

## **EMERGENCY SUPPORT FUNCTION #3 - *Public Works and Engineering***

### **PRIMARY DEPARTMENT:**

*Seattle Public Utilities*

### **ESF COORDINATOR:**

*Seattle Public Utilities*

### **SUPPORT DEPARTMENTS AND AGENCIES:**

Seattle District, U.S. Army Corps of Engineers (USACE)

King County, Solid Waste

King County, Dept of Natural Resources (KCDNR)

## **I. INTRODUCTION**

### **A. Purpose**

The main purpose of Emergency Support Function 3 (ESF-3) is to provide disaster response and recovery activities in the areas of Utilities (potable, waste and drainage water) Engineering, and parks facilities and services. Emergency support is provided by city departments and by public and private agencies. Together, city departments and supporting agencies coordinate planning, resources and capabilities to enhance the City's ability to prepare for, respond to and recover from a natural or human caused emergency or disaster.

### **B. Scope**

This document applies to all primary and support agencies. City departments and their supporting agencies respond to day-to-day emergencies and large-scale disasters affecting buildings, city parks, roads and bridges; water, storm water and wastewater sewer systems; the local power grid; and natural gas, electric, and steam service. City departments and partner agencies/companies give a wide perspective and provide the city's emergency liaisons the ability to coordinate response and recovery activity with County, State and private responders.

### **ESF-3 Public Works, Engineering and Parks**

#### **Seattle Public Utilities**

- Water and wastewater system assessment, restoration and repair
- Potable water distribution services
- Maintain water pressure for fire protection
- Coordinate debris management plan
- Construction management services in support of other departments
- Slope stabilization
- Dam/ reservoir failure plans for SPU facilities
- Flood and run-off control for SPU structures
- Customer service call center

#### **Department of Planning and Development**

- Provide ATC-20 Training to City Departments and qualified volunteers

- ATC-20 Hazard Assessment of damaged buildings (tagging and retagging) utilizing City staff and qualified & certified volunteers
- Permits – demolition, land use, construction (including damage repair, cribbing and shoring of damaged buildings)

### **Seattle Parks & Recreation Department**

- Facilities systems maintenance and repair
- Fencing maintenance and repair
- Slope stabilization
- Tree removal
- Recruit and train volunteers from City staff and from the community to support Parks Department functions as appropriate.

### **Support Agencies:**

Agencies and companies pledged to support the City through ESF-3, (e.g. US Army Corps of Engineers, KC-DNRP etc.) are expected to have plans in place, such that following a major disaster, they can promptly restore their primary service; and support tasking by SPU/ESF-3 (See: IV. Planning Assumptions, and VIII Response Activity – Support Agencies)

Each department is responsible for facilitating effective relationships with those “supporting agencies” identified on Page 10 “ESFs, Departments, and Supporting Agencies.” This should include contact names (including title, phone, e-mail address, etc). Department liaison is encouraged to insure supporting agencies have emergency preparedness plans developed to a level compatible with departmental emergency preparedness plans.

### **C. Coordination among ESFs 1, 3, 12:**

Prior Public Works annexes have jointly included Transportation (ESF-1) and Energy (ESF-12) as they have overlapping and complementary missions to respond to emergencies which impact critical infrastructure systems.

ESF-1 & 12 agencies have plans in place and are the lead agencies according to their respective annexes.

Experience has demonstrated that most large scale emergencies and disasters require closely coordinated responses from the City Departments that constitute ESFs 1, 3, & 12. Therefore, City Department Directors for the three ESFs have agreed to coordinate their efforts wherever possible. By consensus among the City Departments that make up ESFs 1, 3, & 12, a lead “Coordinator” will be identified from one of the departments. In addition, each of the remaining departments will designate an individual to serve as “Coordinator Backup.” Priority of backup coordinators (i.e. first backup, second backup, etc) will be determined by the designated Lead Coordinator. Names and emergency contact information will be provided to Seattle Office of Emergency Management.

The Lead Coordinator may delegate the Coordinator role to another agency or department representative when appropriate and with the concurrence of the acting EOC Director.

The City’s EOC Director may determine which department has the “lead role” in responding to a given event. Within SPU/ESF-3, the Coordinator and department representatives may agree

among themselves to shift the lead, as circumstances warrant, throughout the course of an emergency.

In concert with department EOC representatives, the Coordinator will request EOC coverage as needed based on the scope and needs of the event.

## **II. POLICIES – See Page 4, Seattle Disaster Readiness and Response Plan**

### **III. EMERGENCY DISASTER CONDITIONS AND HAZARDS**

A large-scale disaster or wide spread emergency will severely tax City departments and will require teamwork and practiced coordination of services for an effective and safe response and prompt recovery. Seattle’s Office of Emergency Management has conducted a hazards assessment for the City (*Seattle Hazard Identification and Vulnerability Analysis*). This analysis is the basis for emergency planning in this document.

Damage to water, drainage/wastewater systems may force large-scale water distribution, and severely limit fire fighting capabilities. Parks may have to respond by providing staging and/or sheltering facilities. Seismic or otherwise inflicted damage to buildings and attendant evaluations and tagging may cause significant interruption to both private enterprise and city services. (ESF-3)

Infrastructure systems are interrelated and interdependent; therefore planning and response are mutually dependant.

Infrastructure damage to transportation facilities such as roads, bridges, and traffic signals may isolate sections of the City and limit emergency access to repair SPU’s systems. (Jointly managed between ESF-1 and ESF-3)

Widespread loss of electric power will cause disruptions to water and drainage pumping and control. (Jointly managed between ESF-12 and ESF-3)

Disaster response and recovery efforts may exhaust departmental resources and require county, state, and/or federal assistance to obtain supplemental assets.

### **IV. PLANNING ASSUMPTIONS**

- Water, drainage, debris removal, and assurance of structure integrity will be high priority objectives following any major disaster.
- Primary and support agencies for ESF-3 will operate autonomously, under their own authorities as applicable. In addition, they will address needs and tasks received via their representative to the EOC (EOC Liaison), and through the SPU/ESF-3 Liaison per the City’s DRRP.
- Upon mobilization by the City EOC, SPU/ESF-3 will promptly activate their Department Operating Center (DOC) and provide staffing appropriate to support the efficient provision of services.
- Primary and support agencies should maintain accurate, current inventories of key assets (vehicles, radios, pumps, generators, etc.) and have a practiced method of tracking asset availability throughout a disaster.
- Each support agency should have in place an emergency response and recovery plan which supports the City’s DRRP, consistent with The National Incident Management Plan, and is sufficient to insure the department or agency can provide its essential services and support its ESF.

- The SPU/ESF-3 department liaison, and alternates, should have personal preparedness plans in place such that they can report to the EOC within one hour of mobilization.
- In most cases, adequate numbers of personnel with engineering and construction skills and construction equipment will be available from City department staff. Regional contractors may be used to supplement response and recovery activities, subject to applicable contracts and regulations. However, under extreme conditions there may be a significant competition in obtaining these services.
- Response time will likely be slowed. ESFs 1, 3, & 12 constituent departments are often “first responders” for transportation incidents, power outages, water main breaks, landslides, and other frequent and typical emergencies. The need to conduct “field size-ups” after a disaster event will slow a departments’ initial response. Faced with requests for services routed through the EOC as well as other potentially competing demands for assistance, department control centers will need to prioritize disaster response efforts. Department response to lower priority requests, therefore, may be substantially delayed.
- A significant portion of a department’s workers may be directly affected by the disaster. Some may be unable to report for work for an extended period, (possibly three days or longer). Under some conditions, the work tasks and schedules of some employees may be altered.

## **V. CONCEPT OF OPERATIONS**

### **A. General**

The City EOC will contact the Lead Coordinator, who will then mobilize ESF-1, 3, & 12 department designated emergency liaisons as the event demands. Department liaisons will activate/notify their DOC, assign department resources to the EOC as required, and insure the department’s damage assessments and disaster response activity are carried out and reported to the EOC. DOCs will prioritize their response efforts and produce timely and regular “Size-up Summary Reports” to their ESF Liaison.

The Coordinator and Department EOC Liaison will meet regularly at the City EOC to evaluate and consolidate the Size-up Summary Reports, coordinate response activity, allocate resources, and develop timely and regular ESF Action Plans for submission to the EOC Planning Section.

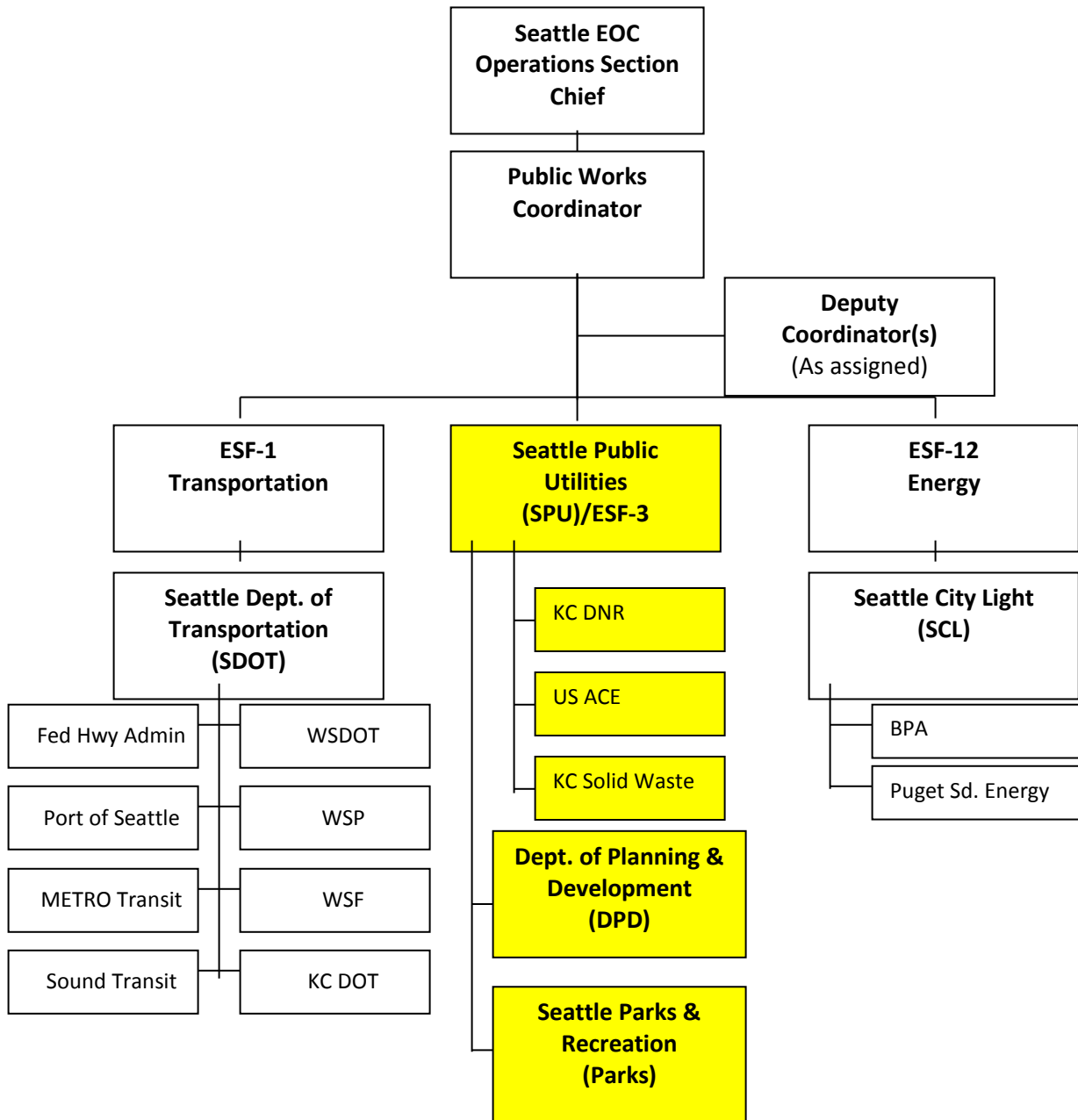
The Coordinator will receive and review the City’s “Consolidated Action Plan,” and distribute it to each of the ESFs and their Department EOC representatives. Each Department EOC representative will ensure the Plan is relayed to their agency/department and that it is integrated into the departments’ response work schedule. Completed activity is reported in each department’s next Size-up Summary Report.

### **B. ESF Organization**

Each city department has named an Department Liaison (and at least three trained back-up Liaisons) to represent the department within their ESF organization. Each city department is expected to have depth at the Department Liaison position sufficient to cover extended operations (often exceeding 24 hours).

The SPU/ESF-3 Department Liaison conveys requests for SPU/ESF-3 resources to and from the SPU DOC under the City's Consolidated Action Plan. The SPU DOC will prioritize resources according to internal priorities coordinated with other City priorities.

**ESFs 1, 3, & 12 – Departments and Supporting Agencies**



1. Departments to have at least “3-deep” coverage at Department Liaison position.
2. Departmental Operations Control Centers to maintain liaison with utilities on routine basis.
3. City EOC to maintain current call-out lists.

### **C. Procedures**

The Public Works ESF Coordinator shall mobilize Department Liaisons as appropriate to the event(s), if OEM has not already done so.

Upon call-up by OEM or the Public Works ESF Coordinator, designated Department EOC Liaison will report to the City EOC for initial briefings and organization. Each Department EOC Liaison will then insure their department management and DOC personnel are apprised of conditions and insure DOC personnel receive a copy of the “Consolidated Action Plan” as it is developed and modified.

In the event the EOC Director determines that one of the City public works departments has the greatest priorities related to a given event, the Public Works ESF Coordinator will assign departmental “lead” within ESFs 1, 3, or 12 as appropriate.

Each city department and outside support agency shall adhere to mobilization and response procedures set forth in its respective Disaster Response & Recovery Plan.

### **D. Departmental responsibilities**

- Insure Department is in compliance with Mayoral Executive Order No. 02-05 and any subsequent executive orders/requirements
- Notify/activate department’s DOC when appropriate
- DOC is to provide data to EOC through WebEOC per Appendix I of *The Seattle Disaster Readiness & Response Plan*.
- Assign Incident Commander if department is “lead agency” or a senior department representative if incident is being managed by “Unified Command.”
- Initiate departmental cost tracking in keeping with each department’s procedures.
- Conduct damage assessment in keeping with department’s Disaster Response & Recovery Plan
- Mobilize department resources and track resource availability.
- Submit timely and regular Size-up Summary Reports to provide emergency managers and city officials with factual information, valid assessments, and appropriate recommendations.
- Ensure adequate supplies, equipment, sustenance, sanitation facilities accommodations, etc. are made available to DOC, response and recovery personnel.
- Develop and implement a sustainable work schedule.
- Integrate tasks received via City’s Consolidated Action Plan into the department’s response & recovery work.
- Reconstitute damaged capabilities and resources.

### **E. Public Works ESF Coordinator (if designated within SPU/ESF-3)**

- Respond to EOC when called, or self-respond if a call-out is apparent.
- Receive EOC initial briefing.
- At the request of the EOC Director and depending on the primary hazard encountered, the Public Works ESF Coordinators may be asked to become or to provide the EOC’s Operations Section Chief.
- Determine if additional Public Works ESF liaisons need to be called out, and arrange call-out of these people.

- As soon as Public Works ESF liaisons arrive:
  - Brief on current situation and immediate requirements
  - Establish initial Public Works ESF objectives
  - Instruct department representatives to
    - Request activation of their respective Control Centers
    - Ensure they are functional,
    - Advise Public Works ESF liaisons of EOC Reports Schedule (Refer to Tab D of Appendix 1 of Basic Plan).
- Assure requests for outside assistance (Refer to Tab B of Appendix 1 of DRRP) gets immediate attention and is referred to ESF-7 Coordinator.
- Monitor Size-up reports (Refer to Tab A of Appendix 1 of Basic Plan).
- Develop and Maintain SPU/ESF-3 Action Plans.
- Advise ESF-7 (Planning) of recommended plans and or actions as may be developed by ESF-3 support agencies
- Participate in general staff meetings to develop Consolidated Action Plan.
- Provide or coordinate information for public release by Public Information (ESF-15)
- Assist in briefing the Mayor as requested by EOC Director.
- Advise the Operations Section Chief of any serious or critical issues.
- Establish coverage schedules and staff accordingly.

## VI. MITIGATION

Mitigation initiatives by Public Works ESF Departments are guided by the *Seattle All-Hazard Mitigation Plan*. In this context, Public Works ESF Departments focus on:

- ✓ Provide emergency preparedness training for workplace, home, and family.
- ✓ Educate all employees and encourage them to identify and mitigate hazards at home and in the workplace to minimize injury, damage and disruption.
- ✓ Ensure field personnel that may be exposed to hazardous conditions are equipped with appropriate Personal Protective Equipment (PPE) and trained in its proper use and care.
- ✓ Annually review *The City of Seattle All-Hazards Mitigation Plan*. Recommend modifications/additions/deletions based on experience and observations of P/W ESF departments. Insure that P/W ESF mitigation plans/activities are complementary to and coordinated with *The City of Seattle All-Hazards Mitigation Plan*.

## VII. PREPAREDNESS

- Develop policies for personal emergency preparedness
- Implement procedures for emergency call up of managers and field crews.
- Develop damage assessment priority lists of facilities/assets and “windshield survey” routes.
- DPD will maintain a current list of buildings, prioritized for initial response.
- Select and train Emergency Liaisons in EOC operations and the Incident Command System (ICS).
- Train DOC staff in DRRP reporting requirements, protocols, and procedures.
- Take actions necessary to assure staff is prepared to accomplish internal agency/departmental response and recovery activities.
- Take actions necessary to assure staff is prepared to support ESF requirements
- Schedule and conduct an annual coordination meeting and exercise for DOC managers and Department EOC representatives



- Provide timely updates to the Seattle EOC of changes to EOC Liaison staffing.

## **VIII. RESPONSE**

- When appropriate, participate in the ICS structure in response to a major incident and, if warranted, provide trained Incident Commander.
- Provide trained senior manager to serve as Public Works ESF Coordinator (or Public Works ESF Coordinator backup).
- Activate DOC if required.
- Provide “Size-up Summary Reports” to Public Works ESF Coordinator, as requested.
- Provide trained personnel to conduct damage assessment of department assets.
- Coordinate damage assessment
- Provide trained personnel/crews to restore services and/or repair assets.
- Provide transportation for crews and equipment.
- Dispatch trained personnel/crews to perform repair/restoration work per appropriate plans.
- Provide equipment and trained personnel to perform debris clearance per appropriate plans.
- Provide heavy equipment and trained operators to perform work per appropriate plans.
- Integrate personnel and equipment from other departments/agencies/juris-dictions into appropriate plans.
- Coordinate with Public Works ESF support agencies to supply requested services and resources.
- Execute Public Works ESF assigned missions.
- Arrange for contracting with design or engineering professionals, contractors and equipment suppliers to augment/replace critical goods and services.
- Ensure that access to alternate water sources during emergencies is accessible to those with functional needs.

### **Support Agencies.**

Public Works ESF will coordinate with various “support agencies” during a re-sponse and will encourage and support the following actions by Support Agencies:

- Provide trained representative to serve as the ESF “agency liaison.”
- Activate a DOC (if appropriate)
- Provide “Size-up Summary Reports” to SPU/ESF-3, as requested.
- Provide personnel/crews to conduct damage assessment of agency assets.
- Provide personnel/crews to restore agency services and/or repair assets.
- Provide transportation for crews and equipment.
- Provide personnel/crews to perform repair/ restoration work as required
- Provide equipment and personnel to perform debris clearance as required
- Provide heavy equipment and operators to perform work as required

## **IX. Supporting other ESFs and jurisdictions**

The Public Works ESF Coordinator may task an ESF, department or agency to support other ESFs or jurisdictions if so directed by the City’s Operations Section Chief. Public Works ESF support to other ESFs or jurisdictions will be directed via the Public Works ESF Action Plan.

**X. Resources**

Under normal operating conditions ESF-1, 3 and 12 departments are self-reliant with respect to the equipment, vehicles, personnel, facilities, etc. required to provide their services. Each ESF city department is expected to have and maintain an accurate account of equipment, fixed and mobile assets, and response personnel. Resources should be “typed” by capability based on measurable standards of performance and capability in keeping with NIMS. Departments should have the ability to track resource availability and status throughout a disaster response and recovery effort.

**XI. Demobilizing ESF Resources**

As Department Operations Center managers determine that their work is done, or when their equipment/resources are no longer needed to accomplish the Public Works ESF Action Plan, they shall advise their EOC Liaison. The EOC Liaison will then advise the Public Works ESF Coordinator. The Public Works ESF Coordinator will check with EOC Operations Section Chief and if it is deemed that those services are no longer needed shall advise the EOC Liaison that department personnel and/or resources may be de-mobilize per the Consolidated Action Plan and/or Demobilization Plan.

**1. XII. Costs & Reimbursements**

Any jurisdiction, department or agency which receives documented support from an ESF agency may be charged for the services. Additionally, ESF primary departments are responsible for maintaining accurate records of all costs associated with Disaster Response and Recovery operations.

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**PRIMARY DEPARTMENT:**

*Seattle City Light*

**ESF COORDINATOR:**

*Seattle City Light*

**SUPPORT ORGANIZATIONS:**

*Seattle Public Utilities*

*Seattle Department of Transportation*

*Seattle Department of Planning and Development*

*Seattle Parks Department*

*Seattle police Department*

*Seattle Fire Department*

*Puget Sound Energy*

*Seattle Steam*

*Northwest Pipeline Company*

*Seattle Human Service Department*

**I. INTRODUCTION**

**A. Purpose**

This annex describes the roles and responsibilities of Seattle City Light (SCL) during a disaster or major emergency. It further describes SCL's role and responsibilities in coordinating and communicating the efforts of the support organizations listed above.

**B. Scope**

1. This document applies to all primary and support agencies. City departments and their supporting agencies respond to day-to-day emergencies and large-scale disasters affecting buildings; city parks; roads and bridges; water, storm water, and wastewater sewer systems; and natural gas, liquid fuels, electric, and steam service. City departments and partner agencies/companies give a wide perspective and provide the city's emergency responders the ability to coordinate response and recovery activity with County, State, and private responders.
2. SCL has plans in place and is the lead agency in the execution of the following services:
  - Restore power outages
  - Coordinate power restoration priorities with the Emergency Operations Center (EOC)
  - Coordinate electrical related emergency initiatives with other city departments and jurisdictions
3. SCL essential services are accomplished by maintaining these critical functions:
  - Conduct damage assessment of City's power system and service areas
  - Vegetation management along SCL's Right of Way
  - Transmission line assessment, maintenance, and repair
4. This annex applies to the departments, organizations or agencies with a lead or support role for this Emergency Support Function (ESF). It discusses the requirements, business

approach, and objectives of ESF #12 Energy programs and operations before, during, and after a major emergency or disaster.

## **II. SITUATION**

### **A. Situation**

1. SCL is responsible for operating and maintaining the city's electrical infrastructure including:
  - Constructing, maintaining, and operating generation plants and electrical substations;
  - Planting and maintaining trees, vegetation, and landscaping in public rights of way;
  - Coordinating initiatives with other agencies
2. The City of Seattle Disaster Readiness and Response Plan specifies which agency shall be lead when more than one agency responds to an emergency. SCL is specified as lead agency for:
  - Power Failures
  - Breaches, breaks, or dangerous over-spilling at SCL-owned dams
  - Other energy-specific emergencies
3. In those situations where more than one agency on the scene has jurisdictional responsibility, a Unified Command will be established according to the principles of the National Incident Management System.

### **B. Planning Assumptions**

1. SCL will likely be an important participant in any major disaster affecting this city and will be the lead primary agency in responding to energy emergencies in the City of Seattle.
2. Accidents and natural events evolve in a generally predictable pattern whereas the effects of deliberate criminal acts are more difficult to predict and may include steps to hinder the response.
3. During a disaster or major incident, supplies and mutual assistance resources may have difficulty reaching the scene.
4. During periods of abnormal weather, or in the event of multiple unanticipated outages, there may be occasional times when generating capacity is limited or falls below customer demand.
5. There will likely be an urgent need for restoring power at critical facilities
6. While emergency responders may focus on a particular impacted area, the need remains for efficient use of the city's transportation system.
7. There may be widespread and prolonged electrical power failure. With no or little electrical power, communications will be effected and traffic lights will not operate, causing surface gridlock. Such outages will impact other public health and safety services, including the movement of petroleum products for transportation and emergency power generation.

### **III. CONCEPT OF OPERATIONS**

1. When energy supplies, such as electric, natural gas, or liquid fuels, are disrupted or when there is an imminent possibility of curtailment, an appraisal of the situation is made by the primary and support agencies within this ESF. Emergency organization personnel are notified and mobilized to coordinate relief efforts, to communicate with the public and appropriate government agencies and to restore normal service once the incident is over. These actions are executed to efficiently restore energy and minimize the effects of the habitants of the City of Seattle.
2. SCL is the primary agency and therefore assumes responsibility for ESF #12 activity. Every support organization has a predetermined emergency plan to follow depending on the type of incident and the amount of damage done to their respective facilities.
3. Upon activation of the EOC, the EOC Director will determine staffing levels and will notify the ESF #12 coordinators who will respond to their predetermined locations for activation of their individual emergency plans.

#### **A. Organization**

1. The EOC is organized using Incident Command System which emphasizes concepts such as unity of command/coordination, modular organization, management by objectives, manageable span of control, etc. Under EOC Operations are four branches; Police, Fire, Human Services, and Infrastructure.
2. The Seattle Department of Transportation normally provides leadership for the Infrastructure Branch Director position. SCL will staff the ESF #12 Energy position whenever the EOC is activated and establish contact with other energy providers.
3. ESF #12 works closely with the Washington State Department of Commerce, U.S. Department of Energy, and other organizations.

#### **B. General Response**

1. The initial strategy for damage assessment and repair will be determined as soon as possible during the first operational period of the EOC activation. ESF #12 will closely coordinate with King County and neighboring jurisdictions.

#### **C. Direction and Control**

1. Each ESF #12 agency is responsible for providing direction within their organization. In those situations where more than one agency on the scene has jurisdictional responsibility, a Unified Command will be established according to the principles of the National Incident Management System.

#### **D. Procedures**

1. Position checklists, telephone lists, and other frequently changing information are maintained by SCL and available in hard copy in the EOC and on-line in SCL's cloud service.

### **IV. RESPONSIBILITIES**

#### **A. Prevention and Mitigation Activities**

1. SCL, as the ESF #12 lead, will coordinate annually with ESF #12 partners to update procedures and contact lists.
2. SCL will also review respective mitigation plans and determine potential strategies for inclusion in future ESF revisions.

## **B. Preparedness Activities**

1. Support organizations will:
  - Prepare and update energy supply contingency plans for implementation in the event of energy shortages or emergencies.
  - Maintain alert rosters, restoration plans, and any standard operating plans necessary to implement this annex.
  - Insure all personnel that will be using WebEoc have had the proper level of training.
  - Conduct at least annually an exercise designed to validate this annex.
  - Identify, train, and assign personnel necessary to execute missions in support of this ESF.
  - Develop and maintain a complete directory of all utility services and products associated with this ESF.
  - Establish a liaison with all support activities identified in this annex.

## **C. Response Activities**

1. SCL, as ESF #12 lead, will:
  - Apply as necessary, local, state and federal resources in accordance with established priorities.
  - Provide emergency information, education and conservation guidance to the public in coordination with the Public Information Officer (PIO).
  - If required, assist local, state and federal agencies with obtaining fuel for transportation in support of emergency operations.
  - Coordinate with law enforcement for security and protection of supplies.
  - Ensure that processes are in place to assess and prioritize restoration for those with functional needs.
2. Support organizations will:
  - Perform a size-up at the affected areas to determine operational priorities and emergency repair procedures with field personnel. Provide a status report to the EOC.
  - Prioritize utility restoration processes.
  - Implement any mutual assistance agreements in effect, as needed.
  - Coordinate the establishment of priorities to repair damaged energy services and coordinate the provisioning of temporary, alternate, or interim sources of portable generators and other utilities.
  - Coordinate energy infrastructure situational awareness by establishing a conduit for information sharing, specifically for instances of uncontrolled release of liquid/gas fuels and instances of electric supply disruptions or downed electric conductors, through the ESF #12 liaison.

## **D. Recovery Activities**

1. SCL will
  - Monitor energy organizations and the repair and restoration of utility services.
  - Maintain coordination with all supporting agencies, departments, and organizations on the operational priorities of the repair and restoration.
  - Continue to provide emergency information, education, and conservation to the public in conjunction with the PIO.
2. Support Organizations
  - Continue to conduct restoration operations until all utility services have been restored.
  - Insure all documentation has been completed.
  - Perform an After Action Review and revise existing plans or procedures.

## **V. RESOURCE REQUIREMENTS**

### **A. Logistical Support**

1. SCL maintains service facilities at:
  - South Service Center – 3613 4th AVE S. Seattle, WA. 98134
  - North Service Center – 1300 N. 97th Seattle, WA. 98103
  - System Control Center – 614 NW 46th Seattle, WA. 98107
  - Seattle Municipal Tower – 700 5th AVE. Seattle, WA 98124

### **B. Communications**

1. SCL utilizes a 450 MHz radio system for internal operations. The 450 MHz radios are monitored 24/7 through SCL dispatch operators.
2. SCL has 800 MHz radios in supervisor vehicles and a cache of hand held radios for use in the event of an emergency or disaster.
3. SCL has direct phone lines to first responder agency dispatch centers for rapid bi-lateral notification of significant events.

## **VI. ADMINISTRATION**

### **A. Cost Accounting and Cost Recovery**

1. Departments, organizations, or agencies with a lead or support role for this ESF will track all costs based on guidance provided by their organization and the Seattle EOC. Reimbursement of costs is not guaranteed and, if provided, will likely not cover all costs incurred.

### **B. Annex Maintenance –**

1. ESF Coordinators will be responsible for updating their annex on an annual basis. Coordinators will also be responsible for ensuring all Primary and Support department and agency personnel are trained at least annually on the information contained within this annex.
2. The Coordinator will submit annex updates to the Seattle Office of Emergency Management by no later than November 1st each year.

3. The Seattle Office of Emergency Management will incorporate updates provided by the ESF Coordinators into the Seattle Disaster Readiness and Response Plan by no later than December 31st. An announcement of any changes to the plan will be sent to all partners listed in the plan as well as posted on the emergency management website. A record of any changes made to the plan will be maintained by the Seattle Office of Emergency Management.

**VII. TERMS AND DEFINITIONS**

Terms and definitions related to this ESF/Annex.

See Seattle Disaster Readiness and Response Plan Volume I. Glossary.

**Agency Approval:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_