

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

	2019 Actuals	2020 Adopted	2021 Proposed
Department Support			
General Fund Support	-	-	2,483,750
Total Operations	-	-	2,483,750
Total Appropriations	-	-	2,483,750

Full-Time Equivalents Total* 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 2021 Proposed Budget establishes a budget and staffing for the new Office of Emergency Management’s first year of operation. The budget provides the foundation for staff and resources to carry out the office's mission as described above in the department overview. The proposed budget moves 14 full-time positions from the Seattle Police Department to the newly independent OEM: one position will serve as the OEM director, who will develop and manage all functions and responsibilities of the OEM, a deputy director, six coordinators to manage specific lines of work, and one manager to oversee two coordinators and two training specialists. Additionally, the department will have two staff for administrative support to department staff. One position has been added to OEM to assist in administrative and grant management. This transfer brings the department in line with Emergency Management Accreditation Program (EMAP) national best practices. As a standalone department, OEM will have direct access and oversight from the executive.

In addition to staffing, the proposed budget provides OEM with budget to receive internal services from the Seattle Department of Human Resources, Finance and Administrative Services, and the Seattle Information Technology Department. This transfer is not otherwise intended to change the mission and operations of OEM. For the 2022 Proposed Budget, the City Budget Office will work with the new department, SPD and the shared services departments (SDHR, FAS and IT) to ensure that allocated rates are appropriately assigned.

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Incremental Budget Changes

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	2021 Budget	FTE
Total 2020 Adopted Budget	-	-
Proposed Operating		
Creation of the Office of Emergency Management	2,483,750	15.00
Total Incremental Changes	\$2,483,750	15.00
Total 2021 Proposed Budget	\$2,483,750	15.00

Description of Incremental Budget Changes

Proposed Operating

Creation of the Office of Emergency Management

Expenditures	\$2,483,750
Position Allocation	15.00

This item transfers the Office of Emergency Management (OEM) from the Seattle Police Department to a new, independent department. It includes all budget, personnel costs associated with the unit. The transfer also adds one position to assist in administrative and grant management. The City Budget Office will work with OEM, SPD and the shared services departments (SDHR, FAS and IT) to ensure that allocated rates are appropriately assigned in 2022.

Expenditure Overview

	2019 Actuals	2020 Adopted	2021 Proposed
Appropriations			
OEM - BO-EP-10000 - Office of Emergency Management			
00100 - General Fund	-	-	2,483,750
Total for BSL: BO-EP-10000	-	-	2,483,750
Department Total	-	-	2,483,750
Department Full-Time Equivalents Total*	-	-	15.00

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Budget Summary by Fund Office of Emergency Management

	2019 Actuals	2020 Adopted	2021 Proposed
00100 - General Fund	-	-	2,483,750
Budget Totals for OEM	-	-	2,483,750

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.

Program Expenditures	2019 Actuals	2020 Adopted	2021 Proposed
Office of Emergency Management	-	-	2,483,750
Total	-	-	2,483,750
Full-time Equivalents Total*	-	-	15.00

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