



Northeast Washington
Regional Transportation Planning
Organization

Coordinated
Public Transit-
Human Services Transportation Plan

APPENDIX B EMERGENCY MANAGEMENT

Appendix B – Emergency Management

- 1) Emergency Manager Interviews
- 2) Draft Memorandum of Understanding between NEW RTPO and Transportation Providers

EMERGENCY MANAGER INTERVIEW NOTES

Amy Rooker

Ferry County Emergency Manager

(509) 775-3132

Interview Date: June 26, 2018

- Amy has multiple planning documents under development, including the county's Comprehensive Emergency Management Plan (CEMP). No existing adopted plans are available at this time.
- She has MOU's with the school district for the use of school buses to help with emergency transportation and evacuations. She has been in her role for about 3 years and school district buses were used during evacuations for the 2015 fires.
- She also has an arrangement with RRCA for the use of their wheelchair accessible van during emergencies.
- Ferry County has existing mutual aid agreements with Stevens County to provide fire, EMS and transportation service to people who live in Ferry County northeast of Sherman Pass.
- Ferry County has similar MOUs with Okanagan County and the Colville Tribes for people who live in Ferry County near those other service areas.
- They keep track of people in the county who rely on oxygen, and also people who are out of power.
- All of their 911 dispatchers are trained in the County's emergency notification system.
- Regarding TEDD involvement in planning:
 - TEDD has not been involved in Ferry County's Multi-Hazard Mitigation Plan
 - The draft CEMT will be sent to TEDD for review before it is finalized
- DOH Region 9 has a transportation matrix with a list of resources in nearby counties that are available. We should look for this and see if transit providers are aware of it and are willing to include their info in the matrix.
- Amy feels transportation needs are well covered, but people are uncomfortable in a red cross shelter where privacy is limited. Ferry County needs an Emergency Operations Center and a place to evacuate people to. They would like to find funding for this. It could be a dual-purpose facility, perhaps doubling as a youth center when not needed for emergencies.
- She will make sure Kinsey is added to her stakeholder email lists.
- We will encourage transit providers to participate in Amy's planning processes.

Jim Caruso

Stevens County Emergency Manager

(509) 684-7543

Interview Date: May 8, 2018

- Stevens County Emergency Management office is not part of the Sheriff's department, although they coordinate closely. EM is directly under the BOCC, and has a staff of one (Jim).
- Jim has two relevant plans:
 - Comprehensive Emergency Management Plan (CEMP) – just updated January 2018. Meet annually to review changes and will get a complete update next in 2013. Need to run drills on it, and Jim is hoping to do that this summer.
 - Hazard Mitigation Plan – under development now. Northwest Management is the consultant doing the plan. Should be complete by August, then updated at 5- year intervals too.
 - CEMP covers how everyone responds during a disaster event. Hazard Mitigation Plan helps get prepared in advance.
- Jim works with a Local Emergency Planning Committee (LEPC). Originally LEPCs were required for hazmat planning. Jim uses his group as an "All Hazards" LEPC. They cover fires, floods, hazmat, and other disasters.
 - Local transportation providers have been invited to participate on the LEPC. May not always attend.
 - When disaster happens, don't want responders sitting across the table for the first time. Very important to encourage participation by transportation providers.
 - Key transportation people on his LEPC are Connie Mahugh (Rural Resources), Kevin Mahugh (School Buses) and Kinsey Coots (TEDD).
- Assisting vulnerable people in the event of a disaster:
 - Getting information on elderly/disabled people is challenging due to HIPPA, but fire district personnel often know who and where they are.
 - Vulnerable adults can register with Stevens County Sheriff's dispatch
 - Resources are not adequate to track vulnerable people during a disaster event.
- Communication during a disaster
 - If transportation support was needed, Jim would call Kinsey first to ask her to help coordinate. Connie and Kevin next. Advantageous to have Connie and Kevin serving in their respective roles since one phone call can often get them both.
 - If power/phone system goes out, he would use cell phone. If cell towers are out, he would drive to Kinsey and/or Connie/Kevin to communicate needs.
- Potential for an MOU
 - BOCC not likely to sign an MOU that would commit the county to paying for transportation agency time and expenses.
 - MOU may be more beneficial between TEDD and transportation providers, to outline what each may be willing to do in the event of a disaster.
- Other coordination opportunities.
 - Consider what the role of transportation providers in adjacent counties might be if providers in Stevens County are affected by a disaster or other event and unable to respond.

Pend Oreille County Emergency Management

Note: Pend Oreille County's emergency manager could not be reached for an interview. Notes below are project team observations from a review of online information about the County's emergency management program, performed July 13, 2018.

- Pend Oreille County is in the midst of updating their multi-jurisdiction All Hazard Mitigation Plan, last updated in 2010. The update is scheduled to be completed in early spring of 2019. NEW RTPO could request to be included on the planning team for this effort. It appears that the Kalispel Tribe has been invited to participate.
- The County's emergency management website has a link to a site (NIXLE) where people can sign up to receive alerts via email, text and voicemail. NEW RTPO staff could sign up.
- Notes on the 2011 A Community Wild Fire Protection Plan
 - This plan was adopted in 2011. It does not appear to include transportation strategies for potential evacuation situations, but the risk summary chapter does have a high-level assessment of where socially vulnerable populations are located, including:
 - Low income
 - Tourists/visitors
 - Sensitive populations (People over 65 and under 5 years of age, asthma sufferers)
 - It appears the County is working on mutual aid agreements with the Forest Service, DNR and local fire districts for assistance during fires.
 - Development of a community evacuation plan was proposed in the 2005 Wild Fire plan but not yet completed as of 2011.
 - There is also an action item for "Development of 'Community Emergency Response Team' program in the Wild Fire Plan for communities to help improve emergency response.
- Notes on the 2010 All Hazards Plan that is currently being updated:
 - The Kalispel Tribe was consulted but was not part of the official planning team in 2010. The plan at that time noted that the Kalispels would be completing their own separate mitigation plan.
 - The list of planning participants did not include any transportation providers.
 - There was a transportation section in the plan that covered roadways, airports and railroads only.
- Conversation with Julia Whitford at KALTRAN on 8/20/18 indicates coordination has significantly improved since the 2010 plan. KALTRAN is involved with current efforts to update emergency preparedness plans, and has MOU's with both the Kalispel Tribe and Pend Oreille County for provision of transportation services during disaster events.

DRAFT MEMORANDUM OF UNDERSTANDING

DRAFT

RESOLUTION

Designating Transportation Roles and Responsibilities for Emergency Response

WHEREAS, during state emergencies, Washington State’s Emergency Operations Center coordinates emergency response services; and

WHEREAS, during emergencies and disasters at the local and regional level emergency management and disaster response services in Ferry, Stevens and Pend Oreille Counties are directed by a designated emergency manager in each county; and

WHEREAS, Ferry, Stevens and Pend Oreille Counties each prepare emergency preparedness and disaster response plans; and

WHEREAS, well-coordinated transportation services may be important to the safety and well-being of residents in the tri-county area during a regional disaster or emergency; and

WHEREAS, the Northeast Washington Regional Transportation Planning Organization (NEW RTPO) and public transportation providers serving the tri-county region wish to clarify their respective roles and responsibilities in the event of a statewide or regional disaster or emergency;

NOW THEREFORE BE IT RESOLVED: That NEW RTPO has approved a Memorandum of Understanding with transportation providers for the purpose of clarifying transportation roles and responsibilities for emergency and disaster planning and response in Ferry, Stevens and Pend Oreille counties.

DATED this ____ day of _____, 2____.

ATTEST:

NEW RTPO POLICY BOARD

Clerk of the Board

Chairman

DRAFT

MEMORANDUM OF UNDERSTANDING (MOU)

between

Northeast Washington Regional Transportation Planning Organization

and

Regional Public Transportation Providers

I. PARTIES

This document constitutes an agreement between and among

- a. Northeast Washington Regional Transportation Planning Organization (NEW RTPO)
- b. **<list transportation providers who wish to be included here>**

II. PURPOSE

The purpose of this MOU is to document the roles and responsibilities of NEW RTPO and regional public transportation providers with respect to planning and responding to emergencies and disasters in the tri-county region.

III. RESPONSIBILITIES OF THE PARTIES

NEW RTPO, agrees to:

- a. Designate a staff member to serve as the primary point of contact for emergency managers in Ferry, Stevens and Pend Oreille counties;
- b. Prepare and maintain a roster of transportation providers willing to assist with emergency response efforts in any or all three counties;
- c. Provide the roster of willing transportation providers to the designated emergency manager in each county, and update as needed to keep current;
- d. Coordinate with emergency managers in each county to identify opportunities to participate in emergency preparedness planning efforts;
- e. Keep transportation providers apprised of opportunities to participate in emergency preparedness planning efforts and encourage their attendance;
- f. Coordinate with emergency managers in each county to establish a clear communication protocols during an emergency;

- g. If requested by the designated emergency manager, identify a lead transportation coordinator to assist with coordinating transportation services for emergency response efforts;
- h. Support each county's efforts to identify funding for emergency planning and response activities.

Transportation Providers agree to:

- i. Participate in emergency preparedness planning opportunities;
- j. Provide NEW RTPO with the name and contact number of a representative with authority to commit transportation provider resources during an emergency;

All parties agree to:

- k. Promptly respond to emergency manager requests for information about transportation services and capabilities for emergency and disaster planning and response;
- l. Participate in emergency preparedness planning and response efforts without expectation of financial remuneration;
- m. Share in any reimbursement opportunities that may be available following emergency response efforts according to the level of resources provided.

VII. PERIOD OF AGREEMENT

This MOU will be effective when signed by the parties. Additional transportation provider signatories may be added over time. This MOU may be amended at any time by the mutual written consent of all parties. The parties will review this MOU at least once every two years to determine whether it should be revised, renewed, or canceled. Any party may terminate this agreement by providing 90 days' written notice to the other party. This MOU does not involve the exchange of funds nor establish any obligation on the part of either party to make payment now or in the future to the other party.

This MOU constitutes the entire agreement between the parties for its stated purpose, and no modification or addition will be valid unless signed by the parties and appended to this agreement.

SIGNED ON BEHALF OF:

Authorized Signature

Date

Transportation Provider: _____

Authorized Signature

Date

Transportation Provider: _____

Authorized Signature

Date

