

**KING COUNTY, WASHINGTON  
EMERGENCY MANAGEMENT PLAN  
EMERGENCY SUPPORT FUNCTION 5  
PLANNING**

**PRIMARY AGENCY:** King County Department of Executive Services (DES),  
Office of Emergency Management

**SECONDARY AGENCIES:** King County Government including Executive, Legislative  
and Judicial Branches

**I. INTRODUCTION**

**A. Purpose**

To collect, analyze and distribute information and data, develop incident action plans for county department response and recovery efforts, and document county government actions, damages and significant issues throughout a disaster

**B. Scope**

This ESF is applicable to all King County government organizations located in the Executive, Legislative, and Judicial branches.

**II. POLICIES**

When disasters strike, all King County Government Agencies are required to keep the Emergency Operations Center (EOC) updated as to their status of readiness, resource requirements, and situation. All agencies will provide that information to the EOC when requested.

All agencies will perform Rapid Impact Assessment and report it to the EOC in accordance with ESF-23.

**III. SITUATION**

**A. Emergency/Disaster Conditions and Hazards**

See Basic Plan

**B. Planning Assumptions**

The receipt, analysis and dissemination of accurate information is necessary to provide King County, Washington State, and Federal governments with a basis for determining priorities, needs and the availability of required resources.

Early in the event little information will be available and initial information received may be vague or inaccurate.

Communications outages may hamper the collection and dissemination of accurate disaster information.

The collection of information following a disaster will be obtained through damage and situation reports from citizens, other jurisdictions, County agencies, reports from the Joint Information Center (JIC) and media sources (radio, television, newspapers).

Information collected will provide a basis for:

- Developing and revising EOC operational objectives
- Briefing EOC representatives, policy staff, and elected officials.
- Development of EOC Incident Action Plans guiding response/recovery actions.
- Allocation of resources
- Requests for assistance and proclamations.
- Overall damage assessment.

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

##### **A. General**

Field personnel through their departments will make an initial report of disaster effects to the EOC. Information will be consolidated and evaluated in the EOC to determine response and recovery actions, plans and priorities. When required, the EOC will draft a proclamation of disaster for signature by the King County Executive, and forward a copy by facsimile to the Washington State EOC when signed.

##### **B. Organization**

The King County EOC is organized under the basic concepts of the Incident Command System (ICS). The Information and Planning section is responsible for the acquisition and evaluation of information received in the EOC. The section will collect, analyze, and report acquired information, design Incident Action Plans and conduct long range planning for the EOC as needed.

##### **C. Procedures**

All appropriate collected information will be analyzed, evaluated and made available to the EOC staff, County agencies involved in response/recovery activities, special purpose districts, cities, volunteer agencies, and state and federal organizations, as needed. Methods of dissemination will be through EOC displays, situation reports, Internet postings and email, EOC briefings, and public information outlets (JIC representatives, media sources).

All written reports generated by the EOC will be reviewed and approved by the EOC supervisor. All public information documents will be reviewed and approved by the JIC manager and incident manager.

Frequent EOC briefings will be held at announced intervals as determined by the EOC supervisor and the nature of the event. Briefings will provide all EOC participants with an assessment of current threats, a summary of county response actions, and an overview of EOC priorities.

**D. Mitigation & Preparedness Activities:**

All elements of King County Government will ensure that personnel, property and equipment are protected from the effects of disasters by complying with Paragraph V c of the Basic Plan.

**E. Response & Recovery Activities:**

All response and recovery activities are detailed in department/division procedures and SOPs, and appropriate state and federal recovery guidelines. The process for collecting and analyzing data, developing objectives and action plans, and documenting critical incident information in the EOC, is guided by the Information and Planning Standard Operating Procedures.

**V. RESPONSIBILITIES**

**A. All Elements of King County Government (Executive, Legislative, Judicial) shall:**

1. Report their situation, operational readiness, and resources required, to the King County EOC.
2. Perform Rapid Impact Assessment, and report assessment results to the EOC (see ESF-23).

**B. The EOC Incident Manager shall:** Have overall responsibility for managing King County's overall disaster information products including situation reports, rapid impact assessments, public information products, and emergency proclamations.

**C. The EOC Supervisor shall:**

1. Upon activation of the King County EOC, ensure that the Information and Planning section has appropriate staff and resources to perform its functions of data collection and reporting, information analysis, damage assessment, EOC displays, and development of emergency proclamations as needed.

2. Ensure that appropriate reports are generated and forwarded to King County Government elements, cities, special purpose districts, state and federal agencies, as required.
3. Ensure that Incident Action Plans are developed based on short term EOC operational objectives and that long range planning is conducted during major or extended incidents.

**VI. RESOURCE REQUIREMENTS:**

DES will normally provide sufficient staffing, funding, and equipment to manage the Information and Planning function in the EOC for 24/7 operations until the response and recovery phases of the disaster event are completed and deactivation of the EOC can occur. The EOC Support Team will supplement this function with staffing as needed. All county departments will contribute current, accurate information to the EOC during disasters, and may be required to assist the Information and Planning Section with personnel.

**VII. REFERENCES:**

King County CEMP, Basic Plan  
King County EOC Information and Planning Standard Operating Procedures

**VIII. TERMS AND DEFINITIONS**

See Appendix 4 to Basic Plan

**Agency Approval:**

**Date**

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**Office of Emergency Management (OEM)**

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