



Council Chambers, 865 SE Barrington Drive

February 3, 2026

5:30 PM

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## CALL TO ORDER

Invocation - Led by Pastor Sam Giles, Living Faith Church

Pledge of Allegiance - Led by Mayor Wright

Excuse Absent Councilmembers

### 1. APPROVAL OF AGENDA

### 2. PRESENTATIONS

- a. Proclamation - Black History Month
- b. Proclamation - American Heart Month

### 3. PUBLIC COMMENTS

Members of the public may comment on subjects of interest not listed on the agenda or items listed on the Consent Agenda. To ensure comments are recorded properly, state your name clearly into the microphone. Please limit comments to three (3) minutes to ensure all have sufficient time to speak.

### 4. CONSENT AGENDA

Items on the Consent Agenda are considered to be routine by the Council and will be enacted with one motion unless separate discussion is requested. Approval of the Consent Agenda authorizes the Mayor to implement each item in accordance with staff recommendations.

- a. Approval of Minutes: City Council regular meeting of January 20, 2026 and City Council workshop of January 27, 2026.
- b. Approval of Payroll and Accounts Payable Vouchers
- c. Appointment: Arts Commission, Position 1 — Joseph Andrade
- d. City of Oak Harbor Comprehensive Emergency Management Plan 2026-2030

### 5. MAYOR & COUNCIL COMMENTS

### 6. ORDINANCES & RESOLUTIONS

- a. Ordinance No. 2038: Adopting Oak Harbor Municipal Code Section 2.65.140 (Nepotism) relating to Boards, Commissions, and Committees

## **7. OTHER ITEMS FOR CONSIDERATION**

- a. Re-Appointments: Parks and Recreation Commission Positions 3, 5, and 7

### **ADJOURN**

Meetings may be recorded and published to [www.youtube.com/c/CityofOakHarbor](http://www.youtube.com/c/CityofOakHarbor). The City of Oak Harbor is committed to providing meeting access to the widest possible audience, regardless of technology or ability. If accommodations are required, please call (360) 279-4500 at least two business days prior to the meeting.

**Subject:** Proclamation - Black History Month  
**Submitted By:** Julie Nester, City Clerk

**RECOMMENDED ACTION**

Mayoral proclamation honoring Black History Month

**BACKGROUND / SUMMARY INFORMATION**

2026 marks a milestone of both progress and persistence in the United States, the 100th anniversary of federal recognition for Black Americans. What began as a singular week of learning and recognition called Negro History Week in 1926 has grown into an overall cultural observance of Black History throughout the month of February.

The architect of this movement was Dr. Carter G. Woodson. A historian and educator, he also holds the distinction of being the second African American to receive a Ph.D. from Harvard University, following W.E.B. Du Bois. As the son of formerly enslaved parents, Dr. Woodson understood that denying people of their history denies them of their humanity. “Those who have no record of what their forebears have accomplished lose the inspiration which comes from the teaching of biography and history,” he wrote.

To combat that, he launched Negro History Week (NHW) to coincide with the February birthdays of Abraham Lincoln and Frederick Douglass, the two figures whom he felt were symbolically tied to African American freedom. His goal was simple but ambitious: to integrate Black history into the educational curriculum, public libraries, local churches, and communities at large across the nation. He did not design the week to be a symbolic gesture; instead, it was meant to be a permanent shift in how America viewed and understood itself. By 1976, the United States formally expanded the week-long recognition into Black History Month.

And as the world pauses in 2026 to honor a century of commemoration, the message remains as clear — and necessary — as ever: Black history is American history. And remembering it strengthens us all.

**LEGAL AUTHORITY**

N/A

**FISCAL IMPACT**

N/A

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

N/A

**ATTACHMENTS**

1. Proclamation - Recognizing February as Black History Month

# *City of Oak Harbor*

OFFICE OF THE MAYOR  
RONNIE WRIGHT  
MAYOR

## ***P R O C L A M A T I O N***

***WHEREAS***, the Association for the Study of Negro Life and History was founded on September 9, 1915, to institutionalize the teaching, study, dissemination, and commemoration of Black History; and

***WHEREAS***, in 1926, Dr. Carter G. Woodson, director of the Association, established “Negro History Week”; an inaugural week-long observance of Black history; and

***WHEREAS***, Negro History Week grew into an African American and American cultural institution, and

***WHEREAS***, on February 10, 1976, during the United States Bicentennial, President Gerald R. Ford became the first president to issue a message recognizing Black History Month; and

***WHEREAS***, in 1986, Congress passed Public Law 99-244 designating February as Black History Month; and

***WHEREAS***, these efforts have made February the month when Black history finds its way not simply into the schools of the American nation, but also into cultural heritage sites, public squares, workplaces, houses of worship, and homes across the land and across the oceans.; and

***WHEREAS***, 2026 marks a century of Black History commemorations, heralding the 100<sup>th</sup> anniversary of the celebration founded by Dr. Carter G. Woodson in 1926; and

***WHEREAS***, this year, when we are also commemorating the 250th anniversary of United States independence, it is important to tell not only an inclusive history, but an accurate one, recognizing Black history’ value to our country.

***NOW THEREFORE***, I, Ronnie Wright, Mayor of the City of Oak Harbor, on behalf of the Oak Harbor City Council, do hereby proclaim February 2026 as:

### ***Black History Month***

*in the City of Oak Harbor and encourage all residents and organizations to celebrate, promote, protect, and preserve the legacy of African American history in our community and in our nation.*

*Signed this 3<sup>rd</sup> day of February 2026.*

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*Mayor Ronnie D. Wright*

**Subject:** Proclamation - American Heart Month  
**Submitted By:** Julie Nester, City Clerk

**RECOMMENDED ACTION**

Mayoral proclamation acknowledging American Heart Month

**BACKGROUND / SUMMARY INFORMATION**

February is American Heart Month. Heart disease is the leading cause of death in the United States. Practicing self-care can keep our hearts healthy. Being physically active, eating healthier foods, getting enough sleep, not smoking, and finding healthy ways to reduce stress can help prevent heart disease. And, when we take care of our hearts, we set an example for those around us to do the same.

Learn what a healthy blood pressure, cholesterol, weight, and blood sugar level is for you and how they impact your risk for heart disease. Having a basic understanding of information that concerns your health and using the information to inform health-related decisions and actions for yourself and others, is strongly linked to better health.

Attached is a list of twenty-five (25) things you can do to take care of your heart.

**LEGAL AUTHORITY**

N/A

**FISCAL IMPACT**

N/A

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

N/A

**ATTACHMENTS**

1. Proclamation - Recognizing February as American Heart Month
2. 25 Ways to Take Part in Heart Month Factsheet

# *City of Oak Harbor*

OFFICE OF THE MAYOR  
RONNIE WRIGHT  
MAYOR

## **PROCLAMATION**

***WHEREAS**, heart disease is the leading cause of death in the United States.; and*

***WHEREAS**, about 341,000 people in Washington have coronary heart disease, which is the most common form of heart disease and can often be prevented, and*

***WHEREAS**, the American Heart Association and National Heart, Lung, and Blood Institute serve to promote awareness of heart health; and*

***WHEREAS**, in February of 2026 these major health organizations are focusing on themes of immediate action, social support; and empowerment; and*

***WHEREAS**, the American Heart Association’s 2026 campaign, “Be the help until help arrives” emphasizes the critical importance of immediate action in cardiac emergencies, specifically urging individuals to learn CPR, and*

***WHEREAS**, the National Heart, Lung, and Blood 2026 campaign, “Our Herts are Healthier Together” focuses on how social support makes heart-healthy lifestyle choices easier to maintain; and*

***WHEREAS**, our hearts are healthier when we move more often, eat healthier, get enough sleep, reduce stress, and quit smoking.*

***NOW THEREFORE**, I, Ronnie Wright, Mayor of the City of Oak Harbor, on behalf of the Oak Harbor City Council, do hereby proclaim February 2026 as:*

### ***American Heart Month***

*in the City of Oak Harbor and encourage all residents and organizations to promote heart health using key initiatives in support of daily, actionable, healthy habits.*

*Signed this 3<sup>rd</sup> day of February 2026.*

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*Mayor Ronnie D. Wright*

# 25 Ways To Take Part in American Heart Month



Each February, the National Heart, Lung, and Blood Institute (NHLBI) marks American Heart Month by raising awareness about heart health and urging Americans to reduce their risk for developing heart disease. Taking care of your heart health has never been more important, and there's a lot you can do to prevent heart disease. Encourage others to join you. More work needs to be done—and you can help!



**Help share heart health messages.** Check out these ideas to honor American Heart Month.

There are dozens of ways to spread heart health messages during February and beyond. Here are a few:

- 1 Join the #OurHearts movement** by sharing on social media how you're working with friends or family to be heart healthy. Encourage your friends and family to as well. Be sure to use the #OurHearts hashtag!
- 2 Wear red on the first Friday of February** for National Wear Red Day® to raise awareness about heart disease and encourage others to do the same. Use [NHLBI's Wear Red Day resources](#) to help spread the word.
- 3 Set up an online support group with friends far and wide** to encourage each other in your goals to eat healthier, manage your weight, and quit smoking.
- 4 Commit to a walking schedule** with a friend or family member.
- 5 Challenge your organization to participate in a "steps" contest.** Use activity trackers to see which team takes the most steps.
- 6 Share NHLBI's #OurHearts video** on social media or play it before your next team meeting to encourage colleagues to work together for a healthier heart.
- 7 Try a new recipe weekly.** Ask friends and family to share their favorite heart-healthy recipe with you. NHLBI offers a variety of [recipes](#) on its website.
- 8 Be social.** Use [NHLBI's social media materials](#) to help spread the word.
- 9 Make television watching more active** by doing jumping jacks or push-ups during the commercials, or just standing up and stretching. [Find other ways to move more.](#)
- 10 Sign a social support contract** with three family members or friends who also have heart health goals.
- 11 Blog about it.** Write a blog post about American Heart Month, the risk factors for heart disease, and how you're making heart-healthy changes in your life.
- 12 Attend a cooking class** with friends and learn new heart-healthy recipes. Or sign up your kids for one!
- 13 Plan a date** to go on a hike or cook a heart-healthy meal with your loved one on Valentine's Day.



- 14 **Write an article** for your organization's newsletter or the local newspaper about American Heart Month and ways to keep your heart healthy. Don't have time? NHLBI has [pre-written articles](#) you can use.
- 15 **Send a press release** to your local paper or online newsletter to promote local American Heart Month activities within your community, and pitch them stories of how community members are taking steps to prevent heart disease.
- 16 **Post flyers** with heart-healthy messages at local clinics or pharmacies.
- 17 **Create a Pinterest board** with heart-healthy recipes and share it with your organization, friends, and family. Make it a public board and encourage others to add their favorite recipes. See [The Heart Truth's Pinterest board](#) for other ideas you can repin.
- 18 **Ask if you can insert a fact sheet** with heart health information in take-home bags at your local grocery store or pharmacy.
- 19 **Share NHLBI's slides** as part of a heart health, online educational presentation, distribute during faith-based services, or show on informational screens such as those in local clinics, or anywhere there are screens to share information.
- 20 **Encourage your local representatives to post statistics** about [coronary heart disease in your state](#) on their social media sites.
- 21 **Ask local healthcare providers to give a presentation to your organization** about ways to prevent heart disease.
- 22 **Host an online or community event** where families can be active and learn about local heart health resources.
- 23 **Partner with a local hospital to do heart screenings** such as those for blood pressure, blood sugar, cholesterol, and body mass index (BMI).
- 24 **Work with local recreation and fitness centers** to spread the word online about the importance of physical activity to prevent heart disease.
- 25 **Use NHLBI's American Heart Month materials.** Share the materials with your organization's members, your workplace wellness team, and other health advocates to encourage them to champion heart health.

Find graphics, videos, flyers,  
and article samples at  
[nhlbi.nih.gov/heartmonth](http://nhlbi.nih.gov/heartmonth)



**Subject:** Approval of Minutes: City Council regular meeting of January 20, 2026 and City Council workshop of January 27, 2026.

**Submitted By:** Julie Nester, City Clerk

**RECOMMENDED ACTION**

Motion to approve the minutes of the City Council regular meeting of January 20, 2026 and the City Council workshop of January 27, 2026.

**BACKGROUND / SUMMARY INFORMATION**

N/A

**LEGAL AUTHORITY**

N/A

**FISCAL IMPACT**

N/A

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

N/A

**ATTACHMENTS**

1. 01.20.26 Regular Meeting Minutes
2. 01.27.26 Workshop Meeting Minutes

Oak Harbor City Council  
Regular Meeting Minutes  
January 20, 2026

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**This was both a physical meeting location and a virtual meeting. Meeting was viewable via YouTube at [www.youtube.com/cityofoakharbor](http://www.youtube.com/cityofoakharbor), and on Facebook, following the meeting.**

**CALL TO ORDER**

**Call To Order and Native Lands Acknowledgement** - Mayor Pro Tem Hizon called the meeting to order at 5:30 p.m. She included the acknowledgement that the meeting was being held on the ancestral lands of the Coast Salish people and paid respect to those past and present.

**Invocation** – The Pastor scheduled was unable to attend and no invocation was given.

**Pledge of Allegiance** – Led by Mayor Pro Tem Hizon.

**ROLL CALL**

City Council Present:

Mayor Ronnie Wright - absent  
Mayor Pro Tem Tara Hizon  
Councilmember Bryan Stucky  
Councilmember Eric Marshall  
Councilmember Christopher Wiegenstein  
Councilmember Barbara Armes  
Councilmember James P. Marrow  
Councilmember Sandi Peterson

Staff Present/Videoconference

City Administrator Sabrina Combs - absent  
Deputy City Administrator David Goldman  
Community Development Director Stacie Pratschner  
Public Works Director Steve Schuller  
Police Chief Tony Slowik  
Police Captain Kevin Barton  
Fire Chief Travis Anderson  
City Engineer Alex Warner  
Principal Planner Rajesh “Cac” Kamak  
Public Works Administration Manager Sandra Place  
Communications Officer Magi Aguilar  
Executive Services Coordinator Macalle Finkle  
City Clerk Julie Nester

Also in attendance: City Attorney  
Hillary Evans of Kenyon Disend, PLLC

**EXCUSE ABSENT COUNCILMEMBERS**

Mayor Pro Tem Hizon greeted all in attendance and noted she was presiding at the request of Mayor Wright who was attending the Association of Washington Cities City Action Days in Olympia, along with City Administrator Combs and Grants Administrator Horn. Mayor Pro Tem Hizon noted all members of the Council were present.

**1. APPROVAL OF AGENDA**

Mayor Pro Tem Hizon requested any changes to the regular agenda. Hearing none, she requested a motion for approval.

**Motion:** Councilmember Wiegenstein moved to approve the regular agenda as presented. Councilmember Marrow seconded the motion, which passed unanimously.

## **2. PRPRESENTATIONS**

### a. Proclamation – City Wide Blue and Green Friday

Mayor Pro Tem Hizon introduced the proclamation, submitted by Mayor Wright in support and celebration of the National Football Conference Seattle Seahawks, and proclaiming Friday, January 23, 2026 as City Wide Blue and Green Friday.

Councilmember Marshall read the proclamation.

## **3. PUBLIC COMMENT PERIOD**

Mayor Pro Tem Hizon noted members of the public could comment on Consent Agenda items or subjects of interest not listed on the agenda at this time and there would be an opportunity to comment on the remaining Agenda items during the meeting as appropriate.

The public may also visit the City's website prior to meetings for methods to submit public comments, or contact the City Clerk, Julie Nester, by phone or email. When submitting comments, please include your name and address. Public comments sent anonymously or from a non-verifiable address will be shared with the Mayor and Council but will not be displayed. Comments on public hearing items will be taken during the public hearings portion of the meeting.

Mayor Pro Tem Hizon asked if there were any members of the public present who wished to speak to any other items not listed on the agenda or on the consent agenda. She noted the Clerk would call on speakers in the order in which they signed in to speak. Mayor Wright asked speakers to please step forward to the microphone and state their name and address, and to please limit comments to three minutes.

1. Joshua Treadway of Oak Harbor noted he had watched the live stream of the January 6, 2026 City Council meeting and heard the Oath of Office taken by the re-elected and the newly elected Councilmembers. He noted that the Oath includes, "I will support the constitution and laws of the United States". He asked that all members of the Council do so and that they look to protect themselves and others from those who did not. Mr. Treadway noted there were hundreds if not thousands of citizens who were legal United States residents that were being harmed, detained or taken by United States Immigration and Customs Enforcement. He stated that Island County would not escape this unless leaders uphold their oaths.
2. Kerri Totten of Oak Harbor addressed the Council regarding a residence in her neighborhood that was recently the scene of a kidnapping at gun point. She explained the residence is known as a "sober house" and questioned why this was allowed in an area zoned for single-family homes, near the high school and a grade school. Ms. Totten stated those living at that residence have serious records and that the eight or more cars belonging to the occupants or those having family visitations impeded the flow of traffic, which she understood was a zoning violation. She noted such facilities should be located elsewhere and adhere to zoning.

Hearing no one else with a desire to address the Council, the public comment period was closed.

The City received four new public comments since the last regular meeting. Comments were received from:

1. Lisa Susan of Oak Harbor, regarding services to the homeless population..

2. Kerri Totten of Oak Harbor, in concern over a home occupation in her neighborhood not being held to code per Oak Harbor Municipal Code 19.34. 020.
3. Robert Sweeton of Oak Harbor regarding the Council's 2026 legislative priorities that included the listing of long-term planning for the Deception and Canoe Pass bridges.

As Ms. Totten had already provided her comment in person, her written comment was not displayed. The fourth comment received was in regard to an agenda item and shown during that portion of the meeting.

#### 4. CONSENT AGENDA

##### Consent Items

- a. Approval of Minutes: City Council Regular Meeting of January 6, 2026
- b. Approval of Payroll and Accounts Payable Vouchers
- c. Adopting a Revised City Council Calendar for 2026
- d. Purchasing Policy and Procedures Updates – 2026
- e. Professional Services Agreement – Kimley Horn and Associates, Inc. for an Environmental Impact Statement
- f. 2026 Advisory Board, Commission, and Committee Re-Appointments

Mayor Pro Tem Hizon called for any changes to the consent agenda.

Councilmember Stucky requested to remove items a. Approval of Minutes: City Council Regular Meeting of January 6, 2026, and f. 2026 Advisory Board, Commission, and Committee Re-Appointments for discussion.

Mayor Pro Tem Hizon requested a motion for approval of the remaining consent agenda items.

**Motion:** Councilmember Marrow moved to approve the remaining consent agenda items b., c., d., and e. as presented. Councilmember Marshall seconded the motion, which passed unanimously.

Mayor Pro Tem Hizon called for discussion of the removed items a. and f.

Item a. Approval of Minutes: City Council Regular Meeting of January 6, 2026 – Councilmember Stucky stated the need for a correction to page five (5) of the January 6, 2026 meeting minutes, regarding the motion to table the 2026 Advisory Board, Commission, and Committee re-appointments. He noted that he had voted as being in favor and not opposed, therefore the vote had been unanimous.

Councilmember Peterson likewise requested a correction to the same item in the January 6, 2026 meeting minutes. She noted her request for clarification was incorrectly detailed in the minutes and should have read as a clarification of whether discussion would continue at the Council retreat.

The City Clerk will make both corrections to the January 6, 2026 meeting minutes.

**Motion:** Councilmember Wiegenstein moved to approve the January 6, 2026 minutes as corrected. Councilmember Marrow seconded the motion, which passed unanimously.

Item f. 2026 Advisory Board Commission, and Committee Re-Appointments – Councilmember Stucky thanked all who requested and were up for re-appointments. He noted the Council had postponed the re-appointments for a discussion of nepotism, which meant that those advisory meetings affected had to be cancelled for the month of January. He cited concern for the morale of those volunteers and apologized to any who were disrupted. Councilmember Stucky noted that his

spouse, Carrie Stucky, was among those requesting re-appointment and stated he would abstain from voting on the re-appointments and had no objections to any of them.

**Motion:** Councilmember Marrow requested a point of order and moved to table action on the re-appointments to the January 27, 2026 Council workshop.

Mayor Pro Tem Hizon noted a motion to table is not debatable and called for a second. Councilmember Marshall seconded the motion. The vote on the motion failed with Councilmembers Marrow and Marshall in favor and Councilmembers Armes, Stucky, Peterson, Wiegenstein and Mayor Pro Tem Hizon opposed.

As the motion had failed, Mayor Pro Tem re-opened discussion on the re-appointments.

Councilmembers Armes, Marshall, Peterson, Wiegenstein and Mayor Pro Tem Hizon provided their respective questions and comments.

Mayor Pro Tem Hizon called on City Attorney Evans who provided options for proceeding. Attorney Evans explained that the Council could choose to review and appoint people one at a time today or could wait to do so at a later date. She further explained that if the Council were to adopt any additional requirements, they could determine whether those would apply to those people who were currently appointed or if those requirements would only be placed in effect on new appointments going forward.

Mayor Pro Tem Hizon continued discussion. She noted under the current system, people apply to serve, the Mayor reviews and approves appointments and presents them for confirmation by the Council. The Council votes on confirming the Mayor's appointments and the majority rules. She stated she was comfortable with the re-appointments and with continuing discussion next week regarding nepotism.

Councilmember Stucky inquired of Attorney Evans whether nepotism clauses were commonplace in other cities.

City Attorney Evans noted such clauses were seen in Employee Policy Manuals that applied to paid employees, but seldom for advisory boards.

Councilmembers Stucky, Peterson, Marrow, Marshall, Armes, and Mayor Pro Tem Hizon provided their additional questions and comments.

**Motion:** Councilmember Armes moved to approve consent agenda item f. Councilmember Wiegenstein seconded the motion. Mayor Pro Tem Hizon called for any further discussion.

Councilmembers Marshall, Marrow, and Stucky provided their additional questions and comments.

Mayor Pro Tem Hizon called for a vote on the motion to approve consent agenda item f. 2026 Re-Appointments to Advisory Boards, Commissions, and Committees. The result of the vote was a tie with Councilmembers Armes, Wiegenstein, and Mayor Pro Tem Hizon in favor and Councilmembers Peterson, Marshall, and Marrow opposed, with Councilmember Stucky abstaining.

Councilmember Wiegenstein requested and received clarification on the tie vote from City Attorney Evans who referenced Roberts Rules of Order. Councilmember Peterson noted if a motion does not pass, it fails.

Discussion on how to proceed continued with Mayor Pro Tem Hizon and Councilmember Stucky provided their respective questions and comments.

**Motion:** Councilmember Peterson moved to move consent agenda item f. to the January 27, 2026 Council workshop. Councilmember Marrow seconded the motion.

Discussion continued with Councilmember Stucky reviewing with City Attorney Evans whether an additional discussion of nepotism would be included for the January 27, 2026 Council workshop. City Attorney Evans affirmed she had drafted options for a potential ordinance for Council discussion at the workshop and depending on that outcome, an ordinance could be considered for action by the Council in February. Attorney Evans will work with the City Clerk on any notifications.

With discussion concluded, Mayor Pro Tem Hizon called for a vote on the motion to move consent agenda item f. to the January 27, 2026 Council workshop. The motion passed with Councilmembers Peterson, Wiegenstein, Armes, and Mayor Pro Tem Hizon in favor and Councilmembers Marrow and Marshall opposed, with Councilmember Stucky abstaining.

Mayor Pro Tem Hizon called for a five (5) minute recess at 6:37 p.m.

At 6:42 p.m. Mayor Pro Tem Hizon called the regular meeting back to order.

## **5. MAYOR & COUNCIL COMMENTS**

### **a. Mayor's Comments**

Mayor Pro Tem Hizon provided the following comments on behalf of Mayor Wright:

- Association of Washington Cities (AWC) City Action Days: Mayor Wright, City Administrator Combs, and Grants Administrator Horn are attending the AWC City Action Days and meeting with our legislators in Olympia.
- Washington State Ferries (WSF) Community Meetings: WSF will hold community meetings online tomorrow to discuss ferry service and updates. To register, visit [wsdot.wa.gov](http://wsdot.wa.gov)
- PBY-A5 Aircraft Move: The Pacific Northwest Naval Air Museum PBY plane move did not happen as planned today. Crews will regroup and try the move again tomorrow. Thank you to the Oak Harbor Police Department, the Museum staff and all of the volunteers for their efforts. Lots of people were onsite to watch the lift off with the U.S. Army Chinook helicopter.
- Wright Blend – Coffee and Conversation with the Mayor: Our next Wright Blend will be held at the City of Oak Harbor's Clean Water Facility Interpretive Center on Friday, January 30, 2026 from 10-11:30 a.m. Come and share your ideas and questions.
- Oak Harbor Main Street Association (OHMSA): Join OHMSA downtown this weekend for a Winter Stroll on January 24th from 2-5 p.m.. Enjoy free cider, cocoa, or tea, and tasty treats from our downtown merchants.
- Stay Connected: Stay connected to City information and activities at any time by visiting our website and our Facebook page.

### **b. Councilmembers**

Councilmember Armes, Mayor Pro Tem Hizon, and Councilmember Stucky provided their respective comments.

Councilmember Armes reported that the Oak Harbor Marina will once again participate in the Washington State Department of Fish and Wildlife's salmon rearing program. The Marina will receive a delivery of fingerling salmon tomorrow, February 21, 2026 at approximately 11:00 a.m. from the hatchery in Marblemount, WA. Councilmember Armes also thanked Mayor Pro Tem Hizon and Councilmember Peterson for attending the recent Marina Tenants meeting. She noted Harbormaster Alyce Henry gave an informative presentation.

Mayor Pro Tem Hizon noted Harbormaster Henry had explained the Marina will be feeding the salmon three times per week and that this became more interesting to watch as the salmon grew.

Councilmember Stucky reported on positive news about the Boys and Girls Club and that he received a call from Ron Wallin who was very complimentary to City staff and to public works for their assistance.

## **6. ORDINANCES & RESOLUTIONS**

a. Ordinance No. 2036: Amending Oak Harbor Municipal Code Section 10.08.010 relating to speed limits on Washington State Route 20

City Engineer Warner reviewed the proposed changes to the speed limits on State Route 20 (SR20) within the Oak Harbor City limits. He noted these revisions were discussed at the Council's November 25, 2025 workshop.

The speed analysis at the south end of SR20 is now complete and includes Washington State Department of Transportation (WSDOT) recommended speed limit changes. Staff recommends moving forward with this speed limit revision. At a later date, staff will bring to City Council any recommended speed limit changes on SR20 at Fakkema Road once that separate WSDOT speed analysis is complete.

WSDOT constructed a roundabout on SR20 at the intersection with Fakkema Road. As part of their project design documentation, they performed a speed analysis of SR20 in this area. The City requested WSDOT also analyze the speed limits at the south end of SR20 within City limits in the vicinity of Swantown Avenue.

This ordinance proposes to reduce the speed limit on SR20 from the south City limits to vicinity of the Swantown Avenue intersection from 50 mph and 40 mph to a consistent 35 mph, along with reducing the speed limit from that point to the vicinity of the Barlow Street intersection from 40 mph to 30 mph.

These changes are supported by WSDOT's speed analysis and are consistent with goals in the City's Active Transportation Plan and Comprehensive Safety Action Plan to make streets safer and more walkable. Other speed limits on SR20 are unchanged.

Mayor Pro Tem Hizon thanked City Engineer Warner for his presentation. She opened the floor for any members of the public to provide comments. Hearing none, the comment received in advance of the meeting via the online public comment form was displayed as follows:

1. Tabitha Bailar, residing outside the Oak Harbor city limits, wrote in opposition to changing the speed limit on State Route 20, believing this would contribute to congestion and would not deter those choosing to speed.

Hearing no others, Mayor Pro Tem Hizon called on the Council for their questions and comments.

Councilmembers Wiegenstein provided his respective questions and comments.

**Motion:** Councilmember Wiegenstein moved to adopt Ordinance No. 2036: Amending Oak Harbor Municipal Code Section 10.08.010 relating to speed limits on Washington State Route 20. Councilmember Marrow seconded the motion.

Mayor Pro Tem Hizon called for any further discussion.

Councilmember Marrow and Mayor Pro Tem Hizon provided their additional questions and comments. With discussion concluded, the vote on the motion passed unanimously.

## **7. OTHER ITEMS FOR CONSIDERATION**

### **a. Approval of Accounts Payable Vouchers – Chamber of Commerce**

Mayor Pro Tem Hizon explained this voucher list contained a payment or payments to the Greater Oak Harbor Chamber of Commerce, of which Councilmember Marshall is the Executive Director.

In order to avoid a conflict of interest, Councilmember Marshall has stated he will recuse himself from a vote on such payments, which are now a separate agenda item.

Mayor Pro Tem Hizon confirmed no public comments on this item had been received. he called on the members of the public in attendance for any comments. Hearing none, she called on the Council for any questions or comments.

**Motion:** Councilmember Wiegenstein moved to approve agenda item 7. a. Accounts Payable Check #202082 totaling \$2,333.40 (Voucher List 13a-COC) to the Chamber of Commerce. Councilmember Peterson seconded the motion, which passed by a vote of 6-0 with Councilmember Marshall abstaining.

## **ADJOURN**

There being no further business, Councilmember Wiegenstein moved to adjourn the meeting, seconded by Councilmember Peterson. The vote on the motion was unanimous; therefore the meeting was adjourned at 6:57 p.m.

Certified by Julie Nester, City Clerk

Oak Harbor City Council  
Workshop Meeting Minutes  
January 27, 2026

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**This was both a physical meeting location and a virtual meeting. Meeting was viewable via YouTube at [www.youtube.com/cityofoakharbor](http://www.youtube.com/cityofoakharbor), on Facebook, and following the meeting on Cable Channel 10/HD 1090**

**CALL TO ORDER**

Mayor Wright called the workshop meeting to order at 1:00 p.m.

**ROLL CALL**

City Council Present:

Mayor Ronnie Wright  
Mayor Pro Tem Tara Hizon  
Councilmember Bryan Stucky  
Councilmember Eric Marshall  
Councilmember Christopher Wiegenstein  
Councilmember Barbara Armes  
Councilmember James P. Marrow  
Councilmember Sandi Peterson

Staff Present/Videoconference

City Administrator Sabrina Combs  
Deputy City Administrator David Goldman  
Public Works Director Steve Schuller  
Human Resources Director Emma House  
Community Development Director Stacie Pratschner  
Police Chief Tony Slowik  
Fire Chief Travis Anderson  
Executive Services Coordinator Macalle Finkle  
Communications Officer Magi Aguilar  
City Clerk Julie Nester

Also in attendance: City Attorney  
Hillary Evans of Kenyon Disend, PLLC

**MAYOR**

Mayor Wright welcomed all in attendance. He noted all members of the Council were present. Mayor Wright observed public comments are not normally taken at workshop meetings, although the Council may allow or request public participation on action items. There were several action items on the agenda today.

Mayor Wright requested a moment of silence in remembrance of Chaplain David Lura who passed away this week. Chaplain Lura was a much-loved member of the community and will be missed.

Mayor Wright offered his congratulations to the National Football League Champion Seattle Seahawks on their victory over the Los Angeles Rams.

**CITY ADMINISTRATOR**

City Administrator Combs reported that her usual monthly report would resume in February.

**CITY COUNCIL**

Mayor Wright reiterated there were several items for action on the agenda today. He noted that in order to move forward on a majority of the City's Advisory Board, Commission, and Committee

appointments, the original agenda was updated and re-posted prior to 1:00 p.m. yesterday to reflect approvals of which the Council has had no questions. Mayor Wright noted he moved action on the City's Parks and Recreation Advisory Commission appointments to the February 3, 2026 regular Council meeting in order to take into consideration any outcome from the Council's discussion regarding nepotism on today's agenda.

a. Action Item: Approval of Minutes: Special Meeting – Council Retreat of January 8, 2026

Mayor Wright thanked City Clerk Nester for providing these minutes with a much higher than usual level of detail after the recording equipment did not fully record a portion of that off-site meeting. He called on the Council for any comments.

Mayor Pro Tem Hizon thanked City Clerk Nester for producing minutes that went above and beyond.

**Motion:** Mayor Pro Tem Hizon moved to approve the minutes of the City Council special meeting – Council Retreat of January 8, 2026. Councilmember Marrow seconded the motion, which passed unanimously.

b. Action Item: Re-Appointments: Arts Commission, Positions 3 and 5

Mayoral re-appointments to the Arts Commission of Robert Sanders, Position 3, and Cynthia Mason, Position 5, for a term of January 2026 through December 2027.

Mayor Wright called on the Council for any comments.

Mayor Pro Tem Hizon asked if the names of the appointees could be read. City Clerk Nester read each aloud.

**Motion:** Councilmember Marrow moved to confirm the Mayoral re-appointments to the Arts Commission of Robert Sanders, Position 3, and Cynthia Mason, Position 5, for a term of January 2026 through December 2027. Councilmember Wiegenstein seconded the motion.

Mayor Wright called for any discussion.

Councilmember Stucky inquired in the case of re-appointments whether staff liaisons to the advisory groups bring anything to the Mayor's attention regarding those serving. Mayor Wright confirmed this.

With discussion concluded, Mayor Wright called for a vote on the motion, which passed unanimously.

c. Action Item: Re-Appointments: Community Police Advisory Board, Positions 1 and 5

Mayoral re-appointments to the Police Community Advisory Board of Melinda Buchanan, Position 1, and Martin Malloy, Position 5, for a term of January 2026 through December 2027.

Mayor Wright called on the Council for any comments.

Councilmember Peterson provided her respective questions and comments.

**Motion:** Councilmember Marshall moved to confirm the Mayoral re-appointments to the Police Community Advisory Board of Melinda Buchanan, Position 1, and Martin Malloy, Position 5, for a term of January 2026 through December 2027. Councilmember Marrow seconded the motion, which passed unanimously.

d. Action Item: Re-Appointments: Historic Preservation Commission, Positions 1 and 3

Mayoral re-appointments to the Police Community Advisory Board of Gideon Cauffman, Position 1, and Nick Hamden, Position 3, for a term of January 2026 through December 2027.

Mayor Wright called on the Council for any comments. Hearing none, he called for a motion.

**Motion:** Councilmember Marrow moved to confirm the Mayoral re-appointments to the Historic Preservation Commission of Gideon Cauffman, Position 1, and Nick Hamden, Position 3, for a term of January 2026 through December 2027. Councilmember Marshall seconded the motion, which passed unanimously.

e. Action Item: Re-Appointment: Lodging Tax Advisory Committee, Receiver 1

Mayoral re-appointment to the Lodging Tax Advisory Committee of Allenda Jenkins, Receiver 1, for a term of January 2026 through December 2027.

Mayor Wright called on the Council for any comments. Hearing none, he called for a motion.

**Motion:** Councilmember Wiegenstein moved to confirm the Mayoral re-appointment to the Lodging Tax Advisory Committee of Allenda Jenkins, Receiver 1, for a term of January 2026 through December 2027. Mayor Pro Tem Hizon seconded the motion, which passed unanimously.

f. Action Item: Re-Appointments: Marina Advisory Commission, Positions 1, 3, and 7

Mayoral re-appointments to the Marina Advisory Commission of Cathy Proses, Position 1, J.J. Jones, Position 3, and Louie Foster, Position 7 for a term of January 2026 through December 2027.

Mayor Wright called on the Council for any comments. Hearing none, he called for a motion.

**Motion:** Councilmember Armes moved to confirm the Mayoral re-appointments to the Marina Advisory Commission of Cathy Proses, Position 1, J.J. Jones, Position 3, and Louie Foster, Position 7, for a term of January 2026 through December 2027. Councilmember Marrow seconded the motion, which passed unanimously.

g. Action Item: Re-Appointments: Planning Commission, Positions 1 and 3

Mayoral re-appointments to the Planning Commission of Jeffrey Ward, Position 1, and Cody Bakken, Position 3 for a term of January 2026 through December 2027.

Mayor Wright called on the Council for any comments. Hearing none, he called for a motion.

**Motion:** Councilmember Peterson moved to confirm the Mayoral re-appointments to the Planning Commission of Jeffrey Ward, Position 1, and Cody Bakken, Position 3, for a term of January 2026 through December 2027. Councilmember Marrow seconded the motion, which passed unanimously.

Mayor Pro Tem Hizon noted these were all re-appointments but there were still a number of vacancies on the City's advisory Boards, Commissions, and Committees, and asked what the City is doing and what the Council should perhaps be doing to solicit more volunteers.

Mayor Wright noted that in addition to posting openings on the City's website, openings and how to apply for them were discussed at the Wright Blend coffee and conversations with the Mayor each

month, included at Council meetings and that staff follows up with anyone the City hears could be interested.

City Administrator Combs noted the appointments to the Planning Commission were an example of this, and that even former City employees could volunteer.

Communications Officer Aguilar reported the City is also doing outreach with the Oak Harbor High School regarding student representatives to many of the advisory groups.

Councilmember Marrow voiced the need for a targeted approach for qualified volunteers.

Mayor Wright reiterated his appreciation for all the members of the Council and their viewpoints. He noted he was disheartened watching the last Council meeting and reminded the Council to please address their questions to the Chair and not to another Councilmember and encouraged better communication, especially on the dais.

h. Discussion Item: Draft Ordinance: Adopting Oak Harbor Municipal Code Section 2.65.140 (Nepotism) relating to Boards, Commissions, and Committees

City Attorney Evans presented the discussion item. The Council discussed whether there should be any prohibition on nepotism with regard to appointees to advisory boards, commissions, and committees at their January 6, 2026 regular meeting and at their January 8, 2026 special meeting - Council Retreat.

At the regularly scheduled City Council meeting on January 20, 2026, the Council voted to postpone action on board and commission re-appointments to the January 27, 2026 workshop. The Council requested that staff include in that workshop a discussion of a potential ordinance regarding nepotism as it relates to service on the City's advisory boards, commissions, and committees by members of a City Councilmember's and how best to regulate such relationships.

City Attorney Evans reviewed two potential options for a draft ordinance for Council discussion. She noted the Council could expand or narrow the definition of what constitutes a relative. If, following discussion, the Council determines that they wish to move forward, an item for Council action may be placed on the February 3, 2026 regular meeting agenda.

#### Section 1 - Option 1

- 1) The city council will not appoint or confirm appointments of relatives of city council members to boards, commissions, committees, or other appointed positions.
- 2) "Relative" means spouse or domestic partner, child, step-child, parent, step-parent, parent-in-law, grandparent, grandchild, sibling, aunt, uncle, niece, nephew, son- or daughter-in-law, brother- or sister-in-law.

#### Section 1 – Option 2

- 1) No city councilmember shall serve on the same advisory board as a relative.
- 2) No city councilmember may vote on the appointment of or to confirm appointment of a relative on any board, commission, or committee.

3) The city council will not appoint or confirm appointments of relatives of city council members to the Salary Commission or the Civil Service Commission.

4) "Relative" means spouse or domestic partner, child, step-child, parent, step-parent, parent-in-law, grandparent, grandchild, sibling, aunt, uncle, niece, nephew, son- or daughter-in-law, brother- or sister-in-law.

Attorney Evans noted that if the Council wishes to pursue an ordinance related to nepotism, the Council may also wish to consider its effective date - whether it would go into effect immediately (potentially impacting the ability for sitting members to continue their current terms), beginning the next terms for each board or committee member, or some alternate date in the future to allow the City time to seek replacements for board members impacted by the ordinance.

Mayor Wright called on the Council for any comments.

Mayor Pro Tem Hizon and Councilmembers Armes, Peterson, Stucky, Marshall, Marrow, and Wiegenstein provided their respective questions and comments.

City Attorney Evans, City Administrator Combs, Human Resources Director House, and Mayor Wright responded to Council questions and comments.

With discussion concluded, City Attorney Evans noted she will create two versions of Option 2, one to include additional language in regard to prohibiting a relative serving on an advisory Board, Commission, or Committee serving as that group's chair, and one without that language. She will also use the definition of relative that is included in the City's Employee Policy Manual under Family leave and Bereavement. The two versions will be brought back to the Council for further consideration in February.

Mayor Wright thanked all for the discussion.

Mayor Wright invited Councilmembers to provide any updates on the City's boards, commissions or committees on which they serve as a Council liaison.

Councilmembers Armes, Stucky, and Marrow provided updates.

Councilmember Armes reported on the Marina's receipt of salmon fingerlings on January 21, 2026 from the hatchery in Marblemount. Feedings for the salmon will be every Tuesday, Thursday, and Saturday at 9:30 a.m. The public is welcome to attend.

Councilmember Stucky noted services for Chaplain Lura will be held at 1:00 p.m. on Thursday, at the Oak Harbor Lutheran Church. On a happier note, he reported that the new Whidbey Camano Islands Tourism interlocal agreement is finished and will be making its way through all participating municipalities for approval.

Councilmember Marrow reported that Ms. Cynthia Mason of the Oak Harbor Creative Arts Foundation had contacted him regarding posting poetry inside the Island Transit buses. He noted he was certain their might be rules or regulations regarding what can or cannot be displayed. Councilmember Marrow noted that Island Transit was in dire straights in the past but was much better with new management and funding.

Mayor Wright suggested having Ms. Mason attend a meeting of the Island Transit Board to address them regarding poetry.

## **COMMUNITY PARTNER PRESENTATIONS**

### **a. Oak Harbor Creative Arts Foundation – Memorandum of Understanding Proposal**

The Oak Harbor Creative Arts Foundation President Cynthia Mason provided a presentation for the Memorandum of Understanding (MOU). The Foundation is seeking to establish a framework for cooperation in supporting the arts in Oak Harbor and in the development of a performing arts center and makers' space. This MOU would also establish a process for obtaining Washington State's designation of a Creative Arts District.

Ms. Mason also provided this presentation to the Arts Commission in December. A draft of the MOU has been reviewed by City legal counsel. She explained that the Creative Arts Foundation viewed this as a vehicle to deepen the relationship between them and the City. Ms. Mason reported they are working with an out-of-state firm on a feasibility study for a performing arts and events center. She introduced Commission member Lynn Goebel and Director Margaret Croom who were in attendance.

Ms. Mason noted in the Council's workshop packet was a draft MOU, which was reviewed and edited by the City Attorney. She explained the ultimate goal is for the Creative Arts Foundation to collaborate with the Arts Commission for supporting the arts in Oak Harbor. She noted a similar collaboration exists between The Center and the Oak Harbor Senior Center Foundation. The proposed MOU will be brought forward for Council consideration in February.

Mayor Wright thanked Ms. Mason for her presentation. He called on the Council for any comments.

Mayor Pro Tem Hizon and Councilmembers Marrow, Peterson, Marshall, Stucky, and Wiegenstein provided their respective questions and comments.

## **FIRE DEPARTMENT**

### **a. Comprehensive Emergency Management Plan 2026-2030**

Fire Chief Anderson provided a draft of the Comprehensive Emergency Management Plan (CEMP), which has been rewritten to align with current state requirements and operational best practices. The revised CEMP will be brought back to City Council on February 3, 2026 for formal consideration and approval. The proposed CEMP has been reviewed by the City Attorney.

State law requires the City of Oak Harbor to establish and maintain a local emergency management organization and to develop, maintain, and submit a Comprehensive Emergency Management Plan (CEMP) that is consistent with the State of Washington's Comprehensive Emergency Management Plan. The CEMP is required by state law to be reviewed and updated every five (5) years to ensure continued compliance and alignment with state requirements.

Fire Chief Anderson presented an overview of Emergency Management at the March 25, 2025 City Council Workshop. During the presentation, Chief Anderson discussed the State of Washington requirement to submit an updated Comprehensive Emergency Management Plan (CEMP) every five (5) years and noted that the City of Oak Harbor's CEMP update was required to be completed by January 2026.

The Emergency Management Plan prepared by the Director of Emergency Management and promulgated by the Mayor serves as the City's official emergency management plan. This plan must be maintained, filed with the Office of the City Clerk, and distributed to appropriate City departments to

ensure coordinated and effective emergency preparedness, response, and recovery across the organization.

Fire Chief Anderson also included information regarding the shared use of an Emergency Operations Center (EOC) with Island County. Chief Anderson outlined challenges associated with operating under differing EOC organizational structures and managing potential conflicts between separate Comprehensive Emergency Management Plans during multi-agency incidents.

The last CEMP was completed fifteen (15) years ago. Chief Anderson has edited the current CEMP to remove conflicting language and to add language regarding Multi-Agency Coordination (MAC). He reported a new CEMP needs to be completed in the next cycle or sooner and that the City first needs to decide how we partner with Island County and leverage resources. The City of Oak Harbor and Island County both have limited resources and personnel available to fill operational and leadership roles during a disaster. In certain situations, it may be beneficial to combine resources and establish a MAC Group to manage large-scale incidents that impact both the City and the County.

The determination to establish a MAC Group will be made by the Mayor, in coordination with the Oak Harbor Emergency Services Director, and in partnership with the Island County Board of Commissioners. The MAC Group offers executive-level, strategic guidance for disaster response, focusing on high-level decision-making, prioritization of scarce resources, and overall response direction rather than tactical field operations.

The MAC Group will provide recommendations and direction to the Emergency Operations Center (EOC) Manager-who shall be a qualified individual from either Oak Harbor or Island County Emergency Services. The EOC Manager is responsible for implementing MAC Group direction, coordinating overall response operations, and ensuring an effective, unified effort across all participating agencies. The EOC team will consist of Oak Harbor employees, Island County representatives, and any professional or volunteer organizations identified as having essential roles in the response effort.

Chief Anderson reviewed the make-up of the Oak Harbor Policy Group, an executive-level body that provides strategic policy guidance and support for disaster response. This group focuses on high-level decision-making and the overall direction of the response, rather than on-the-ground tactical operations.

- Mayor of Oak Harbor
- Oak Harbor City Council
- Oak Harbor City Administrator
- Oak Harbor Finance Director
- Oak Harbor City Attorney
- Oak Harbor Police Chief
- Oak Harbor Fire Chief
- Oak Harbor Public Works Director
- Oak Harbor City Clerk

Fire Chief Anderson outlined other necessary key changes to align with Federal requirements and best practices include:

- Remove Command language from EOC (EOC is support).
- Activation levels (brought in line with FEMA).
- Incorporated Community Lifelines.
- Updated Chart of Responsibility.
- Created Emergency Support Function 2.1- Cybersecurity

Next Steps:

- Draft CEMP will be brought back for adoption.
- Further discussion with Island County to discuss EOC and staffing.
- Continue to do more EOC and ICS training for city staff.
- Complete an annual exercise to test or training and plan.

Councilmember Marrow thanked Chief Anderson for his presentation and provided this respective questions and comments.

**ADJOURN**

There being no further business, Mayor Wright adjourned the workshop at 3:00 p.m.

Certified by Julie Nester, City Clerk

**Subject:** Approval of Payroll and Accounts Payable Vouchers  
**Submitted By:** Ashley Ramos, Accounting Manager

**RECOMMENDED ACTION**

Approval of Accounts Payable Vouchers and Payroll Checks - See Voucher numbers listed in attachments and Check numbers listed on the agenda bill. Oak Harbor Municipal Code Chapter 3.72 establishes procedures for claims (Vouchers) payment. The determination that supports the signature coversheets is attached. Claim coversheets will be provided prior to the City Council meeting for appropriate signatures.

**BACKGROUND / SUMMARY INFORMATION**

**Accounts Payable**

January 15, 2026

Checks #202144-202163 totaling \$37,887.57 (Voucher List 1a)

January 20, 2026

Checks #202164-202223 totaling \$475,580.48 (Voucher List 13e)

January 21, 2026

Checks #318-324 totaling \$3,784.56 (Voucher List 13f)

January 22, 2026

Check #202224-202262 totaling \$106,409.64 (Voucher List 1b)

January 23, 2026

Checks #325-326 totaling \$1,920,925.85 (Voucher List 1c)

January 26, 2026

Checks #202263-202298 totaling \$249,284.21 (Voucher List 13g)

January 28, 2026

Checks #327 totaling \$27,788.78 (Voucher List 13h)

Checks #202299-202343 totaling \$401,340.36 (Voucher List 1d)

**Payroll**

Semi

Direct Deposit: #75586-75774 \$547,447.16

Checks #103798-103804 \$415,662.51

EFT #1963, #1966-1971 \$214,946.28

\$1,178,055.95

**LEGAL AUTHORITY**

N/A

**FISCAL IMPACT**

N/A

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

N/A

**ATTACHMENTS**

1. Voucher List - 1a
2. voucher list - 13e
3. voucher list - 13f
4. Voucher List - 1b
5. Voucher List - 1c
6. voucher list - 13g
7. voucher list - 13h
8. Voucher List - 1d

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202144	1/15/2026	0010560 ALL PRO BUILDING MAINTENANCE	57934		JANATORIAL SERVICE - JANUARY 2026	5,829.00
					<b>Total :</b>	<b>5,829.00</b>
202145	1/15/2026	0002644 C JOHNSON CONSTRUCTION, INC	FIN011226cjc		REIMBURSEMENT - BALANCE OF F	494.15
					<b>Total :</b>	<b>494.15</b>
202146	1/15/2026	0000172 CHRISTIANS TOWING STORAGE	132610		TOWING SERVICES	323.14
					<b>Total :</b>	<b>323.14</b>
202147	1/15/2026	0011543 EUROFINS ENVIRONMENT TESTING, N	1500005287		ROUTINE MONTHLY COMPLIANCE	156.00
					<b>Total :</b>	<b>156.00</b>
202148	1/15/2026	0000326 FRONTIER BUILDING SUPPLY	6572195 6572205 6572225		LUMBER - FISH PENS PLYWOOD SHEATHING TREATED LUMBER	31.56 40.69 63.36
					<b>Total :</b>	<b>135.61</b>
202149	1/15/2026	0002747 GUARDIAN SECURITY	1688273		ALARM MONITORING	72.98
					<b>Total :</b>	<b>72.98</b>
202150	1/15/2026	0010703 HAMMOND, ZACK	1099 WORK		WATERLOO HULL CLEANING	706.09
					<b>Total :</b>	<b>706.09</b>
202151	1/15/2026	0007910 ISLAND DIVE SERVICE	3775		FLOTATION ADDED TO WALKWAY	642.51
					<b>Total :</b>	<b>642.51</b>
202152	1/15/2026	0007144 LEIRA	5203 5539 5540		2026 MEMBERSHIP RENEWAL - GLI 2026 MEMBERSHIP RENEWAL - MA 2026 MEMBERSHIP RENEWAL - LEI	50.00 50.00 50.00
					<b>Total :</b>	<b>150.00</b>
202153	1/15/2026	0000530 MAILLIARD'S LANDING NURSERY	394129 394206 394224 394268 394315		ACCT #1344 - YARD WASTE ACCT #1344 - YARD WASTE ACCT #1344 - YARD WASTE ACCT #1344 - YARD WASTE ACCT #1344 - YARD WASTE	60.00 15.00 60.00 120.00 160.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202153	1/15/2026	0000530 0000530 MAILLIARD'S LANDING NURSERY	(Continued)			<b>Total : 415.00</b>
202154	1/15/2026	0000624 NATIONAL LEAGUE OF CITIES	195842		MEMBER DUES 02/2026 - 02/2027	2,256.00
						<b>Total : 2,256.00</b>
202155	1/15/2026	0000600 NORTHWEST CLEAN AIR AGENCY	15934		LOCAL ASSESSMENT - PER CAPITA	13,695.00
						<b>Total : 13,695.00</b>
202156	1/15/2026	0000693 PACIFIC COAST CONGRESS HARBOR-	1754		CORPORATE MEMBERSHIP PUBLIC	365.00
						<b>Total : 365.00</b>
202157	1/15/2026	0011898 SIMON, SHERRY	99709536		REFUND - THE CENTER	289.40
						<b>Total : 289.40</b>
202158	1/15/2026	0005786 STOWES SHOES & CLOTHING	108661-10-33898		CLOTHING/BOOTS: ROWE 2026	321.89
						<b>Total : 321.89</b>
202159	1/15/2026	0010241 SULLIVAN HOME BUILDERS	FIN011226SHB		REIMBURSE: BALANCE OF HYDRA	616.25
						<b>Total : 616.25</b>
202160	1/15/2026	0010743 WES SPUR TREE EQUIPMENT, INC	IN-2715613		ARBORIST SUPPLIES	1,179.92
						<b>Total : 1,179.92</b>
202161	1/15/2026	0011883 WEST COAST PAPER	14322953		5 GALLON DAWN SOAP FOR SEWE	276.90
						<b>Total : 276.90</b>
202162	1/15/2026	0001017 WHIDBEY PRINTERS	52891		AP ENVELOPES	332.38
						<b>Total : 332.38</b>
202163	1/15/2026	0010128 ZENON ENVIRONMENTAL CORP	903606182		2026 SERVICE CONTRACT RENEW.	9,630.35
						<b>Total : 9,630.35</b>
<b>20 Vouchers for bank code : bank</b>						<b>Bank total : 37,887.57</b>
<b>20 Vouchers in this report</b>						<b>Total vouchers : 37,887.57</b>

vchlist  
01/15/2026 2:01:23PM

Voucher List  
City of Oak Harbor

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Bank code : bank

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
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Voucher List  
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202164	1/15/2026	0000490 LABOR & INDUSTRIES, WASHINGTON S	01152026		4TH QUARTER 2025 L&I	50.11
					<b>Total :</b>	<b>50.11</b>
202165	12/31/2025	0005405 AGRICULTURE, UNITED STATES DEPT	3005566888		PERSONNEL COMP, PROGRAM SU	203.13
					<b>Total :</b>	<b>203.13</b>
202166	12/31/2025	0009090 AMAZON CAPITAL SERVICES, INC	11Q4-9MN4-6DYM		AMAZON PURCHASES	21.78
			13P6-3GLX-3NWJ		AMAZON PURCHASES	1,609.58
			14RM-W3J7-7MTF		AMAZON PURCHASES	204.70
			17N3-FNXX-4J7J		AMAZON PURCHASES	102.98
			19MN-7FPC-7JCG		AMAZON PURCHASES	13.07
			1CGK-3F9K-1NC3		AMAZON PURCHASES	117.46
			1CH7-PX1V-3CN1		AMAZON PURCHASES	523.04
			1CQ7-DTG4-71JP		AMAZON PURCHASES	506.16
			1GHX-6PYH-719V		AMAZON PURCHASES	68.66
			1GKD-WD9K-4K1N		AMAZON PURCHASES	89.97
			1JGM-36WD-9JK1		AMAZON PURCHASES	211.26
			1JVM-Y17T-69PF		AMAZON PURCHASES	81.74
			1KH6-KXQT-6RN3		AMAZON PURCHASES	240.03
			1MGL-JJF7-3M7X		AMAZON PURCHASES - CREDIT MI	-7.83
			1P14-K63D-3M9N		AMAZON PURCHASES	54.49
			1Q1G-TPN7-46KV		AMAZON PURCHASES	279.72
			1RVP-X7CC-6F77		AMAZON PURCHASES	82.40
			1T13-GL76-61VJ		AMAZON PURCHASES	205.96
			1T4N-V3KN-73Q7		AMAZON PURCHASES	27.78
			1V3Q-TPX7-4F1L		AMAZON PURCHASES	59.39
			1WGN-HFQG-6KNQ		AMAZON PURCHASES	9.80
			1WGN-HFQG-6WHT		AMAZON PURCHASES	310.31
			1X6G-3XRF-4HLW		AMAZON PURCHASES	204.70
			1XVG-73MR-4PXY		AMAZON PURCHASES	139.98
			1XWJ-DD3M-3YDP		AMAZON PURCHASES	18.41
			1YDD-4R9T-4MGL		AMAZON PURCHASES	281.59
			1YGJ-NFXF-1YH9		AMAZON PURCHASES	21.79
			1YHG-1LQT-6FLF		AMAZON PURCHASES	20.05
			1YRH-PRNH-4J6G		AMAZON PURCHASES	42.80

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202166	12/31/2025	0009090 0009090 AMAZON CAPITAL SERVICES, INC	(Continued)			<b>Total : 5,541.77</b>
202167	12/31/2025	0000042 ANACORTES, CITY OF	900-9080-00		WATER CHARGES - DECEMBER	206,681.00
						<b>Total : 206,681.00</b>
202168	12/31/2025	0011875 ANGLIKOWSKI, ANTHONY BOYD	99619973		REFUND - STREET HOCKEY	7.50
						<b>Total : 7.50</b>
202169	12/31/2025	0000159 AT&T MOBILITY	x12242025		287249477751 CURRENT WIRELES:	91.32
						<b>Total : 91.32</b>
202170	12/31/2025	0001074 BRAUNSTEIN, BRIAN	12032025		GIANCARLO CHARGING STATION	37.08
						<b>Total : 37.08</b>
202171	12/31/2025	0006215 CAROLLO	FB76748		ON CALL SCADA OP SUPP SERV	2,555.00
						<b>Total : 2,555.00</b>
202172	12/31/2025	0000173 CINTAS CORPORATION #3	4256017934		UNIFORM RENTAL	661.03
						<b>Total : 661.03</b>
202173	12/31/2025	0010925 COMBS, SABRINA	08/14-12/4		SYRACUSE ONLINE GRAD SCHOO	5,662.28
						<b>Total : 5,662.28</b>
202174	12/31/2025	0010821 CRIMINAL JUSTICE TRAINING COMM, V	201142444		2025 TRAINING - LEMIEUX/MARKW.	200.00
						<b>Total : 200.00</b>
202175	12/31/2025	0008263 CURTIS BLUE LINE	INV1019747 INV1019779		LT KRYSINSKI UNIFORMS LTPTICH UNIFORMS	243.32 730.67
						<b>Total : 973.99</b>
202176	12/31/2025	0011624 EQUIFAX WORKFORCE SOLUTIONS, LI	2069668273		UNEMPLOYMENT CLAIMS MANAGE	330.00
						<b>Total : 330.00</b>
202177	12/31/2025	0011543 EUROFINS ENVIRONMENT TESTING, N	1100004323 1100004370		MONTHLY TESTING MONTHLY TESTING	734.00 236.00
						<b>Total : 970.00</b>
202178	12/31/2025	0009664 FOX VALLEY TECHNICAL COLLEGE	SPINV030031		EXPLOITATION/ABUSE TRAINING	425.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202178	12/31/2025	0009664 0009664 FOX VALLEY TECHNICAL COLLEGE	(Continued)			<b>Total : 425.00</b>
202179	12/31/2025	0000325 FRONTIER FORD	154109		AUTO PARTS	109.88
						<b>Total : 109.88</b>
202180	12/31/2025	0010762 GEA WESTFALIA SEPARATOR	5586519675		SERVICE ON MACHINE	10,900.00
						<b>Total : 10,900.00</b>
202181	12/31/2025	0011876 HATCH, RYNA	99620065/68		REFUND - STREET HOCKEY	15.00
						<b>Total : 15.00</b>
202182	12/31/2025	0011793 HAUCK, KENNY JAMES	99618641/42		REFUND - INDOOR STREET HOCKEY	15.00
						<b>Total : 15.00</b>
202183	12/31/2025	0010387 HITZEMAN, MARK	12312025		REIMBURSEMENT: BOOT ALLOWANCE	300.00
						<b>Total : 300.00</b>
202184	12/31/2025	0011874 HULL, NEIL	99619036		REFUND - INDOOR STREET HOCKEY	7.50
						<b>Total : 7.50</b>
202185	12/31/2025	0000411 ISLAND COUNTY TREASURER	01132026		CRIME VICTIM ASSISTANCE FUND	69.05
						<b>Total : 69.05</b>
202186	12/31/2025	0004005 ISLAND TINTING	594022		TINTING SERVICE	382.82
						<b>Total : 382.82</b>
202187	12/31/2025	0000454 JET CITY EQUIPMENT RENTAL	54269 54286		DUMP - BRUSH & STUMP DUMP - BRUSH & STUMP	43.52 43.52
						<b>Total : 87.04</b>
202188	12/31/2025	0011564 KELLEY CREATE CO	CW71393 CW71394 CW71395 CW71396		OHPD DOMAIN PROFILES PLUGABLE LAPTOP DOCKS WINDOWS 11 UPGRADES/REPLACEMENT VM-WARE TO HYPER-V SERVER M	6,540.00 4,905.00 12,262.50 19,211.26
						<b>Total : 42,918.76</b>
202189	12/31/2025	0010634 KENYON DISEND, PLLC	1099838 1099900		345.20400 - OHMP V OAK HARBOR 345.00000 - GENERAL CITY ATTY AI	16.00 21,190.50

Voucher List  
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202189	12/31/2025	0010634 KENYON DISEND, PLLC	(Continued) 1099901 1099903		345.00100 - PUBLIC RECORDS REC 345.20000 - WHIDBEY ENV ACTION	2,769.92 6,514.93 <b>Total : 30,491.35</b>
202190	12/31/2025	0000476 KERR, JACK	11-25		PUBLIC DEFENSE SCREENING - NC	1,700.00 <b>Total : 1,700.00</b>
202191	12/31/2025	0009044 LEGACY TELECOMMUNICATIONS, INC	252307330011		LOW COOLANT TROUBLESHOOTIN	393.12 <b>Total : 393.12</b>
202192	12/31/2025	0000544 MATERIALS TESTING & CONSULTING	16114 16353		SW SWANTOWN OVERLAY SW LOPEZ DR RECONSTRUCTION	2,695.50 2,826.75 <b>Total : 5,522.25</b>
202193	12/31/2025	0011878 MCFARLANE, MATTHEW CHARLES	99620250		REFUND - INDOOR STREET HOCKE	7.50 <b>Total : 7.50</b>
202194	12/31/2025	0008347 MCGEE, MARIA	01092026		DECEMBER YOGA CLASS	885.62 <b>Total : 885.62</b>
202195	12/31/2025	0011879 MCLOUTH, MEGAN	99620346		REFUND - INDOOR STREET HOCKE	7.50 <b>Total : 7.50</b>
202196	12/31/2025	0011792 MILLER, AUTUMN	99620518/19		REFUND: ACT IT OUT/INDOOR STR	47.50 <b>Total : 47.50</b>
202197	12/31/2025	0000681 OAK HARBOR SCHOOL DISTRICT	9530		EVENT 2616360 - DECEMBER 2025	30.00 <b>Total : 30.00</b>
202198	12/31/2025	0011324 PERISCOPE LEGAL	24		LEGAL SERVICES: PUBLIC DEFENSE	23,184.91 <b>Total : 23,184.91</b>
202199	12/31/2025	0011880 PERRY, KATRICIA	99619446/7		REFUND - INDOOR STREET HOCKE	15.00 <b>Total : 15.00</b>
202200	12/31/2025	0000743 PUGET SOUND ENERGY	01022026 01052026		ELECTRICITY ELECTRICITY	416.52 53,205.71

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202200	12/31/2025	0000743	PUGET SOUND ENERGY	(Continued)		
			01062026		ELECTRICITY	834.57
			12312025		ELECTRICITY	12,016.39
			300000009906		ELECTRICITY	812.73
					<b>Total :</b>	<b>67,285.92</b>
202201	12/31/2025	0010722	RAY, DEVRI	01072026	DEC ENHANCE FITNESS CLASSES	180.00
					<b>Total :</b>	<b>180.00</b>
202202	12/31/2025	0009627	RINGCENTRAL, INC	CD_001312520	MOBILE USER	52.62
					<b>Total :</b>	<b>52.62</b>
202203	12/31/2025	0011896	ROCCO, LINDA	99616650	REFUND - 12/2025 ENHANCE FITNE	35.00
					<b>Total :</b>	<b>35.00</b>
202204	12/31/2025	0011881	SAULNIER, KRISTEN	99620839/40	REFUND - INDOOR STREET HOCKE	15.00
					<b>Total :</b>	<b>15.00</b>
202205	12/31/2025	0011872	SCHEER, DEAVEN	99619585	REFUND - INDOOR STREET HOCKE	7.50
					<b>Total :</b>	<b>7.50</b>
202206	12/31/2025	0011871	SCHILLER, GABRIELLE ELYSIA	99620986	REFUND - INDOOR STREET HOCKE	7.50
					<b>Total :</b>	<b>7.50</b>
202207	12/31/2025	0008395	SHELLEY, JR, TIM	20260102	ONSITE SERVICES - DECEMBER	2,000.00
					<b>Total :</b>	<b>2,000.00</b>
202208	12/31/2025	0000846	SOUND PUBLISHING, INC	WNT1023067	CITY NOTICES	73.50
				WNT1024553	CITY NOTICES	43.50
					<b>Total :</b>	<b>117.00</b>
202209	12/31/2025	0010371	SOUTH CORRECTIONAL ENTITY	9126	BOOKING FEE/GENERAL HOUSING	37,064.66
					<b>Total :</b>	<b>37,064.66</b>
202210	12/31/2025	0000856	STATE AUDITOR'S OFFICE	L172464	ACCOUNTABILITY & FINANCIAL AU	417.33
					<b>Total :</b>	<b>417.33</b>
202211	12/31/2025	0000672	THE MYERS GROUP, LLC	373479	CREDIT ACCOUNT PURCHASES	24.37

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202211	12/31/2025	0000672 THE MYERS GROUP, LLC	(Continued)			
			373489		CREDIT ACCOUNT PURCHASES	28.86
			373496		CREDIT ACCOUNT PURCHASES	13.07
			373516		CREDIT ACCOUNT PURCHASES	10.45
			373526		CREDIT ACCOUNT PURCHASES	39.40
			373536		CREDIT ACCOUNT PURCHASES	71.84
			373565		CREDIT ACCOUNT PURCHASES	13.07
			373581		CREDIT ACCOUNT PURCHASES	41.38
			373596		CREDIT ACCOUNT PURCHASES	11.53
			373602		CREDIT ACCOUNT PURCHASES	19.60
			373608		CREDIT ACCOUNT PURCHASES	41.83
			373616		CREDIT ACCOUNT PURCHASES	40.30
			373621		CREDIT ACCOUNT PURCHASES	8.71
			373640		CREDIT ACCOUNT PURCHASES	16.34
			373666		CREDIT ACCOUNT PURCHASES	23.97
			373668		CREDIT ACCOUNT PURCHASES	152.59
			373685		CREDIT ACCOUNT PURCHASES	16.34
			373702		CREDIT ACCOUNT PURCHASES	34.87
			373709		CREDIT ACCOUNT PURCHASES	43.58
			373729		CREDIT ACCOUNT PURCHASES	11.14
			373740		CREDIT ACCOUNT PURCHASES	209.19
			373747		CREDIT ACCOUNT PURCHASES	7.58
			373754		CREDIT ACCOUNT PURCHASES	55.76
			373760		CREDIT ACCOUNT PURCHASES	7.18
			373766		CREDIT ACCOUNT PURCHASES	54.48
			373784		CREDIT ACCOUNT PURCHASES	259.10
			373785		CREDIT ACCOUNT PURCHASES (C	-55.52
			373789		CREDIT ACCOUNT PURCHASES	450.78
			373792		CREDIT ACCOUNT PURCHASES	10.89
			373801		CREDIT ACCOUNT PURCHASES	19.60
			373832		CREDIT ACCOUNT PURCHASES	92.64
			373852		CREDIT ACCOUNT PURCHASES	18.52
			373897		CREDIT ACCOUNT PURCHASES	8.04
			373901		CREDIT ACCOUNT PURCHASES	42.48
			373930		CREDIT ACCOUNT PURCHASES	0.55
			373931		CREDIT ACCOUNT PURCHASES	43.52
			373949		CREDIT ACCOUNT PURCHASES	30.50

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202211	12/31/2025	0000672 THE MYERS GROUP, LLC	(Continued) 373958 373969		CREDIT ACCOUNT PURCHASES CREDIT ACCOUNT PURCHASES	3.65 19.37
					<b>Total :</b>	<b>1,941.55</b>
202212	12/31/2025	0001053 TREASURER, WASHINGTON STATE	DECEMBER 2025		STATE PORTION OF COURT FEES	6,389.77
					<b>Total :</b>	<b>6,389.77</b>
202213	12/31/2025	0008892 TSM COMPANY	251207		MAINT & INSPECTIONS	3,008.16
					<b>Total :</b>	<b>3,008.16</b>
202214	12/31/2025	0000287 TYLER TECHNOLOGIES, INC	045-549577		ERP MIGRATION PROJECT	6,032.00
					<b>Total :</b>	<b>6,032.00</b>
202215	12/31/2025	0000926 USABLUEBOOK	INV00916595		2" PVC BULKHEAD FITTING	92.42
					<b>Total :</b>	<b>92.42</b>
202216	12/31/2025	0000934 UTILITIES UNDERGROUND LOCATION	5120206		EXCAVATION NOTIFICATIONS: DEC	99.90
					<b>Total :</b>	<b>99.90</b>
202217	12/31/2025	0011570 VERSATERM PUBLIC SAFETY US	INV41-03026		BLUE TEAM NEXTGEN APPLICATIC	6,081.90
					<b>Total :</b>	<b>6,081.90</b>
202218	12/31/2025	0011373 VESTIS SERVICES, LLC	6560695358 6560696436 6560696437 6560696439 6560696440 6560696441 6560696442 6560696443 6560696453		UNIFORM RENTAL UNIFORM RENTAL UNIFORM RENTAL UNIFORM RENTAL UNIFORM RENTAL UNIFORM RENTAL UNIFORM RENTAL UNIFORM RENTAL UNIFORM RENTAL MAT NYLON/RUBBER	93.13 21.49 26.12 41.12 16.34 22.57 18.74 16.34 21.80
					<b>Total :</b>	<b>277.65</b>
202219	12/31/2025	0010918 VETTESE, REBECCA J.	01/07/2026		DEC ENHANCE FITNESS CLASSES	300.00
					<b>Total :</b>	<b>300.00</b>
202220	12/31/2025	0001000 WHIDBEY AUTO PARTS, INC.	066671		WIPER - #2	11.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202220	12/31/2025	0001000 WHIDBEY AUTO PARTS, INC.	(Continued) 066875 066951 067087 067125		BRAKE ROTOR & BRAKE KIT - #P-1 DISC BRAKE PADS - STOCK LAMP - STOCK LAMP, FILTER - STOCK <b>Total :</b>	238.97 70.62 10.90 25.81 <b>357.30</b>
202221	12/31/2025	0001011 WHIDBEY PLAYHOUSE	Q4 2025		LTAC GRANT <b>Total :</b>	1,832.59 <b>1,832.59</b>
202222	12/31/2025	0001017 WHIDBEY PRINTERS	52877		DOOR HANGERS - WATER SERVIC <b>Total :</b>	282.71 <b>282.71</b>
202223	12/31/2025	0000355 ZIPLY FIBER	360-279-9874 360-679-1651		CURRENT PHONE CHARGES - CITY CURRENT PHONE CHARGES - CH <b>Total :</b>	138.67 84.32 <b>222.99</b>
<b>60 Vouchers for bank code :</b> bank					<b>Bank total :</b>	<b>475,580.48</b>
<b>60 Vouchers in this report</b>					<b>Total vouchers :</b>	<b>475,580.48</b>

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
318	1/14/2026	0011794 KELLEY CREATE CO	19447851		CONTRACT 100-1002070-001	350.23
			19538135		CONTRACT 100-1044541-001	769.46
					<b>Total :</b>	<b>1,119.69</b>
319	1/20/2026	0011794 KELLEY CREATE CO	19605379		CONTRACT 100-1002070-001	228.95
					<b>Total :</b>	<b>228.95</b>
320	1/12/2026	0000816 WEX BANK	109522324		MONTHLY CARD CHARGE	14.00
					<b>Total :</b>	<b>14.00</b>
321	1/14/2026	0011598 MARLIN LEASING CORPORATION	41393580		CONTRACT 471-4121532-006	1,207.84
					<b>Total :</b>	<b>1,207.84</b>
322	1/14/2026	0011597 MARLIN LEASING CORPORATION	41396128		COPIER LEASE 471-4128518-001	187.16
					<b>Total :</b>	<b>187.16</b>
323	1/14/2026	0011594 MARLIN LEASING CORPORATION	41430157		CONTRACT 101-4121532-001	160.11
					<b>Total :</b>	<b>160.11</b>
324	1/20/2026	0000279 EMPLOYMENT SECURITY, WASHINGTC	000-945052-10-7		BENEFIT CHARGE Q4 2025	866.81
					<b>Total :</b>	<b>866.81</b>
<b>7 Vouchers for bank code : bank</b>						<b>Bank total : 3,784.56</b>
<b>7 Vouchers in this report</b>						<b>Total vouchers : 3,784.56</b>

Voucher List  
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202224	1/22/2026	0000007 AA ELECTRIC	16120		PD GUN RANGE WORK	540.54
<b>Total :</b>						<b>540.54</b>
202225	1/22/2026	0011758 ALBRIGHT, ARLETHA	99826237		REFUND - CANDLELIGHT CONCERT	111.00
<b>Total :</b>						<b>111.00</b>
202226	1/22/2026	0009090 AMAZON CAPITAL SERVICES, INC	11MW-RRCN-CWXC 11Q4-CJWM-4NXJ 14W3-76CF-D4XC 14W3-76CF-FK1N 16YC-WCLX-F4H1 16YC-WCLX-HMHF 1C1Y-7YFX-FRMD 1F9M-46FH-3PNC 1GNV-9Y31-4WKY 1HDF-3DLR-FDQ1 1PPR-N144-F3CJ 1RT1-K9QX-4FKJ 1TQV-9617-4GXT 1V3N-DCWQ-3HC6 1V3N-DCWQ-3J3K		AMAZON PURCHASES AMAZON PURCHASES	28.96 19.33 83.91 18.33 84.83 -52.78 382.19 152.83 1,342.05 91.21 183.99 -102.98 143.36 21.57 41.32
<b>Total :</b>						<b>2,438.12</b>
202227	1/22/2026	0011428 ANDERSON, TRAVIS	01062026		REIMBURSEMENT - SEATAC PARKING	111.00
<b>Total :</b>						<b>111.00</b>
202228	1/22/2026	0010212 CIVICPLUS LLC	360412		AGENDA MEETING & ANNUAL FEE	17,887.55
<b>Total :</b>						<b>17,887.55</b>
202229	1/22/2026	0010690 CLEARSTAR, INC	1569487		EMPLOYEE SCREENING	819.19
<b>Total :</b>						<b>819.19</b>
202230	1/22/2026	0000202 COREY OIL COMPANY	10-JAN-26		ACCT# 62066 - PROPANE TANK LEASE	2.18
<b>Total :</b>						<b>2.18</b>
202231	1/22/2026	0000222 CUSTOM ENGRAVING	26-002		ENGRAVING: WYATT ET. AL.	231.08

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202231	1/22/2026	0000222	CUSTOM ENGRAVING (Continued) 26-017		ENGRAVING: MARTIN/VACHON	54.50
					<b>Total :</b>	<b>285.58</b>
202232	1/22/2026	0000247	DIAMOND SITE SERVICES	1-635581-28	PORTABLES RENTAL - SUMNER PA	180.00
					<b>Total :</b>	<b>180.00</b>
202233	1/22/2026	0000028	DICOCHEA LLC, DBA ALL ISLAND LOCK	102084 102135	PADLOCK - QTY 12 SERVICE CALL	353.07 163.80
					<b>Total :</b>	<b>516.87</b>
202234	1/22/2026	0008977	DUNCAN, SUSAN	99817774/99817720	REFUND - CANDLELIGHT CONCERT	222.00
					<b>Total :</b>	<b>222.00</b>
202235	1/22/2026	0011854	FIRECOM	INV370056	RADIO TRANSMITTER, INTERCOM	7,189.92
					<b>Total :</b>	<b>7,189.92</b>
202236	1/22/2026	0011016	FIRST DUE	7638	SERVICES - 01/2026	19,024.32
					<b>Total :</b>	<b>19,024.32</b>
202237	1/22/2026	0000314	FISHERIES SUPPLY COMPANY	7479710	DOCK WHEEL	215.34
					<b>Total :</b>	<b>215.34</b>
202238	1/22/2026	0000326	FRONTIER BUILDING SUPPLY	1397404	TREATED LUMBER	145.92
					<b>Total :</b>	<b>145.92</b>
202239	1/22/2026	0000329	GALLS	033687605	MS V2 TCTCL PANT	349.44
					<b>Total :</b>	<b>349.44</b>
202240	1/22/2026	0002767	GATEWAY CONTROLS, INC	2026643	EAST GATE REPAIR	1,402.07
					<b>Total :</b>	<b>1,402.07</b>
202241	1/22/2026	0000344	GLOBAL INDUSTRIAL	124000726	EARPLUGS/DISPENSERS	345.99
					<b>Total :</b>	<b>345.99</b>
202242	1/22/2026	0010889	GOOD, JUDITH	99823109	REFUND - CANDLELIGHT CONCERT	111.00
					<b>Total :</b>	<b>111.00</b>

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202243	1/22/2026	0000349 GRAINGER	9763092062		HOSE; THREAD SEALANT TAPE	94.61
					<b>Total :</b>	<b>94.61</b>
202244	1/22/2026	0011399 HANSON, JACQUELINE	01132026		REIMBURSEMENT - TAPPED PUBLI	25.01
					<b>Total :</b>	<b>25.01</b>
202245	1/22/2026	0011564 KELLEY CREATE CO	CW71648		KELLEY IT COMPLETE - 01/26 SVC.	24,404.02
					<b>Total :</b>	<b>24,404.02</b>
202246	1/22/2026	0000979 LES SCHWAB	41400820381		4 WHEEL ALIGNNEMT; CONTROL A	671.25
					<b>Total :</b>	<b>671.25</b>
202247	1/22/2026	0000530 MAILLIARD'S LANDING NURSERY	394368		ACCT #1344 - YARD WASTE	100.00
			394410		ACCT #1344 - YARD WASTE	200.00
			394509		ACCT #1344 - YARD WASTE	180.00
			394549		ACCT #1344 - YARD WASTE	150.00
			394597		ACCT #1344 - YARD WASTE	100.00
			394699		ACCT #1344 - YARD WASTE	200.00
					<b>Total :</b>	<b>930.00</b>
202248	1/22/2026	0009089 MARRS, LINDA	99822429		REFUND - CANDLELIGHT CONCERT	111.00
					<b>Total :</b>	<b>111.00</b>
202249	1/22/2026	0003176 NATIONAL SAFETY, INC	0777621-IN		ORG COATED INSULATED ATLAS	467.82
					<b>Total :</b>	<b>467.82</b>
202250	1/22/2026	0011901 NISQUALLY INDIAN TRIBE	4488		2022 BMW F850 MOTORCYCLE (X2	16,000.00
					<b>Total :</b>	<b>16,000.00</b>
202251	1/22/2026	0011899 ROBERTSON, JEREMY	01132026		REIMBURSEMENT - DRIVING RECC	11.00
					<b>Total :</b>	<b>11.00</b>
202252	1/22/2026	0006986 SAN DIEGO POLICE EQUIPMENT INC	667395		.223 55GR FMJ - 25 CASES	6,554.73
					<b>Total :</b>	<b>6,554.73</b>
202253	1/22/2026	0011478 SEATTLE PUMP AND EQUIPMENT CO.	017479		CATCH BASIN TUBE	407.34
					<b>Total :</b>	<b>407.34</b>

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202254	1/22/2026	0010732 SKAGIT REGIONAL HEALTH	1015216453/57/59		GUAR #600001785	1,269.00
<b>Total :</b>						<b>1,269.00</b>
202255	1/22/2026	0011070 SNOHOMISH COUNTY CLERKS, FINAN	01012026		ANNUAL DUES - GOLDMAN	30.00
<b>Total :</b>						<b>30.00</b>
202256	1/22/2026	0000672 THE MYERS GROUP, LLC	374196		CREDIT ACCOUNT PURCHASES	854.54
			374204		CREDIT ACCOUNT PURCHASES	15.25
			374236		CREDIT ACCOUNT PURCHASES	25.04
			374241		CREDIT ACCOUNT PURCHASES	55.39
			374242		CREDIT ACCOUNT PURCHASES	26.12
			374259		CREDIT ACCOUNT PURCHASES	15.26
			374299		CREDIT ACCOUNT PURCHASES	39.23
<b>Total :</b>						<b>1,030.83</b>
202257	1/22/2026	0008892 TSM COMPANY	251206		ELECTRICAL LOOP TESTING	668.40
<b>Total :</b>						<b>668.40</b>
202258	1/22/2026	0011900 VERA, BRENNNA	99912204/99781016		REFUND - BALLET	100.00
<b>Total :</b>						<b>100.00</b>
202259	1/22/2026	0003694 WA STATE RECYCLING ASSOC., (WSR/	79		ANNUAL MEMBERSHIP - 2026	315.00
<b>Total :</b>						<b>315.00</b>
202260	1/22/2026	0010743 WES SPUR TREE EQUIPMENT, INC	IN-2715694		CHAINSAW PANTS	92.76
<b>Total :</b>						<b>92.76</b>
202261	1/22/2026	0001000 WHIDBEY AUTO PARTS, INC.	067997		AUTO PARTS	11.49
			067998		AUTO PARTS	16.09
			068029		AUTO PARTS	758.73
			068116		AUTO PARTS	251.68
			068117		AUTO PARTS	11.10
			068388		AUTO PARTS	214.41
			068409		AUTO PARTS	11.10
			068536		AUTO PARTS	5.09
<b>Total :</b>						<b>1,279.69</b>
202262	1/22/2026	0001010 WHIDBEY TELECOM	996-100-1001		ALARM COM & FIRE ALARM MONIT	49.15

Bank code : bank

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
202262	1/22/2026	0001010	0001010 WHIDBEY TELECOM		(Continued)	<b>Total : 49.15</b>
<b>39 Vouchers for bank code : bank</b>						<b>Bank total : 106,409.64</b>
<b>39 Vouchers in this report</b>						<b>Total vouchers : 106,409.64</b>

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
325	1/20/2026	0000967 ECOLOGY, WASHINGTON STATE DEPT	LN-000005071		WATER QUALITY LOAN - PRINCIPA	1,920,048.17
<b>Total :</b>						<b>1,920,048.17</b>
326	1/16/2026	0002729 QUADIENT LEASING USA, INC	Q2145094		POSTAGE METER CONTRACT N240	877.68
<b>Total :</b>						<b>877.68</b>
<b>2 Vouchers for bank code : bank</b>						<b>Bank total : 1,920,925.85</b>
<b>2 Vouchers in this report</b>						<b>Total vouchers : 1,920,925.85</b>

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202263	1/26/2026	0009090 AMAZON CAPITAL SERVICES, INC	1GJV-KPCG-3HRC 1MWL-CFHN-4K6W		AMAZON PURCHASES AMAZON PURCHASES	29.20 155.40 <b>Total : 184.60</b>
202264	1/26/2026	0003980 BHC CONSULTANTS	0024166 0024189		CWF STORMWATER SERVICES - 12 SANITARY SEWER REHAB DESIGN	5,040.72 13,033.24 <b>Total : 18,073.96</b>
202265	1/26/2026	0001558 BOUND TREE MEDICAL, LLC	85933588		MEDICAL SUPPLIES	51.20 <b>Total : 51.20</b>
202266	1/26/2026	0007591 BRIGHTLY SOFTWARE, INC.	INV-293346		CAPITAL FORECAST	2,572.26 <b>Total : 2,572.26</b>
202267	1/26/2026	0009166 BROADWAY SPORTS & INTERNAL MED	21629742 21630263		ANNUAL MEDICAL EXAM: SCHUSTE ANNUAL MED EXAM: SCHUSTER -	679.00 215.77 <b>Total : 894.77</b>
202268	1/26/2026	0000150 CASCADE NATURAL GAS	01132026		UTILITY SERVICE	16,075.37 <b>Total : 16,075.37</b>
202269	1/26/2026	0008263 CURTIS BLUE LINE	INV1024959		UNIFORMS - BARTON	191.86 <b>Total : 191.86</b>
202270	1/26/2026	0010919 DARBONNIER TACTICAL SUPPLY LLC	53398 53552		UNIFORM CLOTHING UNIFORM CLOTHING	95.51 4,539.88 <b>Total : 4,635.39</b>
202271	1/26/2026	0000256 DAY WIRELESS SYSTEMS	INV901461		STATION ALERT SYSTEM	3,790.63 <b>Total : 3,790.63</b>
202272	1/26/2026	0011815 DELL MARKETING LP	10847833819 10855204466		DELL PRO RUGGED, RB14250 XCTI DELL PRO RUGGED, RB14250 XCTI	2,638.31 5,276.68 <b>Total : 7,914.99</b>
202273	1/26/2026	0010981 GARLAND/DBS, INC.	427852418310		CITY SHOP ROOF PROJECT	40,342.71

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202273	1/26/2026	0010981 0010981 GARLAND/DBS, INC.	(Continued)			<b>Total : 40,342.71</b>
202274	1/26/2026	0002767 GATEWAY CONTROLS, INC	2026647 2026648 2026649		PAVILION CAMERA REPAIR (09/25) CWF - AIPHONE INSTALLATION (09 CLEAN WATER FACILITY CAMERAS	1,407.32 5,503.68 3,123.12 <b>Total : 10,034.12</b>
202275	1/26/2026	0000349 GRAINGER	9668468151 9668468169 9719059421		O-RING O-RING BRASS FITTINGS	34.90 33.58 39.86 <b>Total : 108.34</b>
202276	1/26/2026	0011332 HSI EMERGENCY CARE SOLUTIONS	2383366		ONLINE INSTRUCTOR REAUTHORI	45.00 <b>Total : 45.00</b>
202277	1/26/2026	0000411 ISLAND COUNTY TREASURER	01112026 4		4TH QTR JOINT EXPENSES 4TH QTR JOINT EXPENSES	69,748.06 5,555.00 <b>Total : 75,303.06</b>
202278	1/26/2026	0002227 LABORATORY CORPORATION OF	30690818 38916583 42751785		ANNUAL MED EXAM: MCCALMONT ANNUAL MED EXAM: TUMBLIN ANNUAL MED EXAM: CARTER	189.11 138.02 138.02 <b>Total : 465.15</b>
202279	1/26/2026	0009044 LEGACY TELECOMMUNICATIONS, INC	252307340011		LOW VOLTAGE TROUBLESHOOTIN	1,518.26 <b>Total : 1,518.26</b>
202280	1/26/2026	0011902 LISTEN ACOUSTICS, INC.	8864		OH PICKLEBALL NOISE STUDY	5,330.00 <b>Total : 5,330.00</b>
202281	1/26/2026	0008205 MISTER T'S AWARDS & EMBROIDERY	820924		NAME TAGS	421.60 <b>Total : 421.60</b>
202282	1/26/2026	0005266 MOFFATT & NICHOL ENGINEERS	00806551		MARINA DREDGING 222237 - THRU	4,315.00 <b>Total : 4,315.00</b>
202283	1/26/2026	0011308 PROCOM LLC	146848		PRE-EMPLOYMENT DRUG TESTIN	78.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202283	1/26/2026	0011308 0011308 PROCOM LLC	(Continued)			<b>Total : 78.00</b>
202284	1/26/2026	0000743 PUGET SOUND ENERGY	220040260477		ELECTRICITY	438.74
						<b>Total : 438.74</b>
202285	1/26/2026	0008994 RISE ABOVE FIRE TRAINING, LLC	G25-1113		TOOLS/GEAR	1,433.62
						<b>Total : 1,433.62</b>
202286	1/26/2026	0006689 ROPPOS WOOD & ENGRAVING	19765		EMBROIDERY	386.95
						<b>Total : 386.95</b>
202287	1/26/2026	0000801 SEA WESTERN, INC	INV48683		SMOKE GENERATOR	4,966.31
						<b>Total : 4,966.31</b>
202288	1/26/2026	0010732 SKAGIT REGIONAL HEALTH	1015090046		GUAR #600001785 - RILEY	110.00
						<b>Total : 110.00</b>
202289	1/26/2026	0000846 SOUND PUBLISHING, INC	WNT1024556		CITY NOTICES	147.00
						<b>Total : 147.00</b>
202290	1/26/2026	0007736 SYSTEMS FOR PUBLIC SAFETY, INC	51093 51094		INSTALL EMERGENCY EQUIPMENT INSTALL EMERGENCY EQUIPMENT	19,715.47 19,954.88
						<b>Total : 39,670.35</b>
202291	1/26/2026	0000672 THE MYERS GROUP, LLC	373824		CREDIT ACCOUNT PURCHASES	92.64
						<b>Total : 92.64</b>
202292	1/26/2026	0000897 TMG SERVICES, INC	0054195-IN		BELLOW SEAL	103.33
						<b>Total : 103.33</b>
202293	1/26/2026	0011893 UNITED STATES PLASTIC CORP	7798264		55 GALLON POLY-E TANKS	1,705.17
						<b>Total : 1,705.17</b>
202294	1/26/2026	0005714 URBAN FOREST NURSERY, INC	11055		KATSURA TREES X25	4,208.25
						<b>Total : 4,208.25</b>
202295	1/26/2026	0001000 WHIDBEY AUTO PARTS, INC.	063669		AUTO PARTS	10.57
						<b>Total : 10.57</b>

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202296	1/26/2026	0002272 WHIDBEY GOLF & COUNTRY CLUB	Q4/25-WGC-REIM		Q4-2025 WGC REIMBURSEMENT	3,159.96
					<b>Total :</b>	<b>3,159.96</b>
202297	1/26/2026	0001037 WORK OUTFITTERS	62722		BOOTS/UNIFORM - CHENEY	349.51
					<b>Total :</b>	<b>349.51</b>
202298	1/26/2026	0000355 ZIPLY FIBER	360-675-5190		CURRENT PHONE CHARGES	155.54
					<b>Total :</b>	<b>155.54</b>
<b>36 Vouchers for bank code : bank</b>						<b>Bank total : 249,284.21</b>
<b>36 Vouchers in this report</b>						<b>Total vouchers : 249,284.21</b>

Voucher List  
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
327	1/16/2026	0004903 US BANK	0396 12.26.25		CREDIT CARD PURCHASES	2,531.81
			0444 12.26.25		CREDIT CARD PURCHASES	152.38
			1127 12.26.25		CREDIT CARD PURCHASES	526.20
			1261 12.26.25		CREDIT CARD PURCHASES	1,484.51
			1938 12.26.25		CREDIT CARD PURCHASES	1,277.14
			2132 12.26.25		CREDIT CARD PURCHASES	168.72
			2538 12.26.25		CREDIT CARD PURCHASES	207.78
			3043 12.26.25		CREDIT CARD PURCHASES	57.62
			4274 12.26.25		CREDIT CARD PURCHASES	2,046.94
			4863 12.26.25		CREDIT CARD PURCHASES	1,009.63
			5967 12.26.25		CREDIT CARD PURCHASES	681.40
			7057 12.26.25		CREDIT CARD PURCHASES	840.30
			7138 12.26.25		CREDIT CARD PURCHASES	2,044.76
			8630 12.26.25		CREDIT CARD PURCHASES	12,495.32
			9781 12.26.25		CREDIT CARD PURCHASES	2,264.27
<b>Total :</b>						<b>27,788.78</b>
1 Vouchers for bank code : bank						<b>Bank total : 27,788.78</b>
1 Vouchers in this report						<b>Total vouchers : 27,788.78</b>

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202299	1/28/2026	0011085 120 WATER, INC.	INV012309		PWS PLATFORM SOFTWARE	8,866.00
					<b>Total :</b>	<b>8,866.00</b>
202300	1/28/2026	0011907 ACME TOOLS	15571887		EDCO CPM-8 SCARIFIER	7,749.90
					<b>Total :</b>	<b>7,749.90</b>
202301	1/28/2026	0005903 ALLDATA, LLC	101612518		SUBSCRIPTION 2/20/26 - 2/19/27	1,635.00
					<b>Total :</b>	<b>1,635.00</b>
202302	1/28/2026	0007839 ASHLEY'S DESIGN & LETTERMAN	106344		VINYL DECORATIONS	109.20
					<b>Total :</b>	<b>109.20</b>
202303	1/28/2026	0000055 ASSOCIATION OF WASHINGTON	167782		2026 AWC CITY MEMBERSHIP	21,086.00
					<b>Total :</b>	<b>21,086.00</b>
202304	1/28/2026	0004733 BARRON HEATING & AIR COND, INC	521260645		HVAC REPAIR	548.20
					<b>Total :</b>	<b>548.20</b>
202305	1/28/2026	0000091 BENS CLEANER SALES, INC	364298		BULK CLEANING CHEMICAL	1,742.63
					<b>Total :</b>	<b>1,742.63</b>
202306	1/28/2026	0007807 BLIND ENTERPRISES	7994		MERROW-VELCRO	105.50
					<b>Total :</b>	<b>105.50</b>
202307	1/28/2026	0000172 CHRISTIANS TOWING STORAGE	132660		TOWING SERVICES	323.14
					<b>Total :</b>	<b>323.14</b>
202308	1/28/2026	0008263 CURTIS BLUE LINE	INV1031050 INV1031174 INV1031768		UNIFORM: BARTON BLACK UTILITY POUCHES DUTY GEAR: NAGEL	183.51 321.19 408.34
					<b>Total :</b>	<b>913.04</b>
202309	1/28/2026	0000247 DIAMOND SITE SERVICES	1-617710-52		PORTABLES RENTAL - MARINA	180.00
					<b>Total :</b>	<b>180.00</b>
202310	1/28/2026	0010832 DICK'S TOWING, INC.	18322456		TOWING SERVICE	1,285.20

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202310	1/28/2026	0010832 0010832 DICK'S TOWING, INC.	(Continued)			<b>Total : 1,285.20</b>
202311	1/28/2026	0000028 DICOCHEA LLC, DBA ALL ISLAND LOCK	102162		SERVICE CALL - REKEY	558.01
						<b>Total : 558.01</b>
202312	1/28/2026	0000329 GALLS	033693016 033773846		MENS PERFORMANCE POLO BRASS NAMEPLATE QTY: 2	134.86 31.15
						<b>Total : 166.01</b>
202313	1/28/2026	0008406 GOVERNMENTJOBS.COM, INC	INV-147011		VETTED SETUP/2026 SUBSCRIPTIO	5,673.46
						<b>Total : 5,673.46</b>
202314	1/28/2026	0000349 GRAINGER	9764302080 9767159966 9771372209		FUSES - 250VAC PRESSURE SWITCH V-BELT	107.25 194.47 255.16
						<b>Total : 556.88</b>
202315	1/28/2026	0003656 GREAT FLOORS, LLC	315195-1		CITY MUNICIPAL SHOP FLOORS	103,777.54
						<b>Total : 103,777.54</b>
202316	1/28/2026	0008509 HANDY'S HEATING, INC	932		DUCTLESS HEATPUMP INSTALLAT	14,618.78
						<b>Total : 14,618.78</b>
202317	1/28/2026	0011905 HOLLAMON, PHYLIS	100116156		REFUND - CANDLELIGHT CONCERT	111.00
						<b>Total : 111.00</b>
202318	1/28/2026	0001307 INSIGHT PUBLIC SECTOR	1101349628		2026 MICROSOFT SQL SERVER SU	72,962.94
						<b>Total : 72,962.94</b>
202319	1/28/2026	0011633 KBT DISTRIBUTING LLC	SI-34		DIESEL	2,019.59
						<b>Total : 2,019.59</b>
202320	1/28/2026	0000494 LAKESIDE INDUSTRIES	347816		EZ STREET 50# BAGS	608.16
						<b>Total : 608.16</b>
202321	1/28/2026	0011566 LAMAS-COLE, CRAIG HEATH	01222026		TRAVEL REIMBURSEMENT - CIVIC	133.18
						<b>Total : 133.18</b>

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202322	1/28/2026	0000979 LES SCHWAB	41400821278		AL3 THRUST ALIGNMENT	131.03
<b>Total :</b>						<b>131.03</b>
202323	1/28/2026	0003176 NATIONAL SAFETY, INC	0778080-IN		BOOTS	49.01
<b>Total :</b>						<b>49.01</b>
202324	1/28/2026	0000612 NELSON PETROLEUM	0003715-IN		DEF DIESEL FLUID QTY 110	359.69
<b>Total :</b>						<b>359.69</b>
202325	1/28/2026	0011894 NYCANCO EMS PRODUCTS, INC.	4856		MEDICAL EQUIPMENT	6,946.00
<b>Total :</b>						<b>6,946.00</b>
202326	1/28/2026	0008456 OAK HARBOR MAIN STREET ASSOC	1285		B&O - CITY OF OAK HARBOR MSTC	75,000.00
<b>Total :</b>						<b>75,000.00</b>
202327	1/28/2026	0002292 OAK HARBOR SENIOR CENTER, FOUN	OHSCF12.13.2025b		2025 WEARABLE ART PARTNER	2,000.00
<b>Total :</b>						<b>2,000.00</b>
202328	1/28/2026	0011903 PACIFIC FITNESS PRODUCTS LLC	100543		SOURCEWELL CONTRACT #052324	31,753.06
<b>Total :</b>						<b>31,753.06</b>
202329	1/28/2026	0011625 POLYDYNE INC	1994653		CLARIFLOC QTY 2,300 LBS	4,420.42
<b>Total :</b>						<b>4,420.42</b>
202330	1/28/2026	0000660 SAAR'S OAK HARBOR MARKET PLACE	161634		JAIL FOOD SUPPLY	59.72
<b>Total :</b>						<b>59.72</b>
202331	1/28/2026	0006986 SAN DIEGO POLICE EQUIPMENT INC	667477		AMMO - 9MM	6,283.37
<b>Total :</b>						<b>6,283.37</b>
202332	1/28/2026	0000964 SHERIFFS & POLICE CHIEFS, WASHINC	INV033228		ACCREDITATION SERVICES	2,500.00
<b>Total :</b>						<b>2,500.00</b>
202333	1/28/2026	0010732 SKAGIT REGIONAL HEALTH	1015204602		GUAR #600001785 - WADE	110.00
<b>Total :</b>						<b>110.00</b>
202334	1/28/2026	0000846 SOUND PUBLISHING, INC	WNT1025257		CITY NOTICES	60.00
<b>Total :</b>						<b>60.00</b>

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202335	1/28/2026	0003883 STAPLES BUSINESS ADVANTAGE	6052633383		OFFICE SUPPLY PURCHASES	277.41
					<b>Total :</b>	<b>277.41</b>
202336	1/28/2026	0000874 SURETY PEST CONTROL	279400606		PEST CTRL - CITY HALL	120.75
					<b>Total :</b>	<b>120.75</b>
202337	1/28/2026	0000287 TYLER TECHNOLOGIES, INC	045-550683		ERP MIGRATION PROJECT	1,747.20
			045-550684		ERP MIGRATION PROJECT	3,494.40
			045-551293		ERP MIGRATION PROJECT	5,241.60
					<b>Total :</b>	<b>10,483.20</b>
202338	1/28/2026	0011373 VESTIS SERVICES, LLC	6560699255		UNIFORM RENTAL	95.27
			6560700014		UNIFORM RENTAL	21.53
			6560700015		UNIFORM RENTAL	26.17
			6560700016		UNIFORM RENTAL	41.12
			6560700017		UNIFORM RENTAL	16.37
			6560700018		UNIFORM RENTAL	22.61
			6560700019		UNIFORM RENTAL	18.77
			6560700020		UNIFORM RENTAL	16.34
					<b>Total :</b>	<b>258.18</b>
202339	1/28/2026	0011883 WEST COAST PAPER	14332255		SOFPULL PAPER TOWEL DISPENSI	44.75
					<b>Total :</b>	<b>44.75</b>
202340	1/28/2026	0001016 WHIDBEY NEWS TIMES	WN-222364		SUBSCRIPTION - 02/2026 - 02/2027	80.00
					<b>Total :</b>	<b>80.00</b>
202341	1/28/2026	0001017 WHIDBEY PRINTERS	52890		AP CHECK STOCK	518.18
					<b>Total :</b>	<b>518.18</b>
202342	1/28/2026	0010723 ZACHOR, STOCK & KREPPS INC	26-OAK-0001		JAN 26 PROSECUTION SVCS	13,520.00
					<b>Total :</b>	<b>13,520.00</b>
202343	1/28/2026	0000355 ZIPLY FIBER	360-679-2530		COMBINED PHONE CHARGES	636.23
					<b>Total :</b>	<b>636.23</b>
<b>45 Vouchers for bank code : bank</b>						<b>Bank total : 401,340.36</b>

Bank code : bank

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<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
45	Vouchers in this report				Total vouchers :	401,340.36

**Subject:** Appointment: Arts Commission, Position 1 — Joseph Andrade  
**Submitted By:** Macalle Finkle, Executive Services Coordinator

**RECOMMENDED ACTION**

Confirm the Mayoral appointment of Joseph Andrade to Arts Commission Position 3 for a term through December 31, 2027.

**BACKGROUND / SUMMARY INFORMATION**

A vacancy exists for Arts Commission Position 3 for the current term of January 2026–December 2027. The applicant was interviewed and recommended for appointment.

**LEGAL AUTHORITY**

Oak Harbor Municipal Code Chapter 2.29, Arts Commission

**FISCAL IMPACT**

N/A

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

N/A

**ATTACHMENTS**

1. Advisory Board Application - Joseph Andrade

## Macalle Finkle

---

**From:** noreply@civicplus.com  
**Sent:** Monday, January 12, 2026 8:51 AM  
**To:** Julie Nester; Macalle Finkle; Brian Smith; Alyce Henry  
**Subject:** Online Form Submission #86451 for Advisory Board Application

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Caution! This message was sent from outside your organization.

[Report](#)

### Advisory Board Application

Thank you for your interest in serving on a City of Oak Harbor advisory board.

Applications are accepted continuously and kept on file for 6 months. When a vacancy occurs, applications will be solicited for a minimum of 30 days, followed by an interview process. Mayoral appointments will be forwarded to the City Council for confirmation.

Please be advised that this application and all communications with the City of Oak Harbor are public records, and the information may be subject to disclosure upon request.

First Name	Joseph
Last Name	Andrade
E-mail Address	██████████
Address	3122 Angela Lane
Primary Phone Number	██████████
City, State and Zip	Oak Harbor, WA 98277
Resident in Oak Harbor City limits?	No
Please select all that apply:	Business Owner

Are you related to anyone employed by the City (including as a contractor or vendor) or serving on City Council or another board/commission/committee?	No
If yes, please explain:	<i>Field not completed.</i>
Which Board, Commission or Committee would you like to serve on?	Arts Commission, Marina Advisory Commission
How many advisory board meetings have you attended in the last 6 months?	None
What do you feel a board or commissioner role includes?	Consultation related to my business focus/ abilities ( marketing - management)
Current / Former Occupation & Work Experience	Owner SayitRight Media. and marinemotion, inc.
How does your background best serve the objectives of this board?	30 years as a marketing professional with a focus on waterfront and marine marketing.
List your professional or volunteer activities that relate to the topics discussed by this board.	Boatd member, Island Shakespeare, video produciton studio on-island, former professional musician
What is the most important topic or project you feel this board is considering this year?	I need to be briefed before answering, but I hope we can excpand regional awareness of our arts community.
	X

Email not displaying correctly? [View it in your browser.](#)

**Subject:** City of Oak Harbor Comprehensive Emergency Management Plan 2026-2030  
**Submitted By:** Travis Anderson, Fire Chief

**RECOMMENDED ACTION**

Move to adopt the City of Oak Harbor Comprehensive Emergency Management Plan 2026-2030

**BACKGROUND / SUMMARY INFORMATION**

State law requires the City of Oak Harbor to establish and maintain a local emergency management organization and to develop, maintain, and submit a Comprehensive Emergency Management Plan (CEMP) that is consistent with the State of Washington’s Comprehensive Emergency Management Plan. The CEMP is required by state law to be reviewed and updated every five years to ensure continued compliance and alignment with state requirements. The Emergency Management Plan prepared by the Director of Emergency Management and promulgated by the Mayor serves as the City’s official emergency management plan. This plan must be maintained, filed with the Office of the City Clerk, and distributed to appropriate City departments to ensure coordinated and effective emergency preparedness, response, and recovery across the organization.

**LEGAL AUTHORITY**

Pursuant to **RCW 38.52.070**, each political subdivision of the State of Washington is authorized and directed to establish a local organization, or participate in a joint local organization, for emergency management in accordance with the State Comprehensive Emergency Management Plan and program. The statute requires that local emergency management plans and programs be submitted to the State Director for review and recommendation, and for verification of consistency with the state plan to ensure coordinated and effective emergency preparedness, response, and recovery.

Additionally, **Oak Harbor Municipal Code (OHMC) 1.10.060** establishes that the Emergency Management Plan prepared by the Director of Emergency Management and promulgated by the Mayor is the official Emergency Management Plan of the City of Oak Harbor. The Director of Emergency Management is required to file a copy of the plan with the Office of the City Clerk and distribute copies to appropriate City departments.

**FISCAL IMPACT**

None

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

Draft presented at City Council Workshop January 27, 2026

**ATTACHMENTS**

1. City of Oak Harbor CEMP final 2026
2. Presentation: CEMP 2026



**CITY OF OAK HARBOR  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN  
AND  
IMPLEMENTING PROCEDURES  
2026 – 2030**

*This document has been reviewed and approved by the  
State of Washington Military Department Emergency Management Division  
as required under Title 38.52.070 RCW.*

*The City of Oak Harbor Comprehensive Emergency Management Plan  
addresses lawful requirements, is consistent with the Washington State CEMP,  
and incorporates industry best practices.*

***This document is to be updated and submitted  
to the State EMD for review in 2030.***

*Additional information and assistance are available through the  
EMD's planning section at [EMDCEMPPREVIEW@mil.wa.gov](mailto:EMDCEMPPREVIEW@mil.wa.gov)*

**LETTER OF PROMULGATION**

This document is adopted as the City of Oak Harbor’s Comprehensive Emergency Management Plan (CEMP), as approved by the City Council. It serves as the City’s official emergency plan, developed in recognition of the increasing risks and impacts of natural, human-caused, and technological hazards. The CEMP establishes roles, responsibilities, and coordination among City Departments, and other jurisdictions and agencies to ensure effective preparation for, response to, and recovery from emergencies and disasters. It is written in compliance with applicable federal and state regulations as well as Chapter 1.10 of the Oak Harbor Municipal Code.

The CEMP is an all-hazards plan, designed for use in any situation that exceeds the capacity of routine departmental response. A primary objective of this plan is to maximize the effective use of City resources during emergency operations.

This plan supersedes all previous versions of the City’s Comprehensive Emergency Management Plan and is effective immediately upon adoption.

Signed:

Submitted by:

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Ronnie Wright  
Mayor

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Travis Anderson  
Fire Chief/Director of Emergency Services

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Date

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Date



## DISTRIBUTION LIST

<b>CITY DEPARTMENTS</b>	<b>ADDRESS</b>	<b>INITIAL / DATE</b>
Mayor Wright		
City Administrator		
Fire Chief		
Police Chief		
Public Works Director		
Finance Director		
City Attorney		
Dir. of Development Services		
Parks and Recreation Director		
Harbormaster		
Human Resources Director		
City Clerk		
<b>ORGANIZATION / AGENCY</b>	<b>ADDRESS</b>	<b>INITIAL / DATE</b>
Island County Dept. of Emergency Services	Island County Courthouse PO Box 5000 · 1 NE 6th Street 679-7370	
Dept. of Emer. Management Naval Air Station Whidbey	3730 N. Charles Porter Ave. Oak Harbor, WA 98278 (360) 257-3337	
WA State Military Department Emergency Management Div.	Camp Murray, WA 98430	
American Red Cross NW Chapter	2111 King St Bellingham WA 98225 360) 733-3290	
Whidbey Health	101 N. Main Street Coupeville, WA 98239 (360) 678-5151	
<b>SCHOOLS</b>	<b>ADDRESS</b>	<b>INITIAL / DATE</b>
Superintendent Oak Harbor School Dist. #201	350 South Oak Harbor St. Oak Harbor, WA 98277 (360) 679-5800	
Oak Harbor Christian School	675 East Whidbey Ave. Oak Harbor, WA 98277 (360) 675-2831	

CITY OF OAK HARBOR COMPREHENSIVE EMERGENCY MANAGEMENT PLAN  
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## **BASIC PLAN**

### **I. INTRODUCTION**

#### **A) Mission**

1. The City of Oak Harbor is dedicated to protecting lives, property, and environment of its citizens through preparedness and mitigation activities, and by responding in an effective manner to emergencies and disasters and coordinating and participating in the recovery efforts following such events.

#### **B) Purpose**

1. This plan describes:
  - a. The legal basis for emergency actions by the City government during and following a disaster;
  - b. The most likely disaster hazards faced by the City;
  - c. The City's management, policies, and operational responsibilities during times of emergency;
  - d. The City's planned actions and responsibilities for the four commonly accepted phases of emergency operations:
    - i. Mitigation
    - ii. Preparedness
    - iii. Response
    - iv. Recovery
  - e. The City's organizational mechanism for emergency planning; and
  - f. Operational relationships between the City of Oak Harbor government and other agencies which provide emergency response resources to the City.

#### **C) Scope**

1. This plan applies to the government of the City of Oak Harbor. Where other agencies and institutions are mentioned, the plan describes understandings or agreements about their expected roles and actions.
2. The City of Oak Harbor Director of Emergency Services (DES) coordinates efforts within the City to prepare for, respond to, recover from and mitigate against the threat of disasters and relies on close partnerships with City employees, departments, outside entities, and the community as a whole to meet the mission of emergency services.
3. For the purposes of this plan, the term "emergency" means a set of circumstances that demand immediate action to protect life, preserve public health or essential services, or protect property. A "disaster" means the situation is beyond the capabilities of the responding organizations or

jurisdiction. In general, the term "disaster" will be used in this plan to refer to either an "emergency" or a "disaster" that is covered under this plan.

4. The plan provides guidance to the City of Oak Harbor government for the following:
  - a. Prevention, protection, mitigation, preparedness, response and recovery policy;
  - b. Disaster and emergency responsibilities and procedures;
  - c. Training and public education activities; and
  - d. Emergency planning requirement of Title III of the Superfund Amendments and Reauthorization Act of 1986 (also known as EPCRA).
5. This plan integrates elements of the National Response Framework (NRF) and the National Incident Management System (NIMS), including the Incident Command System (ICS)-the emergency management method required by State and Federal law. Since NIMS/ICS is the fundamental operating platform, the City of Oak Harbor has formatted this plan to reflect the NIMS/ICS operational structure and incorporates FEMA's Community Lifelines as a framework for assessing and prioritizing stabilization of critical community functions during response and recovery operations.
6. In all emergencies, City of Oak Harbor response efforts will proceed according to these priorities:
  - a. eliminate major threats to life and safety
  - b. maintain essential governmental authority
  - c. eliminate major threats to property and the environment
  - d. Stabilize and restore Community Lifelines-including Safety and Security, Food, Water, Sheltering, Health and Medical, Energy, Communications, Transportation, and Hazardous Materials—to ensure critical services are sustained
  - e. restore essential systems and services
  - f. restore normal community and governmental operations
  - g. provide timely and accurate information to the public.

#### **D) Concept of Lifelines**

1. The Community Lifelines framework provides a standardized method to assess and communicate the impact of an incident on critical community functions. The City of Oak Harbor uses this framework, consistent with the National Response Framework (NRF) and National Incident Management System (NIMS), to evaluate operational priorities, allocate resources, and track progress toward stabilization.
2. During emergency operations, the Emergency Operations Center (EOC) and Incident Command will evaluate the status of each lifeline to determine where the greatest risks to life, health, and safety exist. Response and

recovery efforts will focus on stabilizing the following seven Community Lifelines:

- a. Safety and Security – Law enforcement, fire/rescue, and search and rescue operations necessary to protect life and property.
  - b. Food, Water, Sheltering – Delivery of potable water, food supplies, and sheltering to sustain the affected population.
  - c. Health and Medical – Emergency medical services, hospital and public health operations, and patient movement.
  - d. Energy (Power and Fuel) – Provision and restoration of electrical power, natural gas, and fuel resources.
  - e. Communications – Restoration of 911, public alerting, and other critical communication systems.
  - f. Transportation – Accessibility and operability of roadways, bridges, ports, and transit systems for response and logistics.
  - g. Hazardous Materials (Management) – Containment and mitigation of chemical, biological, radiological, or environmental hazards.
3. By incorporating the Community Lifelines into the City’s response framework, Oak Harbor ensures that decision-making and resource coordination are focused on the systems that have the greatest impact on community stability, safety, and recovery. Lifeline status will be tracked and reported during EOC operations to support situational awareness, guide policy decisions, and coordinate with regional and state partners.

## **E) Organization**

1. The Mayor is the administrative head of City government during periods of emergency. Oak Harbor Municipal Code (OHMC) Chapter 1.10 provides the Mayor with the authority to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by disaster. Such orders must be confirmed at the earliest practicable time by the City Council as set forth in OHMC 1.10.090.
2. Per Chapter 1.10 OHMC, the Director of Emergency Services is authorized to coordinate all emergency management functions. The Chief of Oak Harbor Fire Department serves in this role. In the Mayor's absence, the Director may assume emergency powers subject to OHMC 1.10.095.
3. The Emergency Preparedness Council is established to review, recommend, and advise the City Council on matters related to emergency preparedness. The Preparedness Council is composed of all City of Oak Harbor department heads or their deputies, the City Administrator, with the Mayor serving as Chair and the Director of Emergency Services serving as Vice Chair.

4. The City Council passes emergency ordinances, resolutions and laws governing the City in a disaster event.
5. The City will use the NIMS/ICS to manage the disaster response.

### **EMERGENCY PREPAREDNESS COUNCIL**

The Emergency Preparedness Council oversees and provides policy recommendations to the City Council before and after emergency periods and provides direction for the development and maintenance of the CEMP.

### **OAK HARBOR POLICY GROUP**

The Oak Harbor Policy Group is an executive-level body that provides strategic policy guidance and support for disaster response. This group focuses on high-level decision-making and the overall direction of the response, rather than on-the-ground tactical operations. The Oak Harbor Policy Group shall provide recommendations and direction to the Director of Emergency Services during major emergencies.

Membership:

- Mayor of Oak Harbor
- Oak Harbor City Council
- Oak Harbor City Administrator
- Oak Harbor Finance Director
- Oak Harbor City Attorney
- Oak Harbor Police Chief
- Oak Harbor Fire Chief
- Oak Harbor Public Works Director
- Oak Harbor City Clerk

### **MULTIAGENCY COORDINATION (MAC) GROUP**

The City of Oak Harbor and Island County both have limited resources and personnel available to fill operational and leadership roles during a disaster. In certain situations, it may be beneficial to combine resources and establish a MultiAgency Coordination (MAC) Group to manage large-scale incidents that impact both the City and the County.

The determination to establish a MAC Group will be made by the Mayor, in coordination with the Oak Harbor Emergency Services Director, and in partnership with the Island County Board of Commissioners. This collaborative decision will be based on the scope and scale of the incident and whether such a structure would enhance regional coordination and resource management.

When established, the MAC Group will replace the Oak Harbor Policy Group for disasters that significantly affect Oak Harbor as well as other Island County jurisdictions. As defined by the National Incident Management System (NIMS), the MAC Group provides policy-level coordination and resource allocation support across agencies during major incidents.

The MAC Group offers executive-level, strategic guidance for disaster response, focusing on high-level decision-making, prioritization of scarce resources, and overall response direction rather than tactical field operations.

The MAC Group will provide recommendations and direction to the Emergency Operations Center (EOC) Manager—who shall be a qualified individual from either Oak Harbor or Island County Emergency Services. The EOC Manager is responsible for implementing MAC Group guidance, coordinating operations, and ensuring an effective, unified response across all participating agencies.

#### **DIRECTOR OF EMERGENCY SERVICES**

The Director of Emergency Services (DES) provides direction and coordination for CEMP development and ongoing maintenance and related activities within the City. The DES provides coordination with outside agencies and organizations involved in emergency planning. The DES manages the EOC during activation and interacts with outside agencies to coordinate emergency support activities. The DES recommends emergency planning policy and procedure to the Emergency Preparedness Council.

#### **EMERGENCY OPERATIONS CENTER (EOC) TEAM**

The team shall be comprised of key operations and management personnel from each City Department. Each Department Head/Director will designate personnel to serve on the team. In addition, outside professional and volunteer organizations that are identified as having key roles in preparedness, planning, response and recovery activities will be identified and may be asked to participate. Members of the EOC Team will staff the EOC as necessary during activation and coordinate the activities in their respective areas or divisions of responsibility during major emergencies and disasters.

Each department will have at least three representatives rostered on the EOC Team. During a full or partial activation, each department will ensure their rostered representatives are available to staff the EOC. The nature of the event will determine the level of participation needed.

During a multijurisdictional disaster, if a MAC Group is established, the EOC will operate under the direction of the MAC Group and follow guidance from the designated EOC Manager. The

EOC Manager shall be a qualified individual from either Oak Harbor or Island County Emergency Services.

The EOC Manager is responsible for implementing MAC Group direction, coordinating overall response operations, and ensuring an effective, unified effort across all participating agencies. The EOC team will consist of Oak Harbor employees, Island County representatives, and any professional or volunteer organizations identified as having essential roles in the response effort.

## **II. EMERGENCY POWERS**

### **A) Authority**

The City of Oak Harbor CEMP is developed under the authority of the following local, state, and federal statutes and regulations.

1. RCW 38.52.050(3)(b) and (d), RCW 38.52.070, RCW 38.52.091, RCW 35.33.081 and RCW 35.33.101.
2. Washington Administrative Codes 118-30.
3. Disaster Relief Act of 1974, USC Title 42, Sec 5121-5202, as amended; the Federal Civil Defense Act of 1950, USC Title 50, Sec 2251-2303, as amended; and the Improved Civil Defense Program 1980, USC Title 50A, Sec 2301-2303.
4. Title III Superfund Amendment and Reauthorization Act of 1986.
5. Oak Harbor Municipal Code, Chapter 1.10.
6. City of Oak Harbor Ordinance No. 1295, January 2002.

### **B) Assignment of Responsibilities**

1. Mayor
  - a. Member of the Oak Harbor Policy Group.
  - b. Prepares and signs Proclamation of Emergency.
  - c. Signs Mutual Aid Agreements on behalf of the City.
  - d. Declares special emergency orders as prepared by the Director Emergency Services, i.e. curfews, street use, etc.
  - e. Provides for the accompaniment of visiting officials from other jurisdictions and levels of government.
  - f. Provides leadership to the community and makes announcements to the media.
  - g. Serves as Chair of the Emergency Preparedness Council.
2. City Council
  - a. All members of the Oak Harbor Policy Group.

- b. Approves Proclamation of Emergency.
  - c. Appropriates funds to meet emergency needs.
  - d. Maintains continuity of government.
  - e. Provides visible leadership to the community.
  - f. Provides direction and control through the Mayor and the Emergency Preparedness Council.
3. Director of Emergency Services (Fire Chief).
- a. Member of the Oak Harbor Policy Group.
  - b. Provides overall direction and control of emergency operations during disasters and emergencies.
  - c. Serves as Vice-Chair of Emergency Preparedness Council.
  - d. Requests assistance when necessary from Island County Department of Emergency Management, State Emergency Operations Center (SEOC), and the Federal Emergency Management Agency (FEMA).
  - e. Provides for emergency preparedness, mitigation, response, and recovery activities to be carried out within the City.
  - f. Appoints a Public Information Officer (PIO) to coordinate preparation and dissemination of information to the public and the media during emergency events, who shall work with the City's Public Information Officer.
  - g. Develops Emergency Operational Procedures for Emergency Preparedness office and assists other departments in their development; develops training materials and drills to test the plan.
  - h. Coordinates the development and maintenance of the City's CEMP.
  - i. Facilitates the development of associated documents and Emergency Operational Procedures which support the CEMP.
  - j. Coordinates the preparation of disaster assistance paperwork and submits to the appropriate agencies.
  - k. Provides for public information and education on emergency preparedness on an on-going, routine basis.
  - l. Documents emergency preparedness activities and costs.
  - m. Other duties as assigned.
4. Office of the City Attorney
- a. Member of the Oak Harbor Policy Group.
  - b. Reviews departmental Emergency Operational Procedures as outlined in Section IV, Concept of Operations, as appropriate.
  - c. Provides legal advice to City Departments, Mayor and City Council as it pertains to disaster response and recovery.
  - d. Reviews all contracts for emergency work.
  - e. Provides legal review of emergency plans and supporting documents to ensure compliance with local, state, and federal laws.

- f. Provides for identification and preservation of essential department records (as listed in departmental Emergency Operational Procedures).
  - g. Other duties as assigned.
- 5. Office of Risk Management – Finance Department
  - a. Develops Emergency Operational Procedures as outlined in Section IV, Concept of Operations, as appropriate.
  - b. Coordinates, as appropriate, mitigation and preparedness activities within the City as they relate to risk management.
  - c. Develops and is responsible for City facility emergency and evacuation plans.
  - d. Reviews emergency contracts for City liability considerations.
  - e. Coordinates the purchase of appropriate insurance policies for the City.
  - f. Provides for identification and preservation of essential Risk Management records (as listed in departmental Emergency Operational Procedures).
  - g. Provides documentation and claims information to the Director of Emergency Services and the City’s insurance carriers following a disaster.
  - h. Other duties as assigned.
- 6. Finance Department
  - a. Member of the Oak Harbor Policy Group (Finance Director).
  - b. Develops Emergency Operational Procedures as outlined in Section IV, Concept of Operations as they relate to the department.
  - c. Assists in identifying sources of disaster funds if departmental budgets are exceeded and any budget adjustments that may be required.
  - d. Provides information and direction to City Departments on requirements for the identification and preservation of essential City records.
  - e. Provides for the identification and preservation of essential department records (as listed in departmental Emergency Operational Procedures).
  - f. Coordinates disaster-related purchases and expenditures.
  - g. Coordinates and reviews the compilation of disaster related financial information.
  - h. Documents activities and costs.
  - i. Other duties as assigned.
- 7. Information Technology Division

- a. Develops Emergency Operational Procedures as outlined in Section IV, Concept of Operations as they relate to the department.
  - b. Provides computer support to the EOC.
  - c. Coordinates the recovery operations of the City's computer systems following disaster situations.
  - d. Provides City Departments with guidance and direction for the protection of computer hardware, software, and data.
  - e. Provides for the identification and preservation of essential division and Citywide electronic records (as listed in departmental Emergency Operational Procedures).
  - f. Provides City Departments with guidance and direction for the protection of City telephone systems.
  - g. Documents activities and costs.
  - h. Other duties as assigned.
8. Developmental Services – Planning Division
- a. Develops Emergency Operational Procedures as outlined in Section IV, Concept of Operations as they relate to the department.
  - b. Coordinates the establishment of Disaster Assistance Centers to support community recovery efforts.
  - c. Assists permit processing during recovery.
  - d. Aids Human Resources in employee notification, support, feeding, and shelter programs.
  - e. Develops plans to deal with land use, environmental impact, and related mitigation issues before and following disasters.
  - f. Provides for the identification and preservation of essential department records (as listed in departmental Emergency Operational Procedures).
  - g. Documents activities and costs.
  - h. Other duties as assigned.
9. Fire Department
- a. Member of the Oak Harbor Policy Group (Fire Chief).
  - b. Develops Emergency Operational Procedures as outlined in Section IV, Concept of Operations as they relate to the department.
  - c. Provides command and control for disaster or emergency operations through established incident command systems.
  - d. Provides basic life support with coordination of transportation to medical facilities as appropriate.
  - e. Provides fire suppression services.
  - f. Provides light and limited heavy rescue. Provide expertise on Urban Rescue.
  - g. Provides hazardous materials incident response and radiological monitoring. Coordinate with outside agencies as appropriate.

- h. Provides “windshield survey” and initial City-wide damage assessment as appropriate.
- i. Provides initial damage assessment for department facilities and support in City-wide structural damage assessment.
- j. Provides for the identification and preservation of essential department records (as listed in departmental Emergency Operational Procedures).
- k. Provides support in the dissemination of emergency warning information to the public.
- l. Provides direction and control for evacuation efforts as appropriate (coordinate with Police Department).
- m. Provides Public Information and Press relations support to the PIO and EOC, upon request.
- n. Provides support to utility restoration efforts as appropriate.
- o. Coordinates the re-establishment of E-911 service if disrupted.
- p. Document activities and costs.
- q. Other duties as assigned.

10. Parks and Recreation Department

- a. Develops Emergency Operational Procedures as outlined in Section IV, Concept of Operations as they relate to the department.
- b. Develops plans for and coordinates the utilization of City facilities for temporary emergency shelters.
- c. Coordinates the use of City parks for staging areas for disaster operations, mass casualty care and temporary housing.
- d. Provides support in debris removal, traffic control, road closures and protection of property, if requested.
- e. Develops plans and provides limited temporary shelter for Access and Functional Needs individuals.
- f. Develops plans and coordinates volunteer groups to assist Access and Functional Needs individuals in their homes.
- g. Provides initial damage assessment for department facilities.
- h. Provides for the identification and preservation of essential department records (as listed in departmental Emergency Operational Procedures).
- i. Document activities and costs.
- j. Other duties as assigned.

11. Human Resources Department

- a. Develops Emergency Operational Procedures as outlined in Section IV, Concept of Operations as they relate to the department.
- b. Develops plans for employee notification and support during disaster activities; coordinates City of Oak Harbor Family Area Network information.

- c. Develops plans and coordinates emergency feeding and shelter for City staff during disaster activities.
- d. Coordinates the registration of emergency workers and volunteers.
- e. Provides for the identification and preservation of essential department records (as listed in departmental Emergency Operational Procedures).
- f. Document activities and costs.
- g. Other duties as assigned.

12. Public Works Department

- a. Member of the Oak Harbor Policy Group (Public Works Director).
- b. Develops Emergency Operational Procedures as outlined in Section IV, Concept of Operations as they relate to the department.
- c. Provides debris removal, emergency protective measures, emergency and temporary repairs and/or construction.
- d. Provides for command and control for disaster operation through established Incident Command Systems as appropriate.
- e. Provides light and heavy equipment and supplies.
- f. Provides damage assessment of City infrastructure and emergency restoration of department facilities.
- g. Performs or contracts for major recovery work for City facilities.
- h. Provides barricades for road closures, traffic control measures and operational control of traffic signals within the City.
- i. Provides damage assessment of transportation routes and identifies alternates.
- j. Provides support to City wide evacuation planning and assists in evacuation efforts as appropriate (coordinates with Police/Fire).
- k. Provides field communications support through existing communications equipment.
- l. Provides support in hazardous material incident response to City sewers, streets, waterways, and storm drains.
- m. Assists in streamlining the Public Works permit process for disaster recovery efforts.
- n. Provides for monitoring of rain gauges and other flood warning equipment.
- o. Provides information and recommendations on traffic routes during flooding situations.
- p. Provides for monitoring of water levels in City storage tanks and the water distribution system.
- q. Provides for the monitoring and maintenance of the City sewer infrastructure.
- r. Provides telecommunications support to the EOC.

- s. Provides for the identification and preservation of essential department records (as listed in departmental Emergency Operational Procedures).
- t. Document activities and costs.
- u. Other duties as assigned.

13. Development Services – Building Division

- a. Develops divisional Emergency Operational Procedures as outlined in Section IV Concept of Operations as appropriate.
- b. Aids in damage assessments of City infrastructure and emergency restoration of department facilities.
- c. Provides initial damage assessment for residential, commercial, and public assembly structures within the community as assigned.
- d. Determines building safety and recommends evacuation as appropriate (coordinates with the EOC).
- e. Conducts a drive-by ‘windshield’ assessment of damage(s), as appropriate.
- f. Provides expertise and recommendations for construction, demolition, and mitigation before and after a disaster.
- g. Assists in major recovery work for City facilities.
- h. Streamlines the Building Department permit process for disaster recovery efforts.
- i. Provides for emergency approval of trades people for use in recovery.
- j. Provides for identification and preservation of essential division records (as listed in departmental Emergency Operational Procedures).
- k. Documents activities and costs.
- l. Other duties as assigned.

14. Police Department

- a. Member of the Oak Harbor Policy Group (Police Chief).
- b. Develops Emergency Operational Procedures as outlined in Section IV, Concept of Operations as they relate to the department.
- c. Provides law enforcement activities within the City.
- d. Provides for command and control for disaster operations through established incident command systems as appropriate.
- e. Provides for assistance in urban search and rescue activities.
- f. Provides “windshield survey” and initial City-wide damage assessment, as assigned.
- g. Provides emergency traffic control.
- h. Provides direction and control for evacuation efforts as appropriate (coordinates with Fire and Public Works).
- i. Provides support in the dissemination of emergency warning information to the public.

- j. Assists in recommendations for EOC communications equipment.
  - k. Provides explosive device identification, handling, and disposal, or coordinate this activity with the appropriate agency.
  - l. Provides for the identification and preservation of essential department records (as listed in departmental Emergency Operational Procedures).
  - m. Document costs and activities.
  - n. Other duties as assigned.
15. Parks and Recreation - Marina
- a. Develops Emergency Operational Procedures as outlined in Section IV, Concept of Operations as they relate to the department.
  - b. Provides for command and control for disaster operations through established incident command systems as appropriate.
  - c. Provides an initial damage assessment to marina facilities and reported findings to the EOC.
  - d. Develops a transportation plan including marine vessel and float plane operations to evacuate citizens and the transportation of supplies to support emergency operations.
  - e. Assists in recommendations for EOC communications equipment.
  - f. Provides for the identification and preservation of essential department records (as listed in departmental Emergency Operational Procedures).
  - g. Document costs and activities.
  - h. Other duties as assigned.
16. Public Works – Engineering Division
- a. Provides engineering services for City properties and projects.
  - b. Develops Citywide evacuation plans to include transportation, transportation routes, and coordination with supporting agencies and surrounding jurisdictions.

### **C) Limitations**

The information and procedures outlined in this plan are based on the best data, planning assumptions, and resources available at the time of its development. However, no plan can guarantee a perfect or complete response to every major emergency or disaster. During such events, response resources may become depleted or unavailable, and critical systems may be rendered inoperable. The City will make every reasonable effort to respond effectively within the constraints of the situation, utilizing the information and resources available at the time.

The City does not have, nor can it reasonably maintain, sufficient supplies and equipment to sustain short- or long-term operations during a significant or catastrophic incident affecting the City or Island County. The arrival of contracted

services or state and federal assistance may be delayed for several days following the onset of such an event.

Due to these potential limitations, the City may collaborate with neighboring towns, cities, or Island County to obtain and share necessary resources, services, and equipment. This regional approach, which may include the use of a centralized EOC, enhances the overall response and recovery capabilities of all jurisdictions on Whidbey Island.

The disaster response and reliefs efforts by the City may be impacted by:

1. Inability of the citizens to be self-sufficient for more than 5 – 7 days.
2. The lack of police, fire, emergency medical services, public works, sanitation due to damage to facilities or infrastructures.
3. The shortage of critical drugs and medical facilities.
4. The shortage of trained personnel and equipment to respond to requests for assistance.
5. Damage to roads, bridges, power transmission equipment, water mains and other vital service needs.

The City will make every reasonable effort to respond effectively during a disaster; however, available resources and staffing are limited.

### **III. EMERGENCY SITUATION**

#### **A) Emergency/Disaster Conditions and Hazards**

Emergencies and disasters have occurred in Oak Harbor and will likely occur again in the future. Through the development of the Hazard Vulnerability Analysis, it has been determined the City is vulnerable to numerous technological and natural hazards. These hazards include: storms (wind, rain, snow, and lightning), earthquake, flood, landslide, common and private carrier accident (vehicular, marine, and aircraft), search and rescue emergencies, civil disturbance, tsunami, terrorist activity including cyber, explosion, structural collapse, hazardous material incidents, major fire (including wild land and urban interface fires) and energy and utility system failure.

In addition to these hazards, the potential exists for emergencies occurring outside of the jurisdiction that may affect our jurisdiction negatively. Coordination for response will be critical to the successful implementation of any detailed plans formulated to respond to situations identified in the Vulnerability Analysis.

#### **B) Planning Assumptions**

Emergency situations could create significant property damage, injury, loss of life, panic of the populace, and disruption of essential services, both inside and outside the City.

These situations may also create significant financial, psychological and sociological impacts on the City and its residents.

It is assumed that some incidents will occur with sufficient warning to allow for timely notification and a degree of preparedness. However, other disasters may strike without any advance notice.

It is also assumed that a major, widespread catastrophe could isolate the City, limiting access to outside assistance. Significant support from neighboring communities, Island County, or state and federal agencies may not be available for 72 hours or longer following the onset of the disaster. During this time, the City will need to rely on its own resources, as well as support from private organizations, businesses, and residents, to manage the initial response and sustain essential operations.

Additionally, the City may be called upon to provide mutual aid or other forms of support-including personnel, equipment, and sheltering-to neighboring jurisdictions during emergencies or disasters that do not directly impact the City.

#### **IV. CONCEPT OF OPERATIONS**

##### **A) General**

1. It is the policy of the City to conduct emergency and disaster preparedness and mitigation activities to reduce and minimize the effects of a major emergency or disaster.
2. It is the policy of the City that each City Department or division (as appropriate) takes an active role in emergency planning. The planning efforts include the formation of Emergency Operational Procedures for each department that is coordinated in this plan. It is the responsibility of the head of each City Department to:
  - a. Provide a designee and alternate(s) assigned as members of the EOC Team to actively participate in the preparation and maintenance of the City's overall Emergency Operations Plan.
  - b. Establish a departmental line of succession to activate and carry out emergency and disaster responsibilities.
  - c. Develop the capability to continue operations during an emergency or disaster and to carry out the responsibilities outlined in this plan.
  - d. Develop departmental Emergency Operational Procedures which provides the following:

- i. System for identification and preservation of essential records.
  - ii. Departmental chain of command.
  - iii. Location for managing departmental emergency operations.
  - iv. Departmental responsibilities, capabilities and resources to include: personnel, facilities, fuel, and equipment.
  - v. Information needed to manage the department during emergency operations and means of communications for obtaining that information.
  - vi. How the department will coordinate with the EOC.
  - vii. Methods to ensure that all department staff are aware of Emergency Operational Procedures and of the concepts of the Comprehensive Emergency Management Plan.
- 3. It is the policy of the City that City Departments make staff and resources available at the request of the Director of Emergency Services for training activities and emergency operations assignments.
- 4. When a major emergency or disaster occurs, City Department management shall use the following general checklist as a basis for managing disaster operations:
  - a. Report to the pre-determined site to manage department operations.
  - b. Assess damages to facilities and resources.
  - c. Assess personnel and resources available.
  - d. Assess problems and needs.
  - e. Report situation, damages and capabilities to the EOC.
  - f. Send designated representatives to the EOC to participate as members of the EOC Team.
  - g. Carry out departmental responsibilities and assigned tasks.
  - h. Continue assessment of department resources, needs and actions.
  - i. Timely updates to the EOC regarding actions, problems, needs, damages, etc.
  - j. Keep detailed and accurate records, document actions, costs, situations, etc.
  - k. Maintain day-to-day normal activities as much as practicable.
- 5. The EOC may be activated by the Fire Department at the request of the Mayor, the Director of Emergency Services, or any City Department Head (or their designee) when the level of operations warrants such action. Designated staff will report to the EOC to coordinate response activities and support field operations. The EOC may be activated fully or partially depending on the nature, scope, and severity of the incident.
- 6. The Oak Harbor Policy Group is responsible for assessing the situation and determining whether a Proclamation of Emergency by the Mayor is

warranted. This recommendation and coordination will be facilitated by the Director of Emergency Services.

7. All City Departments are expected to fulfill their respective roles and responsibilities as outlined in this plan, exercising sound judgment and maintaining close coordination with other departments. The Oak Harbor Policy Group may be requested by the Mayor to serve in an advisory capacity to address issues arising from the disaster and to assist in coordinating the overall response. Coordination will occur through the EOC.
8. During major emergencies or disasters, City Departments and responding organizations are expected to organize their operational areas into manageable units, assess damages, and identify resource needs. If department or agency resources are insufficient, additional assistance may be requested through established mutual aid agreements or the EOC. Following a Proclamation of Emergency, resource deployment will typically be coordinated through the EOC. Resources supporting City operations may be staged until specific assignments are made.
9. If an incident exceeds the City's capabilities-including resources available through mutual aid,-the Mayor may request additional support from Island County or the State of Washington through the Island County Department of Emergency Management.
10. In the event the Oak Harbor Primary EOC is impacted, any City facility may act as a backup EOC until coordination can be established from the Oak Harbor Fire Department EOC. In addition, each may serve as a staging area, triage area, communications center or in any other functional capacity appropriate for the situation as assigned.
11. The documentation of registration for emergency workers and other volunteers will be coordinated through the Human Resources Department.

## **B) Emergency Management Concepts**

1. The basic concepts of comprehensive emergency management deal with mitigation, preparedness, response, and recovery. These four elements are inherent in the City of Oak Harbor Emergency Preparedness organization and serve as a guideline regarding activities. To assist with the Emergency Management Concepts, refer to Item A above.

## **C) Whole Community Involvement**

1. The "Whole Community" includes individuals, families, and households; communities; the private and non-profit sectors; faith-based organizations; and local, tribal, state and Federal governments. The "Whole Community" is defined in the National Preparedness Goal as follows:

- a. “focus on enabling the participation in national preparedness activities of a wider range of players from the private and nonprofit sectors, including nongovernmental organizations and the general public, in conjunction with the participation of federal, state and local governmental partners in order to foster better coordination and working relationships.”
2. Involving the “Whole Community” is a means by which City residents, businesses, non-profit organizations, emergency management practitioners, community leaders, and government officials at all levels can collectively identify and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. The “Whole Community” approach attempts to engage the full capacity of the public, private and non-profit sectors. This includes businesses, faith-based and disability organizations, and the general public including people with Access and Functional Needs (AFN), people covered under the Americans with Disabilities Act (ADA) and people with Limited English Proficiency (LEP), and culturally diverse populations. This engagement is in conjunction with the participation of local, state and federal government partners.
3. While the City currently does not meet the minimum requirements for LEP persons, the City can contact translators should the need arise.
4. The term Access and Functional Needs (AFN) has replaced “special needs” “vulnerable”, “high-risk” and other similar terms. People with access or functional needs are those who may have additional needs before, during and after an incident in functional areas including but not limited to: maintaining health, independence, communication, transportation, support, services, self-determination, and medical care. Individuals in need of additional response assistance may include people who have disabilities, who live in institutionalized settings, who are older adults, who are children, who are from diverse cultures, who have LEP or who are non-English speaking, or who are transportation disadvantaged.
5. The Pets Evacuation and Transportation Standards (PETS) Act ensures state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency. PETS becomes operational upon a presidential disaster Proclamation. ESF 6 and ESF 11 address pets, service animals and livestock.

#### **D) Direction and Control**

1. The Director of Emergency Services has overall responsibility for directing and controlling emergency management activities. During disaster operations, control will be organized into three levels:

- a. Policy Group: The Oak Harbor Policy Group is an executive-level body that provides strategic policy guidance and support for disaster response. This group focuses on high-level decision-making and the overall direction of the response, rather than on-the-ground tactical operations. It provides guidance to the Director of Emergency Services and, when appropriate, to the City Council to inform them of their actions.
  - b. EOC Team: The EOC Team staffs the EOC, coordinates disaster resources, monitors the evolving situation, and reports regularly to the Policy Group. The team ensures that information flows efficiently between field operations and executive decision-makers.
  - c. Command Posts: Command Posts operate in field locations to direct and coordinate on-scene disaster operations. The EOC supports these posts by providing coordination for resource requests and situational updates. Department heads or their designated representatives staff Command Posts and are authorized to make day-to-day operational decisions for their respective departments.
- 2. Overall direction, control and coordination will be conducted through the EOC to support the overall community response to the disaster and to best coordinate efforts with county, state, and federal agencies (see [Basic Plan, Appendix 2](#) and [Appendix 3](#)).
- 3. The primary EOC is located at Oak Harbor Fire Station 81, second floor east wing, and is equipped with alternate power supplies for use during general system failures.
- 4. Recommendations for EOC activation may come from any level deemed appropriate for the level of disaster. It will be staffed by members of the EOC Team and necessary support staff as required. Initial establishment of the EOC following activation will be the responsibility of the Director of Emergency Services, or other staff as assigned by the Director.
- 5. Individual City Departments may designate alternate locations for coordinating individual department operations. The individual in charge of the coordination shall be responsible for keeping the EOC informed of their situation and activities and shall act in coordination with and under the direction of the EOC.
- 6. The following list of management priorities, in order of importance, is provided to guide policy decisions during a disaster of major magnitude.
  - a. Protect life.
  - b. Protect public and private property as it relates to the economic base.

- c. Develop and disseminate public information through the assigned Public Information Officer.
  - d. Restore essential services.
  - e. Minimize economic disruption to the community.
  - f. Preserve existing institutions and organizations.
  - g. Document decisions, costs, lessons learned, etc.
  - h. Ensure feedback mechanisms are in place for the community.
7. Communications during an emergency or disaster will be through communications systems currently established within the City organizations. The Island County Dispatch Center (ICOM) has the equipment and personnel to establish emergency communications with partner agencies. ICOM has redundant back-up systems in the event of a catastrophic failure of their system. The City’s EOC has base radio stations with the capabilities to utilize the CEMNET radio system. The EOC can utilize VHF and UHF radio systems. Back-up and supporting communication activities will be provided by organized volunteer radio operators.
  8. Emergency public information will be communicated to citizens via local media through designated Public Information Officer(s), the Island County Emergency Alert System, and the Public Cable Television Civil Emergency Alert System (CEAS), cable channel 10.
  9. RCW 42.14.050 establishes provisions for the continuation of government in the event its leadership is incapacitated. Chapter 35.22 RCW and RCW 35A.12.050 provide for the filling of vacancies. OHMC 1.10.040 also references the Continuity of Government.

**E) Facilities**

**BUILDING LOCATIONS**

1. CITY HALL..... 865 SE Barrington Drive
2. OAK HARBOR POLICE DEPT. .... 860 SE Barrington Drive
3. PUBLIC WORKS ..... 1400 NE 16th Avenue  
Streets, Water, Solid Waste, Parks,  
Equipment Rental Departments, Storm Water,
4. CLEAN WATER FACILITY.....1501 SE City Beach St
5. OAK HARBOR FIRE DEPT..... 855 East Whidbey Avenue
6. PARKS AND RECREATION – THE CENTER..... 51 SE Jerome Street
7. PARKS AND RECREATION - MARINA..... 1401 SE Catalina Drive

## **F) Mitigation Activities**

1. Review hazards and risk analysis.
2. Develop capabilities and resources to enhance the City's ability to respond to disasters, whether identified or not in the hazard analysis.
3. Develop contingency plans and Emergency Operational Procedures in support of the All-Hazards Comprehensive Emergency Management Plan and Implementing Procedures.
4. Coordinate with other local, county, state, and federal agencies to assure cohesive working relationships and compatible plans are in place.
5. Conduct mitigation activities to protect City supplies, services, and property.
6. Conduct public education to enhance citizen and business survivability in disasters.
7. Provide guidance to policy makers on legislation needed in the areas of land use, building, and fire codes where mitigation would address disaster potentials.

## **G) Preparedness Activities**

1. Conduct training activities with City government, outside agencies, and the public.
2. Coordinate volunteer organizations to assure cohesive working relationships and coordinated responses.
3. Provide timely input to the budget process on an annual basis.
4. Conduct public education to enhance citizen and business survivability.
5. Alert City workers and public as to types of warnings they may receive.

## **H) Response Activities**

1. Initiate actions necessary to preserve life and property and the environment utilizing available resources.
2. Make appropriate notifications and initiate actions to place emergency plans into effect.
3. Activate and staff the EOC as required for the situation.

4. Disseminate emergency warning, as appropriate.
5. Carry out initial damage assessment and evaluate situation.
6. Coordinate response and support functions with outside agencies and volunteer organizations.
7. Coordinate operations, logistics, planning, and finance functions.
8. Compile event status information and provide timely reports.
9. Prepare and maintain detailed documentation of events and activities.
10. Provide public information and additional warnings as appropriate.
11. Prepare Proclamation of Disaster as appropriate.

**I) Recovery Activities**

1. City personnel shall carry out damage assessment functions and assess community needs.
2. EOC Team shall prioritize recovery projects and assign functions accordingly.
3. EOC team shall coordinate recovery efforts and logistical needs with supporting agencies and organizations.
4. Prepare documentation of events, including logs, cost analyses and estimated recovery costs.
5. Facilitate the establishment of disaster assistance offices to assist private business and residents with individual recovery.
6. Assess special community needs and provide information and assistance where appropriate.
7. Incorporate the City of Oak Harbor short term and long-term community plans into recovery and reconstruction activities.

**J) Logistics**

1. The Mayor or the Director of Emergency Services, following a Proclamation of Emergency, has the authority to commandeer the services and equipment of residents as necessary in response to the disaster. Those individuals are entitled to all privileges, benefits and immunities provided for emergency works under state and federal

emergency management regulations. RCW 38.52.110 and Chapter 1.10 OHMC.

2. The Mayor or the Director of Emergency Services is authorized to contract with any person, firm, corporation or entity to provide construction work on an agreed upon cost basis during emergency or disaster response operation. RCW 38.52.390.
3. It is the policy of the City of Oak Harbor that all City Departments prepare and maintain an up-to-date list of all personnel, facilities and equipment resources as part of their Standard Operating Procedures. Any or all of these resources may be called upon during disaster or emergency situations. OHMC 1.10.090.
4. The City of Oak Harbor may, during times of disaster, establish areas within the City or at City owned facilities to use as Logistics Staging Areas and/or Points of Distribution for response and relief supplies. Additional information on Staging Areas can be found in [Emergency Support Function \(ESF\) 7 – Resource Support](#).
5. Additional governmental resources may be requested from mutual aid agreements, Island County Department of Emergency Management or the State of Washington Emergency Operations Center.

## **V. RESPONSIBILITIES**

- A) Effective administrative records are essential when recovering from disasters. Each City Department will assign personnel to be responsible for documentation of disaster costs and utilize effective administrative methods to keep accurate detailed records distinguishing disaster operational expenditures from day-to-day expenditures (see [Appendix 8](#)).
- B) RCW 38.52.070, 35.33.081, and 35.33.101 provide for disaster expenses being incurred from currently appropriated local funds. The Mayor, City Council, and Finance Director will be responsible for identifying other sources of funds to meet disaster related expenses if departmental budgets are exceeded (see [Appendix 8](#)).
- C) State and Federal requirements mandate agencies submit reports on disaster situations with information concerning: nature, magnitude, and impact, for use in evaluating and providing appropriate response resources and services. These reports include, but are not limited to:
  1. Situation Reports
  2. Proclamation of Emergency
  3. Requests for Assistance

#### 4. Damage Assessment

- D) The Director of Emergency Services will be responsible for coordinating the preparation and submission of all required reports and will ensure their delivery to the appropriate agencies in a timely manner.
- E) In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved as provided in the State Environmental Policy Act, Hydraulics Act, Forest Practices Act, Shoreline Management Act, and Flood Control Zones.
- F) Repair and restoration of damaged facilities may require an environmental impact permit prior to final project approval, requiring compliance with the State Environmental Policy Act, Forest Practices Act, Shoreline Management Act and Flood Control Act.
- G) Properties of historic significance and archeological sites are protected by law. Non-time critical missions and recovery actions affecting these sites will be coordinated with the State Office of Archeology and Historic Preservation.
- H) No services or assistance will be denied based on race, color, national origin, religion, sex, economic status, age or disability. No special treatment over and above what would normally be expected in the way of City services will be extended to any individual or group in a major emergency or disaster situation.
- I) Local activities pursuant to the Federal/State Agreement for major disaster recovery will be carried out in accordance with RCW 49.60 – Discrimination – Human Rights Commission and Title 44, CFR 205.16 – Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.
- J) Additional governmental resources may be called upon for assistance using existing mutual aid agreements and through the Island County Department of Emergency Services Department of Emergency Management and the Washington State Division of Emergency Management.
- K) The Director of Emergency Services, or their designee, shall complete an After-Action report of all incidents. Those reports shall include but not limited to: the type of incident, what activities were performed well, what areas / deficiencies need to be improved upon, how those improvements shall be accomplished, and the projected time frame to indicate any changes in the policy / procedure process. The After-Action report shall be made available to all stakeholders as requested.

#### **VI. FINANCE**

- A) Emergency expenditures are not normally integrated into the bi-annual budgeting process for the City. However, events occur on a periodic basis requiring potential / substantial and necessary unanticipated obligations and expenditures. The City may

request reimbursement through established funding sources including County, State and Federal grant processes.

- B) The City, in conjunction with the State of Washington's Military Department, Emergency Management Division, may request assistance with the Public Assistance Program to assist with mitigation after a major disaster has occurred.
- C) The City will also seek assistance from the State Emergency Management Division with Individual Assistance / Other Needs Assistance as necessary to provide for the safety of our population.

## **VII. ON-GOING PLAN MANAGEMENT AND MAINTENANCE**

- A) The Director of Emergency Services, or their designee, will coordinate with all City Departments, and if required Island County DEM, for the development of policy, planning, training, equipping and other preparedness activities. The Director of Emergency Services shall plan, as a minimum, one (1) in-depth training exercise annually. That training shall encompass areas of the CEMP and include elected officials as required.
- B) The City's CEMP will be reviewed on an annual basis to confirm it meets the requirements of Washington State Law, (RCW / WAC) and Federal Requirements. Should changes in the plan be required such changes shall be logged on the Record of Changes form.
- C) The City shall submit this CEMP to the Washington State Emergency Management Division on a five (5) year cycle for review.

APPENDIX 1

**EMERGENCY OPERATIONS PLAN**

**OPERATIONS GUIDELINES FOR THE EMERGENCY OPERATIONS CENTER (EOC)**

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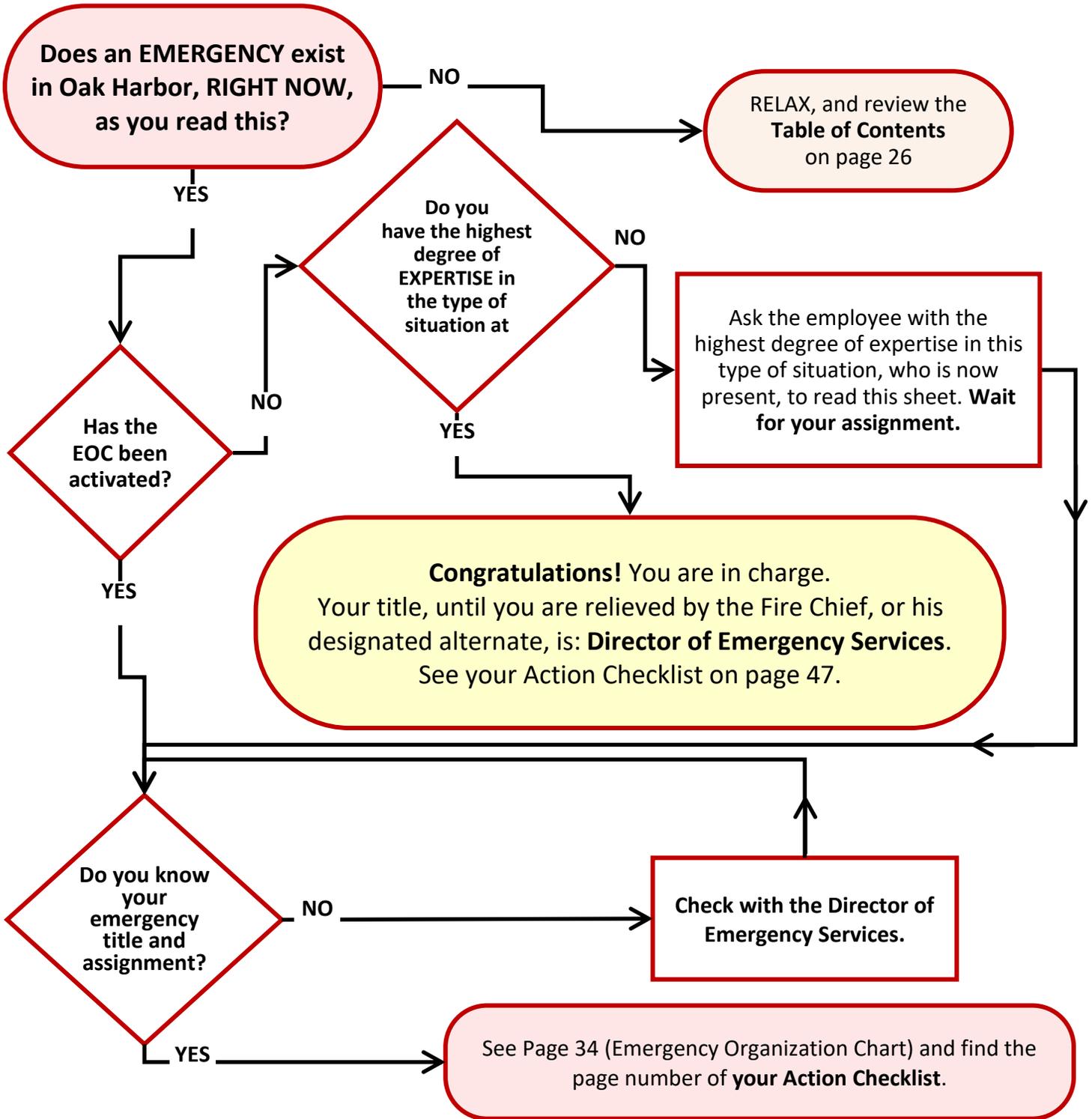
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**READ THIS FIRST**

**EMERGENCY: A SITUATION THAT REQUIRES IMMEDIATE ACTION BEYOND THE SCOPE OF NORMAL CITY OPERATIONS.**



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## **I. INTRODUCTION**

The City of Oak Harbor is located in a relatively isolated area and has historically experienced a low risk of disaster. However, awareness in the Northwest has increased regarding the possibility of a catastrophic earthquake, which could significantly impact our community, its way of life, and its continued growth. In addition to earthquake hazards, the City faces the potential for other events that could severely affect its operations and residents. These hazards are outlined in the Basic Plan and the separately published Hazard Vulnerability Analysis.

The possibility of a major disaster is real, and the City takes seriously its responsibility to provide timely information to citizens, minimize damage and injury, and ensure effective communication and delivery of services during emergencies. Our responsibilities extend beyond immediate response; the City's ability to recover and operate effectively in the weeks, months, or even years following a disaster depends directly on the level of preparedness achieved beforehand.

When a disaster occurs, an emergency organization must be mobilized without delay. This plan is designed to enable the City to respond quickly, efficiently, and effectively when such mobilization is required.

This document is a supplement to the CEMP and its Annexes.

## **II. PURPOSE OF THIS DOCUMENT**

This document is intended to serve as a guide for the City of Oak Harbor during emergencies. Its purposes include:

1. Clarifying the chain of command and answering the questions, "Who's in charge?" and "What should I do?"
2. Ensuring that critical tasks are identified and completed efficiently during emergencies.
3. Supporting continuity of government operations in times of crisis.
4. Helping personnel and stakeholders understand the structure and function of Oak Harbor's Emergency Preparedness organization.
5. Providing guidance for disaster education, training, and preparedness activities.
6. Offering references and direction to more detailed information as needed.

**III. SCOPE**

This document is intended for use by all City of Oak Harbor departments in any emergency situation. While the text provides a concise overview, more detailed guidance is available through:

- Action checklists included within this document,
- Reference materials located at each workstation in the Emergency Operations Center (EOC), and
- Additional documents cited via references or footnotes.

**IV. PRIORITIES**

During an emergency, response efforts should be assigned based on the following priorities, which align with the FEMA Community Lifelines framework to ensure the most critical services and needs are addressed first. The lifelines provide a structure for assessing and communicating the impacts to community functions and guide prioritization of response and recovery operations. *(See Appendix 11 – Community Lifelines Crosswalk and Status Report Checklist.)*

1. **Rescue and Safety:** Rescue of individuals trapped and in immediate life-threatening danger (e.g., fire, flood, hazardous conditions).  
*Supports Lifelines: Safety & Security; Health & Medical*
2. **Hazard Mitigation:** Mitigation of life-threatening hazards such as fires, floods, or hazardous material releases.  
*Supports Lifelines: Safety & Security; Hazardous Materials; Energy.*
3. **Emergency Medical Care:** Treatment and stabilization of life-threatening injuries and protection of public health.  
*Supports Lifelines: Health & Medical.*
4. **Property and Infrastructure Protection:** Prevention of building collapse or other major threats to property and the environment.  
*Supports Lifelines: Energy; Water; Transportation.*
5. **Care for the Injured and Displaced:** Provision of medical care, shelter, and essential needs for individuals with less severe injuries or those displaced.  
*Supports Lifelines: Health & Medical; Food, Water, Shelter.*
6. **Restoration of Critical Services:** Protection, maintenance, and restoration of essential systems and services required for community functionality.  
*Supports Lifelines: Energy; Water; Communications; Transportation.*
7. **Fatality Management:** Recovery and dignified handling of fatalities.  
*Supports Lifelines: Safety & Security; Health & Medical.*

8. **Continuity of Government:** Maintenance and restoration of government operations to ensure the City can function effectively during and after the emergency.  
*Supports Lifelines: Safety & Security; Communications; Energy.*

(See [Basic Plan](#), [Appendix 2: Direction and Control](#))

## V. **The Emergency Operations Center (EOC)**

A) The EOC serves as the central location for coordinating the City of Oak Harbor’s emergency response. When fully activated, all functions of the Emergency Operations Plan (EOP) will be executed from this facility, in accordance with the Incident Command System (ICS). If the primary EOC location becomes unavailable, operations will be transitioned to the designated alternate EOC to ensure continuity of command, control, and coordination.

### B) **Primary EOC:**

Oak Harbor Fire Department EOC  
855 East Whidbey Ave.  
Oak Harbor, WA 92877

### C) **Alternate EOC locations:**

1. Oak Harbor Public Works  
1400 NE 16th Avenue  
Oak Harbor, WA 98277
2. Oak Harbor City Hall  
865 SE Barrington Drive  
Oak Harbor, WA 98277
3. Mobile Command Trailer

## VI. **ACTIVATION**

### A) **Authority to Activate the CEMP**

The Comprehensive Emergency Management Plan (CEMP), in whole or in part, becomes active upon activation of the Emergency Operations Center (EOC). The EOC may be activated under any of the following conditions:

- **By City Officials:** The Mayor, the Director of Emergency Services (Fire Chief) or their designated alternate, any department head, or the City employee with the highest level of expertise relevant to the emergency may activate the EOC. The individual initiating activation assumes the role of Director of Emergency Services until formally relieved by the Fire Chief or their alternate.
- **Proclamation of a Local Emergency:** The EOC may be activated following a formal Proclamation of a local emergency by the Mayor or City Council.

- **State or Federal Emergency:** Activation occurs when a state of emergency or state of war emergency exists, either as declared by the Governor or as defined under applicable state or federal law.

**B) Levels of EOC activation:**

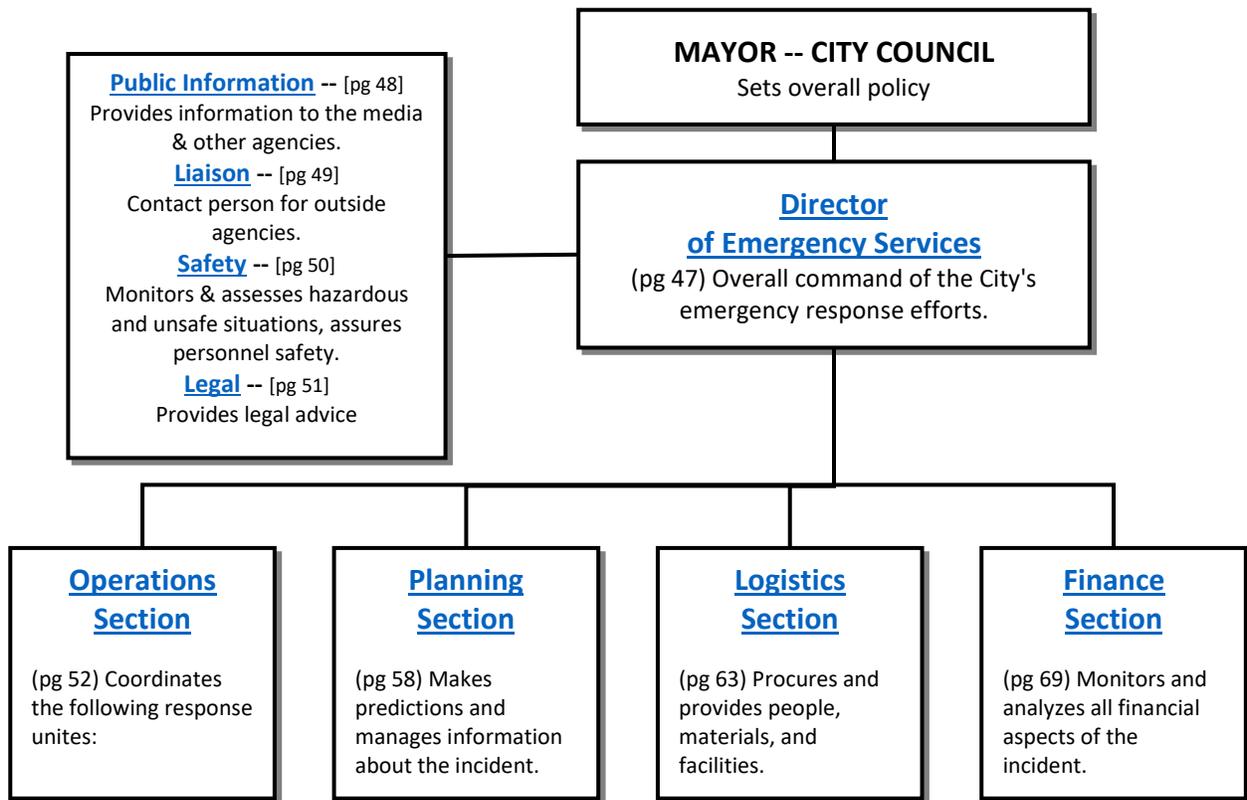
Level	Name	Description
1	Full Activation	Highest level of activation for a catastrophic event. All EOC functions (Operations, Planning, Logistics, and Finance/Administration) are fully activated.
2	Partial Activation	Used for incidents that exceed local capabilities, requiring a multi-departmental response and partial EOC activation.
3	Monitoring	EOC is on standby or open to monitor potential or escalating threats, providing periodic updates to key personnel.
4	Normal Operations	Lowest level, often referred to as “enhanced watch.” EOC staff may remain in their normal work areas or operate virtually, monitoring daily events and routine emergency management responsibilities.

**EXAMPLES OF ACTIVATION**

Level	Name	Example Incidents
1	Full Activation	<ul style="list-style-type: none"> <li>- Major earthquake causing widespread structural damage</li> <li>- Catastrophic flood affecting multiple neighborhoods</li> <li>- Large-scale wildfire threatening populated areas</li> <li>- Pandemic outbreak with significant public health impact</li> <li>- Hazardous material release involving multiple facilities or transportation corridor</li> </ul>
2	Partial Activation	<ul style="list-style-type: none"> <li>- Localized flooding or storm damage exceeding single-department capabilities</li> <li>- Multi-vehicle transportation accidents with hazardous materials</li> <li>- Extended power outages affecting critical infrastructure</li> <li>- Moderate wildfire requiring multi-agency response</li> <li>- Civil disturbance impacting City services or public safety</li> </ul>
3	Monitoring	<ul style="list-style-type: none"> <li>- Severe weather watch (e.g., high winds, winter storms)</li> <li>- Forecasted regional flooding or wildfire threats</li> <li>- Utility or infrastructure incidents with potential escalation</li> <li>- Community events with potential public safety concerns</li> <li>- Emerging public health issues under observation</li> </ul>

4	Normal Operations	<ul style="list-style-type: none"><li>- Daily operations with routine emergency management responsibilities</li><li>- Minor incidents resolved at the department level (e.g., small fires, minor traffic accidents)</li><li>- Public awareness campaigns or training exercises</li><li>- Monitoring routine weather or traffic hazards</li><li>- Administrative preparedness tasks and coordination</li></ul>
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## INCIDENT COMMAND SYSTEM EMERGENCY ORGANIZATION CHART



**Fire** (pg 53)  
Responds to fires and emergency medical services (EMS).

**Police** (pg 54)  
Protects lives and property, enforces laws and orders, controls traffic.

**Public Works** (pg 55)  
Reduces damage, restores services, helps with heavy rescue.

**Utilities** (pg 56)  
Restores and maintains electrical, water, gas, phone, and sewer utilities.

**Health & Welfare** (pg 57)  
Staffs and coordinates public shelters.

**Resources** (pg 59)  
Maintains current information about resources.

**Situation** (pg 60)  
Collects and organizes information on incidents, situations, and status. Posts this information.

**Documents** (pg 61)  
Keeps files and makes copies.

**Demobilization** (pg 62)  
Plans for the orderly transition from emergency status to day-to-day operations.

**Supply** (pg 64)  
Obtain, store, and provide equipment and supplies.

**Facilities** (pg 65)  
Provides sleeping and relaxation areas for emergency personnel.

**Transportation** (pg 66)  
Provides vehicles for emergency personnel and for public evacuation.

**Communications** (pg 67)  
Sends messages via radio, phone, computer, and television. Relays EOC messages.

**Food** (pg 68)  
Feeds emergency personnel.

**Time** (pg 70)  
Keeps track of hours worked by paid personnel.

**Comp./Claims** (pg 71)  
Manages compensation and claims arising out of incidents.

**Costs** (pg 72)  
Keeps track of costs to the City arising out of incidents. Tries to reduce costs.

## **VII. THE EMERGENCY ORGANIZATION**

### **A) Description**

Emergencies alter normal working relationships and require coordinated response across multiple agencies and departments. Key changes include:

- Several agencies or departments may operate under the direction of a single individual, even though they normally work independently.
- Special-purpose units may be created to perform specific emergency tasks, such as transportation of food or medical supplies. Personnel assigned to these units are temporarily detached from their regular department responsibilities.

This document outlines an emergency organization, including titles, job descriptions, and duty checklists. A summary of the organization is provided on the previous page. The structure is based on the **Incident Command System (ICS)**, which establishes clear authority, direction, and communication during emergencies.

ICS can be applied within a single agency or department, or across multiple agencies and departments involved in the same emergency. Its standardized organizational structure and common terminology provide a flexible management system, particularly effective for multi-departmental or multi-jurisdictional incidents. ICS allows rapid activation and scaling of the organizational structure to meet the specific functional needs of an incident.

### **B) Who is in Charge?**

This plan is designed so that any trained individual can follow the action checklist for any emergency position, including the **Director of Emergency Services**. However, the Director position should ideally be filled in the following order of qualified personnel:

1. Fire Chief / Director of Emergency Services
2. Police Chief
3. Public Works Director
4. Deputy Fire Chief
5. The City employee with the highest level of expertise relevant to the emergency

### **C) Emergency Personnel**

#### **1. Order of Personnel Use:**

During an emergency, available personnel should be utilized in the following order:

- a. City employees
- b. Skilled individuals from other organizations

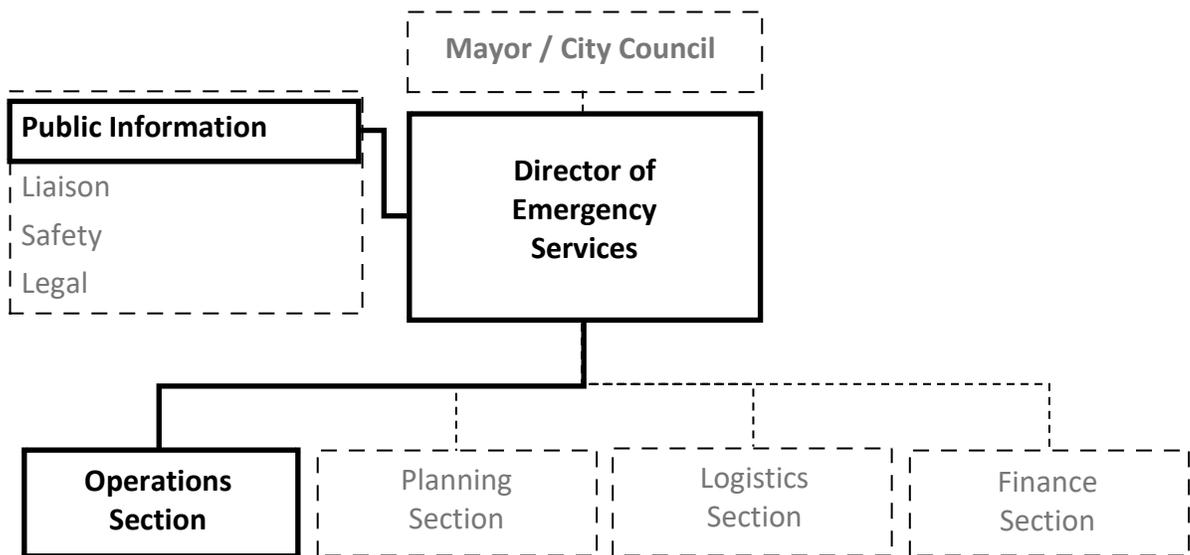
- c. Independent volunteers
- d. Citizens pressed into service by the Director

All individuals performing emergency duties are considered “emergency workers.” City employees are automatically designated as such. Skilled personnel from other organizations may be utilized according to existing agreements (e.g., mutual aid from other cities, Red Cross personnel performing duties under their charter).

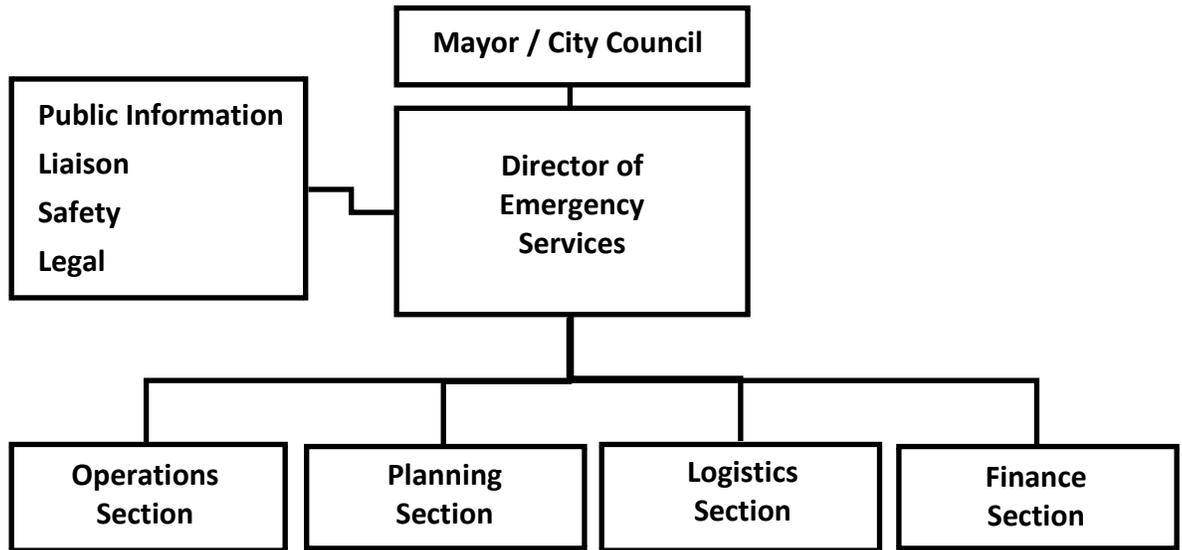
### D) Emergency Organization

Under normal City operations, the emergency organization exists primarily as a framework on paper. During an emergency, it is activated and expanded as needed to effectively manage response and recovery operations. The organization’s structure ensures clear authority, coordination, and efficient utilization of personnel and resources..

1. A partially activated organization would look like this



2. A fully activated emergency organization would look like this:



**VIII. CONTINUITY OF GOVERNMENT**

**A) City Council**

To provide for the continuation of the Council during an emergency, the Council may make necessary appointments at the time of the emergency in accordance with state law.

**B) City Officials**

Depending on the extent of the emergency, the normal City organization may be partially or completely replaced by the emergency organization (described on pages 35 and 36) and City officials may or may not be fully occupied with their emergency roles.

**C) Temporary Locations**

If any City offices become unusable, the temporary designations for each City Department will be used. These designations have (or will be) determined and listed in the Basic Plan and Annexes, or in the Emergency Operational Procedures provided by each department or division within the City.

**IX. EMERGENCY POWERS**

**A) Proclamation of an Emergency**

The Mayor has the power to declare a local emergency and to request the Governor to declare a state of emergency.

The City Council will be advised of any Proclamation of the Mayor as soon as possible.

**B) Command and Control**

Under the direction of the Mayor, the Director of Emergency Services has the power to direct staff and civilian responses, and to settle questions of authority and responsibility.

**C) Emergency Rules and Regulations**

If necessary to protect life, property or to preserve public order and safety, the Mayor may promulgate rules and regulations, provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council. (OHMC 1.10.090).

**D) Resources**

During a declared state of emergency, the Mayor and/or the Director of Emergency Services are vested with the authority to obtain, allocate, or commandeer supplies, equipment, and other resources deemed necessary for the protection of life, property, and the continuity of government. They are further authorized to direct and utilize the services of citizens as required to assist in carrying out emergency response, recovery, and mitigation operations, in accordance with applicable local, state, and federal laws.

This authority is granted under the provisions of the **Revised Code of Washington (RCW) 38.52**, which empowers local jurisdictions to take necessary actions to provide for the protection of the public and ensure the effective management of emergency operations.

**E) Suspension of Regulations**

The Governor has the power to suspend state agency orders, rules, or regulations that may impede emergency responses.

**X. LEGAL IMMUNITIES**

During a declared state of emergency, the City and its employees acting as emergency workers are granted immunity from liability for death, injury, or property damage resulting from actions taken in good faith and within the scope of their assigned emergency duties.

This protection is provided under the **Revised Code of Washington (RCW) 38.52.180**, which affords immunity to emergency management workers for acts or omissions performed in the course of their emergency responsibilities, except in cases of willful misconduct, gross negligence, or bad faith

**XI. EMERGENCY COMMUNICATIONS**

During a major emergency, effective communication with City emergency personnel, partner agencies, and the public is essential to coordinating response and recovery efforts. However, disasters can damage infrastructure and overload communication networks, making reliable communication challenging. To address this, the City maintains multiple communication systems and redundant capabilities to ensure the

continued flow of information during emergency operations. (See [ESF-2; Communications.](#))

Compass directions will be used as follows:

- North: toward Deception Pass
- South: toward Coupeville
- East: toward Camano Island
- West: toward Puget Sound – West Beach – Smith Island

## **XII. OTHER ORGANIZATIONS**

### **A) Mutual Aid**

Because the City of Oak Harbor’s resources may become fully committed or exhausted during a major emergency, the City maintains mutual aid and interlocal agreements with neighboring jurisdictions and partner agencies to ensure additional support. Mutual aid requests are generally initiated at the local level and escalate through the following order:

1. Order of mutual aid
  - a. Island County organizations/departments
  - b. Federal Fire Northwest - NAS Whidbey Island, Fire Department
  - c. Multi-County resources
  - d. State
  - e. Federal
  - f. International

### **B) Financial Aid**

1. The State of Washington provides assistance to local governments to help cover the costs associated with disaster response and recovery. To be eligible for state or federal reimbursement, the City of Oak Harbor must issue a Local Proclamation of Emergency, conduct a formal damage assessment using prescribed methods and forms, and submit all required documentation within established deadlines. The Washington State Emergency Management Division (EMD), within the Military Department, coordinates this process and provides detailed guidance. Federal disaster assistance is made available through the State following a request for a Presidential Disaster Declaration by the Governor.
2. The financial assistance process requires the completion of multiple forms and documentation steps, often continuing long after active emergency operations have concluded. Diligence and adherence to procedures are essential to ensure eligibility and compliance. The Finance Department, in coordination with the Director of Emergency Services and the City Attorney, will develop and maintain specific procedures to guide documentation, cost tracking, and submission for disaster-related financial aid.

**C) Lines of Authority**

Lines of authority during an emergency are as follows:

1. Governor of Washington
2. Director, Washington Department of Emergency Management
3. Director, Island County Department of Emergency Services
4. Director, Emergency Services, City of Oak Harbor

**D) Red Cross**

The role of the Red Cross is primarily to open and operate shelters for disaster victims. Other roles may include first aid, damage assessment, help with communications and providing various resources. The Red Cross usually initiates its own emergency response, but it is important to coordinate operations during any emergency responses. See [ESF-6; Mass Care](#).

**E) Amateur Radio Operators**

The local amateur radio operators are organized and ready to assist with communications in an emergency. They hold regular meetings, drills and roll call sessions. A space is designated for them at the Oak Harbor Fire Department. See [ESF-2, Communications](#).

**F) Military**

Military aid is usually provided by the National Guard. Their role is to assist, but not substitute for, City response efforts. They can respond in crisis situations without direction from the Governor. However, this is a rare occurrence. To request help from the military, contact the Island County Department of Emergency Management. See [ESF-15; External Affairs](#).

**G) Business and Industry**

The Director of Emergency Services is authorized to procure supplies and services necessary for use during emergencies. When circumstances require, the Director may commandeer resources essential to protecting life, property, and the environment, in accordance with applicable laws and City policies. Whenever possible, these activities should be pre-planned and coordinated with local businesses and vendors to ensure timely and efficient support during a crisis.

Additionally, local businesses are encouraged to establish Business Response Teams- either independently or in collaboration with neighboring businesses- to enhance preparedness, ensure continuity of operations, and strengthen coordination with City emergency management efforts.

**CHART OF RESPONSIBILITIES BY FUNCTION/TITLE**

TITLE	Director of Emergency Services	Operations Section	Planning Section	Logistics Section	Finance Section
Fire Chief	P	p*			
Police Chief	A	p*			
Public Works Director	A	p*			
Finance Director					P-1
Finance Manager- Planning					P-2
Finance Manager- Accounting					A
Director, Dev. Services			P-2		
Harbormaster			A		
Human Resources Dir.					
Parks & Rec Director					
Fire Deputy Chief	A	p*			
Police Deputy Chief		p*			
Fire Marshal			P-1		
PW Administration Mgr.				P-1	
Building Official					
PW Operation Mgr.				P-2	
PW Senior Forman				A	

P – Denotes primary functional responsibility.

A – Denotes alternate responsibility in absence of primary.

\* - EOC Operations Coordinator dependent upon nature of incident.

Examples    FIRE: Earthquake, Haz-Mat, Fire, Plane Crash  
                  POLICE: Civil Disorder, Demonstration, Large Public Assembly  
                  PUBLIC WORKS: Major Storm, Major Utility interruption

## LIST OF BASIC RESPONSIBILITIES BY MAJOR ICS TITLE

### DIRECTOR OF EMERGENCY SERVICES (see [Action Checklist](#))

RESPONSIBLE PARTY .....Fire Chief  
ALTERNATE.....Police Chief  
ALTERNATE.....Public Works Director  
ALTERNATE.....Deputy Fire Chief  
REPORTS TO .....Mayor/City Council  
WORK AREA .....EOC

#### BASIC RESPONSIBILITIES

1. Begins the alerting process for the EOC staff.
2. Reports to the EOC.
3. Officially places the CEMP in effect.
4. Assumes overall direction and responsibility; makes final major decisions.
5. Monitors and coordinates the situation.
6. Provides emergency alerting and mobilization instructions.
7. Carries out State policies on resource management operations.
8. Conducts de-briefing sessions.

#### STAFF SOURCE(S)

- All City staff, personnel, and resources
- Volunteers in the community
- Resources of the private sector
- Outside public agencies
- Mutual Aid agreements

### PUBLIC INFORMATION OFFICER (see [Action Checklist](#))

RESPONSIBLE PARTY .....Communications Officer  
ALTERNATE.....City Administrator  
REPORTS TO .....Director of Emergency Services  
WORK AREA .....EOC

#### BASIC RESPONSIBILITIES

1. Reports to EOC.
2. Establishes contact with news media.
3. Establish an information center for the news media.
4. Provide information for all news media.
5. Assist the Director of Emergency Services, Mayor, and City Council with public information and statements of direction to the general public.

#### STAFF SOURCE(S)

- All field units for information
- Section Heads and staff of EOC

**LIAISON** (see [Action Checklist](#))

RESPONSIBLE PARTY .....HR Director  
ALTERNATE.....HR Assistant  
REPORTS TO .....Director of Emergency Services  
WORK AREA .....EOC

**BASIC RESPONSIBILITIES**

1. Reports to the EOC.
2. Keeps status sheets on location and type of resources in use and available.
3. Compiles statistical information for the Director of Emergency Services, Council, Mayor, and PIO.
4. Maintains pertinent records of actions by Director of Emergency Services and City Council.
5. Acts as the office of record in all official matters.
6. Prepares and publishes after action reports.
7. Assists State in setting up Disaster Field office.

**STAFF SOURCE(S)**

- City administrative assistants
- City office assistants

**SAFETY** (see [Action Checklist](#))

RESPONSIBLE PARTY .....Building Official  
ALTERNATE.....Plans Examiner/Building Inspector  
REPORTS TO .....Director of Emergency Services  
WORK AREA .....EOC

**BASIC RESPONSIBILITIES**

1. Reports to the EOC.
2. Monitors and assesses hazardous or unsafe situations.
3. Assures personnel safety and accountability.
4. Coordinates damage assessment teams to survey structures and prepare damage assessment reports for State and Federal guidelines.
5. Coordinates the inspection and marking of hazardous structures.
6. Prepares plan for utilizing building, planning, and engineering department staff for comprehensive damage assessment.
7. Coordinates with the utility companies on damage assessments.
8. Insures collection of and reporting information.

**STAFF SOURCE(S)**

- Fire personnel
- Development Services personnel



- 7. Coordinates with Incident Command(s) on emergency efforts.
- 8. Keeps the Director of Emergency Services and Public Information officer informed.

STAFF SOURCE(S)

- Department heads, assistants, section heads and clerical staff

**PLANNING SECTION HEAD** (see [Action Checklist](#))

RESPONSIBLE PARTY .....Fire Marshal  
 ALTERNATE.....Development Services Director  
 REPORTS TO .....Director of Emergency Services  
 WORK AREA .....EOC

BASIC RESPONSIBILITIES

- 1. Reports to EOC.
- 2. Manages information collection for graphic display.
- 3. Displays situation and operational information in the EOC using maps and other visual aids.
- 4. Evaluates situation information and damage assessments.
- 5. Disseminates situation intelligence to the Director, Operations Head, and Public Information Officer.
- 6. Prepares summary reports of the situation for County and State officials.
- 7. Develops post disaster plans.
- 8. Prepares after-action reports and assists in de-briefing.

STAFF SOURCE(S)

- Development Services personnel
- All employees as informational source
- General public, news media information
- Clerical staff

**LOGISTICS SECTION HEAD** (see [Action Checklist](#))

RESPONSIBLE PARTY .....Public Works Administration Manager  
 ALTERNATE.....Public Works Operations Manager  
 REPORTS TO .....Director of Emergency Services  
 WORK AREA .....EOC

BASIC RESPONSIBILITIES

- 1. Reports to the EOC.
- 2. Coordinates food needs for emergency workers.
- 3. Facilitate sending of messages via radio, phone, and runners.
- 4. Relays EOC messages.
- 5. Establish and maintain agreements to use specified buildings as temporary morgues.
- 6. Coordinates community volunteers.

**STAFF SOURCE(S)**

- City Clerk
- Parks and Recreation staff
- Volunteers of community
- Red Cross, Military

**FINANCE SECTION HEAD** (see [Action Checklist](#))

RESPONSIBLE PARTY .....Finance Director  
 ALTERNATE.....Finance Manager  
 REPORTS TO .....Director of Emergency Services  
 WORK AREA .....EOC

**BASIC RESPONSIBILITIES**

1. Reports to the EOC.
2. Maintains fiscal records of all expenditures.
3. Maintains records of hours worked by paid personnel.
4. Ensures departments maintain proper records supporting assistance claims.
5. Coordinates and verifies damage assessment valuations of property loss.
6. Prepares applications and claims for Federal or State assistance.
7. Advises the financial procedures on procurement of supplies and equipment.
8. Evaluate, reallocate and redistribute available resources.
9. Arranges for leasing or rental of equipment required to facilitate recovery.
10. Keeps all pertinent records.
11. Works with State in setting up Disaster Application Centers.

**STAFF SOURCE(S)**

- Finance department personnel
- Qualified personnel in the private sector

**Action Checklist: Director of Emergency Services**

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**YOUR RESPONSIBILITY:** Overall command of the City's emergency response effort.

**What You Should Do:**

- Obtain briefing from section heads and/or field command staff
- Identify yourself as Director of Emergency Services (list on the organization chart in the EOC) and wear the identifying vest
- Read this entire checklist
- Assess the situation
- Define the problem
- Appoint and brief the section heads as needed:
  - Operations
  - Planning
  - Logistics
  - Finance
- Establish the priorities (see page 36)
- Develop a strategy with the section heads in collaboration with Incident Command:
  - Overall strategy (offensive/defensive)
  - Need for evacuation
  - Estimate of incident duration
  - "State of Emergency" Proclamation
- Direct staff to perform their checklist functions
- Coordinate activities of section heads
- Inform general public
- Determine availability of:
  - Personnel (see Emergency Resources list)
  - Relief personnel
  - Special Equipment (see inventory list)
  - Citizen welfare/shelter
- Request incident support plan from planning section
- Conduct incident support plan briefing with:
  - Operations head
  - Planning head
  - Logistics head
  - Finance head
- Execute incident support plan
- Establish liaison as needed: Other cities: County DES: State DEM: Federal
- Evaluate progress of emergency efforts: (set time period review at \_\_\_\_\_ hours)
- Revise incident support plan as needed
- Direct Planning head to develop demobilization plan when needed
- Release personnel from EOC as planned
- Re-check this checklist and refer to text of the Emergency Plan as needed

## Action Checklist: Public Information Officer

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**BASIC RESPONSIBILITIES:** Report to EOC. Coordinate with Island County if Joint Information Center (JIC)/Joint information system (JIS) has been established. Establishes contact with news media. Establish an information center for the news media if no JIC. Provide information for all news media if no JIS. Assist the Director of Emergency Services, Mayor, and City Council with public information and statements of direction to the public.

**What You Should Do:**

- Obtain situation briefing from the Director of Emergency Services
- Identify yourself as Public Information Officer on the organization chart in the EOC and wear the identifying vest
- Read this entire checklist
- Assess the situation
- Appoint and brief staff as needed
- Check on information restrictions with the Director of Emergency Services
- Set up an area (with telephones) designated only for the news media
- Make a checklist of news media personnel and agencies to contact:
  - Local news
  - TV
  - County DES
  - Radio
  - State
  - Wire services
- Establish liaison with local, county, and state agencies for uniformity of news releases, as needed
- Assemble and prepare releases
- Observe constraints on information release
- Obtain approval from the Director of Emergency Services on all releases
- Transmit and post releases in the EOC and the Policy Room
- Update information
- Prepare post-incident releases and/or summary information for media
- Maintain activity log
- When directed, secure your operations and replenish supplies
- Review CEMP
- Forward all reports to the Director of Emergency Services

**Action Checklist: LIAISON**

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**YOUR RESPONSIBILITY:** Responsible for the City’s emergency response effort as outlined on pages 41 - 46.

**What You Should Do:**

- Obtain situation briefing from the Director of Emergency Services
- Identify yourself as Liaison Officer (on the organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Identify outside agency representatives from each agency – include communications link and location
- Respond to question from incident personnel for inter-organizational contacts
- Monitor incident operations to identify current or potential inter-agency problems
- Maintain activity log
- Prepare to notify outside agencies of event conclusion, as needed
- Review CEMP
- Forward all reports to Director of Emergency Services

**Action Checklist: Safety**

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**YOUR RESPONSIBILITY:** Responsible for the City’s emergency response effort as outlined on pages 41 - 46.

**What You Should Do:**

- Obtain situation briefing from the Director of Emergency Services
- Identify yourself as Safety (on the organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Identify hazardous or potentially hazardous situations
- Participate in planning meetings
- Review incident action plans
- Exercise authority to stop and prevent unsafe acts
- Check status of Emergency shelters
- Check for damaged/unsafe buildings
- Investigate accidents
- Review CEMP
- Maintain activity log
- Forward all reports to Director of Emergency Services

**Action Checklist: Legal**

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**YOUR RESPONSIBILITY:** Responsible for the City’s emergency response effort as outlined on pages 41 - 46.

**What You Should Do:**

- Obtain situation briefing from the Director of Emergency Services Identify yourself as the Legal Advisor (on the organization chart in the EOC and wear the identifying vest) Read this entire checklist
- Assess the situation
- Appoint and brief staff, as needed
- Ensure that a Proclamation of local emergency is made in a timely manner
- Ensure that application for financial aid is made within the guidelines required by the State
- Review City Code, State Law, WAC, and the CEMP
- Consult and collaborate with section heads
- Establish areas of legal responsibility and/or potential liabilities
- Attend meetings as necessary
- Maintain activity log
- When ordered, secure your operation and replenish supplies as needed
- Forward all reports to the Director of Emergency Services

**Action Checklist: Operations Section Head**

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**YOUR RESPONSIBILITY:** Coordinate and support emergency operation units in field; Fire, Police, Public Works, Utilities, Health & Welfare, and Communications. Activate operations element of the incident support plan. See pages 41 - 46.

**What You Should Do:**

- Obtain briefing from the Director of Emergency Services
- Identify yourself/yourselfs as Operations Section Head (on the organization chart in the EOC and wear the identifying vest(s))
- Read this entire checklist
- Open work area, check phones, radios, (identify EOC-Operations)
- Develop operations portion of the support plan
- Assign and brief operations personnel in accordance with the support plan
- Coordinate operations
- Determine needs and request resources as appropriate
- Review resource lists and initiate deployment as needed by Operations units
- Report information, regarding special events, activities, occurrences or problems to the Director of Emergency Services
- Maintain activity log
- When directed, secure operations position and replenish supplies
- Review CEMP
- Forward all reports to the Director of Emergency Services

**Action Checklist: Fire Unit**

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**YOUR RESPONSIBILITY:** Coordinate fire field forces. Establish needs and provide resources.

**What You Should Do:**

- Obtain a briefing from Operations Section Head
- Identify yourself as Fire (on the organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Open work area, check phones, radios, (identify EOC-Fire)
- Assess situation
- Appoint and brief staff as needed
- Report situation/status to Operations
- Consult with Operations Units:
  - Police
  - Public Works
  - Utilities
  - Health & Welfare
- Maintain activity log
- Maintain status of fire equipment availability
  - Call off duty personnel
  - Call mutual aid
  - Ensure relief, food, and rest for working crews
- Review CEMP
- Forward all reports to Operations Head

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**YOUR RESPONSIBILITY:** Protect lives and property, enforce laws and declared orders, control traffic, and combat crime.

**What You Should Do:**

- Obtain briefing from Operations Section Head
- Identify yourself as Police (on the organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Open work area, check phones and radios (identify EOC – Police)
- Assess situation
- Appoint and brief staff as needed
- Report situation / status to Operations
- Consult with Operations Units
  - Fire
  - Public Works
  - Health & Welfare
  - Utilities
- Call off-duty personnel as needed
- Assess need for police mutual aid, as liaison officer for assistance in this contact
- Check food and rest needs for crews
- Maintain activity log
- Review CEMP
- Forward all reports to Operations Section Head

## Action Checklist: **Public Works Unit**

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**YOUR RESPONSIBILITY:** Coordinate Public Works field forces.

**What You Should Do:**

- Obtain briefing from Operations Section Head
- Identify yourself as Public Works (on the organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Open work area, next to Utilities (or in conjunction with) check phones, radios (identify EOC-Maint.)
- Advise Operations regarding staff and physical resources available
- Consult with operations units
  - Fire
  - Police
  - Utilities
  - Health & Welfare
- Call off duty personnel as needed
- Inventory status of essential City services
  - Bridges
  - Streets
  - Storm drainage system
  - Sanitary sewer system
  - Solid Waste
  - Vehicle maintenance operations
  - Lift/pump stations
  - Water delivery systems
- Be prepared to assist in:
  - Heavy rescue
  - Inspections
  - Restoring utilities
  - Providing mutual aid services
- Maintain activity log
- Maintain emergency generators
- Review CEMP
- Forward reports to Operations Section Head

## Action Checklist: **Utilities Unit**

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**YOUR RESPONSIBILITY:** Restore/maintain the electric, power, gas, water, sewer, and telephone systems.

**What You Should Do:**

- Obtain briefing from the Operations Section Head
- Identify yourself as Utilities (on the organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Open work area next to Public Works (or in conjunction with), check phones, radios (identify EOC-Utilities)
- Establish the status of utilities systems
- Advise Operations of status and service capabilities
- Consult with operations units
  - Fire
  - Police
  - Health & Welfare
  - Public Works
- Engineering support for system repair and restoration
- Electrical power systems check – including back-up generators at City facilities
- Water, Gas, Sewer system checked
- Telephone systems checked
- Water quality control checked
- Request mutual aid as necessary
- Prepare to give mutual aid
- Review CEMP
- Maintain activity log
- Forward all reports to Operations Section Head

**Action Checklist: Health & Welfare Unit**

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**YOUR RESPONSIBILITY:** Provide staffing and coordination for public shelter.

**What You Should Do:**

- Obtain briefing from the Operations Section Head
- Identify yourself as Health & Welfare (on the organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Open work area, joint with the Red Cross; check phones
- Review incident action plan
- Report situation-status to Operations
- Coordinate with Red Cross in providing personnel to staff public shelters
- Notify Red Cross of needs and coordinate activities
- Verify shelter locations
- Establish public notification for aid requests
  - Phone #
  - Contact person
- Contact County DES for long term assistance through State
- Check with amateur radio operators in the EOC regarding public welfare inquiries. (Citizen runners will carry individual welfare messages to amateur radio operators at strategic locations)
- Review CEMP
- Maintain activity log
- Forward all reports to Operations Section Head

**Action Checklist: Planning Section Head**

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**YOUR RESPONSIBILITY:** Collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. See pages 41 - 46.

**What You Should Do:**

- Obtain briefing from the Director of Emergency Services
- Identify yourself as Planning Section Head (on the organization chart and wear the identifying vest)
- Read this entire checklist
- Open work area, check phones
- Appoint Planning Section units as needed
- Establish information requirements and reporting schedules
- Assemble information on alternate strategies
- Identify need for use of special resources
- Provide periodic predictions on incident potential
- Compile and display incident status summary information
- Supervise planning section units:
  - Resource unit leader
  - Situation unit leader
  - Display processor
  - Field observer(s)
  - Documentation unit leader
  - Technical specialist(s)
- Prepare recommendations for release of resources
- Review the CEMP
- Maintain activity log
- Forward all reports to the Director of Emergency Services

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**YOUR RESPONSIBILITY:** Maintain an inventory of available personnel, equipment, vehicles, etc. and display inventory status in the EOC.

**What You Should Do:**

- Obtain briefing from Planning Section Head
- Read this entire checklist
- Review incident action plan
- Display organizational chart
- Establish inventory of resources
  - Operations
  - Personnel
  - Equipment
  - Logistics
- Deliver inventory information to the Planning Section Head
- Post resources in the EOC
- Maintain incident resources status log
- Provide resources summary to situation unit
- Maintain activity log
- Review CEMP
- Forward all reports to Planning Section Head

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**YOUR RESPONSIBILITY:** Collect and organize incident situations and status information. Provide a display of information in the EOC.

**What You Should Do:**

- Obtain briefing from Planning Section Head
- Read this entire checklist
- Review incident action plan
- Prepare EOC Situation/Status display boards
- Assign other personnel as needed
- Collect incident data
  - Address and nature of incidents
  - Persons dead
  - Status of each incident
  - Property damage in estimated dollar loss
  - Special Hazards
  - City Resources used
  - Persons Evacuated
  - Outside agencies assisting
  - Shelter activation(s)
  - Persons injured
- Update situation/status boards at regular intervals (2-hour minimums)
- Participate in planning section meetings
- Maintain activity log
- Assist Planning Section Head in collecting and organizing data from:
  - Operations
  - Logistics
  - Director
  - Finance
- Review the CEMP
- Forward all reports to the Planning Section Head

**Action Checklist: Documents Unit**

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**YOUR RESPONSIBILITY:** Maintain complete incident files and provide duplication services.

**What You Should Do:**

- Obtain briefing from the Planning Section Head
- Read this entire checklist
- Establish incident files
- Establish duplication service and respond to requests
- Retain and file duplicate copies of official forms
- Check accuracy of records
- Correct errors by checking with appropriate EOC personnel
- Prepare reports/documents as requested by the Planning Section Head
- Restore City documents and files after incident
- Maintain activity log
- Review CEMP
- Forward all reports to the Planning Section Head

## Action Checklist: Demobilization Unit

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**YOUR RESPONSIBILITY:** Prepare the demobilization plan to ensure an orderly transition from emergency to day-to-day status.

**What You Should Do:**

- Obtain briefing from Planning Section Head
- Read this entire checklist
- Obtain resource inventory
- Review incident action plan
- Prepare demobilization plan
- Work station re-supplies
- Forwarding of final reports
- Release of EOC units/sections
- Final status of field units
- Identify resource needs of remaining sections
- Clean up of EOC
- Monitor demobilization plan
- Maintain activity log
- Review CEMP
- Forward all reports to the Planning Section Head

## Action Checklist: **Logistics Section Head**

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**YOUR RESPONSIBILITY:** Provide facilities services and materials for incident support. See pages 41 - 46.

**What You Should Do:**

- Obtain briefing from the Director of Emergency Services
- Identify yourself as the Logistics Section Head (on organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Open work area, check phones
- Appoint Logistics section units as needed
- Advise Resource unit of Logistics Section activation
- Participate in preparation of Incident Action Plan
- Identify service and support requirements for expected operations
- Coordinate and process requests for resources
- Advise on current service and support capabilities
- Supervise Unit leaders:
  - Supply
  - Facilities
  - Food
  - Transportation
- Coordinate demobilization with Planning Section
- Maintain activity log
- Review CEMP
- Forward all reports to the Director of Emergency Services

**Action Checklist: Supply Unit**

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**YOUR RESPONSIBILITY:** Order personnel, equipment, and supplies. Receive and store all supplies for the incident.

**What You Should Do:**

- Obtain briefing from the Logistics Section Head
- Read this entire checklist
- Participate in logistics section planning
- Provide/monitor EOC supplies and materials
- Advise on resources available in City inventory
- Assign personnel as needed to ensure material supply:
  - MOC
  - City Hall
  - Public Safety Building
  - Incident site(s)
- Receive and respond to requests for supplies
- Maintain inventory of supplies
- Submit briefing reports to Logistics Section Head
- Maintain activity log
- Re-supply as needed prior to demobilization
- Review CEMP
- Forward all reports to Logistics Section Head

**Action Checklist: Facilities Unit**

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**YOUR RESPONSIBILITY:** Provide sleeping and relaxation areas for EOC and Policy room staff. Advise on facilities for public shelters for City personnel and public as needed.

**What You Should Do:**

- Obtain briefing from Logistics Section Head
- Read this entire checklist
- Review incident action plan.
- Determine facilities requirements
  - Sleeping areas
  - Lighting/heating/cooling/sanitation/Public Works needs
- Advise Logistics Head regarding shelter capacities for public
- Maintain activity log
- Review CEMP
- Forward all reports to the Logistics Section Head

## Action Checklist: **Transportation Unit**

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**YOUR RESPONSIBILITY:** Provide vehicles to move people to and from the incident scene(s), and for public evacuation.

**What You Should Do:**

- Obtain briefing from Logistics Section Head
- Read this entire checklist
- Review incident action plan
- Provide inventory of transport vehicles
  - Cars
  - Buses (School and Transit)
  - Light Trucks
  - Heavy Trucks
  - Helicopters
- Advise logistics of transport capabilities
- Establish staging area(s) for vehicles.
- Provide mobile refueling capabilities
- Establish remote communications with staging area(s)
- Maintain activity log
- Review CEMP
- Forward all reports to the Logistics Section Head

**Action Checklist: Communications Unit**

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**YOUR RESPONSIBILITY:** Develop plans for ensuring that the EOC communications system functions adequately. This includes messages, radios, telephones and television.

**What You Should Do:**

- Obtain briefing from Logistics Section Head
- Read this entire checklist
- Advise on EOC communication capabilities/standby capabilities
- Call radio amateurs if needed
- Confirm with logistics on emergency fuel supply and re-supply if needed
- Ensure that communications supplies are on hand
- Notify appropriate City staff of emergency status: "The EOC has been activated due to \_\_\_\_\_ and will remain activated until further notice. Refer to the EOC activation phone lists for telephone numbers."
- Route all incoming messages to the EOC staff
- Assign message runners as needed
- Activate public warning systems as directed by Operations
- Ensure that outgoing messages are transmitted promptly
- Maintain activity log
- Review CEMP
- Re-supply workstation prior to demobilization
- Forward all reports to Logistics Section Head

**Action Checklist: Food Unit**

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**YOUR RESPONSIBILITY:** Feeding of EOC and City Employee personnel, City Emergency volunteer workers.

**What You Should Do:**

- Obtain briefing from Logistics Section Head
- Read this entire checklist
- Advise on food supply on hand
- Determine the best method of feeding.
- Plan menu
- Assign food preparers if needed
- Establish feeding schedule
- Keep inventory of food on hand; re-order as needed
- Check staging areas and incident(s) for food and water
- Maintain activity log
- Review CEMP
- Re-stock food supply upon demobilization
- Forward all reports to Logistics Section Head

**Action Checklist: Finance Section Head**

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**YOUR RESPONSIBILITY:** All financial and cost analysis of the incident and the supervision of members of the Finance Section. See pages 41 - 46.

**What You Should Do:**

- Obtain briefing from the Director of Emergency Services
- Identify yourself as Finance Section Head (on the organization chart in the EOC and wear the identifying vest)
- Read this entire checklist
- Attend planning meeting to gather information on overall strategy
- Organize Finance section:
  - Time Unit
  - Compensation/claims Unit
  - Cost Unit
- Inform the Director of Emergency Services when section is fully operational
- Provide input in all plans for financial and cost analysis
- Maintain contact with agency(s) of financial matters
- Properly prepare and complete all financial obligation documents
- Review CEMP
- Before demobilization, establish a plan to follow through with all business management issues
- Maintain activity log
- Forward all reports to Director of Emergency Services

**Action Checklist: Time Unit**

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Comp/Claims	71
Costs	72

**YOUR RESPONSIBILITY:** Keep track of the hours worked by paid personnel, and the hours that various pieces of equipment are used.

**What You Should Do:**

- Obtain briefing from Finance Section Head
- Read this entire checklist
- Establish and maintain a file for employee time reports. For each person, it should include:
  - Correct identification
  - Specific pay provisions
  - Hours worked
  - Travel
  - Termination of involvement in the incident
- Establish and maintain:
  - City equipment Time and Mileage
  - Rented equipment contracts
- Keep time records for each shift
- Make sure time reports are appropriately signed
- Close out a person’s time records before he or she is released from the incident
- Maintain activity log
- Review CEMP
- Forward all reports to the Finance Section Head

**Action Checklist: Compensation Claims Unit**

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<b>Comp/Claims</b>	<b>71</b>
Costs	72

**YOUR RESPONSIBILITY:** Manage compensation for injuries and claims arising out of the incident.

**What You Should Do:**

- Obtain briefing from Finance Section Head
- Read this entire checklist
- Establish contact with the Safety Officer and Liaison Officer (or agency representatives if no Liaison is assigned)
- Assign staff as needed
- Brief your staff
- Periodically review logs and forms produced by your unit to ensure:
  - Completeness
  - Accuracy
  - Timeliness
  - Compliance with procedures and policies
- Keep Finance Section Head briefed on unit activities
- Obtain Demobilization Plan
- Before demobilizing, make sure that all logs and forms are:
  - Complete
  - Current
  - Routed correctly for post-incident processing
- Maintain activity log
- Review CEMP
- Forward all reports to Finance Section Head

**Action Checklist: Costs Unit**

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City Council/Mayor

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Comp/Claims	71
<b>Costs</b>	<b>72</b>

**YOUR RESPONSIBILITY:** Collect all cost data, perform cost effective analyses, provide cost estimates and cost saving recommendations; prepare and process checks for payment during disaster.

**What You Should Do:**

- Obtain briefing from the Finance Section Head
- Read this entire checklist
- Obtain and record all cost data
- Prepare incident cost summaries
- Prepare cost estimates for planning
- Make recommendations for cost savings to Finance Section Head
- Maintain cumulative incident cost records
- Prepare check vouchers for payment
- Ensure accuracy of documents
- Complete all records prior to complete demobilization
- Maintain activity log
- Review CEMP
- Forward all reports to the Finance Section Head

**EMERGENCY ACTIVATION NOTIFICATION GUIDE**

This checklist is to serve as a guide for notification of key personnel in the event an emergency occurs that would require activating the EOC in the City of Oak Harbor.

**A. Determine which location for the EOC will be activated:**

- Primary - Oak Harbor Fire Station, 855 East Whidbey Avenue
- Alternate - Mobile Command Trailer
- Alternate - Oak Harbor City Hall, 865 SE Barrington Drive
- Alternate - Oak Harbor Public Works, 1400 NE 16th Avenue

NOTIFICATION CHECKLIST

**B. Alert one person in each of the following groups:**

Group One

- Mayor
- City Administrator
- Director of Emergency Services/Fire Chief

Group Two

- Fire Chief
- Fire Deputy Chief
- Fire Marshal

Group Three

- Police Chief
- Police Deputy Chief
- Police Operations Lieutenant

Group Four

- Public Works Director
- Public Works Operations Manager
- Public Works Administration Manager

**C. Alert the following department heads, as needed:**

- Human Resources Director
- Finance Director
- Development Services Director
- Parks and Recreation Director
- City Attorney
- Harbormaster

**D. Alert the following personnel or agencies as directed:**

- City Council (Mayor Pro Tem or Council)
- All other personnel as needed, by department

**E. Alert the following through I-COM dispatch**

- American Red Cross
- ARES or Amateur Radio Group
- Island County DES
- Puget Sound Energy; Electricity – through I-COM
- Cascade Natural Gas; Natural Gas – through I-COM
- Verizon – through I-COM
- Comcast – through I-COM
- Island Transit

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## **APPENDIX 2**

### **DIRECTION AND CONTROL**

#### **XIII. PURPOSE**

To provide guidance for the direction, control, and coordination of emergency management activities within the City of Oak Harbor.

#### **XIV. CONCEPT OF OPERATIONS**

##### **A) Direction and Control**

1. The Director of Emergency Services (Fire Chief) is responsible for the overall direction and control of the emergency preparedness activities for the City of Oak Harbor. The authority for direction and control of the organization and administration of the emergency preparedness program is found in RCW 38.52 and OHMC 1.10.040.
2. The Director of Emergency Services is responsible for ensuring emergency preparedness activities, response to emergencies and disasters, and the coordination of the recovery from emergencies and disasters are effectively carried out within the City of Oak Harbor.
3. Each Oak Harbor City Department shall have a pre-established location and an alternate from which to establish direction and control of its respective activities in a disaster. This location may be the EOC or other suitable location, depending upon the magnitude and circumstances associated with the event. If the location established is not the EOC, the individual in charge will be responsible for documenting staff activities and maintaining active communication with the EOC regarding status and resource needs.
4. The City Council is responsible for City-wide policy decisions. The policy group provides policy recommendations to the City Council during times of emergency or disaster.
5. The day-to-day organizational structure of City Departments shall be maintained as much as practical during emergency and disaster operations. Each City Department shall have a line of succession to the department director/head.

##### **B) Coordination**

1. The Department of Emergency Services is the lead agency for facilitating the coordination of emergency preparedness activities among local, state, federal, and private sector agencies with the City of Oak Harbor.
2. Each City Department shall provide personnel to staff the EOC upon request and shall establish a call-out list for rapid mobilization of the department and staffing of the EOC.

3. Each employee is responsible for notifying their department of any home phone number or address changes that would affect this call-out list. (A confidential employee phone list to be on file at the EOC.)
4. Each employee is responsible for advising the City at the earliest opportunity of his/her location and availability in the event of an emergency or disaster.
5. The Department of Emergency Services will coordinate the contacting of families of employees in the event of an emergency or disaster.

### **C) Facilities**

1. The Oak Harbor Fire Department's Headquarters Station 81 is located at 855 East Whidbey Avenue and serves as the primary EOC for the City.
  - a. The first alternate EOC location is the Oak Harbor Public Works facility located at 1400 NE 16th Avenue.
  - b. The second alternate EOC location is Oak Harbor City Hall, 865 SE Barrington Drive.
  - c. The primary EOC and first alternate location are each capable of being staffed 24 hours a day and has back-up power.
2. Other alternate locations for an EOC may be identified as the situation warrants.
3. The Director of Emergency Services is responsible for developing and maintaining EOC Guidelines, facility equipment, and supplies.

### **D) On-Scene Management**

1. On-scene management of emergencies will follow the Incident Command System (ICS), mandated through the National Incident Management System (NIMS), which was established by Homeland Security Presidential Directive-5 (HSPD-5)
2. The Incident Commander is the on-scene manager responsible for direction and control at the scene of the incident. The Incident Commander shall utilize the positions within the Incident Command System as deemed necessary at the time of the incident. The Incident Command System should only be activated to the level necessary for efficient operations. It is the responsibility of the Incident Commander to:
  - a. Assess the situation.
  - b. Develop incident objectives, action plans and priorities.
  - c. Ensure safety issues are addressed.
  - d. When activated, contacts the EOC to request necessary resources.
3. Washington Administrative Code (WAC) 296-824 requires the Incident Command System be used in responses to hazardous materials incidents and outlines specific requirements of the Incident Commander.
4. The Incident Commander may appoint a Public Information Officer when the situation warrants, to work with the news media at the incident scene. This

may include coordinating media releases and arranging contacts between the media and response agencies. When possible, information released to the media should be coordinated through the EOC. The Public Information Officer shall be responsible for communicating released information to the EOC.

#### **E) Emergency Proclamation Process**

1. A Proclamation of Local Emergency may be issued by the Mayor when conditions of disaster or extreme peril threaten the safety of persons or property within the City of Oak Harbor. This Proclamation serves as the legal instrument authorizing the use of extraordinary measures necessary to support disaster response and recovery operations.
2. The Proclamation of Local Emergency is typically a prerequisite for requesting state or federal disaster assistance. The City Council shall be notified and provided with a copy of the Proclamation at the earliest practical opportunity for ratification and inclusion in the official record.
3. The City of Oak Harbor is a non-chartered code City. As such, RCW 35A states the succession of authority by which Proclamations may be issued. In the absence of the Mayor, such Proclamations may be made by the Mayor Pro Tem.
4. The Proclamation authorizes the City to take necessary measures to combat a disaster, protect persons and property, provide emergency assistance to victims of the disaster, and exercise the powers vested in RCW 38.52.070 without regard to formalities prescribed by law (with the exception of mandatory constitutional requirements). These include but are not limited to:
  - a. Budget law limitations
  - b. Competitive bidding processes
  - c. Publication of notices
  - d. Provisions pertaining to the performance of public work
  - e. Entering into contracts
  - f. Incurring obligations
  - g. Employment of temporary workers
  - h. Rental of equipment
  - i. Purchase of supplies and materials
  - j. Levying of taxes
  - k. Expenditures of public funds
5. The Director of Emergency Services, in cooperation with the City Attorney, shall be responsible for the preparation of emergency Proclamations (see Appendix 10; "Proclamation of Emergency" Example).
6. The Director of Emergency Services is responsible for the notification of appropriate county, state, and federal agencies following any Proclamation of emergency.

**F) Request for Emergency Assistance**

1. In the event a situation is beyond the capability of local and pre-designated mutual aid resources, the Director of Emergency Services or his/her designee will request additional resources through the Island County Department of Emergency Services for county, state and federal assistance as necessary.
2. Requests to the Governor to declare a State of Emergency are made by the Mayor directly to the Governor or through the Island County Department of Emergency Services. This Declaration by the Governor is necessary to obtain federal disaster relief funds.

**XV. RESPONSIBILITIES****A) Mayor**

1. Makes Proclamation of Local Emergency.
2. Provides for briefing of the City Council.

**B) Director of Emergency Services (Fire Chief)**

1. Provides overall direction and control of City emergency operations.
2. Prepares Proclamation of Local Emergency in cooperation with the City Attorney.
3. Makes necessary notifications following Proclamations.
4. Coordinates requests for assistance and resources with county, state, and federal agencies.
5. Develops and maintains Emergency Operation Center capability.
6. Provides for the notification of key department personnel as appropriate (see City Department Personnel - Emergency Contact List, located in the EOC).

**C) City Departments**

1. Provide representatives to the EOC as appropriate or as requested by the Director of Emergency Services.
2. Designate locations for the management of department operations.
3. Provide accurate and timely information from field personnel to the EOC when activated.
4. Develop Emergency Operational Procedures.
5. Develop departmental emergency contact lists.

## APPENDIX 3

### CONTINUITY OF GOVERNMENT

#### I. PURPOSE

To provide guidance for the continued operation of the City of Oak Harbor government and its departments, and to provide for the preservation of essential City records.

#### II. CONCEPT OF OPERATIONS

##### A) State Law

RCW Title 35A, Optional Municipal Code, provides for the filling of vacant elective offices by the Oak Harbor City Council. (Ref. 35A.12.050, 35A.12.060, 35A.12.065) The line of succession for elected City officials shall be Mayor, and Mayor pro tempore. Further lines of succession shall be by majority vote of the remaining City council members as absences and/or vacancies occur.

##### B) City Government - Emergency Preparedness

The Elected Mayor is the executive head of the City of Oak Harbor. Oak Harbor Municipal Code 1.10.020(3) designates the Fire Chief as the Director of Emergency Services. The line of succession for the Director of Emergency Services shall be Fire Chief, Police Chief, and then Public Works Director.

##### C) City Department Succession

The director of each City Department shall designate a line of succession for their respective departments. Upon the direction of the department director, key divisions or offices within the department may designate lines of succession (see list of departmental successions).

##### D) Department Responsibilities

The director of each City Department shall ensure that everyone designated in the department (division) line of succession is aware of the responsibilities of the position, department operating procedures and the operational polices and responsibilities of the City of Oak Harbor All-Hazards Comprehensive Emergency Management Plan and Implementing Procedures.

##### E) Records Preserved

The director of each City Department shall ensure that essential department records are identified and preserved. The Office of the City Clerk shall be the lead resource for providing information and assistance in the identification and preservation of vital records.

**F) Information Services for Electronic Records**

The Information Technology Division shall be the lead resource in providing information and assistance for the protection of electronic data and computer equipment.

**G) Department Locations for Operations**

The director of each City Department having emergency response functions shall designate primary and alternate sites from which to conduct department operations during emergency situations.

**H) Location of Operations Outside City Limits**

RCW 42.14.075 allows for political subdivisions to conduct the affairs of the jurisdiction outside the territorial limits of the jurisdiction in the event it is imprudent, inexpedient, or impossible to continue operations at the usual locations. Decisions to relocate local government shall be based "upon the call of the presiding official or any two members of the governing body" and shall be the responsibility of the City Council and Mayor, based upon circumstances of the emergency or disaster.

**III. RESPONSIBILITIES****A) City Council**

1. Fills vacancies in elected offices as provided by RCW 35A.
2. Determines alternate locations for the day-to-day operation of local government when usual, customary locations are not acceptable.

**B) Mayor**

1. Works with the City Council in filling vacancies of appointed officials as provided by RCW 35A.
2. Determines, along with the City Council, appropriate alternate locations for day-to-day operation of local government when usual, customary locations are not acceptable.

**C) Director of Emergency Services**

1. Provides for the overall continuity of City operations in the event of a disaster or emergency.

**D) City Clerk**

1. Provides guidance and direction to City Departments in the identification and preservation of essential City records.

**E) Information Technology Division**

1. Provides guidance and direction for the protection of electronic data and computer systems.

**F) City Departments**

1. Identifies primary and alternate locations for department operations during emergency and disaster situations.
2. Designates department lines of succession and ensures that designated individuals are aware of the responsibilities of the position, department operating procedures and the operational policies and responsibilities of the CEMP.
3. Provides for the identification and preservation of essential department records.
4. Provides for the continuity of department operations.

**LINES OF SUCCESSION****MAYOR**

Mayor  
City Administrator – per OHMC Chapter  
1.10.030  
Mayor Pro Tempore

**CITY ADMINISTRATOR**

City Administrator  
Finance Director

**DIRECTOR OF EMERGENCY SERVICES**

Fire Chief  
Police Chief  
Public Works Director

**FINANCE DEPARTMENT**

Director  
Finance Manager

**CITY ATTORNEY**

City Attorney

**CITY CLERK**

City Clerk  
Executive Services Coordinator

**FIRE DEPARTMENT**

Fire Chief  
Deputy Chief  
Fire Marshal

**HUMAN RESOURCES**

Director

**INFORMATION TECHNOLOGY DIVISION**

Director  
Assistant

**PARKS AND RECREATION DEPARTMENT**

Director  
Recreation Manager  
Parks Supervisor  
Harbormaster

**DEVELOPMENT SERVICES DEPARTMENT**

Director  
Principal Planner  
Building Official

**POLICE DEPARTMENT**

Police Chief  
Deputy Police Chief  
Operations Lieutenant  
On-Duty Sergeant

**PUBLIC WORKS DEPARTMENT**

Director  
Operations Manager  
Administration Manager  
24 Hour Duty Personnel

## APPENDIX 4

### PUBLIC INFORMATION

#### IV. PURPOSE

To provide guidance in the dissemination of prompt, accurate emergency public information to the public and the media during emergency and disaster situations, and to ensure a continuous flow of accurate information to the public before, during, and after an emergency or disaster.

#### V. CONCEPT OF OPERATIONS

##### A) Normal Operations

During normal, pre-emergency operations, information related to Emergency Preparedness activities and instruction will be coordinated and disseminated as required through the Director of Emergency Services. Coordination with State and County emergency management organizations will be maintained.

##### B) Emergency Operations

During emergency or disaster operations, the Director of Emergency Services will ensure that an appointed Public Information Officer is coordinating and disseminating information to the public. The Director of Emergency Services will assist in the collection and the preparation of emergency information in the EOC for the Public Information Officer. The release of any information from the City of Oak Harbor concerning emergency or disaster situations will be through the office of the Mayor.

##### C) Objectives of Public Information:

1. Provide timely warnings to the public regarding disaster threats, potential impacts, and appropriate protective actions to reduce harm and mitigate effects.
2. Educate and inform the public on preparedness, response, and recovery measures to enhance community resilience.
3. Encourage ongoing preparedness efforts and strengthen public confidence and determination to recover following a disaster.
4. Ensure accuracy and consistency of information disseminated to the public, while actively countering misinformation, rumors, and speculation.

##### D) Public Information - Distribution

Emergency Public Information instructions and guidance will be designed for and distributed to the following groups:

1. Government agencies, quasi-governmental agencies (including school systems), private businesses, and other institutions that have been assigned or are participating in emergency operations.

2. The general public.
3. Special groups, including but not limited to; non-English speaking people, those unable to relocate or protect themselves, people with mental or physical Access and Functional Needs, and people requiring public transportation.

#### **E) Information to be Credible**

Credibility and responsiveness to the public is a primary concern. A wide variety of materials will be distributed through all media types available, including Social Media, television, radio, newspapers, the Emergency Alert System, the cable television interrupt, Cable Channel 10, and direct distribution of materials. These materials may include federal and state government printed publications, prepared radio and television announcements, local government instructions and guidance, newspaper supplements and special printed instructions.

#### **F) Coordination of Information**

The Public Information Officer and the Director of Emergency Services will coordinate the release of all emergency public information and instructions with the State Division of Emergency Management, Island County Department of Emergency Services, and other cities and counties in the Puget Sound area to the best of their ability to ensure that no conflicting information or instructions are released.

#### **G) Media Briefings**

The news media will be requested to assist in dissemination of emergency public information and instructions. Regular briefings during an emergency or disaster will be scheduled for the media at a location selected by the Director of Emergency Services.

#### **H) Use of Media**

Social media platforms, radio, and television broadcast stations will be used to maintain communication with the local population, providing timely instructions, updates, and situational reports on disaster operations and conditions.

#### **I) Mayoral Responsibility**

The Director of Emergency Services shall notify the Mayor of any partial EOC activation or heightened readiness measures in anticipation of a potential emergency or disaster. At that time, the Mayor may elect to initiate emergency public information efforts to inform and prepare the community.

#### **J) Mayor's Office Approvals of Releases**

After a "Proclamation of Emergency or Disaster" has been made by the Mayor, all emergency public information will be approved through the Mayor's office prior to release.

#### **K) Primary Radio Warning Station**

KIRO Radio - 710 AM., Seattle, is the primary Emergency Alert System station for the City of Oak Harbor and will broadcast emergency information for rebroadcast by other stations. The EAS is activated through a request to I-COM.

#### **L) Primary Print Media Usage**

The dissemination of printed emergency information and instructions for the public will be coordinated through the Whidbey News Times and the Skagit Valley Herald.

#### **M) Island County Department of Emergency Services**

Emergency public information will be disseminated in conjunction with or as a supplement to Island County Department of Emergency Services public information. In the event Island County is not responsive in dissemination, the City of Oak Harbor will advise Island County of the information being disseminated and will proceed.

#### **N) Information Dissemination**

Government agencies, quasi-governmental agencies, businesses and industries will get their instructions and supporting information through their own organizational structure. The instructions should reflect not only general survival information, but specific directions. These organizations will use their normal form of communications within the organization. Instructions given shall be consistent with information being disseminated to the general public.

#### **O) Copies of Emergency Information**

Copies of printed emergency information and instructions for essential workers will be made available through their place of work. Additional information and instructions for essential workers may be released for broadcast over local radio stations.

#### **P) Emergency Information Through Recovery**

Emergency Public Information will continue throughout the recovery period for as long as necessary to keep the public informed and engaged with the City's recovery efforts. Communications may include, but are not limited to:

- Instructions and guidance from City, County, State, or Federal agencies,
- Updates on ongoing emergency response and recovery activities at all levels of government, and
- Plans and timelines for the restoration and rebuilding of affected areas.

The goal is to ensure the public remains aware of recovery progress, understands the actions being taken, and is encouraged to participate in or support recovery efforts.

## **VI. RESPONSIBILITIES**

### **A) Public Information Officer Assignment**

The Public Information Officer assignments are identified in the EOC Guidelines ([Appendix 1](#), Page 26) During emergency or disaster situations, the assigned Public Information Officer (PIO) serves as the sole liaison between the news media and City government. The PIO is the official source for all authorized public information released by the City. No other employee or emergency worker is authorized to speak on behalf of the City or release information unless explicitly directed to do so by the Director of Emergency Services or the Mayor.

#### **B) Other Departments Assisting**

All other City Departments with public information or public relations staff shall support and assist the PIO in carrying out the objectives of this Appendix. The Director of Emergency Services will provide technical guidance, expertise, and, if necessary, special publications related to disaster preparedness to support the PIO's mission.

#### **C) Field Release of Information**

It is anticipated that certain situations may require the release of emergency public information directly from field command posts. In such cases, the incident commander or person in charge at the location shall notify the EOC and provide detailed information regarding the nature, urgency, and content of the release to ensure coordinated and accurate public communications.

#### **D) Mayor & Director of Emergency Services**

1. Appoints public information officer(s) to coordinate the dissemination of emergency public information.
2. Determines appropriate locations for public official and media briefings.
3. Coordinate with Island County Department of Emergency Services and other local jurisdictions when information is to be released on the EAS.

#### **E) Public Information Officer**

1. Gather and coordinate emergency public information for timely release to the public. The PIO may be part of the Joint Information System (JIS) as established by Island County DEM.
2. Notify appropriate agencies to assist in the dissemination of emergency public information.
3. Give information briefings to City officials, news media, and the public.
4. Coordinate with the Mayor's office on release of information.

#### **F) City Departments**

1. Provide timely information to the EOC regarding field activities and emergency public information issues.
2. Coordinate requests for assistance through the EOC.

**APPENDIX 5****REFERENCES****VII. PURPOSE**

To provide a listing of referenced legal documents or laws as they relate to the City of Oak Harbor Comprehensive Emergency Management Plan.

To provide a glossary of terms to assist in review and training.

**VIII. LEGAL DOCUMENTS****A) City of Oak Harbor**

1. Oak Harbor Municipal Code (OHMC) 1.10
2. City of Oak Harbor Comprehensive Emergency Management Plan as amended.

**B) Island County**

1. ICC 9.24A.060 & Ordinance #ES-83-01 Providing Emergency Powers to Island County Director of Emergency Services
2. Island County Emergency Operations Plan and Supporting Annexes, as amended

**C) Washington State**

1. RCW 38.52.....Emergency Management
2. RCW 39.34.....Interlocal Cooperation Act
3. RCW 43.20A .....Department of Social and Health Services
4. RCW 35A .....Optional Municipal Code
5. RCW 36.40.....County Budget
6. RCW 43.88.....State Budgeting, Accounting and Reporting System
7. RCW 28A.160.010 .....School Transportation
8. RCW 43.06.010.....Powers and Duties of Governor
9. RCW 42.14.....Continuity of Government
10. RCW 40.....Public Documents, Records, and Publications
11. RCW 34.04.....Administrative Procedures Act
12. RCW 58.19.....Land Development Act
13. RCW 36.21.....County Assessor
14. RCW 84.70.....Destroyed Property - Abatement or Refund

15. RCW 77.55.....Construction Projects in State Waters
16. RCW 76.09.....Forest Practices
17. RCW 86.16.....Flood Plain Management
18. RCW 36.28.....County Sheriff
19. Washington State Emergency Operations Plan and Supporting Annexes, as amended available online at:  
[http://www.emd.wa.gov/about/plans\\_eop.shtml](http://www.emd.wa.gov/about/plans_eop.shtml)
20. Washington Administrative Code WAC 296-305-05001 Incident Command System
21. Washington Administrative Code 118: Military Department (Emergency Management)

#### **D) Federal Government**

1. PL 93-288.....The Disaster Relief Act of 1974
2. PL 93-920.....The Federal Civil Defense Act of 1950
3. PL 88-525.....The Food Stamp Act of 1965
4. PL 95-124.....The Earthquake Hazards Reduction Program
5. PL 94-163.....Energy Policy and Conservation
6. PL 93-498.....Federal Fire Prevention and Control
7. PL 93-234.....Flood Disaster Protection Act
8. PL 89-90.....Emergency Watershed Protection Program
9. PL 84-99.....Corps of Engineers Flood Fighting Program
10. PL 93-154.....Emergency Medical Services System Act of 1973 (amended)
11. PL 81-815.....School Disaster Assistance
12. PL 81-874.....School Disaster Assistance
13. PL 96-342.....Improved Civil Defense Act of 1980
14. AR 500-60.....Emergency Employment of the US Army & Other Resources
15. 44 CFR 205 .....Federal Disaster Assistance (FEMA)
16. 44 CFR 9 .....Flood Plain Management and protection of wetlands
17. 44 CFR 10 .....Environmental Considerations
18. Title III Superfund Amendment and Re-Authorization Act of 1986

## APPENDIX 6

### DEFINITIONS and ABBREVIATIONS

#### IX. DEFINITIONS

**Adjutant General:** Controls and directs state military operations.

**Applicant:** The state or local government submitting a project application or request for direct federal assistance under Public Law 93-288 or on whose behalf the Governor's Authorized Representative acts.

**American National Red Cross:** The national organization of the Red Cross organized to undertake activities for the relief of persons suffering from disaster as stated in Section 3 of the Act of January 5, 1905, Chapter 23, as amended (36 USC 3) entitled "An Act to Incorporate the American National Red Cross."

**Common Program Control Broadcast Station:** An element of the Emergency Alert System. A primary broadcast station in each operational (local) area assigned the responsibility for coordinating the operations for the broadcasting of the common programming for the operational area.

**Contractor:** Any individual, partnership, corporation, agency or other entity (other than an organization engaged in the business of insurance), performing work by contract for the federal government, state, or a local agency.

**Damage Assessment:** Estimation of damages made after a disaster has occurred which serves as a basis of the Governor's request to the President for a Declaration of Emergency or Major Disaster.

**Disaster Analysis:** The collection, reporting and analysis of disaster related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the stricken area.

**Disaster Assistance Center (DAC):** A center set up in the disaster area where individual disaster victims may receive information concerning available assistance and apply for the programs for which they are eligible. The Disaster Assistance Center will house representatives of the federal, state, and local agencies that deal directly with the needs of the individual victim.

**Disaster Field Office:** An office established jointly by the Coordinating Officer and State Coordinating Officer within the affected area for federal and state officials to coordinate disaster assistance and recovery efforts.

**Emergency:** "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster." (PL 93-288).

**Emergency Alert System:** Consists of broadcasting stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.

**Emergency Protective Measures:** Those efforts to protect life and property against anticipated and occurring effects of a disaster. These activities generally take place after disaster warning (if any) and throughout the incidence period.

**Emergency Management:** The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are responsible, to minimize injury and repair damage resulting from disasters caused by enemy attack, sabotage, or other hostile action, or by fire, flood, storm, earthquake, or other natural causes, and to provide support for search and rescue operations for persons and property in distress.

**Emergency Management Incident Numbers:** Incident Numbers (formerly called Mission Numbers) issued by state and local emergency management organizations which cover the liability incurred by registered emergency workers within each affected county for the duration of bonified emergency management activities/missions. Incident numbers may be broken down into further categories to aid in administration and documentation of incidents as follows:

- Search and Rescue Number
- Disaster Incident Number (from the same series as SAR)
- Training Number

**Emergency Management Plans:** Those plans prepared by federal, state, and local governments in advance and in anticipation of disasters for the purposes of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.

**Emergency Worker:** Any person who is registered with a state or local emergency management organization and holds an identification card issued by the state or local emergency director for the purpose of engaging in authorized emergency management, or who is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency tasks.

**Federal Agency:** Any department, independent establishment, government corporation, or other agency of the executive branch of the Federal Government, including the United States Postal Service, but shall not include the American National Red Cross.

**Federal Assistance:** Aid to disaster victims or state or local governments by federal agencies authorized to provide assistance under federal statutes.

**Federal Coordinating Officer:** The person appointed by the President to coordinate federal assistance in an Emergency or a Major Disaster.

**Federal/State Agencies:** The agreement signed by the Governor and the Regional Director of the Federal Emergency Management Agency, specifying the manner in which federal assistance will be made available for a Presidential Declaration of Emergency, Fire Suppression, or Major

Disaster, and containing terms and conditions consistent with applicable laws, executive orders, and regulations as the Administrator of FEMA may require.

**Governor:** The Governor of this state, or in case of removal, death, resignation or inability to discharge the powers and duties of office, that person who may exercise the powers of governor pursuant to the Constitution and laws of this state relating to succession in office.

**Governor's Authorized Representative:** That person named by the Governor in the Federal/State Agreement to execute on behalf of the state all necessary documents for disaster assistance following the Declaration of an emergency or a major disaster, including certification of applications for public assistance.

**Grant Coordinating Officer:** The state official assigned management responsibility for the Individual and Family Grant Program (IFG) after a Major Disaster Declaration by the President. (If the program is requested by the Governor).

**Hostile Actions:** actions involving (1) attacks using conventional, biological, chemical, or nuclear weapons (2) Acts of domestic terrorism or sabotage (3) foreign embargo (4) any form of aggression that threatens the nation.

**Individual Assistance:** Financial or other aid provided to private citizens to help alleviate hardship and suffering and intended to facilitate resumption of their normal way of life prior to disaster.

**Incidence Period:** For Emergencies or Major Disasters declared pursuant to PL 93-288, those days or parts thereof officially designated by the President or a representative as the dates upon which damages occurred.

**Joint Information Group (JIG):** A designation within the Incident Management System to provide accurate and up to date information. The JIG is established as a Section within the EOC

**Jurisdiction:** The geographical area over which a specific governing body exercises direct authority, e.g., State of Washington and/or its political subdivisions.

**Local Emergency:** The duly declared existence of conditions of a disaster or of extreme peril to the safety or health of persons and property within local jurisdictional boundaries. The emergency may be declared by a mayor or chairman of the board of county commissioners and is normally issued prior to requesting state and/or federal assistance.

**Local Government:** Any county, City, village, town, district, or other political subdivision of the state, any Indian tribe or authorized tribal organization, and including any rural community or unincorporated town or village or any other public entity for which an application for assistance is made by the state or political subdivision thereof.

**Local Organization for Emergency Management:** An organization created in accordance with the provisions of RCW 38.52 by state or local authorities to perform local emergency management functions.

**Major Disaster:** "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant Major Disaster assistance under PL 93-288, above and beyond emergency management by the federal, government, to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby." (PL 93-288)

**Pinpoint Disaster:** A disaster, not caused by negligence or malicious action, which as determined by the Commissioner of Education, Department of Health, Education and Welfare (HEW) has destroyed or seriously damaged school facilities, but which is local in effect and has not been declared a Major Disaster by the President.

**Private Nonprofit Facility:** Any educational, utility, emergency, medical, and custodial care buildings, structures or systems, including those for the aged or disabled and facilities on Indian reservations eligible for federal assistance under Section 402(b) of PL 93-288 as the result of a Major Disaster.

**Private Nonprofit Organizations:** Any non-governmental agency or entity that has applied for, and currently has, in effect, from the U.S. Internal Revenue Service, a ruling letter granting tax exemption under Section 501(c), (d), or (e) of the Internal Revenue Code of 1954, or satisfactory evidence from the state that the non-revenue producing organization or entity is a nonprofit one chartered with the Office of the Secretary of State, or the State Auditor prior to the onset of the incidence period.

**Public Assistance:** Financial or other aid provided to political subdivisions and Indian tribes to facilitate restoration of public facilities to pre-disaster functions and capabilities.

**Public Facility:** Any flood control, navigation, irrigation reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, airport facility, non-federal aid street, road, or highway, and any other public building, structure or system including those used exclusively for recreational purposes.

**Regional Director:** Director of a Regional Office of the Federal Emergency Management Agency (FEMA).

**Standing Operating Procedure (SOP):** A ready and continuous reference to those roles, relationships, and procedures, within an organization, which are used for the accomplishment of broad or specialized functions which augment the Comprehensive Emergency Management Plan.

**State Agency:** Any department, office, commission, or agency of state government.

**State Area Command:** The State Headquarters and Headquarters of the National Guard in each state, less elements required for the conduct of selective service activities, when ordered into active federal service. When mobilized, directs operational employment of all military forces made available for land defense or for military support to civil authorities.

**State Coordinating Office (SCO):** that person appointed by the Governor for the purpose of coordinated state and local disaster assistance efforts with those of the federal government.

**State of Emergency:** An emergency declared as such by the Governor pursuant to RCW 43.06.010.

**State Emergency Plan:** As used in Section 201(b) of PL 93-288; that state plan which is designed specifically for state-level response to emergencies or major disasters and which sets forth actions to be taken by the state and local governments including those for implementing federal disaster assistance. In the State of Washington, it is known as the Washington State Comprehensive Emergency Management Plan. Execution of the State Comprehensive Emergency Management Plan is prerequisite to the provision of federal assistance authorized by PL 93-288.

**Tsunami:** A huge wave caused by a submarine disturbance; as in an earthquake or volcanic eruption.

**Utility:** Structures or systems of any power, water storage, supply and distribution, sewage collection and treatment, telephone, transportation, or other similar public service.

**Vector Control:** Control of diseases spread by insects, rodents, etc.

**Voluntary Organization:** Any chartered or otherwise duly recognized tax-exempt, local, state, national organization or group which has provided or may provide services to the state, local governments, or individuals in a major disaster or emergency.

**ABBREVIATIONS****A**

**ABA** .....American Bar Association  
**ACCESS** .....A Central Computerized Enforcement Service System  
**AFDC**.....Aid to Families with Dependent Children (Program)  
**AGR** .....(Department of) Agriculture (State)  
**AIA**.....American Insurance Association  
**ALNOT** .....Alert Notice  
**AMS**.....Agricultural Marketing Services (USDA, Federal)  
**ANRC** .....American National Red Cross  
**APHIS** .....Animal and Plant Health Inspection Service (USDA, Federal)  
**ARES** .....Amateur Radio Emergency Services  
**ASCS** .....Agricultural Stabilization and Conservation Service (Federal)  
**ATC**.....Applied Technology Council

**B**

**BIA**.....Bureau of Indian Affairs (Federal)  
**BOR** .....Bureau of Outdoor Recreation (Federal)  
**BuRec** .....Bureau of Reclamation (Federal)

**C**

**CAP** .....Civil Air Patrol  
**CB** .....Citizens Band (Radio)  
**CCC** .....Commodity Credit Corporation (USDA, Federal)  
**CEB** .....County Emergency Board (USDA Federal)  
**CEMP**.....Comprehensive Emergency Management Plan  
**CES**.....Cooperative Extension Service (USDA, Federal)  
**CFR** .....Code of Federal Regulations

**CMNET** .....Comprehensive Emergency Management Network  
**COE**.....(US Army) Corps of Engineers  
**CPCS** .....Common Program Control Station  
**CRS** .....Citizens Radio Service  
**CZM** .....Coastal Zone Management

**D**

**DAC** .....Disaster Assistance Center  
**DCC**.....Disaster Crisis Counseling (Program)  
**DEPA** .....Defense Electric Power Administration (Federal)  
**DEM**.....Department of Emergency Management (State or local)  
**DES** .....Department of Emergency Services (State or Local)  
**DFO** .....Disaster Field Office  
**DNR** .....Department of Natural Resources (State)  
**DOF** .....Department of Fisheries (State)  
**DOL**.....Department of Labor (Federal)  
**DOT** .....Department of Transportation (State or Federal)  
**DSHS**.....Department of Social and Health Services (State)  
**DSR**.....Damage Survey Report  
**DUA**.....Disaster Unemployment Assistance

**E**

**EAS** .....Emergency Alert System  
**EFS**.....Emergency Food Stamps (Program)  
**EM** .....Emergency Loan (Program) (USDA, Federal)  
**EMS** .....Emergency Medical Services  
**EOC**.....Emergency Operation Center  
**EPA** .....Environmental Protection Agency (Federal)  
**EPI** .....Emergency Public Information

**ESD** .....Employment Security  
Department (State)

## **F**

**FAA** .....Federal Aviation Administration

**FAS** .....Federal Aid System (Federal  
highways)

**FBI** .....Federal Bureau of Investigation

**FCC** .....Federal Communications  
Commission

**FCIC** .....Federal Crop Insurance  
Corporation (USDA)

**FCO** .....Federal Coordinating Officer

**FDAA** .....Federal Disaster Assistance  
Administration

**FEMA** .....Federal Emergency Management  
Agency

**FHWA** .....Federal Highway Administration

**FIA** .....Federal Insurance  
Administration

**FmHA** .....Farmers Home Administration  
(Federal)

**FNS** .....Food and Nutrition Service  
(Federal)

**FPA** .....Federal Preparedness Agency

**FTC** .....Federal Trade Commission

## **G**

**GA** .....(Department of) General  
Administration (State)

**GAME** .....(Department of) Game (State)

**GAR** .....Governor's Authorized  
Representative

**GSA** .....General Services Administration  
(Federal)

## **H**

**HHS** .....Health and Human Services  
Federal)

**HUD** .....(Department of) Housing and  
Urban Development (Federal)

## **I**

**IAC** .....Individual Assistance  
Coordinator (State)

**IAO** .....Individual Assistance Officer  
(Federal)

**IFG** .....Individual and Family Grant  
Program

**IRS** .....Internal Revenue Service  
(Federal)

## **M**

**MAST** .....Military Assistance to Safety and  
Traffic (Federal)

## **N**

**NASWI** .....Naval Air Station Whidbey Island

**NAWAS** .....National Warning System  
(Federal)

**NIMH** .....National Institute of Mental  
Health (Federal)

**NIMS** .....National Incident Management  
System

**NMFS** .....National Marine Fisheries  
Service (Federal)

**NOAA** .....National Oceanic and  
Atmospheric Administration  
(Federal)

**NPS** .....National Park Service (Federal)

## **P**

**P&R** .....Parks and Recreation  
Commission (State)

**PA** .....Project Application

**PDA** .....Preliminary Damage Assessment

**PIO** .....Public Information Officer

**PL** .....Public Law (Federal)

## **R**

**RACES** .....Radio Amateur Civil Emergency  
Service

**RCC** .....Rescue Coordination Center

**RCW** .....Revised Code of Washington

**RETCO** .....Regional Emergency  
Transportation Coordinator  
(Federal)

**S** \_\_\_\_\_

- SA** .....Salvation Army
- SAR** .....Search and Rescue
- SBA** .....Small Business Administration  
(Federal)
- SBCCE** .....State Board for Community  
College and Education (State)
- SCO** .....State Coordinating Officer
- SCS** .....Soil Conservation Service  
(Federal)
- SCUBA** .....Self Contained Underwater  
Breathing Apparatus
- SEB** .....State Emergency Board (USDA  
Federal)
- SEPA** .....State Environmental Policy Act
- SOP** .....Standing Operating Procedure
- SPI** .....Superintendent of Public  
Instruction
- SSA** .....Social Security Administration  
(Federal)

**U** \_\_\_\_\_

- U&TC** .....Utilities and Transportation  
Commission (State)
- UI** .....Unemployment Insurance  
(Program)
- USC** .....United States Code
- USCG** .....United States Coast Guard
- USDA** .....United States Department of  
Agriculture
- USFS** .....United States Forest Service
- USGS** .....United States Geological Survey

**V** \_\_\_\_\_

- VA** .....Veterans Administration  
(Federal)

**W** \_\_\_\_\_

- WAC** .....Washington Administrative Code
- WDOE** .....Washington Department of  
Ecology
- WISHA** .....Washington Industrial Safety and  
Health Act

- WSLCB** .....Washington State Liquor Control  
Board

**Y** \_\_\_\_\_

- YLS** .....Young Lawyers Section,  
American Bar Association

## APPENDIX 7

### ADMINISTRATION AND RECORDS

#### I. PURPOSE

1. To provide special administrative procedures for the support of emergency preparedness and response issues in City government.
2. To provide for the curtailment of normal administrative services to the minimum level required for the continuity of government.
3. To provide for the preservation, maintenance, and availability of essential records during and after a disaster or major emergency.

#### II. CONCEPT OF OPERATIONS

##### A) City Structure Maintained

During emergency operations, the established framework of City government will be maintained. Non-essential administrative activities and routine services may be suspended, reduced, or redirected, while emergency services and critical operations are given priority to ensure an effective response and protection of life and property.

##### B) City Employee and Elected Official Responsibility

City officials and employees, while continuing to provide essential administrative services, may be required to carry out additional emergency duties. Emergency responsibilities will be assigned to elected and appointed officials through established organizational channels and monitored and coordinated by the EOC. This ensures clear direction, accountability, and efficient utilization of personnel and resources during emergency operations.

##### C) Support Assignments

Those administrative personnel not assigned to essential or vital duties may be assigned to other departments or divisions to provide necessary administrative support.

##### D) Department/Division Responsibilities

Each department, or division, shall establish its own administrative procedures, policies, and plans within the legal authorities and guidelines established.

##### E) Records Maintained

Each department and division shall ensure the preservation, maintenance, and protection of administrative records essential for continuity of operations. Departments requiring guidance or support in this area shall coordinate with the City Clerk's Office for direction. The City Clerk's Office is responsible for maintaining up-to-date information

on applicable state and federal records retention laws and ensuring departments comply with these requirements during emergency operations.

#### **F) Temporary Storage**

If temporary storage facilities are needed for records not considered immediately required for continuity of operations, the Director of Emergency Services and the City Clerk's office will coordinate safe, secure temporary storage for such records.

### **III. ORGANIZATION AND RESPONSIBILITIES**

#### **A) Mayor's Office**

1. The Mayor will determine whether provisions of this Annex concerning the curtailment of non-essential work will be implemented. This will be discussed by the Policy Group.

#### **B) Director of Emergency Services**

1. The Director is responsible for providing technical advice and assistance to all departments and divisions of the City of Oak Harbor on emergency administrative policies, procedures, and requirements.
2. The Director, under emergency conditions, shall assign additional administrative support staff to those departments or divisions requiring such.

#### **C) City Clerk**

1. The City Clerk is responsible for all essential City records, including City Council records.

#### **D) City Departments or Divisions**

1. Implement special administrative procedures necessary to support emergency operations within the department or division.
2. Ensure continuity of essential and critical services by establishing procedures for ongoing operations during emergencies.
3. Reduce routine administrative functions to the minimum level necessary to maintain departmental continuity.
4. Develop and maintain policies and procedures for the management, preservation, and protection of records vital to both regular and emergency operations of the department or division.

## APPENDIX 8

### EMERGENCY FISCAL PROCEDURES AND RECORDS

#### I. PURPOSE

To provide guidelines for fiscal and administrative functions in support of the City of Oak Harbor emergency services during and after a declared emergency.

#### II. CONCEPT OF OPERATIONS

##### A) Fiscal Procedures

1. Each City Department shall designate personnel to be responsible for documentation of disaster related expenses.
2. Emergency expenditures will come from currently appropriated local funds in accordance with RCW 38.52.070.
3. The Mayor or his/her designee and the Finance Director will be responsible for identifying sources of funds to meet disaster related expenses which are incurred.
4. Regular expenditures may be approved by any Section Head and the Director of Emergency Services based upon the circumstances associated with the disaster.
5. Records shall be kept in a manner that clearly distinguishes between day-to-day operations and disaster expenses.
6. The Finance Director shall appoint staff to coordinate documentation of City-wide financial records and expenditures resulting from a disaster.
7. Alternate methods of operating financial accounting systems will be established in the event of computer system failure.

##### B) Administrative Procedures

1. Each City Department shall designate personnel responsible for documenting disaster operations. Documentation may begin prior to a declared emergency or EOC activation. Personnel should proactively gather information related to an event without waiting for specific instructions.
2. During emergency operations, routine administrative functions may be suspended. Personnel not assigned to essential duties may be temporarily reassigned to support other departments during and immediately following the disaster.
3. Records of disaster operations shall be maintained separately from routine operational reports, service requests, payroll, and purchase orders. Departments shall ensure documentation is thorough and organized as follows:

- a. All required fiscal records, including invoices and purchase requisitions, shall be forwarded promptly to the Finance Section Head. Departments shall retain duplicate copies and ensure invoices clearly specify the services provided.
  - b. Personnel engaged in emergency or disaster work shall maintain time logs documenting hours worked.
  - c. Departments shall document all equipment used during emergency operations, including type, unique identifying numbers (e.g., inventory or engine number), time of use, activity performed (including location), size, horsepower, mileage, and any operating supplies consumed. Copies shall be retained by the department for review.
  - d. Records of other operating supplies utilized for disaster response shall also be maintained.
4. When applicable, disaster reports, expenditures, and supporting documentation shall be prepared to support state and federal reimbursement or assistance programs and submitted to the appropriate agencies.
  5. All emergency workers, including volunteers and non-City personnel, shall be registered with the City of Oak Harbor in accordance with WAC 118-04. Registration shall include an Emergency Worker Registration number, arrival and departure times, duration of work, and details of services performed. Documentation shall also capture injuries, lost or damaged equipment, and other related costs.
  6. In situations where emergency work is required to protect life and property, environmental review requirements and permits may be waived or approved orally as necessary.
  7. Recovery and repair activities not requiring immediate attention shall be coordinated through the appropriate agency or department.
  8. Any actions affecting historical sites shall be coordinated with the State Office of Archaeology and Historic Preservation.
  9. City Departments may streamline or expedite permit processes as appropriate to the disaster situation.
  10. Departments shall identify alternate methods for processing and maintaining documentation in the event of electronic system failures.
  11. Each department shall designate a procurement coordinator responsible for working with the City's purchasing division to meet material and equipment needs during an emergency.
  12. Each department shall identify and maintain records considered vital to the continuation of normal operations after a disaster or emergency.

**III. ORGANIZATION AND RESPONSIBILITIES****A) City Departments**

1. Designate personnel responsible for documenting all disaster-related expenses at the department level.
2. Maintain records that clearly differentiate routine, day-to-day operations from disaster-related expenditures.
3. Identify non-essential administrative activities to suspend, take necessary action to suspend them, and reassign personnel not engaged in essential duties to support other departments in providing critical services.
4. Maintain comprehensive records of disaster-related expenditures and reports. Coordinate with the Finance Section Head and the Director of Emergency Services to prepare and submit documentation for reimbursement or assistance from federal or state agencies.
5. Identify repair and recovery tasks that are not immediately urgent and coordinate their completion through the appropriate agency as time allows.
6. Coordinate with the Information Technology Division to identify and implement alternate methods for processing documentation in the event of system failures during an emergency.
7. Designate a procurement coordinator to work with the City's purchasing division to meet the department's material and equipment needs during an emergency.
8. Identify and safeguard records essential for the continuation of normal departmental operations after an emergency.
9. Maintain records of injuries, lost, or damaged equipment resulting from the disaster, and provide this information to the Finance Section Head and Risk Manager upon request.

**B) Mayor's Office**

1. The Mayor or his/her designee will work with the Finance Director to identify funding sources to meet disaster related expenses.
2. The Mayor will determine whether provisions of this Annex concerning non-essential work will be implemented.

**C) Finance Department**

1. The Finance Director shall work with the Mayor to identify sources of funds from current appropriations or elsewhere to meet disaster related expenses.
2. Coordinate with the Director of Emergency Services appropriate disaster reports on expenditures and the preparation of documentation necessary for state or federal reimbursement.
3. Develop and conduct training, as required, for all departmental procurement coordinators.
4. Modify regular approval procedures for expenditures for use during a disaster, if necessary.
5. The Finance Section Head shall designate staff to review document disaster related expenses. This staff may be from outside the Finance Department.
6. Develop alternate methods of financial systems (i.e., payroll and accounts payable) in the event of a computer system failure during and/or after an emergency or disaster.

#### **D) Information Technology Division**

1. Participates in the development of back-up systems in the event of general City-system failure.

#### **E) Planning - Permit Center**

1. Waives or orally approves environmental review requirements and permits where emergency work is required to protect life and public or private property during a disaster.
2. Streamlines, as necessary, the permit process for damage recovery following a disaster.

#### **F) Human Resources Department**

1. Maintains a registration process for all emergency workers used during an emergency or disaster. This registration process shall apply to non-employees of the City of Oak Harbor and shall include a registration number, arrival time, duration of work, departure time, and any other information as required.
2. Human Resources will work closely with volunteer organizations in the event of a disaster in registering emergency volunteer workers.

#### **G) Risk Management**

1. Will coordinate any insurance related damages, injuries or costs associated with a disaster, and provide documentation to the Finance Section head that may be eligible for any reimbursement from State or Federal agencies.

2. Will aid as needed to departments that may incur losses due to a disaster.
3. Will coordinate claims from the public against the City due to a disaster, and determine what appropriate action, if any, may be necessary.
4. Will inform the Planning Section Head (Situation Unit), on any property damage information coming to Risk Management's attention, public or private, for compilation of data during and after a disaster.

## APPENDIX 9

### TRAINING, EDUCATIONAL SERVICES, AND EXERCISES

#### IV. PURPOSE

To identify and provide emergency preparedness training and education to businesses, residents, City employees and potential volunteer workers to ensure the best possible readiness for local government. For the purposes of this annex and the City of Oak Harbor CEMP, the focus of training and education will encompass the concepts of the National Incident Management System.

#### V. CONCEPT OF OPERATIONS

##### A) Training and Education Priorities

The training and education priorities are:

1. Self-protection/Emergency Preparedness for essential workers and the public.
2. Mitigation, Preparedness, Response and Recovery education for essential City workers and the public.
3. Business and residential response team training for disasters.

##### B) Targeted Training Encouraged

During periods of heightened readiness or when hazards are identified as potential threats-based on seasonal patterns, historical data, or forecasted conditions-targeted, intensified, or specialized training and public education activities may be conducted to enhance preparedness and response capabilities.

##### C) City Worker Training

The Department of Emergency Services is responsible for training and education of the City workforce. Training or refresher training will be conducted to reinforce technical skills and to review operational plans and procedures. The Director of Emergency Services will work with department or division representatives to tailor training periods that specifically relate to that department or division and their adopted Emergency Operational Procedures.

*The EOC Guidelines (published as part of this plan, see page 26) will be used as a basis for instruction of the City workforce.*

##### D) Materials Screened Through Emergency Preparedness

To provide for the most efficient use of all instructions, educational materials, training aids, and facilities, all emergency training and education programs, and any educational material used, will be screened and approved through the Department of Emergency

Services prior to distribution, regardless of whether distribution will occur in-house or outside the City workforce.

#### **E) Education Cooperation**

The Department of Emergency Services will, whenever feasible, leverage training materials and classroom instruction provided by other public and private agencies to enhance the effectiveness and efficiency of its emergency preparedness programs.

#### **F) Training of EOC Team**

As training opportunities become available through the State Division of Emergency Management, EOC team members will be notified and encouraged to participate. It is the policy of the City of Oak Harbor to support and provide EOC team members, as well as other staff likely to be involved in direct emergency preparedness or response activities, with as much training and education as possible to enhance readiness and operational effectiveness.

#### **G) Public Education**

Public Education programs will be made available upon request to the Department of Emergency Services, as resources permit, to all segments of the community. Increased awareness of hazards, safe response methods, self-preparedness techniques, and other needs are public education goals of the Department of Emergency Services. The following specific areas will be addressed in public education:

1. Schools: Information on local hazards, how to prepare for and respond to their effects, and how students, faculty and school administrators can best prepare will be offered. The City will work with the School District, when requested, to participate in planning and implementing Emergency Plans, drills, or exercises.
2. Community or residential groups: Information on local hazards and how communities and residential groups can prepare individually and together will be offered. Groups are encouraged to organize in such a way as to be able to lend support and assistance to each other in times of disaster, with little or no City response.
3. Businesses: Information on local hazards and how businesses or business groups can prepare individually and together will be offered. Groups are encouraged to organize in such a way as to be able to lend support and assistance to each other in times of disaster, with little or no City response. Recovery issues in the business community will be given special attention.
4. City of Oak Harbor Employees: Information on local hazards and how to prepare individually will be offered. Employees will be educated on methods to prepare their families in the event of a separation due to a major emergency or disaster.

#### **H) City Department Responsibilities**

Each City Department or division (as appropriate) is responsible for ensuring their employees are trained in the concepts of the City's CEMP as contained in this document, and in their Emergency Operational Procedures.

#### **I) Annual Exercises**

The City of Oak Harbor Department of Emergency Services will develop and conduct at least one functional or full-scale exercise annually to evaluate the effectiveness of the CEMP, identify areas requiring improvement, and determine future training needs. An actual emergency or EOC activation may be substituted for the annual exercise if the Director of Emergency Services/Fire Chief determines that the event provides an adequate evaluation of the plan.

### **VI. ORGANIZATION AND RESPONSIBILITIES**

The Department of Emergency Services will be responsible for the designing and delivering the preparedness education programs outlined in this Appendix.

In addition, training to the City of Oak Harbor elected officials will be made available on at least an annual basis. Elected officials training will focus on the responsibilities of elected officials before, during, and after a disaster, review of hazards in the community, the need for comprehensive emergency planning, as well as skills development in crisis decision making.

#### **A) City Departments**

1. Develops Emergency Operational Procedures, which define employees' responsibilities during emergencies.
2. Ensures each employee is given the opportunity for training on the SOPs.

**APPENDIX 10**

**PROCLAMATION OF LOCAL EMERGENCY**

Whereas, the Director of Emergency Services has reported to the Mayor that the City of Oak Harbor has experienced a \_\_\_\_\_ to such an extent that  
(Type of disaster)  
\_\_\_\_\_ has occurred; and  
(Type of damage)

Whereas, the City of Oak Harbor has experienced an event that necessitates the enacting of emergency plans; and

Whereas, the conditions of extreme peril to the safety of persons and property currently exist within the City; and

Whereas, all available resources are committed to disaster work; and

Whereas, the City requires supplemental assistance; and

Whereas, the severity of this disaster is beyond the capability of local resources; and

Whereas, the existing conditions warrant the Proclamation of the existence of a LOCAL EMERGENCY;

THEREFORE, I, \_\_\_\_\_, Mayor of Oak Harbor, Washington, do hereby declare  
(Name)

that a LOCAL EMERGENCY now exists due to \_\_\_\_\_ throughout the City  
(Type of disaster)  
of Oak Harbor, Washington, and that Emergency Operations are in effect, and this necessitates the utilization of emergency powers granted under RCW 38.52.070.

Signed: \_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

Attest:  
City Clerk \_\_\_\_\_

**APPENDIX 11****Community Lifelines – ESF Crosswalk (City of Oak Harbor)**

This table aligns the FEMA Community Lifelines framework with the City of Oak Harbor’s Emergency Support Functions (ESFs). It identifies the lead City Departments and support agencies responsible for stabilizing each lifeline during emergency operations.

Community Lifeline	Primary ESFs	Lead City Department(s)	Support Agencies / Partners
Safety and Security	ESF 13 – Public Safety and Security	Oak Harbor Police Department	Island County Sheriff’s Office, Washington State Patrol,
Food, Water, Sheltering	ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services ESF 11 – Agriculture and Natural Resources	Oak Harbor Fire Department (Emergency Management) Parks & Recreation	Island County Department of Emergency Services, American Red Cross, Police Department, Public Works
Health and Medical	ESF 8 – Public Health and Medical Services	Oak Harbor Fire Department	Whidbey Health EMS, Island County Public Health Department, Local Health Providers, Island County Medical Examiner, Local Morticians, Police Department
Energy (Power & Fuel)	ESF 12 – Energy	Public Works Department	Puget Sound Energy, Cascade Natural Gas, Verizon, AT&T
Communications	ESF 2 – Communications ESF 15 – External Affairs	Fire Department Mayor-Oak Harbor	All City Departments, ICOM, Amateur Ham Radio Operators
Transportation	ESF 1 – Transportation	Public Works Department	Island Transit, Washington State DOT, Director of Emergency Services
Hazardous Materials (Management)	ESF 10 – Oil and Hazardous Materials Response	Oak Harbor Fire Department	Island County DEM, Mutual Aid Fire Departments, Northwest Clean Air Agency

**Lifeline Status Report Template**

The Lifeline Status Report Template provides a standardized format for the City of Oak Harbor Emergency Operations Center (EOC) to assess and communicate the operational status of FEMA Community Lifelines during an incident. It is used during each operational period to guide resource prioritization and decision-making.

3. Incident Information

Incident Name:	
Operational Period:	From _____ To _____
Date/Time Prepared:	
Prepared By:	

4. Lifeline Status Summary

Community Lifeline	Status	Key Issues / Impacts	Priority Actions / Resource Needs	Lead ESF / Department
Safety and Security	<input type="checkbox"/> Stable <input type="checkbox"/> Degraded <input type="checkbox"/> Collapsed			
Food, Water, Sheltering	<input type="checkbox"/> Stable <input type="checkbox"/> Degraded <input type="checkbox"/> Collapsed			
Health and Medical	<input type="checkbox"/> Stable <input type="checkbox"/> Degraded <input type="checkbox"/> Collapsed			
Energy (Power & Fuel)	<input type="checkbox"/> Stable <input type="checkbox"/> Degraded <input type="checkbox"/> Collapsed			
Communications	<input type="checkbox"/> Stable <input type="checkbox"/> Degraded <input type="checkbox"/> Collapsed			
Transportation	<input type="checkbox"/> Stable <input type="checkbox"/> Degraded <input type="checkbox"/> Collapsed			
Hazardous Materials (Management)	<input type="checkbox"/> Stable <input type="checkbox"/> Degraded <input type="checkbox"/> Collapsed			

- Stable: Lifeline services are functional and meeting community needs.
- Degraded: Lifeline services are impaired but partially operational; limited community impact.
- Collapsed: Lifeline services are nonfunctional or severely disrupted; major community impact.

## **EMERGENCY SUPPORT FUNCTION (ESF) ANNEXES**

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**EMERGENCY SUPPORT FUNCTION - 1****TRANSPORTATION ANNEX**

Lead Agency: Public Works Department  
Support Agency: Director of Emergency Services  
Island Transit, Washington State DOT

**I. INTRODUCTION****A) Purpose**

Provides for the effective coordination, mobilization, use, and maintenance of transportation services and resources required to meet emergency needs of the City and supporting organizations. Supports the Transportation and Energy lifelines by maintaining critical routes, infrastructure, and movement of personnel, equipment, and supplies.

*See Appendix 11 – Community Lifelines Crosswalk and Status Report Checklist.*

**B) Scope**

This ESF establishes priorities for the allocation of limited transportation resources within the City Limits. ESF 1 works in conjunction with other ESF's to provide for transportation within the City and Island County.

**II. POLICY**

The Public Works Director is the primary emergency transportation coordinator, until the EOC is activated. Upon activation of the EOC the transportation group, if assigned, shall coordinate all transportation functions.

**III. SITUATION**

State Route 20 is the main transportation corridor to/from the City of Oak Harbor. SR 20 is the connection to Fidalgo Island and the mainland. Should that route become inaccessible smaller local roadways, and alternate routes must be utilized. In the event of a catastrophic event and the Deception Pass Bridge or the Twin Bridges at the Swinomish Channel fail there is no direct access to Oak Harbor. Alternate routes could be SR525 from south Whidbey Island, or the Port Townsend / Coupeville Washington State Ferry.

**IV. CONCEPT OF OPERATIONS****A) Primary Movement**

The primary movement of people, equipment, and supplies will be by privately owned vehicles, common carrier trucks, privately owned trucks and mass transit or para-transit buses. Other transportation systems such as air and water transport will be used as secondary or back-up systems. In the event that Deception Pass Bridge is inoperable, air and or water transportation would become the primary means of emergency transportation.

**B) Providers Responsibility**

Transportation system providers or operators (whether public or private) will operate their own systems and facilities to provide the maximum essential services and support possible.

**C) Mission Specific Requests**

Transportation support responsibilities and requests will be assigned on a mission-by-mission basis, depending upon the nature and location of the emergency or disaster.

**D) Rationing**

Consumer rationing regulations, as specified by the City, County, State or Federal governments, or all, will be adhered to in providing fuel for operation of transportation equipment.

**E) Private Vehicle Use**

Minimum use of private vehicles will be recommended to conserve fuel supplies, spare parts, and expense. The public will be informed of restrictions on private vehicle use to avoid confusion and reduce congestion under disaster circumstances.

**F) User Requirements**

Users of transportation systems or carriers, including the City of Oak Harbor and its departments, are responsible for establishing their own internal transportation procedures. They are also responsible for arranging directly with carriers for actual accomplishments of movement, unless restrictions are placed on a carrier during a disaster. This does not apply to those situations that are coordinated from the EOC.

**G) Primary Human Transport**

Automobiles, vans, buses, and light trucks will be used as a primary source of transportation of people.

**H) City Owned Vehicles**

All City-owned vehicles are subject to requisitions for emergency transportation services and may be assigned as required during a disaster. The regular driver of any City-owned vehicle may be required to staff the vehicle during a disaster as required or assigned from the EOC.

**I) City Motor Pools**

During and immediately after a disaster, City of Oak Harbor motor pools will be established by: 1) mobilizing those resources owned by the City; and 2) through mutual aid or other agreement or contract. Facilities to be used include all City owned facilities, those owned by County, State, or Federal agencies, and subsequently, other facilities owned and operated by private individuals, corporations, or institutions.

**J) Maintenance**

Maintenance priorities will be established consistent with the requirements of the disaster or emergency in progress. Maintenance of vehicles used to transport people, particularly in evacuation prone circumstances, will be given priority.

**K) Priority**

Vehicles will be dispatched for use according to a priority system. Priority will be awarded to those services primarily concerned with fire, rescue, law enforcement and crowd and traffic control and other services whose specific responsibilities provide health functions for the City of Oak Harbor. Establishing priority will be consistent with and reflect the nature of the existing circumstances, as determined by the EOC or Director of Emergency Services.

**V. RESPONSIBILITIES****A) Primary Responsibility**

The basic, primary responsibilities for direction, control, and coordination of the emergency transportation services for the City of Oak Harbor are assigned to the Director of Public Works who should confer with the Director of Emergency Services to determine priority. The authority to accomplish various emergency transportation activities shall be given to departmental staff and division managers as directed. Overall direction, control, and coordination authority will be given to the Transportation Unit coordinator in the Logistics Section of the EOC.

**B) Director of Emergency Services**

1. The Director shall insure the Transportation Unit of the Logistics Section is staffed as needed.

**C) Public Works**

1. The Public Works Department has the primary responsibility of staffing the Transportation Unit.
2. Public Works will establish priorities and policies for use of City-owned vehicles and services.
3. The department shall coordinate the maintenance, use, and allocation of City-owned resources to City Departments or divisions for emergency transportation of people, supplies and equipment, through the Transportation Unit.
4. Coordinate with the Purchasing Manager as required for the rental of equipment required for emergency transportation of people, equipment, and supplies.
5. Create and maintain an Emergency Resource Manual identifying public and private resources available to the extent the emergency would include the

loss of Deception Pass Bridge. This list must include air and marine assets capable of transporting people, equipment, and supplies including fuel.

6. Assign and select alternates for assignment as the Transportation Unit Coordinator.

## EMERGENCY SUPPORT FUNCTION - 2

### **COMMUNICATIONS ANNEX**

Lead Agency: Fire Department  
Support Agency: All City of Oak Harbor Departments  
ICOM  
Amateur Ham Radio Operators

#### **I. INTRODUCTION**

##### **A) PURPOSE**

Provides for the receipt and rapid dissemination of warning information, protection instructions, and related intelligence to alert key City and private sector individuals to potential or existing hazardous conditions. Ensures the operational continuity and restoration of emergency communications, including 911 systems, public alerting, and information networks. Supports the Communications and Safety & Security lifelines.

*See Appendix 11 – Community Lifelines Crosswalk and Status Report Checklist.*

##### **B) SCOPE**

This Emergency Support Function (ESF) applies to all communication and warning assets for the City of Oak Harbor. The City utilizes the Island Communication Center (ICOM-911) as the primary means of dispatching emergency incidents. The City has redundant data, phone, VOIP, and satellite communication systems. The City is also connected to National Warning System (NAWAS), Emergency Alert System (EAS) and the use of the RACES/AREA Amateur Radio System.

#### **II. POLICY**

- A) The City relies on the hazard warning capabilities of Island County, Washington State and the Federal government, private industries and the local media. Citizens are expected to be aware of a hazardous situation for which there is significant media attention, such as severe weather. When there is demonstrated need, particularly if timeliness is critical to protect life and property, the City may supplement existing warning systems. Supplemental measures will depend on the nature of the hazard, the quality and quantity of information available, resources available, media attention, and other situational factors. Supplemental measures will focus on enhancing the information being provided and systems being activated at the neighborhood or community level.
- B) In accordance with RCW 38.512.110 in response to a disaster, or the threat of a disaster, the Director of Emergency Services is directed to utilize the services, equipment, supplies and facilities of existing departments, offices, and agencies of Island County, State of Washington, political subdivisions, and all other municipal corporations thereof. Including, but not limited to, districts, quasi-municipal corporations organized under the laws of the State of Washington to the maximum

extent possible. The officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.

- C) ICOM, the Director of Emergency Services for the City of Oak Harbor, and the Island County DEM shall periodically conduct tests of the local warning systems and procedures and familiarize governmental entities and the public with their use.
- D) Public information operations to include warning messages will, whenever possible, be conducted in accordance with the National Incident Management Systems (NIMS) Incident Command System (ICS) Joint Information System (JIS) practices.

### **III. SITUATION**

#### **A) Emergency/Disaster Conditions and Hazards**

- 1. Oak Harbor and Island County will continue to be vulnerable to a variety of hazards requiring that warning and alerting information be passed to citizens, elected officials, and responding organizations.
- 2. The sudden and unexpected nature of hazards and emergencies requires that notification and warnings be issued by multiple means and media at any hour and any day.
- 3. Communications and warning preparedness planning, preparation and training are critical tasks that must be addressed prior to the emergency.

#### **B) Planning Assumptions**

- 1. Normal modes of communication will be used to communicate with local and state agencies, provided those forms of communication are operational.
- 2. Reliance on cellular telephone service is increasing for all governments and jurisdictions. Cell phone service capacity is easily overloaded during emergencies and reliability is degraded during prolonged power outages.
- 3. Reliable communications are necessary at all levels of government for day-to-day communication, warning of impending disasters, disaster response and recovery operations, search and rescue operations, and coordination between the state, local governments, and response agencies.
- 4. Emergency or disaster warning may originate from any level of government.
- 5. The NAWAS, established by the Federal Government, is the primary means of receiving and disseminating warning(s) to state and local officials. The WSEMD operates the Washington State Warning Point 24 hours per day, with operational assistance provided by WSP. Island County's primary NAWAS receiving point is ICOM. A secondary NAWAS receiving point is the Island County EOC.
- 6. The management and operation of communications systems highly situational and dependent upon flexibility, adaptability, and redundant

systems. At any point in time, one or more communications systems may fail.

7. Notification of a threatening situation may come from the EAS, National Weather Service - via NOAA Weather Radio, the commercial media, the amateur radio community, or the public.
8. Governmental entities of Island County will initially focus on coordinating lifesaving activities and reestablishing communications and control in the disaster area.
9. Initial reports of damage may be fragmentary, duplicated, and provide an incomplete or distorted picture of the damage.
10. Weather, damage to roads and bridges, and other factors will restrict entry of emergency communications nodes into the area.

#### **IV. CONCEPT OF OPERATIONS**

##### **A) Communications**

1. The ICOM center is located at 840 SE Barrington Drive, Oak Harbor, Washington. ICOM functions as the countywide 9-1-1 Public Safety Answering Point (PSAP), and provides dispatch services for law enforcement, fire, and emergency medical agencies. ICOM also serves as the initial communications, alert, and warning point for emergency management. Telephone numbers for ICOM are:
  - a. Emergencies: 911
  - b. Business: (360) 679-9567
  - c. FAX: (360) 675-4717
2. ICOM has the capability to provide emergency communications in coordination with City of Oak Harbor and Island County EOCs.
3. Some emergency communications in the form of amateur radio RACES/ARES are provided from the City and County EOC. Public information calls may be shifted from ICOM to a telephone bank at the Island County EOC.
4. EAS when activated, will operate through local radio, cable TV stations, and NOAA weather radio. EAS is intended to provide state and local officials with the means to disseminate prompt, reliable emergency information, instructions, and warnings in the event of an emergency or disaster. EAS is not meant to be used to provide informational up-dates.
5. During emergencies, staff can utilize the Government Emergency Telecommunications Service (GETS) to prioritize outgoing landline telephone calls or faxes over private and federal networks.

6. The communication capabilities presently available at ICOM and the EOC include:
  - d. 9-1-1 Public Safety Answering Point (PSAP)
  - e. Commercial telephone (landline) and cellular
  - f. Two-way radio
  - g. AlertSense (Wireless Emergency Alerts, hearing impaired and reverse-call notifications)
  - h. NAWAS, landline located in ICOM.
  - i. Radio Amateur Civil Emergency Service (RACES) radio and data system via amateur frequency bands at the City and Island County EOC.
  - j. Satellite telephone at the City and Island County EOC
  - k. Government Emergency Telecommunications Service (GETS)
7. When instructions to the public need to be translated, the provision of interpreters will be coordinated through the Emergency Operations Center (EOC). The City will strive to deliver messages in alternate languages and methods in all instances of Island County CEMP emergency notifications. The County's 9-1-1 system has available a translation bank which can also be utilized to assist in this matter. Island County also has a Spanish Language Interpreter available 24/7 (greatest population of foreign language spoken in County).
8. The County's AlertSense system does provide a warning system to alert the hearing impaired. Island County recognizes that many deaf individuals also use text via their cell phone and works to encourage all citizens to enroll in a system which delivers messages via text to cell phone.

## **B) Warning**

1. Upon receiving information about potentially hazardous conditions from one or more reliable sources, the recipient shall document the information and immediately notify the Director of Emergency Services. The Director may consult with the Mayor's Office and/or the Policy Group to determine appropriate actions.
2. If action is required, the Director of Emergency Services shall inform key officials, relevant departments, news media, and other stakeholders of the situation and provide any necessary instructions based on the type and severity of the disaster.
3. Once it becomes apparent that the public must take action to protect life or property, the local warning system will be activated. Warning methods may include, but are not limited to:

- a. Wireless emergency alerts (WEA) and reverse 911 calls
  - b. Sirens and public address systems
  - c. Local radio and television broadcasts
  - d. Social media and official City websites
  - e. Community notification networks and alert apps
4. Public information media releases and advisories will be updated as necessary until the hazard has subsided.

## **V. RESPONSIBILITIES**

### **A) Island County**

1. The Island County Department of Emergency Services has overall responsibility for the receipt, relay and rapid dissemination of warning messages to municipalities, including the City of Oak Harbor, and to the public through existing communications systems, sirens, and mass media.
2. The Island County Department of Emergency Services controls the warning point located in their office, from 8:00 AM to 4:30 PM, Monday through Friday, and during activation of the EOC. After hours ICOM will contact Island County DEM for activation of the communication system(s) deemed appropriate for the incident.

### **B) Emergency Alert System**

1. The Emergency Alert System (EAS) will be used in the event of a disaster or hazardous incident where mass media is needed to alert the public quickly.
2. I-COM is the activation point for the EAS in Island County.

### **C) Secondary Warning Systems**

1. The City of Oak Harbor has the capability to interrupt cable television transmissions to provide emergency information. Activation of this system will occur upon notification of the Mayor or Director of Emergency Services.
2. Public Access Channel 10 will be used to broadcast information related to incidents affecting the Oak Harbor service area. The Mayor or Director of Emergency Services will be notified prior to activation.
3. Agencies and organizations within the City that possess communications or public access capabilities, as well as those designated as secondary warning points, shall assist in disseminating emergency warnings and public information to ensure timely and accurate notification.

### **D) City Personnel**

City Departments, offices, and divisions with emergency service responsibilities shall alert their personnel in accordance with their department Emergency Operational

Procedures, ensuring that designated personnel can be notified promptly during both duty and non-duty hours.

#### **E) Non-City Government Organizations**

Non-City government organizations including, but not limited to, the news media, the Oak Harbor School District, Oak Harbor Christian School, Whidbey General Hospital, local military units, etc., may be called upon to assist in the dissemination of warning information and instructions to the public, key officials, and essential workers.

A notification list for television and radio stations has been published in a supporting document.

#### **F) Amateur Radio**

Where possible, groups of amateur radio operators will be used as an additional resource for emergency warning and instruction to the public.

### **VI. Resource Requirements**

Implementation of this ESF requires specific equipment to monitor the NWS, EAS, and NOAA weather radio frequencies. Functioning equipment and trained operators are required for RACES support in amateur radio nets established by the state and the county. Maintain equipment to operate in the Comprehensive Emergency Management Network (CEMNET). Other emergency radio equipment will operate in the following ranges: 800 MHz, VHF, UHF, and high frequency.

1. All future significant City communications planning and upgrades shall take into consideration the City's communication system ability to withstand a disaster and its potential contribution to the City's overall communications ability in disaster response.
2. The City's EOC Team, made up of representatives of various departments and divisions, shall provide guidance of such communications planning, upgrade and use of general City communications assets, including any communications centers established by the City.
3. Land use or other City codes or regulations that may impact amateur radio operations on City, business, or private property will be reviewed by the Department of Emergency Services to insure the least amount of impact on amateur radio operations during emergency or disaster situations.
4. EOC Communications  
The primary communications center for the City is in the EOC on the second floor of the Oak Harbor Fire Department's Headquarters. The EOC has the capability of transmitting and receiving on designated frequencies for Police, Fire, and Public Works. Other frequencies mutually available in the County are accessible through this communications center.

## 5. Fire and Police Control

The Oak Harbor Fire and Police Departments dispatch communications are controlled through I-COM communications center, located at 840 SE Barrington Drive. Communications with this center in emergency conditions will be handled through telephone, cellular telephone, facsimile or amateur radio networks. In the event of a resource emergency, Fire and Police Department personnel may choose to handle radio communications directly from the EOC.

## 6. Common ICOM frequencies

**I-COM Frequencies**

Frequency Name	Receive	RX PL	Transmit	TX PL
Fire-1 Simplex .....	154.3400MHz	100.0Hz	154.3400MHz	100.0Hz
Fire-2 Repeater .....	153.7550MHz	100.0Hz	154.8300MHz	100.0Hz
Fire-3 Repeater .....	154.1750MHz	100.0Hz	158.9475MHz	192.8Hz
Fire-4 Repeater .....	154.2950MHz	100.0Hz	159.1950MHz	100.0Hz
Fire-5 Repeater .....	155.7450MHz	100.0Hz	153.9350MHz	100.0Hz
Fire-6 Simplex .....	154.4300MHz	100.0Hz	154.4300MHz	100.0Hz
HEAR Simplex .....	155.3400MHz	156.7Hz	155.3400MHz	100.0Hz
LE TAC Repeater ...	453.0500MHz	100.0Hz	458.0500MHz	123.0Hz

**ICSO Main Repeater**

Frequency Name	Receive	RX PL	Transmit	TX PL
Little Mt .....	453.6750MHz	100.0 Hz	458.6750MHz	100.0Hz
Granite Falls.....	453.6750MHz	100 .0 Hz	458.6750MHz	136.5Hz
Mt Constitution .....	453.6750MHz	100.0 Hz	458.6750MHz	107.2Hz
Maynard Hill .....	453.6750MHz.....	100.0 HZ	458.6750MHz	123.0Hz
Oak Harbor PD .....	460.575MHz	94.8 Hz	465.575MHz	94.8 Hz

Each department and office of City government shall be responsible for making available all communications resources to support City emergency services and/or operations.

**EMERGENCY SUPPORT FUNCTION – 2.1****CYBERSECURITY ANNEX**

Lead Agency: City of Oak Harbor Information Technology Team

Support Agency: All City of Oak Harbor Departments

City of Oak Harbor Information Technology Managed Service Provider

City Attorney's Office

**I. INTRODUCTION****A) PURPOSE**

The purpose of ESF 2.1 is to outline how the City of Oak Harbor will coordinate response, remediation, and recovery efforts following a cybersecurity incident in order to reduce potential loss of life, loss of property, and loss of data, and to restore critical services. Supports the Communications, Energy, and Safety & Security lifelines by maintaining the integrity of information systems, protecting public safety operations, and ensuring continuity of essential services.

*See Appendix 11 – Community Lifelines Crosswalk and Status Report Checklist.*

**B) SCOPE**

ESF #2.1 outlines potential issues the City of Oak Harbor may face in the aftermath of a cybersecurity incident and identifies areas of concern for City of Oak Harbor.

**II. POLICY**

- A) In the event of a cybersecurity event, a Unified Incident Command System (UICS) will be established to coordinate the activities of the various response agencies. The City Information Technology Team will assume the role of lead agency.

**III. SITUATION**

Cybersecurity incidents occur when knowingly or unknowingly, an individual or system causes damage, degradation, destruction or theft to a City of Oak Harbor information system or data, or exhibits persistent intent to do so. Additionally, a cybersecurity incident can be a violation of computer security policy, acceptable use policy, or standard security practices.

Cybersecurity incidents can vary considerably in nature and scope. They involve a threat actor of some kind putting City of Oak Harbor systems and data at risk in some way.

Some common threat actors include:

**Hacktivists** - Individuals or groups who typically target websites to damage an organization's reputation. Their object may be to steal incriminating or embarrassing information, or simply vandalism. They do this through distributed denial of service attacks using controlled computer networks (botnets).

**Script Kiddies** – These actors have a low level of knowledge and tend to use scripts or programs developed by others to exploit computer systems or deface websites.

**State Sponsored Actors** – These attacks are aimed at stealing or manipulating an organization's data by gaining sustained access to IT infrastructure. State sponsored actors are typically very well-funded and incredibly hard to detect. – average time is about five months. Attackers use multiple vectors so organizations need a strong security program to make themselves a difficult target. Also known as “Advanced Persistent Threat” (APT) actors.

**Criminal Organizations** - Cyber-crime has overtaken the drug trade to become the most profitable illegal industry. Most criminals operate through phishing campaigns, using emails to get recipients to open attachments which then activate malware (ransomware). A variation of phishing is “whaling” – emails purporting to come from a company executive directing a staff member to wire money to a foreign account.

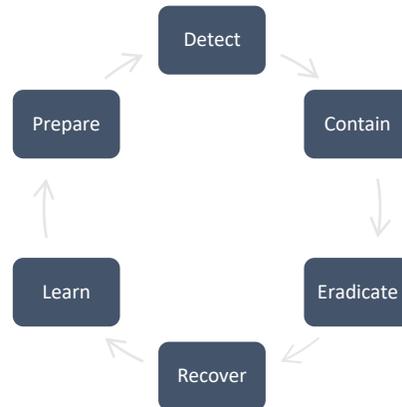
**Insiders** – These actors have the capability of doing the most damage to your organization. They may be rogue employees out for revenge or profit. Others may simply be careless about cybersecurity. In all cases they put confidential information at risk.

Some common examples of cybersecurity incidents are:

- **Ransomware** – A variation of malware that encrypts files and then demands money in exchange for unlocking the files. A double ransom is usually a part of this type of attack; the attacker exfiltrates sensitive data before encrypting, and threatens to disclose that data if the ransom is not paid.
- **Website Defacement** – A situation where a public facing website has been altered or modified to achieve an outcome. This is usually done to accomplish hacktivist-type objectives such as a show-of-force or promotion of a cause.
- **Distributed Denial of Service (DDOS)** – When a system or service is unable to accomplish it's intended function due to an overwhelming amount of requests or interactions.
- **Worms** – A worm is a form of malicious logic that spreads without user intervention. The worm's goal is typically destruction of data or a system

#### **IV. CONCEPT OF OPERATIONS**

The concept of operations for a cybersecurity incident is broken into 6 phases. The phases of the cybersecurity incident response lifecycle are not finite and it is possible to be in more than one phase at one time.



In steady state operations, outside of a cybersecurity incident, the City IT Team remains in a loop between the Prepare phase, and the Detect phase. The City IT Team is simultaneously preparing for the next cybersecurity incident, as well as trying to detect suspicious and malicious behavior. When a cybersecurity event is detected, a preliminary classification of the incident for damage will be conducted. Classification or a damage assessment constitutes a process that enables the City of Oak Harbor to obtain information concerning damages or potential damages caused by a disaster or emergency. The classification of the incident is a management tool that:

- Enables officials and the City IT Team to prioritize work and allocate resources;
- Helps officials ascertain how to meet employee and residents' needs;
- Identifies possible disaster mitigation and remediation measures for current and future incidents;
- How to best communicate the facts surrounding the incident with the City of Oak Harbor employees, residents, and the media;

**Classification** begins immediately after a cybersecurity incident is detected. As a sub-phase of detection, the first responders begin to assess the incident based on the following dimensions:

- Vector – how did the adversary gain access to a City of Oak Harbor system or deliver their malicious payload? Also known as infection vector.
- Functional impact – How has this incident affected the City of Oak Harbor's ability to provide critical or core services? Service criticalities are outlined in the City of Oak Harbor business impact analysis (BIA).

- Informational Impact – How has this incident affected the confidentiality, integrity, or availability of the City of Oak Harbor’s public, confidential, and unclassified data?
- Recoverability – What is the level of resources and time required to restore the City of Oak Harbor to a fully functioning business state?
- Severity – Summarizing the above criteria and utilizing good judgment concerning the facts of the incident, what is the severity of this incident?

At this point a decision should be made based on the facts to determine whether the EOC should be stood up or not. It is possible that after critically thinking about the facts, the EOC is not necessary and the cyber incident can be managed internally using the City IT Team processes.

Regardless of whether the EOC will stand up or not, the incident responders will continue with the following phases:

The **Contain phase** is where the “bleeding” is stopped. A cybersecurity incident is considered contained when it is not possible for the incident to spread to other devices or system. In the case of a data breach, an incident would be considered contained when no more information is leaking.

The **Eradicate phase** removes all malicious material or logic from the victim systems or devices. The eradication phase is not complete until the vector, or pathway used to gain access, has been patched and the vulnerability removed or the risk accepted.

The **Recovery phase** is where all systems are restored back to a fully functioning business state. Recovery is complete when all systems have been rebuilt, restored, replaced, or hardened as circumstances dictate and then tested for functionality.

The **Learn phase** is where after action reviews are performed and changes are made to policy, tools, checklists, training, or staff to prepare for the next incident.

## V. **RESPONSIBILITIES**

### A) Primary Agency

#### 1) City IT Team

- a. May fill the Director of Emergency Services role if circumstances dictate
- b. Accountable for the entire incident management process and determines the best courses of action to contain, eradicate, and recover from a cyber incident.
- c. Confirms the classification and severity of an incident
- d. Determines which team members are necessary and assembles the Cybersecurity Incident Response Team (CIRT).
- e. Organizes, trains, equips, and leads the CIRT.
- f. Determines priorities, resources, and strategies for technical incident resolution.

- g. Uses and maintains a Cybersecurity Incident Response Plan (CIRP)

## **B) Support Agencies**

### **1) City Leadership (Mayor, City Administrator, and City Council)**

- a. Policy Oversight: Responsible for the overall oversight of the CIRP.
- b. Act as the final authority for critical risk decisions.

### **2) City Attorney's Office**

- a. Provide specific guidance ensuring that current actions are supportive of possible post-event litigation and/or criminal prosecution.
- b. Provide specific guidance with regard to involving law enforcement
- c. Provide guidance as to City of Oak Harbor's current statutory and contractual obligations
- d. Act as the repository of all incident-related evidence upon termination of the response.

### **3) Emergency Management**

- a. Establish and facilitate EOC operations. Ensure unified ICS established.

### **4) Finance Department**

- a. In the event that the severity of the incident rises to a level that makes it advantageous to report the incident to the cyber insurance provider, the Cyber Insurance Liaison will notify the insurance company.
- b. Point of contact for all cyber insurance interactions

### **5) Public Information Office**

- a. Reduce the impact of an incident on the City of Oak Harbor brand
- b. Monitor and provide advice during public facing or corporate communication events
- c. Develop and launch marketing efforts to counter adverse brand impacts of the incident
- d. Assist with reputational impact in the final damage assessment
- e. Monitor and provide advice during the release of public-facing documentation actions
- f. Be prepared to develop and release notifications to counter adverse customer impact of event.
- g. Serve as the Point of Contact (POC) for all media queries.
- h. Prepare broad based internal communications talking points
- i. Coordinates all third party public affairs efforts
- j. Notify City of Oak Harbor leadership and continue to keep them informed of CIRT activities

**6) Police Department or outside (non-City of Oak Harbor) law enforcement**

- a. Work with business areas to locate and evaluate all evidence pertinent to the incident
- b. Document and securely store evidence gathered during the investigation, working with IT and business areas to ensure that the clear chain-of-custody is established and preserved for physical and electronic evidence
- c. Create an itemized inventory of evidence
- d. Be present in all meetings with outside (non-City of Oak Harbor) law enforcement

**7) Utility Services (Clean Water Facility/Water Distribution)**

- a. Monitor industrial control systems network enclaves.
- b. Maintain situation awareness of potential lateral movement into the industrial control system/operations network

**8) Non-City Government Organizations**

- a. The Verizon Frontline Crisis Response Team can be contact to provide relief during cyber or natural disasters providing mission-critical communication, rapidly deployable assets, and operation support at no cost. 1-800-981-9558 or <https://verzon.com/responseteam>
- b. FirstNet (AT&T) Response Operations Group provides similar services and can be contacted at 800-574-7000
- c. TMobile Emergency Response Teams Can be contacted at 973-292-8911

## EMERGENCY SUPPORT FUNCTION - 3

**PUBLIC WORKS AND ENGINEERING ANNEX**

Lead Agency: Public Works Department  
 Support Agency: Development Services Department  
 Fire Department  
 Police Department  
 Parks Department  
 Other City Departments

**I. INTRODUCTION****A) Purpose**

1. To provide public works and engineering support to assist the City in meeting needs related to emergency, disaster response, and recovery. Supports the Transportation, Energy, and Safety & Security lifelines by ensuring that critical infrastructure and public facilities remain operational.
2. To provide for the inspection of city facilities, roads, drainage structures, and bridges for structural safety; identification and marking of unsafe structures; debris removal; and temporary repair of essential city roads and drainage systems. Includes repairs to all critical infrastructure, such as the water main transmission line from Anacortes, WA, and the operation of the wastewater treatment plant. Supports the Water, Transportation, Energy, and Safety & Security lifelines by maintaining essential community systems.

*See Appendix 11 – Community Lifelines Crosswalk and Status Report Checklist.*

**B) Scope**

Public Works support includes technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, and provision of emergency power at road shop locations. Activities within the scope include:

1. Participation in mitigation and preparedness activities.
2. Participation in needs and damage assessments immediately following the event.
3. Emergency clearance of debris from city roads to allow for reconnaissance of the damaged areas and passage of emergency personnel and equipment.
4. Temporary repair or replacement of emergency access routes to bridges, ports, waterways, airfields, and any other facilities necessary for passage of rescue personnel, and emergency stabilization of damaged roads and related structures.

5. Emergency contracting for related services to restore safety, promote public health, and aid in disaster recovery.
6. As resources permit, technical assistance including structural inspection of public structures, and road structures
7. Preparation of PW project worksheets, preliminary damage assessments (PDAs), related documentation.
8. Fuel support to city emergency response, public safety, and public works vehicles.

## **II. POLICIES**

- A) It is the policy of the City of Oak Harbor to provide public works services to lands and facilities under city jurisdiction. Services to other jurisdictions and private property such as debris collection, road repair, or fee adjustment may be determined by the Public Works Director.
- B) The City has the right to collect for any costs incurred by its authorized representatives, contractors, and sub-contractors in carrying out any necessary work on private property, including debris removal, wreckage, health hazards as declared by the Mayor or the Director of Emergency Services, and demolition of unsafe or abandoned structures, and administrative costs.

## **III. SITUATION**

### **A) Emergency/Disaster Conditions and Hazards**

An emergency or disaster may cause unprecedented public infrastructure damage. Roads, retaining walls, and drainage structures may be destroyed or severely weakened requiring reinforcement or repair for public safety. Debris may make streets and highways impassable and public utilities may be disrupted. During a large event, local emergency response personnel will also be victims and response equipment may be damaged or inaccessible. Sufficient resources may not be available in the city to meet all emergency requirements requiring a Proclamation of emergency and a request for resources to the state Emergency Operations Center (EOC).

### **B) Planning Assumptions**

1. Public Works personnel will first secure the safety of their families before reporting for work. This may initially cause the available PW workforce to be limited. As soon as possible, rapid damage assessment throughout the City will be made to determine damage extent, critical tasks, and establish work priorities.
2. Debris clearance / removal and emergency road repairs will be given priority in support of lifesaving, emergency response, and utility restoral work.

3. Emergency environmental waivers and shoreline or wetland work permits must be applied for and later formalized to dispose of materials from debris clearance and demolition activities as well as to repair shoreline roads and drainage structures. Temporary debris storage sites are preplanned.
4. After a large-scale disaster, some local private contractors with engineering, construction skills, and construction equipment will be victims and not be available for hire.
5. Previously inspected bridges, retaining walls, and other structures will require re-evaluation if earthquake after-shocks or if additional ground movement occurs following an earthquake.

#### **IV. CONCEPT OF OPERATIONS**

##### **A) Lead Agency Assignment**

The City of Oak Harbor Public Works Department is the lead agency for the coordination of activities involved in emergency engineering services, including all facilities owned both inside and outside the City boundaries. The Planning, Engineering, and Building Divisions will be assigned to assist and provide technical information where necessary to the Public Works Department.

##### **B) City Infrastructure**

The Public Works Department shall provide damage assessment of all City owned facilities, transportation routes, and essential City owned or leased building/structures. The department will provide for and coordinate emergency repair and restoration of City owned facilities and structures on a priority basis, selecting those facilities or structures based upon critical need. The priority order for emergency repair shall be:

1. Buildings that house critical response units or staff.
2. Roads, streets or bridges that act as main evacuation routes.
3. Public facilities that serve or may need to serve as shelters.
4. Facilities providing essential services to the public (Water, sewer, etc.).
5. Facilities used or needed to provide for emergency public information.
6. Debris clearance on City right-of-way.

##### **C) Coordination**

1. The Public Works Department shall coordinate with the City of Anacortes Water Department and the Naval Air Station Whidbey Island to identify and resolve issues where regional and local facility operations could affect one another. The department will communicate health and environmental hazards to the EOC and assist with the coordination with other appropriate agencies.

2. If water resources are disrupted, the Public Works Department will coordinate with the EOC on obtaining potable water for the effected population.
3. The department will also coordinate with private utility companies and other private organizations responsible for electricity, natural gas, telephone, cable, and solid waste collection services to ensure all response and recovery operations conducted within the public right-of-way are done so in as orderly a manner as possible.

#### **D) Representatives**

The Director of Public Works shall designate EOC representatives to coordinate field operations and resources from the EOC when it is activated. The representative to the EOC will normally be the Public Works Department representative on the EOC Team.

#### **E) Public Works Operations**

1. The Director of Public Works will establish a field operations center or field command post and will designate a communications operator to operate Public Works radio equipment, preferably from a different location other than the EOC. The Director shall provide for a communications operator to the EOC if requested by the Director of Emergency Services to coordinate the allocation of City resources.
2. The use of command posts for field operations will be the normal method of coordination at the scene. The On-Scene commander for Public Works shall provide regular and timely status reports regarding any needed emergency public information to the Public Works Operations Center. This information will be coordinated through the EOC. In the event of a multiple department or agency response, co-location of command posts or a Unified Command, is the preferred method of operation.
3. The alert process to obtain Public Works personnel shall be the normal established callout method established by the Public Works Department. Should this become unavailable or fail, the emergency public information system(s) will be used to call out necessary staff or runners will be sent to make direct contact.

#### **F) Mutual Aid and Other Agreements**

The Public Works Department will maintain a list of mutual aid agreements and/or contracts through private contractors that may provide additional resources and assistance. During activation, the coordination and use of these agreements will be through the EOC.

#### **G) Additional Staff/Volunteer Assistance/Special Equipment**

Additional personnel, be it other governmental agency or volunteer assistance and equipment support will be organized and used as may be required due to the nature of

the incident. The City of Oak Harbor shall utilize all its resources prior to requesting outside assistance.

If an incident is beyond the scope of the City of Oak Harbor or IT resources, the Island County Department of Emergency Services shall be requested through the EOC to assist in providing any such requests.

## **V. RESPONSIBILITIES**

The Public Works Department has under its span of control large and diverse responsibilities.

The following list outlines specific responsibilities for all of Public Works, regardless of the divisional breakdown of the Department.

The Department shall ensure that the responsibilities listed here and in the Basic Plan are adequately addressed in their Emergency Operational Procedures.

### **A) Public Works**

1. Maintains operation of the public water, water storage, pumping, and distribution systems.
2. Coordinates with the Anacortes Water Department and appropriate water purveyors.
3. Maintains operation of Storm Drainage collection and conveyance system.
4. Maintains operation of the public sewer collection pumping systems, assists in meeting public sanitation needs and controls sewage pollution to the environment.
5. Maintains operation of the public solid waste collection systems.
6. Communicates health and environmental issues to the appropriate agencies.
7. Maintains passable vehicular circulation on priority routes.
8. Maintains operation of fuel equipment and ensures adequate fuel supply for City owned vehicles and equipment.
9. Provides damage assessment for City property, water, sewer, street and City owned equipment.
10. Provides for priority restoration of critical facilities.
11. Provides information related to emergency public information through the EOC regarding matters of public health and hazards related to damaged facilities.
12. Provides for or contracts for major recovery work, debris clearance, and/or services as appropriate.

13. Assists other divisions or City Departments when requested.
14. Coordinates repair operations with outside agencies as appropriate.

**B) Development Services Department (Building Division)**

1. Assists in providing damage assessment of City owned buildings or leased facilities.
2. Provides safety evaluations of City facilities.
3. Provides field support for Public Works.
4. Adjusts permitting process as needed.
5. Provides for damage assessment of both residential and business property within the City.
6. Provides for the coordination and support for mitigation, repair and re-construction activities in City facilities.

**C) Fire Department**

1. Assists in providing damage assessment throughout the City.
2. Assists in securing unsafe structures.

**D) Police Department**

1. Assists in providing damage assessment throughout the City.
2. Assists in the securing unsafe structures.

**E) Parks Department**

1. Aids in debris clearance in public right of way.
2. Provides damage assessment on Parks properties.
3. Provides for debris clearance on Parks properties.

**F) Other City Departments**

1. Provides necessary assistance as requested.

## EMERGENCY SUPPORT FUNCTION - 4 FIREFIGHTING ANNEX

Lead Agency: Oak Harbor Fire Department  
 Support Agencies: Regional Fire Service Coordinator  
 All Island County Fire Districts  
 Navy Region NW Fire Agency – NAS Fire  
 Director of Emergency Services  
 Public Works  
 Police Department

### **VII. INTRODUCTION**

#### **A) Purpose**

1. To provide for the command, control, and coordination of fire prevention and suppression services within the City of Oak Harbor. Supports the Safety & Security lifeline by protecting life, property, and the environment from fire-related hazards.
2. To provide for the coordinated use of emergency rescue, basic emergency medical services, and advanced life support services. Supports the Health & Medical and Safety & Security lifelines by delivering timely medical care and rescue operations.
3. To provide for the coordinated use of fire department and support agency resources in the decontamination of personnel, equipment, and facilities contaminated by hazardous materials. Supports Hazardous Materials (Management) and Safety & Security lifelines by mitigating chemical, biological, or radiological hazards.

*See Appendix 11 – Community Lifelines Crosswalk and Status Report Checklist.*

#### **B) Scope**

This Emergency Support Function (ESF) addresses all firefighting activities including the detection and suppression of urban, rural, and wildland, fires occurring separately or coincidentally with a significant natural or technological disaster. The scope of the ESF is to provide for a broad-based fire suppression effort within the City boundaries.

### **VIII. POLICIES**

- A)** During emergency situations, the Fire Department will mobilize all available fire assets and personnel to minimize or contain the situation. Mutual Aid Agreements (MAA) may be activated when initial resources are inadequate for the incident. MAA's are in place for all fire agencies, including Navy Region NW for Whidbey Island. Should those resources become exhausted the WA State EOC will be contacted to begin state fire mobilization.

- B)** Each local, state, or federal agency will assume the full cost protection of the lands within its' respective boundaries unless other arrangements are made. Fire protection agencies shall not incur costs in jurisdictions outside their area without reimbursement unless other agreements between those jurisdictions exist.
- C)** Priority shall be given to saving lives and protecting property, in that order.
- D)** Oak Harbor FD has adopted the NIMS / ICS as the standard incident command system.

## **IX. SITUATION**

### **A) Emergency/Disaster Conditions**

1. Fires generally start without warning and can originate or result from many causes. The fire department is sized and equipped to handle normally occurring fires. The department must be prepared through planning and practice to handle an overload of calls for all services.

### **B) Planning Assumptions**

1. In the event of a large natural disaster, technological (man-caused) disaster, or terrorist act, large, damaging fires could occur in several locations.
2. During and after a disaster, some firefighting equipment may be damaged or not staffed due to firefighters also being victims of the incident.
3. Wheeled-vehicle access may be hampered by bridge failures, downed trees, landslides, etc., making road travel to incidents difficult or impossible. Normal water distribution systems may be inoperative or limited in capacity.
4. Many first responders in Island County are volunteers. In a major disaster many firefighters and emergency medical technicians (EMT) will not be available.

## **X. CONCEPT OF OPERATIONS**

### **A) Lead Agency**

The Oak Harbor Fire Department is the lead agency for fire suppression, emergency medical, rescue, and hazardous materials activities within the City of Oak Harbor. The department may work in coordination with other City Departments and outside agencies as necessary.

### **B) Mutual Aid and Assistance**

The Fire Department has mutual aid agreements with numerous agencies throughout Whidbey Island. Requests for assistance may be made through these existing mutual aid agreements, or, when not available, through normal channels. The EOC will coordinate assistance from the County or State government.

### **C) Communications**

Communications will be through established channels and means. Unless absolutely necessary, the EOC will not be used as the primary communications point for the Fire Department.

#### **D) Alerting**

The Oak Harbor Fire Department is responsible for the notification methods and procedures used in alerting or mobilizing off duty personnel. Unless otherwise indicated, the normal alert methods will be used to call off duty personnel. Back up notification shall be by the emergency public information procedures.

#### **E) EOC Response**

The Fire Department, through the Fire Chief or his/her designee, will provide staff to the EOC for the Operations Section Fire Unit.

#### **F) Fire Department Control**

The Fire Chief shall provide direction and control over department resources and coordination with the EOC. Department personnel shall operate according to specific directives, department Emergency Operational Procedures and exercising reasonable personal judgment when unusual or unanticipated situations arise, and command guidance is not available.

#### **G) Incident Command**

The on-scene management of emergencies will follow the Incident Command System. Command posts may be established for the coordination of field operations. The On Scene Commander shall provide regular status reports to the EOC. The coordination of resources and requests for assistance will normally be through the EOC. Unified Command will be the preferred method of field operations when multiple agencies are involved in the response.

#### **H) Wildland vs. Urban Fires**

Predominately the Fire Department will respond to and mitigate urban type fire. Within the boundaries of the City there is limited amount(s) of wildland areas. As such the potential for a large wildland fire is small.

#### **I) Island County Plan**

Coordination for assistance from Island County will be handled through the EOC. The Island County EOC and the Oak Harbor EOC will remain in close communications to ensure proper resource allocation occurs.

### **XI. RESPONSIBILITIES**

#### **A) Lead Department**

The Oak Harbor Fire Department is responsible for direction, control and the coordination of emergency fire, medical, rescue, and hazardous materials response for the City.

### **B) City Departments**

Other City Departments and requested agencies will render appropriate assistance when requested or required.

### **C) Fire Department**

1. Provides fire suppression and control, and immediate life safety services within the City of Oak Harbor.
2. Develops lists of resources which includes apparatus, equipment, personnel and supplies.
3. Implements the Regional Fire Resources Plan when appropriate.
4. Develops Emergency Operational Procedures for use during major emergencies or disasters.
5. Provides a representative to the EOC to assist in the prioritization and coordination of Citywide response efforts as well as regional coordination with Island County and the Region when appropriate.

### **D) Regional Fire Service Coordinator**

1. Coordinates countywide allocation of fire resources coming in from out of area agencies, through the Oak Harbor Fire Department.

### **E) Director of Emergency Services**

1. Provides coordination and notification of outside agencies providing operational support if ICOM Communications Center is unable to do so or we are isolated from normal communications.
2. Supports operations through the coordination of resources not available through mutual aid.
3. Assists in the coordination with the Island County EOC, NAS EOC, and Washington State EOC.
4. Activates the EOC per the CEMP.

### **F) Public Works**

1. Supports Fire Department requests for resources as required.

### **G) Police Department**

1. Supports Fire Department requests for traffic or scene control and evacuation as required.

## EMERGENCY SUPPORT FUNCTION - 5

**EMERGENCY MANAGEMENT ANNEX**

Lead Agency: Director of Emergency Services  
 Support Agencies: Fire Department  
 Public Works Department  
 Development Services Department  
 Fire Department  
 Police Department

**XII. INTRODUCTION****A) Purpose**

To collect, report, and assist in the evaluation of disaster information throughout all phases of an emergency or disaster; to provide a system to facilitate warning, emergency response, emergency public information, disaster analysis, local (Oak Harbor area) requests for state assistance, emergency and disaster Proclamation preparation, damage assessment, and recovery efforts. Supports the Communications, Safety & Security, and Transportation lifelines by ensuring timely dissemination of critical information, coordination of resources, and situational awareness to protect life, property, and community functionality.

*See Appendix 11 – Community Lifelines Crosswalk and Status Report Checklist.*

**B) Scope**

This Emergency Support Function (ESF) addresses the informational needs of the EOC for assessing a disastrous situation and supporting related response and planning efforts. This ESF will also review the deactivation process of the EOC upon termination of the disaster.

**XIII. POLICIES**

- A)** For the purpose of program management and establishment of the City's EOC, the emergency management function is assigned to the Director of Emergency Services or designee.
- B)** Incident management within the City will conform to the National Incident Management System (NIMS) and will utilize the Incident Command System (ICS)

**XIV. SITUATION****A) Emergency/Disaster Conditions and Hazards**

Natural or man-made disaster(s) may impact the City at any time, with or without warning. Due to the remoteness of the City and Island County the City's EOC becomes a primary location for; controlling resources, directing activities, mitigation efforts,

establishing planning functions and the overall operation of the incident. The EOC can expand or contract depending on the circumstances of the incident.

### **B) Planning Assumptions**

1. Emergency response resources for the City are limited and as such the need to request external support for large or prolonged scale events may be required.
2. To identify urgent response requirements during a disaster, or the threat of one, and to plan for continuing response, recovery, and mitigation activities, there will be an immediate and continued need to collect, process and disseminate situational information.
3. Information collection may be hampered due to many factors including damage to communication systems, communication system overload, damage to transportation infrastructure, effects of weather, and/or other environmental factors.
4. Information, particularly initial information, may be inaccurate, unreliable or ambiguous, and may conflict with information from other reliable sources. Information may also be limited in scope or detail.
5. The City may be unable to provide resources to satisfy all emergency requests during a time of disaster. Requests will be prioritized based on the safety of responders, preservation of life, incident stabilization and preservation of property. The Incident Commander, along with the EOC staff will make the final determination.
6. The potential for ‘volunteers’ requesting to assist is a high probability. The EOC will establish a volunteer pool and will direct and assign tasks to those volunteers.
7. As the incident escalates the EOC will expand as needed, additional staff personnel may be required, and additional assignments will be made. Conversely as the incident stabilizes or diminishes the EOC will reduce the number of personnel required. Deactivation of the EOC will commence upon the termination of the incident, after action reports will be completed, and all final reports, requests or finically impact reports shall be completed.

## **XV. CONCEPT OF OPERATIONS**

### **A) Initial Reports**

Initial reporting of disaster or emergency effects will be made by field personnel to the EOC. After a disaster Proclamation has been made by the Mayor, operational readiness reports and operational situation reports will be made to the Director of Emergency Services and coordinated through the Planning Section Head. All reports will be evaluated and used by the Director of Emergency Services in evaluating initial situations and reporting of the initial situation to the City staff, the County, and the State.

**B) City Department Reporting**

All City Departments are required to keep the EOC informed as to their status of readiness, needs, and situation. All departments and/or divisions/offices will make situation reports to the EOC when so required.

**C) City Department Assignments**

Each City Department (or division, as necessary) will be requested by the EOC to assign the coordination and control of reporting and receiving reports to one staff member.

**D) Use of Reports**

Operations reports will provide a basis for:

1. Briefings of the Policy Group
2. Briefings of government officials
3. Requests for assistance
4. Allocation of essential resources
5. Damage assessment

**E) Information Dissemination**

All information collected will be analyzed, evaluated, and made available to departments and agencies involved in emergency operations. Methods of dissemination will be through briefings, display boards, computer bulletins, and reports.

**F) Damage Assessment Reports**

Damage assessment reports are the most critical in terms of recovering costs in the event of a presidential declared disaster, or an event of such magnitude that other federal or state agencies may be available for monetary assistance. Reports on damage in the categories of public, private, and agriculture (if any) will be made available to State and Federal agencies and other political subdivisions in support of operational needs and recovery issues.

**G) Post-Disaster / After Action Reports**

Reports generated during an event will be collected and organized through the Planning Section Head. After an event, these reports will be used to generate a thorough analysis of the event and the City's performance, what areas were deficient, and what steps are needed to correct any deficiencies. This analysis will include financial assessments and impacts, as required.

**H) Briefings**

Daily briefings will be held for the purpose of updating the Mayor, other elected and key officials, and the media. The situation reports will be used as a basis for this briefing. Briefings may occur at more frequent intervals if warranted by the nature of the event.

#### **I) Collection Point**

The collection and dissemination of written reports provided for in this Annex will be accomplished from the EOC and approved by the Director of Emergency Services. Briefings concerning information generated through these reports will be made at announced locations.

#### **J) Public Access**

Information and reports collected by the City as part of an emergency or disaster made under this annex may be released as public information only with the approval of the Director of Emergency Services. All individuals gathering such information and generating reports will refer all requests for information and copies of reports to the Department of Emergency Services.

### **XVI. RESPONSIBILITIES**

#### **A) Emergency Preparedness Response**

Under normal operations, no one agency is assigned the responsibility of collecting information and preparing reports. Under disaster situations, this responsibility falls on the Director of Emergency Services. The Director will appoint a Planning Section Head to coordinate data collection, information analysis, and preparation of reports.

#### **B) Damage Assessment**

Under normal conditions, the City's Public Works, Fire, and Police Departments have the responsibility of damage assessment and reporting of City conditions. Under emergency disaster situations, the lead departments for damage assessment are; the Public Works Department for public facilities and the Development Services Department for residential and business property. The Fire, Police and Public Works departments are assigned to assist in the gathering of information.

#### **C) City Support**

Records, data, and information collection and analysis personnel of all City Departments are considered support resources to both Operational Reports and Damage Assessment coordination.

#### **D) Field Support**

All field forces of all City Departments will be used in the collection of information and data for reports and damage assessments.

#### **E) Director of Emergency Services**

1. Shall have overall responsibility for directing and controlling City government emergency reports.
2. Shall work with the Planning Section Head and give appropriate guidance and direction to carry out the assigned tasks and responsibilities to the Document Unit.
3. The Document Unit will collect, code, and prepare operational readiness reports, damage reports, and operations situation reports for distribution.
4. Ensures that operational reports are forwarded to the State division of Emergency Management, as required.
5. Provides information, guidance, forms, and instructions to all City government agencies for the retention of information and supporting data and procedures for forwarding operational reports and information through the EOC.

#### **F) City Departments**

1. Shall make disaster reports to the EOC when so required.
2. Assign the coordination and control of reporting responsibility to one individual.

#### **G) Public Works**

1. Shall conduct damage surveys and situational evaluations of the City's buildings and structures, utilizing assistance from the Building division.
2. Through the Operations Section Head, shall direct and control City damage assessment operations throughout all emergency operational periods.
3. Shall provide a damage assessment coordinator, giving appropriate authority to carry out assigned responsibilities.
4. Shall coordinate the provision of damage assessment information and data to the Planning Section Head or the Situation Unit.
5. Establish procedures for obtaining information on damage from private sector organizations and Island County Government agencies if required or necessary.

#### **H) Development Services Department**

1. Provides personnel to conduct damage surveys and situational evaluations of both public and private property; and assists the Public Works department in assessing other public property such as roads, streets, bridges, utilities, etc.
2. Assists the damage assessment coordinator by providing damage analysis and assessments of the above facilities and systems as soon as emergency or disaster operations permit.

**I) Fire Department and Police Department**

1. In addition to the City Department responsibilities, provides assistance to the damage assessment coordinator in providing "windshield survey" information.

**J) Human Resources**

1. In addition to the City Departments' responsibilities, will provide emergency worker volunteers that may be able to assist in damage assessment activities.

# INFORMATION ANALYSIS AND PLANNING

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Situation Report Format

SITUATION REPORT NUMBER \_\_\_\_\_

Date: \_\_\_\_\_ EOC Phone: \_\_\_\_\_ Regular Phone: \_\_\_\_\_ Time \_\_\_\_\_

<b>1) GENERAL SITUATION SUMMARY</b>					
<b>ACTIONS</b>		<b>YES</b>	<b>NO</b>	<b>DATE ENACTED</b>	<b>TIME</b>
1A) Local EOC Open?					
1B) Local Emergency Proclamation in Effect?					
<b>2) PEOPLE AFFECTED</b>					
2A) GENERAL					
2B) CASUALTIES REQUIRING HOSPITALIZATION					
2C) CASUALTIES NOT REQUIRING HOSPITALIZATION					
2D) PERSONS DECEASED					
2E) PERSONS MISSING					
2F) PERSONS EVACUATED (# & to what location)					
2G) PERSONS ISOLATED/STRANDED (# & location)					
<b>3) PRIVATE PROPERTY</b>					
3A) GENERAL					
<b>Number of:</b>	<b>Homes</b>	<b>Mobile Homes</b>	<b>Multiple Dwelling Homes</b>	<b>Farm Homes</b>	<b>Businesses</b>
Destroyed/ Non-livable	3B)	3C)	3D)	3E)	3F) (Non-operational)
Damaged	3G)	3H)	3I)	3J)	3K)
<b>4) FACILITY DAMAGE</b>					
4A) GENERAL					
	<b>DESTROYED</b>	<b>DAMAGED</b>		<b>DESTROYED</b>	<b>DAMAGED</b>
4B) City Facilities			4J) Sewage Treatment		
4C) Roads & Streets			4K) Schools		
4D) Water Supply			4L) Marina Facilities		
4E) Water Tanks			4K) Hospitals		
4F) Elect. Supply			4L) Convalescent Facilities		
4G) Telephone Facilities			4M) Bridges		
4H) Radio/TV Station			4N) Other		
4I) Natural Gas			4O) Other		

SITUATION REPORT NUMBER \_\_\_\_\_

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5) AGRICULTURAL LOSSES				
5A) GENERAL				
	TYPE	NO. OF ACRES	% OF YIELD LOSS	DOLLAR AMOUNT
5B) Crop or livestock damage				
5C) Other: e.g. equipment, supplies, outbuildings, etc.				
6) ANTICIPATED ASSISTANCE NEEDS				
6A) GENERAL				
CAPABILITY	% OF TOTAL CAPABILITY USED		DESCRIPTION OF ANTICIPATED NEEDS	
6B) Search & Rescue				
6C) Medical Services				
6D) Engineering Services				
6E) Fire Suppression				
6F) Law Enforcement				
6G) Transportation				
6H) Communications				
6I) Mass Care				
6J) Public Health				
6K) Mortuary Service				
6L) Individual Assistance				
6M) Public Assistance				
6N) Other				
7) OTHER COMMENTS: (e.g. loss of revenue, projected economic impact, unemployment, etc.)				

INFORMATION ANALYSIS AND PLANNING

ESF-5: Appendix 2

**Damage to the Private Sector**

JURISDICTION: \_\_\_\_\_

TYPE OF OCCURRENCE: \_\_\_\_\_

DATE OF OCCURANCE: \_\_\_\_\_

NAME, ADDRESS AND PHONE	OWN/ RENT?	PRIV. RES., SEC'D. RES. MOB. HOME, FARM, BUSINESS	EST. OF \$ LOSS	% OF LOSS COV'D BY INSUR.	HABITABLE/ USABLE?	COMMENTS: ACCESS OR UTIL., OTHER

EMERGENCY SUPPORT FUNCTION - 6

**EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES ANNEX**

- Primary Agency: Director of Parks & Recreations
- Support Agency: Director of Emergency Services
- Finance Department
- Development Services Department
- Human Resources
- Public Works Department
- Red Cross
- Island County DEM

**MASS CARE (ESF-6, part 1)**

**I. INTRODUCTION**

**A) Purpose**

To coordinate efforts to provide mass care assistance, shelter, and human services for individuals impacted by an emergency or disaster. To provide for the maximum protection of the population from the effects of disasters or the potential effects of disasters, and to provide for a process that efficiently operates local emergency shelters within the City of Oak Harbor. Additionally, to coordinate between public agencies that may request shelter assistance and with County and State organizations regarding sheltering needs. Supports the Food, Water, Sheltering and Health & Medical lifelines by ensuring access to essential needs, medical care, and safe refuge for affected populations.

*See Appendix 11 – Community Lifelines Crosswalk and Status Report Checklist.*

**B) Scope**

This Emergency Support Function (ESF) addresses the implementation of local emergency shelters, mass care, and human services within the City, in coordination with non-governmental organizations, or in coordination with other agencies to set up facilities (regional or local) for the City during a major emergency or disaster and the coordination required for opening shelters

**II. POLICY**

Activities within ESF 6 – Mass Care, Housing and Human Services will be conducted in accordance with NIMS and the NRF, and will utilize the Incident Command System. The American Red Cross Shelter Operation Workbook will be used as a template for all shelter operations within the City and Island County. The City’s Parks & Recreation Department has primary responsibility for coordinating activities under ESF 6 within the City. This ESF is also directly related to ESF 1, Transportation; ESF 8, Public Health and Medical Services; ESF 11, Agriculture and Natural Resources.

**III. SITUATION**

**A) Emergency/Disaster Conditions and Hazards.**

Oak Harbor is located on the north end of Whidbey Island, and as such has limited access capabilities. The two methods to access Oak Harbor are the Washington State Ferry system or Washington State Highway 20 via Deception Pass Bridge. Should both fail travel to and from the mainland is compromised. Oak Harbor is vulnerable to extreme wind, or wind related storms, earthquakes and possible effects from volcanic eruptions. These hazards could cause damage such that evacuation and emergency sheltering would not be possible. While other hazards are possible, they are not expected to provide damage to such an extent.

#### **B) Planning Assumptions**

1. Facilities and communications systems will likely sustain damage or be impacted, which will result in disruption or reduction of some essential services.
2. Emergency response and recovery activities that rely on the use of facilities and communications systems will likely be impacted and may be difficult to coordinate.
3. Mass care requirements during an emergency or disaster may overwhelm social service agencies.
4. Depending on the hazard and the severity of its effects, Oak Harbor may have limited numbers of shelters or the resources to manage shelters.
5. The ARC is responsible for mass care and shelter during an emergency or disaster. If the ARC cannot provide all of the services needed, victims will be referred to community, church, or other social service shelters that may be opened.
6. The City may initially have to operate shelters or meal sites with few or no external resources, and resources to manage those shelters may be severely limited.
7. Available shelters will be identified by a public information release to the local media.
8. The opening of ARC shelters for all jurisdictions will be coordinated through the County EOC.

### **IV. CONCEPT OF OPERATIONS**

#### **A) Lead Organization**

1. Sheltering shall be coordinated from the EOC. All emergency operations that may lead to the use of sheltering or mass feeding, congregate care or other mass population activities will be coordinated by the American Red Cross.
2. Upon request, the Red Cross would activate, manage, and support public shelters and would provide related services needed by displaced populations during the sheltering period. The activation of sheltering or mass care facilities may include the provision of emergency food, water, shelter, clothing, health and mental health care, and crisis training of City staff and volunteers to assist in the Red Cross operations.
3. The American Red Cross, Religious Institutions, and other voluntary organizations may be called upon by the City of Oak Harbor to provide sheltering needs and to meet the emergency needs of displaced populations.

**B) Facilities Used**

Designated City-owned facilities may be used as emergency shelter facilities in situations where there are not enough Red Cross shelters, when there will be a delay in opening Red Cross shelters, or when it is the most expedient method for providing temporary shelter during a disaster. Parks & Recreation Department staff will manage City-owned facility operations. Activation of City facilities for sheltering shall be coordinated by the Parks & Recreation Department through the EOC, through the Operations and Logistics Section Heads.

**C) Staffing Requirements**

City of Oak Harbor staff may be requested to act as emergency workers in Red Cross shelters. The Human Resources Department shall be responsible for the assignment of City workers, as coordinated from the EOC through the Logistics Section Head.

**D) Public Information Required**

Any active situation that requires the activation of sheltering shall include a public information officer to adequately brief the media and the public on the status of the situation.

**V. RESPONSIBILITIES****A) Activation**

1. The Director of Emergency Services is responsible for issuing a request to the Red Cross to activate shelters. In the case of an emergency within the City, activation and coordination would occur with the Island County Chapter of Red Cross, through a Red Cross Supervisor in communication with the EOC.
2. The Director of Emergency Services shall coordinate with appropriate City Departments to work with the Red Cross representative to identify safe areas of the City, inspection of identified shelters for safety and usability, safe routes of travel for staff and supplies, the number of shelters available, the duration of use, and the training and use of City staff in shelters, service centers, and mass feeding operations.
3. The Director of Emergency Services, in conjunction with Island County DEM, shall assist in the coordination with state and federal services needed in sheltering and recovery services when appropriate.

**B) City Staff Shelters**

The *Center in Oak Harbor* is designated as the City staff shelter. The use of the *Center in Oak Harbor* will be limited to City staff when necessary to provide sheltering, feeding, and sleeping areas during a protracted event that involves a large contingent of the City staff, or when several City staff have not been able to return to their homes due to a disaster.

**C) Director of Emergency Services**

1. Alerts the local Red Cross to advise them of the situation and requests activation of shelters.
2. Provides coordination of agencies and activities to ensure adequate shelter needs are met.

3. Coordinates between other jurisdictions, county, state, and federal agencies.

**D) Public Information Officer**

1. Coordinates public information concerning sheltering services with the Red Cross public affairs staff. Coordination may be necessary at shelter sites as well as at the EOC.
2. Assures that necessary information is disseminated to the public.

**E) Fire Department**

1. Provides emergency medical services and fire suppression as needed at shelters.

**F) Parks & Recreation Department**

1. Develops plans for and coordination of the utilization of City facilities and park sites for use as reception centers, staging areas, or shelters, and provides staffing, as available.
2. Provides assistance in staffing the *Center in Oak Harbor* as a designated shelter for City employees.

**G) Human Resources**

1. Coordinates the registration and use of City staff and volunteers at City owned shelter facilities. Emergent volunteers shall be registered in accordance with WAC 118-04-200.
2. In cooperation with other City Departments, provides for emergency sheltering of City staff during disaster activities.
3. Coordinates private offers of assistance.

**H) Police Department**

1. Establishes security as needed at public shelter locations.
2. Provides crowd and traffic control at public shelter or mass care facilities.
3. Assists in identifying safe routes of travel to and from shelter sites.

**I) Public Works Department**

1. Coordinates the disposal of solid waste from shelter sites.
2. Assists in emergency repairs at shelter as appropriate.
3. Provides and identifies safe routes of travel to and from shelter sites.
4. Assists in crowd control operations through signing and barricades.
5. Assists in providing emergency radio communications between shelters and the EOC.

**J) Red Cross**

1. Acts as lead agency for emergency shelter operations.

**K) All City Departments**

1. Provide emergency service workers as requested.

**L) Animal Control**

1. Establish and manage pet shelters for evacuee animals near mass care shelters.
2. Provide assistance in locating shelters and services for pets and owners
3. Coordinate, as available, the transportation of pets to shelters
4. Coordinate the disaster care of pets and farm animals as appropriate.
5. Coordinate reunification of pets and owners
6. Assist in placing stray or injured and animals with local veterinarians.

**INDIVIDUAL ASSISTANCE (ESF-6, part 2)****I. INTRODUCTION**

To provide individual assistance to residents that may not be able to care for themselves during and immediately following an emergency or disaster and to support congregate lodging and basic human needs provided to the public through private organizations.

**VI. POLICY:**

ESF 6, part 2: Individual Assistance will align itself with the main policy for mass causality assistance. It will be the policy of the City to assist individuals, as much as practicable, to provide shelter or required care during a disaster. While the focus will be on mass causality situations, the individual person cannot be forgotten.

**VII. SITUATION:**

Oak Harbor has a high elderly population, and as such, during times of disasters it may be difficult for that population base to be able to have transportation or a means to report to a shelter. The EOC / Director of Emergency Services must make every means possible to locate and assist those individuals.

**VIII. CONCEPT OF OPERATIONS****A) Initial Notification**

The need for individual assistance will be identified through the Director of Emergency Services, who will have the initial responsibility of notification to disaster assistance organizations capable of providing such services during and immediately after a disaster.

**B) Type of Services Expected**

Individual assistance includes, but are not limited to: emergency food, shelter, clothing, childcare, medical care, disaster inquiry and disaster related psychological services.

**C) Coordination of Services**

Emergency social services will coordinate with resource providers that include: State Department of Social and Health Services, Island County Department of Human Services, school districts, churches, institutions, and commercial facilities for personnel and resource support.

The Human Resources Director for the City of Oak Harbor will work with various private or non-profit organizations to ensure their cooperative efforts during and immediately following a disaster.

#### **D) Primary Service Provider**

The City of Oak Harbor relies upon local disaster assistance organizations to provide mass care and individual assistance. The American Red Cross is the coordinator and prime operator of the City's mass care operations. The Red Cross will work in coordination with the Island County Local Emergency Response Committee and other organizations to assure efficient and effective utilization of local resources in the relief effort.

#### **E) Coordination from the EOC**

When necessary, the coordination of individual assistance will be shifted from the EOC to the Disaster Application Center (DAC), when established after a disaster.

#### **F) Individual Assistance**

Individual assistance to disaster victims will be provided primarily by local disaster organizations and various county, state, and federal agencies. The range of services needed by disaster victims will depend on the emergency, and could include temporary housing, furniture, building/repair supplies, occupational or mental health services.

#### **G) Presidential Declaration - Effect On**

In the event of a Declaration by the President of a disaster in the City of Oak Harbor (Island County), additional emergency welfare services may become available to eligible disaster victims. These may include low-interest loans, food stamps, disaster counseling, and additional unemployment benefits. These services are normally coordinated through the DAC established after a disaster.

#### **H) Other Services Provided**

1. The federal government has in place other assistance that is available without a presidential Declaration.
2. The Director of Emergency Services will monitor events that do not trigger a Proclamation to determine whether other federal assistance is possible to residents or businesses within the City of Oak Harbor.

#### **I) Disaster Application Centers**

The Director of Emergency Services will work with the State and Federal governments to find adequate facilities needed to open a DAC. Pre-planning or liaison activities will occur to identify facilities that may be appropriate prior to an event requiring a DAC or multiple DACs for the City of Oak Harbor or the surrounding area.

### **IX. RESPONSIBILITIES**

#### **A) Finance Department**

1. Will ensure the proper receipt, distribution, and accounting of federal and other funds made available for emergency social services through the City of Oak Harbor.

**B) Director of Emergency Services**

1. Will provide assistance to the Human Resources Director in coordinating services needed.

**C) Development Services Department**

1. Will assign staff to the DAC, if required.

**D) Human Resources**

1. Will assist in the coordination and provisions of counseling and psychological support programs necessary to reduce mental anguish of persons suffering from disaster trauma.

**E) Parks & Recreation Department**

1. Will make available City facilities and equipment to provide congregate care facilities or services, as required.
2. Will provide staffing for congregate care facilities or services under the direction of the Red Cross or other volunteer organizations, as needed.

**F) Community Resources**

1. Refer to Human Services Directory located in the EOC.

**X. REFERENCES**

- A) Washington State Comprehensive Emergency Management Plan
- B) American Red Cross Disaster Services Program (ARC 3000)

**POTENTIAL OAK HARBOR SHELTERS / SITES****Whidbey Presbyterian Church**

1148 SE 8<sup>th</sup> Ave.  
Oak Harbor, WA  
(360) 679-3597

**Oak Harbor High School**

1 Wildcat Way  
Oak Harbor, WA  
(360) 279-5800

**Oak Harbor Christian Reformed Church**

1397 Swantown Road  
Oak Harbor, WA  
(360) 675-2881

**Hillcrest Elementary School**

1500 NW 2<sup>nd</sup> Avenue  
Oak Harbor, WA  
(360) 279-5810

**First United Methodist Church**

1150 Ireland Street  
Oak Harbor, WA  
(360) 675-2441

## EMERGENCY SUPPORT FUNCTION - 7

**LOGISTICS MANAGEMENT AND RESOURCE ANNEX**

Lead Agency: City Administration (Mayor/City Administrator)

Support Agency: All City Departments

**RESOURCE SUPPORT****I. INTRODUCTION****A) PURPOSE**

This ESF is to provide for the effective utilization and conservation of available local resources of the City of Oak Harbor; and to coordinate the provision of available regional resources with surrounding cities, Island County, State of Washington, and the Federal government.

**B) SCOPE**

To administer economic stabilization measures, as authorized, through coordinated rationing of food, fuel, and other essential items. This may include emergency relief supplies, communications and computer equipment, office supplies, facilities, transportation services, and personnel required to support emergency activities.

**II. POLICIES**

The Logistics Section, City Departments and other supporting agencies will operate under existing authorities and regulations.

**III. SITUATION****A) Emergency/Disaster Conditions and Hazards**

A significant emergency or disaster has the potential to severely damage and may limit access to resources through normal means of supply and transportation.

**B) Planning Assumptions**

1. The ability to support the response to a significant emergency or disaster will be severely impacted.
2. All forms of communication may be severely interrupted during the early phases of an emergency or disaster.
3. Resource requests must be prioritized when existing resources are limited or depleted.
4. The City will not and/or does not have **all** the resources, either in type or quantity that may be required to combat the effects of all potential emergencies or disasters.
5. The City shall participate in the Washington Mutual Aid System (WAMAS) system in order request resources as needed or required. See WAMAS implementation guide @[mil.wa.gov/Washington-mutual-aid-system-wamas](http://mil.wa.gov/Washington-mutual-aid-system-wamas).

**IV. CONCEPT OF OPERATION**

**A) Mobilization Responsibilities**

To carry out its resource mobilization responsibilities effectively, the City will make provision for the development and administration of policies, programs, and measures for the management of each major category of resources under its emergency control and the overall coordination and direction of its resource program. Responsibilities for administering individual resource programs will be assigned, as much as possible, to existing departments or divisions within the City of Oak Harbor government, with the appropriate utilization of private business as appropriate.

Emergency management of any resource will involve the following functions:

1. Evaluating the relationship between the current and probable future supply of and the requirements for a particular resource.
2. Determining the extent to which available resources can be used to meet current operating needs as compared with longer-range needs.
3. Taking actions necessary to channel resources for use in essential activities.
4. Ensuring the most effective use of existing and potential supplies of the resource and to take measures to improve the future supply situation.
5. Evaluating and adjusting such policies, programs and measures to meet new emergency needs and conditions, and changes in the supply and requirements of a given resource.

**B) Free Market**

A free-market economy and existing distribution systems will be maintained to the maximum extent possible as the primary means for continuing operation of the City's and region's economic and private sector systems. However, efforts to support regional, state, or federal requests in support of mobilization efforts, for whatever hazard, may require modification of normal business procedures.

**C) Controls**

Where government resource management is required, voluntary controls, as opposed to mandatory controls, will be encouraged. It is the policy of the City of Oak Harbor that controls will only be placed where necessary and be removed as soon as possible.

**D) Regulation of Activities**

Activities may be regulated based upon the availability (or lack) of a commodity in short supply. The control of a commodity necessary to the essential survival of the general population or the government will take precedence over any activities that are non-essential.

**E) Regulations Transferred**

Regulations that are used to control one resource may be used to control other resources. The duplication of regulations will be avoided if possible, in the controlling of resources.

**F) Public Information**

The public will be encouraged to cooperate with emergency resource management measures imposed by the City through public information campaigns.

**G) Preparedness Activities**

It is the policy of the City of Oak Harbor to ensure a continuing state of preparedness within the City to manage its own resources and those available to it on a day-to-day basis. Normal City organizational responsibilities will be used as much as possible to ensure this is accomplished.

**H) Emergency Services**

During and directly after a disaster, emergency service needs will become the major users of resources. Resource needs will be coordinated through the EOC. Needs for resources will be submitted and coordinated with the County and State Emergency Management organizations.

**I) Primary Resources Defined**

The primary categories of resources and services deemed most essential to the survival and recovery of the City and region are: food, water, construction and housing, electrical power, telecommunications, medical and health services, natural gas, petroleum, transportation, and personnel.

**J) Staging**

1. The following is a list of disaster staging areas that have been pre-selected in the event of a large-scale emergency or local disaster situation. These locations will be utilized by the Operations Section within the EOC where responding units/organizations may stage personnel, supplies, and equipment in response to, and support of, the emergency. These areas may also function as temporary storage facilities for heavy equipment and material.
2. Should any of the listed staging areas not be available for any other reason, alternate locations will be selected by the EOC and in coordination with responding field forces.

**DISASTER STAGING AREAS**

**Northeast Oak Harbor**

Municipal Shop Facility  
1400 NE 6<sup>th</sup> Avenue  
Oak Harbor, WA 98277

North Whidbey Middle School  
67 NE Izett Street Northwest  
Oak Harbor, WA 98277

**Northwest Oak Harbor**

Oak Harbor High School  
1 Wildcat Way  
Oak Harbor, WA 98277

Hillcrest Elementary School  
1500 NW 2<sup>nd</sup> Avenue  
Oak Harbor, WA 98277

**Southeast Oak Harbor**

City of Oak Harbor Marina

Oak Harbor School District Maintenance Compound

1401 SE Catalina Drive  
Oak Harbor, WA 98277  
Skagit Valley College  
1900 SE Pioneer Way  
Oak Harbor, WA 98277

200 SE Midway Boulevard  
Oak Harbor, WA 98277

### **Southwest Oak Harbor**

Broad View Elementary School  
473 SW Fairhaven Drive  
Oak Harbor, WA 98277  
Haggen  
13656 State Route 20  
Oak Harbor, WA 98277

Walmart  
1250 SW Erie Street  
Oak Harbor, WA 98277  
Safeway  
1450 SE Erie Street  
Oak Harbor, WA 98277

### **Central Oak Harbor**

Tractor Supply  
32165 State Route 20  
Oak Harbor, WA 98277  
Oak Harbor Elementary School  
151 SE Midway Boulevard  
Oak Harbor, WA 98277

North Whidbey Middle School  
151 SE Midway Boulevard  
Oak Harbor, WA 98277  
Oak Harbor Christian School  
675 E. Whidbey Avenue  
Oak Harbor, WA 98277

## **I. RESPONSIBILITIES**

### **A) National Obligations**

In the event of a limited national defense and/or security emergency, City government would support national resource mobilization policies and goals by complying with Federal rules and regulations on resource production, distribution, conservation, and use, as they pertain and are communicated to us through the State Emergency organization.

### **B) Assumption of Responsibility**

In the event of a general national defense and/or security emergency, City government would, as required, direct the conservation, distribution (including rationing), and use of those resources essential to the protection and general welfare of the people of the City until effective Federal or State direction and control could be established. The City will not assume responsibility for managing those resources under the jurisdiction of a Federal or State agency capable of providing that function. However, the City will assist, if requested by the controlling agency, by providing whatever resources it has available.

### **C) Liaison**

In addition to the Liaison position in the EOC, the Director of Emergency Services, along with the Mayor, shall select business or industry representatives to serve as liaison between the private sector resource providers and the EOC, and to act as advisors on production, distribution, and use of resources available.

### **D) Authority and Control**

State and local government controls over specific resources and economic activities are assigned by State emergency operations, State statutes, County charter and City ordinances.

There are basic measures or forms of economic stabilization available to the City for mobilization of resources in any emergency. They are designed to achieve two basic purposes: 1) control the use of resources, and 2) increase the supply of resources. The basic measures or forms include:

1. Indirect - Voluntary and indirect control measures include special financial arrangements to encourage expanded function, and training and information through Public Information to solicit voluntary cooperation from the public and from industry.
2. Direct - Mandatory direct control measures include priority systems of distribution, allocation systems, production directives, conservation measures, consumer rationing, anti-hoarding measures, and construction (or restriction) directives.
3. Anti-hoarding - The authority to prohibit the accumulation and hoarding for business or personal consumption.
4. Priority - The authority to require that performance under contracts and orders deemed necessary to promote stability after a disaster would take priority over any other contract or order (i.e. National defense and security would be priority over other activities).
5. Allocation - The authority whereby a scarce and critical item, material, commodity or product, could be assigned or reserved for exclusive use.
6. Requisitioning - The authority whereby, in certain urgent circumstances and under certain specified conditions, the City may obtain the use of any equipment, materials, supplies, components or facilities and other real property needed, provided just compensation is made.

#### **E) Primary Responsibilities**

1. The primary emergency resource management responsibilities of the City are:
  - a. maintain or restore vital facilities and essential public services;
  - b. provide essential supplies;
  - c. exercise government control of acquisition and disposition of local resources; and monitor rebuilding and rehabilitation of privately owned homes and facilities;
  - d. maintain, repair or restore local roads and utilities, provide emergency supplies of water, power and transportation;
  - e. inspect, demolish and remove debris from hazardous structures and areas;
  - f. maintain inventory and control of food, water, medical supplies, petroleum products and other essential supplies and equipment;
  - g. re-supply shelters; monitor emergency shutdowns of industrial facilities;
  - h. issue building, electrical and other construction related permits requiring conformity with City, County, and State statutes.

2. The activities described may be performed in conjunction with other public or private agencies as required.

**F) Mayor (Executive)**

1. Has the primary responsibility for managing locally available resources in accordance with applicable federal and state laws and regulations.
2. May establish boards, committees, or subcommittees as necessary to manage emergency duties and resource allocation effectively.
3. Establishes priorities for the assignment and use of all resources, including personnel, food, water, medical supplies, fuel, electricity, transportation, communications, and other essential goods and services required for survival and emergency response.

**G) City Council**

1. Responsible for making policy, adopting and enacting ordinances and motions to place economic controls into effect, as authorized by state statutes.

**H) Director of Emergency Services**

1. Provides guidance for City officials on the relative urgency of essential services.
2. Assists the Mayor's office in drafting appropriate ordinances for Council approval.
3. Assists in selecting members at large to serve on boards or committees required to control resources.

**I) Police Department**

1. Provide the necessary security to ensure that stockpiled and/or stored materials and supplies are secured from looting or vandalism.
2. Address crowd control during distribution of resources.

**J) Parks Department**

1. Coordinate the use of any parks facility for the purposes outlined in this Annex.

**K) Public Works**

1. Ensure City of Oak Harbor resources are maintained and cataloged in proper order for use during emergencies or disasters.

**L) Building Division**

1. Evaluation of all buildings or facilities used for stockpiling resources for health and safety.

**HUMAN RESOURCES in CONJUNCTION WITH ESF #7****I. INTRODUCTION**

To provide for the recruitment, allocation, utilization and general management of civilian labor forces required for emergency activities essential to emergency response and recovery operations; to address proper accounting of spontaneous voluntary forces during emergencies.

**II. POLICY**

Fully utilize the Human Resources (HR) Department in the hiring and maintaining the City's workforce. This is to include the potential use of volunteers.

**III. SITUATION:**

During the times of disasters and/or catastrophic events the City's workforce may be diminished or unable to perform all the required operations. Due to the City's location on an island the workforce may not be able to report to work.

There is a high potential the City will have numerous volunteers to provide help, or specific services. These volunteers must be tracked and be provided with credentials as authorized by the City to assist with job functions or assignments. All volunteers must be accounted for and not allowed to roam freely during the event(s). HR will maintain a complete and up to date roster of all volunteers.

**IV. CONCEPT OF OPERATIONS****A) City of Oak Harbor Use of Personnel**

All City Departments and partner agencies or supporting organizations will operate in any disaster using normal and available personnel before requesting additional resources for disaster operations. Where personnel needs are beyond the capabilities of the City of Oak Harbor resource pool, additional resources will be requested through the EOC. The EOC will initiate the necessary procedures to meet the required personnel requirements from the following resources, in priority order:

1. Neighboring jurisdictions
2. County
3. State
4. Federal
5. Volunteers

**B) City Employee Status**

All employees of the City of Oak Harbor are designated as Emergency Workers by City Ordinance 1.10.090. It is the City's policy to assign emergency workers to assignments during an emergency or disaster that best suit their abilities and area(s) of training. This does not preclude the possibility that City employees would be assigned outside their area of abilities under direction of the EOC and/or the Incident Commander in the field.

**C) Human Resources Director**

The HR Director will make full use of the voluntary cooperation generated by a disaster, and of the capabilities of the State Department of Employment Security, labor, management and other groups in coordinating personnel mobilization programs. The HR Director will identify a member or members of staff to coordinate and assist in this activity.

**D) Activities Coordinated**

The coordination of personnel made available for emergency operations by private sector organizations, including volunteer organizations, will be accomplished through the EOC.

**E) Spontaneous Volunteers**

1. It is assumed that spontaneous volunteers will be available during any such disaster. Should these individuals appear at a disaster scene or scenes, the Incident Commander will notify the EOC of the number available.
2. Unless needed immediately at the incident site by the Incident Commander, spontaneous volunteers will be assigned appropriately by the EOC.
3. Appropriate personal information will be obtained from the spontaneous volunteer to document his/her activities and to meet state law concerning emergency workers (RCW 38.52).

## **V. RESPONSIBILITIES**

### **A) City Government**

1. The City of Oak Harbor is responsible for the coordination and implementation of Federal, State, County and City programs for the emergency management of available civilian personnel resources within the City of Oak Harbor.
2. It is the policy of the City of Oak Harbor to utilize all available local personnel resources within the City of Oak Harbor to specifically assist the City in emergency and recovery operations. If it is determined that the City of Oak Harbor pool of available emergency workers is not expended, these resources will be made available to neighboring jurisdictions, County, State, and Federal requests through the EOC, as requested.
3. The City is responsible for the recruitment and priority referral of available personnel resources to essential emergency services for City agencies and supporting organizations.
4. The City is responsible for providing guidance in the pre-emergency identification, assignment, and effective utilization of community personnel resources.

### **B) City Departments**

1. Each City Department will maintain a list of all active full time, part time, and temporary employees and will maintain call-out data for use during an emergency.
2. Each City Department will work with the HR Department to insure each employee fills out and returns the Family Area Network information.
3. Each City Department will identify volunteer organizations that are, or would likely be, available during a disaster and provide two emergency contact

### **C) Director of Emergency Services**

1. Maintains liaisons with local, private sector, and personnel resource providers.
2. Assists the HR Department in maintaining a current list of emergency services workers.
3. Assists the HR Department in issuing Emergency Identification Cards to those individuals identified in pre-disaster interviews.

### **D) Human Resources**

1. Develops procedures to provide for the effective mobilization of available personnel resources.
2. Coordinates the recruitment and allocation of personnel resources required for essential activities of City government and supporting agencies.
3. Establishes liaison with Island County government for the management of emergency personnel resources and personnel support requests, if required.
4. Establishes liaison with the branch office manager of the Department of Employment Security to coordinate personnel resources and support requirements, if required.
5. Assists City Departments and offices in reallocation of existing personnel resources to meet essential needs of City government.
6. Assists the Public Information Officer in preparing news releases on personnel needs and requirements, recruitment and utilization policies, and general management procedures.

## EMERGENCY SUPPORT FUNCTION - 8

**PUBLIC HEALTH AND MEDICAL SERVICES ANNEX**

Lead Agency: Fire Department  
 Support Agency: Whidbey Health  
 Island County Public Health Department  
 Local Health Providers  
 Island County Medical Examiner  
 Local Morticians  
 Police Department

**I. INTRODUCTION****A) PURPOSE:**

To coordinate the organization and mobilization of health, medical, ministerial, and mortuary services within the City of Oak Harbor. The City will utilize the National Incident Management System (NIMS) and the Incident Command System (ICS) to manage the incident. Supports the Health & Medical and Safety & Security lifelines by ensuring timely medical care, public health protection, and dignified management of fatalities during emergencies and disasters.

*See Appendix 11 – Community Lifelines Crosswalk and Status Report Checklist.*

**B) SCOPE**

This Emergency Support Function (ESF) addresses the identification and coordination of the City's health, medical and mortuary needs during a disaster or emergency. This assistance includes the following:

1. Assessment of health / medical needs
2. Health surveillance and communicable disaster response.
3. Medical care personnel availability and location(s)
4. Medical/health equipment and supplies, including types, availability, and locations
5. Patient evacuation procedures and in-route care.
6. Public health
7. Potable water
8. Wastewater and sanitation
9. Solid waste disposal
10. Ministerial services
11. Mortuary services, victim identification, facilities and capacities.

**II. POLICIES**

- A) Island County Public Health shall provide guidance to local government and individuals on basic public health principles involving safe drinking water, food sanitation, personal hygiene and proper disposal of human waste, garbage, and infectious or hazardous waste.
- B) Oak Harbor Fire Department in coordination with Whidbey Health shall provide emergency medical services.

- C) All Island County mutual-aid agencies who provide emergency medical assistance shall operate under the direction of Island County Medical Program Director. As well as all Washington State Trauma laws.

### **III. SITUATION**

#### **A) Emergency/Disaster Conditions and Hazards**

Oak Harbor / Island County is vulnerable to the effects of flooding, extreme wind and storm, earthquake damage, and the possible effects of volcanic eruption.

These hazards could cause damage, injury, and casualties such that hospital, clinic, pharmacies, nursing homes, and other medical care and mortuary facilities would be rendered inoperable or greatly reduced in capacity. Additionally, roads and other transport may be obstructed making transport and evacuation of the injured or already ill impossible or greatly reduced. Finally, medical supplies would be affected by increased usage, damage, lack of refrigeration, and lack of resupply. While other hazards are possible they are not expected to produce casualties to such an extent.

#### **B) Planning Assumptions**

1. A significant disaster could overwhelm Oak Harbor's medical facilities and services requiring emergency coordination within the City and Island County and with adjacent counties and facilities.
2. Whidbey Health, in conjunction with Oak Harbor's nursing homes, clinics, pharmacies, and other medical and health care facilities may be severely damaged, destroyed, or reduced to a lower capacity.
3. During naturally occurring or terrorist-caused disease outbreaks, hazardous materials emergencies, or major trauma events, local supplies of antibiotics and other medical equipment may be inadequate to address the consequences of the incident.
4. A disaster will likely involve health threats from contaminated food and water; food and water shortages; inoperable waste disposal facilities; interruption in solid waste collection and disposal, and the release of hazardous materials.
5. The damage and destruction resulting from a catastrophic disaster will produce urgent needs for mental health crisis counseling for disaster victims and response personnel.
6. Disruption of sanitation services and facilities, loss of power, and the massing of people in shelters and temporary facilities will increase the potential for disease and injury.

### **IV. CONCEPT OF OPERATION**

#### **A) Health, Environmental Health and Mortuary Services**

1. Emergency health, emergency environmental health, and mortuary services will be directed and controlled by Island County Department of Public Health officials and

private health and mortuary providers pursuant to the responsibilities section of this Annex. Department of Health officials may operate from the EOC if needed. The coordination and call - out of the Department of Health will be handled through the Island County Department of Emergency Services. Field locations for operations or emergency operating locations will be established under the direction of the Health Department in accordance with their Emergency Operational Procedures.

2. Emergency health and emergency environmental health support of private institutions, business and organizations required in the City of Oak Harbor will be coordinated as much as possible through the Island County Department of Public Health.
3. The City of Oak Harbor shall endeavor to keep a current list of emergency health support available within this City.

#### **B) Emergency Medical Services**

1. Emergency medical services organization and mobilization during emergencies will be the responsibility of the City of Oak Harbor Fire Department (see ESF-4; Firefighting).
2. On-scene management of emergencies will follow the Incident Command System (ICS) as established and adopted by the Fire Department.
3. In the event of structural failure or inaccessibility of medical clinics and hospitals in a disaster, any City facility or temporarily established site may act as a remote emergency clinic, temporary hospital or morgue for its local area until coordination of more permanent facilities can be established by the EOC.
4. Any site designated by the Incident Commander may serve as a command post, staging area, triage, treatment, transportation station, communications center, medical clinic, temporary hospital, or temporary morgue in any other functional capacity appropriate for the situation.
5. The Fire Department shall establish a system to expand emergency medical support and provide support to local hospitals in the coordination and establishment of expanded hospital facility needs during an emergency.
6. When activated, the Fire Department will work with the EOC to coordinate expansion of hospital care to field operations when needed.
7. Mutual aid agreements exist with numerous jurisdictions and departments throughout Whidbey Island. Requests for assistance will normally be coordinated through the EOC in conjunction with Island County DES.
8. Communications will be through established channels and the City of Oak Harbor will follow current accepted communications procedures within the Island County medical response community known as "Medical Control", coordinated through Whidbey Health.
9. Transportation for the injured will be coordinated by Whidbey Health, and may include private carriers.

10. Assignments of patients to hospitals or temporary treatment facilities will be coordinated through "Medical Control."
11. Whidbey Health will provide support for coordination of medical supplies available in Island County upon request.

### **C) Emergency Hospital Services**

1. Medical care for the injured will be provided at local hospitals, temporary treatment, and medical facilities. Direction and control of emergency operations at hospital facilities or medical facilities will be the responsibility of the facility managers, directors, or staff.
2. Whidbey Health is designated as the primary "Medical Control" in a mass casualty incident (MCI) and Island Hospital (Anacortes) is designated as the alternate or "back-up" control site.
3. Medical Control will coordinate the distribution of patients to hospitals or temporary treatment and medical facilities.

### **D) Scene Response Requirements**

All first responders of the City of Oak Harbor (Police, Fire, Public Works, or Parks) shall:

1. Verify alarms.
2. Prior to arrival of medical personnel, assess the situation and inform or advise their dispatcher. Appropriate contact with emergency dispatch personnel will take precedence over other activities.
3. The first responder shall provide as much emergency traffic routing information and patient information as possible or available.
4. First responders shall establish an initial command post and provide first aid until arrival of medical personnel.

### **E) Communications**

1. Communications and coordination of emergency medical service responders is generally handled by I-COM Communications, known as "I-COM".
2. Hospital Emergency Administrative Radio (HEAR) provides the communications network between Medic Units, the hospital designated as "Medical Control" and all other hospitals in the area affecting the City of Oak Harbor. Information transmitted over this frequency will be limited to the following:
  - a. Activation of the "all-call alert" to notify hospitals of the incident.
  - b. Return exchange of hospital patient capabilities from hospitals to "Medical Control".
  - c. The HEAR frequency would be used to relay patient medical information or arrival time to receiving hospitals.

### **F) Ancillary Services**

1. Disaster relief organizations in addition to the American Red Cross will be requested to provide emergency medical and health services consistent with their resources, personnel and capabilities.
2. Emergency medical, health, and mortuary services, personnel and supplies not available within the City of Oak Harbor will be requested from the Island County Department of Emergency Services through the Island County EOC.
3. Private ambulances or other private transport units may be used, including buses, to transport patients. The Director of Emergency Services will coordinate this through the EOC.

#### **G) Temporary Mortuary Services**

1. The Island County Coroner has jurisdiction over bodies of all deceased (RCW 68.08.010). Procedures may vary if an incident falls under the jurisdiction of the FAA, Department of Defense, or Washington State.
2. The Coroner will coordinate support to local mortuary services as needed. Local funeral directors may assist in the processing of human remains at the discretion of the Coroner.
3. If local resources for proper handling of the dead are exceeded, the state and federal government may provide supplemental assistance for identification, movement, storage, and disposition of the dead. The Coroner may make a request for such assistance to the DES or through the WA State Department of Health.
4. In the event of many fatalities, temporary morgue facilities may be set up using semi-tractor/trailer refrigeration units until such time as other facilities are available.

### **V. RESPONSIBILITIES**

#### **A) Providers**

Medical, health, mortuary, and hospital services are provided to residents of the City of Oak Harbor primarily by the Oak Harbor Fire Department, Whidbey Health, Island County Department of Public Health, and private hospitals. Additional medical, health, and mortuary services are provided by numerous private medical service providers. All unassigned City personnel shall be made available for duties related to a mass casualty incident as necessary.

#### **B) Additional Providers**

Non-City government, private, or non-profit organizations will be requested to support the City of Oak Harbor medical, health, and mortuary services and hospitals by providing emergency services consistent with their abilities and capabilities.

#### **C) Fire Department**

1. The Fire Department shall develop an inventory of medical facilities, clinics, medical personnel, medical transportation, communications, and supply sources as published in supporting documents.

2. The Fire Department officer in charge of the incident shall establish incident command and provide initial incident evaluation to ensure appropriate coordination of resources and mitigation of the incident.
3. Assure that the implementation of the Simple Triage and Rapid Treatment (S.T.A.R.T) system is not delayed pending the arrival of the primary medic units. The Incident Commander shall insure that all responsibilities of the Medical Group Supervisor position are completed.
4. Coordinate all aspects of medical care and transportation of patients at a specific scene, including but not limited to: triage, treatment, transportation and set-up of an initial morgue area.
5. Contact Whidbey Health as the appropriate disaster medical control facility.
6. Aid health care facilities in the implementation of plans to reduce patient populations if evacuation is necessary and with provisions for continuing medical care for patients that cannot be evacuated.
7. Provide incident status and operational needs to the EOC at regular intervals.
8. Evaluates the on-scene situation and determine the need for post incident Critical Incident Stress Debriefing (CISD).
9. Provide initial coordination and notification of outside agencies providing operational support based on requests for assistance from field personnel.

#### **D) Local Hospitals**

1. Provide a liaison at the EOC when appropriate for coordination of operations.
2. Coordinate movement of patients from the field to area hospitals through "Medical Control".
3. Coordinate the establishment of temporary medical facilities with the EOC and the Fire Department.

#### **E) Island County Public Health Department**

1. Organization and mobilization of public health services during an emergency.
2. Monitor potential causes of communicable diseases in the wake of a disaster.
3. Identify and coordinate activation of additional mental health professionals when needed.
4. Establish monitoring facilities for problems regarding public health, water supplies, sanitation, and food needs when appropriate.
5. Provide information and instructions to facility managers and the general public to safeguard public health, water supplies, sanitation and food.
6. Provide inoculation of individuals if warranted by threat of disease.
7. Provide information on health department activities to the EOC.

#### **F) Island County Coroner**

1. Coordinate with the local morticians to expand mortuary services as appropriate to the situation.
2. Establish temporary morgues, determine cause of death, coordinate the disposition of corpses, and notification of relatives.
3. Coordinate activities with the EOC, morticians, police, and incident commander(s).
4. Provide liaison at the EOC to assist in coordination of activities when appropriate.

**G) Local Morticians**

1. Assist the Coroner in establishing temporary morgues and transporting and storing corpses until final dispositions are determined.
2. Provide liaison at the EOC to assist in coordination activities when requested.

**H) Police Department**

1. Aid the medical examiner in the identification of deceased victims.
2. Provide security to field morgue operations and facilities.
3. Provide perimeter control at incident scenes when requested.

## EMERGENCY SUPPORT FUNCTION – 9

**SEARCH AND RESCUE ANNEX**

Lead Agency: Police Department  
 Support Agency: Fire Department  
 Human Resources Department  
 Director of Emergency Services  
 U. S. Navy SAR - Helo  
 U.S. Coast Guard – Waterborne, Air Operation

**I. INTRODUCTION****A) Purpose**

To provide for the effective utilization of search and rescue resources and the control and coordination of various types of search and rescue operations. Supports the Safety & Security and Health & Medical lifelines by protecting life, conducting timely rescues, and ensuring emergency medical care is provided to affected individuals.

*See Appendix 11 – Community Lifelines Crosswalk and Status Report Checklist.*

**B) Scope**

1. This Emergency Support Function (ESF) addresses urban search and rescue operations, and includes search and rescue on the ground, from the air, or in the water occurring separately or coincidentally with a significant natural or technological disaster.
2. This ESF does not apply to searches conducted by law enforcement related to criminal apprehension and arrest.
3. This ESF does not address search and rescue operations typically conducted by fire services such as search and rescue within a burning building or entrapped in vehicles at an automobile accident.

**II. POLICIES****A) Search and Rescue (SAR) means:**

The act of searching for, rescuing or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or man-made disaster, including instances involving searches for downed aircraft when ground personnel are used (RCW38.52.010[7])

B) In accordance with RCW 38.52.400(1), the chief law enforcement officers of each political subdivision shall be responsible for SAR activities within their jurisdiction. Search and rescue operations will use the National Incident Management System (NIMS) Incident Command System (ICS) and will follow procedures and responsibilities outlined in the CEMP Basic Plan and this and related emergency support functions.

1. Search operations are normally an extension of a missing person report and are normally initiated and commanded by law enforcement personnel. Other

jurisdictions and disciplines may be asked to contribute resources and equipment to a search operation.

2. Rescue operations are by nature an extension of emergency medical services (EMS) in that persons requiring rescue often require medical attention either due to their condition or to a preexisting medical condition. Fire service personnel generally provide initial EMS beyond basic first aid. The fire service is generally equipped and trained for basic rescue as an extension of removing injured persons from buildings, vehicles, or other technical entrapment situations.
  3. Initial incident command of a SAR operation will be established in accordance with ICS doctrine. A transfer of incident command due to a change in the technical mission, that is, from search to rescue will be at the discretion of the IC based on the existing situation.
- C) The United States Coast Guard (USCG) directs all SAR operations on or above navigable waters (waters where the USCG maintains navigational aids or where there is commercial shipping or navigation). Initial response may be undertaken by local jurisdictions based on urgency, location, and equipment availability. Incident command will be properly transferred to the USCG as the situation dictates.
- D) The Washington State Emergency Management Division (EMD) will issue SAR mission numbers to local authorities in response to a downed or missing aircraft for ground search only and will coordinate these missions with the Department of Transportation, Division of Aeronautics.

### **III. SITUATION**

#### **A) Emergency/Disaster Conditions and Hazards**

1. Oak Harbor / Island County is vulnerable to the effects of flooding, extreme wind and storm, earthquake damage, landslide, and the possible effects of volcanic eruption. These hazards could cause damage and injury such that people may be trapped in structures or vehicles or stranded by high water.
2. Oak Harbor contains areas of high steep bluffs and semi-isolated beaches where people can become trapped by the unstable ground, height above ground, or rising tides.
3. Finally, persons with mental or emotional conditions and children can and do wander into woods and underbrush and become disoriented, lost, and require location and recovery.

#### **B) Planning Assumptions**

1. Law enforcement will generally assume incident command (IC) of a search operation within the City of Oak Harbor. Upon arrival, the USCG will formally assume search or rescue incident command in the waters adjacent to the City.
2. Land and near shore rescue operations will normally be conducted by fire services based on the skills and equipment required.

3. U.S. Navy SAR resources responding to an Oak Harbor SAR operation will take their direction from the SAR IC but will be responsible for their own mission assessment, tactics, and safety evaluation – while coordinating with local authorities.
4. Search or rescue operations that evolve into human remains recovery will be a law enforcement operation coordinated with the Island County Coroner

#### **IV. CONCEPT OF OPERATIONS**

##### **A) Responsible Agency**

5. The Chief of Police for the City of Oak Harbor will conduct urban search and rescue operations in buildings that have been damaged during a natural or man-made event. (State law places responsibility for Search and Rescue with the chief law enforcement jurisdiction. However, practically speaking, the fire and rescue agencies will be the lead agency in conducting building search and rescue.)
6. Local resources will be used as available. When local search and rescue resources are exhausted, or if needed specialty resources are not locally available, assistance will be requested through the Island County DES.

##### **B) Resources Used**

The existing search and rescue resources consist of Fire and Police Department personnel, qualified volunteer search and rescue units, and explorer posts. These shall be the nucleus around which operations may be expanded and conducted in a major emergency or disaster. Any person used for search and rescue operations will be appropriately registered as an emergency service worker.

##### **C) Priorities**

The search for a recovery of bodies will be conducted secondarily to rescue of survivors or potential survivors. Once all efforts have been extended to surviving victims and the environment will allow for safe operations by search and rescue personnel, recovery of bodies will take place.

##### **D) Fire Department Expertise**

The Police Chief or his/her designate may request Fire Department assistance through normal communications channels and will set up a unified command post at the scene for coordination of activities.

##### **E) Call Out**

Should an incident present a situation that is beyond the City of Oak Harbor capabilities, the Incident Commander or the Chief of Police will request assistance for Search and Rescue units through ICOM Communications Center. If the search and rescue operation is in conjunction with a disaster that has activated the EOC, the call out of additional support personnel will be coordinated through the EOC.

#### **V. RESPONSIBILITIES**

The Police Chief, as the chief law enforcement officer of the City, is responsible for search and rescue operations within the City. The Director of Emergency Services shall be responsible for coordinating

and supporting actual administrative and field operations with other local governments, volunteers, and other support units, as required.

**A) Police Department**

1. Assumes responsibility for the direction and control of search and rescue activities and supporting units and organizations.
2. Advises the Mayor's office when search and rescue operations may warrant media attention.
3. Initiates all necessary documentation on staff and equipment use during search and rescue operations.
4. Assigns staff personnel (one or more) as the Search and Rescue Coordinator. For the purposes of this Annex, the designated on-duty Sergeant shall be the coordinator unless otherwise assigned.

**B) Fire Department**

1. Will assign a Coordinator within the Fire Department to act as a liaison with the Police Department.
2. Will provide any necessary staff or equipment as requested by the Police Department.

**C) Human Resources**

1. Provides for the registration of emergency service search and rescue workers for employee status under WAC 118-04.

**D) Director of Emergency Services**

1. Notifies the State Emergency Management Division of all search and rescue missions; obtains mission number at the request of the Police Department.
2. Notifies the Island County Office of Emergency Management of any significant search and rescue efforts.
3. Coordinates outside resources, as necessary, through Island County DES.
4. Forwards all records of personnel involved in search and rescue to the State for accounting in mission activities.
5. Works with the Finance Director and the Compensation Board in processing compensation claims (medical and property loss/damage) arising from search and rescue missions, for volunteers or political subdivisions, as necessary (see RCW 38.52.210 – “The compensation board shall be composed of the mayor; the director of emergency management; one councilmember or commissioner selected by the council or the commission; the City attorney or corporation counsel; and the local coordinator of medical and health services.”).

**E) U.S Coast Guard**

1. When requested, the USCG will conduct waterborne and/or air to ground searches. During a waterborne incident the USCG will assume on-scene incident command functions.

2. The USCG will provide as needed vessels, or airborne unit to conduct SAR activities.

**F) U.S Navy – NAS Whidbey Island SAR Units**

1. When requested either via the EOC or the USCG, NAS Whidbey will provide air support to conduct SAR missions.

## EMERGENCY SUPPORT FUNCTION – 10

**OIL AND HAZARDOUS MATERIALS ANNEX**

Lead Agency: Fire Department  
 Support Agency: Director of Emergency Services  
 Island County DEM  
 Mutual Aid Fire Departments  
 Northwest Clean Air Agency

**I. INTRODUCTION****A) Purpose**

1. To ensure a coordinated response to a Hazardous Materials (HAZMAT) incident, oil spill, or other release while minimizing the effects of a hazardous materials incident on people or the environment.
2. The primary objective of every HAZMAT incident is to protect the people at risk.
3. The plan will provide guidance for HAZMAT incident planning, notifications, and responses as required by **SARA Title III of 1986**.
4. The City of Oak Harbor will utilize, by reference, **Island County’s Hazardous Materials Emergency Response Plan (ESF 10)**.

Supports the **Hazardous Materials (Management)** and **Safety & Security** lifelines by protecting life, property, and the environment from chemical, biological, radiological, or oil-related hazards.

*See Appendix 11 – Community Lifelines Crosswalk and Status Report Checklist.*

**B) Scope**

1. This Emergency Support Function (ESF) #10 describes the situation, planning assumptions, concept of operations and responsibilities of a hazardous materials response in the City of Oak Harbor.
2. While each hazardous materials incident presents its own specific challenges, the overall concept of incident command, control, containment, mitigation, and restoration remains the same.

**II. POLICY**

1. Federal and State regulations require that local jurisdictions form Local Emergency Planning Committees (LEPC). The City of Oak Harbor is a member of the Island County LEPC. It is the responsibility of each LEPC to develop a Hazardous Materials Response Plan (HMRP).
2. The Community Right to Know Act requires all facilities with hazardous materials to report types and amounts of hazardous materials to the LEPC.
3. Oak Harbor Fire Department is the lead agency within the City of Oak Harbor for hazardous materials incidents. The fire department will utilize additional agencies, as required, to mitigate hazardous materials incidents.

4. All Oak Harbor Fire Fighters are trained in basic HAZMAT awareness and have access to the DOT Emergency Response Guide.

### **III. SITUATION**

1. Hazardous materials are commonly stored, used and transported within the City of Oak Harbor.
2. Hazardous materials incidents may occur along any transportation route, or inside any structure.
3. The Oak Harbor Fire Department will assume command and control of any HAZMAT incident. This control may be redelegated to a higher level of certification should the need arise.

### **IV. CONCEPT OF OPERATIONS**

#### **A) Primary Response Agency**

The City of Oak Harbor Fire Department has the primary responsibility for responding to and coordinating additional response, evacuation, or other measures in the event of a radiological/technological hazard. The City of Oak Harbor Fire Department has in place mutual aid agreements and will maintain its relationship to other agencies that coordinate together to form the HAZMAT team(s).

1. HAZMAT Coordination -- The Fire Department will maintain a current list of private contractors or vendors for clean-up responsibilities.

#### **B) Organization Support**

The Fire Department will, when necessary, coordinate through the Director of Emergency Services on any such incidents which will require the movement of people, sheltering, food, bedding or clothing requirements.

#### **C) Coordination**

The Fire Department will coordinate with outside agencies as required.

#### **D) County/State Assistance**

In the event of a radiological event that is beyond the Fire Department's capabilities, the Director of Emergency Services or his/her designee will request County and/or State assistance.

#### **E) Radiological Policy**

The City of Oak Harbor recognizes the potential use of nuclear weapons, although reduced, still exists. However, the policy of the City of Oak Harbor is to prepare for isolated incidents or events caused by random terrorist activity that may be related to a radiological release.

### **V. RESPONSIBILITIES**

#### **A) Fire Department**

The Fire Department has the primary responsibility for radiological/technological hazard materials incidents and shall coordinate, when necessary, with the EOC as required.

**B) Director of Emergency Services**

1. Will provide necessary support to the City of Oak Harbor Fire Department as required.
2. Shall serve or appoint a radiological officer to coordinate the City's radiological equipment and training.

**C) City Departments**

1. City Departments will coordinate, as necessary, with the Fire Department and notify them when hazardous materials or radiological issues come to their attention.

**D) Island County Department of Health**

1. Island County Health shall have the primary responsibility for determining when a contaminated site is safe for re-occupancy.

**E) Federal Government**

1. The Coast Guard shall provide necessary support for Hazardous Materials or other issues related to the navigable waterways through the operation of the National Response Center (NRC).
2. The Federal Emergency Management Agency (FEMA) shall provide guidance and support for drills and exercises, and coordinate information in this region regarding radioactive fallout potentials, survival supplies, and emergency and operational status reports.
3. The Environmental Protection Agency (EPA) will provide necessary support to the Fire Department as required and responds with advice and technical resources to protect the environment from all types of hazardous substances.

**F) Northwest Clean Air (Air Pollution Authority (NWAPA))**

1. NWCA shall provide support, as necessary, to the Fire Department, and responds with advice and technical assistance and resources on identified incidents.

**G) State Government**

1. The Department of Ecology provides on-scene coordination, technical information on containment, cleanup, disposal and recovery, environmental damage assessment, laboratory analysis and evidence collection for enforcement actions for non-radioactive environment threatening hazardous materials incidents, as required.
2. The Washington Military Department Emergency Management Division provides 24-hour capabilities to receive notifications of incidents and requests for assistance and initial notification to local, state, and federal response organizations.
3. The Washington State Department of Fisheries will coordinate and provide resource information on potential or actual fish and fish habitat damage and cleanup.

4. The Department of Transportation (DOT) will coordinate and provide personnel and equipment needed to establish traffic control and cleanup activities on state roads and interstate highways. Requests for other than state roads and interstate highways will be made through the County office of Emergency Management.

#### **H) State Patrol**

1. The Washington State Patrol (WSP) acts as designated Incident Command for hazardous materials incidents on all interstate and state highways unless the local jurisdiction assumes that responsibility. The City of Oak Harbor has assumed that responsibility.

## EMERGENCY SUPPORT FUNCTION – 11

**AGRICULTURE AND NATURAL RESOURCES ANNEX**

Lead Agency: Fire Department  
 Support Agency: Public Works  
 Police Department  
 Island County Public Health Department  
 Island County Department of Emergency Management  
 American Red Cross

**I. INTRODUCTION****A) Purpose**

This Emergency Support Function (ESF) provides for a process of emergency food and water distribution to the citizens of Oak Harbor. The ESF also aims to prevent and control contagious or economically devastating animal/zoonotic diseases and to ensure the safety of commercial food and public water supplies following a major emergency or disaster. As part of this goal, the ESF includes consideration for the well-being of household pets during an emergency response or evacuation.

Supports the Food, Water, Sheltering and Health & Medical lifelines by ensuring access to safe food and water, protecting public health, and sustaining community well-being during emergencies.

*See Appendix 11 – Community Lifelines Crosswalk and Status Report Checklist.*

**B) Scope**

This ESF includes five (5) primary functions

1. Provide emergency food distribution to large groups of people. Included in this ESF is the distribution of potable water. The ESF will support ESF #6.
2. Respond to animal diseases and pests as part of a biological emergency or after any other type of emergency.
3. Ensuring the safety and security of commercial food and public water supplies.
4. Protect, as well as feasible, natural, cultural and historic resources.
5. Provide for the safety and well-being of household pets.

**II. POLICY**

- A)** The priority for providing nutrition assistance – safe food and water – will be areas most impacted by an emergency, and then to other areas of need.
- B)** Island County Public Health will provide guidance to the City of Oak Harbor to ensure the safety of food and water to the public. The City of Oak Harbor will designate areas of distribution.
- C)** The EOC will coordinate the distribution of available local supplies of food and water, prior to seeking assistance from the State.

- D) The City will encourage individuals to maintain personal or family reserves of food, water, medications (human and pet), and hygiene items for five to seven-day supply.

### III. SITUATION

#### A) Emergency / Disaster Conditions and Hazards

1. A significant emergency may deprive a substantial number of City residents from access to safe and reliable food and water supplies.
2. An emergency may be caused by OR cause the spread of a contagious disease through food and water systems or from animals to people.
3. Any displacement or evacuation of people from their homes may cause household pets to be placed at risk for food, shelter, and care.

#### B) Planning Assumptions

1. Within the disaster area, the following conditions may exist:
  - a. Commercial food supplies within the City are maintained by a 'just-in-time' supply system, making on-hand reserves and storage capacity low.
  - b. Any prolonged power outage will place fresh or frozen food at risk or render it unsafe for consumption.
  - c. An earthquake or other land movement may break water distribution pipes contaminating potable water supplies/
  - d. The City will not accept unprocessed donated goods during an emergency or disaster.
  - e. Distribution of food, water and donated goods will tax City government, humanitarian and social service agencies.

### IV. CONCEPT OF OPERATIONS

#### A) Normal Operations

Elected and appointed head of City Departments and offices will operate under the City of Oak Harbor municipal code and/or the appropriate ordinance(s) for authorizing normal and emergency purchase of supplies, food, and equipment. Established procedures for procurement of supplies, food, and equipment will be followed by all departments and divisions, as set out by the Director of Finance.

#### B) Disaster Operations

Where the magnitude of the disaster is such that the City of Oak Harbor cannot support emergency operations logistically from local resources, the Director of Emergency Services will coordinate requests for supplemental supplies, food, and/or equipment with other local jurisdictions, the County, and the State Emergency Management Division.

#### C) Priority Use of Resources

The City of Oak Harbor recognizes its responsibility to properly manage food and other resources that may be in short supply in a disaster. In case of the need of emergency control of

food resources, the City will prioritize the distribution of food to ensure all segments of the population are adequately treated.

Emergency workers actively participating in the response and recovery efforts will receive appropriate rations of food and water commensurate with the activities involved.

#### **D) American Red Cross**

The American Red Cross shall be the primary provider and coordinator of mass feeding under emergency circumstances.

#### **E) Public Information**

The public will be informed as to the status of food and other supplies that may be needed, the location where distribution will take place, the time or times when such distribution will take place, and where the public may go to advise the Director of Emergency Services about shortfalls or needed supplies not listed in public information press releases ([see Basic Plan, Appendix 3](#)).

#### **F) Household Pet Welfare**

1. This ESF only applies to common household pets.
2. The EOC Logistics section will work with the Red Cross, local animal welfare organizations, and the City's animal control officer, to provide for facilities, collection and care of common household pets displaced or separated from owners.
3. Animal welfare organizations may be able to provide pet care areas with cages near shelters, so owners can continue to care for their animals. In worst case situations animal shelters may have to accept animals whose owners have no other option than to abandon them.
4. Pet owners are encouraged to plan for emergency pet care to include water, food, medications, and travel cages. The food, water, exercise, cage sanitation for household pets is the responsibility of the owner and will not be assumed by the shelter staff.

### **V. RESPONSIBILITIES**

#### **A) City Departments and City Council**

1. Request all emergency procurement of supplies shall be through the City of Oak Public Works Administration Manager, except as provided by ordinance and/or specific procedures issued.
2. Request all emergency procurement of supplies not available through the Public Works Administration Manager through the EOC or, if not activated, through the Director of Emergency Services.
3. Provide necessary support to the Public Works Administration Manager for coordinating, supervising, documenting, and managing the procurement of supplies and other materials in a disaster.

#### **B) Director of Emergency Services**

1. The Director of Emergency Services shall work closely with the Public Works Administration Manager for the procurement supplies and other materials not available through normal channels (i.e., through County or State government).

**C) Finance Department**

1. The Finance Department will establish procedures as necessary for the procurement of emergency supplies and equipment not covered within normal City ordinances or emergency procedures.

**D) Public Works Administration Manager**

1. The Public Works Administration Manager shall be the central point of contact with private sector suppliers and shall be given the necessary support when requested.
2. The Public Works Administration Manager will assist the Department of Emergency Services office in preparing and maintaining lists of available essential supplies and equipment.
3. The Public Works Administration Manager will establish and maintain liaison with the private sector and government resource providers.
4. Assist the Director of Emergency Services in determining priorities for procurement of supplies and equipment based on justification provided by requesting entities or citizens.

**E) Police Department**

1. The Police Department will insure to the extent possible the safety of supplies in transit and will ensure that crowd control measures are in place at distribution points established by the Director of Emergency Services.

**F) Red Cross**

1. The American Red Cross will provide disaster victims with food, clothing, shelter, first aid, and meet other urgent immediate needs.
2. Assess equipment and training needs
3. Provide liaison to the City / County EOC

**G) Animal Welfare Organizations**

1. Coordinated with the Red Cross, as required, for household pet care near identified shelters. Acquire temporary cages and carriers for pets.
2. Train shaft members how to effectively setup and operate temporary pet shelters.
3. Plan for accepting displaced or abandoned animals following a local disaster.

**Food Suppliers/Grocers**

Safeway .....	1450 SW Erie St .....	(360) 279-8829
Saars Market Place.....	32199 SR 20 .....	(360) 675-3000
Haggen .....	31565 SR 20 .....	(360) 679-3011
Prairie Market Red Apple.....	408 Main St, Coupeville.....	(360) 678-5611

## EMERGENCY SUPPORT FUNCTION - 12

**ENERGY ANNEX**

Lead Agency: Public Works Department  
 Support Agencies: Puget Sound Energy  
 Cascade Natural Gas  
 Verizon  
 AT & T

**I. INTRODUCTION****A) Purpose**

1. To maintain a liaison with public utilities providing services within the City of Oak Harbor and coordinate the continued emergency services of public utilities necessary to provide essential services.
2. To provide for the effective utilization of available electrical power, water resources, telecommunications, natural gas, propane, and petroleum products to meet the needs of the City of Oak Harbor during an emergency or disaster. This includes methods for the restoration of utilities affected by the emergency or disaster.

Supports the Energy, Water, and Communications lifelines by maintaining and restoring critical utility services, ensuring community functionality, and supporting public safety and emergency response operations.

*See Appendix 11 – Community Lifelines Crosswalk and Status Report Checklist.*

**B) Scope**

The scope of this Emergency Support Function (ESF) includes

1. Assessment of energy systems and utility damage, post disaster supply and demand, and requirements to restore those systems.
2. Assisting City Departments and agencies to obtain fuel for transportation, communications, emergency operations and electricity for critical facilities.
3. Obtaining and disseminating current information on power and utility status for the general public
4. Assisting energy suppliers in obtaining equipment, specialized labor, and transportation to repair or restore service to pre-disaster levels.

**II. SITUATION****A) Emergency/Disaster Conditions and Hazards**

Oak Harbor is vulnerable to the effects of flooding, extreme wind and storm, earthquake damage, and the possible effects of volcanic eruption. These hazards could cause damage that would disrupt the normal supply of electric power and other utilities. Additionally, power and utility infrastructure could be damaged so as to reduce capacity and further slow response and recovery operations. A widespread disaster could make repair teams and material scarce and

further slow recovery. While other hazards are possible they are not expected to produce widespread severe disruption of electricity and other utilities.

### **B) Planning Assumptions**

A severe natural disaster or other emergency event can sever key energy and utility lifelines. This further reduces supply in impacted areas, or in areas with supply links to impacted areas. Energy and utility outages or shortages impacts firefighting, transportation, communication, food storage, and other lifelines needed for public health and safety.

1. There may be widespread and/or prolonged electric power failure. With no electric power, communications may be affected, water treatment and distribution systems will not operate properly, waste treatment plants will be affected, food storage facilities will start to degrade affecting supplies, and traffic signals may not operate, which could lead to localized transportation safety problems.
2. There may be extensive distribution failure in water, wastewater, and gas utilities. These may take hours, days, or even weeks to repair.
3. There may be panic hoarding of fuel in areas served by severed pipelines or by individuals from neighboring jurisdictions where shortages have occurred.
4. Natural gas lines may break causing fire, danger of explosion, or health (inhalation) hazards.
5. Water pressure may be low, hampering firefighting and impairing water and sewer system function.
6. City Departments, under an emergency Proclamation, will require the authority to go on to private property to evaluate and shut -off utilities that jeopardize public and private property or threaten public health, safety, or the environment.

## **III. CONCEPT OF OPERATIONS**

### **A) Requirements**

When the requirement for coordinated use and mobilization of public utility resources is necessary to the City of Oak Harbor operations, or for the protection of life and property, the Director of Emergency Services will assign staff to the Utilities Unit of the Operations Section (See Emergency Operations Guidelines).

### **B) Utilities - Expectations of City**

All public utilities, whether publicly or privately owned, will be expected to manage and operate the utility within their own service areas, providing emergency services based upon City requirements and their capabilities.

### **C) Capabilities Exceeded**

When requests for public utility resources cannot be filled locally, requests for utility support will be made through the EOC. The EOC staff Utilities Unit will forward requests for assistance through the County and/or State EOCs.

### **D) Utilities Operation**

To the maximum extent possible, and within the limitations imposed by either the Federal or State government, public utilities will continue to provide emergency service through their normal means. However, if curtailment of service is required, the systems will, under the control of the City of Oak Harbor government if required, comply with such curtailment.

**E) Utilities Unit**

The Utilities Unit will act as the liaison with public utilities not under the direct control of the City, should no representative be in the EOC. The Utilities Unit will coordinate emergency utility services from the EOC when required.

**F) Public Information**

The Utilities Unit, in conjunction with the utility providers and the Public Information Officer, will maintain an information program to keep the public and other utilities informed as to services available, restrictions, and requirements.

**G) Compliance**

The Public Works Department will provide personnel and equipment necessary to ensure that the public utilities are in compliance with State Statutes, Federal Law, and local codes, through inspections, review of designs, and construction management, to the extent possible under emergency conditions.

**H) RCW**

The Governor may direct any state or local governmental agency to implement programs relating to the consumption of energy, as deemed necessary to preserve and protect public health, safety, and general welfare, and to minimize to the fullest extent possible the injurious economic, social and environmental consequences of such energy supply alert. (RCW 43.21G.040)

"To protect the public welfare during a condition of energy supply alert or energy emergency, the executive authority of each state or local agency is authorized and directed to take action to carry out the orders issued by the Governor.....a local governmental agency shall not be held liable for any lawful actions consistent with RCW 43.21G.030.....in accordance with such orders issued by the Governor." (RCW 43.21G.050)

**IV. ORGANIZATION AND RESPONSIBILITIES**

**A) Public/Private Utilities**

- 1. All public and private utilities are expected to operate and manage their organizations and provide emergency services based on requirements and capabilities.

**B) Public Works Department/Utilities Unit**

- 1. Coordinates inspection of emergency utility work if the work falls within the normal purview of inspections.
- 2. Reviews emergency utility designs and construction within the normal purview of responsibilities.

3. Establishes a liaison with all public utilities providing essential services to the City, as needed or required.
4. Conducts emergency utilities liaison services from the EOC.
5. Advises the Emergency Preparedness Council and the Director of Emergency Services, utility service status.
6. Advises utilities of essential emergency services needed to protect life and property.
7. May assign clerical or communications support to the EOC to assist in maintaining close communications with all utilities in a major disaster.

## EMERGENCY SUPPORT FUNCTION - 13

**PUBLIC SAFETY ANNEX**

Lead Agency: Police Department  
 Support Agencies: Island County Sheriff's Office  
 Washington State Patrol

**I. INTRODUCTION****A) Purpose**

To provide public safety and security to support incident operations, including threat, pre-incident, and post-incident situations. To provide effective coordination of local law enforcement operations and resources during major emergencies and disasters.

Supports the Safety & Security lifeline by protecting life and property, maintaining public order, and coordinating law enforcement resources to ensure community stability during emergencies.

*See Appendix 11 – Community Lifelines Crosswalk and Status Report Checklist.*

**B) Scope**

The intent of this Emergency Support Function (ESF) is to outline the law enforcement procedures required to respond to emergencies and disaster incidents within the City of Oak Harbor.

**II. POLICIES**

- A) The Police Chief will function as the law enforcement coordinator for emergencies, disaster and catastrophic events in accordance with RCW 38.52
- B) A law enforcement-oriented emergency, disaster or catastrophic event is any large-scale situation where the maintenance of law and order is the primary focal point such as; hostage or terrorist activity, riot, civil disturbance, terrorism incidents as declared by the senior officer of the responsible law enforcement agency / department.
- C) The Incident Command System (ICS) will be utilized at all City of Oak Harbor emergency or disaster incidents. At declared law-enforcement incidents the senior law-enforcement officer will assume the position of IC until command is formally transferred.

**III. SITUATION****A) Emergency/Disaster Conditions and Hazards**

Oak Harbor is vulnerable to the effects of flooding, extreme wind and storm, earthquake damage, and the possible effects of volcanic eruption. These hazards could cause public and private property loss and damage, death and injury, damage to the environment, and prolonged disruption of commercial activity in the county. These and other possible hazards will require maximum efforts by available law enforcement personnel to maintain civil control and property security. While other hazards are possible they are not expected to produce as widespread or prolonged impact on the City.

**B) Planning Assumptions**

1. General law enforcement problems are compounded by disaster related community disruption, restriction of movement, impacted communications and facilities, and a shortage of law-enforcement resources.
2. The capabilities of local law enforcement agencies will be quickly exceeded. Supplemental assistance shall be requested through local and state emergency management channels and the operation of mutual aid agreements (MAAs).

**IV. CONCEPT OF OPERATIONS****A) Lead Agency**

Oak Harbor Police Department is the lead agency for the coordination of law enforcement activities within the City of Oak Harbor.

**B) Coordination of Activities**

1. The Chief of Police will designate an EOC representative to assist in the coordination of field activities and resources associated with an emergency or disaster. The EOC staff shall provide efficient direction, control and coordination of emergency police enforcement services.
2. Mobilization of personnel and equipment will be determined by the degree of mobilization required to handle an event or series of events and may include the activation of mutual aid agreements already in place. The operational structure of the Police Department may be modified during emergency operations.
3. When necessary, a field command post(s) may be established and staffed to handle field operations. Under widespread events, the field command post may be a department operations center linked to the EOC for coordination.
4. Field communications posts may be established whenever the disaster requires the response of multiple agencies and the coordination of police activities with those agencies in the field.
5. The Incident Command System will be followed at command posts. The On-Scene Commander shall provide regular status reports and coordinate all requests for additional resources through the EOC. Co-located or unified command posts will be the preferred method of field operations when multiple departments/agencies have command posts established.

**C) Communications**

The Police Chief or his/her designee will designate a communications support person to operate back up communications equipment in the EOC when requested by the Director of Emergency Services. This will be requested to supplement regular communications capabilities and provide for coordination and/or allocation of City resources. In no case shall the EOC be utilized to be a radio communications site in place of regular communications procedures unless absolutely necessary.

The alert system utilized to mobilize police department personnel shall be the call out system established with the Police Department. Back up notification shall be by emergency public information outlets.

#### **D) Outside Agency Assistance**

In the event that the police department requests outside assistance under mutual aid agreement or under emergency or disaster requests, the unified command structure will be utilized when at all possible.

#### **E) Military Support**

The Police Chief or his/her designee will coordinate activities with the on-scene military commander in the event military troops are utilized to maintain order or assist in other activities.

### **V. RESPONSIBILITIES**

#### **A) Police Chief**

1. The Chief of the Oak Harbor Police Department is responsible for the direction, control, and coordination of emergency police services for City government. Emergency police services will be provided through the personnel and equipment available within the department and/or supported through mutual aid, if required.
2. The Chief shall issue instructions to ensure coordinated and effective deployment of personnel and equipment.
3. The Chief will inform the Mayor to emergency police activities related to the disaster, as appropriate, through the Emergency Preparedness Council briefing.
4. The Chief will request assistance and/or mutual aid from neighboring police agencies, Island County, State and Federal law enforcement departments, though the EOC.
5. Periodically conduct/coordinate briefings pertaining to law enforcement activities for key officials as requested.
6. Appoint an Operations Section Law Enforcement Unit staff member for the EOC.

#### **B) Police Department**

1. Determines personnel and equipment needs for conducting field operations.
2. Establishes field command posts and staging areas as required.
3. Establishes vital facility and supply security and area access controls.
4. Coordinates evacuations of endangered areas as necessary.

#### **Mutual Aid Example and List of Agencies Signing Mutual Aid**

A copy of the mutual aid agreement and the list of agencies signing the agreement with the City of Oak Harbor Police Department are kept in the files of the office of the Chief of Police.

Police Department Emergency Operational Procedures and Unusual Occurrence Procedures are confidential in nature and are kept on file with the department.

## EMERGENCY SUPPORT FUNCTION - 14

**LONG-TERM COMMUNITY RECOVERY ANNEX**

Lead Agency: Director of Emergency Services

Support Agencies: All City Departments

**I. MISSION**

To provide guidance in reporting long-term community recovery information to state and local emergency management agencies. Coordinate mechanisms and requirements for post-incident assessments, plans, and activities, including addressing the needs of Access and Functional Needs populations. Identify long-term environmental restoration issues and coordinate with animal welfare and agricultural stakeholders and service providers in long-term community recovery efforts.

Supports the Health & Medical, Food, Water, Sheltering, Safety & Security, and Energy lifelines by ensuring community needs are assessed and restored following a disaster, critical services are resumed, and vulnerable populations are supported throughout the recovery process.

*See Appendix 11 – Community Lifelines Crosswalk and Status Report Checklist.*

**II. FUNCTION**

Upon activation of the City of Oak Harbor's EOC, a call-out will be conducted to each City Department to inform them of the activation.

- A) Department Heads will provide a representative to the EOC if response activities involve their department's resources or at the request of the Director of Emergency Services.
- B) Department Heads or their designees will report the following information to the EOC: situation status, resource status (personnel, equipment, and facilities), preliminary damage assessment, and projected needs.
- C) The Director of Emergency Services and Development Services Director will compile the information necessary to provide Island County Department of Emergency Management and Washington State Emergency Management Division with a reasonable account of the situation.
- D) A copy of any local Proclamation of emergency will be sent in the most expedient means possible (telephone, radio, facsimile, teletype) to the Island County Department of Emergency Services and the Washington State Emergency Management Division. Any request for assistance from state or federal agencies or requests beyond the purview of ordinary mutual aid agreements will be handled in like manner.

**III. PRE-DISASTER ACTIVITIES**

- A) Develop procedures for soliciting, receiving, recording, evaluating and disseminating damage assessment information.
- B) Develop plans and operational strategies with public and private stakeholders. Develop and maintain a 'who's who' guide as to points of contact and what services can be readily provided.

- C) Conduct annual tabletop training exercises with City staff, Island County DEM, and other key players such as Whidbey Health, school district, Red Cross, and faith-based agencies. Include damage assessment, recovery, and restoration activities.
- D) Develop a list of 'high-priority' target hazard areas where the greatest loss of life and/or structural damage may occur.
- E) Provide different forums for public education, to include community events, seminars, and distribute printed information.
- F) Develop a list of all City Department critical facilities and services that can be provided. Critical facilities are those needed for continuity of government and public safety.

#### **IV. POST DISASTER ACTIVITIES**

- A) Continue to support or assist with the coordination of recovery and restoration activities. Assist other agencies as needed. Provide liaison with County, State and Federal agencies as required.
- B) Coordinate with the PIO or JIC with providing timely and accurate information for the public. Information to include available services and assistance programs.
- C) Complete an after-action report detailing all aspects of the incident, what went well and areas needing improvement.
- D) In coordination with DEM, EOC and the ARC identify potential sites for temporary campsites, or housing areas. Site accommodations to assist displaced families must be spaced for sanitation facilities, cooking areas, portable generators, and other equipment required to support living conditions.
- E) Begin the financial reconciliation to determine all costs involved and begin the process of requesting State or Federal assistance.
- F) Post disaster recovery efforts may be short or long, depending on the event and extent of damage. Individuals may require assistance from FEMA, or other government sponsored programs. The EOC or DEM will have the materials available to assist those persons.



10. **Insurance Deductible:** *(enter dollar amount or percentage amount)*

**by \$ Amount:** \_\_\_\_\_

**by % of structure’s Fair Market Value:** \_\_\_\_\_

11. **Estimated Structural Loss (in dollars, BEST GUESS) \$** \_\_\_\_\_

Do Not wait for an insurance estimator or contractor’s estimate.

12. **Estimated personal property loss in dollars (\$\$): \$** \_\_\_\_\_

Your BEST GUESS value for essential items: clothing, furniture, cars, appliances. For renters this will be the only damage reported. Do not wait for other estimates.

13. **Damage Category:**    **DESTROYED**                    **MAJOR**                    **MINOR**                    **AFFECTED**

**Destroyed:** Total Loss, Permanently Uninhabitable

**Major:** Significant or structural damage greater than 50% of value, uninhabitable

**Minor:** Conditional use, repairable in less than 30 days, few \$1000’s for repairs

**Affected:** Living space damaged, but still habitable

14. **BRIEF DESCRIPTION OF THE DAMAGE.** Be brief. Comment on the damage to the structure and contents and any access problems or restrictions. **Damage to outbuildings and landscaping is not eligible. Bulkheads, Seawalls, Dikes are eligible.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. **Contact information:**

Current address: \_\_\_\_\_

Current telephone phone number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

[This is a feeder form for HS form 1-PR. Information will be consolidated on to the 1-PR and transmitted to Washington State EMD]

**TAB B**

**INDIVIDUAL ASSISTANCE PROGRAMS**

This compendium identifies typical individual assistance programs that **may** be available following an emergency or disaster. Each program has its own eligibility requirements which **must be met** by each applicant to receive assistance.

*Program* ..... **HUMANITARIAN SERVICE GROUPS**

Examples: American Red Cross, Salvation Army, Church Groups, Voluntary Organizations, Community Service Groups, etc.

*Funded by* ..... Agency or Group

*Administered by* ..... Agency or group at temporary or permanent locations

*Services provided* ..... Immediate emergency aid such as clothing, food, medical assistance, shelter, clean-up help, transportation, furniture, and medical supplies. These services can be requested by individuals, local, or state officials.

*Program* ..... **EMERGENCY FOOD STAMP PROGRAM**

*Funded by* ..... Food and Nutrition Services (USDA)

*Administered by* ..... State Department of Social and Health Services

*Services provided* ..... Food coupons to qualifying disaster victims. Requires a request to the USDA by the Department of Social and Health Services, based on request to DSHS by State Emergency Management in coordination with local Emergency Services.

*Program* ..... **INSURANCE ASSISTANCE**

*Administered by* ..... American Insurance Association (AIA)  
Federal Emergency Management Agency  
National Flood Insurance Program

*Services provided* ..... Counseling on insurance problems and/or questions.

*Program* ..... **PROTECTION**

*Administered by* ..... State Attorney General's Office

*Services provided* ..... Provides counseling on consumer problems such as non-availability of products and services needed for reconstruction, price gouging, and disreputable business concerns and practices. May involve coordinating with the Insurance Commissioner and/or legal counsel.

*Program* ..... **CRISIS COUNSELING**

*Administered by* ..... Department of Social and Health Services

*Services provided* ..... Available only after a special request by the Governor and approved by FEMA. Referral services and short-term counseling for mental health problems caused or aggravated by a disaster.

*Program* ..... **INDIVIDUAL AND FAMILY GRANT PROGRAM (IFGP)**

*Funded by* ..... 75% Federal; 25% State

*Administered by* ..... State Emergency Management

*Services provided* ..... Intended to aid individuals and families to permit them to meet those disaster-

related necessary expenses and serious needs for which other assistance is either unavailable or inadequate. It is not intended as a replacement or insurance program.

*Program* ..... **TEMPORARY HOUSING PROGRAM**

*Funded by* ..... 100% Federal Administered by: FEMA

*Services provided* ..... Financial assistance or placement in government-owned dwellings, if available, for those whose primary residences are uninhabitable because of a disaster.

*Program* ..... **DISASTER LOANS**

*Funded by* ..... U.S. Small Business Administration

*Administered by* ..... U.S. Small Business Administration

*Services provided* ..... Physical Disaster Loans. Low interest loans to individuals for repair, replacement, or rehabilitation of owner-occupied primary residences or personal property loss for renters.

Business Loans (Physical Disaster Loans). Low interest loans to businesses for repair, replacement or rehabilitation of disaster damaged property.

Economic Injury Disaster Loans (EIDL). For business that are suffering economic loss as a result of single sudden physical event of catastrophic nature. SBA's maximum loan is up to \$500,000. Funds can be used for indebtedness and operating expenses.

*Program* ..... **EMERGENCY LOANS (FARMS)**

*Funded by* ..... Farmers Home Administration (FHA)

*Administered by* ..... US Department of Agriculture

*Services provided* ..... Low interest loans to farmers, ranchers, and agricultural operators, either tenant-operator or owner-operator, for physical and production losses. Loan may also be used to repair or replace farm property and supplies, or for repayment of farm operating debts incurred during the disaster year. May also be available if approved by the USDA following a Governor's request.

*Program* ..... **DISASTER UNEMPLOYMENT ASSISTANCE**

*Funded by* ..... FEMA

*Administered by* ..... US Dept of Labor through the State Employment Security Department (DOL)

*Services provided* ..... Weekly benefit payments to those out of work due to the disaster, including self-employed persons, farm workers, farm and ranch owners, and others not normally covered under regular unemployment insurance programs.

*Program* ..... **TAX ASSISTANCE**

*Administered by* ..... Internal Revenue Service (IRS) County Assessors

*Services provided* ..... Counseling and assistance in the form of income tax rebates to disaster victims who file income tax returns during the year of the disaster or during any of the three previous years. These earlier returns may be amended to receive an immediate tax rebate for non-insured casualty losses to homes, personal property, businesses or farming/ranching operations.

Benefits may also result from filing amended state income tax returns. County assessors may provide information on possible property tax relief.

*Program* ..... **SOCIAL SECURITY BENEFITS**

*Funded by* ..... Social Security Administration (SSA)

*Administered by* ..... Social Security Administration

*Services provided* ..... Assistance to annuitants with address changes and expedited check delivery. Assistance in applying for disability, death, survivor benefits, and SSI payments.

*Program* ..... **VETERAN'S BENEFITS**

*Funded by* ..... Veterans Administration (VA)

*Administered by* ..... Veterans Administration (VA)

*Services provided* ..... Assistance in applying for VA death benefits, pensions, insurance settlements and adjustments to VA insured home mortgages. VA representatives will also record address changes if necessary.

*Program* ..... **LEGAL SERVICES**

*Administered by* ..... Federal Emergency Management Agency

*Services provided* ..... Free legal counseling to low income persons for disaster related problems. May include replacing legal documents, transferring titles, contracting problems, will probates, and insurance problems.

*Program* ..... **INFRASTRUCTURE ASSISTANCE COORDINATION COUNCIL (IACC)**

*Administered by* ..... State Department of Community, Trade and Economic Development (CTED)

*Services provided* ..... The IACC is an organization of state and federal agencies and associations that provides Washington communities with public financial and technical assistance. Through the council, these agencies coordinate their efforts to better assist counties, cities, towns, special purpose districts, utilities and tribal governments.

[SEE ESF-5 -- EMERGENCY MANAGEMENT AND APPENDIX REPORTS 1 AND 2.](#)

## EMERGENCY SUPPORT FUNCTION - 15

**EXTERNAL AFFAIRS ANNEX**

Lead Agency: Mayor – City of Oak Harbor  
 Support Agencies: Director of Emergency Services  
 All City Departments

**I. INTRODUCTION**

During a disaster or emergency, efficient and clear communications are critical to effectively guide the City through the incident. Effective public information and communication help ensure public trust and support the credibility of the Island County Emergency Public Information (EPI) Plan. Education and communication assist City and County response and recovery efforts by limiting the impact and effects of the disaster.

Utilization of the EPI Plan involves all types of media, including television and radio, social media apps, websites, information lines, conference calls, and phone trees, as well as local communication equipment for first responder and governmental agencies.

Supports the Communications and Safety & Security lifelines by ensuring timely and accurate information is disseminated to the public, emergency personnel, and supporting organizations, enhancing situational awareness and coordination throughout all phases of an emergency.

*See Appendix 11 – Community Lifelines Crosswalk and Status Report Checklist.*

**A) Purpose**

The purpose of accurate public information during a disaster or emergency event is to provide a rapid and efficient means of communicating with the public. Emergency Public Information will enhance public confidence in local governmental officials. It will provide the public with information to make the best possible decisions for their families and communities. The first forty-eight hours of the event are most important in establishing public credibility for the remainder of the event. The Island County Emergency Public Information Plan will:

1. Provide accurate, consistent, complete information.
2. Provide the public with the facts about the emergency.
3. Address rumors, inaccuracies and misperceptions.
4. Serve as a resource for emergency responders.
5. Through education, it will minimize hostility and public misconceptions.
6. Provide for a Public Information Officer (PIO) and if required a Joint Information Center (JIC) will be mobilized.

**B) Scope**

This ESF details suggested Emergency Public Information policies and procedures to be used by the City and Island County staff during an emergency or disaster

**II. POLICY**

- A) The City in conjunction with Island County will endeavor to release timely and accurate emergency information to the public concerning emergency preparedness, response and recovery. This will, when possible, be coordinated with the Island County cities and and/or towns and the United States Navy at Naval Air Station Whidbey Island (NASWI).
- B) Island County and its incorporated cities and towns are entitled to release information concerning their emergency actions. Any releases prepared by the County EOC, city, town, or the NASWI EOC which quote or mention another jurisdiction should be coordinated with the respective jurisdiction before being released.
- C) This plan supports the Incident Command System (ICS) PIO

### **III. SITUATIONS**

- A) A disaster or emergency may necessitate an Emergency Public Information (EPI) operation and possibly the need for a JIC.
- B) Emergency Public Information will be effective in warning the public and mitigating the impact of a disaster or emergency.
- C) The public has a right to know what the emergency is and to be provided this information quickly and accurately.
- D) A local disaster or emergency will generate intense, immediate and sustained media attention.

### **IV. CONCEPT OF OPERATIONS**

#### **A) General**

The PIO, as authorized by the Mayor and/or the Director of Emergency Services, will coordinate the timely release of all information and instructions to the public and may coordinate with other PIO's if required.

It is vital to keep the public informed of the progress of events, including pre-event warnings, if available, during the event, and post-event information. This information must be accurate, timely and available on multiple media sources. i.e. social media, television, radio, and in-person. A special effort will be made to report positive information regarding emergency response efforts to reassure the community that the situation is being controlled. Rumor control will be a major aspect of the informational program.

#### **B) Pre-Incident Preparation**

During the pre-incident stage, public information and communications activities will include:

1. Raising the community's awareness regarding disaster preparedness, establishing lines of communications, establishing 'call-back' networks.
2. Designation and training of PIO and other staff members to assume the role of PIO should the need arise.
3. Plans for evaluating the training and assisting Island County with the EPI plan.
4. Maintain accurate list(s) of community contacts.

**C) During the Incident**

1. Provide accurate information, as it becomes available, and disseminate that information by any means available.
2. Inform the public of protective measures that can be taken during (and after) an emergency.

**D) After the Incident**

1. Reassure the residents that everything possible is being done as quickly as possible.
2. Provide information as to the location of shelters, food, water, and human resources.
3. The PIO(s) must provide reliable and accurate information.
4. Inform the public on protective measures that can be taken to protect their property and themselves. Reduce the rumor mill – by providing consistent and accurate information.

**V. RESPONSIBILITIES****A) Mayor's Office**

1. Authorizes and approves information to be disseminated to the public. In his/her absence the Director of Emergency Services shall assume that duty.

**B) Director of Emergency Services**

1. Develop and maintain a public information plan and provide an educational program for all City staff.
2. Coordinate and maintain a working relationship with the local media.
3. Shall provide the JIC / PIO with the information to be disseminated.
4. Shall coordinate with other agencies to provide personnel, information or resources as needed.

EMERGENCY SUPPORT FUNCTION - 16

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EMERGENCY SUPPORT FUNCTION - 17

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EMERGENCY SUPPORT FUNCTION - 20

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## EMERGENCY SUPPORT FUNCTION - 21

**EVACUATION AND MOVEMENT ANNEX**

Lead Agency: Mayor  
 Support Agencies: Director of Emergency Services  
 Public Works Department  
 Fire Department  
 Police Department

**I. INTRODUCTION****A) Purpose**

To provide for and assist in the coordinated evacuation or temporary relocation of all or part of the population of the City of Oak Harbor from any area when that population is threatened or stricken by a natural or technological disaster.

Supports the Safety & Security, Health & Medical, and Transportation lifelines by ensuring the safe movement and protection of people, providing access to emergency medical care, and maintaining transportation routes during evacuations and relocations.

*See Appendix 11 – Community Lifelines Crosswalk and Status Report Checklist.*

**B) Scope**

This ESF is to provide guidance on the potential movement of residents of the City. Due to the geographic nature of the city one section could be affected while the remaining portion of the city is habitable.

It is likely that a major evacuation will affect surrounding jurisdictions. To aid in the coordinating of evacuation activities in or near the risk area or affected by movement of people, the EOC will coordinate with State, County, and local jurisdictions.

**II. POLICY**

The City recognizes the importance of protecting all citizens. The City will do all things possible to maintain a safe and habitable area in which to live. However, there may be situations, beyond the City's control, that may necessitate the movement and/or relocation of some areas of the population. The City will attempt to provide as much warning as possible.

**III. SITUATION**

The City of Oak Harbor is located on Whidbey Island and may be subject to severe weather events including but not limited to: high wind, earthquakes, low level flooding, extreme cold temperatures, the potential for damage due to volcanoes is low but does exist.

**IV. CONCEPT OF OPERATIONS****A) Responsibility**

In the event of an incident requiring the evacuation of all or part of the City, the evacuation order may be issued by the Mayor, the Director of Emergency Services, Police Chief, or Public Works Director. On-scene Incident Commanders may issue evacuation orders to mitigate

dangerous and /or life-threatening situations. Except in situations where there exists an immediate life-threatening situation, evacuation efforts shall be coordinated through the EOC.

#### **B) Activation of the EOC**

The individual ordering an evacuation shall request the Director of Emergency Services to activate the EOC any time there is a need to evacuate individuals to public shelter or across jurisdictional boundaries.

#### **C) Control**

The City of Oak Harbor will provide direction and control for the movement of people within the City. Coordination with other jurisdictions and authorities involved in the evacuation and/or reception of victims shall be through the EOC.

#### **D) Highest Ranking Official Responsible**

Evacuation orders shall be issued by the highest ranking official available at the time of the emergency. Evacuation information shall be clear and direct as to provoke an immediate response by the affected population. Direction and control of on-scene evacuation activities shall be performed by uniformed personnel whenever possible.

#### **E) Access and Functional Needs and Mass Transit**

Any provisions for the evacuation of individuals with Access and Functional Needs and use of mass transit for the relocation of affected individuals will be handled on a case-by-case basis, according to the specific needs of the situation.

#### **F) Fallout Area**

The City of Oak Harbor would experience radioactive fallout area in the event of a nuclear device detonation as a result of war or terrorist attack. It is anticipated that in the event of a nuclear threat, citizens may choose to spontaneously evacuate. Direction and control during an evacuation of this type will be limited to recommending evacuation routes, traffic control where possible, and coordination with jurisdictions outside the threat area for reception and shelter requirements.

#### **G) Information**

Dissemination of evacuation information shall be through the procedures designated in Annex B Warning and Communications ESF as appropriate.

### **V. RESPONSIBILITIES**

#### **A) Mayor**

1. Issues a local Emergency Proclamation and evacuation orders when appropriate.

#### **B) Director of Emergency Services**

1. Issues evacuation orders in the absence of a higher authority.
2. Appoints a Public Information Officer to prepare media releases and emergency public information.
3. Activates the EOC as appropriate.

4. Coordinates the use of resources for involved agencies.
5. Communicates and coordinates with nearby jurisdictions, including Island County, Island Transit, and the State regarding emergency activities, including evacuation routes, destination areas and reception/shelter centers.
6. Coordinates the dissemination of emergency public information, as needed by the Public Information Officer. Coordinates the activation of the Emergency Broadcast System (EAS) through Island County.

**C) Public Works Department**

1. Provides assessment of transportation routes, identifies alternate routes, and provides temporary traffic control measures/devices and operational control of traffic signals when appropriate.
2. Coordinates public transportation resources planned for use in an evacuation and coordinates with outside resources, including Island Transit, School Districts, Para-transit organizations, etc., through the EOC.
3. Provides for the removal of debris or other transportation obstacles from evacuation routes when requested.
4. Provides for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to reception areas when requested.

**D) Fire Department**

1. Provides direction and control for evacuation when designated as the lead agency.
2. Provides support to the EOC in dissemination of evacuation information to the public.

**E) Police Department**

1. Provides internal and perimeter control and security of the evacuation area.
2. Provides for emergency traffic control in and around the evacuation area.
3. Coordinates evacuation activities with other law enforcement jurisdictions and with the State Patrol when appropriate.
4. Provides direction and control for evacuation efforts when designated as the lead agency or provides support to any other lead agency in evacuation efforts affecting the City of Oak Harbor populous.
5. Provides dissemination of evacuation information to the public as appropriate.

## EMERGENCY SUPPORT FUNCTION - 22

**DAMAGE ASSESSMENT ANNEX****(Safety Assessment Program - ATC-20)****Post-Earthquake Safety Evaluations of Buildings**

Lead Agency: Development Services Department

Support Agencies: Director of Emergency Services

**I. INTRODUCTION****A) Purpose**

Is to ensure that buildings that have been exposed to the effects of an earthquake are structurally sound.

The implementation of a detailed safety assessment program during the early hours after a disaster will give the City critical information on the type of damage in the community and help establish priorities for additional inspection.

**B) Scope**

This ESF is to address the procedures to follow after an earthquake has occurred. The inspections may be conducted with a 'windshield' assessment, or if required a more detailed inspection utilizing the City's Engineering, Building, and / or Fire Departments.

In the event the damage is severe, or the earthquake powerful structural engineers may be required to conduct a building-by-building inspection prior to re-occupancy.

**II. POLICY**

It will be the policy of the City to conduct inspections of buildings as soon after an earthquake as possible. The highest priority will be life safety, without subjecting City staff to unreasonable risks. Inspections will be prioritized from high-target hazards i.e. critical infrastructure buildings, (water, sewer, power, etc.) high occupancy structures, industrial and so forth.

**III. SITUATION**

The City of Oak Harbor is located on Whidbey Island and as such is surrounded by numerous earthquake fault lines. Should a sizable earthquake occur, Oak Harbor and Whidbey Island would be isolated from the mainland.

Access would be limited at best. It is vital to conduct a safety survey / inspection of the structures within the City to confirm they are occupiable as soon as practical after an earthquake.

**IV. CONCEPT OF OPERATIONS****A) General**

The goals of a safety assessment program are to identify structures that are and are not safe to occupy and, thereby, to get as many people as possible back into their homes and buildings as soon as possible.

To assist the City in this task, a state and federally recognized/organized resource pool of qualified and trained, volunteer engineers, architects, and building inspectors are maintained within the State of Washington. Safety Assessment Volunteers will be requested through the City Building Department and coordinated through the Director of Emergency Services.

The Safety Assessment Program uses a document developed by the Applied Technology Council, Procedures for Post-Earthquake Safety Evaluations of Buildings, as the basis for determining building safety. Sometimes referred to as ATC-20, the document has been provided to most building departments.

### **B) Initial Reporting**

Part of the Safety Assessment Program is a set of placards indicating the condition of inspected buildings. The current version has three placards: INSPECTED, RESTRICTED USE (limited entry), AND UNSAFE. INSPECTED placards are commonly green, RESTRICTED USE are yellow, and UNSAFE are red. These placards refer to the immediate condition of the building at the time of inspection; they are not engineering evaluations or notification of demolition.

Buildings which have been tagged with a "Limited Entry" or an "Unsafe" placard are required to have an additional evaluation by the owner's engineer/s to establish any allowable occupancy and structural repairs in conjunction with the Building Official. If the owner is absent, occupancy would be determined by the Building Official.

### **C) City Department Reporting/Assignments**

The Development Services Department is responsible for coordinating the Safety Assessment Program. All reporting forms will be copied and returned to the Director of Emergency Services at the end of each workday.

### **D) Use of Reports**

Reports will provide the basis for:

1. Briefings of the Policy Group
2. Briefings of government officials
3. Requests for assistance
4. Allocation of essential resources
5. Damage assessment
6. Dissemination of information

### **E) Action Checklist**

1. Identify types of buildings that will be given priority for inspections (e.g. essential City service facilities, mass care facilities, hospitals, schools, jails).
2. Establish phone numbers to handle phone call requests for inspections.
3. Create a database to manage records of damaged buildings and to provide daily reports of building status.
4. Request additional inspectors to help with Safety Assessments through the DES. This request can then be transmitted to the county and then to the state if

necessary. This assures the most effective use of resources and makes reimbursement easier. (NOTE: Safety assessments are reimbursable from FEMA if a Presidential Proclamation is declared; damage assessments, as required for Preliminary Damage Assessments [PDA's], are not.)

5. Make sure there are additional copies of Procedures for Post-Earthquake Evaluations of Buildings (ATC-20) and of the Field Manual (ATC-20-1) to give to volunteer inspectors. Also have ample supplies of the placards and evaluation forms.
6. Clarify the role of other designated inspection groups, such as the fire department (for occupancies), the state for inspection of schools, City, state, and federal buildings.
7. The City will be responsible for providing the volunteers with food, lodging and transportation. If necessary, make arrangements with local restaurants and hotels to provide these services. These costs are reimbursable if there is a Presidential Disaster Proclamation.
8. In order for the volunteers to post buildings with official jurisdiction placards, they need to be accompanied by an assigned City representative. It is simplest to deputize the volunteers as deputy building inspectors. The volunteers should be registered as Disaster Service Workers with the state. This can be accomplished through the Director of Emergency Services in advance, or at the time of the incident.
9. Those performing safety assessments will be, in many cases, the first "officials" seen by citizens. Develop information lists for use by safety assessors with addresses and phone numbers of:
  - a. first aid stations
  - b. emergency shelters
  - c. food and water distribution centers
  - d. emergency agencies
  - e. utility companies
  - f. Disaster Application Centers (DAC)

Much of this information will need to be provided after the event when damage locations are known.

## EMERGENCY SUPPORT FUNCTION - 23

**RELIGIOUS AND VOLUNTARY AGENCY AFFAIRS ANNEX**

Lead Agency: Chaplains, Police and Fire

Support Agencies: Local Church leaders

**I. INTRODUCTION****A) PURPOSE**

1. To provide an organized group within the City of Oak Harbor government to assist emergency preparedness workers.
2. To coordinate and provide spiritual direction, counseling and leadership to those that may request or need such care.
3. To coordinate the use of churches and private schools in their use as mass care and social service activities or needs.
4. To assist in the dissemination of emergency information and instructions to the population.
5. To promote voluntary groups within the City of Oak Harbor at both the residential and business level.

**B) B. SCOPE**

This ESF is designed to provide for any type of religious support to the community. The Chaplains, Police and Fire, will be made available to assist local churches, or religious groups to assist the public. These Chaplains will be working in the community and will be able to direct person(s) to the appropriate resources for assistance.

**II. POLICIES**

It will be the policy of the City to assist the Police and Fire Chaplains in fulfilling their respective functions and mission. The City will provide the necessary resources for the Chaplains. The City will establish a volunteer resource list and utilize volunteers to the best of their abilities while providing necessary people power to the City and its mission.

**III. SITUATION**

During the time of disasters or emergency situations, people tend to rely heavily on the clergy and religious institutions. The City must be able to assist individuals and provide information as to where they may receive assistance.

Volunteers will come forward wanting to assist however and wherever they can. Those groups must be directed and controlled in so much as they are an asset to the community and not a deterrent.

**IV. CONCEPT OF OPERATIONS****A) Police and Fire Department Lead**

The chaplain programs available through the Oak Harbor Police and Fire Departments will be used in disaster or emergency situations, if appropriate.

**B) Chaplain Role in Disaster**

The chaplains on call during an emergency will be used to minimize potential injury and damage, expedite recovery operations, and encourage the public through public information avenues.

**C) Local Churches Role**

The local churches in the City of Oak Harbor shall be asked to volunteer resources and personnel to support emergency operations.

**D) Chaplain Liaison**

The chaplains available to the City will provide a liaison to the City's EOC if requested.

**E) Denomination Responsibility**

The executive head of each denomination will be responsible for the religious leadership and action taken by respective denominational groups. The City of Oak Harbor does not promote nor involve itself in the religious affairs of any organization or any segment of the population.

**F) City Use of Volunteers Not Restricted**

The City of Oak Harbor will work with any denominational group who volunteers resources, time, or personnel.

**G) Denominational Non-Discrimination Encouraged**

The City of Oak Harbor encourages all denominational groups to provide assistance without regard to spiritual faith, social status, or race.

**H) Other Groups**

Other volunteer groups that can provide resources will be utilized to the greatest extent possible during and after a disaster. Such groups include the Community Emergency Response Teams (CERT).

**V. RESPONSIBILITIES**

The coordination of religious affairs will be done through the Chaplain program of the Oak Harbor Fire and Police Departments.

The coordination of other volunteer groups will be processed through the Department of Emergency Services.

It is expected that, during a major disaster, spontaneous volunteers will arrive. The coordination of spontaneous volunteers will be handled through the American Red Cross.

## EMERGENCY SUPPORT FUNCTION - 24

**ANIMAL CARE ANNEX**

Lead Agency: Police Department (Animal Control)  
 Support Agencies: Whidbey Animals' Improvement Foundation (WAIF)  
 American Red Cross  
 WSU Cooperative Extension

**I. INTRODUCTION****A) Purpose**

To address the needs of animals following an emergency or disaster by providing emergency care and shelter and supporting congregate shelter and basic animal needs provided through private organizations.

**B) Scope**

This ESF is to provide for, as well as possible, the care and security of household animals (pets) during and after a disaster. While human life safety is paramount, the care and well-being of animals is important. The City and DEM will attempt to care for or locate areas / shelters that will care for animals. The City will do its utmost to reunify pets with their owners.

**II. POLICIES**

**A)** The City / EOC will contact animal care providers if possible.

**B)** The EOC will assign the Animal Control Officer the task(s) of animal care, or coordination of animal care services with the local veterinarians and animal shelters.

**III. SITUATION**

During times of disasters or severe emergency events animals may become separated from their owners/ families. Those animals may be scared or running free within the City. It is in the best interest to locate those animals house them in s secure location and to locate their respective owners. To do so a large group of volunteers and/or veterinarians may be called upon to locate, retain and provide for the safety of the animals.

**IV. CONCEPT OF OPERATIONS****A) The Oak Harbor Animal Control Holding Facility, non-emergency operations:**

1. Operated by the City of Oak Harbor for lost and found animals.
2. This facility is not an Animal Shelter. Animals cannot be dropped off or adopted from this location.
3. Stray animals picked up by the City Animal Control Officer or the Oak Harbor Police Department will be taken to this location.
4. Animals remain at this location for six (6) days, after which, animals are transferred to another location by the Whidbey Animal Improvement Foundation (WAIF).

**B)** The Whidbey Animals' Improvement Foundation (WAIF) provides services for animal-related problems and issues

- C) Requests for disaster services may be directed to the individual care providers or may be coordinated through the Incident Command Post.
- D) A designated Disaster Veterinarian Coordinator maintains lists of local Veterinarians, Animal Health Technicians, and facilities that will provide disaster assistance for pets and animals
  - 1. It is American Red Cross policy that pets (other than assistance animals such as seeing-eye dogs) are not allowed in shelters; however, research has shown that people will want to bring their pets with them if they are asked to evacuate. People should be encouraged to bring their own methods of confinement and control of their pets (such as a travel container for small animals and leashes for dogs) as well as food and water for pets so they may be kept in their automobiles or in a designated area outside of the shelter. Efforts will be made to coordinate pet concerns with local care providers.

## **V. RESPONSIBILITIES**

### **A) City of Oak Harbor Animal Control Holding Facility**

- 1. Provides public information about emergency/disaster considerations for animals.
- 2. Provides information and/or services for the disposal of dead animals.
- 3. Provides emergency feeding and limited emergency shelter for animals.
- 4. Provides limited emergency care for pets brought to public shelters or congregate care facilities.

### **B) WAIF**

- 1. Provides public information about emergency/disaster considerations for animals.
- 2. Provides information and/or services for the disposal of dead animals.
- 3. Provides emergency feeding and limited emergency shelter for animals.
- 4. Provides limited emergency care for pets brought to public shelters or congregate care facilities.

### **C) WSU Cooperative Extension**

- 1. Provides assistance and acts as a liaison for the care and treatment of domestic livestock.

### **D) Office of Emergency Management**

- 1. Maintains contact with a designated local Disaster Veterinarian Coordinator who may assist in the coordination of care providers and local veterinarians concerning animal related disaster issues.

--End of Document--

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN 2026-2030



CITY OF  
**Oak Harbor**  
WHIDBEY ISLAND, WASHINGTON

City Council Meeting

02/3/2026  
Page 280 of 291

# BACKGROUND

- State law requires the City of Oak Harbor to establish and maintain a local emergency management organization and to develop, maintain, and submit a Comprehensive Emergency Management Plan (CEMP) that is consistent with the State of Washington's Comprehensive Emergency Management Plan.
- The CEMP is required by state law to be reviewed and updated every five years to ensure continued compliance and alignment with state requirements.

# PREVIOUS DISCUSSION

- A draft of the City of Oak Harbor Comprehensive Emergency Management Plan 2026- 2030 was provided at the January 27, 2026 City Council Workshop.



# STAFF RECOMMENDATION

Move to adopt the City of Oak Harbor Comprehensive  
Emergency Management Plan 2026-2030

**Subject:** Ordinance No. 2038: Adopting Oak Harbor Municipal Code Section 2.65.140 (Nepotism) relating to Boards, Commissions, and Committees  
**Submitted By:** Julie Nester, City Clerk  
Hillary Evans, City Attorney

**SUMMARY INFORMATION**

The Council has recently discussed whether there should be any prohibition on nepotism with regard to appointees to advisory boards, commissions, and committees. Council discussed this topic at their regularly scheduled January 6, 2026 meeting and at their Council Retreat on January 8, 2026.

At the regularly scheduled City Council meeting on January 20, 2026, the Council voted to postpone action on board and commission re-appointments to their January 27, 2026 workshop. They asked that staff include in that workshop a discussion of a potential ordinance regarding nepotism as relates to service on the City's advisory boards, commissions, and committees by members of a City Council Member's family.

At the Council workshop of January 27, 2026 City Attorney Hillary Evans provided two potential options for a draft ordinance for Council discussion. Following discussion, the Council determined to move forward and to review two potential options for possible action at the February 3, 2026 regular meeting.

The Council asked that any nepotism policy considered here would have a definition of "relative" that aligned with what is in the City's Employee Personnel Manual ("EPM"). There is, however, no definition of "relative" in the City's EPM that applies to nepotism. There is a far more expansive definition of relative in the Compassionate Leave section of the EPM, however this is much more inclusive than the definitions discussed as preferred by the Council. Thus, Council is being presented with a narrow definition of "relative" - the same in both options - which may be expanded or narrowed further if Council so desires.

If the Council wishes to pursue an ordinance related to nepotism, the Council may also wish to consider its effective date - whether it would go into effect immediately (potentially impacting the ability for sitting members to continue their current terms), beginning the next terms for each board or committee member, or some alternate date in the future to allow the City time to seek replacements for board members impacted by the ordinance.

**FISCAL IMPACT**

N/A

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

January 6, 2026 City Council Regular Meeting  
January 8, 2026 City Council Special Meeting — Council Retreat  
January 20, 2026 City Council Regular Meeting

**ATTACHMENTS**

1. ORD - Nepotism NEW option 2
2. ORD - Nepotism NEW option 1

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF OAK HARBOR, WASHINGTON ADOPTING SECTION 2.65.140 OF THE OAK HARBOR MUNICIPAL CODE RELATED BOARDS, COMMISSIONS, AND COMMITTEES; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Oak Harbor has adopted uniform policies for its boards, commissions, and committees, codified in Chapter 2.65 of the Oak Harbor Municipal Code (“OHMC”); and

WHEREAS, the City Council believes that adopting a nepotism policy related to boards, commissions, and committees is in the best interest of the City;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OAK HARBOR do ordain as follows:

**Section One.** Adopting OHMC 2.65.140 (Nepotism). Oak Harbor Municipal Code Section 2.65.140 entitled “Nepotism” is hereby amended to read as follows:

**2.65.140 Nepotism.**

- (1) No city councilmember shall serve on the same advisory board, commission, or committee as a relative.
- (2) No city councilmember may vote on the appointment or to confirm appointment of a relative on any board, commission, or committee.
- (3) The city council will not appoint or confirm appointment of relatives of city council members to the salary commission or the civil service commission.
- (4) Any board, commission, or committee member who has a relative on serving as a city councilmember shall not serve as chair of that board, commission, or committee.
- (5) “Relative” means spouse or domestic partner, child, step-child, parent, step-parent, parent-in-law, grandparent, grandchild, sibling, aunt, uncle, niece, or nephew.

**Section Two.** Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder or the Ordinance or the application of the provision to other persons or circumstances is not affected.

**Section Three.** Effective Date. This Ordinance shall be in full force and effect five (5) days after publication.

ADOPTED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

THE CITY OF OAK HARBOR

By \_\_\_\_\_  
Ronnie Wright, Mayor

Dated: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Julie Nester, City Clerk

Approved as to Form:

\_\_\_\_\_  
Hillary Evans, City Attorney

Published: \_\_\_\_\_

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- (3) The city council will not appoint or confirm appointment of relatives of city council members to the salary commission or the civil service commission.
- (4) “Relative” means spouse or domestic partner, child, step-child, parent, step-parent, parent-in-law, grandparent, grandchild, sibling, aunt, uncle, niece, or nephew.

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//

ADOPTED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

THE CITY OF OAK HARBOR

By \_\_\_\_\_  
Ronnie Wright, Mayor

Dated: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Julie Nester, City Clerk

Approved as to Form:

\_\_\_\_\_  
Hillary Evans, City Attorney

Published: \_\_\_\_\_

**Subject:** Re-Appointments: Parks and Recreation Commission Positions 3, 5, and 7  
**Submitted By:** Macalle Finkle, Executive Services Coordinator  
Julie Nester, City Clerk

**RECOMMENDED ACTION**

Confirm the Mayoral re-appointments to the Parks and Recreation Commission of Positions 3, 5, and 7 for a term of January 2026 through December 2027.

**BACKGROUND / SUMMARY INFORMATION**

Ms. Natalia Talo was originally appointed to fill the Position 3 unexpired term vacancy from November 18, 2025 to December 31, 2025. The applicant has requested re-appointment. This appointment will fill Position 3 through December 31, 2027.

Mr. Tom Jones was originally appointed to fill the Position 5 unexpired term vacancy from May 1, 2023 to December 31, 2024. He was reappointed and served a term from January 1, 2024 to December 31, 2025. The applicant has requested re-appointment. This appointment will fill Position 5 through December 31, 2027.

Ms. Vicki Biggs was originally appointed to fill the Position 7 unexpired term vacancy from April 2, 2024 to December 31, 2025. The applicant has requested and has been recommended for re-appointment. This appointment will fill Position 7 through December 31, 2027.

At their January 6, 2026 regular meeting, it was moved, seconded and approved to table the 2026 re-appointments pending further discussion at the City Council's January 8, 2026 Council Retreat and to move the item forward to the January 20, 2026 regular meeting. At their January 20, 2026 regular meeting, it was moved, seconded and approved to move this item to the January 27, 2026 workshop for further discussion and potential action. The item was subsequently moved to the February 3, 2026 regular meeting.

The City adopted ordinance amendments effective January 1, 2024, which realigned the terms of office for advisory boards to make member tracking and the appointment process more consistent. Section 2.65.100 of the Oak Harbor Municipal Code provides for two-year terms with expiration dates on December 31 of each year. Even-numbered positions expire in even years, and odd-numbered positions expire in odd years. The terms of existing board members in odd-numbered positions at the time of the ordinance amendment were reset to January 1, 2024 through December 31, 2025.

Staff solicited new applications as well as member re-appointments ahead of the December 31, 2025, term-end dates. The above list sets forth the members selected for reappointment for the term January 1, 2026 through to December 31, 2025.

**LEGAL AUTHORITY**

Oak Harbor Municipal Code Chapter 2.30 - Parks and Recreation Commission

Oak Harbor Municipal Code Chapter 2.65, Uniform Policies for Boards, Commissions, and Committees

**FISCAL IMPACT**

N/A

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

January 6, 2026 City Council Regular Meeting

January 20, 2026 City Council Regular Meeting

**ATTACHMENTS**

None