

**KING COUNTY, WASHINGTON  
EMERGENCY MANAGEMENT PLAN  
EMERGENCY SUPPORT FUNCTION 30  
FACILITIES**

**PRIMARY AGENCIES** King County Department of Executive Services, Facilities Management Division  
King County Department of Development & Environmental Services (DDES)

**SUPPORTING AGENCIES** King County Department of Transportation  
King County Department of Natural Resources & Parks, Wastewater Treatment Division (DNRP-WTD)  
King County Department of Natural Resources and Parks, Water and Land Resource Division (DNRP-WRLD)  
EOC Registered, Volunteer Inspectors – AIA and SEAW

**I. INTRODUCTION**

**A. Purpose**

The purpose of Emergency Support Function 30 (ESF 30) is to outline the county's emergency responsibilities for:

1. County-owned or county-occupied buildings, facilities and structures,
2. Emergency safety inspection of structures in unincorporated King County,
3. Regional coordination of emergency structural inspection resources.

**B. Scope and Limitations**

**Scope**

This ESF outlines King County's emergency management responsibilities for County owned or leased facilities and structures. As there are 39 cities in King County that each have direct responsibility over the safety and inspection of structures and facilities in their jurisdiction, the county has only direct responsibility for emergency structure inspection in unincorporated King County and for facilities that King County owns and operates. Because King County manages several pools of volunteer resources that would be deployed to all areas of the county during critical events, the county has a regional coordination role as well.

Road and bridge inspection (see ESF 1) and any site-specific emergency information for King County facilities are outside the scope of this ESF.

**Activities within the scope include:**

1. The development and adoption of mitigation measures such as building code and land use codes changes.
2. The emergency deployment of building inspection teams, including deployment thresholds, communication protocols, and inspection priorities.
3. The process that unfolds at county-owned and county-occupied facilities to determine if continued occupancy is advisable.
4. The composition, management, and deployment of volunteer emergency inspection resources, including information on how these resources will be shared among the cities in King County.

**Activities not included in this ESF include:**

1. Inspection of roads and bridges (see ESF 1 Transportation).
2. Inspection of dams and levees (see ESF 3).

**Limitations**

1. Catastrophic events may quickly overwhelm the existing county resources.
2. Adequate numbers of personnel with engineering, construction, and building inspection skills may not be available in the event area; appropriate personnel from surrounding communities or out-of-state may take days to arrive.
3. King County owns and manages facilities in many cities; cities have the primary inspection and code enforcement responsibilities unless a memorandum of understanding is established between the city and the county.
4. Compromises in the transportation infrastructure and communication outages may affect the ability to carry out building inspection.
5. The Wastewater Treatment Division is responsible only for the regional conveyance system. The local water and sewer districts are responsible for the conveyance systems within their areas of operation up to the point that they connect to the regional system.

## II. POLICIES

The Transit Design and Construction Section will assume the lead in coordinating with cities and DDES regarding damage assessment inspections for transit facilities within the appropriate jurisdiction.

## III. SITUATION

**Emergency/Disaster Conditions and Hazards**

King County will periodically experience emergency and disaster events that will necessitate inspection and safety evaluations of structures and facilities. Potential events that could compromise the integrity of structures include seismic events, explosions, volcanic events and weather events that may include high winds, snow and/or ice buildup, flooding, and slides or ground movement.

**Planning Assumptions:**

1. Access to structures and facilities in the event area will be dependent upon the establishment of ground, air and water routes. Activities related to emergency road repairs and closures, debris, snow and ice clearance will be addressed in ESF 1 (Transportation).
2. Rapid Impact Assessment (RIA, see ESF-23) of the event area will be made to determine critical response issues and emergency response priorities.
3. Response will be coordinated from Emergency Operations Centers (EOCs) in each city and the county. Information will be gathered and compiled, and emergency assistance coordinated at the EOCs.
4. Previously inspected structures may require re-evaluation if subsequent events occur after the initial event.
5. Normal means of communications may not be available; non-traditional means of communication must then be established.
6. Because government agencies may be overwhelmed by a disaster, on duty employees may be on their own for the first hours or even days after an event.
7. A spirit of volunteerism among county employees will result in persons working in job classifications not normally assigned to them.
8. During disaster response and recovery, unions may suspend some contract requirements. Any deviation from union contracts must be agreed to by the unions.
9. Influx of organized and unorganized building inspection personnel will need to be coordinated.
10. Any inspections of King County facilities in cities must be approved by and coordinated with that jurisdiction.

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

##### **A. County-owned or county-occupied buildings, facilities and structures**

###### **Mitigation:**

Property Services of the Facilities Management Division is adhering to predetermined standards for safety of King County employees who occupy leased county space. Phase I of a mitigation program has been completed, involving rapid visual screening of 37 county-owned buildings. All buildings that did not meet minimum standards went to Phase II, which involved more detailed evaluation. Buildings with captive populations or those housing critical emergency functions were evaluated to immediate occupancy standard. Other buildings were evaluated to life-safety standards. Buildings that did not meet the expected standards are now scheduled for appropriate structural retrofit. A non-structural retrofit program for seismic hazards is underway and will be completed in all county-owned facilities.

###### **Preparedness:**

Chief of Security for downtown complex and the Regional Justice Center in Kent, will continue to work with Superior Court and other tenants to modify and improve existing floor warden and evacuation planning and training. Adult and Juvenile Detention will maintain evacuation and emergency procedures separate from these efforts. Project managers are maintaining building safety inspection procedures that meet the ATC-20 and ATC-21 standards. Fire and emergency evacuation drills will be carried out semi-

annually in downtown core buildings and will be developed and practiced in outlying buildings. The Facilities Management Division will continue to complete seismic projects in accordance with the Facilities Seismic Mitigation Plan. The Property Services Division will continue to consider seismic durability when leasing facilities for county functions and will develop a plan for dealing with acquiring the space necessary for post-disaster continuity of county services.

**Response:**

The Facilities Management Division has developed a multilevel response plan which is activated when emergency events occur. Level I involves routine events and is below the threshold that involves this plan. Level II response is for events that involve only minimal disruption of normal business. Level III involves full response on the part of Facilities Management Division, to whatever degree is necessary based on the challenges that the event presents.

Emergency response will take precedence over normal daily operations. For Level II and Level III events, damage assessment will be coordinated by the work order desk during business hours. The Preventative Maintenance Coordinator will back up the Work Order Coordinator to assist in damage assessment and prioritizing repairs. During non-business hours damage assessment will be coordinated by the security staff, which has 24 hour presence at the Courthouse Complex and the Regional Justice Center. Security will begin the following: Evacuation/Security of facilities communication and response to outlying buildings or alternate sites, and emergency assistance as needed. At this time, HVAC and utilities will be shut down if necessary.

For Level III events, Duty Managers (5) will each have immediate responsibility for a sector of the county, and will oversee inspection, damage assessment and emergency repairs prioritization for the Facilities Management Division maintained buildings in their sector. Duty managers will be trained in ATC-20 procedures and will communicate during event on the 800Mhz system.

Initial building inspections will begin by Facilities Management Division staff and the Department of Development and Environmental Services (DDES). Debris clearance and emergency repairs will begin where possible to restore necessary operations. The King County Airport and other outlying facilities will be used as staging areas and shelters as needed.

The emergency activities of Facilities Management Division will be coordinated from Room 320 of the Administration Building and from Facility Security Office during events that do not compromise access to or operational functions of the Downtown core. During events that compromise downtown functions, Facilities Management Division will coordinate emergency activities from the King County Airport Administrative Offices. Facilities Management Division will develop a limited alternative communication plan to facilitate rapid assessment of the status of outlying buildings when the phone system is not operational.

In events where King County Departments are dislocated and need space to operate, Facilities Management Division will coordinate the acquisition of space for King County Government.

### **Recovery**

After initial stabilization of King County Facilities, additional Facilities Management Division personnel will report to the EOC to begin synthesizing damage reports and prioritize the projects that will be contracted and handled internally. Property Services will be the lead in acquiring temporary facilities to facilitate the restoration of vital county services. The Property Services Division will coordinate and oversee the leasing of alternate sites when necessary if operations cannot be restored in existing buildings.

## **B. Emergency Safety Inspection in Unincorporated King County**

### **Mitigation:**

To mitigate the structural losses due to seismic activity and other stresses on buildings, DDES will enforce the latest approved building code as adopted by the State of Washington and county ordinances. DDES will, through the process plan review and inspections, verify compliance of building and land use projects under construction to mitigate seismic, fire, flood, and other safety hazards. DDES recognizes and encourages the Project Impact, Seismic Retrofit Program to mitigate damage to single family homes.

### **Preparedness:**

DDES maintains a comprehensive Disaster Response Manual to address operational procedures, management, staff assignments and department facilities. The department regularly updates development regulation for disaster response. To facilitate a coordinated process for building inspection following an event, DDES uses alternative communication sources including 800mhz radios, digital pagers and local walkie-talkies when regular and cellular telephone services are not available.

The DDES plan for emergency inspection is based on the use of procedures outlined in the ATC-20 Post-earthquake Safety Evaluation of Buildings program. DDES will maintain a program of training building inspection staff in ATC-20 procedures, and will develop and test plans for utilizing non-building inspection staff to support emergency building inspection efforts.

### **Response:**

DDES leadership shall contact the EOC to get information on the size of and scope of the event and where the damage seems to be concentrated. Certain staff will report to the EOC as required. Based on the event, specific individuals identified as essential staff will report to the department. DDES inspection teams shall be contacted by cellular telephone communications, if available, so they can focus their inspection efforts on the critical facilities in the most severely effected area. In the event where communications is unavailable, inspections teams shall meet at designated remote disaster response staging areas and begin inspecting critical facilities that are outlined in the department disaster response manual.

Critical facilities include county-owned and leased facilities, hospitals, clinics, fire and police stations, schools (if in session), detention centers, communication centers, and Emergency Operations Centers.

The DDES Blackriver Building will serve as the main facility for coordinating building inspection issues. The department has coordinated with Wastewater Treatment Division to use their adjacent facility as an alternative base operation site in event that the Blackriver building cannot be occupied. DDES EOC representatives will communicate regional impacts, damage, and road closure information to the DDES Operating Center.

As trained volunteers become available, they will be assigned to a specific team. The volunteer will be provided an address where to meet and, if operable, a cellular phone number of the DDES point of contact. As inspection teams tour damaged areas, their assessment of damage will trigger requests for additional resources, if needed.

**Recovery:**

Damage caused by disaster events and the assessments of inspectors will generate inspection requests and permit services. In accordance with the department's Disaster Response Manual, operations, staffing assignments and processes will be revised to facilitate the timely demolition, repair, and reconstruction of damaged structures and land areas as well as providing for continuity of business activities necessary for maintaining a healthy economy.

DDES has developed an emergency web site to provide information to the public regarding building safety measures, emergency inspection and permitting services and an on-line damage report/inspection request page. Following an event the department will activate this web site and link it to the DDES home page.

**C. Regional Coordination of Volunteer Building Inspection Resources**

There are two groups of pre-registered volunteer building inspectors who will assist building officials in conducting inspections county-wide (the Structural Engineers Association of Washington, and A.I.A. Disaster Preparedness and Response Committee). As emergency workers, this resource is available immediately following a major event, and will be utilized until additional resources are brought into the area. EOC structures staff will be the point agency for cities in King County that request this resource. Volunteer inspectors will be allocated, deployed and tracked by EOC personnel.

**V. RESPONSIBILITIES**

**A. Primary Agencies**

**The Department of Executive Services, Facilities Management Division will:**

1. Facilitate upgrades of downtown office facilities to a standard that will allow them to be safe for occupancy after any moderate seismic event.

2. Enhance existing floor warden and support evacuation planning and training in buildings that Facilities Management Division maintains.
3. Carry out fire and emergency evacuation drills semi-annually in downtown core buildings and develop and practice drills in outlying buildings.
4. Continue to implement the Facilities Seismic Mitigation Plan.
5. Develop a disaster plan for acquiring the space necessary for post-disaster continuity of county services.
6. Develop Memorandums of Understanding with all cities that King County has critical facilities in, that clarifies the roles of the county and city regarding the emergency safety evaluation of these facilities.

**Department of Development and Environmental Services will:**

1. Evaluate and inspect structures to enforce compliance with the State building codes.
2. In order to support Facilities Management Division, DDES will make available as needed, on a priority basis established by the EOC, inspection staff for inspection of King County facilities located in downtown Seattle, other cities, and unincorporated King County.
3. Develop criteria for distribution of volunteer disaster response inspectors to damaged areas in unincorporated King County following a disaster event.
4. DDES will prioritize inspections to assess damage of to essential facilities as directed by the EOC.
5. Provide an emergency permitting & inspections program for the repair & reconstruction of damaged buildings during the recovery period.
6. Maintain records of all inspections, placards postings and emergency repair permits.
7. Collect and report finding from inspections and assessment to the EOC.

**B. Support Agencies.**

**Department of Natural Resources & Parks, Wastewater Treatment Division will:**

1. Assess the operational status and make temporary emergency repairs, bypasses or alterations to King County wastewater treatment facilities, structures and conveyances.
2. Provide resources for the permanent repair and restoration of County owned wastewater treatment facilities, structures and conveyances.

**Department of Natural Resources & Parks, Solid Waste Division will:**

1. Provide mitigation support by assessing structural earthquake integrity of Solid Waste Division facilities.
2. Train appropriate staff to conduct structural inspections.
3. Deploy engineers and staff trained in ATC-20 (post-earthquake building inspection procedures) to Solid Waste facilities for disaster inspections.
4. Complete a Construction, Demolition and Land Clearing (CDL) Recovery Plan.

**Department of Natural Resources & Parks, Water and Land Resources Division shall:**

1. Provide Flood Patrol Teams to assess the operational status of river and drainage facilities.
2. Make temporary emergency repairs to river and drainage facilities.
3. After an event, provide for restoration of County owned river drainage facilities.

**Department of Transportation will:**

1. Provide for planning, coordination and training for personnel to conduct Rapid Damage Assessment of DOT facilities using ATC-20 methods.
2. Provide coordination for repair and restoration of Transit facilities.
3. Provide support of other departments when possible.
4. Provide access to critical public facilities in unincorporated King County.
5. Provide heavy equipment necessary for operations during the response and recovery phases of an emergency.

**The Department of Executive Services (DES) will:**

1. Provide telecommunications training and services that are redundant and durable.
2. Provide emergency management planning, and response and recovery activities.

**King County Council will:**

Adopt the latest Model Building Codes at the earliest possible date to ensure that buildings constructed in King County comply with current design standards.

**VI. REFERENCES:**

- *Management Emergency Response Reference Guide* (provides materials to management and supervisors for call out, staff response, facility layouts, vendor contacts, line of succession for DNR and all Divisions within DNR and Transportation)
- *Emergency Response Quick Reference Guides for Site Attendants, Scale Operators and Truck Drivers* (provides step-by-step procedures for handling specific types of emergency situations)
- *Free Disposal Motions and Ordinances* as needed (The DNR Director or King County Executive confer with Council. Council makes the decision to pass a motion or ordinance for free disposal generally one week after an event.)
- *Solid Waste Division Transfer Stations and Landfills Operations and Maintenance Site Plans*
- *Environmental Protection Agency (EPA) Subtitle D*
- *Seattle King County Health Department Title 10*
- *Construction, Demolition and Landclearing Recovery Plan* (in development)
- *King County's Public Assistance Policies During Floods*
- *Wastewater Treatment Division Emergency Response Plan*
- *National Pollutant Discharge Elimination System (NPDES) Permits:*
  1. Alki-WA-002901-7
  2. Renton - WA-002958-1
  3. West Point - WA-002918
- Department of Development and Environmental Services "Disaster Response Manual"

**Agency Approval (Facilities Management Division): \_\_\_\_\_**



**Date Approved:** \_\_\_\_\_

**Agency Approval (DDES):** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_