

# Office of Emergency Management

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<https://www.seattle.gov/emergency-management>

## Department Overview

The Office of Emergency Management (OEM) is responsible for the city-wide emergency management program. The mission of OEM is, “We partner with the community to prepare for, respond to, mitigate the impacts of, and recover from disasters.” This office has the city-wide responsibility to:

- maintain and manage the Emergency Operations Center (EOC) to ensure overall unity of effort when responding to disasters,
- manage the City’s activities related to emergency planning, preparedness, mitigation, response, and recovery operations,
- administer trainings and exercises that prepares City responders, volunteers, and the public to respond and recover from disasters, and
- seek and administer post disaster recovery costs and pre-disaster mitigation grants.

OEM also focuses substantial effort in preparing the community for disaster through public education, capability-building with community organizations, vulnerable population outreach, limited English proficiency, low income and immigrant and refugee communities. Utilizing partnerships and grant funding, OEM garners additional staffing resource support using volunteers who deliver preparedness programs, stipend paid Community Safety Ambassadors who speak multiple languages reaching Seattle’s diverse neighborhoods, and interns hired to assist with special projects.

The dedicated staff of OEM ensure the City meets the national and international Emergency Management Accreditation Program (EMAP) standards and compliance with RCW 38.52 and WAC 118. Those standards and codes require that a program effectively carry out several functions (Planning, Operations, Mitigation & Recovery, Communications, Alert and Warning, Hazard Analysis, Training & Exercises, and Community Education & Outreach) to ensure a comprehensive emergency management program. OEM maintains plans as required by City codes including the Comprehensive Emergency Management Plan, Continuity of Government, Continuity of Operations Plans, and the City’s Hazard Mitigation Plan. The Mitigation Plan keeps the City eligible for millions of dollars in federal hazard mitigation grants and staff assist in the recouping of millions of dollars in federal public assistance funds following any Federally declared disaster.

OEM personnel ensure that the EOC and those who staff it, are ready and prepared to coordinate disaster response and recovery efforts at any time. EOC operations focus on coordination of action plans, information, and any needed resources through a unity of effort. The EOC also assists elected officials and high-level managers in critical, policy-level decision making. The Mayor has the responsibility and authority through a proclamation of local emergency and certain emergency powers to use all City resources to address conditions of emergency. Pre-EOC operations are managed through the OEM’s Staff Duty Officer (SDO) program which provides a 24/7 point of contact in case of emergency for departments, agencies, Mayor, Department Directors, Council members or other stakeholders. SDOs monitor and assist in dozens of incidents every year.

There are three key groups that provide guidance and direction to the emergency management program: Disaster Management Committee, Strategic Work Group, and Emergency Executive Board. OEM engages in hundreds of interactions with various agencies every year to maintain mutual proficiency in response and recovery; for example partnerships with colleges, universities, schools both public and private, healthcare facilities, the Coast Guard, Army and Navy, Pacific Northwest National Laboratory, businesses, non-profits such as the American Red Cross, and agencies with whom the City has emergency preparedness partnerships such as Airbnb. OEM also works closely with dedicated emergency management staff housed in several departments (Human Services Department, Finance &

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Administrative Services, Department of Transportation, Parks & Recreation Department, Fire Department, Public Utilities, and City Light).

## Budget Snapshot

	2020 Actuals	2021 Adopted	2022 Proposed
<b>Department Support</b>			
General Fund Support	-	2,483,750	2,812,567
Other Funding - Operating	-	-	268,592
<b>Total Operations</b>	-	<b>2,483,750</b>	<b>3,081,159</b>
<b>Total Appropriations</b>	-	<b>2,483,750</b>	<b>3,081,159</b>
Full-Time Equivalents Total*	-	15.00	15.00

\* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here

## Budget Overview

The 2022 Proposed Budget builds on OEM's first year of operation in 2021 by fully funding a Finance and Grants Manager. This position will help operate finance, accounting, budget, contracting, and grant management activities to support OEM's mission of providing emergency management services to the city.

The Proposed Budget also allocates Coronavirus Local Fiscal Recovery (CLFR) funds to OEM as part of Seattle Rescue Plan 3 (SRP3). These funds will help OEM manage FEMA Public Assistance funding applications, which is essential to the emergency response work of the City. See the Seattle Rescue Plan section of this 2022 Budget Book for more on SRP3.

## Incremental Budget Changes

### Office of Emergency Management

	Dollars	FTE
<b>2021 Adopted Budget</b>	<b>2,483,750</b>	<b>15.00</b>
<b>Baseline</b>		
Baseline Adjustments for Personnel Costs	64,716	-
Citywide Adjustments for Standard Cost Changes	197,403	-
<b>Proposed Operating</b>		
Add Funding for Finance and Grants Management Position	66,698	-
Add Internal Federal Funds Project Staffing	268,592	-

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## Proposed Technical

Revenue Adjustments	-	-
<b>Total Incremental Changes</b>	<b>\$597,409</b>	<b>-</b>
<b>Total 2022 Proposed Budget</b>	<b>\$3,081,159</b>	<b>15.00</b>

## Description of Incremental Budget Changes

### Baseline

#### Baseline Adjustments for Personnel Costs

Expenditures \$64,716

This centrally administered change adjusts appropriations to restore the annual wage increase for non-represented Executives, Managers and Strategic Advisors, which was forgone in 2021 due to financial constraints.

#### Citywide Adjustments for Standard Cost Changes

Expenditures \$197,403

Citywide technical adjustments made in the baseline phase reflect changes to internal services costs, including rates from the Department of Finance & Administrative Services, Seattle Information Technology Department, Seattle Department of Human Resources, and for healthcare, retirement and industrial insurance charges for the department. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

### Proposed Operating

#### Add Funding for Finance and Grants Management Position

Expenditures \$66,698

This ongoing funding fully covers the new Finance Manager position added in 2021 when OEM was moved out of the Seattle Police Department and became an independent small department.

#### Add Internal Federal Funds Project Staffing

Expenditures \$268,592

This change request provides \$268,592 Coronavirus Local Fiscal Recovery (CLFR) funds to OEM to cover payroll and benefits of employees corresponding to time spent on administrative purposes necessary to address FEMA COVID recovery work.

### Proposed Technical

#### Revenue Adjustments

Revenues \$1,667,758

This is a technical adjustment to align base revenues with forecast revenues for the 2022 Budget. Revenues in this department are General Fund cost recovery for central services provided by this department and charged to the six-funds.

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## Expenditure Overview

	2020 Actuals	2021 Adopted	2022 Proposed
<b>Appropriations</b>			
<b>OEM - BO-EP-10000 - Office of Emergency Management</b>			
00100 - General Fund	-	2,483,750	2,812,567
14000 - Coronavirus Local Fiscal Recovery Fund	-	-	268,592
<b>Total for BSL: BO-EP-10000</b>	-	<b>2,483,750</b>	<b>3,081,159</b>
<b>Department Total</b>	-	<b>2,483,750</b>	<b>3,081,159</b>
<b>Department Full-Time Equivalents Total*</b>	-	<b>15.00</b>	<b>15.00</b>

*\* FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Human Resources Director actions outside of the budget process may not be detailed here*

## Budget Summary by Fund Office of Emergency Management

	2020 Actuals	2021 Adopted	2022 Proposed
00100 - General Fund	-	2,483,750	2,812,567
14000 - Coronavirus Local Fiscal Recovery Fund	-	-	268,592
<b>Budget Totals for OEM</b>	-	<b>2,483,750</b>	<b>3,081,159</b>

## Revenue Overview

### 2022 Estimated Revenues

Account Code	Account Name	2020 Actuals	2021 Adopted	2022 Proposed
341900	General Government-Other Rev	-	-	1,667,758
<b>Total Revenues for: 00100 - General Fund</b>		-	-	<b>1,667,758</b>
<b>Total OEM Resources</b>		-	-	<b>1,667,758</b>

# Office of Emergency Management

## Appropriations by Budget Summary Level and Program

**OEM - BO-EP-10000 - Office of Emergency Management**

The purpose of the Office of Emergency Management Budget Summary Level is to manage citywide emergency planning, hazard mitigation, disaster response and recovery coordination, community preparedness, and internal and external partnership building.

<b>Program Expenditures</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	<b>Actuals</b>	<b>Adopted</b>	<b>Proposed</b>
Office of Emergency Management	-	2,483,750	3,081,159
<b>Total</b>	-	<b>2,483,750</b>	<b>3,081,159</b>
Full-time Equivalents Total*	-	15.00	15.00

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