

City of Marysville

Comprehensive Emergency Management Plan

Department
Annexes

2023 - 2028



CEMP City Department Annexes

These annexes complement the Comprehensive Emergency Management Plan (CEMP) Basic Plan and provide department-specific information. The purpose of these annexes is to describe each department’s general role in the emergency management program as well as their role in specific functional areas.

City Department Annexes

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Community Development

Purpose

The Comprehensive Emergency Management Plan (CEMP) provides a framework for how the City will conduct emergency management functions. This annex provides information specific to the Community Development department (the Department) as it relates to the CEMP and other functional areas.

Situation Overview

As described in the Marysville CEMP Basic Plan, the City may experience a variety of hazards which may necessitate the response of the Department outside the scope of normal operations or with the potential to exceed normal capabilities of the City. The Department has an essential role in all phases of emergency management as it relates to these hazards.

Concept of Operations

The Department Director, or designee, directs the emergency management activities of the Department under the direction of the Mayor or Chief Administrative Officer and in coordination with the Emergency Manager.

Roles and Responsibilities

The tables below list some of the roles and responsibilities the Department may have in an emergency or disaster. This list is not meant to be comprehensive but is intended to give an idea of what type of involvement the Department might have.

Functional Area	Roles and Responsibilities
Basic Plan	<ul style="list-style-type: none"> • Provide EOC staff as appropriate • Coordinate and conduct damage assessments and inspections • Support long-term efforts to promote building/rebuilding, sustainability, and other aspects of community recovery • Conduct permit reviews for emergency and permanent repairs • Integrate planning efforts with emergency management activities where appropriate and assist with emergency plan development (ex. hazard mitigation plan)
Mass Care	Supporting Role <ul style="list-style-type: none"> • Assess safety of buildings used for mass care operations
Emergency Volunteers	Supporting Role <ul style="list-style-type: none"> • Provide assignments and guidance to volunteers as needed

Community Lifelines

Community Lifelines are fundamental services that enable the continuous operation of critical government and business functions and are essential to human health and safety and economic security. Assessing and monitoring the condition of these lifelines can assist in decision making throughout an incident.

Relevant Community Lifeline Components for this Department
<ul style="list-style-type: none"> • Safety and Security <ul style="list-style-type: none"> ○ Government Services ○ Community Safety

Core Capabilities

Core Capabilities describe the ways that the City can stabilize and re-establish community lifelines. See the Core Capability Critical Tasks and Department Responsibilities table (Appendix A in the CEMP Basic Plan) for a list of related critical tasks for this department.

Organization

During emergency operations, the Marysville Emergency Operations Center (EOC) will operate with a hybrid ICS-like/departmental structure. For minor emergencies (ex. monitoring/level III EOC activations) the City and departments will likely maintain their day-to-day structures. For larger incidents or activations of the EOC, the ICS-like structure is used to coordinate support for the incident and field personnel.

Emergency Support Function (ESF) Reference

Some agencies, like Snohomish County, use ESFs to organize their efforts. While Marysville does not use them, it is important to understand where a department fits within the ESF structure when interacting with other agencies that do use it. The table below lists the ESF(s) that are likely to relate to the Department.

Emergency Support Function	Primary Tasks (not all inclusive)	City Department
ESF 7 Logistics & Resource	<ul style="list-style-type: none"> Support provision of logistic support to include facility space, equipment, supplies, and contracting 	Finance, IS, various departments
ESF 11 Agriculture & Natural Resources	<ul style="list-style-type: none"> Nutritional assistance Animal and plant disease and pest response Food safety and security Protection of natural and cultural resources and historic properties Safety and well-being of household pets 	Parks, Culture, and Recreation, Community Development

Direction, Control, and Coordination

The plans and planning efforts of the Department should be integrated horizontally with other City departments as well as vertically with federal, state, regional, tribal, neighboring local, and private sector/non-governmental agencies.

Information Collection, Analysis, and Dissemination

The Department will collect information related to the incident, especially as it relates to their associated Community Lifelines. It will be shared based on departmental processes and reported to the Emergency Operations Center when activated. Department staff may be involved in analyzing information to guide priorities and objectives. Reported information will be disseminated via situation reports from the EOC or directly to relevant parties if necessary.

Resource Requirements

Resource requirements are dependent on the incident, its location, duration, and impacts. The resources needed to support incident management may include (but is not limited to):

- Mapping and understanding of local critical areas, zoning, and development
- Qualified personnel to inspect buildings
- Connection to relevant local, regional, state, and federal agencies

Authorities and References

Marysville Municipal Code Chapter 16.20 – Dangerous Buildings

Marysville Municipal Code Chapter 22C.110 – Temporary Uses

Marysville Municipal Code Chapter 22E.010 - Critical Areas Management

RCW 27.53 - Archaeological Sites and Resources

RCW 27.44 – Indian Graves and Records

RCW 43.21C – State Environmental Policy

Climate Change Vulnerability and Risk Assessment

City of Marysville Comprehensive Plan

Shoreline Master Program

Executive and Legal

Purpose

The Comprehensive Emergency Management Plan (CEMP) provides a framework for how the City will conduct emergency management functions. This annex provides information specific to the Executive and Legal departments (the Departments) as it relates to the CEMP and other functional areas. Refer to the full plans for more detail.

Situation Overview

As described in the Marysville CEMP Basic Plan, the City may experience a variety of hazards which may necessitate the response of the Department outside the scope of normal operations or with the potential to exceed normal capabilities of the City. The Departments has an essential role in all phases of emergency management as it relates to these hazards.

Concept of Operations

The Department Director, or designee, directs the emergency management activities of the Department under the direction of the Mayor or Chief Administrative Officer and in coordination with the Emergency Manager.

Roles and Responsibilities

The tables below list some of the roles and responsibilities the Departments may have in an emergency or disaster. This list is not meant to be comprehensive but is intended to give an idea of what type of involvement the Departments might have.

Functional Area	Roles and Responsibilities
<p>Basic Plan</p>	<p>Mayor</p> <ul style="list-style-type: none"> • Provide overall policy direction of emergency management functions • Make emergency declarations • Provide briefings to and coordinate the activities of the City Council • Share information with the public in coordination with Communications and the Joint Information Center (if activated) <p>CAO</p> <ul style="list-style-type: none"> • Provide overall policy direction of emergency management functions • Provide overall coordination of City operations and guidance in executing emergency response priorities • Convene and lead the disaster policy group <p>Emergency Management</p> <ul style="list-style-type: none"> • Staff and coordinate the activities in the Emergency Operations Center (EOC) • Facilitate communication and operational coordination for response agencies during a disaster • Coordinate with County DEM, State EMD, and other agency emergency management organizations

Functional Area	Roles and Responsibilities
	<ul style="list-style-type: none"> • Conduct emergency preparedness outreach and public education • Maintain emergency management plans and assist with planning in other city departments • In coordination with Communications, provide emergency information to the public • Support mass casualty/fatality management in coordination with Marysville Fire District, Marysville Police Department and regional efforts. <p>Communications</p> <ul style="list-style-type: none"> • Provide emergency information to the public before, during, and after emergency incidents • Lead and staff the Joint Information Center during an activation • Coordinate all media interactions <p>Economic Development</p> <ul style="list-style-type: none"> • Supports long-term efforts to promote building/rebuilding, sustainability, and other aspects of community recovery • Provide information and guidance on business recovery assistance services <p>Risk and Program Management</p> <ul style="list-style-type: none"> • Conducts risk management operations and coordinates insurance claims <p>Legal</p> <ul style="list-style-type: none"> • Provide legal counsel for emergency response activities • Supports development and approval of emergency declarations • Review and approve contracts as needed • Provide legal review of relevant emergency plans and agreements • Secure public records as necessary
Evacuation	<p>Primary Role</p> <ul style="list-style-type: none"> • Issue evacuation orders. An evacuation order can be issued by the Mayor, Police Chief, Fire Chief, Emergency Operations Center (if activated), or on-scene Incident Commander • Disseminate evacuation orders and instructions to the public • Coordinate with neighboring jurisdictions <p>Supporting Role</p> <ul style="list-style-type: none"> • Support route identification, site safety, transportation of evacuees and re-entry activities
Mass Care	<p>Primary Role</p> <ul style="list-style-type: none"> • Manage public information for mass care activities • Coordinate CPOD activities

Functional Area	Roles and Responsibilities
	<ul style="list-style-type: none"> Support shelter operations through communications, resource management, and volunteer support Coordinate reunification activities
Emergency Volunteers	Primary Role <ul style="list-style-type: none"> Manage Marysville’s emergency worker program including registration and training Coordinate a Volunteer Reception Center

Community Lifelines

Community Lifelines are fundamental services that enable the continuous operation of critical government and business functions and are essential to human health and safety and economic security. Assessing and monitoring the condition of these lifelines can assist in decision making throughout an incident.

Relevant Community Lifeline Components* for this Department
<ul style="list-style-type: none"> Safety and Security <ul style="list-style-type: none"> Government Services Community Safety Communications <ul style="list-style-type: none"> Alerts, Warning, and Messages <p><i>*Emergency Management has a role in coordination for all community lifelines.</i></p>

Core Capabilities

Core Capabilities describe the ways that the City can stabilize and re-establish community lifelines. See the Core Capability Critical Tasks and Department Responsibilities table (Appendix A in the CEMP Basic Plan) for a list of related critical tasks for these departments.

Organization

During emergency operations, the Marysville Emergency Operations Center (EOC) will operate with a hybrid ICS-like/departmental structure. For minor emergencies (ex. monitoring/level III EOC activations) the City and departments will likely maintain their day-to-day structures. For larger incidents or activations of the EOC, the ICS-like structure is used to coordinate support for the incident and field personnel.

Emergency Support Function (ESF) Reference

Some agencies, like Snohomish County, use ESFs to organize their efforts. While Marysville does not use them, it is important to understand where a department fits within the ESF structure when interacting with other agencies that do use it. The table below lists the ESF(s) that are likely to relate to the Departments.

Emergency Support Function	Primary Tasks (not all inclusive)	City Department
ESF 5 Emergency Management	<ul style="list-style-type: none"> Coordination of incident management and response efforts Information collection, analysis, and planning for emergent operations 	Emergency Management

Emergency Support Function	Primary Tasks (not all inclusive)	City Department
ESF 7 Logistics & Resource	<ul style="list-style-type: none"> Support provision of logistic support to include facility space, equipment, supplies, and contracting 	Finance, IS, various departments
ESF 8 Public Health & Medical	<ul style="list-style-type: none"> Assessment and support of public health and medical needs Mental health services Mass causality / fatality management 	Marysville Fire District, Emergency Management
ESF 14 Private Sector	<ul style="list-style-type: none"> Business and Private Sector (to be developed) 	Economic Development
ESF 15 Public Affairs	<ul style="list-style-type: none"> Emergency public information and protective action guidance Media and community relations 	Communications

Direction, Control, and Coordination

The plans and planning efforts of the Department should be integrated horizontally with other City departments as well as vertically with federal, state, regional, tribal, neighboring local, and private sector/non-governmental agencies.

Information Collection, Analysis, and Dissemination

The Departments will collect information related to the incident, especially as it relates to their associated Community Lifelines. It will be shared based on departmental processes and reported to the Emergency Operations Center when activated. Department staff may be involved in analyzing information to guide priorities and objectives. Reported information will be disseminated via situation reports from the EOC or directly to relevant parties if necessary.

Resource Requirements

Resource requirements are dependent on the incident, its location, duration, and impacts. The resources needed to support incident management may include (but is not limited to):

- Physical, personnel, and technological resources to establish and operate an EOC
- Methods for disseminating information to the public
- Connection to relevant local, regional, state, and federal agencies

Authorities and References

Marysville Municipal Code Chapter 2.12 – Emergency Management Organization

City of Marysville Technology Policies and Procedures

RCW 38.52 - Emergency Management

RCW 38.56 - Intrastate Mutual Aid System

WAC 118-04 - Emergency Worker Program

WAC 118-09 - Criteria for Eligibility and Allocation of Emergency Management Assistance Funds

Public Law 104-321 - Emergency Management Assistance Compact (EMAC)

Title 44, Code of Federal Regulations (CFR), Part 206 - Federal Disaster Assistance

The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974, as amended by the Disaster Mitigation Act of 2000, and Sandy Recovery Improvement Act of 2013 (SRIA)

Presidential Policy Directive 8 - National Preparedness

Homeland Security Presidential Directive 5 - Management of Domestic Incidents

Finance

Purpose

The Comprehensive Emergency Management Plan (CEMP) provides a framework for how the City will conduct emergency management functions. This annex provides information specific to the Finance department (the Department) as it relates to the CEMP and other functional areas.

Situation Overview

As described in the Marysville CEMP Basic Plan, the City may experience a variety of hazards which may necessitate the response of the Department outside the scope of normal operations or with the potential to exceed normal capabilities of the City. The Department has an essential role in all phases of emergency management as it relates to these hazards.

Concept of Operations

The Department Director, or designee, directs the emergency management activities of the Department under the direction of the Mayor or Chief Administrative Officer and in coordination with the Emergency Manager.

Roles and Responsibilities

The tables below list some of the roles and responsibilities the Department may have in an emergency or disaster. This list is not meant to be comprehensive but is intended to give an idea of what type of involvement the Department might have.

Functional Area	Roles and Responsibilities
Basic Plan	<ul style="list-style-type: none"> • Provide EOC staff as appropriate • Ensure disaster related expenditures are made in accordance with applicable laws, regulations, and accounting procedures • Support procurement and disaster-related expenditures • Support donations management activities
Mass Care	Supporting Role <ul style="list-style-type: none"> • Support procurement related to mass care activities
Emergency Volunteers	Supporting Role <ul style="list-style-type: none"> • Support tracking of volunteer labor

Community Lifelines

Community Lifelines are fundamental services that enable the continuous operation of critical government and business functions and are essential to human health and safety and economic security. Assessing and monitoring the condition of these lifelines can assist in decision making throughout an incident.

Relevant Community Lifeline Components for this Department
<ul style="list-style-type: none"> • Safety and Security <ul style="list-style-type: none"> ○ Government Services • Communications <ul style="list-style-type: none"> ○ Finance

Core Capabilities

Core Capabilities describe the ways that the City can stabilize and re-establish community lifelines. See the Core Capability Critical Tasks and Department Responsibilities table (Appendix A in the CEMP Basic Plan) for a list of related critical tasks for this department.

Organization

During emergency operations, the Marysville Emergency Operations Center (EOC) will operate with a hybrid ICS-like/departmental structure. For minor emergencies (ex. monitoring/level III EOC activations) the City and departments will likely maintain their day-to-day structures. For larger incidents or activations of the EOC, the ICS-like structure is used to coordinate support for the incident and field personnel.

Emergency Support Function (ESF) Reference

Some agencies, like Snohomish County, use ESFs to organize their efforts. While Marysville does not use them, it is important to understand where a department fits within the ESF structure when interacting with other agencies that do use it. The table below lists the ESF(s) that are likely to relate to the Department.

Emergency Support Function	Primary Tasks (not all inclusive)	City Department
ESF 7 Logistics & Resource	<ul style="list-style-type: none"> Support provision of logistic support to include facility space, equipment, supplies, and contracting 	Finance, IS, various departments

Direction, Control, and Coordination

The plans and planning efforts of the Department should be integrated horizontally with other City departments as well as vertically with federal, state, regional, tribal, neighboring local, and private sector/non-governmental agencies.

Information Collection, Analysis, and Dissemination

The Department will collect information related to the incident, especially as it relates to their associated Community Lifelines. It will be shared based on departmental processes and reported to the Emergency Operations Center when activated. Department staff may be involved in analyzing information to guide priorities and objectives. Reported information will be disseminated via situation reports from the EOC or directly to relevant parties if necessary.

Resource Requirements

Resource requirements are dependent on the incident, its location, duration, and impacts. The resources needed to support incident management may include (but is not limited to):

- Personnel with understanding of City procurement procedures
- Financial and contracting resources to support the incident
- Time tracking resources
- Connection to relevant local, regional, state, and federal agencies

Authorities and References

Marysville Municipal Code Chapter 2.50 – Personnel Code for City Employees

Resolution No. 2486 - City Procurement Procedures

RCW 38.52 - Emergency Management

RCW 35.21.100 – Donations – Authority to accept and use

RCW 35A.33.080, 35.33.081, 35A.34.140, 35.33.091 - Emergency expenditures-Nondebatable

RCW 38.56 - Intrastate Mutual Aid System

RCW 43.88.250 - Emergency Expenditures

WAC 118-09 - Criteria for Eligibility and Allocation of Emergency Management Assistance Funds

Title 44, Code of Federal Regulations (CFR), Part 206 - Federal Disaster Assistance

Public Law 104-321 - Emergency Management Assistance Compact (EMAC)

Human Resources

Purpose

The Comprehensive Emergency Management Plan (CEMP) provides a framework for how the City will conduct emergency management functions. This annex provides information specific to the Human Resources department (the Department) as it relates to the CEMP and other functional areas.

Situation Overview

As described in the Marysville CEMP Basic Plan, the City may experience a variety of hazards which may necessitate the response of the Department outside the scope of normal operations or with the potential to exceed normal capabilities of the City. The Department has an essential role in all phases of emergency management as it relates to these hazards.

Concept of Operations

The Department Director, or designee, directs the emergency management activities of the Department under the direction of the Mayor or Chief Administrative Officer and in coordination with the Emergency Manager.

Roles and Responsibilities

The tables below list some of the roles and responsibilities the Department may have in an emergency or disaster. This list is not meant to be comprehensive but is intended to give an idea of what type of involvement the Department might have.

Functional Area	Roles and Responsibilities
Basic Plan	<ul style="list-style-type: none"> • Provide EOC staff as appropriate • Oversees personnel needs or issues during emergency management activities • Monitors activities to ensure they comply with safety standards • Coordinates spontaneous volunteer management
Emergency Volunteers	<p>Primary Role</p> <ul style="list-style-type: none"> • Coordinate volunteer reception center activities and processing spontaneous volunteers <p>Supporting Role</p> <ul style="list-style-type: none"> • Assist with registration of emergency workers (background checks, applications, etc.)

Community Lifelines

Community Lifelines are fundamental services that enable the continuous operation of critical government and business functions and are essential to human health and safety and economic security. Assessing and monitoring the condition of these lifelines can assist in decision making throughout an incident.

Relevant Community Lifeline Components for this Department
<ul style="list-style-type: none"> • Safety and Security <ul style="list-style-type: none"> ○ Government Services

Core Capabilities

Core Capabilities describe the ways that the City can stabilize and re-establish community lifelines. See the Core Capability Critical Tasks and Department Responsibilities table (Appendix A in the CEMP Basic Plan) for a list of related critical tasks for this department.

Organization

During emergency operations, the Marysville Emergency Operations Center (EOC) will operate with a hybrid ICS-like/departmental structure. For minor emergencies (ex. monitoring/level III EOC activations) the City and departments will likely maintain their day-to-day structures. For larger incidents or activations of the EOC, the ICS-like structure is used to coordinate support for the incident and field personnel.

Emergency Support Function (ESF) Reference

Some agencies, like Snohomish County, use ESFs to organize their efforts. While Marysville does not use them, it is important to understand where a department fits within the ESF structure when interacting with other agencies that do use it. The table below lists the ESF(s) that are likely to relate to the Department.

Emergency Support Function	Primary Tasks (not all inclusive)	City Department
ESF 7 Logistics & Resource	<ul style="list-style-type: none"> Support provision of logistic support to include facility space, equipment, supplies, and contracting 	Finance, IS, various departments

Direction, Control, and Coordination

The plans and planning efforts of the Department should be integrated horizontally with other City departments as well as vertically with federal, state, regional, tribal, neighboring local, and private sector/non-governmental agencies.

Information Collection, Analysis, and Dissemination

The Department will collect information related to the incident, especially as it relates to their associated Community Lifelines. It will be shared based on departmental processes and reported to the Emergency Operations Center when activated. Department staff may be involved in analyzing information to guide priorities and objectives. Reported information will be disseminated via situation reports from the EOC or directly to relevant parties if necessary.

Resource Requirements

Resource requirements are dependent on the incident, its location, duration, and impacts. The resources needed to support incident management may include (but is not limited to):

- Personnel to manage Human Resources-related matters
- Connection to relevant local, regional, state, and federal agencies

Authorities and References

Personnel Rules for the City of Marysville

City of Marysville Accident Prevention Plan

RCW 49.60 - Discrimination – Human Rights Commission

WAC 118-04 - Emergency Worker Program

Public Law 110-325 - The ADA Amendments Act of 2008

Public Law 93-112 – The Rehabilitation Act of 1973

Information Services

Purpose

The Comprehensive Emergency Management Plan (CEMP) provides a framework for how the City will conduct emergency management functions. This annex provides information specific to the Information Services department (the Department) as it relates to the CEMP and other functional areas.

Situation Overview

As described in the Marysville CEMP Basic Plan, the City may experience a variety of hazards which may necessitate the response of the Department outside the scope of normal operations or with the potential to exceed normal capabilities of the City. The Department has an essential role in all phases of emergency management as it relates to these hazards.

Concept of Operations

The Department Director, or designee, directs the emergency management activities of the Department under the direction of the Mayor or Chief Administrative Officer and in coordination with the Emergency Manager.

Roles and Responsibilities

The tables below list some of the roles and responsibilities the Department may have in an emergency or disaster. This list is not meant to be comprehensive but is intended to give an idea of what type of involvement the Department might have.

Functional Area	Roles and Responsibilities
Basic Plan	<ul style="list-style-type: none"> • Provide EOC staff as appropriate • Support response operation use of IT resources • Provide emergency assistance for mission-critical activities • Lead cybersecurity programs for the City • Stand up the EOC when activated and provide IT support • Coordinate situational assessment through Geographic Information System (GIS) resources • Assist with emergency communications including amateur radio
Evacuation	Supporting Role <ul style="list-style-type: none"> • Provide support to evacuation activities • Assist with mapping and spatial analysis in evacuation response
Mass Care	Supporting Role <ul style="list-style-type: none"> • Provide support to mass care activities and sites
Emergency Volunteers	Supporting Role <ul style="list-style-type: none"> • Provide support at Volunteer Reception Center

Community Lifelines

Community Lifelines are fundamental services that enable the continuous operation of critical government and business functions and are essential to human health and safety and economic security. Assessing and monitoring the condition of these lifelines can assist in decision making throughout an incident.

Relevant Community Lifeline Components for this Department
<ul style="list-style-type: none"> • Safety and Security <ul style="list-style-type: none"> ○ Government Services • Communications <ul style="list-style-type: none"> ○ Infrastructure ○ Responder Communications

Core Capabilities

Core Capabilities describe the ways that the City can stabilize and re-establish community lifelines. See the Core Capability Critical Tasks and Department Responsibilities table (Appendix A in the CEMP Basic Plan) for a list of related critical tasks for this department.

Organization

During emergency operations, the Marysville Emergency Operations Center (EOC) will operate with a hybrid ICS-like/departmental structure. For minor emergencies (ex. monitoring/level III EOC activations) the City and departments will likely maintain their day-to-day structures. For larger incidents or activations of the EOC, the ICS-like structure is used to coordinate support for the incident and field personnel.

Emergency Support Function (ESF) Reference

Some agencies, like Snohomish County, use ESFs to organize their efforts. While Marysville does not use them, it is important to understand where a department fits within the ESF structure when interacting with other agencies that do use it. The table below lists the ESF(s) that are likely to relate to the Department.

Emergency Support Function	Primary Tasks (not all inclusive)	City Department
ESF 2 Communications	<ul style="list-style-type: none"> • Coordination of emergent communications • Coordination with telecommunications and information technology industries • Protection and repair of telecommunications infrastructure • Radio Communication Support Management (RACES/ARES) 	IS, Marysville ACS
ESF 7 Logistics & Resource	<ul style="list-style-type: none"> • Support provision of logistic support to include facility space, equipment, supplies, and contracting 	Finance, IS, various departments

Direction, Control, and Coordination

The plans and planning efforts of the Department should be integrated horizontally with other City departments as well as vertically with federal, state, regional, tribal, neighboring local, and private sector/non-governmental agencies.

Information Collection, Analysis, and Dissemination

The Department will collect information related to the incident, especially as it relates to their associated Community Lifelines. It will be shared based on departmental processes and reported to the Emergency Operations Center when activated. Department staff may be involved in analyzing

information to guide priorities and objectives. Reported information will be disseminated via situation reports from the EOC or directly to relevant parties if necessary.

Resource Requirements

Resource requirements are dependent on the incident, its location, duration, and impacts. The resources needed to support incident management may include (but is not limited to):

- Communications resources that are interoperable, reliable, portable, scalable, resilient, and redundant
- Connection to relevant local, regional, state, and federal agencies

Authorities and References

City of Marysville Technology Policies and Procedures

Washington Emergency Management Division Cyber Incident Annex

Municipal Court

Purpose

The Comprehensive Emergency Management Plan (CEMP) provides a framework for how the City will conduct emergency management functions. This annex provides information specific to the Municipal Court (the Department) as it relates to the CEMP and other functional areas.

Situation Overview

As described in the Marysville CEMP Basic Plan, the City may experience a variety of hazards which may necessitate the response of the Department outside the scope of normal operations or with the potential to exceed normal capabilities of the City. The Department has an essential role in all phases of emergency management as it relates to these hazards.

Concept of Operations

The Department Director, or designee, directs the emergency management activities of the Department under the direction of the Mayor or Chief Administrative Officer and in coordination with the Emergency Manager.

Roles and Responsibilities

The tables below list some of the roles and responsibilities the Department may have in an emergency or disaster. This list is not meant to be comprehensive but is intended to give an idea of what type of involvement the Department might have.

Functional Area	Roles and Responsibilities
Basic Plan	<ul style="list-style-type: none"> • Provide EOC staff as appropriate • Coordinate with legal and law enforcement to maintain critical and required aspects of court proceedings • Provide staffing and facility use as appropriate

Community Lifelines

Community Lifelines are fundamental services that enable the continuous operation of critical government and business functions and are essential to human health and safety and economic security. Assessing and monitoring the condition of these lifelines can assist in decision making throughout an incident.

Relevant Community Lifeline Components for this Department
<ul style="list-style-type: none"> • Safety and Security <ul style="list-style-type: none"> ○ Government Services

Core Capabilities

Core Capabilities describe the ways that the City can stabilize and re-establish community lifelines. See the Core Capability Critical Tasks and Department Responsibilities table (Appendix A in the CEMP Basic Plan) for a list of related critical tasks for this department.

Organization

During emergency operations, the Marysville Emergency Operations Center (EOC) will operate with a hybrid ICS-like/departamental structure. For minor emergencies (ex. monitoring/level III EOC activations) the City and departments will likely maintain their day-to-day structures. For larger

incidents or activations of the EOC, the ICS-like structure is used to coordinate support for the incident and field personnel.

Emergency Support Function (ESF) Reference

Some agencies, like Snohomish County, use ESFs to organize their efforts. While Marysville does not use them, it is important to understand where a department fits within the ESF structure when interacting with other agencies that do use it. The table below lists the ESF(s) that are likely to relate to the Department.

Emergency Support Function	Primary Tasks (not all inclusive)	City Department
ESF 13 Public Safety	<ul style="list-style-type: none"> • Law Enforcement, public safety, and security support • Support to access, traffic, and crowd control 	Police, Municipal Court

Direction, Control, and Coordination

The plans and planning efforts of the Department should be integrated horizontally with other City departments as well as vertically with federal, state, regional, tribal, neighboring local, and private sector/non-governmental agencies.

Information Collection, Analysis, and Dissemination

The Department will collect information related to the incident, especially as it relates to their associated Community Lifelines. It will be shared based on departmental processes and reported to the Emergency Operations Center when activated. Department staff may be involved in analyzing information to guide priorities and objectives. Reported information will be disseminated via situation reports from the EOC or directly to relevant parties if necessary.

Resource Requirements

Resource requirements are dependent on the incident, its location, duration, and impacts. The resources needed to support incident management may include (but is not limited to):

- Personnel for court proceedings and security
- Connection to relevant local, regional, state, and federal agencies

Authorities and References

Marysville Municipal Code Chapter 2.24 – Municipal Court and Municipal Court Judge

Parks, Culture, and Recreation

Purpose

The Comprehensive Emergency Management Plan (CEMP) provides a framework for how the City will conduct emergency management functions. This annex provides information specific to the Parks, Culture, and Recreation department (the Department) as it relates to the CEMP and other functional areas.

Situation Overview

As described in the Marysville CEMP Basic Plan, the City may experience a variety of hazards which may necessitate the response of the Department outside the scope of normal operations or with the potential to exceed normal capabilities of the City. The Department has an essential role in all phases of emergency management as it relates to these hazards.

Concept of Operations

The Department Director, or designee, directs the emergency management activities of the Department under the direction of the Mayor or Chief Administrative Officer and in coordination with the Emergency Manager.

Roles and Responsibilities

The tables below list some of the roles and responsibilities the Department may have in an emergency or disaster. This list is not meant to be comprehensive but is intended to give an idea of what type of involvement the Department might have.

Functional Area	Roles and Responsibilities
Basic Plan	<ul style="list-style-type: none"> • Provide EOC staff as appropriate • Coordinate the use of Parks facilities for emergency management functions • Coordinate shelter activities for City-operated shelters and assist shelter operations of external agencies • Assist in mass care activities to provide services and supplies for the public • Support donations management activities
Evacuation	Supporting Role <ul style="list-style-type: none"> • Sheltering coordination for evacuees
Mass Care	Primary Role <ul style="list-style-type: none"> • Coordinate shelter activities (including shelter operations; facility set up; food, water, hygiene, etc.) Secondary Role <ul style="list-style-type: none"> • Support reunification activities and family and friends reception centers • Support Community Points of Distribution through use of Parks facilities, coordination, or staffing
Emergency Volunteers	Supporting Role <ul style="list-style-type: none"> • Support Volunteer Reception Center • Assist with deployment of Parks volunteers

Community Lifelines

Community Lifelines are fundamental services that enable the continuous operation of critical government and business functions and are essential to human health and safety and economic security. Assessing and monitoring the condition of these lifelines can assist in decision making throughout an incident.

Relevant Community Lifeline Components for this Department
<ul style="list-style-type: none"> • Safety and Security <ul style="list-style-type: none"> ○ Government Services • Food, Hydration, Shelter <ul style="list-style-type: none"> ○ Shelter

Core Capabilities

Core Capabilities describe the ways that the City can stabilize and re-establish community lifelines. See the Core Capability Critical Tasks and Department Responsibilities table (Appendix A in the CEMP Basic Plan) for a list of related critical tasks for this department.

Organization

During emergency operations, the Marysville Emergency Operations Center (EOC) will operate with a hybrid ICS-like/departmental structure. For minor emergencies (ex. monitoring/level III EOC activations) the City and departments will likely maintain their day-to-day structures. For larger incidents or activations of the EOC, the ICS-like structure is used to coordinate support for the incident and field personnel.

Emergency Support Function (ESF) Reference

Some agencies, like Snohomish County, use ESFs to organize their efforts. While Marysville does not use them, it is important to understand where a department fits within the ESF structure when interacting with other agencies that do use it. The table below lists the ESF(s) that are likely to relate to the Department.

Emergency Support Function	Primary Tasks (not all inclusive)	City Department
ESF 6 Mass Care, Housing, and Human Services	<ul style="list-style-type: none"> • Mass Care (non-medical), feeding, and sheltering of persons displaced by a disaster • Emergency assistance including registration, tracking and reunification of families, support to medical shelters, coordination of donated goods & services, and coordination of voluntary agency assistance • Disaster housing assistance. Human services - crises counseling, special needs case management, referral to state and federal assistance programs • Community and Volunteer organization coordination (equivalent to Snohomish County Organizations Active in Readiness, Resilience, Response and Recovery – SOAR4) 	Parks, Culture, and Recreation
ESF 7 Logistics & Resource	<ul style="list-style-type: none"> • Support provision of logistic support to include facility space, equipment, supplies, and contracting 	Finance, IS, various departments

Direction, Control, and Coordination

The plans and planning efforts of the Department should be integrated horizontally with other City departments as well as vertically with federal, state, regional, tribal, neighboring local, and private sector/non-governmental agencies.

Information Collection, Analysis, and Dissemination

The Department will collect information related to the incident, especially as it relates to their associated Community Lifelines. It will be shared based on departmental processes and reported to the Emergency Operations Center when activated. Department staff may be involved in analyzing information to guide priorities and objectives. Reported information will be disseminated via situation reports from the EOC or directly to relevant parties if necessary.

Resource Requirements

Resource requirements are dependent on the incident, its location, duration, and impacts. The resources needed to support incident management may include (but is not limited to):

- Facilities, personnel, and supplies to care for people and animals
- Connection to relevant local, regional, state, and federal agencies

Authorities and References

Marysville Municipal Code Chapter 22C.290 – Emergency Housing and Shelters

RCW 49.60 - Discrimination – Human Rights Commission

Public Law 109-308 - Pets Evacuation and Transportation Standards (PETS) Act

Public Law 110-325 - The ADA Amendments Act of 2008

Public Law 93-112 – The Rehabilitation Act of 1973

Red Cross Sheltering Shelter Operations Workbook

FEMA P-785 Shelter Field Guide

Police

Purpose

The Comprehensive Emergency Management Plan (CEMP) provides a framework for how the City will conduct emergency management functions. This annex provides information specific to the Police department (the Department) as it relates to the CEMP and other functional areas.

Situation Overview

As described in the Marysville CEMP Basic Plan, the City may experience a variety of hazards which may necessitate the response of the Department outside the scope of normal operations or with the potential to exceed normal capabilities of the City. The Department has an essential role in all phases of emergency management as it relates to these hazards.

Concept of Operations

The Department Director, or designee, directs the emergency management activities of the Department under the direction of the Mayor or Chief Administrative Officer and in coordination with the Emergency Manager.

Roles and Responsibilities

The tables below list some of the roles and responsibilities the Department may have in an emergency or disaster. This list is not meant to be comprehensive but is intended to give an idea of what type of involvement the Department might have.

Functional Area	Roles and Responsibilities
Basic Plan	<ul style="list-style-type: none"> • Provide EOC staff as appropriate • Conduct law enforcement operations in all mission areas • Provide command and control for field operations through established Incident Command Posts as appropriate • Lead or support active assailant, mass casualty, or mass fatality incidents • Provide guidance for emergency traffic control and maintain site security of critical facilities or response areas • Direct or support evacuation efforts as appropriate • Provide support in the dissemination of emergency warning information to the public • Maintains operations at the Marysville jail
Evacuation	<p>Primary Role</p> <ul style="list-style-type: none"> • Issue evacuation orders. An evacuation order can be issued by the Mayor, Police Chief, Fire Chief, Emergency Operations Center (if activated), or on-scene Incident Commander • Identify evacuation routes and provide temporary traffic control measures • Provide site security to evacuated areas (including controlling re-entry) and sheltering/reunification locations <p>Supporting Role</p> <ul style="list-style-type: none"> • Provide assistance with public information on evacuations
Mass Care	<p>Primary Role</p> <ul style="list-style-type: none"> • Provide site security at shelter, CPOD, or reunification locations

Functional Area	Roles and Responsibilities
	<ul style="list-style-type: none"> • Establish traffic plans and provide temporary traffic control in and around mass care sites
<p>Emergency Volunteers</p>	<p>Supporting Role</p> <ul style="list-style-type: none"> • Provide site security and/or temporary traffic control at volunteer reception center • Provide assignments and guidance to volunteers as needed • Advise on screening process for volunteers in law enforcement-related activities

Community Lifelines

Community Lifelines are fundamental services that enable the continuous operation of critical government and business functions and are essential to human health and safety and economic security. Assessing and monitoring the condition of these lifelines can assist in decision making throughout an incident.

Relevant Community Lifeline Components for this Department
<ul style="list-style-type: none"> • Safety and Security <ul style="list-style-type: none"> ○ Law Enforcement/Security ○ Government Services ○ Community Safety • Communications <ul style="list-style-type: none"> ○ Responder Communications

Core Capabilities

Core Capabilities describe the ways that the City can stabilize and re-establish community lifelines. See the Core Capability Critical Tasks and Department Responsibilities table (Appendix A in the CEMP Basic Plan) for a list of related critical tasks for this department.

Organization

During emergency operations, the Marysville Emergency Operations Center (EOC) will operate with a hybrid ICS-like/departmental structure. For minor emergencies (ex. monitoring/level III EOC activations) the City and departments will likely maintain their day-to-day structures. For larger incidents or activations of the EOC, the ICS-like structure is used to coordinate support for the incident and field personnel.

Emergency Support Function (ESF) Reference

Some agencies, like Snohomish County, use ESFs to organize their efforts. While Marysville does not use them, it is important to understand where a department fits within the ESF structure when interacting with other agencies that do use it. The table below lists the ESF(s) that are likely to relate to the Department.

Emergency Support Function	Primary Tasks (not all inclusive)	City Department
ESF 13 Public Safety	<ul style="list-style-type: none"> • Law Enforcement, public safety, and security support • Support to access, traffic, and crowd control 	Police, Municipal Court
ESF 7 Logistics & Resource	<ul style="list-style-type: none"> • Support provision of logistic support to include facility space, equipment, supplies, and contracting 	Finance, IS, various departments

Direction, Control, and Coordination

The plans and planning efforts of the Department should be integrated horizontally with other City departments as well as vertically with federal, state, regional, tribal, neighboring local, and private sector/non-governmental agencies.

Information Collection, Analysis, and Dissemination

The Department will collect information related to the incident, especially as it relates to their associated Community Lifelines. It will be shared based on departmental processes and reported to the Emergency Operations Center when activated. Department staff may be involved in analyzing information to guide priorities and objectives. Reported information will be disseminated via situation reports from the EOC or directly to relevant parties if necessary.

Resource Requirements

Resource requirements are dependent on the incident, its location, duration, and impacts. The resources needed to support incident management may include (but is not limited to):

- Law enforcement officers and support staff
- Equipment, supplies, communications tools, and vehicles
- Training and exercises
- Connection to relevant local, regional, state, and federal agencies

Authorities and References

Marysville Municipal Code Chapter 2.45 – Jail/Correctional Facilities

Marysville Municipal Code Chapter 2.48 – Police Department

Marysville Police Policy

RCW 39.34 – Interlocal Cooperation Act

RCW 10.93 - Washington Mutual Aid Peace Officers Act

WAC 139-05 – Law Enforcement

Tri-County CCTA Model Procedure - Scenes of Violence

Public Works

Purpose

The Comprehensive Emergency Management Plan (CEMP) provides a framework for how the City will conduct emergency management functions. This annex provides information specific to the Public Works department (the Department) as it relates to the CEMP and other functional areas.

Situation Overview

As described in the Marysville CEMP Basic Plan, the City may experience a variety of hazards which may necessitate the response of the Department outside the scope of normal operations or with the potential to exceed normal capabilities of the City. The Department has an essential role in all phases of emergency management as it relates to these hazards.

Concept of Operations

The Department Director, or designee, directs the emergency management activities of the Department under the direction of the Mayor or Chief Administrative Officer and in coordination with the Emergency Manager.

Roles and Responsibilities

The tables below list some of the roles and responsibilities the Department may have in an emergency or disaster. This list is not meant to be comprehensive but is intended to give an idea of what type of involvement the Department might have.

Functional Area	Roles and Responsibilities
Basic Plan	<ul style="list-style-type: none"> • Provide EOC staff as appropriate • Maintain transportation infrastructure and designate emergency traffic routes • Maintain operations of and implement repairs to water, storm, and sewer systems • Conduct debris removal activities • Provide traffic control personnel and equipment as needed • Maintain and/or provide vehicles, equipment, and operators to assist in emergency situations • Provide support to evacuation planning and operations • Assist with traffic control for incident locations and key facilities • Coordinate and conduct damage assessments and inspections
Evacuation	<p>Primary Role</p> <ul style="list-style-type: none"> • Identify evacuation routes and provide traffic control measures (signage, barricades, etc.) <p>Supporting Role</p> <ul style="list-style-type: none"> • Support site security for the evacuated areas
Mass Care	<p>Primary Role</p> <ul style="list-style-type: none"> • Establish traffic plans and provide temporary traffic control in and around mass care sites
Emergency Volunteers	<p>Supporting Role</p> <ul style="list-style-type: none"> • Provide temporary traffic control measures at volunteer reception center • Provide assignments and guidance to volunteers as needed

Community Lifelines

Community Lifelines are fundamental services that enable the continuous operation of critical government and business functions and are essential to human health and safety and economic security. Assessing and monitoring the condition of these lifelines can assist in decision making throughout an incident.

Relevant Community Lifeline Components for this Department
<ul style="list-style-type: none"> • Safety and Security <ul style="list-style-type: none"> ○ Government Services ○ Community Safety • Food, Hydration, Shelter <ul style="list-style-type: none"> ○ Hydration • Energy (Power/Fuel) <ul style="list-style-type: none"> ○ Fuel • Transportation <ul style="list-style-type: none"> ○ Highway/Roadway ○ Mass Transit (roadway accessibility) • Water Systems <ul style="list-style-type: none"> ○ Potable Water Infrastructure ○ Wastewater Management

Core Capabilities

Core Capabilities describe the ways that the City can stabilize and re-establish community lifelines. See the Core Capability Critical Tasks and Department Responsibilities table (Appendix A in the CEMP Basic Plan) for a list of related critical tasks for this department.

Organization

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Emergency Support Function (ESF) Reference

Some agencies, like Snohomish County, use ESFs to organize their efforts. While Marysville does not use them, it is important to understand where a department fits within the ESF structure when interacting with other agencies that do use it. The table below lists the ESF(s) that are likely to relate to the Department.

Emergency Support Function	Primary Tasks (not all inclusive)	City Department
ESF 1 Transportation	<ul style="list-style-type: none"> • Monitor, assess, and report the status of transportation systems and infrastructures • Coordinate temporary alternative transportation solutions • Coordinate restoration and recovery of transportation systems and infrastructures 	Public Works

Emergency Support Function	Primary Tasks (not all inclusive)	City Department
ESF 3 Public Works & Engineering	<ul style="list-style-type: none"> • Infrastructure protection, emergency repair, and restoration • Debris / solid waste management • Engineering services and flood fighting operations 	Public Works
ESF 7 Logistics & Resource	<ul style="list-style-type: none"> • Support provision of logistic support to include facility space, equipment, supplies, and contracting 	Finance, IS, various departments
ESF 11 Agriculture & Natural Resources	<ul style="list-style-type: none"> • Nutritional assistance • Animal and plant disease and pest response • Food safety and security • Protection of natural and cultural resources and historic properties • Safety and well-being of household pets 	Public Works, Community Development
ESF 12 Utilities	<ul style="list-style-type: none"> • Energy and utility sector coordination • Assessment, repair, and restoration of energy and public utilities 	Public Works

Direction, Control, and Coordination

The plans and planning efforts of the Department should be integrated horizontally with other City departments as well as vertically with federal, state, regional, tribal, neighboring local, and private sector/non-governmental agencies.

Information Collection, Analysis, and Dissemination

The Department will collect information related to the incident, especially as it relates to their associated Community Lifelines. It will be shared based on departmental processes and reported to the Emergency Operations Center when activated. Department staff may be involved in analyzing information to guide priorities and objectives. Reported information will be disseminated via situation reports from the EOC or directly to relevant parties if necessary.

Resource Requirements

Resource requirements are dependent on the incident, its location, duration, and impacts. The resources needed to support incident management may include (but is not limited to):

- Staffing with appropriate qualifications and training
- Equipment and supplies for protection of and repair of utilities and infrastructure
- Connection to relevant local, regional, state, and federal agencies

Authorities and References

Marysville Municipal Code Title 14 – Water and Sewers

Marysville Municipal Code Title 22E – Environmental Standards

RCW Title 80 – Public Utilities

WAC Title 480 – Water Companies

America’s Water Infrastructure Act (AWIA)

Safe Drinking Water Act

Debris Management Plan

Water Comprehensive Plan

Sewer Comprehensive Plan

Surface Water Comprehensive Plan