

City of Waitsburg  
Flood Response Plan  
Who Does What

Updated Dec. 31, 2021

Who	Task
Mayor	<ul style="list-style-type: none"> <li>● When a disaster occurs, or when one is imminent, the Public Works Director of the impacted jurisdiction will direct that the City Emergency Operations Center (EOC) be activated. In most cases this will be on the recommendation of the Mayor of the City of Waitsburg.</li> <li>● The Mayor will then convene the City Council to proclaim an emergency, etc.</li> </ul>
City Council	<ul style="list-style-type: none"> <li>● The legislative authority of the City of Waitsburg is responsible for policy actions or decisions during an emergency or disaster, within the scope of their powers. In the event a majority of the Council is not available, the remaining Council Members may make decisions dealing with an occurring emergency or disaster.</li> <li>● Proclaim local proclamation of emergency as prescribed in Chapter 35.33.081 Revised Code of Washington.</li> <li>● Establish emergency policies for its respective municipality during an emergency or disaster.</li> <li>● Designation of the Incident Commander is made by the Waitsburg City Council and is based on the following criteria: a. Specific or implied authority or responsibility within the applicable jurisdiction, or as otherwise identified in this plan. b. Assumption of responsibility by the official agency.</li> <li>● Work with the County Emergency Management Director to provide liaison to other mayors, County Commissioners or to the Governor in emergency- or disaster-related matters.</li> <li>● Issue, amend or rescind the necessary orders, rules and regulations to carry out City of Waitsburg emergency management operation.</li> <li>● Establish the City of Waitsburg Emergency Management Organization and program and appoint the Public Works Director as head of the program.</li> <li>● Order the city's Command Post activated and have at least one of the city council members on duty.</li> <li>● If the need for resources exceeds the City of Waitsburg's capabilities, the City Council is responsible for working with the County Emergency Management Director to activate the County Emergency Operations Center.</li> <li>● Promulgate the City of Waitsburg Flood Response Plan</li> <li>● Locate outside resources such as pumps, generators, water trucks, etc.</li> </ul>

	<ul style="list-style-type: none"> <li>● When a flood incident requires resources beyond the City of Waitsburg capabilities, such as use of volunteer groups, the City Council will coordinate needs through the County Emergency Management Director and the County Emergency Operations Center.</li> </ul> <p>The Waitsburg City Council will support the Incident Commander by:</p> <ul style="list-style-type: none"> <li>● Calling for activation of the County Emergency Operations Center, as needed, through the Walla Walla County Emergency Management Director.</li> <li>● Requesting support to the incident beyond City of Waitsburg resource capabilities through the Walla Walla County Emergency Operations Center.</li> <li>● Obtaining City proclamation of emergency, if necessary, to activate City emergency powers.</li> <li>● Suspend normal nonessential activities and divert local resources to augment disaster response and recovery.</li> <li>● Establish response strategies and actions to save lives, reduce injury, minimize property and resource damage, and protect the environment.</li> </ul> <p>Follow established response procedures for:</p> <ul style="list-style-type: none"> <li>● Processing emergency call information.</li> <li>● Activation and implementation of plan.</li> <li>● Mobilization or demobilization of services.</li> <li>● Establishing an Incident Command System and organization.</li> </ul> <p>Maintain on-scene procedures for:</p> <ul style="list-style-type: none"> <li>● Control of access to the area affected by the disaster.</li> <li>● Identification of personnel engaged in incident activities.</li> <li>● Accountability of personnel engaged in the incident.</li> <li>● Document all emergency response activities and actions.</li> </ul> <p>Recovery activities - The Waitsburg City Council should address the following issues:</p> <ul style="list-style-type: none"> <li>● Organization and staffing for continuity of government.</li> <li>● Essential records recovery and restoration.</li> <li>● Restoration of utility and other essential services.</li> <li>● Record keeping and documenting disaster-related expenditures.</li> <li>● Debris and waste removal and disposal.</li> <li>● Inspection and evaluation of facilities.</li> <li>● Internal review of plans, procedures and emergency-related activities.</li> </ul>
<p>Public Works Director</p>	<ul style="list-style-type: none"> <li>● Inform the Mayor/Administrator of imminent flooding.</li> <li>● Flood watch - including gauge monitoring along preset points along both water systems.</li> <li>● For the monitoring plan to work, the National Weather Service in conjunction with EMAC and the public works director must monitor these items and notify City officials of potential flooding</li> </ul>

	<p>conditions.</p> <ul style="list-style-type: none"> <li>● Function as Incident Commander of all local agencies, volunteer and other interested parties in regard to flood events within the City of Waitsburg.</li> <li>● The responsibility for on-site field command and leadership, and operations during flood emergency situations in the City of Waitsburg is vested in the Public Works Director for the City.</li> <li>● When a disaster occurs, or when one is imminent, the Public Works Director of the impacted jurisdiction will direct that the City Emergency Operations Center be activated. In most cases this will be on the recommendation of the Mayor of the City of Waitsburg.</li> <li>● Assume command of local resources.</li> <li>● Organize a Public Works Response Center to coordinate public works actions.</li> <li>● Take action to protect lives, property and the environment.</li> <li>● If the situation exceeds or threatens to exceed the initial response, the Incident Commander will contact the Walla Walla County Emergency Management Director to activate additional response capabilities through established procedures, mutual aid or interlocal operational agreements.</li> <li>● Departments not having an assigned emergency mission will carry out such duties as may be directed by the public works director.</li> <li>● Activate local warning and emergency public information systems (including flood siren)</li> <li>● Coordinate and manage resource requests within the City of Waitsburg jurisdiction</li> <li>● Coordinate the situation analysis and damage assessment</li> <li>● Prepare an local emergency declaration, in coordination with the EMEB</li> <li>● Once the Walla Walla County Emergency Operations Center (ECC) has been activated to support the City of Waitsburg incident the Incident Commander will utilize the center to garner additional personnel and equipment resources as needed.</li> <li>● Immediate reports of damage losses, and requests for assistance, must be sent, or called in, to the public works director or the county's Emergency Operations Center in order for the City Council Members to have a basis for declaring an emergency.</li> </ul>
<p>City Administrator</p>	<ul style="list-style-type: none"> <li>● Succession will occur if there are no available elected executives to make policy decisions. Upon the availability of any elected executive official, succession to non-elected personnel will cease. If the entire City Council is not available, then this authority is assumed in this order: (1) City Administrator (2) Public Works Director</li> <li>● The City Administrator, working with the Public Works Director, has the responsibility of collecting all damage assessment estimates, making appropriate claims to the State and Federal Governments, and monitoring any grants or other assistance</li> </ul>

	<p>received by the City.</p> <ul style="list-style-type: none"> <li>• Serves as Public Information Officer for the city’s disaster response</li> </ul>
<p>Walla Walla County</p>	<ul style="list-style-type: none"> <li>• Emergency Management informs the City of Waitsburg (Mayor, public works director or city administrator) via phone and email of weather warnings.</li> <li>• Proclamation of emergency: In the event of a disaster declared by the Governor of the State of Washington, as provided by law, the EMEB Chair shall be empowered and may designate staff to make and issue rules and regulations on matters reasonably related to the protection of life and property.</li> <li>• Provide representatives to incident management as a point of contact during emergencies, and enlisting workers, equipment and resources to the cooperative effort.</li> <li>• Provide for the effective utilization of resources within or from outside the County to assist the City of Waitsburg in effective response to a flood event.</li> <li>• Provide emergency disaster coordination through the designated Emergency Operations Center, typically located at the County Emergency Management facility.</li> <li>• The Emergency Operations Center will be activated upon a request from the local Incident Commander or Waitsburg City Council to the Walla Walla County Emergency Management Director and will be approved by the EMEB.</li> <li>• When a flood incident requires resources beyond the City of Waitsburg capabilities, such as use of volunteer groups, the City Council will coordinate needs through the County Emergency Management Director and the County Emergency Operations Center.</li> <li>• The County Emergency Management Director is responsible to work with the State EOC to assign an Incident Number to the City of Waitsburg any time they declare a disaster. When an Incident Number has been obtained there is some coverage for injuries and loss of equipment of registered “Emergency Workers.”</li> <li>• Support to field command, and, as such, shall provide services, equipment, and personnel to the City of Waitsburg upon request from the on-site Incident Commander.</li> </ul> <p>Responsibilities of Walla Walla County Emergency Management Department include</p> <ul style="list-style-type: none"> <li>• Coordinating with the Federal government, State of Washington, neighboring counties, military organizations and other support agencies on behalf of the Incident Commander. Requests for State, Federal, and other out-of-City resources must be made through the County Emergency Operations Center.</li> <li>• Providing emergency disaster control and coordination through the County Emergency Operations Center</li> <li>• Providing for the effective utilization of resources within or from outside the City of Waitsburg to minimize effects of the disaster,</li> </ul>

	and to request assistance as needed through established emergency channels.
Fire District 2	<ul style="list-style-type: none"> <li>• May be dispatched to assist in the incident through Columbia County dispatch under the direction of the Incident Commander (Public Works Director).</li> </ul>
Waitsburg Ministerial Association and other volunteers	<p>Flood Fighting</p> <ul style="list-style-type: none"> <li>• Coordinate with County Emergency Operations Center and City of Waitsburg</li> <li>• Report to the Incident Commander (public works director)</li> <li>• Register as Emergency Workers</li> <li>• Protect individual homes and businesses, or possibly groups of homes, by filling and placing sandbags</li> </ul> <p>Flood Relief and Recovery</p> <ul style="list-style-type: none"> <li>• Open Waitsburg Christian Church for displaced families to stay overnight, be fed and receive supplies including clothing and household needs</li> <li>• Build a communication network between the relief group and impacted home and business owners</li> <li>• Working with the county, assemble volunteer groups to assist with onsite private homeowner and business cleanup</li> <li>• Use resources to obtain short-term and long-term housing for displaced families and animals</li> <li>• Assemble an inventory of small tractors, skid steers, etc. for volunteers to use in cleanup</li> <li>• Solicit and collect donations for relief work: Cash donations, open an account at the Waitsburg Grocery Store, collect food and household items to be stored and used at the church and by displaced families</li> <li>• Provide hospitality for cleanup volunteers - food, beverages, and sometimes shelter at the church or securing locations and amenities for RV trailers</li> </ul>