

Comprehensive Emergency
Management Plan

Resolution No.
Adopted

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La Conner Comprehensive Emergency Management Plan (CEMP)

I. Introduction

A. Purpose

The purpose of this comprehensive plan (“CEMP”) is to define the actions and roles necessary to provide a coordinated response to emergencies within the Town of La Conner. This plan provides guidance within La Conner for general concepts of potential emergency actions and assignments before, during and following emergency situations. It also provides for the systematic integration of emergency resources when activated and does not replace County or State operations, plans or procedures.

B. Objectives

1. Reduce loss of life and minimize property damage and loss.
2. Define personnel responsibilities and Chain of Command
3. Reduce or mitigate disruptions to Town operations and utilities.
4. Ensure that the Town can continue to perform its mission-essential functions, as appropriate, during an emergency or disaster event.
5. Protect essential facilities, equipment, records and other assets, in the event of disruption.
6. Achieve a timely and orderly recovery and reconstitution from an emergency.
7. Ensure the community has access to pre-disaster planning.
8. Define Town resources and responsibilities

C. Preparedness Activities

Preparedness activities are designed to encourage and support a state of readiness in governments, public organizations, businesses, families and individuals that provides the capability to survive a disaster and ensures continuity of government. The Town and its residents should take steps to prepare for emergency and/or disaster events before those events occur.

County and municipal agencies with primary and support responsibilities during an emergency or disaster event should take action to develop the

operational capabilities necessary to facilitate an effective response. These agencies should:

1. Identify lines of authority to ensure continuity of government.
2. Establish jurisdiction and agency roles and responsibilities for emergency and/or disaster events.
3. Review disaster readiness capabilities and/or update emergency procedures and guidelines.
4. Promote individual and family preparedness.
5. Ensure that personnel assigned to the town Emergency Operation Center (EOC) positions are trained and maintain their proficiency to perform assigned EOC duties.
6. Encourage and maintain inter-jurisdiction and/or inter-agency cooperation and coordination of readiness planning efforts.
7. Maintain facilities, equipment, supplies and vehicles in a readiness condition.
8. Develop and maintain a resource inventory.
9. Develop and adopt mutual-aid agreements and memorandums of understanding with neighboring jurisdictions/agencies.

II. Scope, Situations, and Assumptions

A. Plan Scope

This plan applies to all Town of La Conner departments.

B. Situation Overview

Characteristics

1. Location
2. Geographic
3. Demographics (source data ([La Conner, WA | Data USA](#)))
4. Special Events
5. La Conner School
6. Economic Base and Infrastructure

Hazard Profile and Vulnerability Assessment

The Town of La Conner and Skagit County are vulnerable to the effects of a variety of natural, human-caused, and technological hazards, varying widely in type and magnitude from local community issues to statewide. The table below is based on the 2014 Skagit County Natural Hazard Mitigation Plan and modified to better reflect the unique hazards in La Conner.

Event	Severity (1-15)	Probability (1-5)	Risk Score
Storm Surge	8	5	40
Earthquake	12	3	36
Winter Storm	7	5	35
Flood (Skagit)	11	3	33
Active Shooter	15	2	30
High Winds	6	4	24
Infestation/Disease	8	3	24
Urban Fire	11	2	22
Wildfire	7	3	21
Network Cyber Attack	5	3	15
Bomb Threat	5	3	15
Mass Casualty	15	1	15
Terrorism	15	1	15
Landslide/Erosion	6	2	12
Volcanic Activity	9	1	9
Drought	2	4	8
Chemical Incident	5	1	5
HazMat Train Derailment	5	1	5
Tsunami	3	1	3
Lightning	2	1	2
Refinery Incident	1	1	1

C. Planning Assumptions

The next figure is the Recovery Continuum model from the FEMA publication “National Disaster Recovery Framework: Strengthening Disaster Recovery for the Nation” (September 2011), available at [ndrf.pdf \(fema.gov\)](#)

FIGURE 1. RECOVERY CONTINUUM – DESCRIPTION OF ACTIVITIES BY PHASE



D. Limitation

The Town of La Conner will make every reasonable effort to respond in the event of an emergency or disaster, based upon the situation, information and resources available at the time. However, no guarantee of a perfect or ideal response is expressed or implied. The Town's assets and systems are vulnerable to natural, human-caused and technological events and may be damaged or overwhelmed. Employees will be concerned about the care of their families and personal possessions. They may be unavailable to support emergency or disaster response activities if they have been personally impacted.

Fundamental resources such as water, food, first-aid supplies, utilities, fuels, shelter and sanitation supplies, and basic survival supplies may be needed. The Town of La Conner does not have sufficient supplies and equipment on hand for long-term use. The arrival of County, State and Federal assistance may be delayed for some time after the occurrence. Furthermore, the Town's disaster and recovery activities may be limited by factors including, but not limited to:

1. The inability of citizens to be self-sufficient for more than three days without additional food, water, medical, shelter and other resources.
2. The inability to provide citizens with timely warnings and emergency information due to damaged warning systems.
3. The inability of law enforcement, fire, emergency medical, public works and other governmental agencies to fully respond to the incident due to damage to facilities, equipment, supplies, transportation systems, communication systems and shortages of personnel.
4. The shortage of trained response personnel and equipment to respond to fire, emergency medical, hazardous materials, law enforcement, public works, and other emergencies.
5. The shortage of medical facilities and critical drugs.
6. Damages to lifelines such as roads, rails, utilities, petroleum pipelines, and communication networks.
7. Normal distribution of resources may be reduced or interrupted, impacting the social wellbeing and economic infrastructure of the Town.
8. Partial or complete failure of emergency response communication systems due to equipment damage or overloading.
9. Damage to transportation lifelines may isolate the town from other communities and leave the town without critical supplies including food and fuel.

This list is a suggestive, not an exhaustive list of potential limitations or inability to respond in an emergency or disaster affecting the Town. No guarantee is implied by this plan of a perfect or ideal response system. The Town can only endeavor to make every reasonable effort within its capabilities at the time to deal with dangers and hardships imposed based on the situation, the information available, and the resources at hand.

III. Concept of Operations

A. National Incident Management System (NIMS)

Homeland Security Presidential Directive 5 (HSPD-5) mandated the creation of the National Incident Management System (NIMS) to enhance the efficiency of incident response operations across the United States. NIMS is designed to enable emergency response personnel from various jurisdictions and disciplines to collaborate effectively during natural disasters, emergencies, including acts of terrorism, and other significant incidents. It aims to foster the development of mechanisms that facilitate multi-jurisdictional, state-wide, and inter-state coordination for incident management and assistance during large or complex situations. NIMS is a critical component of the National Response Framework (NRF), which provides a standardized approach to incident response. This system offers a systematic, proactive strategy to guide entities at all government levels to work together seamlessly to prevent, protect against, respond to, recover from, and mitigate the impacts of incidents. It emphasizes the importance of a unified approach to incident management that is scalable, flexible, and standardized.

The Comprehensive Emergency Management Plan (CEMP) for La Conner incorporates NIMS as an all-hazards plan. This plan outlines the structure and mechanisms for coordinated incident management, utilizing the Incident Command System (ICS) as a key tool for command, control, and coordination of resources and personnel. The adoption of ICS, in alignment with NIMS and the NRF, ensures that the CEMP can be activated partially or fully in response to a threat or in anticipation of a significant event. The primary incident management priorities are:

- saving lives,
- stabilizing the incident,
- and protecting property and the environment.

NIMS components are applied and implemented based on the principles of flexibility, standardization, and unity of effort.

- *Flexibility:* The Scalability of NIMS allows it to be adapted for incidents of varying complexity, hazard types, geographic locations, demographics, climates, cultures, and organizational authorities.

- *Standardization*: NIMS establishes standardized organizational structures and practices to enhance integration among jurisdictions and organizations. It promotes the use of common terminology to ensure effective communication and cohesive operation among diverse entities involved in incident management.
- *Unity of Effort*: This principle emphasizes the coordination of activities among different organizations to achieve shared objectives. It enables entities with specific jurisdictional responsibilities to support one another while maintaining their own authority, ensuring a cohesive response to incidents.

By integrating NIMS into the CEMP, La Conner is equipped with a robust framework for managing emergencies and disasters, ensuring a coordinated, efficient, and effective response to protect the community.

B. Emergency Management Concepts

The Mayor is responsible, by law, for emergency management operations within the Town but will also function with other leaders as part of the Skagit Emergency Management Advisory Board. The mayor has delegated to the town administrator the responsibility to represent La Conner on the advisory board but not the responsibility to act during an emergency. The Skagit County Director of Emergency Management is responsible to the Skagit Emergency Management Council for carrying out the emergency management program for Skagit County and the member municipalities. The elected and appointed county and municipal officials, departments, and offices, as well as supporting organizations, agencies, or individuals, retain their identity and autonomy but coordinate activities under this plan as an emergency organization.

When an emergency or disaster is imminent or has occurred, local governments having primary responsibility will respond (1) to preserve life, property, and the environment, (2) to minimize the effects of the situation and (3) to expedite recovery. The Mayor and Council will implement emergency statutes and ordinances and will mobilize and commit local resources to conduct response and recovery activities to the best of their ability. The protection of life, property, the environment, and the restoration of local government services and the economy are the primary concerns of the Town. The Town may also conduct such functions outside territorial limits as may be necessary pursuant to [RCW 38.52](#) and current resolutions, ordinances, and mutual-aid agreements.

When an emergency or disaster occurs Town staff shall carry out their responsibilities using their best judgment and in a coordinated manner to:

- Report to the predetermined site to manage operations.
- Account for personnel.
- Assess damage to facilities and resources.
- Assess personnel and resources available.
- Assess problems and needs.
- Report situation and status to the town EOC.
- Send representatives to the Skagit County EOC, as requested.
- Carry out agency responsibilities and assigned tasks.
- Keep detailed and accurate records, document actions, costs, situations etc.

The Skagit County Department of Emergency Management will request mission numbers from the Washington State Military Department, Emergency Management Division for all response actions intended to protect life, property, and the environment during emergency incidents.

Normal, day-to-day organizational structures and chains of command will be maintained as much as possible. When mutual-aid is requested, the responsible requesting organization will be in charge unless the specific mutual-aid agreements direct otherwise. Skagit County government and member municipal governments will utilize all available resources prior to requesting assistance from the state government.

During emergency incidents that do not require the activation of the EOC, public information may be disseminated to the media through the Mayor, Public Information Officer(s), and On-Scene Incident Commander(s), or their designees. Upon activation of the Town's EOC, all public information disseminated to the news media and citizens should be coordinated with the Public Information Officer to ensure release of compatible and accurate information.

C. Direction, Control, and Coordination

Authority to Initiate Actions

The Mayor and department heads should have named successors to ensure continuity of leadership and operations. They should take steps to ensure that all successors to their respective positions are aware of their

emergency responsibilities and have the full authority to conduct emergency activities.

Standard Procedure

1. The Mayor is the chief executive of the Town of La Conner and is responsible for direction of city government during an emergency, and at their discretion may delegate responsibilities.

Succession

1. [RCW 35A.12.065: Pro tempore appointments. \(wa.gov\)](#) and the Town Council's rules of procedure provides for the Towns Council's ability to appoint a Mayor Pro Tem to serve as mayor in the absence or temporary disability of the mayor
2. [RCW 42.14.050: City or Town officers. \(wa.gov\)](#) provides: "In the event that, due to an emergency or disaster, the Mayor or Mayor Pro-Tem of any city or Town is unavailable to exercise the powers and discharge the duties of the office, then those members of the Town council available for duty shall by majority vote select one of their members to act as the mayor of such city or Town. In the event the number of council members is reduced, then those members available for duty shall have full power to act by majority vote of those present.

State Command

1. The Town of La Conner, when required by law, agrees that the State of Washington assumes command of an incident. The Town of La Conner has personnel trained in the NIMS Incident Command System (ICS). State and Federal officials will coordinate their operations through the Mayor's office or their designated representatives.
 - a) Incident Command System. The local incident command structures are responsible for directing on-scene emergency operations and maintaining command and control of on-scene incident operations. If a disaster affects multiple widely separated facilities, separate incident command operations and an Area Command may be set up.
 - b) Assistance. If La Conner's own resources are insufficient, exhausted, or inappropriate to respond to the emergency situation, a request shall be routed to Skagit County Emergency Operations Center where assistance from other

municipalities, the State, or Federal government may be derived.

Information Collection and Dissemination

Disaster information managed by the Town of La Conner EOC is coordinated through agency representatives at the EOC. The goal of the EOC to obtain the most accurate and up to date information is to ensure a comprehensive understanding of the emergency. The collection and dissemination of information is used to develop strategies and tactics to effectively manage emergency operations.

Critical Infrastructure Survey

The La Conner Fire department will conduct windshield surveys on pre-planned routes to determine the extent and severity of damage to important and critical infrastructures facilities within the Town. The Town personnel will report their findings to the town EOC for development of initial actions.

CERT members will begin the process of recording and reporting damage assessments of identified neighborhoods to expand the common operating picture for the town EOC. Information on life safety issues, fires, road, gas and water leaks, downed wires, structural damages, etc will be recorded on paper or electronically.

CERT members having completed a designated area will send reports to the town EOC by the most effective means. This may include drop-off, ham radio, or electronic transmission.

Post disaster building safety evaluation procedures will be implemented to properly assess buildings for occupancy following a major earthquake, flood, or wind event.

Reports from Other Sources

Staff will utilize the most dependable and consistent source of information depending on the degree of the disaster. These sources of information may include emergency software, social media, television, radio, telephone, written documents, and face to face communications. The gathered information will be used to develop a comprehensive analysis to effect decisions on how best to deploy limited resources.

D. Emergency Operations Center (EOC)

Location

The La Conner EOC, housed in the Town Hall, provides a facility in which Town and other agency officials and representatives can coordinate local response and recovery activities during major events.

Goals

Based on situational demands, the overarching strategic goals for activation of the town EOC are:

1. Personal safety of emergency responders.
2. Saving and protecting the greatest number of people at risk.
3. Saving and protecting as many residential, business, and industrial properties as possible.
4. Saving and protecting as much vital government infrastructure as possible.
5. Restraining the spread of environmental damage.
6. Minimizing human hardship and economic interruptions.
7. Maintain a reliable source of information

EOC Activation

In the Town of La Conner, Washington, emergencies are managed at the most immediate jurisdictional level to ensure an effective response. Routine emergencies, such as fires and medical incidents, are typically handled without the direct involvement of emergency management or elected officials. However, the Town is occasionally faced with larger scale events that may develop rapidly or over time, surpassing the capabilities of normal

operations. These major emergency incidents or disasters necessitate a heightened response and incident management due to their magnitude and/or complexity, often requiring coordination by the local emergency management organization.

For the Town of La Conner, the Emergency Operations Center (EOC) can be activated by the Mayor, or the Mayor pro tem if the Mayor is unavailable, or by any Town employee to whom the Mayor may delegate the responsibility.

The severity of the emergency or disaster will dictate whether the Mayor, or their successor, requests the activation of the Skagit County EOC. This structured approach ensures that the Town's response is scaled appropriately to the situation at hand, with the aim of providing a coordinated and efficient management of emergencies and disasters.

Thresholds for Activation

Depending upon the situation, the EOC could be activated for any of the following:

- a. Proclamation of emergency.
- b. Providing and coordinating emergency warnings and public information.
- c. Collecting and managing information in anticipation of a potential emergency.
- d. Overseeing the effective use and allocation of available local resources.
- e. Determining specific requirements that are vital but beyond local means to acquire and referring such needs to the federal state or county for supplemental assistance.
- f. Coordinating inter-agency and/or inter-jurisdictional activities.
- g. Coordinating continuity of government operations.
- h. Coordinating damage assessment and recovery activities.

Notifications Upon Activation

Upon activation of the La Conner EOC, the Coordinator or their designee should perform the following tasks:

1. Notify Skagit County EOC of the activation, and provide an unpublished, “back-door” phone number for direct contact.
2. Notify the Town Administrator and Mayor, and any support personnel that will be expected to staff the EOC. (Staffing schedules should be prepared in advance. Shifts should be 13 hours in length to allow a 30-minute overlap on each side of a 12-hour shift to brief the next shift. Longer shifts are not advised, and staff schedules should include at least one full day off per week.)
3. Provide supervision and management of EOC staff and delegate tasks to appropriate staff for action.
4. Obtain information, primarily through situation reports from Skagit EOC, the Emergency Broadcast System, news reports, field reports, evacuee interviews, and other sources.
5. Receive and/or prepare situation reports, identify and request needed resources, assist in requests from Skagit County EOC or other agencies.

Activation Level	Description
IV - Normal Operations / Steady State	<p>Level IV for the Town of La Conner represents the normal or steady state level of operations. At this level, the Town operates under Standard Operating Guidelines (SOGs) that clearly define the roles, responsibilities, and notification procedures for alerting responding agencies to potential issues. These guidelines ensure that daily minor emergencies, such as potential excessive heat events, tidal inundations, river flooding are monitored efficiently without necessitating the direct involvement of emergency management or elected officials. However, these SOGs also prepare the Town for the escalation of incidents to higher activation levels by establishing a framework for coordination and response. This approach mirrors practices in similar municipalities, where the emphasis is on preparedness and the ability to scale responses according to the severity of the emergency. The SOGs serve as a critical foundation, ensuring that all responding agencies are aligned and ready to act in a coordinated manner, thereby enhancing the Town's resilience to emergencies and disasters.</p>
III - Alert/Watch Operations	<p>Level III is the lowest level of EOC activation and is typically initiated in the event of an impending or occurring incident that requires close monitoring.</p> <p>Level III incidents include:</p> <ol style="list-style-type: none"> 1. tidal inundation 2. flood watch 3. minor/localized small stream flooding 4. winter storm watch 5. high wind warning

Activation Level	Description
	<ul style="list-style-type: none"> 6. minor hazardous materials incidents 7. multiple-casualty incidents 8. Summer heat events
II - Limited Operation	<p>Level II Activation occurs when an incident has grown or is expected to grow beyond the capability of alert/watch operation staffing levels and requires additional EOC staffing and capabilities to manage the incident and provide warning and/or public information.</p> <p>Level II incidents include:</p> <ul style="list-style-type: none"> 1. moderately sized hazardous materials incidents 2. winter storm events
I - Full Operation	<p>Level I Activation is the highest level of EOC activation. The size and complexity of an incident requires EOC representation by all appropriate departments and community organizations to support response and/or recovery activities.</p> <p>Level I incidents include:</p> <ul style="list-style-type: none"> 1. moderate to major flooding events 2. moderate to major earthquakes 3. large-scale evacuations 4. extended periods of severe weather

Area Command

According to the NIMS, Area Command is defined as a command structure that oversees the management of multiple incidents that are

each being handled by an Incident Command System organization or a very large incident that has multiple incident management teams assigned to it. The primary functions of an Area Command are:

1. Provide agency or jurisdictional authority for assigned incidents.
2. Ensure a clear understanding of agency expectations, intentions, and constraints.
3. Establish critical resource use priorities between various incidents.
4. Ensure that incident management team personnel assignments and organizations are appropriate.
5. Maintain contact with officials in charge, and other agencies and groups.
6. Coordinate the demobilization or reassignment of resources between assigned incidents.

EOC Deactivation

Upon deactivation of the La Conner EOC, the Coordinator or their designee should perform the following tasks:

1. Notify Skagit County EOC of the deactivation;
2. Notify Town Administrator and Mayor of deactivation;
3. Provide documentation and permanent records, including individual and telephone logs, situation reports, action plans, maps, contacts, and time sheets.

IV. Organization and Assignment of Responsibilities

A. Generally

The Town of La Conner has limited resources. These generally consist of the Public Works Department and the Volunteer Fire Department. For this reason, citizen volunteers will provide an important role in any emergency situation.

B. Organization & Assignment of Responsibilities

The Mayor has the responsibility to:

1. Provide jurisdictional chain of command and continuity of government.
2. Make decisions necessary to accomplish response and recovery activities.
3. Implement ordinances and motions adopted by the town council and appropriate revenue and authorize expenditures as needed for disaster mitigation, preparedness, response and recovery.
4. Directly implement emergency response and recovery plans and operating procedures in their respective jurisdictions.
5. Conduct public meetings and take actions to assist in reassuring and informing the public and identifying public needs.
6. Assist in providing public information and dissemination of emergency information through county and municipal departments offices in coordination with the EOC, JIC.
7. Direct citizen requests for assistance and information to appropriate agencies.
8. Request support (through the Department of Emergency Management) from neighboring jurisdictions Skagit County the Swinomish tribe, the community of Shelter Bay and the Port of Skagit as well as the Washington State Military Department, Emergency Management Division.
9. Direct the use of activated EOC facilities under their control.
10. Re-establish municipal operations and capabilities.
11. Town staff will report through the normal chain of command structure, department heads, administrator to the Mayor.

The Town Council has the responsibility to:

1. Make policy, adopt and enact ordinances and motions, appropriate revenue and approve expenditures to enable the Town to provide necessary services to the public.
2. Provide for the continuity of Town government
3. Assist the Mayor with the implementation of policy and decision making.
4. Provide delegates to the EOC.

Law Enforcement has the responsibility to:

The Town of La Conner relies on the Skagit County Sheriff for law enforcement. These resources will follow Skagit County Policies. Responsibilities include:

1. Maintain law and order.
2. Control traffic.
3. Protect vital installations.
4. Control and limit access to the scene of the disaster.
5. Supplement communications.
6. Search and rescue (with fire service).
7. Develop and maintain operational procedures for use during emergency and disaster operations.
8. Establish a Command Post (when appropriate) in cooperation with other on-scene response agencies utilizing the Incident Command System (ICS) or the Unified Command System based upon the NIMS.
9. The Sheriff participates as part of the Unified Command during emergency or disaster events occurring within Skagit County.
10. Conduct normal day-to-day law enforcement activities.
11. Assist in the conducting of alert and warning notification via the Skagit County Fan-Out Alerting System as appropriate when contacted by the Skagit Emergency Communications (E 911) Center.
12. Provide personnel and equipment to assist in the rapid dissemination of warnings and emergency information.
13. Conduct evacuation(s) of the affected area, as needed.
14. Provide crowd and traffic control and assist fire service as needed.
15. Direct and control the use of available resources required to conduct search and rescue operations.
16. Provide for the security of the disaster area and municipal facilities.
17. Provide protection of key public officials; prevent and control civil disorder.
18. Provide the use of available personnel and equipment to support emergency communications requirements
19. Provide representative(s) and equipment to assist in staffing appropriate EOC(s).
20. Assist in obtaining damage assessment information and reporting damage to the appropriate EOC.
21. Provide support personnel to the JIC as required.
22. Support response and recovery activities as required.

23. Return organizational activities to normal levels unless involved with recovery activities.
24. Document emergency related costs and activities and submit required reports.
25. The Washington State Patrol shall act as the Incident Command Agency for hazardous materials incidents in Skagit County.

The Town of La Conner volunteer fire department has the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. Establish a Command Post (when appropriate) in cooperation with other on-scene response agencies utilizing the Incident Command System (ICS) or the Unified Command System based upon the NIMS.
3. Perform basic firefighting and rescue.
4. Perform Basic Life Support (BLS) care to the injured.
5. Assist in hazardous materials containment and control, based upon level of training.
6. Advanced Life Support (ALS) will be through EMS of Skagit.
7. Provide rescue services based upon personnel and equipment availability.
8. Establish staging areas as needed for support personnel and equipment.
9. Assist law enforcement as needed with warning, evacuation, and traffic control.
10. Provide available personnel and equipment to support emergency communications requirements.
11. Provide representative(s) and equipment to assist in staffing appropriate EOC(s).
12. Assist in obtaining damage assessment information and reporting damage to the EOC.
13. Provide support personnel to the JIC as able.
14. Support response and recovery activities as able.
15. Return organizational activities to normal levels unless involved with recovery activities.
16. Document emergency related costs and activities and submit required reports.

The Town Legal Department has the responsibility to:

1. Advise officials on legal matters relating to emergency management authority and responsibility.
2. Provide legal advice in the development and execution of emergency administrative plans and provide representation in all criminal and civil proceedings in which the jurisdiction may be a party, as a result of emergency planning and operations.
3. Serving as a liaison with other legal and judicial agencies and sections of the government.
4. Support response and recovery activities as required.
5. Return operational activities to normal levels unless involved with recovery activities.
6. Implement emergency procurement procedures and provide instruction for their use.
7. Document emergency-related costs and activities and submit required reports.

The Town Administrator has the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. On an annual basis, maintain a list of suppliers, vendors, and items of critical emergency need (through the appropriate procurement division).
3. Aid in emergency financial management.
4. Prepare municipal emergency financial reports.
5. Provide for the receipt, disbursement, and accounting of State, Federal, and other funds provided to municipal government for emergency welfare services such as reimbursement of disaster response and recovery expenses and repair/replacement of infrastructure.
6. Provide support to the EOC to assure proper financial documentation in accordance with state and federal requirements.
7. Support response and recovery activities as required.
8. Return department activities to normal levels unless involved with recovery activities.
9. Document emergency related costs and activities and submit required reports.

The Public Works Department (Water, Wastewater, Operations, Engineering, GIS, Facilities) has the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. As resources permit, assist special purpose jurisdictions (Dike Districts, Drainage Districts, and Fire Districts) and other agencies with flood-fighting efforts.
3. Open emergency routes (where possible) to enable emergency access to incident scenes. Maintaining designated major streets and avenues, highways, and other designated routes of travel.
4. Provide emergency signs, barricades, and traffic control to aid in evacuation route travel as needed and within capability/capacity.
5. Coordinate and provide for the removal and disposal of debris during and after the disaster.
6. Assist in keeping water systems, water treatment systems, storm sewers and drainage structures/facilities, and sanitary sewers in operation.
7. Assist in the relocation of public records.
8. Furnishing information, including maps or materials, as needed, for the emergency management agency or emergency preparedness coordinator.
9. Maintenance of vehicles and other essential equipment of the various departments and agencies.
10. Supply fuel and refueling equipment/services for response and recovery equipment.
11. Provisions for the immediate repair of emergency service vehicles and equipment, both in the field and in the shop, as the situation permits.
12. Provide personnel to support outside resources.
13. Assist in obtaining damage assessment information and reporting damage to the town EOC.
14. Support response and recovery activities as required.
15. Return department activities to normal levels unless involved with recovery activities.
16. Document emergency related costs and activities and submit required reports.

Skagit County Department of Emergency Management has the responsibility to:

1. Activate and manage the County Emergency Operations Center during emergency or disaster events occurring within Skagit County.

2. Develop and coordinate the Emergency Management Program for Skagit County and the incorporated municipalities located within the county.
3. Develop a Comprehensive Emergency Management Plan for Skagit County and the incorporated municipalities located within the county that conforms to the Washington State Comprehensive Emergency Management Plan. The Emergency Management Director shall direct department personnel to review, revise, maintain, publish, and distribute the plan.
4. Help coordinate emergency preparedness activities of local agencies in preparation for response to natural, human-caused, or technological emergencies and disasters including acts of terrorism and/or incidents involving weapons of mass destruction.
5. Develop plans for coordination of resources in disasters and assist response agencies in coordinating communication resources during response and recovery activities.
6. Help coordinate warnings to the public of impending emergencies/disasters and during unforeseen emergencies/disasters. Provide instructions to the public as to where to go and what to do before, during, and after emergencies/ disasters.
7. Identify local staging areas to receive outside resources and coordinate with the Washington State Emergency Operations Center regarding the receiving of outside resources.
8. Provide public information and education as it pertains to disaster mitigation, preparedness, response, and recovery.
9. Review response capabilities by conducting drills/exercises, conducting after-action reviews, and developing improvement plans.
10. Prepare damage assessment, incident, and disaster analysis reports as necessary.

Skagit Emergency Communications (E-911) Center has the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. Provide E 911 call receiving, dispatch services, and relay of messages for all Skagit County emergency services agencies on a 24-hour basis to support response and recovery activities.
3. Develop and maintain alert and warning notification procedures in cooperation with the Department of Emergency Management.
4. Provide alert and warning notifications to emergency response agencies and the citizens of Skagit County via agreed upon standard operating protocols.
5. Coordinate with vendors to assure high quality and continuous operation of the E-911 system, and timely restoration of E-911 services in the event of service disruptions.
6. Advise the Skagit County Department of Emergency Management of communication capabilities and limitations.
7. Verify that ACCESS, NAWAS, and EAS systems are operational and that messages received are distributed in a timely manner to the Department of Emergency Management and other appropriate parties.
8. Support response and recovery activities as required.
9. Return department activities to normal levels unless involved with recovery activities.
10. Document emergency related costs and activities and submit required reports.

Other Agencies/Organizations:

Other entities beyond direct Town of La Conner control may be capable of supporting and assisting with disaster response or recovery. The Town of La Conner does not have any direct authority over outside entities like the American Red Cross, Salvation Army, Skagit Transit, La Conner School District, etc. These and other agencies typically perform a variety of emergency tasks and may, upon request, provide

support personnel and response/recovery services and equipment, as needed.

- American Red Cross is responsible for establishing emergency shelters for disaster victims in pre-selected congregate care facilities upon the request of the Department of Emergency Management; providing food and clothing to disaster victims, providing food to disaster workers; establishing a welfare inquiry service and providing medical and nursing care in American Red Cross shelters and operational facilities; and coordinating with the Skagit County Department of Emergency Management, and welfare agencies for the receiving, sorting, storage and distribution of donated items.
- Salvation Army provides assistance, upon request, to the American Red Cross in providing emergency food service to the Anacortes and Fidalgo Island area and coordinates with the Department of Emergency Management and various welfare agencies for the receiving, sorting, storage, and distribution of donated items.
- Skagit Amateur Radio Emergency Communications Club provides emergency communication assistance for Skagit County, LA Conner School District, Port of Skagit, and other network sites.
- Churches often give assistance with sheltering, feeding, and other issues, as necessary.
- Skagit County Search and Rescue (SAR) provides services as coordinated through and directed by the Skagit County Sheriff's Office. When it is safe for volunteers, SAR will search for, rescue, or recover by means of ground, water, or air persons who become lost, injured, or are killed while outdoors or because of a natural, human-caused, or technological emergencies and/or disasters. The Department of Emergency Management will register SAR workers and request Mission Numbers from the Washington State Military Department, Emergency Management Division.
- Island Health and Skagit Regional Health coordinate the organization and mobilization of medical and health personnel during a disaster or major emergency and provide continuous care to the sick and injured victims of an incident.
- - La Conner School District is required by law to develop and maintain disaster plans and conduct regular drills with teachers and students. In the event of an emergency or disaster event that precludes students from being reunited with their parents, legal

guardian, or other authorized caregiver, school districts are responsible to provide care for those students until they can be reunited, or an appropriate and adequate alternative can be provided. School districts may provide transportation support to the local Department of Emergency Management, upon request.

- Skagit County Emergency Medical Services (EMS) Department provides, by contract, pre-hospital Basic Life Support (BLS) personnel affiliated with first response agencies such as fire service and ALS search and rescue, law enforcement, and private ambulance companies within Skagit County. The Skagit EMS Department may provide a representative to the EOC to assist with the coordination and organization of pre-hospital emergency medical services as required.
- Tribal Nations provide services on tribal lands and will operate in accordance with tribal Emergency Management Plans. These plans are separately published documents. Coordination in mitigation, planning, response, and recovery efforts will be conducted between the town and the Samish Indian Nation, the Upper Skagit and the Swinomish Indian Tribal Communities.
- Port of Skagit provides staff and volunteers to assist the town in immediate response activities as well as recovery efforts.
- EVAC— Emergency Volunteer Air Corps is a volunteer airlift resource helping communities and emergency responders cope with a local disaster.

Other resources include Puget Power, Cascade Natural Gas, Astound Internet, Anacortes Water, Corps of Engineers and Verizon cellular services.

X. Communications

1. Purpose of Communication

Effective communication is critical in managing and responding to emergencies efficiently. The purpose of this section is to establish clear, reliable, and quick communication protocols among Town officials, local citizens, Skagit County Department of Emergency Management, and the Swinomish Tribal DEM. These protocols are designed to ensure that all stakeholders are well- informed, coordinated, and ready to act in a unified manner during emergencies.

2. Communication with Local Citizens

The Town of La Conner will use multiple communication channels to reach out to citizens before, during, and after an emergency. These channels include:

- **Mass Notification Systems:** Utilize systems like CodeRED to send urgent notifications and updates.
- **Social Media:** Regular updates on platforms such as Facebook, Nextdoor and Twitter.
- **Local Media:** Collaborations with local radio and television stations to broadcast emergency information.
- **Town Website:** Maintains a dedicated emergency updates page with real-time information.

Regular drills will be conducted to ensure these systems are effective and to familiarize residents with their operation.

3. Communication Among Town Officials

Communication among Town officials will be structured around a clear chain of command as specified in the Incident Command System (ICS). Key components include:

- **Emergency Contact List:** Maintained and updated regularly, detailing contact information for all critical personnel.
- **Communication Tree:** Defined protocols for who communicates with whom and how information flows during emergencies.

4. Coordination with Skagit County DEM

The Town will maintain a direct line of communication with Skagit County DEM to facilitate a coordinated response. This includes:

- **Integrated Communication Systems:** Shared platforms such as the WebEOC to ensure consistent message flow and resource sharing.
- **Joint Information Center (JIC):** Establishment of a JIC during major emergencies to coordinate communications across agencies.

5. Engagement with Swinomish Tribal DEM

A partnership with the Swinomish Tribal DEM will be reinforced through:

- **Regular Meetings:** Establish routine meetings to discuss plans, share resources, and coordinate training.
- **Joint Exercises:** Collaborative exercises to improve inter-agency communication and emergency response strategies.

6. Communication with Shelter Bay

A partnership with the Shelter Bay community will be reinforced through:

Regular Meetings: Establish routine meetings to discuss plans, share resources, and coordinate training.

Joint Exercises: Collaborative exercises to improve inter-agency communication and emergency response strategies.

7. Communication Tools and Technologies

The Town of La Conner will invest in and maintain communication technologies to support emergency operations. This includes:

- **Emergency Alert System (EAS):** Used for broadcasting emergency alerts.
- **HAM Radio:** Maintained as a backup communication tool, especially useful when other systems fail.

8. Training and Exercises

Continuous training and regular communication drills will be integral:

- **Annual Training:** For Town officials and key stakeholders on the latest communication tools and emergency protocols.
- **Community Drills:** Involving local citizens to ensure they understand how to receive and act on emergency communications.

This Communications section aims to create a robust framework to support effective and efficient communication during emergencies, enhancing the overall resilience of La Conner.

La Conner Demographics

In 2021, La Conner had a population of 1060 people with a median age of 57 and a median income of \$53,819. The five largest ethnic groups in La Conner are White (Non Hispanic) 72.8%, Other (Hispanic) 7.7% American Indian & Alaskan Native (Non-Hispanic) 7.1%, Two+(Non-Hispanic) 3.4% and White (Hispanic) 3.1%.

None of the households in La Conner reported speaking a non-English language at home as their primary shared language. This does not consider the potential multilingual nature of households, but only the primary self-reported language spoken by all members of the household.

98% of the residents in La Conner are U.S. Citizens.

In 2021, the median home property value in La Conner was \$357,100 and the homeownership rate was 55%.

La Conner businesses employ approximately 464 people. The largest employers are educational services (80 people), accommodation and food service (54 people) and construction (49 people). The Town is home to a marina operated by the Port of Skagit, two marine service boat yards and two boat manufacturers.

List of Future Annexes

- Response to earthquake
- Response to Fire
- Response to Flood
- Response to Wildfire
- Response to Heat
- Response to loss of Utilities
 - Water
 - Sewer
 - Electricity
 - Natural Gas
 - Telecommunications
- List and Map of Emergency Shelters
- Map of evacuation Routes
- Typical Household Emergency Supplies
- Individual Planning and Preparation Guidelines
- Support Organizations Contact
- Emergency Resource Contact List
- Emergency Communication Tree

TOWN OF LA CONNER

By
Mayor Marna Hanneman

Attest:

Maria DeGoede, Town Clerk

Approved as to form:

Scott Thomas, Town Attorney