire
- c) Vandalism/Sabotage
- d) Hazardous Materials Accident
- e) Terrorist Activities, Biological, Chemical, Nuclear, Conventional, Bomb Threat

2.1.3 System Effects

- a) Resource – Well, Watershed Contamination
- b) Energy Disruptions or Shortages
- c) Sewer System - Structural Damage

2.2 Assumptions

The District is responsible for emergency response and recovery from any and all damage to the sanitary sewer collection and treatment systems of the District, and the Alliance, and will commit all available resources to minimize injury to persons and damage to property and to maintain safe, reliable services.

While it is likely that outside assistance would be available in most large-scale disaster situations affecting the District, and while plans have been developed to facilitate coordination of this assistance, it is necessary for the District to plan for and to be prepared to carry out disaster response and short-term recovery operations on an independent basis.

3. ORGANIZATION AND RESPONSIBILITIES

3.1 District

The District is organized under RCW 57 for the purposes of collection and transmission of sanitary sewer.

3.2 Emergency Management Team (EMT)

The EMT is comprised of the District's Board of Commissioners and the Management Team.

The EMT may enlist contract or volunteer forces to assist during a disaster, and all groups, organizations, and persons who may, by agreement or operation of law, be charged with the duties incident to the protection of life and property in the District during a disaster.

3.3 County Government

Clark Regional Emergency Services Agency (CRESA) is responsible for the coordination of appropriate emergency plans and programs to ensure proper functioning of the various governments, the most effective utilization of available resources for emergency relief and rehabilitation, and the most expeditious recovery of the County.

3.4 State Government

The Washington Emergency Management Division is responsible for ensuring the State and its agencies comply with Federal plans and programs, to ensure that adequate measures are taken to protect lives and property, maintain, or restore services essential to survival and recovery, and mobilize and manage necessary resources. In addition, they are responsible for advising and assisting the counties and other State Departments and Agencies in the development of adequate plans to carry out their specifically assigned responsibilities per applicable laws, rules, regulations, and specific Executive Orders issued by the Governor; and to coordinate the operations of all State emergency organizations during duly declared emergencies and authorized drills and exercises.

The Governor is legally responsible for the direction and control of all State Emergency Management activities. Other State Departments and Agencies are responsible for accomplishing the emergency missions assigned to them through appropriate plans and policies issued by the State Division of Emergency Management per applicable laws, rules, regulations, and specific Executive Orders issued by the Governor. Some of the State Departments and Agencies, which may assist the District in times of disaster, are Washington State Patrol, Department of Transportation, Department of Ecology, Department of Natural Resources, Department of Health, Department of Labor and Industries, Department of Employment Security, and the Department of Community Development.

3.5 Federal Government

The Federal Emergency Management Agency (FEMA) was established in 1979 and merged closely allied Federal programs involved with preparedness, mitigation, and response to national emergencies, ranging from natural and manufactured disasters to nuclear attacks. FEMA responsibilities are administered through ten regional offices. FEMA Region X (Ten) encompasses the States of Alaska, Idaho, Oregon, and Washington.

FEMA is responsible for the coordination of appropriate emergency plans and programs to ensure proper functioning of the various governments, the most effective utilization of available resources for emergency relief and rehabilitation, and the most expeditious recovery of the nation.

Other Federal Agencies are responsible for those emergency functions related to their basic missions and capabilities, which will be carried out in conjunction with plans, programs, and operations of FEMA. In addition, within their own specific areas of responsibility, Federal agencies will work with the States and, as appropriate, with political subdivisions in providing adequate guidance and assistance in emergency preparedness functions.

3.6 Relationship between Emergency and Normal Functions

This plan is developed surrounding the concept that emergency functions for individuals and groups involved in emergency management generally parallel with their normal functions. To the extent possible, the same personnel and material resources will be employed in both cases. However, a disaster is a situation in which the usual way of doing things no longer suffices. While it is desirable to assign people to tasks with which they are familiar, it is necessary to draw on their basic skills and capacities and use them in areas of greatest need. Daily functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.

4. OPERATIONAL CONCEPTS

4.1 District

Emergency operations of District departments will remain under assigned supervisors. The overall emergency response effort will be coordinated from the Emergency Operations Center (EOC) under the guidance of the Emergency Management Coordinator (EMC).

The EMT will conduct planning, preparation, and training, including mock or practice exercises. The EMT will also coordinate emergency services and disaster functions of the District with all public agencies and affected private persons, corporations, and organizations. The EMC (normally the General Manager fills this position) will be the principal consultant to the Board of Commissioners.

5. OPERATIONS BY TIME PHASE

5.1 Mitigation and Preparedness

5.1.1 To minimize the effects of disasters and facilitate recovery efforts, the EMT organizes personnel, prepares plans, trains response personnel, and maintains resource lists. (See **Annex A - Direction, Control and Coordination**).

5.2 Response

5.2.1 Increased Readiness - District representatives will communicate with key organizations so they may begin to coordinate their emergency actions with the District. (See **Annex A and J**)

5.2.2 Emergency Warning Phase - All District employees, together with those organizations and persons who may, by agreement or operation of law, be charged with the duties incident to the protection of life and property in the District shall be notified of the emergency and instructed on what actions to take. (See **Annex A, C, D and F**)

5.2.3 Emergency Phase - District forces are responding as necessary to protect lives, property, and sanitary sewer facilities. (See **Annex A and L**)

5.3 Recovery

Efforts are directed to repair damage, restore facilities, and return the District to normal operations. (See **Annex A, H and I**)

6. ADMINISTRATION AND LOGISTICS

6.1 Administration

6.1.1 Each department expending resources in response to a proclaimed emergency will maintain detailed records of such expenditures. (See **Annex I**)

- a) Accounting will establish a means of recording the emergency purchases authorized by the EMC and/or the Board of Commissioners.
- b) Departments will establish a means of recording emergency purchases authorized by the Board of Commissioners.
- c) When local resources are exhausted and the Board of Commissioners proclaims an emergency or disaster, assistance may be requested from local, State and Federal agencies.

6.1.2 All personnel assigned emergency management responsibilities will:

- a) Know their emergency assignment.
- b) Ensure the emergency equipment associated with the assignment is properly maintained and stored.
- c) Prepare themselves to carry out the emergency assignment.
- d) Record all resources used and time expended in carrying out emergency assignments.

6.2 Logistics

6.2.1 Each department is responsible for ensuring adequate logistical support (such as facilities, equipment, and supplies) and is prepared for responding to emergencies.

- a) All departments will provide logistical support resource information to the Board of Commissioners upon their request.
- b) The EMC maintains lists of resources (government and private) that may be available for disaster purposes. (See **Annex C**)
- c) Emergency Response Personnel will forward requests for logistical support to the EOC and keep the EOC advised of equipment and supplies on site.

7. DIRECTION AND CONTROL

7.1 Proclamation of an Emergency

7.1.1 When it is determined an emergency exists in the District, which could escalate to a level beyond the capabilities of District resources, the Board of Commissioners shall adopt an appropriate resolution proclaiming the District to be in a state of an emergency or disaster and request the County to issue a

similar proclamation and further request such assistance set forth herein be granted to the District for emergency purposes. (See **Annex A**)

7.1.2 When circumstances require immediate attention/remedy, the General Manager or District Engineer (DC 2.36.010 & .020) may proclaim the existence of an emergency or disaster if there is not sufficient time for the Board of Commissioners to meet in person or by telephone. In such instances, the Board of Commissioners shall meet to affirm or rescind the proclamation as soon as possible, but no more than fourteen (14) days of the date of award of the first contract.

7.1.3 A copy of the Proclamation of Emergency shall be promptly filed with CRESA.

7.1.4 The Proclamation of Emergency will initiate the activation of the EOC and the plan to the level necessary.

7.2 Facilities

7.2.1 District Emergency Operations Center - The primary District EOC is located at the District Office, 8000 NE 52nd Court, Vancouver, Washington. 98665

7.2.2 Alternate Emergency Operations - If the District Office must be evacuated, the EOC will be relocated as follows:

Alternate #1: Northwest Regional Training Center (NWRTC)
Clark County Fire District #5
11606 NE 66th St Suite 103
Vancouver, WA 98662

Alternate #2: Beacon Hill Sewer District
1121 West Side Highway
Kelso, WA 98626

7.3 Emergency Communications/Warning (See Annex D and F)

7.3.1 Communications support for the District EOC is provided by CenturyLink telephone business service, Comcast internet service, and FirstNet AT&T and Verizon wireless communication device service.

7.3.2 Emergency alerts and warnings will be provided through CRESA and local TV and radio stations.

8. **CONTINUITY OF GOVERNMENT (See Annex B)**

8.1 Succession of Command

8.1.1 The line of succession of the Board of Commissioners is from the President through the members of the Board in order of their seniority on the Board.

8.1.2 The line of succession of the EMT is from the EMC to the Board Clerk, to the Policy and Program Development Director, to the Collection Infrastructure Director (Engineering Director), and subsequent personnel as identified in **Annex B Appendix 1**.

8.2 Preservation of Records

Preservation of important records and measures to ensure reconstitution if necessary and continued operation of the District during and after emergencies or disasters is the responsibility of the EMC. Records necessary for the resumption of business shall be identified and protected, as necessary.

9. **PLAN DEVELOPMENT AND MAINTENANCE**

It is recommended this plan be reviewed and updated at least once every two years. The operational capabilities are to be tested on an annual basis, by an exercise or an actual response to a local emergency. The EMC is responsible for updates to this plan.

10. **APPENDICES**

1. Alternate Site Authorization
 - a. Tab A – NWRTC Vancouver, WA
 - b. Tab B – Beacon Hill Sewer District Kelso, WA
 - c. Tab C – Water and Sewer Risk Management Pool

APPENDIX 1

ALTERNATE SITE LOCATIONS FOR THE EOC

District Emergency Operations Center:

District Office,
8000 NE 52 Court,
Vancouver, WA98665.

The primary Alternate Emergency Operations Center (If the District Office must be evacuated) will be:

NWRTC
Clark County Fire District #5
11606 NE 66th St Suite 103
Vancouver, WA 98662

The secondary Alternate Emergency Operations Center (If the District Office and primary site are unavailable) will be:

Beacon Hill Sewer District
1121 West Side Highway
Kelso, WA 98626

APPENDIX 1 - TAB A

ALTERNATE SITE LOCATION AUTHORIZATION



11606 NE 66th St, Suite 103
Vancouver, Washington 98606
360.750.1101

July 26, 2004

Mr. Hugh Findlay
Hazel Dell Sewer District
800 NE 52nd Ct.
Vancouver, Washington 98665

Re: NWRTC Designated as an Alternate Site of Operations

Dear Hugh,

Please accept this letter as our agreement to place the facilities of the Northwest Regional Training Center at your disposal, should the operations of the Hazel Dell Sewer District be displaced due to property damage incurred as a result of a disaster.

Best Regards,

Dave Sauerbrey
Fire Marshal
Director of Occupational Health & Safety
360 619 4167

APPENDIX 1 - TAB B

ALTERNATE SITE LOCATION AUTHORIZATION

BEACON HILL SEWER DISTRICT
Cowlitz County, Washington
Resolution No. 385

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BEACON HILL SEWER DISTRICT, COWLITZ COUNTY, WASHINGTON, ADOPTING A MUTUAL EMERGENCY RESPONSE SUPPORT AGREEMENT WITH HAZEL DELL SEWER DISTRICT

WHEREAS, the Board of Commissioners has determined that the Beacon Hill Sewer District's Mutual Emergency Response Support Agreement with Hazel Dell Sewer District should be adopted;

NOW THEREFORE LET IT BE RESOLVED by the Board of Commissioners of the Beacon Hill Sewer District, Cowlitz County, Washington, that the Beacon Hill Sewer District Mutual Emergency Response Support Agreement is adopted as set forth in Exhibit "A" attached to this resolution.

ADOPTED at the regular meeting of the Board of Commissioners of the Beacon Hill Sewer District, November 10, 2004.


Ted A. Branch, President


Dean A. Takko, Secretary


Monte J. Roden, Commissioner



EXHIBIT "A" TO BHSR RES #385
ADOPTED 11-10-04

5000 N.E. 52nd Ct.
P.O. Box 3572, Vancouver WA 98668-8679
(360) 750-5875, Fax (360) 750-7570

November 9, 2004

Don Manasco
District Manager
Beacon Hill Sewer District
1121 West Side Highway
Kelso, WA 98626

RE: Mutual Emergency Response Support Agreement

Dear Don:

I am pleased to outline our Mutual Emergency Response Support Agreement between Hazel Dell Sewer District and Beacon Hill Sewer District. This agreement provides support to the District that is having an emergency in their area when their communication lines are down and/or their District office becomes unavailable for the management of that emergency.

In the event of a disaster or emergency, the impacted District is expected to utilize its current District office to support the needs of their Emergency Management Team (EMT). In the event that the disaster impacts the District's office building, it is expected that the impacted District would move its location to a primary alternate site within its geographical area. In the event that the primary site is also untenable, the impacted District would notify the other District of its need for emergency space at its District office in order to locate the impacted District's EMT, who will respond to the emergency.

The EMT is expected to coordinate and implement response activities for a short period of time until a strategy can be put into place for the longer-term recovery process. The strategy would include the identification and implementation of ongoing facilities that would be used until the District office became available. The short-term location for the EMT would need to be available for up to five days to ensure sufficient time to meet initial response activities and to develop the recovery strategy.

Upon notification, the non-impacted District would make available sufficient space for the EMT to carry out their emergency response. Hazel Dell Sewer District's EMT could include the District Manager, Assistant District Manager, Finance Director, Maintenance Manager, HR/RM Administrator and Executive Assistant. It is expected that the EMT

EXHIBIT "A" TO BHSO RES # 385
ADOPTED 11-10-04

Don Manasco
November 9, 2004
Page 2

would attempt to bring portable PCs and would have cell phones to facilitate communication. The non-impacted District would provide space, limited office support (copy and fax machine access and a computer with internet access) and a landline to support the emergency response.

In addition to the location support for an above-mentioned disaster, a District that loses telephone service can request communication support to help the impacted District communicate with its employees in the initial stages of the emergency or disaster. In the event that phone lines were unavailable to a District's office, the impacted District would call the support District on a cell phone and leave a message that would define the required response by the impacted District's employees. For example, Hazel Dell Sewer District employees would be directed to call Beacon Hill Sewer District for instructions if the District's phone and messaging system was down due to a localized disaster. The non-impacted District would respond to incoming calls with the information provided by the impacted District's EMT, as well as documenting which employees have called and confirming their current contact number (see attached example form). It is expected that this support would be short term in nature in the first hours of the event. Typical messages would be to meet at a specific location, the closure of the office for a period of time or to call a specific number for updated instructions.

Hazel Dell Sewer District and Beacon Hill Sewer District would provide these services to each other in the event of a disaster or emergency that impacted one of the parties. The Mutual Aid Agreement of the WASWD (which both Districts belong to) would provide the framework for any other type of support that may be requested in an emergency or disaster.

We look forward to working with Beacon Hill Sewer District to put the procedures in place to support the needs identified above and hope that we never have to invoke them beyond a training and test mode.

Respectfully,

Hazel Dell Sewer District


Norm Harker
President
Board of Commissioners

Attachment

APPENDIX 1 - TAB C

ALTERNATE SITE LOCATION AUTHORIZATION



June 22, 2018

John Peterson
General Manager
Clark Regional Wastewater District
8000 NE 52nd Court
Vancouver, Washington 98665

RE: Letter of Understanding - Emergency Response Support

Dear John:

I am pleased to continue our working relationship with Clark Regional Wastewater District (District). This letter of understanding outlines an agreement between the District and the Water and Sewer Risk Management Pool (WSRMP) regarding emergency response support services. The agreement is for the District to provide the WSRMP with temporary space to locate and conduct business in the event of a disaster or emergency. The provisions of the agreement would be implemented only when the WSRMP is unable to occupy their office or conduct business from the Seattle metro area for more than 24 hours due to an unplanned emergency situation.

In the event of a disaster or emergency, the WSRMP is expected to utilize its current office to support the needs of its Emergency Management Team (EMT). In the event that the disaster affects the WSRMP office building, it is expected that the WSRMP would move its location to a primary alternate site within its geographical area. In the event that the primary site is also untenable, the WSRMP would notify the District of its need for emergency space at its office in order to locate the WSRMP's EMT, who will respond to the emergency.

The EMT is expected to coordinate and implement response activities for a short period until a strategy can be put into place for the longer-term recovery process. The strategy would include the identification and implementation of ongoing facilities that would be used until the WSRMP office becomes available. The short-term location for the EMT would need to be available for up to five days to ensure sufficient time to meet initial response activities and to enact the recovery strategy.

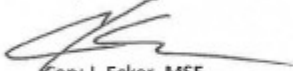
Upon notification, the District would make available sufficient space for the EMT to carry out their emergency response. The WSRMP's EMT could include the Executive Director, Executive Committee President and two staff members. It is expected that the EMT will bring their own laptops and cell phones to conduct business and facilitate communications. The District would provide space, limited office support (copy machine, access to the internet, electrical outlets, etc.) and a landline to support the emergency response.

In addition to the location support for an above-mentioned event, the WSRMP can request communication support to help make contact with and inform its employees and members in the initial stages of the emergency or disaster. If the WSRMP phone lines are not available, the EMT will notify the District via cell phone to inform the WSRMP employees of the required response. The District would respond to incoming calls with the information provided by the EMT and document which employees

have called (and document their current contact number). It is expected that this would be short-term in nature for the first hours of the event.

The District would provide the services described above in the event of a disaster or emergency that affected the WSRMP. The WSRMP looks forward to working with the District to put the procedures in place to support this effort. It is our sincere hope that we never have to invoke them beyond a training and test mode.

Respectfully,



Cary J. Ecker, MSF
Executive Director

By signing below, I am in agreement with the terms and conditions of this Letter of Understanding.



John M. Peterson, P.E.
General Manager

06-28-2018
Date

DRAFT

Exhibit A

November 9, 2004

Don Manasco
General Manager
Beacon Hill Sewer District
1121 West Side Highway
Kelso, WA 98626

RE: Mutual Emergency Response Support Agreement

Dear Don:

I am pleased to outline our Mutual Emergency Response Support Agreement between Clark Regional Wastewater District and Beacon Hill Sewer District. This agreement provides support to the District that is having an emergency in their area when their communication lines are down and/or their District office becomes unavailable for the management of that emergency.

In the event of a disaster or emergency, the impacted District is expected to utilize its current District office to support the needs of their Emergency Management Team (EMT). In the event that the disaster affects the District's office building, it is expected that the impacted District would move its location to a primary alternate site within its geographical area. In the event that the primary site is also untenable, the impacted District would notify the other District of its need for emergency space at its District office in order to locate the impacted District's EMT, who will respond to the emergency.

The EMT is expected to coordinate and implement response activities for a short period until a strategy can be put into place for the longer-term recovery process. The strategy would include the identification and implementation of ongoing facilities that would be used until the District office became available. The short-term location for the EMT would need to be available for up to five days to ensure sufficient time to meet initial response activities and to develop the recovery strategy.

Upon notification, the non-impacted District would make available sufficient space for the EMT to carry out their emergency response. Clark Regional Wastewater District's EMT could include the General Manager, Assistant Manager, Finance Director/Treasurer, Operations Manager, HR/RM Administrator and Executive Assistant/Administrative Supervisor. It is expected that the EMT would attempt to bring portable PCs and would have cell phones to facilitate communication. The non-impacted District would provide space, limited office support (copy and fax machine access and a computer with internet access) and a landline to support the emergency response.

In addition to the location support for an above-mentioned disaster, a District that loses telephone service can request communication support to help the impacted District communicate with its employees in the initial stages of the emergency or disaster. In the event that phone lines were unavailable to the District's office, the impacted District would call the support District on a cell phone and leave a message that would define the required response by the impacted District's employees. For example, Clark Regional Wastewater District employees would be directed to call Beacon Hill Sewer District for instructions if the District's phone and messaging system were down due to a localized disaster. The non-impacted District would respond to incoming calls with the information provided by the impacted District's EMT, as well as documenting which employees have called and confirming their current contact number (see attached example form). It is expected that this support would be short term in nature in the first hours of the event. Typical messages would be to meet at a specific location, the closure of the office for a period or to call a specific number for updated instructions.

Clark Regional Wastewater District and Beacon Hill Sewer District would provide these services to each other in the event of a disaster or emergency that affected one of the parties. The Mutual Aid Agreement of the WASWD (which both Districts belong to) would provide the framework for any other type of support that may be requested in an emergency or disaster.

We look forward to working with Beacon Hill Sewer District to put the procedures in place to support the needs identified above and hope that we never have to invoke them beyond training and test mode.

Respectfully,

Clark Regional Wastewater District

Norm Harker

Norm Harker
President
Board of Commissioners

Attachment

DRAFT

**CLARK REGIONAL WASTEWATER DISTRICT
COMPREHENSIVE EMERGENCY RESPONSE PLAN**

ANNEX A

DIRECTION, CONTROL, AND COORDINATION

1. PURPOSE

To provide effective direction, control, and coordination of emergency operations undertaken by the District during an emergency/disaster and to provide information on District facilities, personnel, procedures, and support requirements for activating the District Emergency Operations Center (EOC).

2. SITUATION AND ASSUMPTIONS

2.1 Situation

The District EOC is located in the Operations Building at the District office campus at:

8000 NE 52nd Court, Vancouver, WA 98665

Many of the hazards can significantly impact the District and have the potential for causing disasters of such magnitude as to make centralized command and control essential.

2.2 Assumptions

Most emergency situations are managed routinely by the District, at the field level following established protocols and procedures without the implementation of an EOC.

For major emergency situations, management activities will be carried on at the EOC, in coordination with outside agencies, thereby allowing operations personnel to concentrate on essential emergency response tasks.

3. OPERATIONAL CONCEPTS

3.1 General

3.1.1 The extent to which the EOC is activated, and when it assumes command of emergency operations, depends upon the type of emergency situation, its potential for escalation, its geographical extent, and other factors. The EMC may call for activation of the whole or any part of the EMT. Such action will be reported immediately to the Board.

3.1.2 The EOC will be fully activated, and the EMC shall assume control of emergency operations in any emergency situation of such magnitude as to require mobilization and utilization of elements of the District other than those regularly involved in emergency services on a daily basis.

Notification:

- a) Emergency notification to all District personnel shall be initiated by the EMC.

- b) Notification information will consist of a statement of the nature of the incident (emergency/disaster), the severity if known, and which personnel need to respond to the EOC or for other assignments.

3.2 Inter-jurisdiction Relationship

The District, County and State have statutory responsibility for emergency management in the State of Washington. The County has the authority to assume command of emergency operations in any emergency situation, as does the State if circumstances warrant. In practice, however, the level of government nearest the scene of the emergency with jurisdiction encompassing all of the threatened area manages emergency operations. If the emergency situation is confined to a limited geographical area, the County will not ordinarily become involved in the response operations unless assistance is requested. The County is obligated, however, to closely monitor any serious emergency situation within its jurisdiction.

3.3 Continuity of Government

Continuity of Direction and Control is important in large-scale disaster situations.

3.3.1 Slowly Developing Disasters

If it is foreseen that the District's primary EOC, (District Office), will become untenable, operations will be shifted to an alternate facility. The alternate EOC facilities are listed in order of suitability and level of capability already in place for carrying out Direction and Control. The selection must be made based not only on the general suitability but on vulnerability to the prevailing hazardous environment. Additional information is included in **Annex L**.

Alternate #1: Northwest Regional Training Center (NWRTC)
Clark County Fire District #5
11606 NE 66th St Suite 103
Vancouver WA 98662

Alternate #2: Beacon Hill Sewer District
1121 West Side Highway
Kelso, WA 98626

3.3.2 Disaster with Immediate Onset

- a) If the EOC is not able to exercise operational control (e.g., EOC and alternates are destroyed or severely damaged, EMT is isolated by loss of communication), Direction and Control of District-wide emergency management activities will be assumed by the District representative for the Clark Regional Emergency Services Agency (CRESA). The following order of succession applies to Direction and Control organizations:

- (1) Clark Regional Wastewater District
- (2) CRESA
- (3) Washington State Department of Emergency Management

- b) If District and County emergency organizations are out of action, State of Washington officials will establish a Direction and Control organization for surviving field forces.

3.4 Priority Recovery List

The District operates and maintains the wastewater collection and treatment system for a large geographical area. In the event of a widespread emergency, treatment plants and critical pump stations are prioritized to support overall system capability. Impacted geographical areas and key organizations will be notified of any critical limitations to the system that may impact their critical activities. In the event of scarce resources for recovery of systems, key geographical and critical health and human service organizations will be taken into consideration for prioritizing recovery (example, hospitals). A priority recovery list of critical organizations will be maintained and kept on file with the District field staff and EMT. An example form is given in **Appendix 10**. Additional organizations will be added as they are identified.

4. ORGANIZATION AND RESPONSIBILITIES

4.1 District Direction and Control

Emergency management operations require that Direction and Control channels be firmly established and that advance plans be formalized and thoroughly understood by all personnel and used to the maximum extent practicable. Emergency Management is comprised of three pieces: policy, coordination, and operations as shown in **Appendix 1**.

4.2 Responsibilities

The EMC shall be directly responsible for the organization, administration, and operation of the emergency management organization, subject to the Direction and Control of the Board of Commissioners.

4.3 Organization

The organization of the EOC for extended operation will normally be based upon two 12-hour shifts over a 24-hour day, for as long as necessary.

5. OPERATIONS BY TIME PHASE (See **Appendix 1**)

6. APPENDICES

1. Emergency Operating Procedures (EOP)
 - a) Policy
 - Executive Group
 - b) Coordination
 - Disaster Analysis/Coordination, and Support Resources Group
 - Communications Group
 - c) Operations
 - Operations Group
 - d) Personnel Assignments
 - e) Operations by Time/Phase
 - Tab A - EOC Activation Checklist
2. District Proclamation of an Emergency and Request for Assistance

- Tab A - Sample Proclamation
 - Tab B - Sample Request
3. Minimum EOC Staffing Assignments
 - Tab A - Emergency Response Checklist for all Positions
 4. Special Equipment for EOC & Emergency Field Office
 5. EOC Registration Form
 6. EOC Event Log
 7. EOC Message Form/Contact Log
 8. Schedule of Annex and Head Agencies
 9. Procedure for Relocating EOC
 - Tab A - Checklist for EOC Transfer
 10. Priority Recovery List
 11. Critical Facilities
 12. Critical Roads, Bridges, and District Infrastructure
 13. Employee Emergency Notification Procedure
 14. Employee Emergency Contact Numbers
 15. District Communication Listing

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APPENDIX 1

EMERGENCY OPERATING PROCEDURES (EOP)

1. POLICY

1.1. The Board of Commissioners is ultimately responsible for emergency management and to oversee the Emergency Management Team (EMT). The EMT exercises control over emergency operations, gives guidance on basic policy and authorizes official information and instructions to the public. Key members of the EMT include:

- a) District Board of Commissioners
- b) Legal Consultant
- c) EMC (General Manager)
- d) Damage Response Coordinator

1.2. Board of Commissioners will:

- a) Declare emergency/disaster, when appropriate
- b) Assume emergency powers, as needed
- c) Receive and document notification of emergency/disaster
- d) Authorize expenditures of District resources
- e) Ensure one Commissioner is available 24 hours a day
- f) Attend regular briefings with the EMC
- g) Ensure continuity of government is maintained for District
- h) Approve press releases and other notifications to the public

1.3. Legal Consultant will:

- a) Provide legal advice to the Board and EMT as requested
- b) Provide written opinions on legal issues or matters regarding disaster operations

1.4. The EMC will:

- a) Coordinate the activities of the EOC
- b) Serve as an advisor to the Board

2. COORDINATION

2.1. Disaster Analysis/Coordination and Support Resource Group

The EMC heads this group. The Disaster Analysis/Coordination Group analyzes available information on the situation, develops and refines a joint response and recovery strategy and plans the deployment of field crews to ensure the availability of appropriate forces to deal with the situation at particular locations. It coordinates District personnel, so they work together in a mutually supportive way. The group communicates with field forces and keeps a record of their status and actions; issues instructions to particular crews and keeps track of their progress in carrying out the instructions. Disaster Analysis/Coordination Group will:

- a) Advise the Board of an emergency or disaster, when appropriate

- b) Activate, staff, sustain and manage EOC operation
- c) Ensure EOC is staffed 24 hours per day
- d) Ensure continuity of government is maintained for District
- e) Conduct regular briefings with the Board
- f) Advise the Board/Executive Group
- g) Keep District staff informed
- h) Supply information on availability of resources
- i) Notify group members when setting increased readiness or emergency phase
- j) Provide Direction and Control of emergency response
- k) Prioritize repair actions
- l) Coordinate disaster relief operation
- m) Coordinate resources between the District, the County, contractors, and other organizations
- n) Coordinate action of all District emergency groups
- o) Maintain contacts with local agencies as necessary
- p) Provide guidance to Public Information Officer (PIO) and authorize news releases with concurrence of Board of Commissioners
- q) Ensure appropriate warning and notification to the public is taking place
- r) Collect and analyze damage information and report findings to Executive Group
- s) Coordinate the use of District, County, State, Federal, private and contract resources as required to meet emergency situations

2.3. Communication Group

The Communication Group will set up and maintain the communications facilities required by the EOC and other District personnel. They will establish communications with CRESA—via the District Representative and arrange for all public information communications via the PIO as appropriate. The Communications Group will:

- a) Supervise all communications activities
- b) Provide message routing within the EOC
- c) Conduct emergency dispatch communications with the operations group
- d) Coordinate the preparation of all news releases with the District EMC and the Clark County PIO and other EOC Public Information Officers, as appropriate
- e) Maintain a historical record of the emergency and significant actions taken by the District
- f) Prepare and deliver all press releases after approval from the EMC and/or the Board of Commissioners
- g) Respond to public inquiries or "rumor" control type questions received in the EOC through appropriate, available methods
- h) Coordinate with CRESA on general public announcements
- i) Keep EOC apprised of communication problems and corrective actions taken

3. OPERATIONS

- 3.1. Operations and maintenance (O&M) will implement the strategy and plans of the Disaster Analysis Coordination Group and assist that group in collecting damage information. O&M will:

- a) Collect damage information and report findings to the Disaster Analysis Coordination Group
- b) Take protective actions for system components
- c) Make repairs to damaged components of the sanitary sewer systems on a prioritized basis
- d) Provide emergency services where required

4. PERSONNEL ASSIGNMENTS

Individual assignments are put into action by the EMC, as deemed necessary.

5. OPERATIONS BY TIME/PHASE

5.1. Mitigation and Preparedness

5.1.1. The Board of Commissioners:

The Board of Commissioners will establish policy pertaining to emergency operations within the District, including activation and operation of the EOC, release of emergency public instructions and/or information and other appropriate functions.

5.1.2. The EMT will carry out activities required to prepare the District for emergency operations including:

- a) Develop and maintain the EOC and alternate facilities
- b) Make emergency assignments of personnel
- c) Acquire and maintain emergency communications
- d) Take measures required to ensure continuity of governmental function and services during disasters
- e) Develop and maintain operational plans, including provisions for disseminating information to the public
- f) Maintain and review plans for EOC operations
- g) Conduct emergency training
- h) Keep updated information available including resources, manpower, equipment, forms, etc.
- i) Maintain sufficient equipment for EOC operations
- j) Develop an orderly procedure for reporting and evaluating disaster effects
- k) Prepare plans for damage assessment procedures during and following a major emergency, in conjunction with CRESA

5.2. Response

5.2.1. General: The EMT, in coordination with the Board, if possible and where appropriate, will:

- a) Brief local officials on the situation and inform them of the need for an increased state of operational readiness
- b) Initiate standby emergency fiscal procedures
- c) Initiate an emergency public information program. Information between the District and County's PIOs should be coordinated prior to release, if appropriate

- d) Initiate appropriate emergency policies and controls
- e) Upon activation of the EOC, maintain continuity of government

5.2.2. EMT

a) Increased Readiness Phase

1. Test and improve emergency communication/warning systems
2. Review emergency plans and operating procedures
3. Prepare to activate the EOC
4. Inform the public of emergency response and other appropriate information
5. Initiate accelerated training for the conditions expected
6. Take action to provide sanitary sewer services to customers when required
7. Coordinate with the local, State and Federal Emergency Management agencies as necessary
8. Acquire required supplies in view of known conditions
10. Ensure emergency equipment is operational and in place
11. Ensure all District personnel will have access to their identification badges at all times

b) Emergency Warning Phase

1. Place emergency information on the voicemail system and inform staff of critical first steps
2. Ensure safety of immediate family members and proceed to the EOC to assume emergency responsibilities.
3. Maintain communications with our mutual aid District, Beacon Hill Sewer District at (360) 636-3860
4. Activate and staff the EOC
5. Place emergency plans into effect
6. Notify the appropriate EMT staff and request supporting staff to report to the designated EOC or emergency field office, as appropriate.
7. Ensure that all warnings and other pertinent information are disseminated
8. In the event of an evacuation or sheltering, ensure to the extent possible that sanitary sewer is available at the designated shelters

c) Emergency Phase

1. Manage the District EOC and serve as
2. Regularly brief and advise the Board
3. Evaluate emergency situations; as conditions permit, coordinate damage assessment and recovery efforts
4. Review the list of priority recoveries and take action
5. Direct appropriate emergency response action to minimize loss of life and property

6. Determine status of resources, both manpower and material, and provide for the most effective use thereof. .
7. Establish priorities for response activities when resources are limited
8. Advise the County EOC of conditions and request assistance as needed
 - a. Report resource information to the County EOC, upon request
9. Ensure logging of critical data, compiling data, and submitting required reports
10. Prepare and provide public news releases
 - a. Inform the public through CRESA via the Emergency Broadcasting System (EBS), if appropriate or via local TV and Radio stations
11. Maintain a liaison with other agencies and levels of government
12. Compile and submit necessary reports
13. Ensure logging of critical data

5.3 Recovery

5.3.1 EMT

- a) Complete damage assessments
- b) Plan and direct the most efficient course of action for recovery
- c) Prioritize and effect repairs
- d) Maintain a system of accounting for all resource (including manpower) expenditures made in connection with the emergency or disaster
- e) Coordinate priorities for immediate and long-term repair
- f) Continue to provide public information, as appropriate
- g) Continue to coordinate with County, State, and Federal agencies for long-term recovery
- h) Continue EOC operations until it is determined that EOC coordination is no longer needed

APPENDIX 1 - TAB A

EOC ACTIVATION CHECKLIST

1. PURPOSE

In the event of an emergency or disaster, a District Emergency Operations Center (EOC) will be established to provide for the effective direction, control, and coordination of all operations. If possible, the center will be located at the District Headquarters.

2. ACTIVATION

When activating the EOC, the EMC shall:

- Verify the incident
- Begin an event log and note the time of EOC activation - **Appendix 6**
- Notify the Board of the emergency and activation of the EOC
- Gather damage assessment reports
- Brief personnel on situation
- Notify or alert other agencies as needed
- Direct the setup of the EOC
- Contact Clark County EOC
- Monitor news radio stations (example KXL), which broadcasts EBS emergency messages for Clark County

3. EOC STRUCTURE

The District EOC is organized as shown on the Emergency Response Organizational Chart (**Annex A-18**). Staff will be identified to fill each of the positions in the Organizational Chart.

3.1 EOC Setup

Set up furniture, displays, whiteboards, operation board, and maps. Distribute stationery supplies, documents, and forms; inspect backup generation, communication equipment, fuel supply, food and water supplies and sanitary facilities. An equipment checklist for the EOC is provided in **Appendix 4**.

3.2 Field Command Setup

Set up a emergency field office, as needed, including communications, canopy/cover, lighting, heating/cooling, personnel/equipment rosters, PPE, food and water supplies, sanitary facilities and documents and forms. A special equipment checklist is provided in Appendix 4.

4. MESSAGES

The EOC will receive information and requests for assistance through many means of communication, including the emergency field office. Proper documentation and control of this information is necessary to provide damage analysis, knowledge of response and tracking decisions and actions.

Each staff member shall keep a log of activities by date and time. All call recipients will take messages and make sure the appropriate information is written on the EOC Message Form (**Appendix 7**). It is a judgment call on the part of that staff person as to whether or not the information needs to be documented on the EOC Message Form. The best criteria are significant information and

all requests for assistance need to be put on the Message Form.

If the message requires action, the caller will obtain the appropriate information and fill out a Message Form. A runner will make a copy of the form and deliver it to the proper response person or group. The original will be kept with the Operations Board .

5. OPERATIONS BOARD

A communications system used to track all operations activities, including employee locations, employee check-ins, etc. and system status.

6. EMPLOYEE CHECK-IN

In the early stages of evaluation following a disaster, it is imperative that contact between the field crews and the EOC be made at 30-minute intervals to ensure quick aid and assistance response if needed. As the scope of the disaster becomes more fully known, this time frame may be altered. The Administrative Support Coordinator will be responsible for updating the Operations Board.

A Personnel Check-In Roster will be kept next to the Operations Board in the EOC and Emergency Field Office, so that employee's status and location can be accounted for.

As field crews evaluate the system, status will be reported to the EOC so that the Operations Board can be updated. The crew will also fill out the Damage Assessment Form (**Annex F, Appendix 1-Tab A**) while making their tour of the District and will turn this and all other forms into the Field Coordinator, if activated, or the Damage Response Coordinator upon returning to the EOC.

7. DEACTIVATION

As the need for coordination decreases and the event stabilizes, the Emergency Field Office and EOC will be deactivated. Upon deactivation by the EMC, the time of deactivation shall be logged and recorded. Furniture and materials should be returned, and supplies should be replenished and returned to their appropriate location.

APPENDIX 2

DISTRICT PROCLAMATION OF AN EMERGENCY AND REQUEST FOR ASSISTANCE

Emergency Proclamation

A local proclamation of an emergency can be made by the District's Board of Commissioners to:

1. Authorize the activation of the District's Emergency Response Plan
2. Authorize emergency use of District resources
3. Authorize emergency purchases and expenditures
4. Adjourn the meeting to a specified time and place

This proclamation is usually in the form of a resolution and consists of the following:

1. A description of the disaster impact
2. A statement activating the District's Emergency Response Plan
3. A statement authorizing the use of District resources and expenditure of District funds
4. A statement waiving competitive bidding and authorizing emergency purchases and contracts
5. A statement adjourning the meeting and waiving the notice requirements

The EMC notifies CRESA when such a proclamation has been made. **Tab A** provides an example proclamation.

Request for Assistance

When a disaster is beyond the capability of the District and additional resources are required, a second resolution is issued to request assistance from the County, State or Federal government, as appropriate.

The resolution should describe the following:

1. The problem
2. Disaster impact to the District area
3. Local efforts and resources expended in combating the disaster
4. District capabilities that have been or will be exceeded
5. Specific assistance needed from the County, State, or Federal government

This resolution is usually prepared by the EMC and/or legal counsel, passed by the Board of Commissioners as prescribed by District resolutions, local and State law, and then sent to CRESA.

APPENDIX 2 –TAB A

PROCLAMATION OF AN EMERGENCY

CLARK REGIONAL WASTEWATER DISTRICT
CLARK COUNTY, WASHINGTON
RESOLUTION NO.

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CLARK REGIONAL WASTEWATER DISTRICT, CLARK COUNTY, WASHINGTON, PROCLAIMING AN EMERGENCY; AUTHORIZING EMERGENCY POWERS; AND WAIVING PUBLIC MEETING NOTICE REQUIREMENTS

WHEREAS, the Clark Regional Wastewater District (District) Emergency Management Team has reported to the President of the Board of Commissioners, beginning (date) _____ (conditions) _____ have caused an emergency by creating extensive damages in parts of the District; and

WHEREAS, extensive damage has occurred and is still occurring to District facilities; and

WHEREAS, it is prudent to take special measures and efforts to reduce the threat to life and property; and

WHEREAS, sanitary sewer service is essential; and

WHEREAS, there is an emergency present which necessitates activation of the Clark Regional Wastewater District Comprehensive Emergency Response Plan and utilization of emergency powers granted pursuant to RCW 57.08.050(4) and District Resolution #XXXX; and

WHEREAS, a special meeting of the Board of Commissioners has been called and the requirements of providing public notice are impractical; NOW, THEREFORE,

BE IT RESOLVED By the Board of Commissioners of Clark Regional Wastewater District:

Section 1. Declaration of Emergency. The District hereby declares that a local emergency now exists due to the conditions in the District; therefore, the District General Manager and staff shall take such actions as are deemed appropriate to protect the health, safety and welfare of the District's customers, employees, and the general public and to restore essential sanitary sewer service pursuant to the District's Emergency Response Plan.

Section 2. Additional Powers and Authority. Pursuant to the authority granted by RCW 38.52.070 and RCW 57.08.005(21) - (22), the District is authorized to exercise the powers vested under this Declaration of Emergency without regard to time consuming procedures and the formalities prescribed by law (excepting mandatory constitutional requirements), including but not limited to budget law limitations, requirements for competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, and the appropriation and expenditure of public funds.

Section 3. Emergency Briefings. Due to the evolving and changing nature of the declared emergency, the Board finds that it is necessary to meet and receive regular updates from the Emergency Management Team during the course of the emergency, which briefings shall occur [frequency], or as needed, and be conducted as an adjournment of this special meeting; and it further finds that it is impractical to provide public notice of the meetings, which said notice requirements are hereby waived, all of which is authorized in accordance with RCW 42.30.080 - .090.

ADOPTED by the Board of Commissioners of Clark Regional Wastewater District, Clark County, Washington, at a special open public meeting held on _____, ____.

CLARK REGIONAL WASTEWATER DISTRICT

By _____
President

By _____
Vice President

By _____
Secretary

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APPENDIX 2 – TAB B

**CLARK REGIONAL WASTEWATER DISTRICT
CLARK COUNTY, WASHINGTON
RESOLUTION NO.**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CLARK REGIONAL WASTEWATER DISTRICT, CLARK COUNTY, WASHINGTON, REQUESTING OUTSIDE ASSISTANCE FOR A STATE OF EMERGENCY

WHEREAS, The Clark Regional Wastewater District Board of Commissioners have previously proclaimed the District to be in a state of emergency; and

WHEREAS, extensive damage has occurred and is still occurring to District facilities; and

WHEREAS, District resources have been or will be exceeded; and

WHEREAS, this condition of insufficiency of District resources necessitates the need to request outside assistance; NOW, THEREFORE,

BE IT RESOLVED By the Board of Commissioners of Clark Regional Wastewater District:

Section 1. The District requests the following assistance from: _____

Section 2. _____

ADOPTED by the Board of Commissioners of Clark Regional Wastewater District, Clark County, Washington, at a special meeting held on _____, ____.

CLARK REGIONAL WASTEWATER DISTRICT

By _____
President

By _____
Vice President

By _____
Secretary

APPENDIX 3

Minimum EOC Staffing & Assignments

EMERGENCY MANAGEMENT TEAM

GROUP	POSITION ASSIGNMENT	PRIMARY INDIVIDUAL	BACKUP INDIVIDUAL
Executive	Commissioners Emergency Management Coord. Legal Counsel	Current Commissioners General Manager Eric Frimodt	Business Services Director Curtis Chambers
Disaster & Recovery	Damage Response Coord. Planning & Recovery Coord. Safety & Health Coord. Field Coordinator	Construction & Facilities Prog. Mgr. Collection Infrastructure Director Safety & Health Coordinator TBD	Principal Engineer Planning & Dev. Prog. Mgr. Business Services Director TBD
Communications	Public Information Officer Administrative Support Coord.	Board Clerk/Executive Assistant Administrative Supervisor	Regulatory Compliance Mgr. Administrative Assistant 4
Support Resources	Finance & Document Coord. Personnel & Family Support	Finance Director/Treasurer Human Resource Manager	Finance Manager Human Resource Generalist

APPENDIX 3 - TAB A

EMERGENCY RESPONSE CHECKLIST FOR ALL POSITIONS

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FIELD COORDINATOR..... 34

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GENERAL EMERGENCY OPERATIONS CHECKLIST FOR ALL POSITIONS

There are several initial actions that need to be taken by all District staff in responding to an emergency to ensure quick organization, establish priorities, share information, and coordinate the response.

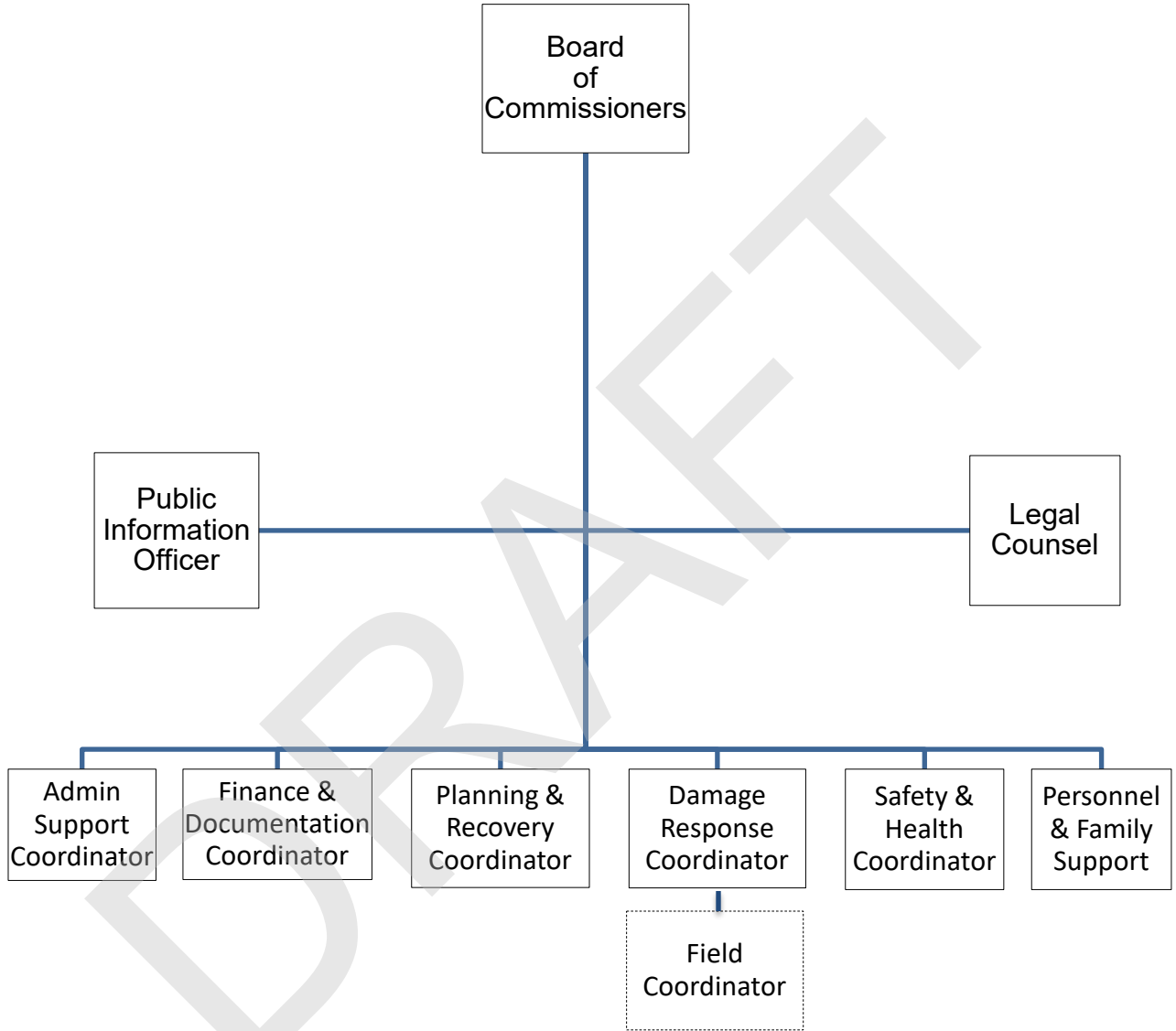
As your position is activated, the following actions should be completed:

- Review your emergency assignment and position checklist .
- Notify your family of where you are and how to contact you (and you do the same for them).
- Obtain sufficient resources to do your job.
- Check in and out of your location.
- Act in a safe manner, considering your actions and your team's actions in all aspects of the response.

Staff assigned to the EOC will:

- Maintain sufficient resources to do your job (pens, pads, pencils, forms, references, telephones, etc.).
- Check all operations status boards for the current situation and see if there is information that may have a bearing on your position. If boards or data sheets are incomplete or not filled out, attempt to process and post information from the situation reports until the EOC is properly staffed.
- Prioritize Initial information coming into the EOC. Identify and highlight those messages and information that relate to potential threat to life or property or could result in heavy financial impact.
- Test communication systems and ensure they are working.
- .Obtain sufficient personal supplies (medicine, clothing, hygiene products, etc.) for 72 hours.

EMT ORGANIZATION CHART



EXECUTIVE POLICY GROUP

Board of Commissioners
General Manager
Legal Counsel
Others as designated

Primary Functions: Provide overall policy direction for the incident and recovery effort.

Job Duties and Responsibilities:

- Preserve the District's government.
- Consult with the District's legal counsel.
- Act on any necessary special orders or emergency ordinances including Emergency proclamations.
- Document all actions.

Responsibilities:

- Report to the EOC when requested.
- Maintain an activity log of events.
- Obtain briefing on the situation from EMC.
- Keep EMC informed of all activities.

EMERGENCY RESPONSE CHECKLIST

EMERGENCY MANAGEMENT COORDINATOR (EMC)

Reports To: Executive Policy Group

Primary Function: Within established policies and procedures, assume the ultimate responsibility for the successful response to the event and safety of District personnel. Responsibilities include strategic decisions related to resource allocation and coordination, policy implementation, and effective mitigation efforts in response to emergency conditions in the District.

Checklist:

- Report to the District Headquarters when the Emergency Response Plan is put into effect or response level dictates.
- Notify your family of where you are and how to contact you (and you do the same for them).
- Determine the need for the EOC.
- Determine status of each EMT staff member (available and in reserve). Make sure the EOC organization chart is filled in, as needed.
- Determine the status and availability of the Executive Policy Group for decisions and/or conference.
- Situation analysis - to the extent possible, determine:
 - Type of disaster or emergency and extent of impact
 - Best and worst-case scenarios
 - Estimate of deaths, injuries, damage, property loss, and other impacts pertaining to the District
- Prioritize hazards, demands and the time critical nature of response needs (i.e., conduct a Needs Assessment with the EMT).
- Determine appropriate response and plan activation.
- Establish initial and subsequent operation time periods.
- Authorize, delegate, and supervise the development and establishment of an Action Plan, based on specific objectives, established priorities (overall strategy and priorities based on feedback from field), and schedule.
- Is the EOC running smoothly? Coordinate with the Administrative Support Coordinator to monitor operation and coordination of the EOC facility.
- Determine status of mutual aid resources and activate appropriate response.
- Keep Public Information Officer informed of status updates and activities. Establish a regular, close liaison.
- Relate appropriate timetable to EMT and other response leaders for planning and briefing meetings.
- Begin an activity log: contacts, directives, decisions, etc. (tape recorder works well for this).
- Communicate appropriate policy questions to the Executive Policy Group or individuals as needed.
- Receive, modify, and approve the incident response strategy and action plans from the Planning and Recovery Coordinator and the Damage Response Coordinator.
- Monitor implementation of the action plan, overall strategy, objectives, and evaluation of progress.
- Provide a message to EMT and other response leaders regarding specific information that will be requested during briefings. Briefing formats will include the following:
 - Present situation

- What will conditions cause?
- Expected conditions or occurrences in the future
- Recommendations for action, policy, or priority emphasis
- Conduct regular briefings in addition to planning meetings with EMT to compile situation report.
- Authorize, delegate, and supervise the demobilization of the EOC and the District or community wide response to the incident.
- Upon change of shift or termination of the EOC as a functional facility:
 - Fully brief your relief on events and status of actions being taken and follow-up required
 - Turn over current activity logs to replacement and provide completed activity logs to the Administrative Support Coordinator

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EMERGENCY RESPONSE CHECKLIST
ADMINISTRATIVE SUPPORT COORDINATOR

Reports To: EMC

Primary Function: The Administrative Support Coordinator assists the EMC. This means making sure the EOC runs smoothly including message flow, distribution of workload, priority assignments as directed by the EMC, comforts (heaters, fans, water, food, etc.), and administrative support needed to make the facility function properly (message flow, forms, etc.).

Checklist:

- Report to the EOC when the Emergency Response Plan is put into effect or response levels dictate.
- Make sure your family knows where you are and how to contact you (and you do the same for them).
- Establish a check-in position for all staff responding to an emergency (and any volunteers).
- Establish a check-in duty roster for all personnel.
- Fill in the appropriate names on the Emergency Response Organizational Chart.
- Establish, supervise, and support the EOC Message Center to pick up and distribute messages between all emergency functional areas in the EOC.
- Make sure that the needed message takers and message runners are on duty (family or volunteers may be used).
- Make sure all functional positions in the EOC are labeled.
- Check the clock to make sure it is correct.
- Check supplies to make sure there are adequate note pads, message forms, pencils, markers, references, etc.
- Check for clearly marked file boxes at all positions (In and Out).
- Obtain briefing from the EMC.
- Monitor message flow and work distributions among EOC staff positions (redistribute or allocate as appropriate to fit priority functions or EMC directions).
- Support the EMC, Damage Response Coordinator, Finance and Documentation Coordinator and Planning and Recovery Coordinator as needed with documentation and message delivery.
- Make sure that all EMT members are present when the EMC schedules briefings and status reports.
- Make sure that copies of all messages (external and internal) are routed to the Damage Response Coordinator and the Finance and Documentation Coordinator (this means periodic monitoring of the administration's documentation effort to check status).
- Check the status of coffee, soft drinks, snacks, etc. for present and future operational periods.
- Ensure messages are reviewed as they come in and are appropriately distributed among the sections in the EOC.
- Notify field crew supervisors of briefings/updates/status reports.

EMERGENCY RESPONSE CHECKLIST

SAFETY & HEALTH COORDINATOR

Reports To: EMC

Primary Function: Within established policies and procedures, assume ultimate responsibility for the safety of District personnel. Responsible for monitoring and assessing hazardous and unsafe situations and developing measures to ensure the safety of all personnel.

Checklist:

- Report to the EOC when the Emergency Response Plan is put into effect or response level dictates.
- Make sure your family knows where you are and how to contact you (and you do the same for them).
- Check position location for needed notepads, forms, briefing sheets, reference guides, SOPs, etc.
- Obtain briefing from the EMC or EMT to determine situation status, crew locations, and estimates of impact from disaster or emergency.
- Assess, monitor, and manage the safety needs of the various sections.
- Begin an activity log: contacts, safety advice, decisions, etc.
- Coordinate with the EMC, PIO, Damage Response Coordinator and Planning and Recovery Coordinator to create and implement an Action Plan with strategic objectives that include safety concerns for the first two and subsequent operational periods.
- Establish contact with all District staff and their families, if possible.
- Address any staff and/or volunteer medical conditions as appropriate
- Advise the crew of the safety policies and procedures of the District and make sure that they are followed. Participate in field inspections to review safety compliance.
- Identify hazardous situations associated with the emergency. Take action with the appropriate EMT and field crews to respond to hazardous situations.
- Exercise emergency authority to stop or prevent unsafe acts.
- Investigate accidents that occur during an emergency.
- Participate in briefings and status reports as scheduled by the EMC and the EMT.
- Handle first aid support for all District personnel.
- Coordinate all administrative paperwork on serious injuries or deaths that occur to District personnel with the Finance and Documentation Coordinator.
- Track all potential claims and log justifications for decisions that relate to those claims (i.e., for personal injury as well as loss or liability for damaged or destroyed property). Research safety and insurance issues, as necessary.
- Coordinate necessary witness statements and documentation for District files and liability.
- Coordinate follow-up for outstanding claim investigations against the District.
- Ensure that injury and claim logs and all related forms are up to date.
- Communicate with field crew supervisors regarding safety issues.
- Work with the Damage Response Coordinator to ensure appropriate safety equipment is available for the response and delivered to the appropriate field locations.
- Prepare verbal and written report for the EMC and EMT.
- Log and maintain an accurate record of all accidents and injuries that occur to District personnel during disaster or emergency operations. Share this activity log with the Finance and

Documentation Coordinator.

- ❑ Upon change of shift or termination of the EOC as a functional facility:
 - Fully brief your relief on events and status of actions being taken and follow-up required
 - Turn over current activity logs to replacement
 - Take copies of completed activity logs to Administrative Support Coordinator

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EMERGENCY RESPONSE CHECKLIST

FINANCE AND DOCUMENTATION COORDINATOR

Reports To: EMC

Primary Function: Within established policies and procedures, provide fiscal and administrative procedures to support emergency measures and to preserve records in the event of a disaster or major emergency. Includes documenting work performed and associated costs.

Checklist:

- Report to the EOC when the Emergency Response Plan is put into effect or response level dictates.
- Make sure your family knows where you are and how to contact you (and you do the same for them).
- Check position location for needed notepads, forms, briefing sheets, reference guides, SOPs, etc.
- Obtain briefing from the EMC or EMT to determine situation status and estimates of impact and damage from disaster or emergency.
- Assess, monitor, and manage the structure and staffing needs of the Finance and Documentation Section in the EOC.
- Administer financial aspects of the Finance and Documentation Section and ensure that appropriate fiscal controls (i.e., forms and requisitions) are established and maintained for documentation.
- Begin an activity log: contacts, directives, decisions, etc. (a tape recorder may be helpful).
- Coordinate with the EMC, PIO, Damage Response Coordinator and Planning and Recovery Coordinator to create, approve and implement an Action Plan with strategic objectives for the first two and subsequent operational periods.
- Establish and maintain a disaster related file system for employee time reports with fiscal codes and tracking mechanisms within the first operational period.
- Initiate a time report form for all applicable personnel that are assigned to the disaster or emergency through their respective agencies (time reports must be signed and verified by an EOC Supervisor).
- Be sure all necessary forms are distributed to field and EOC staff (i.e., reimbursement, mileage, etc.)
- Make sure that beginning mileage are posted for vehicles and hours of operation are logged for heavy equipment as well as times that employees started on emergency-related activities.
- Ensure personal travel, work hours, transfers, specific pay provisions (overtime, etc.) are posted on time reports.
- Activity logs or documentation and justification must be kept for personnel working regular and excessive hours.
- Every effort must be made to have funds and process payroll.
- Make provisions for document security.
- Review contract forms and land use agreements/procedures for facilities and services that may be used during emergency operations.
- Review and supervise contracts established with vendors or suppliers.
- Determine the need for cash transactions and manage systems for tracking and record keeping.
- Work with the Safety & Health Coordinator to assure an accurate record of all accidents and injuries that occur to District personnel during disaster or emergency operations.
- Coordinate with the Safety & Health Coordinator and supervise all the administrative paperwork on serious injuries or deaths that occur to District personnel.

- Prepare cost estimates of logistics and outsider support expenses for EMC.
- Make recommendations for cost savings to EMC.
- Ensure that estimated costs are replaced with actual costs where known.
- Work with Administrative Support Coordinator to ensure that messages are systematically categorized and logged in chronological order (both internal and external messages).
- Where necessary, establish duplicate files for distribution and reference.
- Establish a verification system for messages (and/or documentation) to check for errors, omissions, including follow-up, after action, tasks not completed, etc.
- Document all expenditures related to the emergency.
- Prepare to give verbal and written reports to the EMC and other EMT.
- Make sure times are posted and logged accordingly on a master log.
- Periodically check with the Planning and Recovery Coordinator on information and exact form that documentation should take.
- Document all expenditures related to the emergency or disaster including:
 - All payroll records during the disaster
 - Use of District owned equipment
 - Mutual Aid activities
 - Use of outside or rented equipment
 - Supplies or resources used by outside contractors
 - Outside contracts (invoices) for emergency work/repairs
- Have all staff, equipment operators, volunteers, and support agency personnel fill out required paperwork for State and local reimbursement, including claims and documentation upon demobilization.
- Fully brief your relief on events and status of actions being taken and the follow-up required.
- Turn over current activity logs to replacement.

EMERGENCY RESPONSE CHECKLIST

PLANNING AND RECOVERY COORDINATOR

Reports To: EMC

Primary Function: Within established policies and procedures, support EMC, Damage Response Coordinator and Finance and Documentation Coordinator by providing past, present, and future descriptions of the situation. This includes collecting, evaluating, and disseminating data that relates to every aspect of response and recovery. This information includes both visual and written data that can be used in planning short and long-term operations and recovery efforts. Assume Incident Command responsibilities in the absence of the EMC (absent for briefings, etc.). Prepare an Action Plan with strategic objectives for the first two and subsequent operational periods.

Checklist:

- Report to the EOC when the Emergency Response Plan is put into effect or response level dictates.
- Make sure your family knows where you are and how to contact you (and you do the same for them).
- Check position location for needed notepads, forms, briefing sheets, reference guides, SOPs, etc.
- Obtain briefing from the EMC or other staff positions to determine situation status and estimates of impact from disaster or emergency.
- Assess, monitor, and manage the structural and staffing needs of the Planning Section in the EOC.
- Begin an activity log: contacts, directives, decisions, etc.
- Coordinate with the EMC, PIO, and Damage Response Coordinator to create, approve and implement an Action Plan with strategic objectives for the first two and subsequent operational periods.
- Along with the Damage Response Coordinator, develop strategic decisions related to resource allocation and coordination, policy implementation, and effective mitigation efforts in response to emergency conditions in the District.
- Assemble, display, and manage appropriate damage survey maps and charts for strategic planning and recovery operations. Update the Situation Map regularly to reflect the present situation.
- Identify and categorize specialized resources that may be needed or activated.
- Develop information on alternative strategies to solve complex problems (e.g., weather, seismic activity, etc.)
- Determine reasonable predictions as to what the situation potential might result in two or even three operational periods in the future.
- If extensive damage exists in the District, prepare reports and/or analysis of long-term strategies and comprehensive planning for the District.
- Identify and categorize specialized resources that may be needed or activated.
- Upon order to demobilize:
 - Obtain predictions from Damage Response Coordinator and equipment needs to develop a list of resources that are surplus or no longer needed and project release times, if possible
 - Monitor transportation capabilities to support demobilization
 - Identify mutual aid resources from outside jurisdictions for priority release and plan demobilization
 - Develop detailed release procedures, equipment and/or supplies check-in, travel restrictions (i.e., traveling at night after a 12-hour shift), feeding, lodging, etc.
 - Coordinate activities with the Finance and Documentation Coordinator

- Coordinate final demobilization plan with Damage Response Coordinator
- Log all departing or permanently out-of-service resources.
- ☐ Upon change of shift or termination of the EOC as a functional facility:
 - Fully brief your relief on events and status of actions being taken and follow-up required
 - Turn over current activity logs to replacement
 - Give copies of completed activity log sheets to shift replacement and take the original activity logs to the Finance and Documentation Coordinator.
 - Situation reports shall include the following:

Present Situation

- Exact location of major situations
- Severity of damage and/or destruction
- Existing threats and difficulties encountered
- Pending actions that will need follow-up or after action

What will conditions likely cause?

- Evacuation - Routes and/or areas
- Need for sandbagging
- Replacement personnel and reinforcements
- Fuel needs, location, and replacement status
- Vehicle status for operation, maintenance, and/or replacement

Expected conditions or occurrences in the future

- Out or downed utilities
- Influences of impending or worsening weather
- Magnitude and/or frequency of aftershocks
- Rate of runoff or stream rise
- Rate of fire spread
- Expected duration of situation or conditions

EMERGENCY RESPONSE CHECKLIST

DAMAGE RESPONSE COORDINATOR

Reports To: EMC

Primary Function: Primary Director of Operations including responding to facility damage. Within established policies and procedures, assume responsibility for executing the "approved" operations section of the Action Plan. This includes requesting and committing resources for the initial operational period and subsequent shifts. Stay abreast of the situation through coordination with other staff positions in the EOC and direct communications with Field Coordinator or field crews in the field. Coordinate with and assist the EMC directly in the allocation of resources and setting of priorities.

Checklist:

- Report to the EOC when the Emergency Response Plan is put into effect or response level dictates.
- Make sure your family knows where you are and how to contact you (and you do the same for them).
- Check position location for needed notepads, forms, briefing sheets, reference guides, SOPs, etc.
- Obtain briefing from the EMC or individual staff positions to determine situation status and estimated impact from disaster or emergency.
- Obtain current status report on operational response capability and personnel staffing levels in the District.
- Begin an activity log: contacts, directives, decisions, etc.
- Determine status of mutual aid resources and level of activation and/or commitment.
- Meet with EMC to prioritize hazards, demands and time critical nature of response needs (Needs Assessment).
- Establish Emergency Field Office and/or staging areas for operational resources (location and access) in the District.
- Liaison regularly with EOC and Field Coordinator, or O&M crew leaders, for situation and resource status changes and/or capabilities.
- Begin an immediate compilation and posting of Situation Reports from the field to determine the present status of wastewater facilities and other situations in the District service area.
- Begin a prioritized list of critical needs, demands (i.e., needs assessment) within the District service area.
- Post resource status information regarding equipment and materials. Identify vehicle availability, starting mileage and location.
- Make sure all resources (equipment) have one of three status categories: In-service, out-of-service and standby or in staging. Identify resource locations.
- Update the situation map to reflect the present situation regularly.
- Prepare periodic situation reports for the EMC.
- Monitor situation status to reflect current priorities and activities on status boards.
- Work with the Planning and Recovery Coordinator and the EMC to develop, modify, approve, and implement action plans (with schedule) with strategic objectives.
- Monitor progress on the Action Plan for the current operational period.
- Coordinate with EMC issues of questionable policy, legal authority, or priority resource allocation.
- Determine the need for a team to conduct preliminary damage assessments.
- Assess, monitor, and manage the structural and staffing needs of the field.

- ❑ Establish information requirements and reporting schedules for Maintenance Supervisor and field crews.
- ❑ Identify and categorize specialized resources that may be needed or activated.
- ❑ Upon change of shift or termination of the EOC as a functional facility:
 - Fully brief your relief on events and status of actions being taken and follow-up required
 - Turn over current activity logs to replacement
- ❑ Give the complete log sheet to shift replacement and take completed activity logs to the Finance and Documentation Coordinator or designee.
- ❑ Situation Reports shall include the following:

Present Situation

- Exact location of major situations
- Severity of damage and/or destruction
- Existing threats and difficulties encountered
- Identify equipment and material availability
- Pending actions that will need follow-up or after action

What will conditions likely cause?

- Evacuation routes and/or areas
- Need for sandbagging
- Replacement personnel and reinforcements
- Fuel needs, location, and replacement status
- Vehicle status for operation, maintenance, and/or replacement

Expected conditions or occurrences in the future

- Out or downed utilities
- Influences of impending or worsening weather
- Magnitude and/or frequency of aftershocks
- Expected duration of situation or conditions
- Identify fire related issues

EMERGENCY RESPONSE CHECKLIST

PUBLIC INFORMATION OFFICER

Reports To: EMC

Primary Function: Coordinate the emergency response communications within the EOC. Monitor EOC operations to ensure smooth communication. Work as needed to provide support in the response effort. Obtain needed information from functional areas, monitor media information, and establish communications with other agencies in the area.

Checklist:

- Report to the EOC when the Emergency Response Plan is put into effect or response level dictates.
- Make sure your family knows where you are and how to contact you (and you do the same for them).
- Check position location for needed notepads, forms, briefing sheets, reference guides, SOPs, etc.
- Obtain briefing from the EMC or individual staff positions to determine situation status and estimates of impact from disaster or emergency.
- Obtain information on the nature and extent of the damage.
- Monitor media reports on the situation.
- Produce situation reports for the EMC, neighboring jurisdictions, and Clark County.
- Provide resource information to any functional area that needs it.
- Serve as a liaison to other agencies as needed.
- Send Emergency Proclamation to neighboring cities, districts, mutual aid organizations, and Clark County, when made. Send Emergency Proclamation to agencies when obtaining Mutual Aid.
- Prepare press releases and distribute as directed by the EMC.
- Develop a communication procedure that will be responsive to the needs and compatible with the communication procedures used by the emergency response organizations in the District's service area.
- Provide for other agencies to assist in emergency communications.
- Communicate and coordinate emergency response activities with cities and districts in the area as directed by the EMC.
- Identify agency representatives from other jurisdictions to include in the communication link.
- Monitor operations to identify current and potential inter-agency problems.
- Advise the EMC on communications with other governments.
- Advise the EMC, Planning and Recovery Coordinator and Damage Response Coordinator on matters of Emergency Public Information (EPI).
- Establish and maintain a working relationship with local media.
- Prepare an initial information summary and observe constraints on the release of information imposed by the EMC.
- Obtain approval for release of information from the EMC.
- Prepare emergency information packets for release and distribute pertinent materials to local media prior to emergencies.
- Maintain an activity log.
- Prepare verbal and written reports as required by the Incident Commander. These reports shall include:

Present Situation

- Exact location of major situations
- Pending actions that will need follow-up or after-action
- Current communications activities
- What is the media saying about the situation?
- Current communications activities

What will conditions likely cause?

- What are the other agencies anticipating?
- Recommendations for action policy or priority emphasis

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EMERGENCY RESPONSE CHECKLIST

PERSONNEL & FAMILY SUPPORT COORDINATOR

Reports To: EMC

Primary Function: Provide support in the response effort to all personnel. Obtain and relay needed information regarding personnel readiness, their individual ability to report to work and the general health, welfare, and needs of their family to ensure personnel can fulfill their job duties.

Checklist:

- Report to the EOC when the Emergency Response Plan is put into effect or response level dictates.
- Make sure your family knows where you are and how to contact you (and you do the same for them).
- Check position location for needed notepads, forms, briefing sheets, reference guides, SOPs, etc.
- Obtain briefing from the EMC or EMT to determine situation status, crew locations, and estimates of impact from disaster or emergency.
- Begin an activity log: contacts, support advice, decisions, etc.
- Coordinate with the EMC, PIO, Damage Response Coordinator and Planning and Recovery Coordinator to create and implement an Action Plan with strategic objectives that include personnel concerns for the first two and subsequent operational periods.
- Establish and maintain contact with all District staff and their families, if possible.
- Address any staff and/or volunteer medical conditions as appropriate with the Safety and Health Coordinator
- Advise the crew of the benefits and resources available of the District.
- Exercise emergency authority to stop or prevent unsafe acts.
- Participate in briefings and status reports as scheduled by the EMC and the EMT.
- Coordinate with the Finance and Documentation Coordinator to process all administrative paperwork on serious injuries or deaths that occur to District personnel.
- Communicate with planning and damage response coordinators regarding staffing availability.
- Prepare verbal and written report for the EMC and EMT.
- Log and maintain an accurate record of all absences and leave that occur to District personnel during disaster or emergency operations. Share this activity log with the Finance and Documentation Coordinator.
- Investigate absences and leave that occur during an emergency.
- Upon change of shift or termination of the EOC as a functional facility:
 - Fully brief your relief on events and status of actions being taken and follow-up required
 - Turn over current activity logs to replacement
 - Take copies of completed activity logs to Administrative Support Coordinator

EMERGENCY RESPONSE CHECKLIST

FIELD COORDINATOR

Reports To: Disaster Recovery Coordinator

Primary Function: Supervisor and field manager of Operations. Within established policies and procedures, implement the "approved" operations section of the Action Plan under the direction of the Disaster Recovery Coordinator. This includes monitoring and tracking personnel and resources for the initial operational period and subsequent shifts. Stay abreast of the situation through coordination with other staff positions in the EOC and direct communications with field personnel. Coordinate with and assist the EMC directly in the coordinating with emergency services (e.g., police, fire) in the field..

Checklist:

- Report to the EOC when the Emergency Response Plan is put into effect or response level dictates.
- Make sure your family knows where you are and how to contact you (and you do the same for them).
- Check position location for needed notepads, forms, briefing sheets, reference guides, SOPs, etc.
- Obtain briefing from the EMC or individual staff positions to determine situation status and estimated impact from disaster or emergency.
- Obtain current status report on operational response capability and personnel staffing levels in the District.
- Begin an activity log: contacts, directives, decisions, etc.
- Determine status of mutual aid resources and level of activation and/or commitment.
- Meet with DRC to prioritize hazards, demands and time critical nature of response needs (Needs Assessment).
- Establish Emergency Field Office and/or staging areas for operational resources (location and access) in the District.
- Liaison regularly with O&M crews for situation and resource status changes and/or capabilities.
- Assess, monitor, and manage the structural and staffing needs of the field.
- Coordinate and direct teams to conduct preliminary damage assessments.
- Begin an immediate compilation of information and prepare and present Damage Assessment/Situation Reports to the DRC on the present status of wastewater facilities and other situations in the District service area.
- Establish and communicate to the DRC a list of critical needs (i.e., needs assessment) within the District service area.
- Check-in and monitor resource status regarding equipment and materials, including current location.
- Monitor situation status to reflect current priorities and activities on status boards.
- Work with the DRC and Planning and Recovery Coordinator and recommend modifications to and implement action plans (with schedule).
- Monitor progress on the Action Plan for the current operational period.
- Establish information requirements and reporting schedules for Maintenance Supervisor and field crews.
- Upon change of shift or termination of the Emergency Field Office as a functional facility:
 - Fully brief your relief on events and status of actions being taken and follow-up required
 - Turn over current activity logs to replacement
- Give the complete log sheet to shift replacement and take completed activity logs to the Finance

and Documentation Coordinator or designee.

- ❑ Situation Reports shall include the following:

Present Situation

- Exact location of major situations
- Severity of damage and/or destruction
- Existing threats and difficulties encountered
- Identify equipment and material availability
- Pending actions that will need follow-up or after action

What will conditions likely cause?

- Evacuation routes and/or areas
- Replacement personnel and reinforcements
- Fuel needs, location, and replacement status
- Vehicle status for operation, maintenance, and/or replacement

Expected conditions or occurrences in the future

- Out or downed utilities
- Influences of impending or worsening weather
- Expected duration of situation or conditions

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APPENDIX 4

SPECIAL EQUIPMENT FOR EOC OPERATIONS

EOC Equipment should enable the EMT to be able to function for the duration of the emergency. The equipment should be able to be accessed at the EOC or brought with the EMT to the EOC. Equipment should include, but may not be limited to:

Printer & Copy Machine - To print and make an adequate number of copies of messages and information to be distributed to the operational group in the EOC.

Television - To monitor news reports (e.g., public information, rumor control).

AM/FM Weather Radio - To monitor news reports.

Maps - To display wastewater systems and facilities, and other maps, as needed, including

- Quarter Section Maps
- Service Area maps
- Pump Station and Generator Requirement Map

Status Board - For events and actions to be plotted by the coordination and operation groups.

Communications & Telephones - Cellular/satellite phones and radios

Facsimile Transceiver - For transmitting and receiving hard copy information. May be used secondary to transmit and receive information and coordinated public information between the EOC and CRESA.

Computer - Computer(s) and large monitor(s). Systems should contain basic District files. Offsite access to back up files, systems, and data.

- SCADA System
- GIS
- Springbrook
- Lucity MMS
- Fleet monitoring
- UKG

Documents & Forms - Sufficient to conduct required emergency District business

Office Supplies - Sufficient to support movement to a temporary location for 1 week.

Plans and Manuals - Sufficient to conduct required emergency District business; maintenance and recovery activities.

- Comprehensive Emergency Response Plan (including CD copy)
- Safety Program Manual (including CD copy)
- Employee Handbook

Emergency Food and Water Supply - Enough for 10 people for 3 days at District Office.

First Aid Equipment and Materials - To support the immediate application of basic first aid measures

PPE – A supply of vests, hardhats, gloves, goggles etc.

Other

- Flashlights and batteries

- Camera and extra film
- Battery operating clock
- Petty cash

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SPECIAL EQUIPMENT FOR EMERGENCY FIELD OFFICE

Proper equipment should enable the Emergency Field Office to be able to function for the duration of the emergency, as needed. The equipment should be staged and readily able to be accessed and brought to the specified location(s) of the command center. Equipment should include, but may not be limited to:

Shelter/Cover - to protect equipment and shield personnel from the weather

Power - emergency generator and fuel for 24-hours

Lighting - to facilitate working 24-hours/day

Heating & Cooling - to facilitate working in adverse weather conditions

Tables & Chairs - to provide workspaces

Sanitation Facilities - to provide central bathroom and handwashing facilities

AM/FM Weather Radio - To monitor news reports.

Internet & Communications - Cellular/satellite phones and/or radios, as needed, to maintain communication with the EOC and field personnel.

Computer (laptop) - Computer(s) and large monitor displays. Systems should contain basic District files. Offsite access to back up files, systems, and data.

- SCADA System
- GIS
- Lucity MMS
- Fleet Monitoring
- UKG

Status Board - For checking-in and monitoring the status and location of personnel and equipment.

Maps - To display the wastewater systems and facilities.

- Quarter Section Maps
- Pump Station and Generator Requirement Map

Documents & Forms - Sufficient to conduct required emergency District business

Printer & Office Supplies - Sufficient to support work for 1 week.

Plans and Manuals - To facilitate response and recovery activities.

- Comprehensive Emergency Response Plan (including CD copy)
- Safety Program Manual (including CD copy)

Emergency Food and Water Supply - Enough for 10 people for 3 days.

First Aid Equipment and Materials - .to support the immediate application of basic first aid measures

PPE - A supply of vests, hardhats, gloves, goggles etc.

Other

- Flashlights and batteries
- Camera and extra film

- Battery operating clock
- Petty cash
- Microwave/Refrigerator
- Beds/bedding

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APPENDIX 7

EMERGENCY OPERATIONS CENTER
MESSAGE FORM / CONTACT LOG

Message is: _____ Urgent _____ Routine

Route to: _____ Emergency Management Coordinator
_____ Executive Representative
_____ Field Representative
_____ Finance Representative
_____ Public Information Officer
_____ Other

Date: _____ Time: _____ Taken by: _____

Person calling: _____ Department: _____

Contact number for person calling in: _____

Message or description of conversation or questions asked: _____

Record specific action taken/instructions given: _____

APPENDIX 8

SCHEDULE OF ANNEXES AND LEAD AGENCIES

<u>Annexes</u>	<u>Primary Agencies</u>	<u>Secondary/Agencies</u>
A - Direction, Control & Coordination	District EMT	CRESA
B - Continuity of Government	District Board	CRESA
C - Emergency Resources Management	District EMT	CRESA
D - Warning	District EMT	CRESA
E - Emergency Public Information	District PIO	CRESA
F - Response/Recovery Operations Reports	District EMT	DISTRICT
G - Communications	District EMT	DISTRICT
H - Food and Supplies	District	CRESA
I - Administrative Procedures & Records	District	DISTRICT
J - Fiscal Procedures	District	AUDITOR
K - Training & Education	District	CRESA
L - Energy & Utilities	District	CLARK COUNTY
M - Vulnerability Analysis	District	CRESA

KEY:	EMT	Emergency Management Team
	CRESA	Clark Regional Emergency Services Agency
	PIO	Public Information Officer

APPENDIX 9

PROCEDURES FOR RELOCATING EOC

1. PURPOSE

To provide for the effective direction, control, and coordination for relocating the EOC from its permanent location in the District Office, 8000 NE 52nd Court, Vancouver, Washington, to an alternate location when said EOC becomes threatened or jeopardized by an emergency/disaster.

2. OPERATIONAL CONCEPTS

2.1 In the event the EOC in the District Office must be evacuated due to an emergency, the EOC will be relocated to:

Alternate #1: Northwest Regional Training Center (NWRTC)
Clark County Fire District #5
11606 NE 66th St Suite 103
Vancouver WA 98662

Alternate #2: Beacon Hill Sewer District
1121 West Side Highway
Kelso WA 98626

2.2 The EOC will be relocated any time it is determined by the Executive Group or the EMC to be in jeopardy of causing harm or injury to EOC staff or causing disruption/breakdown of emergency operations.

2.3 Equipment and support materials will be transferred under direct supervision of the EMC or designee.

2.4 Communications at the alternate EOC will be supplied by the EMT/designee.

2.5 Essential records and equipment, not removed in the relocation process, which may sustain damages from the emergency/disaster conditions shall be relocated to the Engineering and Finance departments' protective vaults, which have two hours of fire protection.

3. RESPONSIBILITIES

The EMC shall be directly responsible for the relocation of the EOC. In the absence of the Coordinator, the Assistant Manager will assume this responsibility. Concurrence from the Board of Commissioners will be obtained whenever possible. If time does not permit executive concurrence, the Board of Commissioners will be notified as soon as possible following the relocation.

4. OPERATIONS BY TIME PHASE

EMT

4.1 Mitigation and Preparedness

4.1.1 Takes action to place District systems in the strongest posture possible from the impending emergency during the transfer.

4.1.2 Maintains liaison with agencies/departments providing alternate EOC locations.

4.1.3 Identifies, by checklist and marking, all items that either need to be transferred to alternate EOC location or relocated to the protective vault.

4.1.4 Conducts in-house review of actions to effectively transfer emergency operations and provide for the preservation of essential records.

4.2 Response

4.2.1. Upon notification, the EMT reports to the EOC and prepares for transfer. Notifies CRESA of pending transfer, if possible.

4.2.2 Transfers to the alternate location.

4.2.3 Establishes communications and notifies appropriate agencies of the established alternate location.

4.2.4 Notifies CRESA of the alternate location, means of communications and time the alternate EOC is officially activated. (Adequate communications and responsible staff are in place).

4.3 Recovery

4.3.1 When appropriate, returns EOC equipment and materials to permanent location.

4.3.2 Returns alternate EOC to original status.

APPENDIX 9 - TAB A

CHECKLIST - EOC TRANSFER

- 1. Call out - Notify essential EOC personnel to report to the alternate EOC location.
- 2. Notify appropriate alternate location of the need to activate that location.
- 3. Utilize checklist to Identify materials and equipment to be transferred to the alternate EOC (**Appendix 4**) and items to be moved to a secure location in the main office building.
- 4. Notify CRESA of pending transfer.
- 5. Place signs that the area has been evacuated.
- 6. Secure EOC.

ALTERNATE EOC

- 1. Activate alternate EOC.
- 2. Establish communications.
- 3. Ensure all EOC and District personnel know of the transfer and new communication requirements.
- 4. Notify CRESA when alternate EOC is fully activated.

APPENDIX 10

PRIORITY RECOVERY LIST

Organizations located at the following service connections are critically dependent upon sanitary sewer service. In the event of an emergency affecting their primary service, the following action must be taken:

1. Notify the customer immediately.
2. Take the indicated emergency action, when available and required.

Priority locations include:

CUSTOMER: Legacy Hospital

ADDRESS: 2211 NE 139th St, Vancouver, WA 98686

TELEPHONE #: 360.487.1000

EMERGENCY RECOVERY ACTION: _____

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APPENDIX 11

CRITICAL FACILITIES

1. Operations Center – 8000 NE 52nd Court, Vancouver, Washington
2. Over 80 pump stations, including the following major facilities:
 - a. Legacy (serves three other pump stations and a medical facility): NE 139th Street and NE 20th Avenue
 - b. Mountain View Estates: along NE 82nd Avenue
 - c. Glenwood (has onsite generator)
 - d. Green Meadows: 7910 NE 72nd Avenue
 - e. Knoll Ridge West: NE 125th Circle and NE 6th Court
 - f. NW 149th Street (has onsite generator)
 - g. Mill Creek
 - h. Four Dowsing Tanks (serving Salmon Creek Condominiums) located along the north bank of Salmon Creek
 - i. Fairgrounds: 2019 NE 179th Street
 - j. Schuller Estates (has onsite generator)
 - k. Silver Star: 10006 NE 83rd Street
 - l. Union Road: 15801 NE Union Road
 - m. Whipple Creek Place (has onsite generator)
 - n. Whipple Creek North (has onsite generator)
 - o. NE 16th Avenue (has onsite generator)
 - p. Gee Creek (has onsite generator)
 - q. Pioneer Canyon (has onsite generator)
 - r. Neil Kimsey Regional: 209th St (has onsite generator)
 - s. Payne (has onsite generator)
 - t. Royle Road (has onsite generator)
3. Ridgefield Treatment Plant
4. Salmon Creek Treatment Plant

APPENDIX 12

CRITICAL ROADS, BRIDGES, DISTRICT INFRASTRUCTURE

The following maps (hard copy and electronic) show the location of critical pump stations, closest District employees, and street locations for alternate routes.

1. Emergency Planning Pump Station and Generator Requirement Map (Located on large map in Maintenance shop and available on select mobile devices.)
2. Employee Residence/Pump Station Location Map is located at:
G:\Engineering\GIS_Data\GIS Projects\Employee Locations
3. GIS System with drill down to specific locations of critical infrastructure and road accesses – select Maintenance vehicles have information on mobile devices.

Maintenance management will have the same map to dispatch and guide personnel based upon updated road closures and access disruptions. The Administrative Assistant III in Maintenance shall be responsible for process.

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APPENDIX 13

EMPLOYEE EMERGENCY NOTIFICATION PROCEDURE

CLARK REGIONAL WASTEWATER DISTRICT	PROCEDURE #004-2005	District Emergency Notification System
	CRWWD Code: N/A	OTHER:

During a District or regional emergency that affects District operations, District personnel should follow the process listed below.


1. Check the District website for a status notification at www.crwwd.com
2. Log in and check your District email for a status notification. Employees will have the ability to reply to the email.

District website and email notifications will provide the current date and advise personnel of their work assignments for that day. Employees will have the ability to respond to the email and leave a message. The Emergency Management Coordinator (General Manager) is responsible for ensuring messages are retrieved from this mailbox during an emergency.

3. All “essential personnel” (as defined in their job descriptions) are required to report to work to support emergency conditions (pump station issues, refueling generators, etc.) even if the District office is closed due to inclement weather conditions.

In the event of a disaster where District network service is not working and the District has not been able to notify District personnel, they should follow the process listed below.

1. Dial (360) 636-3860; Beacon Hill Sewer District.
2. The District Emergency Management Coordinator or designee will have contacted Beacon Hill Sewer District and provided them with instructions for District personnel; what to do, who to contact at what number, etc. Beacon Hill does not have an automated system and will only be able to respond when personnel are in their office and have been contacted by the District’s Management Team.

PREPARED BY: Business Services	REVIEWED BY: All Departments	GENERAL MANAGER APPROVAL: 
EFFECTIVE: 03/08/05, 05/17/05, 06/26/06, 06/17/11, 06/04/18, 11/14/22		
REVIEW DATE: 05/02/05, 05/09/06, 06/02/09, 06/17/11, 11/13/13, 07/31/17, 05/01/18, 09/23/22		

**APPENDIX 14
EMPLOYEE EMERGENCY CONTACT NUMBERS**

	EMPLOYEE	HOME PHONE #	PERSONAL MOBILE #	DISTRICT MOBILE #
1	Ahola, Brandon	360-560-3909		360-605-4991
2	Allen, Mike	503-349-3550		360-524-5018
3	Avelar, Andrea		503-501-7004	564-274-2019
4	Bakker, David	360-690-6262		360-823-6375
5	Barnett, Jerry	360-260-7906	360-798-7571	360-798-7571
6	Bashkatov, Dmitriy	360-313-6443		360-524-5017
7	Becker, Travis	360-980-0532		360-718-0339
8	Broselle, Joshua	360-608-0733		360-947-5670
9	Brown, Emily	307-630-3641		
10	Brown, John	360-723-6904		360-553-8069
11	Bulder, Kevin	661-414-2529		360-953-7073
12	Carrier, Britny	360-903-4265		360-334-0966
13	Connolly, Nolan		360-787-6753	360-773-2089
14	Domingos, AJ		360-852-3767	360-947-0784
15	Ellis, Tyler	360-852-1476		360-946-7028
16	Flora, Dan		541-290-5971	
17	Fox, Spenser		360-721-5334	360-773-7846
18	Gadbaugh, David	360-750-5876		360-773-7684
19	Gallagher, Nicholas		360-703-4066	360-946-8821
20	Gobin, Garrett	509-981-1148	509-981-1148	360-952-0610
21	Gonzalez, Jose	360-773-7698		360-772-7421
22	Gorham, Hilary		951-315-4564	360-619-8779
23	Gray, Rusty		620-243-2946	360-823-6926
24	Gribner, Kim		360-609-4040	360-921-2048
25	Hall, Katie			360-726-7978
26	Hancock, Dean	360-949-5380		360-852-1894
27	Hanmann, Jeff	360-892-6454	360-946-5957	360-946-5957
28	Hanson, Tim	360-904-2674	360-524-5020	360-524-5020
29	Harker, Norm	360-573-1163		
30	Harris, Dustin	360-798-1603	360-773-6060	360-773-6060
31	Haynes, Andrew	360-953-1038		
32	Henderson, Jeff	360-449-9099		360-518-8977
33	Henderson, Heath	360-909-9870	360-869-8341	360-869-8341
34	Jenkins, Matt	360-433-7528		360-946-7684
35	Johnson, Andrew	360-597-5533	360-597-5533	360-953-3692
36	Johnson, Alan	360-887-3659		360-518-8496
37	Johnson, Vanessa		360-907-0338	360-907-0338
38	Kieling, Samantha		360-984-1394	
39	Krause, Ryan		360-798-1862	360-635-1169
40	Laasch, Marcella		503-367-9305	360-726-7684
41	Ledwith, Cade		360-597-8400	360-907-2093
42	Lee, James	949-701-2533		360-635-7697

	EMPLOYEE	HOME PHONE #	PERSONAL MOBILE #	DISTRICT MOBILE #
43	Logan, David		614-301-6808	360-726-7085
44	Lough, Dale		360-903-5131	360-524-1670
45	Loveridge, Michaela	360-910-1033		360-975-0831
46	Lucksley, Eric	406-570-2341		360-798-5701
47	MacDonald, Les	509-595-5191		360-600-9425
48	MacDonald, Thad	408-335-3184	408-335-3184	360-921-1173
49	Mattos, Leanne	360-903-0449	360-953-0593	360-953-0593
50	Mayhak, Mike	360-567-8475	360-247-6020	360-773-8991
51	Maze, Nick		360-798-2754	
52	McGourty, Marla	360-292-8455		
53	Melton, Bob	360-600-8481	360-558-2506	360-558-2506
54	Miller, Brielle		360-947-9260	
55	Miller, Nikolas		850-624-9191	360-567-8384
56	Moe, Melissa	816-801-0508	360-798-7717	360-798-7717
57	Moore, Shawn	360-604-2144	360-798-1361	
58	Oster, Jason	503-417-0133	503-442-0709	
59	Owen, Bill		360-852-2130	360-713-7168
60	Owen, Sam	360-560-5419		360-936-4543
61	Parrish, Devin	360-768-8932		360-773-2856
62	Pekarek, Connie	503-348-8829		360-726-7858
63	Pendleton, Kim		360-355-5197	
64	Perala, John	360-896-0725		360-772-7423
65	Perry, Ian	360-949-0554		360-931-2460
66	Peters, Trish		360-798-3589	360-975-8798
67	Peterson, John	360-944-5595	360-772-7417	
68	Pointer, Chrystal	360-977-9333	564-653-8850	564-653-8850
69	Proudfoot, Emily	360-852-6310		
70	Rathje, Kevin	360-907-1087		360-904-3607
71	Redula, Cedrick	360-909-8915		360-772-7431
72	Reveal, Dan	360-836-9431		360-518-8929
73	Rike, Jeff		360-241-6654	360-524-5025
74	Robbins, Elise	503-740-1067		360-608-1702
75	Rollins, Matthew	907-942-8061		564-237-8374
76	Rondeau, Adam	408-580-4777	360-607-5321	360-607-5321
77	Rowley, Heather	360-576-5477	503-737-8088	360-450-9497
78	Sanchez Munoz, Alberto	360-721-0228		360-241-9785
79	Sanguinetti, Bob	815-931-0448		360-600-5372
80	Schmidt, Carrie	502-741-3309		360-823-3387
81	Schmitt, Tyler	360-953-9808		360-771-6435
82	Smith, Kyle	719-287-0725		360-607-9411
83	Solinger, Garrett	360-430-6984		360-624-1680
84	Spain, Shawn	360-423-9723	360-749-5598	360-773-7806
85	Standiford, Lisa	360-576-5830	360-903-2232	360-726-7747
86	Stangl, Chris	720-936-7678		360-921-2386
87	Stewart, Natalie	360-784-2477		
88	Strong, Narissa		360-720-4442	360-567-5744

	EMPLOYEE	HOME PHONE #	PERSONAL MOBILE #	DISTRICT MOBILE #
89	Swinger-Inskeep, Maria		812-569-4670	360-553-5116
90	Taylor, Luke	360-624-2853		360-839-1040
91	Thur, Kim		360-952-0188	360-553-6121
92	Thur, Shane			360-798-0076
93	Triplett, Emma	360-907-9521		
94	Vandermeer, Dean	360-773-6933		360-607-6856
95	Vasquez-Pointer, Alyx		360-241-2030	
96	Wann, Mason		360-944-5566	
97	Webster, Maria		360-773-5026	360-726-7757
98	Welch, Jeff	360-904-4249		360-524-5021
99	Westervelt, Evan	360-576-9739		360-772-7433
100	Yarlott, Marc		360-904-3871	360-606-2252

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**APPENDIX 15
DISTRICT COMMUNICATIONS LISTING**

POSITION	NAME	OFFICE or CELL (M)	HOME
Wastewater Ops Mgr. (Collection)	Melissa Moe	360-798-7717 (M)	816-801-0508
Maintenance Supervisor	Dustin Harris	360-773-6060 (M)	360-798-1603
Maintenance Supervisor	Evan Westervelt	360-772-7433 (M)	360-576-9739
Electrician	Josh Broselle	360-947-5670 (M)	360-608-0733

Maintenance On-Call / Pump Run		360-772-7429 (M)	
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Sr. Construction (Inspector)	John Perala	360-772-7423 (M)	360-896-0725
Sr. Construction (Inspector)	Jose Gonzalez	360-772-7421 (M)	360-773-7698
Construction Inspector	Sam Robertson	360-360-5387 (M)	360-936-2294

Lead Maintenance Specialist	Alan Johnson	360-518-8496 (M)	360-887-3659
Lead Maintenance Specialist	Alberto Sanchez Munoz	360-241-9785 (M)	360-721-0228
Maintenance Specialist II	Andrew Johnson	360-953-3692 (M)	360-597-5533
Maintenance Specialist II	Bob Melton	360-558-2506 (M)	360-600-8481
GIS Analyst	Carrie Schmidt	360-823-3387 (M)	502-741-3309
Lead Maintenance Specialist	Dan Reveal	360-518-8929 (M)	360-836-9431
Asset Management Technician	Dave Gadbaugh	360-773-7684 (M)	360-750-5876
Maintenance Specialist II	Dean Vandermeer	360-607-6856 (M)	360-773-6933
Maintenance Specialist I	Devin Parrish	360-773-2856 (M)	360-768-8932
Maintenance Specialist I	Ian Perry	360-931-2460 (M)	360-949-0554
Maintenance Specialist II	Jeff Henderson	360-518-8977 (M)	360-449-9099
Administrative Assistant III	Lisa Standiford	360-726-7747 (M)	360-903-2232
Facilities/IT Tech	Mike Mayhak	360-773-8991 (M)	360-247-6020
Maintenance Specialist II	Luke Taylor	360-839-1040 (M)	360-624-2853
Maintenance Specialist II	Nikolas Miller	360-567-8384 (M)	850-624-9191
Maintenance Specialist I	Rusty Gray	360-823-6926 (M)	620-243-2946
Lead Maintenance Specialist	Spencer Fox	360-773-7846 (M)	360-721-5334
Maintenance Specialist II	Travis Becker	360-718-0339 (M)	360-980-0532
Maintenance Specialist II	Tyler Schmitt	360-771-6435 (M)	360-953-9808

Maintenance & Asset Mngmt Supv.	John Brown	360-553-8069 (M)	360-723-6904
Treatment Plant Operator II	Matt Jenkins	360-946-7684 (M)	360-433-7528
Operations Supervisor	Jeff Hanmann	360-993-8804 (M)	360-892-6454

General Manager	John Peterson	360-993-8819 (O)	360-944-5595
Business Services Manager	Kim Thur	360-553-6121 (M)	360-952-0188
Collections Infrastructure Director	Heath Henderson	360-869-8341 (M)	360-909-9870
Policy & Program Dev. Director	Shawn Moore	360-993-8849 (O)	360-604-2144

OTHER KEY NUMBERS	PHONE NUMBER	ADDITIONAL NUMBER
District Inclement Weather Notification	360-993-8850 ext. 905	
City of Ridgefield Public Works	360-887-8251	Emergency 360-518-8146
City of Vancouver OPS Dispatcher	360-487-8177	After Hrs. 360-693-9302 Use Prompt
Clark County Public Works Operations	564-397-2446 ext. 1651	After Hours 564-397-6118 ext. 5324
Clark Public Utilities	360-992-3000	
NW Natural Gas-Odor Emergencies	800-882-3377	
NW Natural Gas-Customer Service	800-422-4012	
Century Link Emergency Contact	360-699-3618	
Salmon Creek Treatment Plant	360-360-5310 (office)	

**CLARK REGIONAL WASTEWATER DISTRICT
COMPREHENSIVE EMERGENCY RESPONSE PLAN**

ANNEX B

CONTINUITY OF GOVERNMENT

1. PURPOSE

To ensure continued operation and continuity of government during and after an emergency and to ensure the preservation of public and private records, which are essential to the continued operation of the District.

2. SITUATION AND ASSUMPTION

2.1 Situation

The District has a three-member Board of Commissioners (Board) who set policies and approve major decisions, which have not been delegated. The Board is ultimately responsible for the decisions made in regard to the District. The Board hires the General Manager who serves as the chief executive of the District and serves as the Emergency Management Coordinator (EMC). The EMC directs the operations of the District during an emergency.

2.2 Assumptions

In the event one or more commissioners are unavailable, then the remaining commissioners shall have full authority to act in all matters as the Board of Commissioners. The line of succession for the presiding commissioner of the Board of Commissioners is defined in **Appendix 1-Annex B** of this plan.

The line of succession of the General Manager and EMC is defined in **Appendix 1-Annex B** of this plan. The interim General Manager shall have full authority to exercise the powers and discharge the duties of the position of the General Manager until the General Manager is available.

3. OPERATIONAL CONCEPTS

3.1 The General Manager and all directors and managers will assign successors to assure continuity of leadership and operations and will assure that all successors are aware of their emergency responsibilities and have the authority to fulfill those responsibilities.

3.2 Department directors and managers will ensure that essential records are identified, preserved, and adequately protected.

3.3 Emergency Management Team (EMT) assignments will include an alternate person if the primary assigned person is not available and to facilitate operating 24-hours/day, as needed.

4. ORGANIZATION AND RESPONSIBILITIES

4.1 General

The District has the responsibility of ensuring that provisions are made for continuity of government during and after emergencies.

Under Chapter 2.36 District Code, the General Manager, Collection Infrastructure Director (District Engineer), and Principal Engineer are authorized to declare the existence of emergency situations.

4.2. District Board of Commissioners

In accordance with RCW 42.14.070, temporary interim successors shall be appointed to the elected and appointed offices of the District. In the event that an emergency reduces the number of commissioners available for duty, the following shall apply:

- One (1) vacancy:
 - two remaining commissioners serve;
- Two (2) vacancies:
 - the General Manager, or designee, serves as a commissioner pro tem until such time as a second commissioner is available or appointed;
 - the one remaining commissioner, in consultation with the General Manager and commissioner pro tem, appoints a second commissioner;
 - The two commissioners may appoint a third commissioner, depending on the expected duration of the emergency.
- Three (3) vacancies:
 - The EMC shall appoint members of the EMT to constitute and serve as the Board.

In the event that an emergency reduces the number of commissioners available for duty, then those commissioners that are available for duty shall have full authority to act in all matters as the Board. The General Manager, or designee, may serve as a commissioner pro tem, as needed, to ensure a quorum of the Board is available. In the event there are no commissioners available, members of the EMT, as appointed by the EMC, will collectively constitute and jointly act as the Board of Commissioners, and shall possess by majority vote the full authority of the Board until such time as a quorum of the Board is available.

4.3 Essential Records

All departments of the District shall identify records essential for continuity and preservation of government and provide for their protection according to the guidelines set by the State Archivist.

5. OPERATIONS BY TIME PHASE

5.1 Mitigation and Preparedness

5.1.1 All Commissioners and Supervisors:

- a) Ensure that all successors to their respective positions are aware of their emergency responsibilities.
- b) Identify and protect records that are essential for continuity and preservation of District operations.
- c) All departments will ensure their personnel are aware of and prepared for primary and alternate emergency assignments.

5.2 Response

5.2.1 When required, move operations, and required documents and systems to the alternate location (see **Basic Plan 7.2 Facilities**).

5.2.2 When required, move key documents to safer locations (see **Annex A-Appendix 9 Operational Concepts**).

5.3 Recovery

5.3.1 EMT

a) Initiate measures to restore continuity of government per established plans and procedures.

b) Initiate measures to restore any damaged essential records.

6. APPENDICES

1. Line of Succession

APPENDIX 1

LINE OF SUCCESSION – AS OF JANUARY 2026

TITLE / POSITION	NAME
Board of Commissioners	
President of the Board	Norm Harker
Vice President of the Board	Denny Kiggins
Secretary of the Board	Dan Clark
General Manager	
Emergency Management Coordinator: General Manager	John Peterson
Board Clerk	Kim Thur
Policy and Program Development Director	Shawn Moore
Collection Infrastructure Director (Engineering Director)	Heath Henderson
Finance Director/Treasurer	David Logan
Construction Program Manager	Bob Sanguinetti
Business Services Director	Maria Swinger-Inskeep

**CLARK REGIONAL WASTEWATER DISTRICT
COMPREHENSIVE EMERGENCY RESPONSE PLAN**

ANNEX C

EMERGENCY RESOURCE MANAGEMENT

1. PURPOSE

To provide for the effective utilization of available District resources in the event of an emergency, and a comprehensive framework for the acquisition, distribution, allocation, conservation, and use of those basic resources deemed essential to survival and recovery.

2. SITUATION AND ASSUMPTIONS

2.1 Situation

The need to have materials and equipment available during an emergency is vital. Emergency contact information must be readily available.

2.2 Assumptions

Emergency telephone numbers for agencies, contractors, vendors, etc., (**Appendices 2, 3, and 4**) will be updated regularly (at least once a year).

3. OPERATIONAL CONCEPTS

3.1 The District is responsible for managing local resources when they are not regulated by Federal, State, or local Law.

3.2 Existing systems will be maintained to the maximum extent possible.

3.3 The public will be encouraged to cooperate with emergency instructions through a public information program.

3.4 The EMT will communicate and coordinate with the resource coordinator in CRESA.

4. ORGANIZATION AND RESPONSIBILITIES

4.1 EMT

The EMT shall make decisions governing the regulation or rationing of resources when District resources are not regulated by Local, State or Federal Law. The EMT will:

4.1.1 Provide the means for coordinating District resources.

4.1.2 Maintain an updated resource listing with pertinent information about the resources available and contact information.

4.1.3 Provide recommendations to the Board for allocating and distributing the available resources.

4.1.4 Provide guidance on resource availability and the need for various controls.

4.2 County

The Emergency Resource Management Organization is headed by the Director, Clark County Department of Emergency Management. Responsibilities are identified in the Clark County Comprehensive Emergency Management Plan.

4.3 State

The Emergency Resource Management Organization is headed by the Director, State Emergency Management Division. Responsibilities are identified in the Washington State Comprehensive Emergency Management Plan.

4.4 Federal

The Federal Government is responsible for resource mobilization in national emergencies.

5. OPERATIONS BY TIME PHASE

5.1 Mitigation and Preparedness

5.1.1 EMT

- a) Maintain a listing of District resources which shall include a comprehensive departmental resource listings.
- b) Obtain and maintain the support of private resources (e.g., vendors, contractors) to participate in emergency resource management activities.
- c) Evaluate the adequacy of all available resources and acquire additional resources to fill in any identified gaps.
- d) Provides record keeping guidelines

5.2 Response

5.2.1 EMT

- a) Activate the EOC.
- b) Make resource listings available to the Board.
- c) Maintain status reports and inventory on resources.
- d) Advise the Board on resource status and recommendations.
- e) Institute mandatory resource controls, as needed.
- f) Coordinate with and request resources from CRESA if the disaster exceeds the capability of District resources.

5.3 Recovery

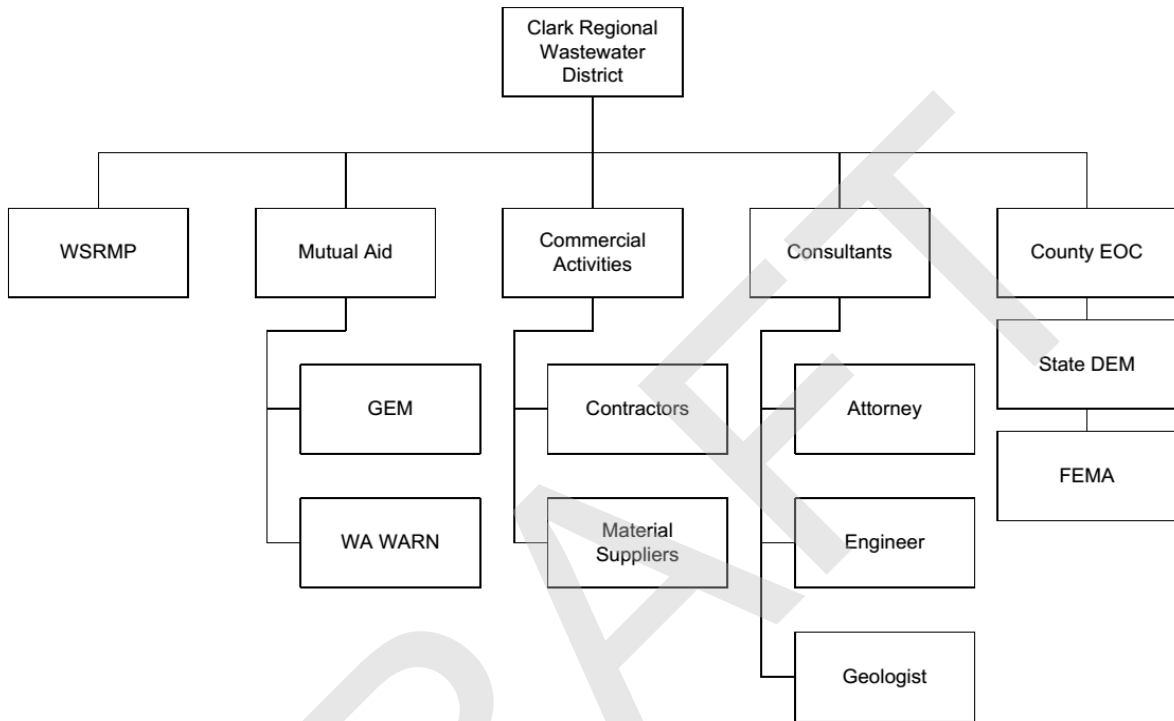
5.3.1 EMT

- a) Provide direction and guidance for using available resources to support priority and recovery activities.
- b) Direct departments in recovery efforts.
- c) Replenish resource inventories and supplies

6. APPENDICES

- 1. Resource Coordination Flow Chart
- 2. Emergency Call-Up List - District Personnel
- 3. Emergency Call-up List - Outside Agencies
 - a. Tab A - Fire District Coverage map
- 4. Small Works, Vendor & Consulting Rosters
 - a. Tab A - Small Works Contract,
 - b. Small Works Contract (Minimal Competitive Process)
 - c. Emergency Declaration & Competitive Bidding Waiver Form
- 5. Vehicles and Equipment Listing
- 6. Convergence
- 7. GEM
 - a. Member List
 - b. Request & Acceptance Form
 - c. By-laws
- 8. Water and Wastewater Agency Response Network (WARN)
 - a. Member List
- 9. Vendor Direct Line and After-Hours Emergency Phone List

Resource Coordination Flow Chart



Appendix 2

EMERGENCY CALL-UP LIST - DISTRICT MANAGEMENT

NAME	POSITION	ADDRESS	PHONE NUMBER
COMMISSIONERS			
Norm Harker	Board of Commissioners	12104 NW 7 th Avenue Vancouver, WA 98685	360-573-1163 H 360-699-2206 M
Denny Kiggins	Board of Commissioners	8900 NW 24 th Avenue Vancouver, WA 98665	360-574-4400 H 360-798-6292 M
Daniel Clark	Board of Commissioners	1615 NW 87 th Circle Vancouver, WA 98665	360-601-7747H
MANAGEMENT			
John Peterson	General Manager EMC	220 NE 151 st Street Vancouver, WA 98685	360-944-5595 H 360-772-7417 MP
Shawn Moore	Policy & Program Development Director	16908 NE 21 st Street Vancouver, WA 98684	360-604-2144 H 360-798-1361 MP
Kim Thur	Board Clerk	217 Lakeview Drive Silverlake, WA 98645	360-952-0188 MP 360-553-6121 MD
Maria Swinger- Inskeep	Business Services Director	603 N 22 nd Ct. Ridgefield, WA 98642	812-569-4670 H 360-553-5116 MD
Hilary Gorham	Human Resources Manager	7409 NE 144 th Avenue Vancouver, WA 98682	951-315-4564 H 360-619-8779 MD
David Logan	Finance Director / Treasurer	102 NE 28 th Street Vancouver, WA 98682	614-301-6808 H
Heath Henderson	Collection Infrastructure Director (Eng. Director)	810 SW Viewmont Dr. Portland, OR 97225	360-281-2770 MP
Matt Jenkins	Operations Manager (Treatment)	9513 NW 14 th Ave Vancouver, WA 98665	360-433-4528 H
Bill Owen	Principal Engineer (Transmission & Treatment)	12713 NW 21 st Ave Vancouver, WA 98685	360-852-2130 MP
Bob Sanguinetti	Construction & Facilities Program Manager	8528 NE 55 th Circle Vancouver, WA 98662	815-931-0448 MP
SUPERVISORS			
Britny Carrier	Finance Manager	14019 NW 10 th Ct Vancouver, WA 98685	360-903-4265 H
David Bakker	Safety & Health Coordinator	5603 NW 179th St Ridgefield, WA 98642	360-690-6262 MP
Dustin Harris	Maintenance Supervisor	207 W. Cushman Street Yacolt, WA 98675	360-798-1603 MP
Elise Robbins	Customer Account Supervisor	208 NE 117 th Street Vancouver, WA 98685	503-740-1067 H
Evan Westervelt	Maintenance Supervisor	12905 NW 33 rd Ave Vancouver, WA 98685	360-576-9739 H 360-431-4903 MP
Leanne Mattos	Administrative Supervisor	4217 NW Daniels Street Vancouver, WA 98660	360-953-0593 H 360-953-0593 MD
Les MacDonald	Planning & Development Program Manager	4207 NE 130 th Circle Vancouver, WA 98686	509-595-5191
Melissa Moe	Operations Manager: Collections	726 NW 11 th Ave Apt. 206 Portland, OR 97209	816-801-0508 H
VACANT	Regulatory Compliance Mngr.		
Adam Rondeau	Senior Construction Manager: Collections	18708 SE 17 th St Vancouver, WA 98683	360 607-5321 MD 408 580-4777 H
Vanessa Johnson	Capital Program Manager	5335 N Amherst St Portland, OR 97203	808-895-4658 MP

Appendix 3

EMERGENCY CALL UP LIST - OUTSIDE AGENCIES

AGENCY	TELEPHONE	FAX NUMBER	CONTACT
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CONSULTANTS

Jacobs	503-736-4042 503-736-4237 (O) 704-989-2428 (M)	503-736-2000	Kristi Steiner
Jacobs	360-601-9737 (M)		Tim Scott
Brown & Caldwell	503-244-7005 (O)		
OTAK, Inc.	360-906-6793 (O) 360-600-1239 (M)	360-737-9651	Tim Leavitt
PBS Engineering and Environmental	360-567-2118 (O)	360-695-8767	Rich Darland
Wallis Engineering	360-852-9160 (O) 360-695-7041 (M)	360-694-1043	Wes Wegner
Conсор Engineering	360-448-4232 (O) 360-600-1368 (M)		Brent Gruber
Parametrix	503-233-2400 (O) 443-506-9963 (M)		Jen Murphy
Grayling	360-347-6399 (O) 360-977-3104 (M)		Kyle Thompson
MacKay Sposito	360-334-5118 (O) 360-524-5707 (M)		Jason Irving

FEDERAL GOVERNMENT

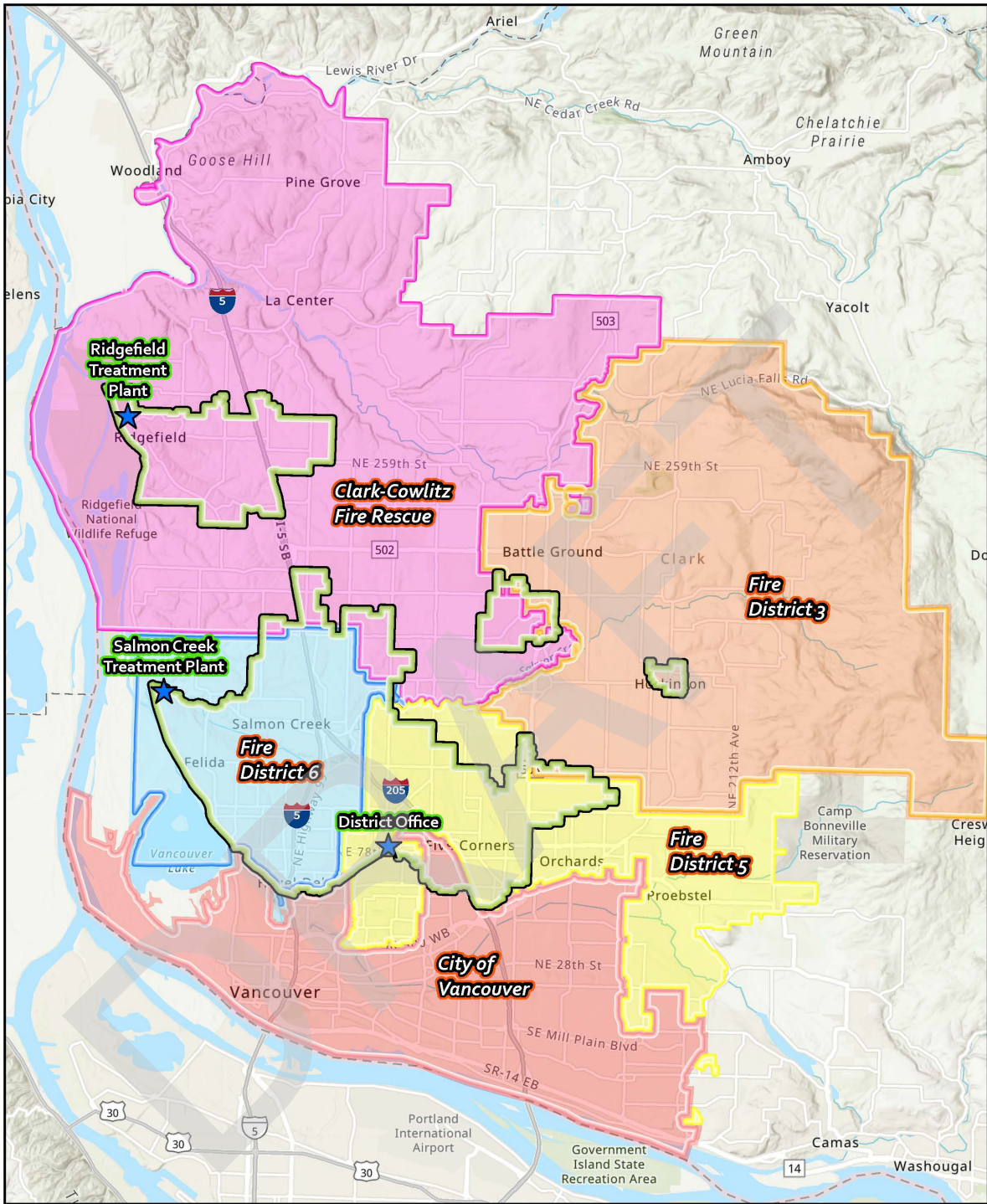
Submarine Base Bangor	360-396-7657 360-396-6111		Duty Officer - 7657
Keyport NUWC	360-396-2244	360-396-2803	Felix Crisostomo
Puget Sound Naval Shipyard	360-476-3711		
NB Kitsap	360-627-4024 360-396-6111		Duty Officer - 4024
FEMA – Region 10 Office	425-487-4600		
DHS Priority Telecommunications Service Center (WPS)	866-627-2255 703-676-2255		
WPS User Assistance Number	800-818-4387 703-818-4387		

INSURANCE

Water & Sewer Risk Mgmt. Pool	866-261-5456 425-452-9750 425-301-7851 (M)	425-452-9740	Cary Ecker
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LOCAL GOVERNMENT

Clark Regional Emergency Services Agency (CRESA)	360-737-1911 x3949		Doug Smith-Lee
CRESA Emergency Management	360-992-6286 Scott Johnson, Division Manager 360-562-0130 Eric Frank, Public Information Officer		
CRESA Emergency Management 24-hour Duty Officer	360-562-0130 cresa.duty.officer@clark.wa.gov		
911 Dispatch Non-emergency	360-693-3111		
County Councilors	564-397-2232	360-397-6058	
County Public Health Main Number	564-397-8412 360-397-8000, 1 888-727-6230	564-397-8091	Alan Melnick After Hours Duty Officer
County Public Health, Emergency	564-397-7307		PIO Marissa Armstrong
County Planning	564-397-2280		



Fire District Coverage



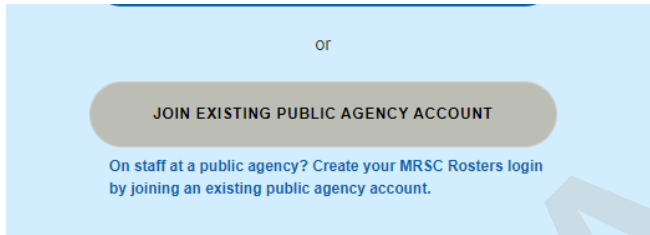
APPENDIX 4

SMALL WORKS, VENDOR & CONSULTING ROSTERS

The District utilizes the Municipal Research Services Center (MRSC) Procurement Services (mrscrosters.org/mrsc-rosters/) to connect with the statewide directory of businesses for small public works contracts, purchased services, and professional (A&E) and consulting services. Contracts for emergency purchases and public works are exempt from competitive bidding for a declared emergency. However, prevailing wage, retainage and bond requirements still apply. MRSC Electronic Bidding, in partnership with Bonfire, provides an online bidding process – including informal or roster-based procurements as well as formal sealed bids.

Go to <http://www.mrscrosters.org/mrsc-rosters/>

MRSC now requires users to generate their own respective log-ins. If you have not yet created an individual log-in using your email address, click the grey 'Join Existing Public Agency Account' button at the bottom of the page.



Then, search for Clark Regional Wastewater District on the next page.

Next, you will enter your email address. MRSC will then send an email to prompt the user to set up a password after confirming that your email address matches a domain and user registered to use MRSC.

APPENDIX 4 - TAB A
SMALL WORKS CONTRACT

THIS AGREEMENT, made and entered into on the day and year last written below, between CLARK REGIONAL WASTEWATER DISTRICT, acting under and by virtue of Title 57, RCW, as amended, and _____ hereinafter called the Contractor.

W I T N E S S E T H:

That in consideration of the terms and conditions contained herein and attached and made a part of this Agreement, the parties hereto covenant and agree as follows:

I. The Contractor shall do all work and furnish all tools, materials, and equipment for

in accordance with the Contractor's PROPOSAL which shows a total amount of _____ and _____/100 Dollars (\$_____) (includes applicable sales tax), low bid, and in accordance with the following Contract Provisions:

1. Addenda
2. Small Works Request For Quotation Provisions,
3. Special Provisions – including Clark Regional Wastewater District General Special Provisions and Project Specific Special Provisions (If Any),
4. Contract Plans,
5. Amendments to the Standard Specifications – Current through the Bid Opening Date,
6. 2010 WSDOT Standard Specifications,
7. Clark Regional Wastewater District Design Manual 2010
8. Clark Regional Wastewater District Standard Plans – Current through the Bid Opening Date
9. All applicable codes, permits, and regulations.

For bonding retainage requirements, see the Small Works Proposal Form. All Contract Provisions are incorporated herein and made a part of the Contract and the Contract Provisions.

The Contractor shall provide and bear the expense of all equipment, work, and labor, of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the Work.

II. The District hereby promises and agrees with the Contractor to employ, and does employ the Contractor, to provide the materials and to do and cause to be done the Work and to complete and finish the same according to the Contract Provisions and to pay for the same in accord with the Contract Provisions.

III. The Contractor for himself, and for his heirs, executors, administrators, successors, and assigns, does hereby agree to the full performance of all requirements of the Contract Provisions.

IV. It is further provided that no liability shall attach to the District by reason of entering into this contract, except as expressly provided herein.

IN WITNESS WHEREOF, the Contractor has executed this instrument on the day and year first below written, and the Board of Sewer Commissioners of Clark Regional Wastewater District have caused this instrument to be executed by and in the name of the said Board the day and year first above written.

EXECUTED by the Contractor: _____, year _____.

Contractor

The above agreement made and entered into this _____ day of _____, year _____.

CLARK REGIONAL WASTEWATER DISTRICT

DISTRICT ENGINEER

APPENDIX 4 - TAB B

**SMALL WORKS CONTRACT
(Minimal Competitive Process less than \$150,000¹)**

THIS AGREEMENT, made and entered into on the day and year last written below, is between CLARK REGIONAL WASTEWATER DISTRICT ("District"), a Washington municipal corporation, and _____ ("Contractor").

In consideration of the terms and conditions contained herein, and attached and made a part of this Agreement, the Parties agree as follows:

1. Scope of Work. The Contractor shall perform all work and furnish all tools, materials and equipment for [Project Name, Number, and/or detailed scope] _____ (the "Work") in accordance with the Contractor's quote dated _____, which is by this reference incorporated herein and made a part thereof, and shall perform any alterations in or additions to the Project provided under this Agreement and every part thereof.

2. Project Cost/Payment. The total amount of the Contract is _____ (\$ _____), including Washington State sales tax. The total Project cost includes all costs associated with the project Work, including, but not limited to, labor, materials, equipment, overhead, administrative and permit and regulatory costs, unless otherwise agreed in writing.

3. Completion Deadline. The work shall be physically complete within _____ working/calendar days from the Notice to Proceed or no later than [insert date].

4. District Agreement. The District hereby promises and agrees with the Contractor to employ and does employ the Contractor to provide the materials and to do and cause to be done the project Work described above and to complete and finish same according to the attached [scope of work/plans and specifications] and the terms and conditions herein contained and hereby contracts to pay for such work according to the terms and conditions herein and the schedule of prices quoted and hereto attached, at the time and in the manner and upon the conditions provided for in this Agreement.

5. Contractor Agreement. The Contractor hereby agrees to fully perform the work and all terms and conditions in this Agreement.

6. Contractor Responsibilities. The Contractor shall provide and bear the expense of all equipment, work and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in this Agreement and every part thereof, except such as are mentioned in the specifications to be furnished by the District, and shall warranty said work for a period of one (1) year after completion of this Agreement. During this one-year warranty period, Contractor agrees to return to

¹ Less than \$75,500 involving 1 craft/trade and less than \$150,000 involving 2 or more crafts/trades the Project and correct any failure of Contractor's Work to perform as intended and upon reasonable notice. This warranty is in addition to any other rights and remedies the District may have for defective work or materials or any other failure by the Contractor to comply with the Project documents and in no way limits such rights and remedies.

7. Liability. It is further provided that no liability shall attach to the District by reason of entering into this Agreement except as expressly provided herein.

8. Insurance. The Contractor agrees to the following requirements relating to insurance coverage. Contractor shall provide the District a Certificate of Liability Insurance and endorsements when the

Contractor delivers the signed Contract for the work. Said certificate must be provided on a standard “ACORD” form, or its equivalent, and must provide that coverage shall not be canceled or modified without 30 days prior written notice to the District. All policies shall be issued by an insurance company approved by the Insurance Commissioner of the State of Washington pursuant to Title 48 RCW and who have an AM Best rating of A-: VII or better. All insurance coverage required shall be written and provided by “occurrence-based” policy forms rather than “claims made” forms. The District may inspect all policies and copies shall be provided to the District upon request.

The insurance shall provide the minimum coverage and limits set forth below:

COVERAGE	LIMITS OF LIABILITY
I. Commercial General Liability:	
Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Products & Completed Operations	\$2,000,000
Bodily Injury/Personal and Advertising Injury	\$1,000,000
Blanket Contractual Liability	\$1,000,000
Property Damage	\$1,000,000
II. Commercial Automobile Liability	
Combined Single Limit	\$1,000,000
III. Workers’ Compensation (applicable to the State of Washington)	
State Employer’s Liability	Statutory
Each Accident	\$1,000,000
Each Employee	\$1,000,000
Policy Limit	\$2,000,000
IV. Pollution Legal Liability	
Each Claim	\$1,000,000
Annual Aggregate	\$1,000,000
V. Umbrella or Excess Liability	
Each Claim	\$1,000,000
Annual Aggregate	\$1,000,000

In addition to the coverage and limits listed above, the Contractor must comply with the following insurance requirements:

- a. All insurance policies, with the exception of Workers’ Compensation, and of Professional Liability and Builder’s Risk (if required by this Contract), shall name Clark Regional Wastewater District, its agents, officers, elected and appointed officials, employees, and volunteers as Additional Insureds. The required Additional Insured endorsements shall be at least as broad as ISO CG 20 10 11 85, or its equivalent CG 20 10 07 04 and CG 20 37 07 04 must be included with the Certificate of Insurance.
- b. Either the Commercial General Liability or the Workers’ Compensation policy must be endorsed to include “Washington Stop Gap” insurance. The limits and aggregates referenced must apply to the Stop Gap coverage as well and must be indicated on the certificate.
- c. Employment Security. The Contractor shall comply with Workers’ Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

d. Automobile Liability shall cover owned, non-owned, hired, and leased vehicles and shall be written on a coverage form at least as broad as ISO form CA 00 01. If the work involves the transport of pollutants, the automobile liability policy shall include MCS 90 and CA 99 48 endorsements.

e. Contractor shall purchase and maintain umbrella or excess liability insurance written over the underlying employer's liability, commercial general liability, automobile liability, and pollution liability insurance. The coverage afforded shall be on a follow-form basis with a dropdown provision (if available) where primary coverage is aggregated and must be at least as broad as that of each and every one of the underlying policies. Contractor may meet the policy limits through the primary policies alone or combinations of the primary insurance policy's policy limits and partial attribution of the policy limits of an umbrella or excess liability policy. Such umbrella or excess policy must retain the minimum limits required after accounting for partial attribution of its limits to underlying policies, as allowed above.

f. The District shall be listed on the Certificate as the Certificate Holder.

g. The Contractor's Automobile Liability, Commercial General Liability and Excess or Umbrella Liability insurance policies shall be primary and non-contributory insurance with respect to the District's insurance, self-insurance, or self-insured pool coverage. Any insurance, self-insurance, or self-insured pool coverage maintained by the District shall be excess of the Contractor's insurance and shall not contribute with it, except as respects losses attributable to the sole negligence of the District or otherwise limited in accord with the provisions of RCW 4.24.115.

h. Builders Risk. **Required** **Not Required**

Unless otherwise provided in the Special Provisions or Supplementary Conditions, as applicable, Contractor shall purchase and maintain builder's risk insurance upon the work on a completed value basis, in the amount of the work's full insurable replacement cost (subject to such deductible amounts as may be provided in the Special Provisions or Supplementary Conditions or required by Laws and Regulations). The specific requirements applicable to the builder's risk insurance are set forth in the Special Provisions or Supplementary Conditions.

i. The Contractor's insurance policies shall not contain deductibles or self-insured retentions in excess of \$10,000 unless approved by the District.

j. The Contractor's insurance policies shall contain a provision that the District has no obligation to report events that might give rise to a claim until a claim has been filed with the District's Board of Commissioners.

k. The Contractor shall keep this insurance in force without interruption from the commencement of the Contractor's Work through the term of the Contract and for thirty (30) days after the Physical Completion date.

l. The Contractor shall cause each subcontractor of every tier to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein. The Contractor shall ensure that all subcontractors of every tier add all entities listed as additional insureds and provide proof of such on the policies, as required. Upon request by the District, the Contractor shall forward to the District evidence of insurance and copies of the additional insured endorsements of each subcontractor of every tier.

m. All costs for insurance shall be incidental to and included in the unit or lump sum prices of

the Contract and no additional payment will be made.

9. Standard Specifications. All work, materials and testing shall conform to the:

“2020 Standard Specifications for Road, Bridge and Municipal Construction”, prepared by the Washington State Department of Transportation/American Public Works Association (“Standard Specifications”), as modified or supplemented by the District General Special Provisions,

“2018 Standard General Conditions of the Construction Contract”, prepared by the Engineers Joint Contract Documents Committee (“Standard Specifications”) as modified or supplemented by the District Supplementary Conditions,

All of which are expressly incorporated herein by this reference. The Contractor is encouraged to obtain copies and review the Standard Specifications and General Special Provisions to ensure the knowledge and understanding of their terms and conditions incorporated herein. The specific terms of this Agreement shall control any conflicting terms in the Standard Specifications and the General Special Provisions or Supplementary Conditions.

10. Prevailing Wages. The Contractor shall pay prevailing wages as required and shall comply with Chapters 39.12 and 49.28 RCW. A schedule of prevailing wages applicable to the Project may be found at the following website:

<https://www.lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>

The Department of Labor and Industries (“L&I”) publishes new rates on the first business day of February and August of each year. These rates become effective thirty days after the date of publication. The applicable prevailing wage rate for this Agreement shall be the rate in effect on:

- a. The date the District receives the written quote for the work or
- b. Where no bid date has been established, on the date the signed bid is submitted to the District.

Notice of intent to pay prevailing wages and prevailing wage rates for the Project shall be posted for the benefit of the workers. The Contractor and each subcontractor shall complete or have on file with the District a current “Statement of Intent to Pay Prevailing Wages” before payment will be made for work performed. An “Affidavit of Wages Paid” shall be required at the end of the Project. Final payment shall be made in accordance with the requirements of Chapter 39.12 RCW. The District shall not release final payment until the Contractor has submitted an Affidavit of Wages Paid that has been certified by L&I.

The Contractor may be required to submit weekly/bi-weekly Certified Payrolls to the District upon request. The Contractor is required to keep Certified Payrolls on file for a minimum of three years.

11. Bonding and Retainage. Bonding and retainage shall be required (unless waived) in accordance with RCW 39.04.152(5).

11.1 Bond. The successful bidder shall execute a payment and performance bond with a surety company licensed to do business in the State of Washington on the required District form within ten (10) days after the award date. In lieu of providing the required payment and performance bond, the Contractor, by placing their initials below, may request that the District retain 10% of the contract amount as retainage in lieu of the required bond and in accordance with RCW 39.08.010(3). Holding retainage in lieu of the payment and performance bond shall be at the District’s sole discretion.

(Initial) I, Contractor, am hereby requesting the District retain 10% of the contract amount as retainage in lieu of the required payment and performance bond. Retainage will be held and released in accordance with the statute, which includes the requirement that the Contractor submit all affidavits of wages paid and the District receives the releases required by applicable statutes and regulations.

11.2 Retainage. The District hereby waives the retainage requirements set forth in RCW 60.28.011(1)(a) in accordance with RCW 39.04.152(5).

12. Changes. The District may issue a written change order for any change in the work during the performance of this Agreement. If the Contractor determines, for any reason, that a change order is necessary, the Contractor must submit a written change order request to the District within fourteen (14) calendar days of the date the Contractor knew or should have known of the facts and events giving rise to the requested change. If the District determines that the change increases or decreases the Contractor's costs or time for performance, the District will make an equitable adjustment. The District will attempt, in good faith, to reach an agreement with the Contractor on all equitable adjustments. If the Parties are unable to agree, the District will determine the equitable adjustment as it deems appropriate. The Contractor shall proceed with the change order work upon receiving the written change order. If the Contractor fails to require a change order within the time frame allowed, the Contractor waives its right to make any claim or submit subsequent change order requests for that portion of the work. If the Contractor disagrees with the equitable adjustment, the Contractor must complete the change order work; however, the Contractor may elect to protest the adjustment as provided below.

12.1 Procedure and Protest by Contractor. If the Contractor disagrees with anything required by a change order, another written order, or an oral order from the District, including any direction, instruction, interpretation, or determination by the District, the Contractor shall, within five (5) calendar days, provide a signed written notice of protest to the District that states the date of the notice of protest, the nature and circumstances that caused the protest, the provisions in the Agreement that support the protest, the estimated dollar cost, if any, of the protested work and how the estimate was determined, and an analysis of the progress schedule showing the schedule change or disruption, if applicable. The Contractor shall keep complete records of extra costs and time incurred as a result of the protested work. The District shall have access to any of the Contractor's records needed to evaluate the protest. If the District determines that a protest is valid, the District will adjust the payment for work or time by an equitable adjustment.

12.2 Contractor's Duty to Complete Protested Work. In spite of any protest, the Contractor shall proceed to promptly complete work that the District has ordered.

12.3 Contractor's Acceptance of Changes. The Contractor accepts all requirements of a change order by (1) endorsing the change order, (2) writing a separate acceptance, or (3) not protesting in the manner this Section provides. A change order that is accepted by the Contractor as provided in this Section shall constitute full payment and final settlement of all claims for contract time and for direct, indirect, and consequential costs, including costs of delays related to any work, either covered or affected by the change.

12.4 Failure to Protest or Follow Procedures Constitutes Waiver. By not protesting or following procedures as this Section provides, the Contractor waives any additional entitlement or claims for protested work and accepts from the District any written or oral order (including directions, instructions, interpretations, and determinations).

13. Claims. The Contractor shall give written notice to the District of all claims other than change orders within ten (10) calendar days of the occurrence of events giving rise to the claim. Any claim for damages, additional payment for any reason, or extension of time shall be conclusively deemed to have been waived by the Contractor unless a timely written claim is made in strict accordance with the applicable provisions of this Agreement. At a minimum, a Contractor's written claim must include the information required in Paragraph 12.1 regarding protests.

FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF CLAIM WITHIN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM.

The Contractor must, in any event, file any claim or bring any suit arising from or connected with this Agreement within one hundred twenty (120) calendar days from the date the work is completed and accepted by the District.

14. Termination.

14.1 The District may terminate this Agreement for good cause. "Good cause" shall include, without limitation, any one or more of the following events:

14.1.1. The Contractor's refusal or failure to supply a sufficient number of properly skilled workers or proper materials for completion of the work.

14.1.2. The Contractor's failure to complete the work within the time specified in this Agreement.

14.1.3. The Contractor's failure to make full and prompt payment to subcontractors or for material or labor.

14.1.4. The Contractor's failure to comply with any federal, state, or local laws, regulations, rules, or ordinances.

14.1.5. The Contractor's filing for bankruptcy or being adjudged bankrupt.

14.1.6. Any other material breach of this Agreement.

If the District terminates this Agreement for good cause, the Contractor shall not receive any further monies due under this Agreement until the contract Work is completed.

14.2 The District may terminate this Agreement at any time for convenience and without cause. In the event of a termination for convenience, payment will be made to the Contractor for Work performed through the date of termination in accordance with this Agreement. Contractor shall also be entitled to receive any equitable amount for partially completed items of work (in the event of unit price work) and for the return or disposal of materials. Regardless of whether this Agreement is terminated for cause or for convenience, the Contractor shall have no claim against the District for loss of anticipated profits on work not performed by the Contractor. In the event of a termination for cause is found to be improper, it shall be deemed to be a termination for convenience.

15. Defective or Unauthorized Work. The District reserves the right to withhold payment from the Contractor for any defective or unauthorized work. Defective or unauthorized work includes, without limitation, work and materials that do not conform to the requirements of this Agreement and extra work and materials furnished without the District's written approval. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the District may complete the work by Contract or otherwise, and the Contractor shall be liable to the District for any additional costs incurred by the District. "Additional costs" means all reasonable costs incurred by the District, including legal and attorneys' fees, beyond the maximum contract price under this Agreement. The District further reserves the right to deduct the cost to complete the work, including any additional costs, from any amounts due or to become due to the Contractor.

16. Final Payment; Waiver of Claim. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT (EXCLUDING WITHHELD RETAINAGE) SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

17. Environmental Regulations. The Contractor shall comply with all applicable federal, state, and local environmental statutes, regulations, ordinances, and rules, including but not limited to 42 USC 4321 *et seq.*; 33 USC 1111 *et seq.*; and Chapters 43.21; 70.74; 70.94; 90.48; 90.58 RCW; and Chapter 197-11 WAC.
18. Safety. The Contractor shall be responsible to comply with all requirements of Chapters 296-24 and 296-155 WAC and other applicable safety regulations for the protection of laborers and facilities during the course of the Project work. Violations of safety regulations and related safety standards shall be considered a material breach of this Agreement and a basis for termination of the Agreement for cause.
19. Washington Law/Venue. This Agreement is made under and shall be governed by and construed in accordance with the laws of the State of Washington. Venue and jurisdiction of any lawsuit relating to this Agreement shall exist exclusively in Clark County Superior Court.
20. Effective Date. This Agreement shall be effective on the date by which both Parties have executed this Agreement ("Effective Date").

EXECUTED by the Contractor on this ____ day of _____ 20__.

Contractor Business Name: _____

By: _____

Typed Name: _____

Its: _____

The above Agreement made and entered into this ____ day of __, 20__.

CLARK REGIONAL WASTEWATER DISTRICT

[DISTRICT ENGINEER/Insert Title]

ATTACHMENTS

DRAFT

SUPPLEMENTAL BIDDER RESPONSIBILITY CRITERIA

A. In addition to the mandatory bidder responsibility criteria required under RCW 39.04.350(1), the bidder must also meet the following relevant supplemental bidder responsibility criteria applicable to the Project:

1. Delinquent State Taxes – The bidders shall not owe delinquent taxes to the Washington State Department of Revenue without a payment plan approved by the Department of Revenue.
2. State or Federal Disbarment – The bidder shall not currently be debarred or suspended by the State or Federal Government.
3. Claims against Retainage and Bonds – The bidder shall not have a record of excessive claims filed against the retainage or payment bonds for public works projects during the previous three years that demonstrate a lack of effective management by the bidder of making timely and appropriate payment to its subcontractors, suppliers and workers, unless there are extenuating circumstances acceptable to the District.
4. Completion of Similar Projects – The bidder shall have successfully completed projects of a similar size and scope as required by the contract documents for this Project. In evaluating whether the projects were “successfully completed,” the District may check bidder references for the previous projects, and the District may assess the bidder’s performance, including but not limited to the following areas:
 - Quality control
 - Safety record
 - Timeliness of performance
 - Use of skilled personnel
 - Management of subcontractors
 - Availability of and use of appropriate equipment
 - Compliance with contract documents
 - Management of submittals process, change orders and close-out

B. As evidence that the bidder meets the bidder responsibility criteria in paragraph A above, the bidder must submit, upon request, the following documentation to the District within 48 hours of notification. The District reserves the right to request such documentation from other bidders also.

1. The bidder shall provide current account statements from the Washington State Department of Revenue demonstrating that the bidder is not a delinquent taxpayer.
2. The bidder shall not be listed as a current debarred or suspended bidder on the Federal “System For Award Management” website www.sam.gov.
3. **[Note: This Section to remain if found to be applicable by the Project Manager.]** The bidder shall submit a list of at least three (3) similar projects they have **completed successfully** in the last five (5) years. These projects shall be of similar size and scope to this Project. For the purposes of meeting this criterion, the District has determined that “similar in size and scope to this project” means projects that have the following characteristics:

- **[Project specific information e.g., Projects requiring a minimum of 200,000 linear feet of sanitary sewer lines...]**

The information about each Project shall include the following:

- Agency’s or owner’s name and contact information for the agency’s or owner’s representative.
- Awarded contract amount.
- A description of the scope of the Project and how the Project is similar to this Project.
- The bidder’s assessment of its performance of each Project, including but not limited to the following:

- Quality control
- Safety record
- Timeliness of performance
- Use of skilled personnel
- Management of subcontractors
- Availability of and use of appropriate equipment
- Compliance with contract documents
- Management of submittals process and change orders

C. If the District determines the bidder does not meet the bidder responsibility criteria stated above and is, therefore, not a responsible bidder, the District shall notify the bidder in writing with the reasons for its determination. If the bidder disagrees with this determination, it may appeal the determination within twenty-four (24) hours¹ of receipt of the District's determination by presenting additional information to the District. If the final determination affirms that the bidder is not responsible, the District will not execute a contract with any other bidder until two (2) business days² after the bidder who is determined to be not responsible has received the final determination.

By signing this Agreement, the Contractor acknowledges and agrees to the terms and conditions of this form and represents under oath and under penalty of perjury under the laws of the State of Washington that the Contractor meets the mandatory and supplemental criteria stated in this Section and all representations by the Contractor are true and correct.

¹ The time deadline for a bidder to appeal a determination that they are not responsible, as indicated here, may be modified by the District, adopting either a standard for all projects or changing it on a project-by-project basis.

² This two-day period of time may not be reduced. It is required in RCW 39.04.350(3)(d).

CERTIFICATION OF COMPLIANCE WITH WAGE PAYMENT STATUTES

The Contractor hereby certifies that, within the three-year period immediately preceding the bid solicitation date _____ (insert bid date), the Contractor is not a “willful” violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Contractor’s Business Name

Signature of Authorized Official*

Printed Name

Title

Date

City

State or Country

Form of Business (Check One):

Sole Proprietorship Partnership Joint Venture Corporation/LLC*

State of Incorporation, or if not a corporation, State where business entity was formed:

If a co-partnership, give firm name under which business is transacted:

**If a corporation or limited liability company, this certificate must be executed in the entity’s name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, this certificate must be executed by a partner.*

CONTRACT PAYMENT AND PERFORMANCE BOND

Clark Regional Wastewater District (the "District") has awarded to _____ ("Principal") a contract for the construction of the Project designated as _____, Project No. _____, and said Principal is required under the terms of that Contract to furnish a bond for payment of subcontractors and suppliers and performance of all obligations and duties under the Contract.

The Principal, and _____ ("Surety"), a corporation, organized under the laws of the State of _____, duly authorized to do business in the State of Washington as Surety upon bonds of contractors with municipal corporations, and their heirs, executors, administrators, successors and assigns, are jointly and severally held and firmly bound to the District, in the sum of _____ US Dollars (\$_____) Total Contract Amount, for the payment of this sum on demand subject to the provisions herein.

This statutory bond shall become null and void if and when the Principal, its heirs, executors, administrators, successors, or assigns perform all the duties, warranties, and obligations of the Contract and fulfill all the terms and conditions of all duly authorized modifications, additions, and changes to said Contract that may hereafter be made, at the time and in the manner therein specified, and shall also pay all laborers, mechanics, subcontractors, material men, and all persons and governmental agencies as required by RCW 39.08 and shall defend, indemnify and hold harmless the District, its officers and agents from any claim for such payment.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or the work to be performed under the Contract shall in any way affect its obligation on this bond, except as provided herein, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract, the specifications or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract, including any increase in the total amount to be paid, the Principal shall automatically increase the obligations of the Surety on this bond and notice to Surety is not required and is waived for such increased obligation.

This bond may be executed in two (2) original counterparts, to be signed by duly authorized officers of Principal and Surety. This bond will only be accepted if it is accompanied by a fully executed and original (or acceptable equivalent) power of attorney for the officer executing on behalf of the Surety.

PRINCIPAL

SURETY

Principal Signature Date

Surety Signature Date

Printed Name

Printed Name

Title

Title

Name, address, and telephone of local office/agent of Surety Company is:



APPENDIX 4 – TAB C Emergency Declaration & Competitive Bidding Waiver Form

This form is to be used to document that the event named below is a qualifying emergency under RCW 39.04.280(3) and to further grant an exemption from the requirements for the competitive bidding and award of any contracts for purchases and work to address the emergency. If any contracts are awarded hereunder, the District Board of Commissioners shall ratify and confirm the emergency within 14 days of award of the first contract. All three sections are required to be completed.

Date: _____
Event: _____

1. Description.

Please describe the situation and circumstances involved in the event.

2. Unforeseen Circumstances.

Please describe how the circumstances were unforeseen and beyond the control of the District.

3. Immediate Action.

Immediate action is necessary to prevent (check the box that applies):

- A real, immediate threat to the proper performance of essential functions
- Material loss or damage to property, bodily injury, or loss of life

Please describe why immediate action must be taken to address the event.

Attach any additional supporting materials (e.g., work orders, photos, inspection reports).

Submitted By:

Approved By:

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

APPENDIX 5

**LISTING OF VEHICLES AND EQUIPMENT
Operational as of January 2025**

Vehicles (Treatment)

APPENDIX 5

**LISTING OF VEHICLES AND EQUIPMENT
Operational as of January 2025**

Vehicles (Treatment)

ID	Year	Make	Model	VIN/Serial Number
M13	2003	Chevrolet	1 <u>Ton</u> 4x2 Silverado (Liberator 400 Crane)	1GBJC34VX3E 272965 4PG1204033531 (Crane)
M30	2015	Ford	Escape SE AWD	1FMCU9G91FUA68377
M41	2018	Nissan	Frontier	1N6BD0CT1JN733288
M55	2012	Ford	F-250 XL HD P2000 (P20-1079)	1FDBF2A69CEC13876
M56	2012	Ford	F-250 Ext Cab P2200 (P22-1078)	1FT7X2A62CEC13693
M57	1997	Ford	F-350 4x4 XL T1000 (T90-0470)	1FDKF38FOVEB26639
M62	1992	International	Dump Truck (X20-0367)	1HTSDNUR8NH397956
M74	2022	Ford	Ranger	1FTER1FH2NLD45728
M85	2022	Dodge	Ram 1500	1C6RR7STXNS2333187
M87	2022	Volvo	Front Loader	622934
M90	2025	Kenworth	T880 Dump Truck	1NKZXPEX3RJ385187
M95	2025	Ford	Transit 250 Van	1FTBR2C80SKA65658
M100	2026	Freightliner	114SD SBA 6X4	1FVH3FE2THWX1912

Vehicles (Admin/Collection)

ID	Year	Make	Model	VIN/Serial Number
M12	2003	Sterling	Pumper Truck	2FZACHAK33AL68422
M18	2005	Chevrolet	Chev Van Express	1GCGG25V051231377
M24	2006	Chevrolet	Chev Van TV Truck: lic 81229C	1GBE4VIG06F429748
M25	2006	International	7600 <u>Aquatech</u>	3HTWYAHT87N486391
M31	2016	Ford	Escape SE AWD	1FMCU9G92GUC13637
M33	2017	Freightliner	<u>Aquatech</u> B-52	3ALHG3DV5HDJE3275
M32	2017	Ford	F550	1FD0X5GY2HEC11005
M34	2017	FORD	F250	1FT7X2B1HEE49886
M36	2017	Ford	F550	1FD0X5GY5HEE28113
M35	2018	Ford	Transit Cargo Van	1FTYR1JKA11396
M40	2018	Nissan	Frontier	1N6BD0CT0JN713937
M42	2018	Ford	F4X Transit Cargo HR	1FTBF4XM9JKB08596
M44	2019	Ford	Ranger SC 4x4	1FTER1FH1KLA71868
M45	2019	Ford	Ranger SC 4x5	1FTER1FH3KLA71869
M46	2019	Ford	Ranger SC 4x6	1FTER1FHXKLA71870
M47	2019	Ford	Ranger SC 4x7	1FTER1FH1KLA71871
M48	2019	Ford	F-250 SC 4x4	1FT7X2B65KEF81735
M49	2019	Ford	F-250 SC 4x4	1FT7X2B67KEF81736
M51	2020	Ford	Escape SE AWD HEV	1FMCU9BZXLUA12103

Vehicles (Admin/Collections)

ID	Year	Make	Model	VIN/Serial Number
M50	2020	Western Star	4700SB truck	5KKAAXFE3LLLZ5385
M54	2020	Ford E-450	Hi Cube Van TV Inspection Vehicle	1FDXE4FN8MDC37257
M75	2022	Ford	Ranger	1FTER1FH4NLD45411
M84	2023	Ford	F-150	1FTEX1EB3PKE45736
M249	2023	Ford	F-350	1FD8W3HT0PED60170
M86	2024	Ford	Maverick	3FTTW8J94RRA59783
M88	2023	Ford	F-550	1FD0W5HTXPED03354
M89	2024	Ford	Transit Cargo Van	1FTBR2C88RKA84775

Equipment (Treatment)

Description	Serial Number
1993 Tandem L1000 (L10-0875)	WA89155701
2020 Doosan Forklift - F6000 (F60-2086)	WA License # 95274C
Ing-Rnd Light Trailer (T20-367)	WA License #33139C
F25-0493 John Deere 5400 4WD	LV5400E440476
F60-0486 Cat P6000	AT13500609
H97-0910 Godwin CD 150M	0854237-05
H97-1774 Genie S-85	S 80-2762
M10-1629 John Deere X739	1M060HCXCGM041746
M12-0027 John Deere Gator TX 4x2	M04X2XD051911
M12-0028 John Deere Gator TX 4x2	M04X2XD051914
M90-0829 John Deere 609 Rotary	W00609C059818
Cushman Golf Cart	
A91-157 Honda Small Generator	
A50-033 Gorman Rupp 4" Trash Pump	
M90-829 John Deere Brush Hog	
F34-405 John Deere Broom - Rotary	
Honda 6500 Generator	
Homelite 2750 Watt Generator	
2023 Polaris Ranger SP 570	R23MAA57B1
2024 Polaris Ranger SP 570	R23MAA57B1
2025 Polaris Ranger SP 570	R23MAA57B1
2026 Polaris Ranger SP 570	R23MAA57B1
15/110V INDUCTION BEARING HEATER	2251-0042
110500 System One Part Washer	00110500SK21134625
BC200P Set SPM bearing checker	2303044
2022 Volva L60H Front Loader	VCE0L60HA0S622934
100-UP 9000SC Ultra Probe 9000	N/A

Equipment (Admin/Collection)

Description	Serial Number
SMEQ-060 - Vivax Push Camera	10903120133
SMEQ-052 - Vivax Push Camera	10901110800
Vivax Push Camera	10903160194
OZ2#2 - Camera, OZ-2 CCTV	08071704
OZ2#3 - Camera OZ-2 CCTV 2015	15090103
OZ3#1 - Camera OZ-3 2015	15082501
SMEQ-091 - Cap Locator, Dynatel	6400026
SMEQ-066 - 3000 Watt Honda Generator	EZGP-1538881
SMEQ-067 - 3000 Watt Honda Generator	EZGP-1543685
SMEQ-068 - 3000 Watt Honda Generator	EZGP-1532303
SMEQ-100 - Stihl Weed Eater	248811463
SMEQ-099 - Stihl Leaf Blower	4203967-3404
SMEQ-102 - Cutquik, Stihl TS 400 (cut off saw)	E2A10598
Motorola portable radio CP200 with remote micro	018TFQU366
Motorola portable radio CP200 with remote micro	018TFQU384
Motorola portable radio CP200 with remote micro	018TFQU421
Motorola portable radio CP200 with remote micro	018TFQU390
GasMon-6 - RKI GX-2009 gas monitors	590030001RN
GasMon-7 - RKI GX-2009 Gas Monitor	570013306RN
GasMon-8 - RKI GX-2009 Gas Monitor	570013308RN
GasMon-9 - RKI GX-2009 Gas Monitor	570013309RN
GasMon-10 - RKI GX-2009 Gas Monitor	570013310RN
GasMonCal-1 - RKISDM-2009 calibration station	539030094ID
GasMon-11 - MSA Altair 4XR 4-Gas Monitor LEL/O2/C0/H2S	250815
Gas Mon-12 - MSA Altair 4XR 4-Gas Monitor LEL/O2/C0/H2S	245562
GasMon-13 - MSA Altair 4XR 4-Gas Monitor LEL/O2/C0/H2S	250802
GasMon-14 - MSA Altair 4XR 4-Gas Monitor LEL/O2/C0/H2S	250797
GasMon-15 - MSA Altair 4XR 4-Gas Monitor LEL/O2/C0/H2S	250799
GasMon-16 - MSA Altair 4XR 4-Gas Monitor LEL/O2/C0/H2S	250830
MSA Galaxy Automated Test System	
PG-4 - Generator and Kato Lite Trailer	184BE2318R2094059
PG-2 - Generator and Kato Lite Trailer	184BE2318R2094060
PG-1 - Generator and Kato Lite Trailer	184BE2318R2094061
PG-6 - Generator, Olympi Anct60	LM218407E 42132
PG-5 - Generator, Onan Trailer	WA7218243
PG-8 - Generator and Trailer, Cummins	B140633858

Equipment (Admin/Collection) Continued

Description	Serial Number
SMEQ-083 – Jetter, Honda GX610 (series 47)	GCAC2020941
SMEQ-103 - Milwaukee Roto Hammer	G75AD163700881
SMEQ-062 - DeWalt Jack Hammer	13547
Klein Insulated Tool Kit	33527
SMEQ-098 - Pump, 1 1/2 HP 230V -WE1512HH	KO156385, KO156381
M29 - Pump, 6" diesel trailer mounted	Godwin NC150
M37 - Pump, 6" diesel trailer mounted	Godwin NC150
M38 - Pump, 8" diesel trailer mounted	Godwin CD225M
SMEQ-086 - Pump, Makita 3"	800786
SMEQ-087 - Pump, Makita 3"	1382239
SMEQ-041 - Tsurumi Submersible pump	21699478169
SMEQ-089 - Radio Detection Locate Unit: Part A	11/4KRX 110724QM
SMEQ-090 - Radio Detection Sending Unit: Part B	11/T10B4112W
Root Cutter, Gofer	3602
Sampler, Sigma 900	AA0995LPC00349
Sampler, Sigma 900 max	90600325360
SMEQ-092 - Shoring Jacks (2) 28" - 46"	
Air Compressor C8HGA-17P	EO71106010
SMEQ-093 - Shoring Shield	95-9235
SMEQ-094 - Snake (1065) Spartan	007AIR
SMEQ-065 - Snake (1065) Spartan	02BDAG
SMEQ-036 - Picote Maxi Miller	02453
SMEQ-037 - Bodan Compact VPC15	0012
SMEQ-095 - Tap, Machine Milwaukee	73881020028
Transport for Camera	CIB110001
MM#1 - Mudmaster transporter for camera	12110901
Steerable pipe ranger	15082403
CPR-1 - Compact pipe ranger	15082102
SMEQ-082 - DBI Winch	19052072
SMEQ-081 - 3M Lower Mast	1718231
SMEQ-080 - 3M Davit Arm	1718604
SMEQ-038 - Adjustable Davit Mount	210255
SMEQ-061 - Allegro Blower	33-40354
SMEQ-096 - Winch/Tripod, Allied	HD10059
SMEQ-097 - Winch/Tripod, Allied	HD10085
Case 580K Backhoe 4X4	JJG0031066

Equipment (Admin/Collection) Continued

Description	Serial Number
Backhoe Trailer-10 T W/Air Brakes	1ZCE33A28YZP21307
M39 – TCM Forklift, FG25T3	435-4081 55 F 555-4081
PJ Equipment trailer, model CE202	VIN 3CVCE2021K590017
SMEQ-078 - Plate Tamper, 200 lb class	MVC88VTHW, D-7869
SMEQ-104 - Lincoln Power MIG 210MP	M3160803606
SMEQ-035 - JAJ-600WH Easement Machine	
Takeuchi TB-240 (G-9537)	
Bearing Heater	
20 Ton Super Duty Press	
Greely Good Products Boot Wash CM-3	
Global Industries Work Bench (5)	
Greely Good Products Boot Wash CM-3	
PROTO Wide Set Puller Kit	
Hot Water Pressure Washer	Model #: EZO4035GKGP120
Homak Parts Washer	
Duct Hunter Traceable Rodder	12A-516-1200M
Jet Bandsaw Combo Horizontal/Vertical	2110BE09797
Econoline Abrasive Blast Cabinet	
Condor Gas Cylinder Cabinet	
Miller Millermatic 255 Welder	NB488609N
SMEQ-071 - OdaLog Wireless H2S Logger 0-1000 ppm	06900649
SMEQ-072 - OdaLog Wireless H2S Logger 0-1000 ppm	05064109
SMEQ-073 - OdaLog Wireless H2S Logger 0-1000 ppm	10103293
SMEQ-074 - OdaLog Wireless H2S Logger 0-1000 ppm	45067718
SMEQ-088 - OdaLog Wireless H2S Logger 0-1000 ppm	50102760
SMEQ-034 - OdaLog Wireless H2S Logger 0-1000 ppm	04102605
ODALOG-1 - OdaLog Wireless H2S Logger 0-1000 ppm	3701591
ODALOG-2 - OdaLog Wireless H2S Logger 0-1000 ppm	4501235
ODALOG-3 - OdaLog Wireless H2S Logger 0-1000 ppm	4501234
ODALOG-4 - OdaLog Wireless H2S Logger 0-1000 ppm	3701569
SMEQ-077 - AcruLog H2S Logger 0-2000 ppm	171000368
ODALOG-6 - AcruLog 4GXT	210904777
ODALOG-5 - AcruLog 4GXT	210904776
AcruLog 4GXT	220906403
AcruLog 4GXT	220906399
SMEQ-115 - 4G Surface Mount Antenna	

Equipment (Admin/Collection) Continued

Description	Serial Number
SMEQ-116 - 4G Surface Mount Antenna	
Milwaukee Mag Drill	G84AD213500009
SMEQ-114 - Flow DAR 8 Logger	140100490481
SMEQ-105 - Flow DAR 8 Logger	101200377986
SMEQ-106 - Flow DAR 8 Logger	101200377984
SMEQ-032 - Flow DAR 8 Logger	BA - 1134
SMEQ-033 - Flow DAR 8 Logger	210900005414
SMEQ-112 - Flow Logger Sprint Modem	140100002976
SMEQ-113 - Flow Logger Sprint Modem	140100002977
SMEQ-063 - Airstar Sirocco Balloon Light	160800369
SMEQ-064 - Airstar Sirocco Balloon Light	160300714
SMEQ-101 - Makita Jumping Jack	T6504
GPS-5065 - EOS Arrow Gold GPS Unit	1806-19085065
GPS-4983 - EOS Arrow Gold GPS Unit	1806-19084983
GPS-7462 - EOS Arrow Gold GPS Unit	1810-19087462
GPS-8624 - EOS Arrow Gold GPS Unit	1910-19088624
GPS-5045 - EOS Arrow Gold GPS Unit	2201-GP-21605045
SMEQ-001 - 3.31-Ton Crane Scale	HK2002205
SMEQ-002 - Greenlee Conduit and Pipe Rack	
SMEQ-003 - Reciprocating Air Compressor QT-5	6502047
SMEQ-004 - Concrete Chainsaw	65002047
SMEQ-005 - Smoke Blower	K7510117
SMEQ-006 - Pneumatic Chipping Hammer	
SMEQ-008 - Weed Eater Stihl	276478099
SMEQ-009 - Honda Generator	
SMEQ-010 - Honda Generator	
Honda Generator 2200i	2504022
Honda Generator 2200i	2712933
Honda Generator 2200i	2351665
SMEQ-011 - Jenny Air Compressor	E071106010
SMEQ-012 - Vivax vLocPro2 Locate Unit	20401102029
SMEQ-013 - Vivax vLocPro2 Sending Unit	
SMEQ-043 - Vivax vLoc3-Pro Locate Unit	21901183738
SMEQ-044 - Vivax vLoc3-Pro Locate Unit	21901184311
SMEQ-042 - Vivax vLoc3-Pro Locate Unit	21901171553
SMEQ-015 - Milwaukee 56" Tabletop Tool Chest	J82A

Equipment (Admin/Collection) Continued

Description	Serial Number
SMEQ-016 - Schondstedt GA-92 Metal Detector	393901
SMEQ-017 - Schondstedt GA-92 Metal Detector	381150
SMEQ-020 - Warthog WT-3/8"	
SMEQ-019 - Vivax Sending Unit	20502100223
SMEQ-021 - Warthog Magnum	WGR1838
SMEQ-022 - Warthog R31 Head	
SMEQ-023 - CUES Pole	06062302
SMEQ-024 - CUES Pole Camera	04042001
SMEQ-025 - Wireless FL-900 Flow Logger	210900005413
SMEQ-026 - Wireless FL-900 Flow Logger	210900005414
SMEQ-027 - Wireless FL-900 Flow Logger	210900005415
SMEQ-029 - Turbo II Root Cutter	
SMEQ-030 - Warthog Charlotte	
SMEQ-031 - Warthog Centralizer	
SMEQ-084 - Pressure Data Logger #4	16459520
SMEQ-085 - Pressure Data Logger #5	16459520
SMEQ-086 - Pressure Data Logger #1	16192851
SMEQ-151 - Pressure Data Logger #3	16194280
SMEQ-152 - Pressure Data Logger #2	16208280
CPR-2 - Transporter - Compact Pipe Ranger	21032598
OZ3#2 - OZ3 Camera	21021141
OZ3#3 - OZ3 Camera	21031084
RC#4 - Rear Camera	21031247
RC#5 - Rear Camera	21032238
SPR#2 - Steerable Pipe Ranger	21030879
SMEQ-046 - Vivax 400' Push Camera Reel	10903190061
SMEQ-052 - Vivax D34-HD Camera	11105190030
SMEQ-105 - Flo-Dar Sensor	BA -1143
SMEQ-108 - Flo-Dar Sensor	101200377980
SMEQ-109 - Flo-Dar Sensor	BA -1138
SMEQ-110 - Flo-Dar Sensor	BA -1137
GPS-5296 - Arrow Gold GPS Unit with Field Kit	2211-GP-21615296-A
SMEQ-047 - EDCO Concrete Saw	210510137
SMEQ-048 - Mikasa Jumping Jack	J10069
SMEQ-159 - Stihl MS291 Chainsaw	11419673403K
SMEQ-160 - Stihl BR600 Leafblower	42829673401N

Equipment (Admin/Collection) Continued

Description	Serial Number
SMEQ-161 - Shoring Jacks (2) 34" - 55"	
SMEQ-162 - Shoring Jacks (2) 34" - 55"	
SMEQ-163 - Spartan Jetter	000459
SMEQ-164 - Noco Boost Max Jump Box	NG17031X16X
SMEQ-165 - Topcon Transit	WM015498
SMEQ-166 - Schonstedt Maggie Magnetic Locator	452173
SMEQ-167 - Vivax Vlog Pro3	21901200345
SMEQ-168 - 3M Davit Arm	116169
SMEQ-169 - 3M Lower Mast	1727195
SMEQ-170 - Jet Drill Press	24075549
SMEQ-171 - Dynatel Cap Locator	1040001E
SMEQ-172 - Lincoln 140 Welder	M3180503630
SMEQ-173 - Jet Bench Grinder	24080277
SMEQ-174 - Crust Buster	173238
SMEQ-175 - Parker Fuel Scrubber	28NE
SMEQ-176 - Milwaukee Hedge Trimmer	H34AD203004542
SMEQ-177 - Milwaukee Hand Held Blower	J24AF212817199
SMEQ-178 - Stihl Pole Saw	4182-011-6046-A
SMEQ-179 - Milwaukee Pole Saw	K49AH221603691
SMEQ-143 - FallTech 12-29" Offset Davit Arm	5656096
SMEQ-142 - FallTech 22-24" Manhole Collar Davit	650124MH
SMEQ-144 - FallTech 33" Lower Mast Ext	5662734
SMEQ-056 - Altair 4-Gas Monitor LEL/02/CO/H2S w/15" ducting & canister	00334777
SMEQ-058 - Allegro 8" plastic AC Axial Blower	
SMEQ-057 - Allegro 8" plastic Blower	33-70874
CBL-1 - Gold Cable CCTV Cable 1	
CBL-3 - Gold Cable CCTV Cable 3	
LAMP2-1 - CCTV Lamp 2	18020105
LAMP2CABLE-B - CCTV LAMP2 BLUE CABLE	
CCTVGen-1 - CCTV Onan Generator 1	H170234264
CCTVGen-2 - CCTV Onan Generator 2	L200847305
CCTVGen-3 - CCTV Onan Generator 3	J220157595
RC#6 - CCTV Rear Camera 6	38
SMEQ-039 - Davit Truck Hitch Mount Base for 12"-29", 3 pc	6477256
SMEQ-040 - Davit Truck Hitch Mount Base for 12"-29", 3 pc	6477255
SMEQ-130 - Flo Dar Sensor	101200377986

Equipment (Admin/Collection) Continued

Description	Serial Number
SMEQ-5235 - RTK Arrow GPS Unit - Arrow Gold	2405-GP-23555235
GPS-8696 - EOS Arrow GPS Unit - Arrow Gold	2405-GP-23558696
SMEQ-014 - Honda Top Gun Pressure Washer	002061703
SMEQ-059 - Husqvarna Cut Off Saw	
LC#2 - Pan & Tilt Lateral Camera	18011620
SMEQ-153 - DBI Sala Confined Space Aluminum Tripod	ND10085
SMEQ-154 - Salalift II Winch	7588
SMEQ-145 - DBI Sala Ultra-Lock SRL (Self-Retracting Lifeline) 50' Galvanized Cable	259656
SMEQ-156 - DBI Sala Ultra-Lock SRL (Self-Retracting Lifeline) 50'	271148
SMEQ-157 - DBI Sala Ultra-Lock SRL (Self-Retracting Lifeline) 50'	271137
SMEQ-158 - DBI Sala Ultra-Lock SRL (Self-Retracting Lifeline) 50'	269123

DRAFT

APPENDIX 6

CONVERGENCE (MAJOR DISASTER)

1. Convergence (e.g., a situation wherein large amounts of material and large numbers of disaster relief personnel unexpectedly appear) could occur after a major disaster such as catastrophic earthquake. Convergence resources are usually not the resources or support personnel identified in the District Emergency Plan.
2. Convergence usually occurs when large or small national or international disaster relief organizations respond unannounced to the site of a major disaster. The response is usually in the form of material, such as food, building supplies and clothing or disaster response units, such as Search and Rescue (SAR) teams.
3. Unexpected disaster relief supplies and personnel usually arrive by air early in the disaster response phase with subsequent arrivals by truck, boat, or rail. The unexpected relief effort can be disorganized and frequently has no way to effectively process the arriving material and personnel.
4. It is desirable that all arriving supplies and material be initially staged in locations outside the immediate area affected by the disaster. Since convergence is typical in large catastrophic events, State and Federal authorities must plan for and establish collection and coordination sites in various areas in the State. Though major convergence would occur outside of the District, unexpected small groups and individual volunteers may enter the District regardless of State and Federal efforts.
5. CRESA would be responsible to take steps to identify, stockpile, distribute and/or dispose of convergence resources appearing in Clark County. They must also coordinate with State and Federal emergency management authorities to accept, refuse, or control convergence resources arriving from outside Clark County.
6. The District will rely on CRESA to coordinate distribution of convergence resources and will communicate needs to CRESA or County staff as they arise.

APPENDIX 7

GEM SUPPORT AND CONTACTS

Grounds Equipment Maintenance (GEM) is a SW Washington Inter-agency Cooperative that allows member organizations to support each other with vehicles and manpower on a loaner basis. It is an informal mutual aid organization that allows organizations to get together to share ideas and resources to reduce the overall cost to the tax or ratepayer. The District maintains a GEM Binder that includes the By-laws, Member Contact Information, and a summary of equipment available from each participating agency. A copy of the member list, by-laws and the request and acceptance Form are provided. Members contact each other directly to request resources and assistance.

Last updated 11/7/25							
Agency	Name	Primary Contact	Department	Title	Contact Type	Membership Type	Copy of IA
Battleground School District					Primary		
Camas School District							
City of Battleground	Mark Herceg	Mark.herceg@cityofbg.org		Public Works Director	Primary		Yes
City of Battleground	Grant Burke	grant.burke@cityofbg.org		PW Operations Supervisor-Sewer, Water, Fleet, Facilities	Secondary		Yes
City of Battleground	Don Risto	don.risto@cityofbg.org		PW Operations Manager	Alternate		Yes
City of Battleground	Todd Klein	todd.klein@cityofbg.org		PW Operations Supervisor-Streets, Drainage, Parks			Yes
City of Camas	Will Noonan	wnoonan@cityofcamas.us		Operations Manager	Primary	Regular	Yes
City of Camas	Rob Charles	rcharles@cityofcamas.us		Utilities Manager	Secondary	Affiliate	Yes
City of Camas	Keith Mabry	kmabry@cityofcamas.us			Alternate		Yes
City of Gresham	Chris Strong	Chris.Strong@greshamoregon.gov			Primary		
City of La Center	?			Public Works Supervisor	Primary		Yes
City of Lake Oswego							
City of Longview					Primary		
City of Portland	Michael Roy	michael.roy@portlandoregon.gov			Primary		
City of Ridgefield	Steven Sampson	steven.sampson@ridgefieldwa.us	PW	Stormwater Field Supervisor	Primary	Regular	Yes
City of Ridgefield	Kelly Melroy	kelly.melroy@ridgefieldwa.us	PW	PW Facilities Supervisor	Secondary	Affiliate	Yes
City of Vancouver	Eric Schadler	eric.schadler@cityofvancouver.us	PW		Primary		Yes
City of Vancouver	Michael Cero	Michael.Cero@cityofvancouver.us	PW		Secondary		Yes
City of Vancouver	Timmi Winther	timmi.winther@cityofvancouver.us	PW		Alternate		Yes
City of Washougal	Trevor Evers	tevers@cityofwashougal.us	PW	Director	Primary		Yes
City of Washougal	Trever Munsch	trever.munsch@cityofwashougal.us	PW	General Services Supervisor	Alternate		Yes
City of Washougal	Ryan Baker	Ryan.baker@cityofwashougal.us	PW	PW Ops Superintendent	Secondary		Yes
City of Washougal	Adam Connolly	adam.connolly@cityofwashougal.us	PW	Water Utility Supervisor	Alternate		Yes
City of Washougal	Joe Miller	joe.miller@cityofwashougal.us	PW	Wastewater Utility Supervisor	Alternate		Yes
City of Woodland	Riley Bunnell	bunnellr@ci.woodland.wa.us	PW	Public Works Director	Primary		Yes
City of Woodland	Tim Sarvela	sarvelat@ci.woodland.wa.us		PW Operations Superintendent	Secondary		Yes
City of Woodland	Scott Summers	summerss@ci.woodland.wa.us		PW Assistant Lead	Alternate		Yes
Clark County Fire District #3	Scott Sorenson				Primary		Yes
Clark County Fire District #5							
Clark County Fire District #6							
Clark County Public Works	Sheila Ensminger	sheila.ensminger@clark.wa.gov		PW - Office Manager	Primary		Yes
Clark County Public Works	Rebecca Schmit	rebecca.schmit@clark.wa.gov		PW- Office Asst Sr	Secondary		Yes
Clark County Public Works	Carl Oman	Carl.Oman@clark.wa.gov		PW-Road Operations Superintendent	Alternate		Yes
Clark County Public Works	Josh Lipscomb	josh.lipscomb@clark.wa.gov		PW-Road Operations Manager	Alternate		Yes
Clark County Public Works	Timothy Waggoner	Timothy.waggoner@clark.wa.gov		PW-Road Operations Superintendent	Alternate		Yes
Clark County Public	Nick Eiesland	nick.eiesland@clark.wa.gov		PW-Road Operations	Alternate		Yes

Works				Superintendent			
Clark Public Utilities	Jeff Carter	jcarter@clarkpud.com		Fleet Services Manager	Primary		Yes
Clark Public Utilities	Gene Morris	gmorris@clarkpud.com		Director of Operations	Secondary		Yes
Clark Regional Wastewater District/CRWWD	Evan Westervelt	ewestervelt@crwwd.com		Operations Supervisor	Primary		Yes
Clark Regional Wastewater District/CRWWD	Dustin Harris	dharris@crwwd.com		Operations Supervisor	Secondary		Yes
Clark Regional Wastewater District/CRWWD	Heath Henderson	hhenderson@crwwd.com		Collections Infrastructure Director	Alternate		Yes
Clark Regional Wastewater District/CRWWD	Melissa Armstrong	marmstrong@crwwd.com		Operations Manager	Alternate		Yes
CRESA	Justine Magnoni-Garver	Justine.Magnoni-Garver@cresa.wa.gov		Emergency Mgt Coordinator	Primary		
C-TRAN	Tim Shellenberger	Tim.Shellenberger@c-tran.org	Fleet/Facilities Maintenance	Chief Maintenance Officer	Primary		Yes
C-TRAN	Kory Liedtke	Kory.Liedtke@c-tran.org	Facilities Maintenance	Manager of Facilities Maintenance	Secondary		Yes
Evergreen School District #114	Nicole Daltoso	Nicole.daltoso@evergreenps.org		Senior Director Capital Facilities	Primary		
Evergreen School District #114	Raelynn Good	Raelynn.Good@evergreenps.org		Exec. Secretary to Sr Director of Capital Facilities	Secondary		
Multnomah County	Katie James	kate.z.james@multco.us			Primary		
Multnomah County					Secondary		
Port of Camas/Washougal	Mark Miller/Eric Plantenberg	360-835-2196 ext 113 or ext 106					
Port of Vancouver	Chris Jackson	Cjackson@portvanusa.com		Facilities & Fleet Manager	Primary		Yes
Port of Vancouver	Chris Fallon	cfallon@portvanusa.com		Mechanic Shop Foreman	Secondary		Yes
Town of Yacolt	Terry Gardner	pwd@townofyacolt.com	PW	PW Director	Primary		Yes
Town of Yacolt	Sean LaBarbera	pwd@townofyacolt.com	PW		Secondary		Yes
Vancouver School District	AJ Panter	aj.panter@vansd.org		Executive Director Facilities	Primary		
Vancouver School District				Transportation Supervisor	Secondary		
Vancouver School District	Jason Ackley	jason.ackley@vansd.org		Maintenance Supervisor	Alternate		
Washington State University - Vancouver	Dennis Giles	gilesd@wsu.edu		Interim Director	Primary		Yes
Washington State University - Vancouver	Mike Appel	mike.appel@wsu.edu		Procurement & Supply Specialist	Secondary		Yes
Washington State University - Vancouver	Joseph Parrott	joseph.parrott@wsu.edu			Alternate		Yes
Washougal School District							Yes
WSDOT	Bill Morrison	morribi@wsdot.wa.gov			Primary		
WSDOT	Jeff Wilson	wilsoje@wsdot.wa.gov			Secondary		
WSTIP			WA St. Transit Ins. Pool		Primary		No
Ben Franklin Transit	Jerry Otto		Ben Franklin Transit				Yes

PART ONE: TO BE COMPLETED BY THE REQUESTING UTILITY			
Dated:	GEM Member Utility:		
Contact Person:	Telephone:	Fax:	
Authorized Rep:			
Title:			
Scope of work requested:			
Personnel, Expertise, Equipment & Material Needed:			
Date & Time Resources Needed:		Staging Area:	
Approximate Date/Time Resources To Be Released:			
Requesting Authorized Rep:		Req. Authorized Rep's Signature:	
Title:	Utility:	Request No:	
PART TWO: TO BE COMPLETED BY THE RESPONDING UTILITY			
Dated:	GEM Member Utility:		
Contact Person:	Telephone:	Fax:	
Responding Authorized Rep:			
Title:			
Type of Personnel, Expertise, Equipment & Material Available:			
Date & Time Resources Available From:		To:	
Estimated Total Costs To Send Requested Assistance: \$			
PART THREE: REQUESTING UTILITY CONFIRMATION AND APPROVAL			
Authorized Rep Name:		Location:	
Signature			
Dated:		Request No:	
Additional Information:			
MISCELLANEOUS ITEMS / OTHER INFORMATION			

GEM

A Pacific Northwest Interagency Cooperative Bylaws

Revision Approved – June 4, 2025

ARTICLE I

Organization Name, Purpose and Mission Statement

Section 1 – The name of this organization will be GEM - A Pacific Northwest Interagency Cooperative, a non-profit organization, referred to as GEM (acronym for Grounds, Equipment & Maintenance).

Section 2 – The primary purpose of GEM will be to foster communication among all public agencies to the mutual benefit of all constituents. It will also be the purpose of GEM to promote closer cooperation between this organization and all other public agencies and associations engaged in the betterment of maintenance and operations of grounds, equipment, and roads & streets.

Section 3 – The mission statement of GEM will be "Stretching Taxpayer Dollars by Sharing Resources." Section 4 – The organization is structured as a 501(c)3.

ARTICLE II

Executive Board

Section 1 – The business and affairs of this organization will be managed and controlled by an Executive Board consisting of 5 regular members who will be the Chairperson, Vice-Chairperson, Secretary/Treasurer, Immediate past Chairperson, and Executive board member "at large" from a regular member agency.

Section 2 – Roles and responsibilities of each executive board member is defined in Article III, (b) Officers, Section 1

ARTICLE III

(a) Elections

Section 1 – Elected positions are as follows: Chairperson, Vice-Chairperson, Secretary/Treasurer and Executive Board member "at large"

Election years are as follows:

Even election – Chairperson, Executive Board Member
Odd year elections –
Vice-Chairperson, Secretary Treasurer

Elections will take place at the last general meeting of the calendar year. All positions are for a period of two years, commencing January 1st.

Section 2 – In case of a position being vacated, the Executive Board will appoint a replacement to complete the unexpired term. Officers may serve more than one consecutive term.

Section 3 – Voting – Any regular member agency wishing to vote in an election, may hand their proxy vote to another regular member agency, upon notification to the Secretary/Treasurer. The Secretary/Treasurer will have to approve this arrangement prior to the election taking place. The senior ranking member of the agency being represented at the meeting in which a vote will take place will submit the vote representing the agency. The senior ranking member from each agency will be identified before the vote takes place. Voting can take place electronically, written ballot with a signature or by verbal after each agency is identified to place their vote. In the event of a tie vote, a revote will take place at the next general meeting.

(b) Officers

Section 1 – The following officers will be elected from, and by the voting members of the organization:

- A. Chairperson – Will conduct, or delegate the responsibility to conduct, all General and Executive Board meetings, appoint committee chairs, make an annual report showing the condition and affairs of the organization, making such recommendations as thought proper and will assume the duties of the Vice-Chairperson in his or her absence.
- B. Vice-Chairperson – Will assume all duties of the Chairperson in his or her absence, will chair the Executive Board meetings, and will be an ex-official member of all committees and will supervise the actions of the committees.
- C. Secretary/Treasurer – Will keep fair and accurate records of the organization and maintain files of all meeting minutes and other documents or correspondence relating to the organization. Will put a budget together and account for all funds and provide reports as requested. Will arrange for accommodations for all general meetings.
- D. Executive Board member "at large" – Will attend all Executive Board meetings as required, and meet the expectations of the Executive Board as described in Article II, Section 1.
- E. The past chairperson will automatically serve on the executive board as part of a newly elected set of officers.

ARTICLE IV

Membership

Section 1 – Regular Membership - Any public agency can become a regular member with full voting privileges and able to hold office upon submission of dues. Membership dues for the current year will be sent out in May to each agency for payment. Rates for dues are determined by size of the organization that is represented.

Section 2 – Affiliate Membership - Non-voting affiliate memberships will be available to anyone that is interested in the work and objectives of this organization and is approved for membership by the Executive Board.

Section 3 – All memberships are renewable annually. A regular and affiliate membership period is a calendar year, defined as January 1st to December 31st annually.

Section 4 – All regular members must have GEM Interlocal Agreement signed and executed/submitted to the City of Vancouver Records for their agency or organization.

ARTICLE V

Meetings

Section 1 – General meetings are usually held quarterly.

Section 2 – Special meetings may be called by the Chairperson, as deemed necessary, at the request of the membership.

Section 3 – Any acts or business (other than liquidation and special assessments) voted upon and approved by a majority of the regular member agencies present at the meeting will be binding equally upon all regular member agencies.

Section 4 – Committee meetings – The number of committee meetings and the dates and times for these meetings are at the discretion of the committee chairperson(s). See article VI for additional information on committees.

ARTICLE VI

Committees

Section 1 – There will be as many standing, or other, committees performing such functions as the Executive Board determines are necessary to accomplish the objectives of this organization. The organization will establish (4) standing committees, as needed, of Grounds & Facilities (Parks & Structures), Equipment (Fleet Management and Maintenance), Maintenance (Right-of-Way related issues) and safety and compliance committee.

Section 2 – Special projects may be handled through additional committees.

Section 3 – Committee Chairpersons will make verbal reports as required at all general meetings, and attend meetings of the Executive Board as deemed necessary.

ARTICLE VII

Finances

Section 1 – The financial posture of the organization will be the responsibility of the Executive Board and the amount of the dues, or any necessary assessments, will be determined by that body as demanded by the budget. The executive board will also be responsible for maintaining at a minimum a checking account thru a local bank or credit union and have two authorized signers on the account to include the treasurer and one other board member.

Section 2 – All dues and/or assessments are due and payable upon receipt of billing by the Secretary/Treasurer. The Executive Board shall prepare a budget and the budget shall be approved by a simple majority of regular member agencies attending the fall general meeting. Bank or credit union statements will be reconciled by the Secretary/Treasurer who will also be responsible to prepare a treasury report for each general meeting.

Section 3 – Regular membership dues cover one calendar year period; January 1st to December 31st annually. Any new agency approved for regular membership, prior to July 31st, will be required to pay full annual dues. New agencies accepted after that date will be required to pay at a rate of one-half of the annual dues.

Section 4 – Necessary assessments and increases in annual dues will require a simple majority vote (50% +1) of the regular member agencies in attendance for approval.

ARTICLE VIII

Website

Section 1 – The Executive Board will be responsible to operate and maintain an interactive website for its membership.

Section 2 – The website will have a front side in which information will be available to the general public. Only regular membership agencies will have access to the backside of the website, and will be accessed by a granted pass code to each paid regular membership.

Section 3 – The front side of the website will have the following type of information

- Member list and web links to their agencies website homepage.
- Link to the City of Vancouver Interlocal Agreement website for current interlocal agreements
- Copy of the current GEM Bylaws
- Link to committees within the GEM structure and information pertaining to each
- What New Information
- Calendar of Events
- Articles about the GEM Organization

- Join GEM link
- Contact us link in which the information will be sent to all members of the executive board for response.

Section 4 – The executive board reserves the right to allow related businesses to advertise on the website on a fee based basis. Rates and time for each advertisement is at the discretion of the executive board. A rate and time structure for each ad is established and will be the same for any business interested in advertising on the website. GEM executive board reserves the right to approve or disapprove business advertising on the website. Each advertisement will allow for an automatic link to the businesses home page if you click on the advertisement.

Section 5 – GEM executive board reserves the right to establish pages on Social media websites (Facebook for example) as another method to advertise GEM and link those Social media websites to our GEM website. All information placed on the social media website will be simple and mostly suggestive to get the interested party to go to the organizations web page. These sites will be maintained by the GEM executive board.

ARTICLE IX

Amendments of the By-Laws

Section 1 – Proposed amendments to the By-Laws can be submitted to the Executive Board by regular member agencies.

Section 2 – A By-Laws Committee will be established and submit to the Executive Board within twenty (20) days their recommended action on the proposed amendment. Current By-Laws committee is the executive board.

Section 3 – After receipt of any proposed amendment, the Executive Board will forward the proposed amendment to the By-laws committee for a review of the proposed amendment. If the Bylaws committee approves the amendment to go to a vote of the regular membership, the general membership will then vote on the proposed amendment at the next general meeting, provided the general membership was informed least 20 days before the vote. If the general membership was not informed at least 20 days before the general meeting, then the vote will take place at the following general meeting (one quarter later).

Section 4 – Proposed amendments to the By-Laws will be furnished in writing to the membership prior to the meeting at which the vote will be taken. This can take place via an electronic posting under the By-Laws section of the site. In addition, an all regular membership email will be sent out by an executive board member at least 20 days prior to a vote on the amendment.

Section 5 – Amendments will be approved by vote of a majority (50% +1) of the regular member agencies present at the general meeting of the vote.

ARTICLE X

Liquidation

Section 1 – This organization may be liquidated at any regular or special meeting. A vote for liquidation must be a written vote and must carry a majority of 2/3 of the voting membership agencies in attendance. All regular members must be notified in writing by the Secretary/Treasurer at least thirty (30) days prior to a liquidation vote.

Section 2 – Upon liquidation, all assets and/or liabilities will be shared (prorated) by all regular member agencies.

APPENDIX 8

WASHINGTON WATER AND WASTEWATER AGENCY RESPONSE NETWORK (WAWARN)

WAWARN is a Water/Wastewater Agency Response Network that allows water and wastewater systems to receive rapid mutual aid and assistance from other systems in an emergency. Utilities can request and share resources with any other member. An emergency is defined as a devastating or dangerous event that did not result in a request for State or Federal assistance.

The WAWARN Members' website (www.wawarn.org) provides the Mutual Aid Agreement and offers a broadcasting tool for requesting assistance from WAWARN Members. In its simplest form, requesting assistance can be accomplished by directly contacting another WAWARN Member. A copy of the member list is provided below. To broadcast an e-mailed Emergency Assistance Notice to either (a) WAWARN Members in a particular WAWARN Region or (b) all WAWARN Members in the State, Members may use the Emergency Assistance tool on the WAWARN website. Login to the website and click on 'email member contacts to broadcast a request for assistance to all members. The Web site also includes contact information for the Statewide Committee and the Response Team. Issues or questions during response can be addressed by communicating with Statewide Committee or Response Team contacts.

Washington Water/Wastewater Agency Response Network
2017 Belfair Ave NE
Bainbridge Island, WA 98110
(206) 920-8471

The Mutual Aid Agreement is based on Chapter 39.34 RCW, which authorizes sewer and water agencies to contract with each other to provide services.

by Member			by County			by Area		
Member	County	Area	Member	County	Area	Member	County	Area
1 Alderwood Water & Wastewater District	Snohomish	Northwest	1 Asotin County Public Utility District	Asotin	Eastern	1 Beverly Water District	Grant	Central
2 Asotin County Public Utility District	Asotin	Eastern	2 City of Benton City	Benton	Eastern	2 Chelan Co PUD #1	Chelan	Central
3 Bayview Beach Water District	Island	Northwest	3 City of Richland	Benton	Central	3 City of Brewster	Okanogan	Central
4 Beacon Hill Water and Sewer District	Cowlitz	Southwest	4 City of West Richland	Benton	Central	4 City of Cashmere	Chelan	Central
5 Beverly Beach Homeowners	Thurston	Northwest	5 Chelan Co PUD #1	Chelan	Central	5 City of Leavenworth	Chelan	Central
6 Beverly Water District	Grant	Central	6 City of Cashmere	Chelan	Central	6 City of Richland	Benton	Central
7 Birch Bay Water & Sewer District	Whatcom	Northwest	7 City of Leavenworth	Chelan	Central	7 City of Riverside	Okanogan	Central
8 BOTHELL WATER CITY OF	King	Northwest	8 City of Wenatchee	Chelan	Central	8 City of Tieton	Yakima	Central
9 Camano Cooperative Water & Power Company	Island	Northwest	9 Malaga Water District	Chelan	Central	9 City of Toppenish	Yakima	Central
10 Camano Water Association	Island	Northwest	10 Three Lakes Water District	Chelan	Central	10 City of Union Gap	Yakima	Central
11 Cascadia Water	Island	Northwest	11 Public Utility District #1 of Clallam County - 9 sys	Clallam	Southwest	11 City of Wenatchee	Chelan	Central
12 Cedar River Water & Sewer District	King	Northwest	12 SunLand Water District	Clallam	Southwest	12 City of West Richland	Benton	Central
13 Chelan Co PUD #1	Chelan	Central	13 City of Vancouver	Clark	Southwest	13 City of Yakima	Yakima	Central
14 City of Airway Heights	Spokane	Eastern	14 Clark Public Utilities	Clark	Southwest	14 City Roslyn	Kittitas	Central
15 City of Anacortes	Skagit	Northwest	15 Clark Regional Wastewater District	Clark	Southwest	15 Douglas County Sewer District	Douglas	Central
16 City of Auburn	King	Northwest	16 Beacon Hill Water and Sewer District	Cowlitz	Southwest	16 East Wenatchee Water District	Douglas	Central
17 City of Bellevue Utilities Department	King	Northwest	17 City of Kalama	Cowlitz	Southwest	17 Interested Parties	Yakima	Central
18 City of Bellingham	Whatcom	Northwest	18 Douglas County Sewer District	Douglas	Central	18 Kittas Co Water District #5	Kittitas	Central
19 City of Benton City	Benton	Eastern	19 East Wenatchee Water District	Douglas	Central	19 Kittas Co Water District #7	Kittitas	Central
20 City of Bonney Lake	Pierce	Northwest	20 Beverly Water District	Grant	Central	20 Klickitat PUD #1	Klickitat	Central
21 City of Bremerton	Kitsap	Southwest	21 City Of Hoquiam Public Works	Grays Harbo	Southwest	21 Malaga Water District	Chelan	Central
22 City of Brewster	Okanogan	Central	22 City of McCleary	Grays Harbo	Southwest	22 Nob Hill Water	Yakima	Central
23 City of Cashmere	Chelan	Central	23 Grays Harbor County Water District #2	Grays Harbo	Northwest	23 Terrace Heights Sewer District	Yakima	Central
24 City of College Place	Walla Walla	Eastern	24 Bayview Beach Water District	Island	Northwest	24 Three Lakes Water District	Chelan	Central
25 City of DuPont	Pierce	Southwest	25 Camano Cooperative Water & Power Company	Island	Northwest	25 Yakima County Public Services	Yakima	Central
26 City of Duvall	King	Northwest	26 Camano Water Association	Island	Northwest	26 Asotin County Public Utility District	Asotin	Eastern
27 City of Edmonds	Snohomish	Northwest	27 Cascadia Water	Island	Northwest	27 City of Airway Heights	Spokane	Eastern
28 City of Fircrest	Pierce	Northwest	27 City of Langley	Island	Northwest	28 City of Benton City	Benton	Eastern
29 City of Hoquiam Public Works	Grays Harbo	Southwest	29 Clinton Water District	Island	Northwest	29 City of College Place	Walla Walla	Eastern
30 City of Ilwaco	Pacific	Southwest	30 Juniper Beach Water District	Island	Northwest	30 City of Newport	Pend Oreille	Eastern
31 City of Issaquah	King	Northwest	31 Lagoon Point Water District	Island	Northwest	31 City of Pateros	Okanogan	Eastern
32 City of Kalama	Cowlitz	Southwest	32 Penn Cove Water & Sewer District	Island	Northwest	32 City of Pullman	Whitman	Eastern
33 City of Kent	King	Northwest	33 Scatohet Head Water District	Island	Northwest	33 City of Spokane	Spokane	Eastern
34 City of Kirkland	King	Northwest	34 Town of Coupeville	Island	Northwest	34 City of Sprague	Lincoln	Eastern
35 City of Lacey	Thurston	Southwest	35 Twin View Estates	Island	Northwest	35 City of Walla Walla	Walla Walla	Eastern
36 City of Langley	Island	Northwest	36 City of Port Townsend	Jefferson	Southwest	36 City of White Salmon	Klickitat	Eastern
37 City of Leavenworth	Chelan	Central	37 Jefferson County PUD No. 1	Jefferson	Southwest	37 consolidated irrigation district #19	Spokane	Eastern
38 City of Lynden	Whatcom	Northwest	38 Olympic Water and Sewer Inc.	Jefferson	Southwest	38 Irwin Water District #6	Spokane	Eastern
39 City of Lynnwood	Snohomish	Northwest	39 Seamount Estates Community Water	Jefferson	Southwest	39 Liberty Lake Sewer & Water District	Spokane	Eastern
40 City of Marysville	Snohomish	Northwest	40 BOTHELL WATER CITY OF	King	Northwest	40 Moab Irrigation District #20	Spokane	Eastern
41 City of McCleary	Grays Harbo	Southwest	41 Cedar River Water & Sewer District	King	Northwest	41 North Spokane Irrigation District #8	Spokane	Eastern
42 City of Mercer Island	King	Northwest	42 City of Auburn	King	Northwest	42 Pasadena Park Irrigation District #17	Spokane	Eastern
43 City of Newport	Pend Oreille	Eastern	43 City of Bellevue Utilities Department	King	Northwest	43 Suncadia Water and Environmental Companies	Kittitas	Eastern
44 City of Olympia	Thurston	Southwest	44 City of Duvall	King	Northwest	44 Town of Rosalia	Whitman	Eastern
45 City of Orting	Pierce	Southwest	45 City of Issaquah	King	Northwest	45 Valley of the Horses Water District	Spokane	Eastern
46 City of Pacific	King	Northwest	46 City of Kent	King	Northwest	46 Whitworth Water District	Spokane	Eastern
47 City of Pateros	Okanogan	Eastern	47 City of Kirkland	King	Northwest	47 Alderwood Water & Wastewater District	Snohomish	Northwest
48 City of Port Orchard	Kitsap	Southwest	48 City of Mercer Island	King	Northwest	48 Bayview Beach Water District	Island	Northwest
49 City of Port Townsend	Jefferson	Southwest	49 City of Pacific	King	Northwest	49 Beverly Beach Homeowners	Thurston	Northwest
50 City of Pullman	Whitman	Eastern	50 City of Redmond, Public Works Department	King	Northwest	50 Birch Bay Water & Sewer District	Whatcom	Northwest
51 City of Puyallup Water/Wastewater	Pierce	Northwest	51 City of Shoreline	King	Northwest	51 BOTHELL WATER CITY OF	King	Northwest
52 City of Redmond, Public Works Department	King	Northwest	52 City of Snoqualmie	King	Northwest	52 Camano Cooperative Water & Power Company	Island	Northwest
53 City of Richland	Benton	Central	53 Coal Creek Utility District	King	Northwest	53 Camano Water Association	Island	Northwest
54 City of Riverside	Okanogan	Central	54 Covington Water District	King	Northwest	54 Cascadia Water	Island	Northwest
55 City of Sedro-Woolley	Skagit	Northwest	55 Highline Water District	King	Northwest	55 Cedar River Water & Sewer District	King	Northwest
56 City of Shelton	Mason	Southwest	56 King Co Water District # 111	King	Northwest	56 City of Anacortes	Skagit	Northwest
57 City of Shoreline	King	Northwest	57 King Co Water District #117	King	Northwest	57 City of Auburn	King	Northwest
58 City of Snoqualmie	King	Northwest	58 King Co Water District #125	King	Northwest	58 City of Bellevue Utilities Department	King	Northwest
59 City of Spokane	Spokane	Eastern	59 King Co Water District #20	King	Northwest	59 City of Bellingham	Whatcom	Northwest
60 City of Sprague	Lincoln	Eastern	60 King Co Water District #45	King	Northwest	60 City of Bonney Lake	Pierce	Northwest
61 City of Stevenson	Skamania	Southwest	61 King Co Water District #49	King	Northwest	61 City of Duvall	King	Northwest
62 City of Sumner	Pierce	Northwest	62 King Co Water District #54	King	Northwest	62 City of Edmonds	Snohomish	Northwest
63 City of Tieton	Yakima	Central	63 King Co Water District #60	King	Northwest	63 City of Fircrest	Pierce	Northwest
64 City of Toppenish	Yakima	Central	64 King County Wastewater Treatment Division	King	Northwest	64 City of Issaquah	King	Northwest
65 City of Tumwater	Thurston	Southwest	65 Lake Forest Park Water District	King	Northwest	65 City of Kent	King	Northwest
66 City of Union Gap	Yakima	Central	66 Lakehaven Water and Sewer District	King	Northwest	66 City of Kirkland	King	Northwest
67 City of Vancouver	Clark	Southwest	67 Midway Sewer District	King	Northwest	67 City of Langley	Island	Northwest
68 City of Walla Walla	Walla Walla	Eastern	68 Northeast Sammamish Sewer & Water District	King	Northwest	68 City of Lynden	Whatcom	Northwest
69 City of Wenatchee	Chelan	Central	69 North City Water District	King	Northwest	69 City of Lynnwood	Snohomish	Northwest
70 City of West Richland	Benton	Central	70 Northshore Utility District	King	Northwest	70 City of Marysville	Snohomish	Northwest
71 City of White Salmon	Klickitat	Eastern	71 Sammamish Plateau Water & Sewer District	King	Northwest	71 City of Mercer Island	King	Northwest
72 City of Yakima	Yakima	Central	72 Seattle Public Utilities	King	Northwest	72 City of Pacific	King	Northwest
73 City of Yelm	Thurston	Southwest	73 Skyway Water and Sewer District	King	Northwest	73 City of Puyallup Water/Wastewater	Pierce	Northwest
74 City Roslyn	Kittitas	Central	74 Snoqualmie Pass Water District	King	Northwest	74 City of Redmond, Public Works Department	King	Northwest

75	Clark Public Utilities	Clark	Southwest	75	Soos Creek Water & Sewer District	King	Northwest	75	City of Sedro-Woolley	Skagit	Northwest
76	Clark Regional Wastewater District	Clark	Southwest	76	Southwest Suburban Sewer District	King	Northwest	76	City of Shoreline	King	Northwest
77	Clinton Water District	Island	Northwest	77	Town of Skykomish	King	Northwest	77	City of Snoqualmie	King	Northwest
78	Coal Creek Utility District	King	Northwest	78	Union Hill Water Association	King	Northwest	78	City of Sumner	Pierce	Northwest
79	Columbia Valley Water District	Whatcom	Northwest	79	Valley View Sewer District	King	Northwest	79	Clinton Water District	Island	Northwest
80	consolidated irrigation district #19	Spokane	Eastern	80	Water District #19	King	Northwest	80	Coal Creek Utility District	King	Northwest
81	Covington Water District	King	Northwest	81	Woodville Water District	King	Northwest	81	Columbia Valley Water District	Whatcom	Northwest
82	Cross Valley Water District	Snohomish	Northwest	82	City of Bremerton	Kitsap	Southwest	82	Covington Water District	King	Northwest
83	Crystal Mountain WA	Pierce	Northwest	83	City of Port Orchard	Kitsap	Southwest	83	Cross Valley Water District	Snohomish	Northwest
84	Douglas County Sewer District	Douglas	Central	84	Kitsap County Sewer District #7	Kitsap	Southwest	84	Crystal Mountain WA	Pierce	Northwest
85	Dungeness Heights Water	Thurston	Southwest	85	Kitsap PUD #1	Kitsap	Southwest	85	East Gig Harbor Water District	Pierce	Northwest
86	East Gig Harbor Water District	Pierce	Northwest	86	Manchester Water District	Kitsap	Southwest	86	Eastsound Sewer and Water District	San Juan	Northwest
87	East Wenatchee Water District	Douglas	Central	87	North Perry Avenue Water District	Kitsap	Southwest	87	Everett Public Works	Snohomish	Northwest
88	Eastsound Sewer and Water District	San Juan	Northwest	88	Rhododendron Heights Water Co., Inc.	Kitsap	Northwest	88	Firgrove Mutual Water Company	Pierce	Northwest
89	Everett Public Works	Snohomish	Northwest	89	Silverdale Water District	Kitsap	Southwest	89	Fisherman Bay Sewer District	San Juan	Northwest
90	Firgrove Mutual Water Company	Pierce	Northwest	90	West Sound Utility District	Kitsap	Southwest	90	Fox Island Mutual Water Assoc.	Pierce	Northwest
91	Fisherman Bay Sewer District	San Juan	Northwest	91	City Roslyn	Kittitas	Central	91	Fruitland Mutual Water Company	Pierce	Northwest
92	Fox Island Mutual Water Assoc.	Pierce	Northwest	92	Kittitas Co Water District #5	Kittitas	Central	92	Grays Harbor County Water District #2	Grays Harbo	Northwest
93	Fruitland Mutual Water Company	Pierce	Northwest	93	Kittitas Co Water District #7	Kittitas	Central	93	Highland Water District	Snohomish	Northwest
94	Grays Harbor County Water District #2	Grays Harbo	Northwest	94	Suncoadia Water and Environmental Companies	Kittitas	Eastern	94	Higline Water District	King	Northwest
95	Hartstene Pointe Water-Sewer District	Mason	Southwest	95	City of White Salmon	Klickitat	Eastern	95	Juniper Beach Water District	Island	Northwest
96	Highland Water District	Snohomish	Northwest	96	Klickitat PUD #1	Klickitat	Central	96	King Co Water District # 111	King	Northwest
97	Higline Water District	King	Northwest	97	City of Sprague	Lincoln	Eastern	97	King Co Water District #117	King	Northwest
98	Interested Parties	Yakima	Central	98	City of Shelton	Mason	Southwest	98	King Co Water District #125	King	Northwest
99	Irvin Water District #6	Spokane	Eastern	99	Hartstene Pointe Water-Sewer District	Mason	Southwest	99	King Co Water District #20	King	Northwest
100	Jefferson County PUD No. 1	Jefferson	Southwest	100	Mason County Public Works/Utilities & Waste	Mason	Southwest	100	King Co Water District #45	King	Northwest
101	Juniper Beach Water District	Island	Northwest	101	Mason County PUD No. 1 - 38 systems	Mason	Southwest	101	King Co Water District #49	King	Northwest
102	King Co Water District # 111	King	Northwest	102	Timberlake community club water department	Mason	Southwest	102	King Co Water District #54	King	Northwest
103	King Co Water District #117	King	Northwest	103	City of Brewster	Okanogan	Central	103	King Co Water District #60	King	Northwest
104	King Co Water District #125	King	Northwest	104	City of Pateros	Okanogan	Eastern	104	King County Wastewater Treatment Division	King	Northwest
105	King Co Water District #20	King	Northwest	105	City of Riverside	Okanogan	Central	105	Lagoon Point Water District	Island	Northwest
106	King Co Water District #45	King	Northwest	106	City of Ilwaco	Pacific	Southwest	106	Lake Forest Park Water District	King	Northwest
107	King Co Water District #49	King	Northwest	107	Surfside Homeowners Association	Pacific	Northwest	107	Lake Josephine Riviera	Pierce	Northwest
108	King Co Water District #54	King	Northwest	108	City of Newport	Pend Oreille	Eastern	108	Lake Stevens Sewer District	Snohomish	Northwest
109	King Co Water District #90	King	Northwest	109	City of Bonney Lake	Pierce	Northwest	109	Lake Whatcom Water & Sewer District	Whatcom	Northwest
110	King County Wastewater Treatment Division	King	Northwest	110	City of DuPont	Pierce	Southwest	110	Lakehaven Water and Sewer District	King	Northwest
111	Kitsap County Sewer District #7	Kitsap	Southwest	111	City of Fircrest	Pierce	Northwest	111	Lakewood Water District	Pierce	Northwest
112	Kitsap PUD #1	Kitsap	Southwest	112	City of Orting	Pierce	Southwest	112	Leif Enkson Recreation Association (Norway Pa	Skagit	Northwest
113	Kittitas Co Water District #5	Kittitas	Central	113	City of Puyallup Water/Wastewater	Pierce	Northwest	113	Midway Sewer District	King	Northwest
114	Kittitas Co Water District #7	Kittitas	Central	114	City of Sumner	Pierce	Northwest	114	Mt. View-Edgewood Water Co	Pierce	Northwest
115	Klickitat PUD #1	Klickitat	Central	115	Crystal Mountain WA	Pierce	Northwest	115	Mukilteo Water & Wastewater District	Snohomish	Northwest
116	Lagoon Point Water District	Island	Northwest	116	East Gig Harbor Water District	Pierce	Northwest	116	Northeast Sammamish Sewer & Water District	King	Northwest
117	Lake Forest Park Water District	King	Northwest	117	Firgrove Mutual Water Company	Pierce	Northwest	117	North City Water District	King	Northwest
118	Lake Josephine Riviera	Pierce	Northwest	118	Fox Island Mutual Water Assoc.	Pierce	Northwest	118	Northshore Utility District	King	Northwest
119	Lake Stevens Sewer District	Snohomish	Northwest	119	Fruitland Mutual Water Company	Pierce	Northwest	119	Northwest Water Services, LLC	Skagit	Northwest
120	Lake Whatcom Water & Sewer District	Whatcom	Northwest	120	Lake Josephine Riviera	Pierce	Northwest	120	Obstruction Island Club	San Juan	Northwest
121	Lakehaven Water and Sewer District	King	Northwest	121	Lakewood Water District	Pierce	Northwest	121	Olympic View Water & Sewer District	Snohomish	Northwest
122	Lakewood Water District	Pierce	Northwest	122	Mt. View-Edgewood Water Co	Pierce	Northwest	122	Parkland Light & Water	Pierce	Northwest
123	Leif Enkson Recreation Association (Norway Pa	Skagit	Northwest	123	Parkland Light & Water	Pierce	Northwest	123	Peninsula Light Company	Pierce	Northwest
124	Liberty Lake Sewer & Water District	Spokane	Eastern	124	Peninsula Light Company	Pierce	Northwest	124	Penn Cove Water & Sewer District	Island	Northwest
125	LOTT Clean Water Alliance	Thurston	Southwest	125	Pierce County Public Works	Pierce	Northwest	125	Pierce County Public Works	Pierce	Northwest
126	Malaga Water District	Chelan	Central	126	Spanaway Water Company	Pierce	Northwest	126	Rhododendron Heights Water Co., Inc.	Kitsap	Northwest
127	Manchester Water District	Kitsap	Southwest	127	Summit Water & Supply Company	Pierce	Northwest	127	Sammamish Plateau Water & Sewer District	King	Northwest
128	Mason County Public Works/Utilities & Waste	Mason	Southwest	128	Tacoma Water	Pierce	Northwest	128	Scotch Head Water District	Island	Northwest
129	Mason County PUD No. 1 - 38 systems	Mason	Southwest	129	Town of Carbonado	Pierce	Southwest	129	Seattle Public Utilities	King	Northwest
130	Midway Sewer District	King	Northwest	130	Town of Steilacoom	Pierce	Northwest	130	Silver Lake Water & Sewer District	Snohomish	Northwest
131	Moab Irrigation District #20	Spokane	Eastern	131	Town of Wilkeson/ Wilkeson Water Dept./ Wilkes	Pierce	Southwest	131	Skagit County PUD 1	Skagit	Northwest
132	Mt. View-Edgewood Water Co	Pierce	Northwest	132	Valley Water District	Pierce	Northwest	132	Skyway Water and Sewer District	King	Northwest
133	Mukilteo Water & Wastewater District	Snohomish	Northwest	133	Washington Water Service Company	Pierce	Northwest	133	Snohomish Co PUD #1 - 9 systems	Snohomish	Northwest
134	Nob Hill Water	Yakima	Central	134	Eastsound Sewer and Water District	San Juan	Northwest	134	Snoqualmie Pass Water District	King	Northwest
135	Northeast Sammamish Sewer & Water District	King	Northwest	135	Fisherman Bay Sewer District	San Juan	Northwest	135	Soos Creek Water & Sewer District	King	Northwest
136	North City Water District	King	Northwest	136	Obstruction Island Club	San Juan	Northwest	136	Southwest Suburban Sewer District	King	Northwest
137	North Perry Avenue Water District	Kitsap	Southwest	137	City of Anacortes	Skagit	Northwest	137	Spanaway Water Company	Pierce	Northwest
138	North Spokane Irrigation District #6	Spokane	Eastern	138	City of Sedro-Woolley	Skagit	Northwest	138	Summit Water & Supply Company	Pierce	Northwest
139	Northshore Utility District	King	Northwest	139	Leif Enkson Recreation Association (Norway Pa	Skagit	Northwest	139	Surfside Homeowners Association	Pacific	Northwest
140	Northwest Water Services, LLC	Skagit	Northwest	140	Northwest Water Services, LLC	Skagit	Northwest	140	Tacoma Water	Pierce	Northwest
141	Obstruction Island Club	San Juan	Northwest	141	Skagit County PUD 1	Skagit	Northwest	141	Town of Coupeville	Island	Northwest
142	Olympic View Water & Sewer District	Snohomish	Northwest	142	Town of Hamilton	Skagit	Northwest	142	Town of Hamilton	Skagit	Northwest
143	Olympic View Water Association	Thurston	Southwest	143	City of Stevenson	Skamania	Southwest	143	Town of Skykomish	King	Northwest
144	Olympic Water and Sewer Inc.	Jefferson	Southwest	144	Public Utility District No. 1 of Skamania County	Skamania	Southwest	144	Town of Steilacoom	Pierce	Northwest
145	Parkland Light & Water	Pierce	Northwest	145	Alderwood Water & Wastewater District	Snohomish	Northwest	145	Twin View Estates	Island	Northwest
146	Pasadena Park Irrigation District #17	Spokane	Eastern	146	City of Edmonds	Snohomish	Northwest	146	Union Hill Water Association	King	Northwest
147	Peninsula Light Company	Pierce	Northwest	147	City of Lynnwood	Snohomish	Northwest	147	Valley View Sewer District	King	Northwest
148	Penn Cove Water & Sewer District	Island	Northwest	148	City of Marysville	Snohomish	Northwest	148	Valley Water District	Pierce	Northwest
149	Pierce County Public Works	Pierce	Northwest	149	Cross Valley Water District	Snohomish	Northwest	149	Washington Water Service Company	Pierce	Northwest
150	Public Utility District #1 of Clallam County - 9 sys	Clallam	Southwest	150	Everett Public Works	Snohomish	Northwest	150	Water District #19	King	Northwest
151	Public Utility District No. 1 of Skamania County	Skamania	Southwest	151	Highland Water District	Snohomish	Northwest	151	Woodville Water District	King	Northwest
152	PUD No. 1 of Thurston County - 160 Systems	Thurston	Southwest	152	Lake Stevens Sewer District	Snohomish	Northwest	152	Beacon Hill Water and Sewer District	Cowlitz	Southwest
153	Rhododendron Heights Water Co., Inc.	Kitsap	Northwest	153	Mukilteo Water & Wastewater District	Snohomish	Northwest	153	City of Bremerton	Kitsap	Southwest
154	Sammamish Plateau Water & Sewer District	King	Northwest	154	Olympic View Water & Sewer District	Snohomish	Northwest	154	City of DuPont	Pierce	Southwest
155	Scotch Head Water District	Island	Northwest	155	Silver Lake Water & Sewer District	Snohomish	Northwest	155	City Of Hoquiam Public Works	Grays Harbo	Southwest



	Counties	Members
Southwest Region	12	42
Northwest Region	6	105
Central Region	7	21
Eastern Region	13	<u>25</u>
		193

APPENDIX 9

VENDOR DIRECT LINE & AFTER-HOURS EMERGENCY PHONE LIST

Note: For a complete listing of District vendors, go to www.mrscrosters.org/mrsc-rosters/

Vendor	Direct Day Line	After Hours Emergency Line	Contact Name
Airgas fka: Liberty Welding Supply	360-694-5338		Brian Gould, Sales
American Barricade	360-695-9556 503-285-6616	Same	On-call
Chappelle's Towing	360-696-1710	Same	Dispatch
Consolidated Supply Co.	564-444-6580 503-620-7050		On call - \$150 to open store after hrs.
Core and Main fka: HD Supply Waterworks National Waterworks	360-256-6151	Same	Miles Brownson, Sales
Cost Less Auto Parts	360-695-4423 360-254-5710	503-954-8513 971-506-5157	Jenny Smith Hazel Dell mgr. Alex Hortsch 53 rd Ave mgr.
Eastwind Construction	360-835-5182		
Ecology ERTS	360-407-6300		
Enviro-Clean Equipment	503-491-3393	360-798-0155 206-390-1532	Corky Dan Nelson
Firestone Tires & Service Hwy 99	360-696-1606 800-367-3872		David Grenlin, Area Manager
Goodyear Emergency Services	503-285-5211	866-353-3847	
Grover Electric	360-574-3134		
Highway Specialties, LLC	360-823-0511	503-390-1113	Salem/after-hours dispatch
Hydraulics, Inc.	800-500-4399	360-909-2746	Adam Hagewald
Johnson Control Inc. (Alarm)	800-289-2647	360-772-7429	On-call personnel
Les Schwab Tire	360-693-4170	888-579-2011	COMMERCIAL ACCTS ONLY
Mallory Company	360-690-8200 360-636-5750	Same	Answer service to on-call person
Mill Plain Electric	360-574-7265	360-904-6980 360-607-7357	Eric Charlson (commercial) Scott Kangas (industrial)
North East Electric	360-225-7004	360-820-3560	Shawn
Northwest Pump & Equipment	800-452-7867 503-227-7867	Same	
Nutter Corp	360-573-2000		
NW Natural Gas	800-882-3377		
Old Castle Pre-Cast fka: Hansen Pipe & Products	503-682-2844 888-965-3227		Seann Hammon, Sales Mgr.
Orenco Systems	800-348-9843 541-459-4449		Chris Holborow, Western Regional Sales Manager
Owen Equipment fka: Ben-Ko-Matic	360-787-7676 503-255-9055	800-992-3656 971-263-6261	Van Brandtner Eric Lundy Chris Meyers (after hours)
Pacific Power Generation	360-887-7400	360-887-5980	
PACO Pumps/Hurley Engineering	360-798-7181		
Platt Electric	360-699-4833	800-257-5288	Answer service gap 12 – 4 AM
PPV, Inc. (Bravo)	503-261-9800		Johnson, Adam, or Bryce
Prairie Electric	360-573-2750	Same	Answer service to on-call person
River City Environmental	503-252-6144	Same	Answer service to on-call person
Robb Construction	360-573-3030		Bret
Star Rentals & Sales	360-254-6800 360-575-9000	503-572-2061 564-653-1023	Ryan Kolke, Branch Mgr. Kyle Buttoloph, Sales Mgr.
Stoner Electric Group	503-462-6500		
Sun Belt Rentals	360-750-4555	360-314-8373	Nick

Vendor	Direct Day Line	After Hours Emergency Line	Contact Name
Tapani Underground	360-687-1148	360-687-1148	Answer service/On-Call
Thompson Brothers	360-254-7056	360-772-2855	Brad
United Rentals	503-620-1235	Same	Will place call into phone queue
Vancouver Bolt & Supply	360-699-4406	360-513-3473 360-624-0115	Ralph Kraus, Sales Mgr. Craig Johnson
Wibbing Pump	503-775-9778	503-807-3587	Bob Wibbing

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**CLARK REGIONAL WASTEWATER DISTRICT
COMPREHENSIVE EMERGENCY RESPONSE PLAN**

ANNEX D

EMERGENCY PUBLIC INFORMATION

1. PURPOSE

To provide and maintain a means to disseminate emergency warnings, information and instructions to local officials and the general public before, during and after an emergency/disaster.

2. SITUATION AND ASSUMPTIONS

2.1 Situation

The need to provide information to and warn the general public is common to all hazards. The time available to do so will vary depending on the situation and hazard(s) involved. The District has continuing programs, which use various channels of communication, including the mass media, to provide needed and desired information about District activities and services to its customers and the general public.

In major emergency situations, there may be large numbers of media representatives seeking information about the situation and about the response actions. It is the policy of the District to cooperate fully with the media, to provide complete and accurate information.

2.2 Assumptions

During emergency situations, the general public and media will demand information about the emergency situation and instructions on proper response actions. The local media, particularly broadcast, will perform an essential role in providing emergency instructions and up-to-date information to the public.

Depending on the severity of the emergency, telephone communication may be sporadic or impossible. Local and regional radio/television stations without emergency power may also be off the air.

Demand for information can be overwhelming if staff are not trained and operate from a media relations plan.

3. OPERATIONAL CONCEPTS

3.1 General

- 3.1.1 Includes activation of the EOC and notifying organizations and individuals with emergency management responsibilities and communicating with the general public to ensure that the public is warned and informed of a dangerous situation.
- 3.1.2 When it is determined necessary to issue a warning or public information, an appropriate strategy will be selected, developed, and immediately implemented.
- 3.1.3 Warnings are likely to be initiated externally by the County, State or Federal authorities. When the District is alerted of a potential emergency, the Board must

evaluate the situation to determine if they anticipate sanitary sewer service-related repercussions and if information should be disseminated to its customers. The sources of this information will vary and may include the National Warning System (NAWAS), National Weather Service, major news wires, and government agencies.

- 3.1.4 NAWAS - The primary means of receiving and disseminating warning(s) to State and local officials within Washington State. The Washington State Warning Point is operated 24 hours a day by the Washington State Emergency Management Division, with operational assistance provided by the Washington State Patrol, Radio Dispatch (Olympia).
- 3.2 Direction and Control
 - 3.2.1 The EMC is responsible for issuing public warnings and information, including deciding if and when to issue communications. The EMC reports to the Board, with the Board President having ultimate authority over emergency communications in major emergency situations.
 - 3.2.2 EMT will coordinate with field personnel for the timely communication with and warning of customers and the public for localized emergencies. In emergent situations, immediate communication by field personnel on-site may be necessary, which shall be reported to the EMT and evaluated for further action and to be reported to the Board, as necessary.
- 3.3 Warning

All emergency public information releases, methods for disseminating emergency information and instructions will be reviewed and approved by the Board and/or the EMC. Every appropriate means will be utilized, including radio, newspapers, television, and/or door-to-door. Coordination with CRESA, as appropriate.

 - 3.3.1 One or more of the following methods may be used:
 - 3.3.1.1 Mass media, including radio, television, and the Emergency Broadcast System
 - 3.3.1.2 Door-to-door by District personnel
 - 3.3.1.3 District communication systems, including outbound IVR (call/text), email and website.
 - 3.3.2 Use of the Emergency Broadcast System (EBS) is determined by responsible local officials, including CRESA. Emergency notification systems for law enforcement and fire operate in conjunction with EBS.
 - 3.3.3 Translation services will be utilized as necessary to provide information in a language readily understood by all members of the public.
 - 3.3.4 Communication and warning systems will be regularly tested.

4. ORGANIZATION AND RESPONSIBILITIES

- 4.1 District
 - 4.1.1 EMT (PIO)
 - a) Prepare and maintain current, adequate warning plans, emergency operation procedures, and emergency call/notification lists.

- b) Determine appropriate methods of conveying information and warning(s) to the general public.
- c) Provide timely information and warnings to the public.
- d) Coordinates with CRESA.
- e) Assures warning information is rapidly and properly disseminated

4.2 County

4.2.1 CRESA

- a) Test local warning devices and systems
- b) Assure warnings and information is rapidly and properly disseminated to the general public.

4.3 State

4.3.1 The Washington State Emergency Management Division is responsible for ensuring the receipt and dissemination of warning and information throughout the State. The Emergency Management Division (State EOC) and Washington State Patrol, Radio Dispatch, Olympia, can disseminate information depending on the time of day (the State EOC is not staffed on a 24-hour basis). Both locations use NAWAS and ACCESS to disseminate warning information to local governments.

4.3.2 Upon receipt of any warning, the primary or alternate State Warning Point will transmit the information, without delay, to those political subdivisions that may be affected.

4.4 Federal

4.4.1 The NAWAS Warning Point terminal, lines and equipment throughout the state are provided by the Federal Emergency Management Agency (FEMA) for the purpose of rapid dissemination of warnings.

5. OPERATIONS BY TIME PHASE

5.1 Mitigation and Preparedness

5.1.1 EMT

- a) Maintain lists of emergency media contacts for local newspapers, radio, and television stations for delivery of public information announcements.
- b) Designates a PIO for the District (Business Services Manager).
- c) Provides the District's PIO with the training and information necessary to adequately prepare and deliver public information announcements in the event of an emergency or disaster.
- d) Prepare and maintain adequate warning plans, emergency communication, and warning procedures
- e) Determine and test communication methods for issuing warnings and public information
- f) Assess and acquire equipment and provide training.

- 5.2 Warning
- 5.2.1 EMT
- 5.2.2 Widespread Public Alert – Contact CRESA
- Authorize public notification and provide messaging
 - Ensure information is properly and rapidly disseminated
- 5.2.3 Localized, Site-Specific Alert – Utilize District systems and contacts, including media. The EMC will determine the appropriate methods for distribution. Reference Annex E-Appendix 3 Media Resource Listing for contact information.
- Provide warning/alert information to response agencies and District officials, as identified within the limits of this plan
- 5.2.4 Continue to distribute warning information until such time as the threat is passed or as required by the course of events.
- 5.3 Response
- 5.3.1 EMT
- a) Analyzes damage, as well as other reports, and identifies information that should be announced to the public.
 - b) Provides the PIO with situation updates, as they are available.
- 5.3.2 PIO
- a) Alerts the County of the existence of an emergency situation, as directed.
 - b) Monitors emergency operations and prepares emergency public information for release to the news media.
 - c) Contacts the media at appropriate, regular intervals throughout the emergency or disaster to keep the media (and the public) informed.
- 5.4 Recovery
- 5.4.1 EMT
- a) Receives status reports and monitors recovery progress. Identifies information that should be announced to the public.
 - b) Provides the PIO with situation updates, as they are available.
- 5.4.2 PIO
- a) Monitors emergency operations and prepare public information announcements for release to the news media.
 - b) Furnishes the media with updated information at regular intervals, as appropriate.

6. APPENDICES

1. Public Information Officer Checklist
2. Press Release Form
3. Significant Event Log
4. Media Relations Plan
5. Media Resource Listing

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APPENDIX 1

PUBLIC INFORMATION OFFICER CHECKLIST

- 1. Upon notification of an emergency/disaster situation from the EMC, ensure safety of immediate family members then proceed to the District EOC to assume emergency responsibilities.
- 2. Receive initial briefing.
- 3. Set up radio/television to monitor emergency news broadcasts.
- 4. Document notification of information as received. Keep assigned records and maintain a chronology of events.
- 5. Coordinate with CRESA/EOC, if appropriate.
- 6. Prepare all news releases and receive approval from the EOC Executive representative, prior to release of the prepared texts.
- 7. Arrange for press facilities and briefings outside the EOC building. NOTE: Media representatives will not be allowed in the EOC unless approval is given by the EMC.
- 8. Monitor for accuracy the news releases issued by radio, television, and the newspapers, and provide feedback if necessary.
- 9. Post news releases and provide copies to other release points.
- 10. Update staff on District activities as well as information from around the area.

APPENDIX 2

PRESS RELEASE FORM

**CLARK REGIONAL WASTEWATER DISTRICT
8000 NE 52nd Court
PO Box 8979
Vancouver, Washington 98668-8979
360-993-8819 (Telephone)
360-750-7570 (Fax)**

PRESS RELEASE

1. **What has occurred: (what, where, why and how, etc.):** _____

2. **Who is affected:** _____

3. **What actions are being taken by the District:** _____

4. **When will the next release be issued:** _____

5. **Media contact person:** _____
6. **Additional information pertaining to emergency:** _____

APPENDIX 4

MEDIA RELATIONS PLAN

PURPOSE

The purpose of this plan is to establish uniform policies for the effective development, coordination, and dissemination of information to the public in case of a natural or technological emergency or disaster. Public information will be phased in accordance with the size and scope of an emergency or disaster and may be handled by the EMC or the PIO. However, the public information and media requirements identified below will be needed in the event of any significant emergency. In some incidents in the field, the PIO may be dispatched to deal with the media at the scene of an incident.

SITUATION

The District will use various channels of communication, including the media, to provide needed and desired information about District activities and services to the general public. During emergency periods, the public needs and generally desires detailed information regarding actions being taken to maintain or restore services. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. In major emergency situations, there may be large numbers of media representatives seeking information about the situation and about the response actions. The District will cooperate fully with the media, provide complete and accurate information, and create an atmosphere conducive to useful and constructive participation by the media in all phases of emergency response.

OPERATIONAL APPROACH

Spokesperson

The person who will speak for the District during an emergency or disaster situation will be the President of the Board of Commissioners, General Manager or PIO. The spokesperson will coordinate information with the EMC who has assumed control of the response and recovery operations and agree on what needs to be stated and to whom. If the President of the Board, General Manager or PIO is unavailable, the person in charge will handle this responsibility. The spokesperson will work closely with the Board of Commissioners, District staff, other agencies, and the media regarding details of the restoration of District services.

All emergency public information releases made will be reviewed and approved by the General Manager and/or the EMC and coordinated with other organizations as appropriate. In the event of a large-scale emergency, the emergency response organization will be in place, and the EMC will identify a staff member to assist in communication efforts.

When making a statement to the media, the spokesperson should:

Be in control of his or her emotions, remain calm, appear authoritative but not arrogant, and be polite.
Pass along only information that has been approved by the Board of Commissioners, attorney, and/or EMC and assisting agencies such as Department of Health.

Anticipate likely questions (see FAQ later in this section). Address public fears by offering facts, not conjecture. Do not answer “what if” questions. Do not use emotional statements or industry jargon. It may be necessary to communicate with the public before all the facts are known. Be humble. State priorities (e.g., getting the situation under control) and assure the audience that District staff is doing everything it can.

Assume that there is no such thing as “off the record.”

Avoid conjecture or assigning blame. Both could result in rumors, embarrassment for the District, and future litigation against the District. Instead, respond with “I do not have all the information yet; I will get back to you as soon as possible.”

Keep communications succinct so as not to confuse or dilute the main message. Avoid oversimplifying or glorifying information.

Constantly work to build the District’s reputation as an organized, coordinating body.

For large-scale emergencies, the media spokesperson may want to utilize CRESA that has access to mass media in order to get information out into the public. For other listings, see **Annex D - Emergency Public Information of the District Comprehensive Emergency Plan, Appendix 3 Media Resource Listing** for all TV and radio media numbers.

The General Manager or the EMC will determine methods for dissemination of District emergency information and instructions. Every employee should be aware of who the media spokesperson is and should be trained to politely refer to all media inquiries to that person.

Public Information Officer (PIO)

The PIO has the following responsibilities:

Management of all emergency communications, for interacting with and for coordinating actions and responding to requests from other agencies and governments.

Establishes and maintains a working relationship with local media and provides needed information to the media regarding details of the restoration of District services. The PIO works closely with the Board of Commissioners, the EMC, and EOC members. This position will respond to media requests and assist in the preparation of public information and press releases.

The PIO will be responsible for communications with the media. This will help to reduce rumors and misinformation that are broadcast to the general public and control the amount and format of information that is released to the public. General steps for dealing with the media are provided below:

Develop and distribute the initial media statement (see worksheet later in this section). Update the District’s web page with this and future press releases. Provide the media with the name and phone number of the media spokesperson to reduce the potential for rumors and inaccurate information and prevent multiple staff members from being contacted.

Be prepared to list geographic boundaries of the affected area, (e.g., west of highway a, east of highway b, etc. to ensure the public clearly understands the affected area).

Request that all employees refer to media requests to the designated spokesperson. Keep employees updated regarding the event and the District’s response.

Maintain files of all hard copy, electronic, media and video communications during the event.

RESPONSE PHASE

Emergency Management Team

Analyzes damage, as well as other reports, and identifies information that should be shared with the public. Provides the PIO with situation updates as they become available.

Public Information Officer

Alerts the County of the existence of an emergency situation, as directed.
Monitors emergency operations and prepares emergency public information for release to the news media. Contacts the media at appropriate, regular intervals throughout the emergency or disaster to keep the media (and the public) informed.

RECOVERY PHASE

Emergency Management Team.

Receives status reports and monitors recovery progress.
Identifies information that should be promulgated to the public.
Provides the media officer with situation updates as they become available.

Public Information Officer (PIO)

Monitors emergency operations and prepares public information announcements for release to the news media. Furnishes the media with updated information at regular intervals, as appropriate.

FORMS

Media Guidelines
Crisis Management
Frequently Asked Questions

MEDIA GUIDELINES

DUTIES OF THE PUBLIC INFORMATION OFFICER (PIO)

Monitor emergency operations information; brief the staff on the current situation and long-range outlook; and prepare emergency public information for release to the news media.

Contact the media with situation updates at regular intervals. Provide the media with information on:

Number of sewer lines out of service

Number of customers out of service

Estimated time to restore service

Number of crew members working

Sewer protection information

Information on critical facilities, if needed

Information about the District

Make special announcements such as "Do not flush/shower" notices.

Monitor radio and TV for emergency messages.

Update the EMC.

Act as the liaison with other emergency agencies, including the County Emergency Operations Center and the State Departments of Health and Ecology.

QUESTIONS THAT NEED ANSWERING

How long will it take to fix the problem?

What happens with this District facility out of operation?

What are the hazards to my family or property?

What programs are in place to respond to emergencies?

How could the community be affected by the emergency?

What outside assistance will be required?

HOW TO ACT WHEN ON CAMERA

Speak in sound bits of about 10 seconds.

Say something positive in every answer.

Say the District name in every answer.

Formulate a media message before going on camera even if you only have a few moments. State your message (two to three major points) clearly.

Never say any form of "no comment".

Never go "off the record".

Never lie, not even white lies.

Never get angry with the reporter - they always have the last word.

CRISIS MANAGEMENT

The first step in good crisis management is recognizing that a crisis exists and the definition of its perimeters. The keys to successful crisis management are speed, accuracy, thoroughness, and consistency.

During a crisis situation, the District may not be able to immediately handle any questions from the media. Under no circumstances should any District representative give out any information unless directed to do so by the General Manager or designee. The standard answer should be:

"I DON'T HAVE ALL THE INFORMATION YET, AND I WILL GET BACK TO YOU AS SOON AS POSSIBLE."

If at all possible after a crisis occurs, the General Manager or PIO should be notified so that all the information can be assessed and an appropriate response formed. The District should use the following guidelines governing all responses:

- Assure that all media communications are conducted with the knowledge of Management and staff.
- Determine the appropriate way to communicate technical information.
- Close the loop as quickly as possible on all significant media inquiries by responding fully and truthfully.
- Avoid oversimplifying complicated and tangled issues to pacify the media.
- Present the facts in terms they can understand, and present third-party backup as appropriate.
- Avoid glorifying the issues by overreacting, over explaining, speculating, or volunteering information.
- Speak with one voice, recognizing that the District's own staff can be its worst enemy in terms of inconsistency, speculation, and denial.
- Constantly work to build the District's reputation as an organized agency.
- The PIO acts as the official spokesperson but may be delegated to others by the General Manager.
- Keep records of all information released.
- DO NOT cover up facts, mislead the media, or place blame for the incident.

Following a crisis, the District's objectives include:

- Resolve the crisis quickly and fully.
- Damaging charges against the District should be countered and put into perspective.
- The District's ability to carry out its mission should be minimally affected.
- The employees, statewide and regional contacts, the media, other public agencies, and customers should view the District as a capable, organized, and controlled organization.

FREQUENTLY ASKED QUESTIONS

Frequently Asked Questions (FAQs) by the media

The community will want answers to the following:

What happened?

Why did it happen?

What does the District facility do?

How long will I be without service?

What are the hazards?

What programs are in place to respond to emergencies?

How could the community be affected by the emergency?

What outside assistance will be required?

Wastewater FAQ's

In the event of a “do not flush/shower” notice, what should affected customers do?

Be aware that most household water use (except for irrigation) will end up in the sewer piping. This includes toilet flushing, sink drains, shower drains and clothes washing machines.

In the event of a raw sewage overflow, what should affected customers do?

Be aware that raw sewage is a potential source of disease. Avoid contact with the raw sewage wherever possible and contact the District with the location of the overflow, as well as a description of the situation.

APPENDIX 5

MEDIA RESOURCE LISTING

ASSOCIATED PRESS - Portland

VOICE: 503.228.2169
FAX: 503.228.5514
apportland@ap.org

ASSOCIATED PRESS – Seattle

VOICE: 206.682.1812
FAX: 206.621.1948
apseattle@ap.org

BATTLE GROUND REFLECTOR

Tara Meek
208 SE 1st Street
Battle Ground, WA 98604
VOICE: 360.687.5161
FAX: 360.687.5162
cs2@thereflector.com

BOARD OF CO. COUNCILORS

Tina Redline
1300 Franklin Street, PO Box 5000
Vancouver, WA 98666-5000
VOICE: 564.397.4978
FAX: 360.397.6058
temple.lentz@clark.wa.gov
gary.medvigy@clark.wa.gov
julie.olson@clark.wa.gov
karen.bowernan@clark.wa.gov
richard.rylander@clark.wa.gov

BUILDING INDUSTRY ASSOC. OF SW WASHINGTON

Bart Hansen
103 E 29th St
Vancouver, WA 98663
VOICE: 360.694.0933
FAX: 360.694.1606

BUSINESS JOURNAL (PDX)

Susanne Stevens
851 SW 6th Avenue, Suite 500
Portland, OR 97204
VOICE: 503.219-3480
FAX: 503.219.3450
sstevens@bizjournals.com

CAMAS/WASHOUGAL POST RECORD

Kelly Moyer
701 West 8th St.
Vancouver, WA 98660
VOICE: 360.735.4674
FAX: 360.834.3423
kelly.moyer@camaspostrecord.com

CITY OF VANCOUVER CITY MANAGER'S OFFICE

Jill Brown
PO Box 1995
Vancouver, WA 98666-1995
VOICE: 360.487.8600
FAX: 360.487.8625
bc_coordinator@cityofvancouver.us

CLARK CO. ASSOC. OF REALTORS

Jo Ann Johnston
1514 Broadway, Suite 102
Vancouver, WA 98663
VOICE: 360.695.5980
FAX: 360.695.8254

CLARK COUNTY COMMUNITY SERVICES

Vanessa Gaston, Director
1601 E. Fourth Plain Bldg. 7, C124
VOICE: 564.397.2130
community.services@clark.wa.gov

CLARK COUNTY PUBLIC HEALTH

1601 E. Fourth Plain Bldg. 7
PO Box 9825
VOICE: 360.397.8000
FAX: 360.888.0838
public.health@clark.wa.gov

CLARK COUNTY PUBLIC INFORMATION & OUTREACH

Joni McAnally
1300 Franklin Street
PO Box 5000
Vancouver, WA 98666-5000
VOICE: 564.397.4306
joni.mcanally@clark.wa.gov
pio@clark.wa.gov

CLARK COUNTY PUBLIC WORKS/OPERATIONS

Sheila Ensminger
4700 NE 78 Street
Vancouver, WA 98665
VOICE: 564.397.2446
FAX: 564.397.6175
sheila.ensminger@clark.wa.gov
pubwks.cservice@clark.wa.gov

COLUMBIAN

Craig Brown
701 W. 8th Street
PO Box 180
Vancouver, WA 98666-0180
VOICE: 360.735.4514
craig.brown@columbian.com

COLUMBIAN

Main Office
Clark PO Box 180
Vancouver, WA 98666-0180
VOICE: 360.694.3391
VOICE: 800.743.3391

CVTV

Jim Demmon
415 W 6th Street
PO Box 1995
Vancouver, WA 98666-1995
VOICE: 360.487.8703
FAX: 360.487.8625
jim.demmond@cityofvancouver.us

CLARK REGIONAL EMERGENCY SERVICES AGENCY (CRESA)

Eric Frank
710 W 13th St
Vancouver, WA 98660-2810
VOICE: 360.992.6286
FAX: 360.694.1954
eric.frank@clark.wa.gov
cresa@clark.wa.gov

FOX 12 OREGON

Mason Kwong, HR Director
14975 Greenbriar Parkway
Beaverton, OR 97006
VOICE: 503.906.1249
FAX: 503.548.6920
kptvnews@kptv.com

K103 RADIO

13333 SW 68th Parkway Ste 310
Tigard, OR 97223
STUDIO: 503.796.1033
VOICE: 503.323.6400
FAX: 503.323.6664

APPENDIX 5

MEDIA RESOURCE LISTING

KATU CHANNEL 2 NEWS

Cortlandt Cuffee
2153 NE Sandy Blvd.
Portland, OR 97232
VOICE: 503.231.4264
FAX: 503.231.4626
thedesk@katu.com
webstaff@katu.com

KBOO RADIO

Derric Crooks
20 SE 8th Ave
Portland, OR 97214
VOICE: 503.231.8032 x202
FAX: 503.231.7145
amnews@kboo.fm

KEX RADIO

Brad Ford
13333 SW 68th Parkway Ste 310
Tigard, OR 97223
VOICE: 503.802.6397
FAX: 503.802.1639
news@1190kex.com

KGW CHANNEL 8

Assignment Editor
1501 SW Jefferson
Portland, OR 97201
VOICE: 503.226.5000
FAX: 503.226.5059
newsdesk@kgw.com

KYCH RADIO

Mark Hamilton
700 SW Bancroft St
Portland, OR 97239
VOICE: 503.223.1441
FAX: 503.223.6909

KOIN NEWS CENTER 6

Assignment Manager
222 SW Columbia St. Ste. 102
Portland, OR 97201
VOICE: 503.464.0600
FAX: 503.464.0806
news@koin.com

KPAM NEWS RADIO

Tim Hohl
6400 SE Lake Rd Ste. 350
Portland, OR 97222-2161
VOICE: 503.652.8175
FAX: 503.294.0074
news@kpam.com

KUNPTV/UNIVISION PORTLAND

(KATU subsidiary)
News Director: 503.963.2626
Voice: 503.231.4222
Fax: 503.231.4233
noticias@kunptv.com

KXL NEWS RADIO 750

Jim Ferretti
1211 SW 5th Ave Ste 600
Portland, OR 97204
VOICE: 503.417.9595
FAX: 503.517.6401
news@kxl.com

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**CLARK REGIONAL WASTEWATER DISTRICT
COMPREHENSIVE EMERGENCY RESPONSE PLAN**

ANNEX E

RESPONSE AND RECOVERY OPERATIONS REPORTS

1. PURPOSE

To provide a district-wide system to collect, report and evaluate emergency and disaster situation information to facilitate emergency public warning and information, emergency and disaster declarations, emergency response, disaster analysis, requests for assistance, damage assessment, and recovery efforts.

2. SITUATION AND ASSUMPTIONS

2.1 Situation

In the event of an emergency, there will most likely be some damage to the District facilities. This damage may vary from minor damage, which will be handled routinely by District staff, to major damage, which will require assistance from outside sources.

2.2. Assumptions

Various District staff will be assessing the damage to District facilities. A field command center may be established, as necessary, for coordinating staff and collecting information. The District will attempt to recover from all emergencies using available resources; however, if major damage has occurred the District will seek outside resources and assistance.

3. OPERATIONAL CONCEPTS

- 3.1 The EMT shall be responsible for collecting, evaluating, and forwarding timely situation reports to the Board and the County EOC, as appropriate.
- 3.2 The capability to respond to and recover from any emergency or disaster is dependent upon the timely receipt of accurate information.
- 3.3 All available communications systems will be utilized to ensure direction and control and reporting in a timely manner, including presenting reports to the Board.
- 3.4 Situation updates and information about significant events will be communicated to District response and recovery personnel in a timely manner.

4. ORGANIZATION AND RESPONSIBILITIES

4.1 District

4.1.1 EMT

- a) Collect, evaluate and forward timely situation reports to the Board and the County EOC, as appropriate.
- b) Determine District emergency priorities and needs.

- c) Evaluate and forecast District resource levels and requirements; request resources and assistance from CRESA, as needed and as directed by the Board.
- d) Provide briefings to local response and support agencies, as determined necessary based on the information collected.
- e) Provide a copy of the District Emergency Proclamation to CRESA electronically with a copy to follow in the mail, as appropriate.
- f) Provide copies of resolutions requesting assistance to CRESA, as appropriate.

4.1.2 District Response Personnel

Provide operational and recovery situation reports to the EMT on conditions encountered or as requested by the District EOC. The EOC may set designated times to receive situation updates.

4.2 County

Has the overall responsibility for collecting, evaluating, administering, and disseminating emergency and disaster operational information as identified in the Clark County Comprehensive Emergency Management Plan.

4.3 State

Has the overall responsibility for collecting, evaluating, administering, and disseminating emergency and disaster operational information as identified in the Washington State Comprehensive Emergency Management Plan.

4.4 Federal

Provides Federal agency support and participation for damage assessments and surveys. Coordinates Federal agency emergency response resources and recovery programs. After a presidential proclamation (declaration of a major disaster), a Disaster Field Office (DFO) is opened to accommodate a Federal Emergency Management Agency (FEMA) Financial Management Unit from which Federal and State assistance can be provided. Three federal programs provide disaster relief:

- 4.4.1 Public Assistance Program: Reimburses agencies for response and recovery operations. Requires the District to appoint an applicant agent.
- 4.4.2 Individual Assistance Program: Provides loans, grants and other assistance to businesses and private citizens.
- 4.4.3 Hazard Mitigation: Provides funding under various programs to assist with projects to improve the resistance of the community to future disasters.

4.5 Private Agencies

The Clark County Chapter of the American Red Cross, in cooperation with local reporting efforts, provides damage/impact assessment reports and damage survey assistance.

5. OPERATIONS BY TIME PHASE

5.1 Mitigation and Preparedness

5.1.1 EMT

- a) Coordinate with all departments/agencies to ensure operational readiness to record and report required information during and after an emergency.
- b) Maintain an operational EOC following Emergency Operating Procedures.
- c) Maintain a liaison with CRESA to keep up with changing procedures and requirements.
- d) Develop and maintain reporting forms, systems, and procedures. Ensure copies of the forms are available to all applicable personnel.

5.1.2 All Departments

- a) Maintain copies of department emergency operating procedures and materials required for recording events and making reports.
- b) Maintain an inventory of reporting forms
- c) Ensure personnel are trained in recording and reporting procedures.

5.2 Response

5.2.1 EMT

- a) Activate the EOC and issues warnings, as necessary.
- b) Notify appropriate District personnel.
- c) Establish a field command center, as needed, with direct communications to the EOC.
- d) Institute appropriate recording and reporting procedures.
- e) Coordinate, compile, and analyze emergency operation and situation reports.
- e) Ensure retention of all-important records such as copies of emergency disaster proclamations and resolutions requesting County, State and Federal assistance and emergency expenditures. The Finance Director/Treasurer will be the liaison for the District and the Federal Government. The Applicant Agent will receive and respond to all correspondence from the Public Assistance Program for both State and Federal funds. This will include signature for all invoice vouchers for payment of funds to the District, assigning account codes for emergency work, coordination of records that document work and costs and receiving and processing disaster recovery funds.
- f) Coordinate District requests for assistance.
- g) Compile, summarize, and forward assessment reports to CRESA, as appropriate.

5.2.2 All Departments provide emergency operation, situation, and damage reports to the EOC.

5.3 Recovery

5.3.1 EMT compiles incident reports that include damage assessments.

5.3.2 All Departments provide support for damage surveys and recovery programs following the standard checklists (**Appendix 1**) or as requested from the EOC.

- 5.3.3 Submit damage assessment forms as soon as possible to the Water and Sewer Risk Management Pool to begin the insurance claim process.
- 5.3.4 Deactivate the field command center(s), when appropriate.

6. APPENDICES

- 1. Damage Assessment
 - a. Tab A - Damage Assessment Form
- 2. Payroll Record Form
- 3. District Vehicles & Equipment Use Record
- 4. Rental Equipment Record
- 5. Small Works / Contract Work Record
- 6. Other Associated Costs Record
- 7. State/Federal Assistance
 - a. Tab A – Federal Preliminary Damage Assessment Forms

APPENDIX 1

DAMAGE ASSESSMENT

Damage assessment information is provided to the Board of Commissioners from the EMC. This information is used, in part, to determine whether County assistance to supplement District response and recovery efforts is necessary and desirable.

Collecting accurate preliminary damage assessment information is a trade-off with time. The management of recovery operations may require the ongoing collection of great amounts of damage assessment data. In a clear-cut catastrophe an automatic request for assistance would be transmitted. In cases where the magnitude of the damage is questionable, extensive damage assessment documentation is required to determine the overall impact and to pinpoint the areas of greatest need.

Damage assessment is broken down into two classifications:

1. Damage to District systems and facilities.
2. Damage to private property due to District facility damage.

Damage assessment operations will be initiated by the EMT as soon as it is apparent that a disaster has occurred and that County, State or Federal disaster assistance may be required. Emergency actions to prevent further damage, as well as efforts to preserve system integrity and capacity, will take precedence.

The EMT will prepare for the arrival of a damage assessment team, when requested, by listing and mapping all impacted District facilities and other property affected as a result of its proximity to District facilities.

APPENDIX 1 -TAB A

DAMAGE ASSESSMENT FORM

PURPOSE: Complete this form to report damage to District facilities and other property affected by its proximity to District facilities. Submit the form to the appropriate supervisor as soon as possible following the emergency.

PART I - FACTS RELATED TO EMERGENCY:

1. Type of Emergency: _____

2. Location of Emergency: _____

3. Property is Owned By: _____ District _____ Other: _____

4. Conditions at Scene: _____

Escaping Sewage: _____ Seepage _____ Free-Flowing _____ Gushing

Flooding: _____ Roads _____ Intersection _____ Property _____ Buildings

Erosion: _____ Banks _____ Foundations

Electrical Power: _____ Interruptions _____ Total Loss of Power

Impact to Adjacent Water Quality: _____ Odor _____ Color _____ Turbidity

Structural Damage: _____

Site is Secured: _____ Yes _____ No

5. Actual/Potential Damage

Briefly Describe the Situation: _____

6. Access Restricted _____ Yes _____ No. If Yes, describe: _____

7. Assistance Already Available (who, what are they doing, etc.): _____

DAMAGE ASSESSMENT FORM - CONTINUED

PART 2 - ASSESS DAMAGE:

1. Personnel Analyzing Emergency: _____

2. Reported Results of Investigation: _____

Date and Time Assessed: _____

PART 3 - EMERGENCY ACTION TAKEN:

1. Immediate Action Taken (you may sight checklist).

2. Were Emergency Crews Dispatched? If Yes, List Time Arrived on Scene and Names of Crew.

3. Note All Other Actions That Will Be Necessary to Recover and Bring the Systems or Facilities Back On Line.

PART 4 - PERSONS/DEPARTMENTS NOTIFIED OF EMERGENCY:

1. List All Persons/Departments Notified: _____

Evaluator's Signature and Title

Date Evaluated

APPENDIX 3

DISTRICT VEHICLE & EQUIPMENT USE RECORD

Location: _____

Job Site Number: _____

Time Period from: _____ to _____

VEHICLE & EQUIPMENT		HOURS USED EACH DAY										TOTAL HOURS	HOURLY RATE	TOTAL COST
DESCRIPTION	REF ID#													

Certified By: _____
Name / Title

Date: _____

APPENDIX 4

RENTAL VEHICLE & EQUIPMENT RECORD

Location: _____

Job Site Number: _____

Time Period from: _____ to _____

VEHICLE & EQUIPMENT	DATE	HOURS USED	HOURLY RATE		TOTAL COST	VENDOR	INVOICE NUMBER	DATE PAID	AMOUNT PAID	VOUCHER NUMBER
			W/OP	WO/OP						

Certified By: _____
Name / Title

Date: _____

DRAFT

APPENDIX 5

SMALL WORKS / CONTRACTED WORKS RECORD

Location: _____

Job Site Number: _____

Time Period from: _____ to _____

CONTRACTOR	WORK ACCOMPLISHED	INVOICE NUMBER	DATE PAID	AMOUNT PAID	VOUCHER NUMBER

Certified By: _____
Name / Title

Date: _____

DRAFT

APPENDIX 6

OTHER ASSOCIATED COSTS RECORD

Location: _____

Job Site Number: _____

Time Period from: _____ to _____

VENDOR	DESCRIPTION	INVOICE NUMBER	DATE PAID	AMOUNT PAID	VOUCHER NUMBER

Certified By: _____
Name / Title

Date: _____

DRAFT

APPENDIX 7

STATE/FEDERAL ASSISTANCE

In the event of a declared national emergency/disaster, State and Federal organizations (Washington State Emergency Management Division and FEMA) will respond to the impacted area. A disaster field office will be set up where State and Federal disaster organizations will have coordinating officers or representatives. Both will work out of this office. The State will prepare a packet of information and provide that to organization representatives who attend a recover application briefing. FEMA will collect "Notices of interest" or "Letters of intent" that document an organization's intent to seek financial help for emergency response and recovery.

Documentation in support of State and Federal aid will be collected on the preceding appendices and should include, when possible, video and/or pictures of the impacted site before response and recovery has taken place. State and Federal financial support can be very specific in what it does and does not cover and should be defined as soon as possible by the disaster field office. Additional information on FEMA and disaster relief can be found at <http://www.fema.gov/>.

Tab A provides "preliminary damage assessment" forms from an integrated excel spreadsheet to document estimated impact and costs including debris removal and emergency work to support the potential issuance of a presidential disaster declaration. The preliminary forms do not need to be filled out if a declaration has already been made.

Information needs to be collected individually by category and then consolidated and totaled. Categories are defined in Tab A; Damage Cost Estimates. Electronic forms are located in:

G:\Everyone\Policies\Adopted\Business Services\Emergency Plan\Emergency Plan Forms

APPENDIX 7 - TAB A

PRELIMINARY/SUMMARY DAMAGE ASSESSMENT

PART I – APPLICANT INFORMATION

COUNTY	NAME OF APPLICANT	LOCAL CONTACT	PHONE #	POPULATION	TOTAL BUDGET	MAINT. BUDGET	DATE FY BEGINS
					\$	\$	

PART II - DAMAGED COST ESTIMATES

CATEGORY OF WORK	# OF SITES	FEMA		CORPS		FHWA		NRCS	
		LOCAL	TEAM	LOCAL	TEAM	LOCAL	TEAM	LOCAL	TEAM
A - Debris Clearance	0	\$0.00	\$0.00						
B - Protective Measures	0	\$0.00	\$0.00						
C - Road Systems	0	\$0.00	\$0.00						
D – Water Control Facilities	0	\$0.00	\$0.00						
E – Public Buildings & Equipment	0	\$0.00	\$0.00						
F – Public Utilities	0	\$0.00	\$0.00						
G – Parks/Other	0	\$0.00	\$0.00						
Sub-Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LOCAL TOTAL DOLLAR ESTIMATE		\$0.00		TEAM TOTAL DOLLAR ESTIMATE				\$0.00	

PART III - DISASTER IMPACT (NARRATIVE)

A. GENERAL IMPACT
1. Identify and describe damages which constitute a health and/or safety hazard to the general public.
2. Population adversely affected directly or indirectly by the loss of public facilities or damages.
3. What economic activities are adversely affected by the loss of public facilities or damage?

B. RESPONSE CAPABILITY

Can the applicant respond and recover from the damages quickly and without degradation of public services? Describe.

C. IMPACT ON PUBLIC SERVICES IF DECLARATION IS NOT MADE (e.g., Deferral of permanent repairs, impact on ongoing services and capital improvements, etc.)

Describe.

NAME OF INSPECTOR	AGENCY	PHONE NUMBER	DATE

DRAFT

INDIVIDUAL WORKSHEETS FOR EACH CATEGORY (EXAMPLE)

COUNTY: Clark
PUBLIC AGENCY OR INDIAN TRIBE: XXXXX

CATEGORY OF WORK: **A** - Debris Clearance
DATE: XXXXXX

THIS FORM SHOULD BE USED AS A WORKSHEET BY THE AFFECTED PUBLIC AGENCY OR INDIAN TRIBE TO COMPILE DAMAGE VALUES.

NOTE: THE DAMAGES MUST BE COMPILED ON A CATEGORY-OF-WORK BASIS.

EMERGENCY WORK CATEGORY:

- A - DEBRIS CLEARANCE
- B - PROTECTIVE MEASURES; PERMANENT WORK
- C - ROAD SYSTEMS
- D - D WATER CONTROL FACILITIES
- E - PUBLIC BUILDINGS AND EQUIPMENT
- F - PUBLIC UTILITY SYSTEMS
- G - PARKS AND OTHER

1. PLEASE INDICATE THE TYPE OF ROAD SYSTEM (ON OR OFF) ON THE CATEGORY OF WORK LINE.
2. PLEASE TRANSFER TOTALS TO (FORM DEM 130) PRELIMINARY DAMAGE ASSESSMENT SUMMARY.
3. THE PRESIDENT DELCARES DISASTER AREAS (USUALLY) BY COUNTY. THE COORDINATION OF THE STATE/FEDERAL DAMAGE ASSESSMENT WILL BE THROUGH THE COUNTY EMERGENCY MANAGEMENT OFFICE.

THROUGH THE COUNTY EMERGENCY MANAGEMENT OFFICE. PLEASE PROVIDE COPIES TO THAT OFFICE AS SOON AS POSSIBLE, TIME IS OF THE ESSENCE.

TO BE COMPLETED BY PUBLIC AGENCY OR INDIAN TRIBE			TO BE COMPLETED BY STATE/FEDERAL TEAM	
BRIEF DESCRIPTION OF DAMAGE	LOCATION	ESTIMATED COST OF REPAIR	ESTIMATED COST OF REPAIR	COMMENTS
		\$0.00	\$0.00	

**CLARK REGIONAL WASTEWATER DISTRICT
COMPREHENSIVE EMERGENCY RESPONSE PLAN**

ANNEX F

COMMUNICATIONS

1. PURPOSE

To identify, establish, organize, and maintain the communication capabilities necessary to support the District's response and recovery from an emergency.

2. SITUATION AND ASSUMPTION

2.1 Situation

Reliable communication capabilities are necessary for day-to-day communications, warning of impending disaster, disaster response and recovery operations, search and rescue operations and coordination County and State response agencies.

2.2 Assumption

The District utilizes commercial communication systems and may request County assistance when necessary.

The District utilizes AT&T FirstNet and the GETS/WPS emergency communication system.

The District will utilize every available means of communication.

3. OPERATIONAL CONCEPTS

3.1 Routine modes of communication will continue to be utilized to the degree that they survive the disaster and afford adequate communication to affected agencies.

3.2 Communication capabilities presently available are:

3.2.1 Commercial telephone (regular and cellular telephones). The District utilizes FirstNet AT&T for priority wireless services.

3.2.2 Emergency communication can be provided through CRESA via their EOC's communication quick dispatch capabilities (flashnews.net account) and their EBS, if necessary.

3.2.3. Emergency communication is available through the Department of Homeland Security Government Emergency Telecommunications Service and Wireless Priority Services (GETS/WPS). The Policy & Program Development Director is identified as the Point of Contact. Additional District personnel have user authorization as shown on the list in Appendix 5. Annually, the Point of Contact is responsible for validating the subscriber list.

1. GETS provides priority access and prioritized processing in landline networks.
2. WPS provides priority access and prioritized processing in all nationwide and several regional cellular networks.

Additional responsibilities and information are outlined in the User Organization Responsibilities for the GETS/WPS reference document located in Annex G Forms.

4. ORGANIZATION AND RESPONSIBILITIES

4.1 District

4.1.1 EMT

- Maintain at least three modes of communication out of and into the District office and EOC as well as communication with the field command center. These modes may include, but are not limited to: telephones, cellular/satellite telephones, radios, pagers, email, and facsimile machines.
- Train all employees with emergency management duties on the use of all means of communication.

4.2 CRESA

Ensures local communication systems can be utilized from/to local EOC's, prepares, and maintains local communication plans in accordance with State and Federal criteria, advises the State Emergency Management Division of all communication capabilities/limitations and transmits general messages and warning information to secondary communication points.

5. OPERATIONS BY TIME PHASE

5.1 Mitigation and Preparedness

5.1.1 EMT

- a) Develop and maintain not less than three modes of communication.
- b) Inform CRESA regarding the types of communication in use by the District.
- c) Maintain a working relationship with CRESA to facilitate communication during all phases of emergency management.

5.1.2 CRESA

- a) Develop and maintain an inventory of agency communication capabilities and resources, noting availability and response criteria.
- b) Maintain a plan for using all communication equipment available to the County during an emergency/disaster.
- c) Coordinate with all appropriate response agencies to ensure each agency has appropriate communication equipment and procedures to support their assigned emergency mission.
- d) Conduct tests and exercises of the County's communication capabilities.

5.2 Response

5.2.1 EMT

- a) Determine the operational status of communication equipment.
- b) Establish and maintain communication with CRESA and/or other appropriate agencies.
- c) Establish and maintain communication with Field Command Center and District emergency workers and receive damage reports.

5.2.2 CRESA

- a) Activate and staff the County's primary or alternate EOC communication facility.
- b) Establish communication with other response agencies, as appropriate.
- c) Assist local governmental and non-governmental agencies in procuring communication equipment to fulfill emergency requirements.
- d) Provide assistance with the dissemination of warning information through all available communication systems (EBS, EOC situation reports faxed to the District and EOC flashnews.net account).

5.3 Recovery

5.3.1 EMT

- a) Maintain the operational status of all activated communication systems.
- b) Restore regular communication systems
- c) Deactivate emergency or alternate modes of communication when no longer necessary.

5.3.2 CRESA

- a) Maintain the operational status of all activated communication systems.
- b) Deactivate emergency or alternate modes of communication when no longer necessary.

6. **APPENDICES**

1. Communication Capabilities
2. Emergency Communication Message Log
3. Inter-Departmental Communication
4. Outside Agency Communication
5. GETS/WPS Registered Users

APPENDIX 1

DISTRICT COMMUNICATION CAPABILITIES

1. PUBLIC ANNOUNCEMENTS

Communication and notices to the community about the sanitary sewer system can be made by radio, television, newspaper, mail, public telephone, email, IVR, online or in person by District personnel. (See **Annex D Emergency Public Information**)

2. MOBILE COMMUNICATIONS

District communications during an emergency primarily rely on cell phones. All District O&M and field personnel and other personnel have District cell phones. A list of these numbers is kept at the front desk, on the network and on cards carried by all O&M personnel. The Operations departments each retain an on-call cell phone for emergency contact during the day with the on-call designee taking possession of the phone each evening and on weekends. A listing of emergency contact numbers is also maintained for all personnel (**Annex A, Appendix 14**).

The District utilizes AT&T First Net and some personnel have Wireless Priority Services (WPS) A list of District personnel with WPS user authorization can be found in **Appendix 5**.

3. CRESA COMMUNICATIONS

CRESA can assist in the coordination of public information messages and issue public alerts in emergency situations. CRESA utilizes the Flashnews network to issue press releases to media in the Portland Metropolitan area. CRESA can also amplify District social media messages. CRESA can utilize several alert and warning products to inform the public of potential or existing danger. Some alerting methods are reserved for immediate life-threatening dangers while others can be used for events such as disrupted service. Contact the CRESA Duty Officer to discuss which method is best for the situation.

- 24-hour Duty Officer Phone Number: 360-562-0130
- Duty Officer Email: cresa.duty.officer@clark.wa.gov
- 911 Dispatch non-emergency 360-693-3111

APPENDIX 2

EMERGENCY COMMUNICATIONS MESSAGE LOG

DATE	TIME	Inbound (I)/Outbound (O)	TO/FROM	TYPE OF MESSAGE	MESSAGE

DRAFT

APPENDIX 3

INTER DEPARTMENTAL COMMUNICATION

TO: _____ POSITION: _____
FROM: _____ POSITION: _____
SUBJECT: _____
DATE: _____ TIME: _____

MESSAGE: _____

Signature _____ **Position** _____

DATE: _____ TIME: _____

REPLY: _____

Signature _____ **Position** _____

APPENDIX 4

OUTSIDE AGENCY COMMUNICATION

CLARK REGIONAL WASTEWATER DISTRICT

8000 NE 52nd Court

PO Box 8979

Vancouver, Washington 98668-8979

360-750-5876 (Telephone)

360-750-7570 (Fax)

Message is: _____ Urgent _____ Routine
Date: _____ Time: _____

Route To:

- | | |
|--|--|
| <input type="checkbox"/> CRESA | <input type="checkbox"/> Salmon Creek Treatment Plant |
| <input type="checkbox"/> Clark County Public Health | <input type="checkbox"/> Water & Sewer Risk Management Pool |
| <input type="checkbox"/> Clark County Public Works | <input type="checkbox"/> CenturyLink Communications |
| <input type="checkbox"/> City of Battle Ground | <input type="checkbox"/> Verizon Wireless Services |
| <input type="checkbox"/> City of Ridgefield | <input type="checkbox"/> FirstNet AT&T Wireless Services |
| <input type="checkbox"/> City of Vancouver | <input type="checkbox"/> Clark Public Utilities |
| <input type="checkbox"/> Clark County Fire District #3 | <input type="checkbox"/> Northwest Natural/Williams Pipeline |
| <input type="checkbox"/> Clark County Fire District #5 | <input type="checkbox"/> Comcast Cable Services |
| <input type="checkbox"/> Clark County Fire District #6 | <input type="checkbox"/> Comcast Internet Services |
| <input type="checkbox"/> Clark-Cowlitz Fire & Rescue | <input type="checkbox"/> Starlink Internet Services |
| <input type="checkbox"/> Clark County Sheriff | <input type="checkbox"/> WA State Emergency Mgm't Div. |
| <input type="checkbox"/> Ridgefield Treatment Plant | <input type="checkbox"/> FEMA |
- District Legal Counsel
 Department of Ecology
 Other: _____

MESSAGE: _____

Signature _____

Position _____

GETS/WPS Subscribers

Updated: Nov 2025

Service	Last Name	First Name	Title	Primary Number	Type	Secondary Number	Type	GETS Card Number	PIN Status	GETS NSEP Priority
GETS	Armstrong	Melissa	Operations Manager	(360) 798-7717	Cell	(360) 993-8820	Office	289979033854	ACTIVE	C
WPS	Armstrong	Melissa	Operations Manager	(360) 798-7717	Cell	(360) 993-8820	Office			
GETS	Brown	John	Maintenance Supervisor	(360) 553-8069	Cell	(360) 360-5309	Office	224577031062	ACTIVE	C
GETS	Hanmann	Jeff	Operations Supervisor	(360) 946-5957	Cell	(360) 993-8804	Office	724497619387	ACTIVE	C
GETS	Harris	Dustin	Maintenance Supervisor	(360) 993-8839	Office	(360) 773-6060	Cell	756264912844	ACTIVE	C
GETS	Henderson	Heath	Engineering Director	(360) 993-8815	Office	(360) 869-8341	Cell	128695366874	ACTIVE	C
GETS	Jenkins	Matt	Operations Manager	(360) 719-1680	Office	(360) 946-7684	Cell	772510079535	ACTIVE	C
GETS	Johnson	Vanessa	Capital Program Manager	(360) 993-8818	Office			455620496863	ACTIVE	C
GETS	Lee	James	IT Services Manager	(360) 993-8845	Office	(360) 635-7697	Cell	704243962415	ACTIVE	C
GETS	Logan	David	Finance Director/Treasure	(360) 993-8802	Office	(360) 726-7085	Cell	269439242531	ACTIVE	C
GETS	MOORE	SHAWN	Assistant Manager	(360) 993-8849	Office	(360) 798-1361	Cell	117750683398	ACTIVE	C
GETS	Owen	Bill	Principal Engineer	(360) 839-2059	Office	(360) 713-7168	Cell	158435134208	ACTIVE	C
GETS	PETERSON	JOHN	GENERAL MANAGER	(360) 993-8819	Office	(360) 772-7417	Cell	938059176009	ACTIVE	C
GETS	Sanguinetti	Bob	Construction Program Mgr	(360) 600-5372	Cell	(360) 993-8834	Office	357464771984	ACTIVE	C
GETS	Swinger-Inskeep	Maria	Business Services Dir.	(360) 360-5396	Office	(360) 553-5116	Cell	679704571643	ACTIVE	C
GETS	THUR	KIM	Board Clerk/Exec. Asst.	(360) 993-8822	Office	(360) 901-5187	Cell	74750147380	ACTIVE	C
GETS	Westervelt	Evan	Maintenance Supervisor	(360) 993-8814	Office	(360) 772-7433	Cell	828038145733	ACTIVE	C

**CLARK REGIONAL WASTEWATER DISTRICT
COMPREHENSIVE EMERGENCY RESPONSE PLAN**

ANNEX G

FOOD, WATER AND MISCELLANEOUS SUPPLIES

1. PURPOSE

To provide for the management and distribution of food stocks during and immediately following an emergency. To provide instructions for emergency water supplies, including disinfection procedures.

2. SITUATION AND ASSUMPTIONS

2.1 Situation

Access to adequate supplies of food and water during the initial phase of an emergency will be restricted Dependent upon the extent of the emergency,

2.2 Assumption

The EOC is activated, establishing a place for employees and volunteers to stay while working/assisting the District. When this occurs, the District needs to be able to provide food, water, and shelter.

3. OPERATIONAL CONCEPT

3.1 General

3.1.1 Emergency supplies, including food, water, and other personal effects, should be maintained by District personnel, in District offices and vehicles.

3.1.2 All staff shall be provided with a backpack with basic emergency supplies (**Appendix 1**)

3.1.3 The EOC shall contain emergency supplies, including a 3-day supply of food and water for EMT personnel (**Appendix 2**).

3.1.4 All district vehicles should contain basic emergency supplies.

4. ORGANIZATION AND RESPONSIBILITIES

4.1 EMT

The EMT shall make decisions governing the regulation and rationing of food, water, and supplies. The EMT will:

4.1.1 Maintain an updated listing with pertinent information about the supplies available.

4.1.2 Provide recommendations to the Board for allocating and distributing the available supplies.

4.1.3 Provide guidance on availability and need for various controls.

5. OPERATIONS BY TIME PHASE

5.1 Mitigation and Preparedness

5.1.1 EMT

- Maintain listing of emergency food, water, and supplies
- Evaluate adequacy of supplies and acquire additional resources

5.2 Response

5.2.1 EMT

- Monitor supplies and maintain current inventory listings
- Provide supply listings to the Board
- Advise the Board on supply levels and recommendations
- Institute mandatory controls, as needed
- Coordinate and request supplies from CRESA, as needed

5.3 Recovery

5.3.1 EMT

- Provide directions for accessing available supplies to support recovery efforts
- Replenish inventories and supplies

6. APPENDICES

1. Backpack Items
2. Listing of Supplies in District Office
3. Listing of Vehicle Supplies

APPENDIX 1

ITEMS INCLUDED IN BACKPACK

- (6) Assorted Meals Ready to Eat **
- (2) Emergency Candles
- (1) Water Purification Tabs (bottle) **
- (1) Emergency Blanket
- (1) Canteen – 1-quart
- (1) Eating Utensils – Fork, Knife, Spoon
- (1) Toilet Tissue – Roll
- (1) Pocket Soap
- (1) Nylon Cord
- (1) Sierra Cup
- (1) Emergency Poncho
- (1) Magnesium Fire Starter
- (1) Butane Lighter
- (2) Waste Bags
- (2) Light Sticks
- (1) Hydrogen Peroxide – Bottle
- (1) Personal Pack – Bar Soap, Shampoo, Toothbrush & Paste, Brush & Deodorant
- (1) Wind & Waterproof Matches
- (1) Can Opener – GI Type
- (2) Disposable Hand Warmers
- (1) Gloves – Pair, Work
- (1) Sunburst – 4-Way Powered Flashlight/Radio
- (1) SAS Survival Guide (pocket size)
- (1) Tissues
- (1) Whistle
- (1) Compass
- (1) Knife (Swiss Army Type)
- (1) First Aid Kit
- (1) Folding Scissors
- (1) Duct Tape - Roll
- (1) Rubbing Alcohol – Bottle

** = No Expiration Date

APPENDIX 2

LISTING OF SUPPLIES AT THE DISTRICT OFFICE

ITEM	UNITS	SIZE/COUNT
72 HOUR EMERGENCY SURVIVAL KITS	20	
ALL HAZARDS WEATHER RADIO	1	
FIRST AID KIT	1	
PROPANE HEATER	1	
FLASHLIGHT MULTI-PACK	2	
BATTERIES	18	12 "D", 4 "AA", 2 "C": Rotate every two years
SNAPLITE LIGHT STICKS	12	
COFFEE POT	1	12 cups
COLEMAN STOVE	1	2 Burner
ALUMINUM FOIL	1	2 pk. 150 sq. ft. ea.
PLASTIC WRAP	2	500 sq. ft. ea.
ZIPLOC FREEZER BAGS	1	3 pk. 1 gal 46 ct. ea.
TARPS	2	18' x 24'
UTILITY LIGHTER	1	
DUCT TAPE	1	3 pk. 60 yard. ea.
EMERGENCY SUPPLY CONTAINERS	5	45 gal.
GARBAGE CAN	1	32 gal.
TRASH BAGS	1	32 gal. 100 ct.4 roll
BUCKETS	5	5 gal. ea.
BUNG WRENCH	1	
LATEX GLOVES	1	50 ct. Large
NYLON ROPE	3	1/4" 50 ft. ea.
PAPER SHOP TOWELS	1	10 pk.
COTTON SHOP TOWELS	1	36 ct. 14"x17"
DISPOSABLE WIPES	1	6 pk. 96 ct. ea.
BLANKETS	5	twin size
PILLOWS	6	
PORTABLE COTS	5	
BLEACH	1	1 gal. ea.
RUBBING ALCOHOL	2	16 oz. ea.
SCISSORS	2	
BAR SOAP	11	1 per pack
SHAMPOO	10	1 per pack
INSECT REPELLANT	2	6 oz. ea.
GOLD BOND POWDER	1	24 oz.
PORTABLE POTTY	1	
ALWAYS MAXI PADS	1	72 ct.
TAMPAX	1	multi-pack 100 ct.
TOILET PAPER	1	4 rolls
LIQUID TOILET DEODORIZER	1	16 oz.
TRAVEL BRUSH	10	1 per pack.
TRAVEL DEODORANT	10	1 per pack
TRAVEL TOOTHBRUSH AND PASTE	10	1 per pack
SIPHON PUMP, LARGE	1	
WATER BARREL PUMP	1	
WATER BARRELS	7	35-Gal 5 Year Sterile: Clean and fill every 5 years

APPENDIX 3

**EMERGENCY VEHICLE SUPPLIES LIST
(Minimum Supplies – All Vehicles)**

ITEM	UNITS	SIZE/COUNT
FIRST AID KIT	1	
FIRE EXTINGUISHER	1	
DUCT TAPE	1	
FLASHLIGHT w/ Batteries	1	
LIGHT STICKS / Flairs	4	
DISPOSABLE GLOVES	1	
MULTI-TOOL	1	
WIND & WATERPROF MATCHES	1	
DISINFECTING WIPES	1	
BLEEDING CONTROL KIT	1	
SAFETY GLASSES	1	
SHARPS CONTAINER	1	
PAPER TOWELS	1	
TIRE CHAINS	3	
REFLECTIVE CONES/DEVICE		

**NON-EMERGENCY VEHICLE SUPPLIES LIST
(Minimum Supplies – All Vehicles)**

ITEM	UNITS	SIZE/COUNT
MARKING PAINT (SPRAY CAN)	1	
GREEN FLAGS	1	
VEHICLE INSURANCE/CLAIMS PACKAGE	1	

**CLARK REGIONAL WASTEWATER DISTRICT
COMPREHENSIVE EMERGENCY RESPONSE PLAN**

ANNEX H

ADMINISTRATION PROCEDURES AND RECORDS

1. PURPOSE

To provide special administrative support of emergency management operations, the expansion and/or reduction of District functions , and for the assignment of specific duties to personnel under emergency conditions.

2. SITUATION AND ASSUMPTIONS

2.1 Situation

The District is responsible for planning for and taking actions to protect its own records.

2.2 Assumptions

It is impossible to ensure the availability of every document that might be valuable as the cost would be prohibitive.

The District shall establish and maintain an organized system of emergency files , documents, and forms.

3. OPERATIONAL CONCEPTS

3.1 The emergency response capabilities of the District will be built upon the capabilities of existing departments, augmented, as required, by the reassignment of regular personnel, or volunteers, if necessary, to urgent duties.

3.2 Logistics

3.2.1 Coordination of a limited supply of disaster-related resources and assets for maximum utilization is a primary duty of local emergency organizations.

3.2.2 Inventories

Each department shall maintain an updated inventory of all resources and assets that may be called upon for use during an emergency. This inventory will be provided to the EMC, upon request.

3.2.3 Contracts

a) District Authority

In the event of a Declaration of Emergency, District Administrative Code Chapter 2.36 will take effect. It defines authority to and will waive the competitive bidding requirements (see **Annex A, Appendix 2**). The Board must make a written finding of the emergency within 14 days of award of the first contract.

- b) Mutual Aid
 - 1) The statutory authority enabling local political subdivisions to enter into Mutual Aid Agreements is provided by RCW 38.52.090.
 - 2) Mutual aid between political subdivisions can be enacted when a disaster is beyond the capabilities of a local political subdivision.

4. ORGANIZATION AND RESPONSIBILITIES

4.1 District

4.1.1 The Board has overall responsibility for emergency administrative plans and procedures within its jurisdiction.

4.1.2 The EMC provides technical advice and assistance to the Board.

4.2 County

Provides advice and assistance on matters of County administrative procedures and records.

4.3 State

The Governor proclaims an emergency when the situation is beyond the capability of local resources. Provides advice and assistance on matters of state administrative procedures and records.

4.4 Federal

Provides advice and assistance on matters of Federal administrative procedures and records.

5. OPERATIONS BY TIME PHASE

5.1 Mitigation and Preparedness

5.1.1 EMT

- a) Develop emergency administrative procedures and ensure operational readiness.
- b) Maintain a liaison with CRESA to incorporate changes to procedures from other governmental authorities.
- c) Record essential District files, data, and records safely in the cloud and on hard drives, compact disc or other suitable physical storage methods and arrange for the safe storage of the records outside of the District, against known hazards. See **Appendix 1 Essential Records Protection Steps**.

5.2 Response

5.2.1 EMT

- a) Activate the EOC.
- b) Suspend non-essential business functions, when needed.
- c) Assign emergency duties to available personnel.
 - 1) Reassignments shall be made only after consultation with the employee's manager or supervisor.
 - 2) Each employee will carry their District photo identification card.
 - 3) Issue essential personnel letters, if needed, to ensure District staff have permission to travel if there are closures or shelter in place orders.
- c) Provide for the safeguarding of essential records, files, and equipment.
 - 1) Each department will develop and maintain a Department Emergency Response and Recovery Binder with defined procedures for the identification and safeguarding of essential records, documents, files, and equipment.

5.2.2 Supervisors

- a) Activate emergency administrative procedures.
- b) Maintain records of all emergency actions, transactions, events, and damages.
- c) Provide for the safeguarding of essential records, files, and equipment during an emergency.

5.3 Recovery

5.3.1 EMT

- a) Assist all departments in continuing their emergency administrative operations as the situation warrants.
- b) Evaluate and report damage to administrative records, files, data, references, etc., and take action, as feasible, to restore them to pre-emergency conditions.

6. APPENDICES

- 1. Essential Records Protection Steps
- 2. Example Listing of Essential Records For Re-establishment of Normal Operations
- 3. Example Listing of Essential Documents For Emergency Response Operations

APPENDIX 1

ESSENTIAL RECORDS PROTECTION STEPS

1. Prepare a comprehensive list of normal agency functions.
 - a) Review policies and procedures.
 - b) Determine essential and non-essential business functions.
2. Identify and categorize records relating to normal District functions.
 - a) Review Records Retention Schedules (40.14).
 - b) Identify records that support emergency operations.
 - c) List records are essential to the re-establishment of normal operations.
3. Select method of security protection (subject to Administrative approval).
 - a) Select the most economical method of providing secure copies.
4. Prepare Essential Records Schedules.
 - a) List essential records identified and stated how they are protected.
 - b) Develop procedures for the annual review and update of the Essential Records Schedule, protection instructions.
5. Transfer essential records to secure storage.

APPENDIX 2

**ESSENTIAL RECORDS FOR RE-ESTABLISHMENT OF NORMAL OPERATIONS
(EXAMPLE HR/RM)**

District Emergency Planning and Recovery: Essential and Key Records					
#	Dept	Category	Record Series	Type and Location	
				Current	Back up
1	HR	Personnel	Drug Test Results	Hard Copy Employee Medical File	G Drive: HR Records\ Employees - Current
2	HR	Personnel	Employee Medical File	Hard Copy Employee Medical File	G Drive: HR Records\ Employees - Current
3	HR	Personnel	Employee Health History	Hard Copy Employee Medical File	G Drive: HR Records\ Employees - Current
4	HR	Personnel	Hep B exposures & waivers	Hard Copy Employee Medical File	G Drive: HR Records\ Employees - Current
5	HR	Hazard Materials	Hazard Materials Training Personnel	Hard Copy Employee File	G Drive: HR Records\ Employees - Current
6	HR	Personnel	Personnel File	Hard Copy Employee File	G Drive: HR Records\ Employees - Current
7	HR	Personnel	Employee History	Hard Copy Employee File	G Drive: HR Records\ Employees - Current
8	HR	Personnel	Employee Benefit participation	Hard Copy Employee File	PEBB/HCA
9	HR	Personnel	Position Descriptions (PD) History File	Hard Copy District PD Binder	G Drive: Management\ Position Descriptions
10	HR	Ins/Risk Mgt	Insurance Policies Purchased	Hard Copy; HR files	Risk Mgt Pool
11	HR	Ins/Risk Mgt	Accident Claims	Hard Copy; HR files	Risk Mgt Pool
12	HR	Ins/Risk Mgt	Accident & Incident Employee Claims: L&I	Hard Copy; HR files	L&I will have Work Comp files
13	HR	Ins/Risk Mgt	Accident & Incident Claims: self-insured	Hard Copy; HR files	none for self-claims
14	HR	Hazard Materials	Right to Know implementation plan	Safety Policy Manual: Hazard Como	G Drive: Everyone\Safety Committee
15	HR	Hazard Materials	MSDS	MSDS Binder; Copier Room	MSDS Binder: Maintenance Bay
16	HR	Admin Records	Policies and Procedures	Employee Manual	G Drive: Everyone\Policies

District Emergency Planning and Recovery: Essential and Key Records					
#	Dept	Category	Record Series	Type and Location	
				Current	Back up
17	HR	Admin Records	Policies and Procedures	Safety Manual	G Drive: Everyone\Safety Forms & Policies\Sub Directories
18	HR	Admin Records	Policies and Procedures	District Recruitment Resource Guide	G Drive: Mgt\Personnel\Recruitment\
19	HR	Admin Records	Policies and Procedures	Safety Committee Binder	G Drive: Everyone\Safety Committee\Sub Directories
20	HR	Emergency Services	Disaster Recovery Plan	Emergency Plan Binder	G Drive: Everyone\Policies
21	HR	Admin Records	Policies and Procedures	Training Binder	G Drive: Personnel\Training\Misc Subdirectories
22	HR	Admin Records	Policies and Procedures	Compensation Plan	G Drive: Everyone\Policies\Adopted\Compensation Plan
23	HR	Admin Records	Policies and Procedures	Emergency Resource Plan	Hard Copy: Multiple Offices

APPENDIX 3

ESSENTIAL DOCUMENTS FOR EMERGENCY RESPONSE OPERATIONS: ADMINISTRATIVE EXAMPLE

- 1 Administration
 - 1.1 Governing Documents, Policies and Procedures
 - 1.1.1 Resolutions for declaring emergency and outside assistance (See **Annex A - Appendices 1 & 2**)
 - 1.1.2 Emergency Coordination and Control (See **Annex A - Appendices 1 & 4, Annex B Line of Succession**)
 - 1.1.3 Emergency Communication (See **Annex A - Appendices 5, 6 & 7, Annex E Appendices, Annex G Appendices**)
 - 1.1.4 Recovery locations for critical documents, forms, policies, and procedures (See **Annex H-Appendix 2**)
 - 1.2 Human Resource and Risk Management
 - 1.2.1 Personnel Listing and Contacts (see **Annex A - Appendix 14; Employee Emergency Contact Numbers and Annex C - Appendix 2: Emergency Call Up List District Personnel**)
 - 1.2.2 Resources (Food and Water) at the District (See **Annex G Appendices**)
 - 1.2.3 Key Binders
 - 1.2.3.1 Emergency Resource Plan
 - 1.2.3.2 Safety Program Manual
 - 1.2.3.3 Employee Handbook

**CLARK REGIONAL WASTEWATER DISTRICT
COMPREHENSIVE EMERGENCY RESPONSE PLAN**

ANNEX I

FISCAL PROCEDURES

1. PURPOSE

To provide fiscal procedures to support emergency management operations .

2. SITUATION AND ASSUMPTIONS

2.1 Situation

Emergency expenditures are not normally integrated into the budgeting process. Nevertheless, when emergencies do occur, they may require substantial and unanticipated obligations and expenditures. These expenditures may exceed the legal limitations of the budget.

2.2 Assumptions

Any County, State or Federal financial assistance that may be provided is based on the damage survey reports and documented expenditures.

3. OPERATIONAL CONCEPTS

3.2 District Authority

The District has the authority to enter into contracts and incur obligations in carrying out its powers under RCW 57.08.005 without regard to time consuming procedures and formalities prescribed by law (except mandatory constitutional requirements), including but not limited to budget law limitations and the appropriations and expenditures for public funds.

3.3 Authorization of Emergency Expenditures

The District will incur disaster related obligations and expenditures and is authorized to exercise emergency powers without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including but not limited to, budget law limitations, competitive bidding , entering into contracts, incurring obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes and the appropriation and expenditures of public funds. In accordance with RCW 39.04.280 and Chapter 2.36 DC, competitive bidding requirements may be waived upon issuing a Declaration of Emergency . The Board must enter a written finding of the existence of the emergency within 14 days of the award of the first contract. Refer to the sample emergency resolution and waiver of competitive bidding in **Annex A, Appendix 2**.

3.4 Recordkeeping

3.4.1 Disaster related expenditures and obligations of the District may be reimbursed under a number of state or federal programs. Reimbursement may be authorized by the Federal government after a disaster declaration by the President or under the statutory authority of certain Federal agencies.

- 3.4.2 All emergency expenditures shall be accounted for in detailed records, which shall be kept in such a manner that the emergency expenditures and obligations can be identified, separate from regular or general expenses or activities. The forms, for tracking emergency expenditures, are located in **Annex E Response and Recovery Operations Reports**.
- 3.4.3 Complete and accurate records are necessary to document requests for assistance to ensure and facilitate the maximum eligible reimbursement. It is also necessary to maintain complete and accurate records for audits of disaster related expenditures and obligations.

4. ORGANIZATION AND RESPONSIBILITIES

4.1 District

4.1.1 EMT

- a) Establish emergency fiscal procedures and ensure that all supervisors are adequately trained in these procedures.
- b) May accept the necessary emergency funds, equipment, etc., offered to the District through the GEM and/or WA WARN mutual aid programs (see **Annex C**).

4.1.2 Supervisors

- a) Inform their personnel concerning the recording requirements associated with emergency expenditures.

5. OPERATIONS BY TIME PHASE

5.1 Mitigation and Preparedness

5.1.1 EMT

- a) Coordinate with all departments in the development of emergency fiscal plans and procedures and ensure operational readiness.
- b) Maintain a liaison with CRESA.

5.1.2 All Departments

- a) Develop complementary emergency fiscal plans and procedures to ensure appropriate record keeping.
- b) Provide information to accurately reflect an account of the extent of the damage and the financial burden to the District.

5.2 Response

5.2.1 EMT

- a) Initiate damage assessment reporting and record keeping.

- b) Ensure District personnel prepare and submit accurate expenditure reports.

5.3 Recovery

5.3.1 EMT

- a) Continue emergency fiscal operations until it is determined that they are no longer needed.
- b) Prepare final damage estimates, response, repair, and recovery costs, and submit timely reports to CRESA.
- c) Apply for State and/or Federal assistance, when applicable.

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**CLARK REGIONAL WASTEWATER DISTRICT
COMPREHENSIVE EMERGENCY RESPONSE PLAN**

ANNEX J

TRAINING AND EDUCATION

1. PURPOSE

To provide training and education program and ensure the readiness of elected officials and employees with assigned emergency responsibilities.

2. SITUATION AND ASSUMPTIONS

2.1 Situation

Disaster preparedness education, training, and exercises are vital to determine the effectiveness of the District plans, the feasibility of the operational concepts and the adequacy of the available resources to carry out all necessary emergency functions.

2.2 Assumptions

The District has not appointed a specific training officer but will utilize all available resources, including appropriate persons from other response agencies, to meet its training goals and objectives.

3. OPERATIONAL CONCEPTS

3.1 Training and Education

Education and training of emergency response personnel shall take place at all levels of government to enhance decision-making capabilities and familiarity with operational concepts and procedures. All modes of training, lectures, hands-on training, and simulated problem solving will be used to ensure personnel are prepared to adequately perform their specified roles and responsibilities per the District's Emergency Response Plan. Staff members are cross trained from their normal day-to-day functions to fill one or more emergency response staff positions.

3.2 Exercises and Drills

Exercises and drills are designed to determine the effectiveness and feasibility of the plan.

Training exercises should be conducted on a routine basis. The participants should debrief after each exercise to inform future training and identify updates and changes to specific plan elements. Drills are supervised instructional sessions devised to maintain and develop skills in a specified area. A drill can be an element of an exercise.

4. ORGANIZATION AND RESPONSIBILITIES

4.1 EMT

4.1.1 Develop and implement emergency management education and training programs.

- 4.1.2 Develop and conduct emergency exercises, drills, and other training; .
- 4.1.3 Participate in County exercises, whenever possible.

5. OPERATIONS BY TIME PHASE

5.1 Mitigation and Preparedness

5.1.1 EMT

- a) Coordinate training and educational activities designed to maximum readiness of emergency response personnel.
- b) Coordinate with CRESA and participate in available County-sponsored and other emergency training and educational programs.

5.2 Response

5.2.1 EMT

- a) Coordinate emergency training briefings

5.3 Recovery

5.3.1 EMT

- a) Coordinate with CRESA to estimate training and education requirements.
- b) Facilitate staff training, as needed, to assist with recovery operations.
- c) Review and update emergency training and education programs to incorporate lessons learned and institute modifications, which will improve their effectiveness.

6. APPENDICES

- 1. Emergency Exercise Design & Evaluation
 - a. Tab A - Exercise Design Template
 - b. Tab B - Emergency Exercise Procedures Evaluation Form

APPENDIX 1

EMERGENCY EXERCISE DESIGN & EVALUATION

Emergency Exercise Design

Select the emergency exercise that best fits the training goals and objectives. Common exercises include the following:

- Activity - supervised instruction sessions designed to maintain and develop skills in specified areas (i.e., a fire drill, drop, cover, and hold, etc.).
- Drill – a practice exercise that simulate real-life emergencies (e.g., fire drill). These can be walkthrough, scheduled or unannounced drills.
- Orientation - an informal classroom situation whereby participants are familiar with a portion of the emergency plan or a specific action to be taken.
- Tabletop Exercise - an activity in which those with emergency management responsibilities are informally gathered to discuss simulated emergency situations and to evaluate plans and procedures and resolve coordination and assignment questions. The exercise is designed to elicit constructive discussion by the participants without time constraints. .
- Functional Exercise - designed to test or evaluate the capability of individual or multiple functions by simulating activities, under time constraints, in an actual setting (EOC and/or field) with the use of outside resources, as needed. .

Steps in the Exercise Design Process

1. Needs Assessment.

The first question to ask when designing an exercise is; "Why are we holding this exercise?" and "What objectives are we trying to accomplish?" Among the factors to be considered are the status of the emergency plan, personnel, equipment, and hazards.

2. Scope Definition.

There are seven elements to consider in laying out an exercise. They are:

- Function - The portion of the emergency plan (i.e., Direction and Control, Communication, Damage Assessment, etc.) or the specific procedure that is to be tested and the actions and behaviors expected to be performed.
- Agencies Involved - Will outside agencies be involved or will the exercise be "in-house" only?
- Personnel - Who are the players that need to be involved both within the District and outside agencies?

Hazards - What type of event or emergency could best serve the identified need to get the above people and agencies to perform the expected operations?

Geographical Area - Where should the situation or events occur to meet the identified needs?

- Degree of Realism - How real does the exercise need to be to get the expected actions? Does a discussion of the procedures cover the need, or does it require the players to perform real actions?

3. Purpose Statement.

Develop and write a purpose statement that clearly and briefly states what is to be accomplished by conducting the exercise. A purpose statement is written largely from the exercise scope developed earlier.

"The purpose of the proposed (enter exercise type, e.g., drill, function, etc.) Exercise is to improve -----, ----- and----- (enter the operations or functions from the exercise scope) by involving (enter names or positions) from (enter agencies name) in a simulated (enter hazard) at (enter location)."

4. Exercise Directive.

An exercise directive is usually a memorandum from the person in charge directing or inviting personnel and/or various entities to participate in the exercise. In general, an exercise directive includes the date, time and type of exercise, a statement of purpose, which personnel and/or agencies are to participate and who is responsible for developing the exercise.

5. Exercise Objectives.

Develop and write objectives which should be measurable, achievable, realistic and task orientated. They should be realized by the expected actions that would occur in reaction to the scenario or problem presented in the exercise. If the expected actions, duties, and roles described in the plan are achieved, no improvements are needed. If they are not achieved, then recommendations need to be made for improvements to the plan.

6. Master Scenario Events List.

Develop and define the master scenario events, major events and/or problems resulting from the chosen scenario. Detailed events are specific situations to which personnel would have to respond. Each detailed event should be designed to prompt one or more of the expected actions.

7. Introductory Narrative.

Develop and write the introductory narrative for the scenario. It introduces the players, the time, the place, and the circumstances. It is from this place that the participants will prepare the next chapter, the conclusion of the exercise.

8. Expected Activities.

Develop and list the expected actions and/or activities. These are the actions or decisions the participants are expected to take in accordance with the procedures defined in the emergency plan. Demonstration of the expected activities demonstrates competency. The activities are closely tied to the objectives but are usually developed simultaneously with the detailed events.

9. Problem Statements.

Develop and write the problem statement(s), actions which meet the stated objectives of the exercise. The idea is not to make the participants fail but to identify any shortcomings in the plan or actions.

Emergency Management Team Responsibilities

The EMT shall:

1. Develop and initiate training, cross-training and educational programs for elected officials and employees.
2. Evaluate and coordinate training and educational activities to ensure maximum readiness.
3. Regularly exercise the Emergency Management Plan, including doing so in cooperation and coordination with CRESA and other agencies whenever possible.
4. Regularly evaluate the plan and make updates and changes, as needed.
5. Ensure that all emergency and safety materials and equipment are in place and that backup systems are tested regularly.
6. Update and replace emergency supplies as needed to carry out emergency operations on a timely basis.

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APPENDIX 1 – TAB A
EXERCISE DESIGN TEMPLATE



Tabletop Exercise Overview Template

Exercise Name

[Insert the formal name you will use to refer to the exercise]

Exercise Date & Time

[Insert the date of the exercise, as well as planned start and end times]

Scope

This is a discussion-based tabletop exercise planned for [exercise duration]. It will be conducted [in person/virtually] at [location or video conferencing platform being used]. The following mission areas and objectives will be the primary focus of the exercise.

Mission Area(s)

[Insert which of the five mission areas of emergency management the exercise is targeted at improving: Prevention, Protection, Mitigation, Response, and/or Recovery]

Threat or Hazard

[List the specific threat or hazard associated with the exercise scenario, such as a wildfire, winter storm, or act of violence]

Core Objectives

The primary purpose of this exercise is to [insert description] and will focus on assessing the following:

1. [List exercise objective]
2. [List exercise objective]
3. [List exercise objective]
4. [List exercise objective]

Scenario

[Insert a description of the exercise scenario, as well as potential impacts of the scenario]

Injects

[List possible unexpected challenges that the facilitator can inject into the exercise]

Participants

[List all participants involved and each participant's role in the exercise]

Notes

[Document any notes, ideas, or questions for the exercise]

APPENDIX 1 – TAB B

EMERGENCY EXERCISE PROCEDURES EVALUATION FORM

Tabletop Exercise Scoring Guide

Use this rubric to score how effectively your team responded to the scenario and document recommended improvements in each of these core areas.



Communication

GRADE		NOTES:
Outstanding	<input type="checkbox"/>	
Satisfactory	<input type="checkbox"/>	
Poor	<input type="checkbox"/>	
Unsatisfactory	<input type="checkbox"/>	

Planning

GRADE		NOTES:
Outstanding	<input type="checkbox"/>	
Satisfactory	<input type="checkbox"/>	
Poor	<input type="checkbox"/>	
Unsatisfactory	<input type="checkbox"/>	

Response

GRADE		NOTES:
Outstanding	<input type="checkbox"/>	
Satisfactory	<input type="checkbox"/>	
Poor	<input type="checkbox"/>	
Unsatisfactory	<input type="checkbox"/>	

Recovery

GRADE		NOTES:
Outstanding	<input type="checkbox"/>	
Satisfactory	<input type="checkbox"/>	
Poor	<input type="checkbox"/>	
Unsatisfactory	<input type="checkbox"/>	

Comments

**CLARK REGIONAL WASTEWATER DISTRICT
COMPREHENSIVE EMERGENCY RESPONSE PLAN**

ANNEX K

ENERGY AND UTILITIES

1. PURPOSE

To provide for the effective utilization and coordination of available electric power, water resources, and natural gas, as required, to meet the essential needs of the District during an emergency or disaster.

2. SITUATION AND ASSUMPTIONS

2.1 Situation

To the maximum extent possible, utility and energy systems should continue to provide services through their normal means during an emergency or disaster.

2.2 Assumptions

The occurrence of a major disaster could destroy or disrupt all or a portion of the District's energy and utility systems, for its administrative and operational facilities. The District Operations Building, treatment plants, and major pump stations are equipped with generators to provide electrical services for a period of time. The pump stations also rely on electrical power. The District also has several portable generators for use at stations that are not equipped with generators. The SCADA system, which would be available when the generator is functioning at the Operations Building, is used to determine the priority of the stations.

3. OPERATIONAL CONCEPTS

3.1 Electricity

The electrical power industry within Washington is organized into a network of public and private generation and distribution facilities, which form the Northwest Power Pool. Through such networks, the electrical power industry has developed a capability to provide power or quickly bring back power under most extreme circumstances.

3.2 Water

The City of Vancouver, City of Ridgefield and Clark Public Utilities provide the majority of the water supply for the District.

3.3 Natural Gas

Northwest Natural provides gas service to the area located within the District's service area. Natural gas companies rely on common pipelines originating in other states.

4. ORGANIZATION AND RESPONSIBILITIES

3.1 District

The District and the EMT shall endeavor to operate in the tradition of self-help and inter-District mutual aid before calling for County or State assistance. The District shall also comply with prevailing priority protocols relating to curtailment of services and restoration of services.

3.1.1 EMT

3.1.1.1 Develop and maintain liaisons with local utilities and CRESA

3.1.1.2 Receive information from Operations and Maintenance on priority use of generators, need for additional resources and strategy for fuel re-supply to generators

3.2 CRESA

3.2.1 Maintains close liaison with local utilities and identifies 24-hour emergency numbers and contact personnel.

3.2.2 Acts on the requests for assistance required to support local utility and energy systems that are beyond the capability of the local government to provide.

3.2.3 In conjunction with the utilities, assures compliance with any restrictions or limitations placed on the utilization of energy and utilities by the state or federal government.

5. OPERATIONS BY TIME PHASE

4.1 Mitigation and Preparedness

4.1.1 EMT

a) Develop and maintain liaisons with CRESA and other local utilities.

b) Identify potential alternate sources of power supply.

c) Evaluate emergency power supply needs and prepare plans and programs to implement alternate means of supplying power to District systems and facilities.

4.2 Response

4.2.1 EMT

a) Provide emergency power to District systems and facilities for the continuation of sanitary sewer services, to the extent possible. Utilize District Procedure 010-2001 Emergency Generator Hookup to Pump Station During a Loss of Power or Equipment Failure

b) Takes action and restore power and other essential utility services, as feasible, to District systems and facilities.

4.3 Recovery

4.3.1 EMT

- a) Compile damage and operational capability reports and submit reports to CRESA.
- b). Report on status of power and utility services. to providers
- c). Coordinate and participate, as necessary, with local utilities to restore lost utility services.
- c) Assist CRESA in recovery operations, as necessary. .

6. APPENDICES

1. Clark Public Utilities Contact Information

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APPENDIX 1

CLARK PUBLIC UTILITIES CONTACT

In the event of a power outage at the District and/or pump stations, the EMT will contact the District Account Manager on the “Voltage Sensitive Customer Contact List.” The Account Manager will work with the Clark Public Utilities (CPU) dispatch to prioritize responses to bring power back online to critical infrastructure. The Account Manager will have a list of key pump stations, the priority of those pump stations and after hours contact information. The Account Manager will support the District in emergency activities and can respond to updated prioritizations based upon the status defined by the EMT. The Account Manager will keep the District up to date on status and expected timelines.

Account Manager	Day Phone	E-mail
Aaron Frechette	360-992-3379	afrechette@clarkpud.com

The CPU meter number for each facility and station is listed on the table below.

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PS ID	Pump Station	Location	CPU Meter Number
E-96	124th St	6410 NE 124th St	53790286
R-57	Abrams Park	1300 E Division	57210558
N-08	Ashley Heights	14200 NW 44th Ct	15568
E-54	Bowyers Market Place	11119 NE 119th St	76587364
N-11	Brookfield	2114 NW 138th St	14762
E-27	Buckman Gardens	NE 97th St & NE 41st Ave	81464542
E-51	Buckman Gardens 2	4501 NE 94th St	81464428
R-59	Cassini View	1511 S 24th Ct	18750
E-88	Curtin Creek	7800 NE 119th St	64834681
DC-3	District Campus PS	8000 NE 52nd Court	76076161
E-70	Dunning Meadows	10707 NE 152nd Ave	903328
N-26	Fairgrounds	604 NE 179th St	17678
E-75	Fieldstone Estates	11106 NE 143rd Ave	905116
E-82	Frasier Downs	9500 NE 107th St	73966714
R-60	Gee Creek Meadows	1651 Pioneer St	76587251
E-44	Glenwood	9115 NE 90th St	65155012
R-93	Greely Acres	27401 N 88th Dr	76587060
E-32	Green Meadows	7910 NE 72nd Ave	76076417
R-80	Hawk's Landing	2730 S Red-Tail Loop	900357
R-62	Heron Ridge	440 N Heron Dr	76076913
N-04	Horizon West	4500 NW 118th Circle	83116254
N-05	Horizon West 2	11504 NW 43rd Ct	81464569
E-79	Jessie Hollow	5715 NE 127th St	73458387
R-86	Kennedy Farms	3755 S Willow Dr	81464403
N-23	Klinline	NE 117th St & NE Klinline Road	71994019
N-99	Knollridge South	NE 125th Circle & NE 6th Ct	44713599
N-100	Knollridge West	103 NE 127th Circle	83116641
N-01	Lake Shore	1819 NW 104th St	190330
E-39	Laurelwood	NE 89th St & NE 105th Ct	76076440
N-52	Legacy	2211 NE 139th St	18961
R-73	Marina	5 W Mill St	903915
R-102	McCormick Creek	1027 NE 279th St	70180038
E-31	Meadows Terrace	6411 NE 78th St	903443
E-47	Mill Creek	3901 NE 165th Circle & NE 40th Ave	903528
E-30	Minnehaha	2600 NE Minnehaha St	81464477
E-45	Mountain View	10105 NE 82nd Ave	76076380
N-87	NE 10th Ave	NE 10th Ave & NE 158th St	83116180
E-56	NE 110th St	7806 NE 110th St	81464232
N-55	NE 16th Ave	13820 NE 16th Ave	902491
E-84	NE 72nd Ave	7114 NE 134th St	76076664
N-78	Neil Kimsey Regional	24300 NE 1-5 NB (219th St & I-5 NB)	902902
E-95	Nielsen Industrial	12508 NE 117th Ave	76587419
N-88	North Haven	17360 NW 11th Ave	332524500
R-92	North Junction	5075 N 10th St	68661970
E-37	Norwegian Meadows	NE 99th St & 500 ft East of NE 130th Ave	76587331

N-13	NW 149th St	1261 NW 149th St	16753
N-14	Oro Vega	NW 144th Circle & NW 11th Ave	15164
R-65	Osprey Pointe	2215 S 13th Circle	19065
E-76	Payne	3100 NE 169th Way	76587194
R-66	Pioneer Canyon	451 N 45th Ave	20015
R-81	Pioneer Place	1334 N 35th Ave	902913
N-21	Plantation	12003 NE Plantation Road	902916
E-46	Pleasant Valley Highland	NE 142nd St & NE 42nd Ave	87122199
E-89	Pleasant Valley North	15419 NE 50th Ave, West Side of NE 50th Ave	53790308
E-103	Ramble Creek	3516 NE 179th St	70785948
R-94	Ridgefield Heights	1025 S 25th Pl	332524442
R-83	Royle Road	2067 S Royle Rd	904023
E-42	Schuller Estates	9980 NE 86th Ave	76076381
R-96	Seton	NE 279th St & N Fairhope Pl	76587243
N-10	Shore Crest	NW 140th St & NW 28th Ct	903883
E-41	Silver Star	10004 NE 83rd St	76076383
N-77	South Bound Rest Area	I-5 Southbound	597549
E-29	St Johns	8200 NE St Johns Rd	81464281
E-94	St Johns Woods	5114 NE 85th Circle	76587007
R-85	Taverner 2	1461 S Harrier Circle	900975
R-67	Taverner Ridge	1202 S Great Blue Rd	18557
R-91	Teal Crest	918 S Sevier Rd	76587048
R-61	Tri-Mountain Golf Course	1701 NW 299th St	14664
R-90	UNFI	S Union Ridge Pkwy, 250 ft. West of NE 10th Ave	83116307
N-25	Union Road	15801 NE Union Rd	83116305
N-53	Waters Edge	13311 NE Salmon Creek Ave	19135
E-101	Whipple Creek North	2019 NE 179th St	336892235
N-12	Whipple Creek Place	NW 151st St & NW 9th Ave	17481
N-98	Whipple Creek West	NW 11th Ave and NW 154th St	332524366
R-68	Wishing Well Estates	2080 S 26th Ave	13953
N-19	Wood Creek	12509 NE 5th Ct	555236
E-97	Woodbrook	18218 NE 47th Ave	332524493
E-36	Wubben Industrial Center	11217 NE 66th St	903566

REGIONAL FACILITIES

PS ID	Facility	Location	CPU Meter Number
	Salmon Creek Treatment Plant	15100 NW McCann Road	93049216
	Ridgefield Treatment	109 W Division St	78384006
	117th St Pump Station	1110 NE 117th St	93049217
	36th Ave Pump Station	14014 NW 36th Ave	19754-C14IR3 47438395
	Klinline Biofilter	12401 NE Salmon Creek Ave	81464510

**CLARK REGIONAL WASTEWATER DISTRICT
COMPREHENSIVE EMERGENCY RESPONSE PLAN**

ANNEX L

**HAZARD IDENTIFICATION, VULNERABILITY ANALYSIS (HIVA)
AND STANDARD OPERATING PROCEDURES**

1. OVERVIEW

Hazards are sources of potential damage associated with disaster. Disaster hazards categorized as natural or man-made can interrupt sewer system operation and result in a large scale “disaster/emergency.” Therefore, the first step in developing an emergency response plan is to prepare a “Hazard Identification, Vulnerability/Risk Analysis,” which identifies the most probable hazards that District may encounter. The effect of these hazards on the District system is then assessed. The vulnerability assessment provides the basis for many of the District’s emergency planning efforts. Refer to the 2022 Clark County Hazard Identification Vulnerability Analysis (HIVA) for more complete information.

This plan is intended to serve as a ***guideline*** to assist in responding to an emergency. Its purpose is to provide a suggested list of instructions or procedures under different emergency conditions. The instructions are general in nature since no two emergency conditions will be the same. However, for the majority of emergency conditions, the instructions and procedures should be applicable and provide useful information.

2. SYSTEM COMPONENTS

2.1 Assumptions

About 25% of the sewer lines are located within the 100-year flood plain, including regional interceptors. Several lines, including the Salmon Creek interceptor (Alliance), were underwater. Sewer service is supported by a network of local and regional pump stations. At the time of the flood of 1996, District pump stations, with the exception of the Mill Creek Pump Station, sustained the flood.

2.2 Source Collection

2.2.1 Normal Operations

The District provides sewer service to approximately fifty (50) square miles within unincorporated Clark County, the City of Ridgefield, portions of the cities of Battle Ground and Vancouver and the Meadow Glade and Hockinson Rural Centers. The majority of the service areas are urban, mostly residential with some commercial and industrial areas. Hockinson and Meadow Glade are completely served by approximately 800 STEP systems with pressure mains discharging to the City of Battle Ground. The District operates and maintains more than 450 miles of main line gravity sewers and more than 80 pump stations and 100 miles of force mains t. The Alliance receives effluent from the City of Battle Ground, which combines with District flows and is conveyed through the Kline Line and Salmon Creek Interceptors (alongside Salmon Creek) to the 117th street and 36th Avenue pump stations, which discharge the flow into the Salmon Creek Treatment Plant. Flows from portions of the City of Ridgefield are discharged into the District system through the Discovery Corridor Wastewater Transmission System (DCWTS) with the remainder of flows going to the Ridgefield Treatment Plant.

The District Operations Center is located at 8000 NE 52nd Court, Vancouver, Washington. The District houses its collection system and office fleet at this

location, which includes vacuum trucks, CCTV trucks, pump trucks, and assorted vehicles. There are also several portable generators capable of running a pump station or supplying a building with electric service and trailer mounted pumps. The District also has a small fleet of vehicles at the Salmon Creek Treatment Plant, including a front-end loader and dump truck and trailer. A complete listing of the fleet and equipment is in Annex C, Appendix 5.

2.2.2 Alternate Mode

The District office, both regional treatment plants and both regional pump stations are equipped with generators on-site for emergency power. Within the collection system, approximately 45 pump stations have fixed generators to provide emergency power, including 5 that utilize natural gas. The District has a small fleet of 7 portable generators that are used across the remaining stations.

3. HAZARD IDENTIFICATION SUMMARY AND VULNERABILITY ASSESSMENT

The District's sewer system is generally considered a relatively low risk. A listing of the general types of system failures which could occur, are listed in **Appendix 3 Hazard Identification Summary and Vulnerability Assessment**. The sewer system is vulnerable to several types of failures. These failures may be induced by different events including the following:

3.1 Natural Hazards

- a) High Winds / Power Disruptions & Outages
- b) Severe Ice, Snow, Extreme Cold
- c) Land Shift - Mudslide, Erosion
- d) Fire
- e) Earthquake
- f) Volcanoes
- g) Flooding

3.2 Man-Made Hazards

- a) Mechanical Failure of Pumping Equipment
- b) Major Structure Fire
- c) Vandalism/Sabotage
- d) Hazardous Materials Accident
- e) Terrorist Activities - Biological, Chemical, Nuclear, Conventional, and Bomb Threat

3.3 System Effects

- a) Resource - Well/Watershed Contamination
- b) Energy Disruptions or Shortages
- c) Sewer-Structural Damage

4. VULNERABILITY ASSESSMENT

A sewer system vulnerability assessment determines the degree to which the system could be adversely affected under different types of emergency situations. The assessment identifies major system components and describes what happens when it fails to operate or meet operating standards. The analysis includes determining the importance of the facility, whether the facility has an alternative operating mode, method of detection of failure, the impact on other parts of the

system, and under which disaster conditions the facility potentially could fail. The major facilities in the sewer system are provided in **Appendix 2**.

A vulnerability assessment for Clark County, not specific to the sewer system, is presented in **Appendix 3**.

5. EMERGENCY PROCEDURES FOR SITE SPECIFIC EMERGENCIES/DISASTERS

It is not possible to anticipate all potential emergencies affecting the sewer system. It is appropriate, however, to formulate procedures to manage and remedy common emergencies.

Appendices 4 through 18 summarize the current standard operating procedures for responding to various emergency situations.

6. APPENDICES

1. Emergency Response Priorities
2. Major Facilities
3. Hazard Identification and Vulnerability/Risk Analysis
4. Severe Weather: Ice & Snowstorms, High Winds/Power Disruptions & Outages
5. Land Shift – Mudslide, Erosion
6. Wildfires
7. Earthquake
8. Flooding
9. Mechanical Failure of Pumping Equipment
10. Major Structure Fire
11. Vandalism/Sabotage
12. Hazardous Materials Accident
13. Terrorist Activities – Biological, Chemical, Nuclear & Conventional
14. District Wide Hazard Response Protocol

APPENDIX 1

EMERGENCY RESPONSE PRIORITIES

1. Attend to family first.
2. Management, provide information on the website and via email.
3. Employees,' check the District website and District email. If no information is available, call 360.993.8850 enter 908. Leave a message via the instructions, if appropriate.
4. If there is no information posted, report to the District office or the Salmon Creek Treatment Plant, the assigned facility.
5. EMT, establish communications with CRESA.
6. Assess the damage to the District structures, equipment and lines via SCADA and visual inspections.
7. Activate the EOC. If the primary EOC cannot be used, activate the secondary EOC location.
8. Notify the EMT to report to the EOC.
9. If the secondary EOC cannot be used, activate the third EOC location.
10. Plan and implement restoration.

APPENDIX 2
MAJOR FACILITIES

1. Operations Center – 8000 NE 52nd Court, Vancouver, Washington
2. Over 80 pump stations, including the following major facilities:
 - a. Legacy (serves three other pump stations and a medical facility): NE 139th Street and NE 20th Avenue
 - b. Mountain View Estates: along NE 82nd Ave
 - c. Glenwood (has an onsite generator)
 - d. Green Meadows: 7910 NE 72nd Avenue
 - e. Knoll Ridge West: NE 125th Circle and NE 6th Court
 - f. NW 149th Street (has onsite generator)
 - g. Mill Creek
 - h. Four Dowsing Tanks (serving Salmon Creek Condominiums) located along the north bank of Salmon Creek
 - i. Fairgrounds: 2019 NE 179th Street
 - j. Schuller Estates (has onsite generator)
 - k. Silver Star: 10006 NE 83rd Street
 - l. Union Road: 15801 NE Union Road
 - m. Whipple Creek Place (has an onsite generator)
 - n. Whipple Creek North (has onsite generator)
 - o. NE 16th Avenue (has onsite generator)
 - p. Gee Creek (has onsite generator)
 - q. Pioneer Canyon (has onsite generator)
 - r. Neil Kimsey Regional: 209th St (has onsite generator)
 - s. Payne (has onsite generator)
 - t. Royle Road (has onsite generator)
3. Ridgefield Treatment Plant – 109 W Division St, Ridgefield, Washington
4. Salmon Creek Treatment Plant – 15100 NW McCann Rd, Vancouver, Washington
5. 36th Avenue Pump Station: 14014 NW 36th Avenue, Vancouver, Washington
6. NE 117th St Pump Station – 1110 NE 117th St, Vancouver, Washington

APPENDIX 3

HAZARD IDENTIFICATION AND VULNERABILITY/RISK ANALYSIS

The following Risk Assessment is based upon the 2023 Clark County All Hazard Mitigation Plan and the 2022 Clark County Hazard Identification Vulnerability Analysis (HIVA) as the District provides services and is located in Clark County.

The Risk Assessment denotes the risks facing Clark County from each of eight hazards, elaborating upon the hazard definition and vulnerabilities. These hazards were identified through an extensive process that utilized input from the Clark County All Hazard Mitigation Plan Steering Committee Members, jurisdictional representatives, hazard experts, public input, past disaster history, current Flood Insurance Rate Maps and data about current flood insurance holders, Clark County's GIS database (soils maps, critical infrastructure maps, slopes maps, land uses, etc.) and Clark County's Hazard Inventory and Vulnerability Assessment (2022).

Hazards that were shown not to affect Clark County were not included in this risk assessment. Inundation from dam failure was not considered because during the last Federal Energy Regulatory Commission (FERC) re-licensing procedure, Clark County dams were assessed as stable, and inundation zones were shown to mirror floodplains.

RISK ASSESSMENT RESULTS

Based on the risk assessment, the risk of each identified hazard was defined as shown in Table ES-1-3.

Table ES-1-3 Hazard Risk Ranking

Hazard Ranking	Hazard Event	Category
1	Earthquake	High
1	Severe Weather	High
2	Flood	Medium
2	Landslide	Medium
2	Wildfire	Medium
3	Volcano	Low
4	Drought	Low
5	Dam failure	Low

Risk was considered as a function of the probability of a hazardous event and the impact the event would cause. These estimates of risk are not empirical values but are the combined result of the process and input from experts and impacted parties defined above. Assessments of probability, impact and risk were derived as follows:

Probability of Occurrence

Probability is offered as an adjective description (High, Medium, or Low) of the probability of a hazard impacting Clark County within the next 25 years. It is based on an assessment of a hazard's frequency using information provided by relevant sources, observations, and trends.

- **HIGH:** There is a great likelihood that a hazardous event will occur within the next 25 years.
- **MEDIUM:** There is moderate likelihood that a hazardous event will occur within the next 25 years.
- **LOW:** There is little likelihood that a hazardous event will occur within the next 25 years.

It is also important to note that past events can be a descriptor of probability. In addition to the summary below, historical information is included in the hazard specific section, providing another important measure of probability.

Impact

Impact was offered as an adjective description (High, Medium, or Low) of the potential impact a hazard could have on Clark County. GIS tools were used to determine inventory exposed to a hazard and an assessment was made of the vulnerability/fragility of that exposed to the effects of the hazards.

- **HIGH:** The total population, property, commerce, infrastructure, and services of the county are uniformly exposed to the effects of a hazard of potentially great magnitude. In a worst-case scenario, there could be a disaster of major to catastrophic proportions.
- **MEDIUM:** The total population, property, commerce, infrastructure and services of the county are exposed to the effects of a hazard of moderate influence; or The total population, property, commerce, infrastructure and services of the county are exposed to the effects of a hazard, but not all to the same degree; or An important segment of population, property, commerce, infrastructure or service is exposed to the effects of a hazard. In a worst-case scenario, there could be a disaster of moderate to major, though not catastrophic proportions.
- **LOW:** A limited area or segment of population, property, commerce, infrastructure, or service is exposed to the effects of a hazard. In a worst-case scenario, there could be a disaster of minor or moderate proportions.

Each planning partner also ranked hazards for its own area. Table ES-4 summarizes the rankings based on the ratings that each jurisdiction assigned to each hazard. The results indicate the following general patterns:

- Earthquakes and severe weather hazards were most commonly ranked as high.
- Flood and landslide hazards were most commonly ranked as medium.
- Dam failure, drought, volcano, and wildfire hazards were most commonly ranked as low.

Table ES 1-4 Summary of Hazards Ranking Results

Number of Jurisdictions Assigning Ranking to Hazard				
Hazard	High	Medium	Low	Not Ranked
Dam Failure	0	1	11	5
Drought	0	0	15	2
Earthquake	15	2	0	0
Flood	2	11	4	0
Landslide	0	10	7	0
Severe Weather	15	1	1	0
Volcano	0	3	14	0
Wildfire	2	4	8	3

APPENDIX 4

SEVERE WEATHER: ICE AND SNOWSTORMS, HIGH WINDS/POWER DISRUPTIONS AND OUTAGES

1. SITUATION

Clark County is susceptible to severe storm hazards, including ice, snow, windstorms, and tornadoes, as discussed in more depth in the hazard mitigation plan. While severe local storms have seldom caused death or serious property damage, they frequently caused major utility and transportation disruptions. Severe local storms occur infrequently and are monitored by the National Oceanic and Atmospheric Administration (NOAA). However, it is possible that they may occur more rapidly or with greater severity than predicted due to changing climate conditions. Additionally, warning systems such as weather radio may not be available in all parts of the county.

Storms often significantly affect utility and transportation systems, outages are a frequent result of storms and ingress, and egress may be limited. Consequently, the more isolated areas of the county may experience greater effects from storms. Severe local storms significantly impact driving conditions on roads, and power lines that can cause isolation. They can also hinder police, fire, and medical responses to urgent calls.

Snowstorms

Snowstorms are a more frequent occurrence in the higher elevations of the eastern part of Clark County, but they can occur in the lower elevations as well. Past weather event data from NOAA has shown that snowstorms have occurred infrequently, approximately six times since January of 2000. January typically has the greatest snowfall, with an average of 3 to 4 inches. Though storms vary in their severity, typical snowstorms have approximately 1 to 4 inches of accumulation. Average snowfall for populated areas, valleys and lower elevations in Clark County is about seven (7) inches a year. Snowstorms in 1996 and 2003 impacted access to the District office and resulted in power outages.

Windstorms

In Clark County there are several sources of windstorms. Windstorms can impact power due to down lines, and they can also limit access to remote sewer lines and pump stations. CPU cites that 18% of all power outages are from downed trees and tree limbs on power lines. NOAA has reported six windstorms since January of 2000, with wind speed varying from 45 to 95 knots.

Ice Storms

Ice storms occur when rain falls from warm moist upper layers of the atmosphere into a colder, drier layer near the ground. The rain freezes on contact with the cold ground and accumulates on exposed surfaces. Local storms can cause residential lines to crack and cause a public health hazard. Extreme and prolonged freezing weather is required to impact large underground pipes, which are not as likely to occur in Clark County. Loss of power is the most likely impact, which can impact the District office, treatment plants, and pump stations. Additionally, access to sites (isolation) may be impacted due to road conditions. In 1996 and 2004 winter storms impacted accessibility and power to pump stations and the District office.

Tornadoes

Clark County also has some susceptibility to tornadoes. Tornadoes are characterized by funnel clouds of varying sizes that generate winds as fast as 500 miles per hour. They are measured using the Fujita Scale ranging from F0 to F6.

Six documented tornadoes have occurred to date in Clark County, all of them between 1972 and 2013. Based on the Fujita scale, the severity ranged from an F0, gale tornado, to an F3, severe tornado. An F0 typically breaks in tree branches and damages sign boards. An F3 tornado can uproot trees and tear the roofs and walls from well-built houses. April 5, 1972, tornado in Vancouver had a path nine (9) miles long and caused 300 injuries and six (6) deaths. **Table 3.14** below provides more information about past tornado events in Clark County.

Table 1.1: Past Clark County Tornado Events

Location	County/Zone	St.	Date	Time	T.Z.	Type	Mag	Dth	Inj	PrD	CrD
Totals:								6	301	25.582M	0.00K
CLARK CO.	CLARK CO.	WA	04/05/1972	14:50	CST	Tornado	F3	6	300	25.000M	0.00K
CLARK CO.	CLARK CO.	WA	10/13/1984	14:00	CST	Tornado	F1	0	0	25.00K	0.00K
CLARK CO.	CLARK CO.	WA	06/29/1989	17:30	PST	Tornado	F1	0	1	2.50K	0.00K
VANCOUVER	CLARK CO.	WA	05/31/1997	16:45	PST	Tornado	F0	0	0	10.00K	0.00K
YACOLT	CLARK CO.	WA	09/15/1997	18:40	PST	Tornado	F0	0	0	0.00K	0.00K
BATTLE GROUND	CLARK CO.	WA	05/11/2000	15:35	PST	Tornado	F0	0	0	10.00K	0.00K
LA CENTER	CLARK CO.	WA	05/27/2004	14:30	PST	Tornado	F0	0	0	0.00K	0.00K
RIDGEFIELD	CLARK CO.	WA	09/13/2004	10:40	PST	Tornado	F0	0	0	0.00K	0.00K
HAZEL DELL	CLARK CO.	WA	01/10/2008	12:15	PST-8	Tornado	EF1	0	0	525.00K	0.00K
VENERSBORG	CLARK CO.	WA	03/21/2013	16:00	PST-8	Tornado	EF0	0	0	10.00K	0.00K
Totals:								6	301	25.582M	0.00K

Source: NOAA files

Power and communication lines are a major vulnerability. Roads can be blocked by debris following a tornado.

Secondary Hazards

The most significant secondary hazards to severe local storms are floods, landslides, and electrical hazards (fires) from downed power lines. Rapidly melting snow combined with heavy rain can overwhelm both natural and man-made drainage systems, causing overflow and property destruction (see **Flooding**). Landslides occur when the soil on slopes becomes oversaturated and fails (see **Landslides**).

2. ASSUMPTIONS

The effects from a severe storm can vary based on the intensity and duration of the storm. The level of preparedness, equipment availability, and staff available to perform necessary tasks may lessen the effect on the District.

3. OPERATIONS BY TIME PHASE

3.1 Mitigation & Preparedness

3.1.1 Survey the system to identify damage or outages that can be expected.

- a) Identify critical components in the sewer system that must stay in operation or be returned to service quickly.
- b) Inventory available equipment, materials, and supplies (including generators, trailers, portable fuel tanks, and communications system).
- c) Define procedures and protocols to identify outages, primary and alternate access to critical facilities, communication, movement of generators, fuel, and primary responsibilities.

3.1.2 Make modifications to the system to reduce potential for damage.

a) Pipes

- Adequate valves should be installed to allow for isolation of a damaged area.
- Pipelines, which exit or pass through structures (e.g., vaults, wet wells), should not be structurally connected.
- Flexible pipe couplings, which provide the greatest strength and flexibility, should be used.

- Review bridge crossings for susceptibility to damage.
- 3.1.3 Develop emergency procedures for restoring service.
 - a) Establish a basic policy for response for employees who are at work and for those who are not at work.
 - b) Set up emergency evaluation routes for situation assessment and assign persons to handle specific tasks after a severe storm.
- 3.1.4 Identify the equipment, supplies and information needed.
 - a) Prepare a list of equipment and supplies needed and determine what will be stockpiled and what will be obtained from elsewhere.
 - b) Identify main highway and transportation facilities and make provision for emergency transportation.
 - c) Identify alternative routes that could be used to access the system and designate alternative staging areas.
- 3.1.5 Prepare employees for responding to the emergency.
 - a) Train employees on their assigned responsibilities and the emergency procedures.
- 3.1.6 Make contact ahead of time with agencies that can assist during an emergency.
 - a) Identify agencies that can be of assistance during an emergency (suppliers or generators, fuel, parts, etc.).
 - b) Develop and sign mutual aid agreements.
 - c) Coordinate emergency planning with appropriate local governmental agencies.
- 3.1.7 Conduct emergency exercises and drills.
 - a) Periodically undertake formal training to integrate newcomers into the system.
 - b) Plan unannounced disaster drills.
 - c) Use small storms as training exercises for automatic responses.
- 3.1.8 Develop and implement public information and warning plans (refer to **Annex D**).

3.2 Response

- 3.2.1 Immediately conduct a damage and/or power outage assessment and determine the necessity to repair and/or provide onsite power to critical facilities. Initial assessments are required as soon as possible for all facilities.
- 3.2.2 Avoid tree-lined roads, if possible, and carry a chain saw, ax, and other tools for cutting down trees and limbs.
- 3.2.3 Call the power purveyor when downed power lines are encountered. Maintain constant radio contact.
- 3.2.4 Respond to pre-determined areas and assess for damages. Assessment forms are provided in all District vehicles (**see Annex E-Appendix 1 Tab A**).
- 3.2.5 Check all major system components for physical damage and contamination.

a) Pump Stations, Treatment Plants and Buildings

- Determine if power has failed. If failed, deliver a generator, or utilize onsite generator.
- Emergency connections should be provided for temporary equipment.
- Inspect buildings and pump stations for structural damage or leaks.
- Determine if “health hazard” conditions exist.
- If “health hazard” exists, determine action to remedy, including alerting neighborhood to health hazard.

b) Pipes

- Check for leaks, breaks, overflows into streets and water courses.
- Shut off valves to isolate broken sewer lines.

3.2.6 Contact CRESA and report on heavily damaged areas and any availability of alternative sewer service.

3.2.7 Barricade any dangerous areas.

3.3 Recovery

3.3.1 Prepare damage reports and prioritize repair efforts.

APPENDIX 5

LAND SHIFT - MUDSLIDE, EROSION

1. SITUATION

Clark County is topographically level to gently rolling in the southwestern areas, while the eastern and northern areas of the county contain steep, forested foothills and mountains of the Cascade Range. The elevation ranges from sea level to over 3500 feet in the foothills in the eastern portion of the county. Historically, Clark County has experienced landslides occurring because of slope instability, foundation distress, and poor drainage. Landslides have become more predominant in recent years and may be attributed to the rapid population growth and development combined with the intense rainfall and storms that occur in this area. Clark County has several areas where landslides have occurred, as well as areas that have the potential for future landslides. Currently, the most susceptible locations in the District are Ridgefield, and along the banks of Salmon Creek and its tributaries. In Clark County, landslides occur as a secondary hazard to heavy rain and winter storms and because of new developments. They also can be secondary hazards to wildfires and earthquakes; however, geologists agree that large rotational landslides are not likely to occur because of a major earthquake in Clark County. The most significant landslides in Clark County have occurred after inclement weather, such as heavy rain and winter storms. Another concern is historical landslides, which can be reactivated by severe winter storms. These are typically made up of broken materials and disrupted ground water.

Landslides in the county have ranged in size from thin masses of soil that are a few yards wide to deep-seated bedrock slides more than six (6) miles across. During 1996 and 1997, several landslides occurred because of heavy storms and flooding. In 1997, one major landslide two (2) miles north of Woodland (outside of Clark County) occurred in which 32,000 cubic yards of material fell across all lanes of I-5, blocking traffic for several hours. The velocity of landslide varies widely but typically will range from a few inches per month to many feet per second, depending largely on slope, material, and water content. Landslides in the county are typically not sudden releases of material and are a function of saturation from heavy rain and snowmelt.

Secondary Hazards

Landslides can typically cause several different types of secondary effects, including blocked egress and ingress on roads. Other potential problems resulting from landslides are power and communication failures. It is also possible for landslides to affect environmental processes. Landslides can damage rivers or streams, potentially harming water quality, fisheries, and spawning habitat.

2. ASSUMPTIONS

There are several areas located throughout the District that are potentially subject to mudslides, which are documented by the County in GIS.

Typical effects include damage or destruction of portions of roads, sewers, and water lines, and destroyed homes and public buildings.

3. OPERATIONS BY TIME PHASE

3.1 Mitigation & Preparedness

Same as Severe Weather but localize per incident.

3.2 Response

Same as Severe Weather but localize per incident.

3.3 Recovery

Same as Severe Weather but localize per incident.

APPENDIX 6

WILDFIRES

1. SITUATION

Wildfires are the uncontrolled destruction of forested lands caused by natural or man-made events. Wildfire occurs primarily in undeveloped forestland areas. The District is situated in a suburban, mostly residential area and there are forested lands adjacent to and throughout the District.

Washington State's fire season usually runs from mid-May through October. However, any prolonged period of lack of precipitation presents a potentially dangerous problem. The probability of a forest fire depends on fuel conditions, topography, the time of year, the past and present weather conditions, and the activities (debris burning, land clearing, camping, etc.), which are or will be taking place.

2. ASSUMPTIONS

The effects of wildfires vary with intensity, area, and time of year. The greatest short-term loss is the complete destruction of valuable resources, such as timber, wildlife habitat, and watershed. There is an immediate increase in vulnerability to flooding and associated landslides due to the destruction of all or parts of the watershed. Additionally, there is the risk of power outages to critical facilities due to damaged or destroyed power lines.

3. OPERATIONS BY TIME PHASE

3.1 Mitigation & Preparedness

Same as Flooding based upon specific impact.

3.2 Response

Same as Flooding based upon specific impact.

3.3 Recovery

Same as Flooding based upon specific impact.

APPENDIX 7

EARTHQUAKE

1. SITUATION

Historically, there have been several earthquakes that have affected the Clark County area. Like most of the northwestern coast of the United States, the county is susceptible to Cascadia Subduction Zone events, which are generally major in scale. Clark County has also been susceptible to shallow, crustal earthquakes. Refer to the Hazard Mitigation Plan for a more detailed discussion on the history and susceptibility of earthquakes. .

A warning system for earthquake events has not yet been established; indications of possible subduction zone or Portland Hills fault activity should not be expected. However, aftershocks are likely to occur after both subduction and Portland Hills fault events, so there might be some preparation for these. It is likely that aftershocks may be close in timing to the actual earthquake event.

Secondary Hazards

Secondary hazards are numerous. Liquefaction in NEHRP soil types E and F are a major concern. Other hazards include hazardous waste releases, falling objects and fires. Washington State geologists report that a subduction zone event is not likely to trigger major landslides.

Utility infrastructure such as water, sewer and/or electrical power may be interrupted.

The county vehicular transportation system is generally characterized by a lack of redundancy and a dependency on bridges. The County north/south vehicular corridors include Interstate 5 (I-5) and Interstate 205 (I-205), with limited redundancy via a series of local roads. East/west traffic is restricted to Route 14 (WA) and Route 30 (OR) along the Columbia River Limited east/west redundancies are possible along East Mill Plain Boulevard, NE Fourth Plain, NE 76th Street and SR 500. Most corridors include numerous bridges.

Separated by the Columbia River, cross-river traffic is dependent on I-5 and I-205. The I-5 Columbia Bridge has had some limited retrofits in recent years; however, the major structures date to 1917 and 1958.

A Cascadia Region Subduction Zone event with a magnitude of 8.5, or higher, is realistic and probable. Regional disruptions to transportation, including access to and from Clark County will be the greatest problem with the functional loss of key bridges. The earthquakes also expected to result in light to moderate damage within Clark County. Heavy damage will occur in areas having poor site conditions, older construction, or construction especially vulnerable to the long duration, long period ground motions that can cause damage in areas over 100 kilometers from the earthquake's origin.

	Square Footage (Thousand sq.ft.)	Damage State Probability (%)				
		None	Slight	Moderate	Extensive	Complete
Agriculture	374	27.58	11.84	14.53	13.60	8.69
Commercial	16,636	15.47	14.73	29.60	25.29	14.98
Education	1,063	19.95	10.16	16.16	15.55	9.09
Government	489	14.25	12.64	28.42	27.84	16.80
Industrial	11,669	13.55	12.82	28.55	27.27	17.69
Religion	1,576	23.75	12.73	20.29	19.56	10.93
Residential	126,599	59.78	22.36	10.58	4.96	2.29
Clark County Average	158,407	24.90	13.90	21.16	19.15	11.50

2. ASSUMPTIONS

In the event of a damaging earthquake, disruption to the source, pumping, storage, treatment, and distribution components of the sewer system could occur. In addition, there may be power failures and interruptions to conventional transportation and communication systems. District personnel will assess the damage to critical areas. Priority will be given to medical facilities for restoration of service.

3. OPERATIONS BY TIME PHASE

3.1 Mitigation & Preparedness

3.1.1 Survey the system to identify damage that can be expected.

- a) Identify critical components in the sewer system that must stay in operation or be returned to service quickly.
- b) Conduct a Hazard Identification and Vulnerability Assessment to pinpoint critical elements in the system.
- c) Inventory available equipment, materials, and supplies (including communications system).
- d) Inspect structural components of the system
- e) Identify critical service areas and vital facilities, such as hospitals, which must remain in service or be restored to service as soon as possible.

3.1.2 Make modifications to the system to reduce damage.

a) Pumping

- Determine if power has failed. If failed, deliver generator.
- Emergency connections should be provided for temporary equipment.
- Inspect piping for leaks.
- Check for structural damage.
- Adequately secure all chemicals, particularly compressed or liquefied bottled gas.
- Determine if “health hazard” conditions exist.
- If “health hazard” exists, determine action to remedy.
- Secure or place cabinets and storage bins so they cannot fall and damage equipment or rupture lines.

b) Pipes

- Adequate valves should be installed to allow for isolation of a damaged area.
- Pipelines, which exit or pass through structures (e.g., vaults, wet wells), should not be structurally connected.
- Flexible pipe couplings, which provide the greatest strength and flexibility, should be used.

3.1.3 Develop emergency procedures for restoring service.

- a) Establish basic policy for response for employees who are at work and for those who are not at work.
- b) Set-up emergency patrol routes for situation assessment and assign persons to handle specific tasks immediately after an earthquake.
- c) Conduct training of employees

- 3.1.4 Identify the equipment, supplies and information needed.
- a) Prepare a list of equipment and supplies needed and determine what will be stockpiled and what will be obtained from elsewhere.
 - b) Identify main highway and transportation facilities and make provision for emergency transportation.
 - c) Identify alternative routes that could be used to reach your system and designate several alternative staging areas.
- 3.1.5 Prepare employees for responding to the emergency.
- a) Give employees information on surviving during and following an earthquake and have them take first aid training.
 - b) Train employees on their assigned responsibilities and the emergency procedures.
- 3.1.6 Make contact ahead of time with agencies that can assist during an emergency.
- a) Identify agencies which can be of assistance during an emergency.
 - b) Develop and sign mutual aid agreements.
 - c) Coordinate emergency planning with appropriate local governmental agencies.
- 3.1.7 Conduct emergency exercises and drills.
- a) Periodically undertake formal training to integrate newcomers into the system.
 - b) Plan unannounced disaster drills.
 - c) Use small storms as training exercises for automatic responses.
- 3.1.8 Develop and implement public information and warning plans (refer to **Annex D**).

3.2 Response

Immediately conduct a damage assessment and determine the necessity to repair, replace or abandon damaged sewer system facilities, and include an estimate of cost to restore the function of the facility. Initial assessments are required as soon as possible for all facilities, but within 18 hours for major facilities and 72 hours for all facilities. Particular attention should be given to the possible effects of aftershocks.

- 3.2.1 Maintain constant radio contact.
- 3.2.2 Respond to pre-determined areas and assess for damages. Assessment forms are provided in all District vehicles.
- 3.2.3 Make note of **all** damage to the facilities and major assets, which will be reported to CRESA.
- 3.2.4 Check all major system components for physical damage and contamination.
- a) Treatment Plants and Pump Stations
 - Check for leaks, cracks, broken inlet-outlet pipes.
 - Isolate broken tanks, if possible.

- Alert the public to the potential of raw sewage in local waterways.

b) Sewer Pipes

- Check for leaks, breaks, overflows into streets and streams.
- Shut off valves to isolate broken sewer lines.
- Pipelines, sewers, and other buried facilities require closer attention in the event of an earthquake since they are hidden from view. The sewer system will be checked thoroughly for any unexplainable drops in line pressure, reduction in flow rate, pump failure, leakage, or other signs of damage.
- Test for contamination and physical damage.

c) Bridge Crossings

- Same as **Sewer Pipes**.

3.2.5 Contact CRESA and report on damaged areas and availability of alternative sewer service.

3.2.6 Barricade any dangerous areas.

3.3 Recovery

Prepare damage reports and prioritize repair efforts.

DRAFT

APPENDIX 8

FLOODING

1. SITUATION

Clark County has the temperate climate typical of western Washington. Summers are dry with mild temperatures and winters are rainy with occasional snow. Average annual precipitation varies from 39 inches at Vancouver to 75 inches at Yacolt in north-central Clark County.

Floods occur in Clark County every few years and major events occur with some frequency. There have been 6 major events since 1933. In Clark County, flooding is most likely to occur due to a severe winter storm that brings snow to higher elevations, followed by warmer weather and rain. The sudden influx of new rain and melting snow can overwhelm both natural and man-made water drainage systems. An example of the type of flooding typical throughout the county is the event that occurred on November 29, 1995. Flooding occurred when relatively intense rain fell on saturated ground surfaces and already swollen creeks and rivers. Runoff from snowmelt also contributed to high flows in the north and east forks of the Lewis River, and the Little Washougal and Washougal Rivers. The floods were somewhat severe, peak stream flows ranged from approximately a two-year flood in Burnt Bridge Creek to a 25-year flood in Salmon Creek. Although the storm was not considered to be a major flood-producing storm for the Columbia River, relatively high stream base flows and tides combined and river levels exceeded flood stage within the portion of the Columbia River flowing through Clark County. Ten houseboats were evacuated at Ridgefield due to sewer problems caused by high river elevations. Approximately 15 houses were also evacuated due to backwater in the lower reaches of Salmon Creek. Some condominiums and restaurants also experienced flooding along the Columbia River.

Floods in Clark County can be classified into four different types:

- Overflow of the Columbia River: distinct from general riverine flooding both because of the magnitude of flooding possible and because of the slow rising nature of these floods.
- Riverine flooding: occurs primarily in designated floodplains in the interior of the county and side drains to the Columbia River.
- Shallow flooding or ponding in “sink areas”: occur outside of mapped floodplains and generally results either from areas of very high-water table (which can over saturate during storm events), or from areas of poor soil percolation (where rainwater simply does not drain effectively during storm events).
- Isolated flooding: occur due to clogged or overflowing storm drainage systems and culverts.

Secondary Hazard

Secondary hazards include landslides (Appendix 5), which can occur as a result of saturated soils. Additionally, chemicals or other toxic substances stored without appropriate protection in the floodplain may be released into floodwater. Septic systems may cause additional water contamination.

2. ASSUMPTIONS

About 25% of the sewer lines are located within the 100-year flood plain, including regional interceptors. Several lines, including the Salmon Creek interceptor (Alliance), were underwater. Sewer service is supported by a network of local and regional pump stations. At the time of the flood of 1996, District pump stations, with the exception of the Mill Creek Pump Station, sustained the flood. Additional measures needed to be taken to protect 36th Ave pump station from flooding.

3. OPERATIONS BY TIME PHASE

3.1 Mitigation & Preparedness

- 3.1.1 Review all pump stations for locations within the flood plain. Ensure that site-specific responses exist or protocols are in place to support continuation of service as long as possible given accessibility to support in a significant flood.
- 3.1.2 Define alternate access routes for service and repair in flooded road conditions.
- 3.1.3 Develop communication plan for health hazard issues.

3.2 Response

- 3.2.1 Monitor SCADA for continuation of pump station service. Non-SCADA stations will be visually inspected based upon risk in flood condition.
- 3.2.2 Communicate health hazard issues to appropriate bodies (Department of Ecology, CRESA, and Department of Health).

3.3 Recovery

- 3.3.1 Prepare damage report and prioritize repair efforts.

APPENDIX 9

MECHANICAL FAILURE OF PUMPING EQUIPMENT

1. SITUATION

The District has more than 80 pump stations and operates two Alliance regional treatment plants and two pump stations, all of which are susceptible to mechanical failure.

2. ASSUMPTIONS

The District maintains spare parts and equipment, access to contactors for large or complex work, O&M manuals, and the expertise to repair or support the repair of mechanical equipment and pumps.

3. OPERATIONS BY TIME PHASE

3.1 Mitigation & Preparedness

- 3.1.1 Rebuilt and new pumps are stored at the Operations Center.
- 3.1.2 Inventory and maintain spare equipment, parts, and pumps.
- 3.1.3 Inventory and maintain spare electrical components.

3.2 Response

- 3.2.1 Upon receiving an alarm (high level, power failure or any other), review SCADA to help determine the issue and then proceed to the location, if necessary.
- 3.2.2 Determine what is needed and contact base to send out what is needed.
- 3.2.3 Make the necessary repairs.

3.3 Recovery

- 3.3.1 After the necessary repairs are made, put the facility back online.
- 3.3.2 It may be necessary to use a vacuum truck and run the pumps on manual in order to return the level to normal operating levels.
- 3.3.3 Observe the pumps maintaining their own in the normal operating procedure.

APPENDIX 10

MAJOR STRUCTURE FIRE

1. SITUATION

A fire emergency may occur very quickly, generally with little or no notice. It can take less than three minutes for a free-burning fire to reach temperatures of over 1,000 degrees Fahrenheit, and most fires will produce a toxic atmosphere.

2. ASSUMPTIONS

In any building there is a need to take precautionary measures so that if an emergency of any nature occurs, prompt action can be taken to protect employees and property. Fire safety procedures are intended to enhance life safety and reduce property damage, but they do not include all the information needed for emergency situations that may arise.

3. OPERATIONS BY TIME PHASE

3.1 Mitigation & Preparedness

3.1.1 Follow District Fire Safety Procedures.

3.1.2 Undertake regular fire drills.

3.1.3 Conduct annual inspections of the Fire Suppression System by qualified technicians.

3.1.4 All employees attend yearly Fire Safety Classes provided by NWRTC.

3.1.5 Conduct monthly fire safety inspections for all buildings.

3.2 Response

Follow District Fire Safety Procedures including the use of the Evacuation Personnel Checklist.

3.3 Recovery

Complete a building inventory list and keep it at a secondary location for insurance replacement purposes.

APPENDIX 11

VANDALISM/SABOTAGE

1. SITUATION

The District has more than 700 miles of gravity and pressure sewers that convey raw sewage . There are numerous manholes and cleanouts placed along these lines to provide accessibility for maintenance. There are also more than 80 pump stations and 800 STEP systems. This system is located over a 50 square mile area, including remote and populated areas.

2. ASSUMPTIONS

Some components of the system are in remote areas, which are highly susceptible to sabotage or vandalism. The manholes and cleanouts within more populated areas are also susceptible if they are in unlighted areas or alleyways.

3. OPERATIONS BY TIME PHASE

3.1 Mitigation & Preparedness

- a) Conduct regular system inspections.
- b) Place locking lids on manholes in remote areas.
- c) Review lines during normal maintenance work for unauthorized activity.
- d) Maintain an adequate lighting system at all facilities.

3.2 Response

- a) Be thorough and calm and ask questions when receiving a call about sabotage or vandalism.
- b) Determine the extent of damage and the potential of a health hazard.
- c) If there is extensive damage, call 911 and then call SCTP at (360) 360-5310 or City of Vancouver, if applicable.
- d) Send crews to isolate and repair.

3.3 Recovery

- a) After the repairs are made, restore the service.
- b) Further mitigation may be necessary to protect the sewer from further sabotage or vandalism.

APPENDIX 12

HAZARDOUS MATERIALS ACCIDENT

1. SITUATION

Hazardous material releases in Clark County originate from both fixed sites (facilities that hold hazardous materials onsite) and transit-related operations (referring to releases that occur during the transportation of hazardous materials). In Clark County, hazardous materials are transported by air, rail, truck, ship, and pipeline. All fixed site locations are reported as Tier II facilities. In Clark County, paper mills, high-tech industry, medical facilities, schools, metal plating and finishing, utility companies, cold storage facilities, fuel-related industries, communication industry, and chemical distributors are all among the Tier II reporters.

Over 78% of actual hazardous material incidents occurred at fixed facilities with the remaining occurring in transit. In 2001, 103 companies, departments and agencies in Clark County reported a total of 135 Tier II sites and locations and 1,074 chemicals, compounds, and substances. Sixty (60) of the facilities listed a total of 147 chemicals listed by the EPA as Extremely Hazardous Substances. Extremely Hazardous Substances are those materials that may cause irreversible damage or death to people or harm the environment when released outside their intended use.

2. ASSUMPTIONS

Hazardous material incidents may occur at any time and any place when such materials are present under circumstances in which they may be released in sufficient volume and proximity to sensitive receptors and/or environments. The potential impact is dependent on the nature of the material, conditions of the release, and area involved. Releases may be small and easily handled with locally available emergency response resources or rise to a catastrophic level with immediate effects and long-term environmental consequences.

3. OPERATIONS BY TIME PHASE

3.1 Mitigation & Preparedness

- 3.1.1 Provide all District personnel with initial HAZMAT training and have them sign the Employee Hazard Communication Orientation Checklist and Training Certificate.
- 3.1.2 Install Spill Kits at appropriate locations within the District buildings and on identified District vehicles.
- 3.1.3 Provide all District personnel with Personal Protective Equipment (PPE) training appropriate to their job duties.

3.2 Response

All hazardous material found in the field will be reported to the Department of Ecology (DOE) who will provide advice and take charge of the incident and material.

3.3 Recovery

As directed by DOE and their designated contract representatives.

APPENDIX 13

TERRORIST ACTIVITIES - BIOLOGICAL, CHEMICAL, NUCLEAR, AND CONVENTIONAL

1. SITUATION

As stated in the Hazard Identification and Vulnerability Assessment (HIVA), Clark County has “no immunity to potential terrorist activity within its borders... Terrorist actions could be expected to come about as a result of grievances toward activities of some governmental entity, federal or state, or as retaliation for some governmental act...” Heightened alert as a result of the current international political situation cannot be ignored, as it raises the possibility of an attack regardless of location.

That said, the FBI has reported no terrorist events in Clark County and as stated in the HIVA, history suggests a low probability of occurrence.

2. ASSUMPTIONS

Potential sites, such as military installations, government institutions, dams, water supply sources, power distribution systems, communication terminals, and financial centers are all susceptible to incidents of terrorism. Random acts of violence, such as detonation of an explosive device in a public area, are also within the scope of terrorism.

It is highly unlikely, but not inconceivable, that a sewer district may directly and/or indirectly be affected by a bomb threat. Therefore, it is deemed prudent to include it in the Emergency Response Plan.

A threat of a bomb is generally just that – a threat or hoax. The basic explanations for a caller reporting a bomb threat are:

- 2.1 The caller has definite knowledge that an explosive device has been or will be placed in your building or office, and he/she wants to minimize personal injury or property damage. The caller may be the bomber or an associate.
- 2.2 Most commonly, the caller wants to create an atmosphere of anxiety and panic which will, in turn, possibly result in disruption of normal business activities at the location of the call.

The following is focused on a bomb threat; however, the same basic procedures will apply to all terrorist activities.

3. OPERATIONS BY TIME PHASE

3.1 Mitigation & Preparedness

Develop Bomb Threat protocol within the Employee Safety Orientation and Accident Prevention Program.

3.2 Response

Follow District procedures on Hostile Incident Protocol and Bomb Threat.

APPENDIX 14

DISTRICT WIDE HAZARD RESPONSE PROTOCOL

The Comprehensive Emergency Response Plan provides the framework, policies, and procedures for responding to a number of hazard scenarios as defined in Hazard Identification and Vulnerability Analysis (HIVA). **Annex A Appendix 3 Emergency Management Team** defines the personnel assignments, primary and backup, checklists, and position descriptions. **Annex B Appendix 1** defines the line of succession for the continuity of government depending on the availability of key personnel.

The three hazards of greatest concern are Earthquake, Flooding and Severe Weather. In the case of an Earthquake, other locations have been identified in the event of the District office compound being unavailable (**Basic Plan Appendix 1 Alternate Site**). In all cases, the critical element for the District is the identification and response to damage of key infrastructure of the local and regional wastewater systems. **Annex A Appendix 11** identifies the critical facilities for prioritization and **Appendix 12** provides a list of resources to quickly identify location, access and personnel located close to the infrastructure. In addition, the SCADA systems provide real time online access to critical information on the activity and performance of the treatment plants and pump stations.

The appendices in **Annex L HIVA** describe each of the potential hazards, hazard mitigation and preparedness and a general understanding of the initial response by the District. Below is a general response by department and key personnel to an event, which impacts local and regional infrastructure and requires a District wide emergency response. For example, for purposes, a severe weather event will be used.

In all emergency events, most operations and maintenance personnel are classified as "essential personnel," which requires them to report to the District regardless of the status of the District office. The Damage Response Coordinator (DRC) would assess the situation and if needed would request additional support from the EMC. In the event of power outages, the DRC, or designee, would be in contact with Clark Public Utilities as defined in **Annex K Appendix 1** for emergency response support. The Operations Managers would provide remote management of emergency response teams made up of operations and maintenance personnel, to assess damage and to provide emergency power to critical pump stations, as needed. Other personnel, such as the Facilities/IT Technician, electricians, control systems administrator, inspectors, and construction managers would provide support at the operations center, treatment plants and in the field, as defined by the DRC. Engineering Management would provide technical and structural expertise on critical infrastructure damage as well as support for quickly utilizing key vendors to support the needs of the District in emergency repair and containment. Engineering would make personnel available on an as requested basis to support the remote site teams. The GIS administrator would provide mapping support on an as needed basis. The Safety & Health Coordinator would provide overall safety guidance and remote site assessment support based upon the needs identified. Finance would stand ready to respond to quick turnaround requests for purchasing and vendor support as well as ensuring that required information and documentation is collected and managed for after response follow through.

Fueling of District vehicles and mobile power generators will be accomplished by accessing the Clark County Public Works compound on 78th Street, Vancouver, Washington. All vehicles can access the fueling compound (unleaded tanks), which have emergency generators. Enter the vehicle ID on the keypad to begin fueling. District generators, which mostly run on diesel fuel, are monitored to ensure that they are near capacity at all times and are tested on a systematic basis. The District has an agreement with Clark County Public Works for the use of a County diesel tanker truck to fuel permanently mounted onsite pump station generators. This service is option one and the preferred method of re-fueling. Diesel fuel will be transferred to the remote generator locations by means of a 50-gallon hand pump drum loaded in a District response vehicle. Additionally, several 5-gallon diesel cans are available for support of offsite generators. The District utilizes a truck-mounted automatic dispensing tank for emergency fuel support. When available, a Clark County fueling truck will be used to support larger needs.

In the event that the emergency takes place when the District is not open or impacts the ability of Engineering and Administrative personnel from accessing the District location, The EMT has access to an employee location map. The EMT can locate personnel close to and direct them to respond to impacted infrastructure. Additional personnel may be required beyond the capacity of the responding essential personnel.

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