

North Shore Levee West Segment

Hoquiam, Washington

Emergency Preparedness Plan – CLOMR Submittal

September 21, 2020



RECORD OF PLAN DISTRIBUTION

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Distributed to:

1. *FEMA, LOMC Manager & Assigned Reviewers, 847 South Pickett Street, Alexandria, VA 22304-4605*
2. *City of Hoquiam, Brian Shay, 609 8th Street, Hoquiam, WA 98550*
3. _____
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11. _____

RECORD OF PLAN UPDATES

This emergency preparedness plan will be reviewed for changes after the spring season each year, contact information will be updates, and the revisions approved by Cities each January.

Version #	Description of Change	Date	Issued By:
DRAFT	Initial Distribution for Community	TBD	City of Hoquiam

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CHAPTER 1

PURPOSE

This document is currently a draft and will be finalized and accepted by the City of Hoquiam for LOMR submittal once construction has occurred.

1. Statement of Purpose.

The purpose of this plan is to describe the procedures to be used in the event of a flood. This includes a description of the flood personnel organization, available resources such as mutual aid agreements, and specific tasks to be accomplished with the rising flood levels.

2. Gage Information and Elevation Data

Location of gage. General description of how flood stages of gages relate to elevations in the community.

3. General Map

Overall aerial map showing existing levees, pump stations, road closures, or proposed temporary levees.

MAP

CHAPTER 2 AUTHORITY

1. Authority

The City of Hoquiam Council has the authority to declare an emergency. City staff will prepare the appropriate resolutions and notify officials if a special council meeting is recommended.

2. Process for Declaring an Emergency.

Staff will monitor National Weather Service flood forecasts and notify the Council and flood personnel as appropriate.

3. Sample Resolution.

A sample resolution is currently being drafted and will be provided with the LOMR submittal.

CHAPTER 3 MUTUAL AID AGREEMENTS

The following mutual aid agreements are in place and available for back-up if needed during the flood fight. Copies of the agreements are being drafted and will be included with CLOMR submittal.

Community	Purpose	Point of Contact	Phone and Email
Hoquiam	Emergency Operations Staff	TBD	TBD
Grays Harbor County	Emergency Operations Staff	TBD	TBD
Aberdeen	Emergency Operations Staff	TBD	TBD

**CHAPTER 4
PERSONNEL FOR FLOOD ORGANIZATION**

The following personnel have been identified as part of the flood organization.

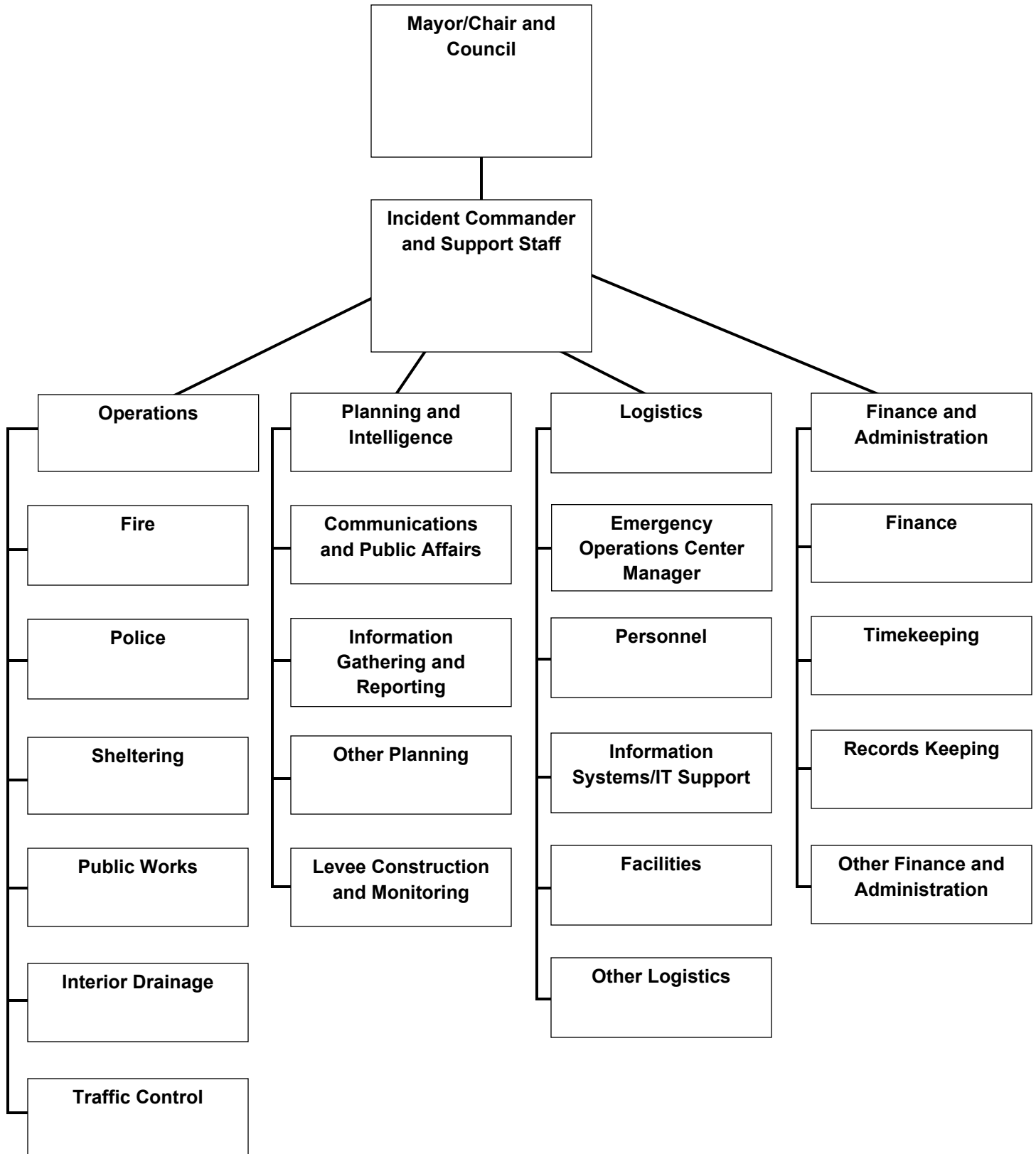
NAME & POSITION	CELL PHONE	HOME PHONE	WORK PHONE	EMAIL ADDRESS	OTHER
TBD					

**PERSONNEL FOR FLOOD ORGANIZATION
CONTINUATION SHEET**

The following personnel have been identified as part of the flood organization.

NAME & POSITION	CELL PHONE	HOME PHONE	WORK PHONE	EMAIL ADDRESS	OTHER
TBD					

ORGANIZATION CHART



CHAPTER 5 OUTSIDE CONTACTS

Organization	Name	Phone	Alternate Phone	Email or Website
Key Websites				
<i>National Weather Service</i>	TBD			
<i>USGS Gages</i>	TBD			
<i>Other</i>				
City of Hoquiam Utilities				
<i>Stormwater</i>	Public Works Department	(360) 538-3966		
<i>Water</i>	TBD			
<i>Sewer</i>	TBD			

OUTSIDE CONTACTS (CONTINUED)

Organization	Name	Phone	Alternate Phone	Email or Website
<i>Gas</i>	TBD			
<i>Electric</i>	TBD			
<i>Telephone</i>	TBD			
<i>Cable/Communications</i>	TBD			
Mutual Aid Contacts				
<i>TBD</i>				
County				
<i>County Emergency Management</i>	TBD			
<i>County Sheriff</i>				
<i>Other</i>				
State				
<i>State Emergency Management/Homeland Security</i>	TBD			
<i>State Duty Officer</i>	TBD			
<i>Dept. of Natural Resources</i>	TBD			
<i>Dept. of Transportation</i>	TBD			
<i>National Guard</i>	TBD			
<i>Other</i>	TBD			
	TBD			
Federal	TBD			
<i>Corps of Engineers</i>	TBD			
<i>FEMA</i>	TBD			
<i>NRCS</i>	TBD			
<i>HUD</i>	TBD			
<i>Other</i>	TBD			

OUTSIDE CONTACTS (CONTINUED)

CHAPTER 6 FLOOD ELEVATIONS AND HISTORY

- *The nearest tidal gage is in the City of Aberdeen.*
- *A flood that reaches 14 is equivalent to the height of finished floor of City Hall.*
- *The elevation datum for surveys in our area is NAVD '88.*
- *The following items should be noted for future flood fights:*
 - *TBD*
- *Attached are the following maps and graphs:*
 - *Floodplain map*
 - *Inundation map, both with and without permanent or temporary levees*
 - *Map of permanent or temporary levee system*
 - *Hydraulic profile*

FLOODPLAIN MAP

INUNDATION MAP

MAP OF LEVEE SYSTEM

HYDRAULIC PROFILE

CHAPTER 7 TASKS AND PRIORITIZED ACTIONS

TASK LIST

This table is a summary of what actions need to be taken, the order they should be taken, and an estimated river stage at which the activity should happen. It also serves as the table of contents for the next set of worksheets. After each flood this list should be revisited to see if changes are recommended.

Flood Stage	Task	Notes
*	Public Notice	City shall notify the public via radio.
*	Evacuation Notice	City shall notify the public to start evacuating.
*	Install Closures	City crews shall implement the stoplog closure plan. Refer to Appendix H of the Operations and Maintenance Manual.

TASK LIST CONTINUED

Flood Stage	Task	Notes

TASK WORKSHEET**TASK NO. 001****TASK TITLE: Public Notice**

River Stage	*
Task Description	<i>City shall notify public via radio.</i>
Cautions:	

Detailed Task Description:

General message needs to alert the City of Hoquiam of potential flood and to encourage the public to await evacuation notice. A more detailed task description will be provided for the LOMR submittal.

Equipment and Personnel Needed:

City staff and public radio.

Photos:

TASK WORKSHEET**TASK NO. 002****TASK TITLE:** Evacuation Notice

River Stage	*
Task Description	<i>City shall notify the public to start evacuating.</i>
Cautions:	

Detailed Task Description:

Message should refer to evacuation route. A more detailed task description will be provided for the LOMR submittal.

Equipment and Personnel Needed:

City staff and radio station.

Photos:

TASK WORKSHEET

TASK NO. 003

TASK TITLE: Install Closures

River Stage	*
Task Description	<i>Refer to stoplog closure plan in Appendix H of the Operations and Maintenance Manual part of this submittal.</i>
Cautions:	

Detailed Task Description:

Refer to Appendix H of the Operations and Maintenance Manual.

Equipment and Personnel Needed:

See plan

Photos:

CHAPTER 8 EMERGENCY SHELTERS

Last Updated: _____

SUMMARY OF SHELTERS

The following locations are identified for shelters: short term, long term, and for pets.

Location	Elevation	Point of Contact	Phone Numbers	Email
Short - Term	TBD			
Long - Term	TBD			
Pets	TBD			

Site Name: _____

Date: _____

EVALUATION OF SHELTERS

It is intended that this form be completed to the maximum extent possible for each shelter evaluated. Then all evaluations should be reviewed by the group, the most favorable sites selected, and arrangements made to utilize the location if ever needed. Note that the evaluation factors are more for comparison purposes. It is very likely that few available sites will meet all of the evaluation factors.

Name of Location:	
Address of Location:	
Date Evaluated:	
Team Evaluating:	
Point of Contact for Site: (Name, Position, Phone)	

EVALUATION FACTORS

Short-Term, Long-Term, or for Pets?	
Estimated People That Could Be Accommodated? (20-40 sft per person)	
Is Facility Behind Levee? Elevation of Facility:	
Handicap Accessible?	
Number of Toilets? Minimum 1 toilet per 40 people)	
Number of Showers?	
Kitchen Available?	
Is Back-up Generator Available?	
Would Location be Susceptible to Water or Sewer Back-up?	

Comments and Recommendations:

CHAPTER 9 EVACUATION

If flooding should require an evacuation, the information would be conveyed to the public as described in the chapter on communications. Depending on the extent of the flooding, the evacuation may be designated by zones, as shown on the attached map.

The evacuation routes are as follows:

- *Highway 109*
- *Highway 110*

The areas to avoid are:

- *Low bridge*
- *Location of flooded roads*
- *Flooded underpass*

Individuals that are included on the Special Needs Registry, maintained by the Fire Department, will be conducted individually to assure their evacuation.

MAP OF EVACUATION ZONES AND ROUTES

CHAPTER 10 LEVEE SECURITY

Pump Stations

Physical security measures will be taken to protect pump stations from vandalism and unauthorized entry. Security features include, but are not limited to, security fencing, steel doors, closed circuit surveillance cameras, and intrusion alarm systems. Furthermore, pump stations will contain locking doors with spare keys available at a designated location, continuous electric supply for lighting and security, and automatic backup power generators in case of a power outage.

Stoplog Closures

Stoplog closures panels and installation materials will be securely stored on trailers on City of Hoquiam property for quick deployment prior to a flood event. The City owned property will be secured to prevent vandalism and theft.

Following a flood event, stoplog closures panels and installation materials will be inspected during deconstruction for theft, vandalism, and damage.

This levee security plan will be updated as the levee and pump station design progresses and security measures are adopted and implemented. Basic elements of the levee security plan will include:

- *Physical security*
- *Communications and cyber-security*
- *Employee and Contractor identification*
- *Reporting and managing security incidents*
- *Coordination with Law Enforcement agencies*
- *Security contracting*
- *Coordination with emergency / operational plans*
- *Visitor access operations*
- *Potential security vulnerabilities, etc.*

CHAPTER 11 UTILITIES

Contacts for all utilities are included in Chapter 5. This Chapter can be used for any additional notes on issues with utilities that should be noted.

- *Stormwater Conveyance System: TBD*
- *Stormwater Pumping System: TBD*
- *Domestic Water System: TBD*
- *Sanitary Sewer System: TBD*
- *Franchised Utilities: TBD*

CHAPTER 12 CRITICAL FACILITIES

Last Updated: _____

Name of Facility	Address	Elevation	Point of Contact			
			Name	Phone	Alternate Phone	Email
TBD						

Additional Notes:

CHAPTER 13 HAZARDOUS MATERIAL LOCATIONS

Last Updated: _____

Name of Facility	Type of Materials	Address	Elevation	Point of Contact			
				Name	Phone	Alternate Phone	Email
TBD							

Additional Notes:

CHAPTER 14 COMMUNICATIONS

1. *The objective is to provide concise information to the public in a timely manner through multiple media.*
2. *The designated spokesperson is Levee District Manager. All press releases or information posted to the internet should be coordinated through the designated spokesperson.*
3. *The email, phone number, and fax numbers for the local radio and television stations are listed below:*
 - *TBD at time of LOMR submittal*
4. *Discuss the Reverse 911 system if available.*
5. *Discuss the use of social media such as website, facebook, twitter, if will be used.*
6. *Discuss the interoperability of the radio system between local departments and with state and federal agencies.*
7. *Discuss whether Incident Management Software will be used and who will be the point of contact.*
8. *Discuss any known ham operators that have been contacted about assisting during an emergency.*
9. *Discuss the availability of tools at the EOC such as conference lines and speaker phones. For instance, are they borrowed from another department?*

CHAPTER 15 TRAINING

To assure the readiness of the flood team, the following training is recommended to be completed by key personnel, including:

- *Mayor or Chairperson*
- *Council Members*
- *Incident Commander*
- *Chiefs of Operations, Planning, Logistics, and Financial*
- *Police Chief*
- *Fire Chief*
- *Public Works Director*

Most of the training is available on-line or through the state. Additional opportunities for training should be pursued as budgets allow.

The following classes are recommended for most of the flood team:

- *National Incident Management System*
- *Incident Command Systems*
- *Flood fighting training offered through the State EOC or equivalent Class*
- *List others as appropriate*

The following classes are recommended for at least one representative of the flood team:

- *National Flood Insurance Program*
- *Social Media in Emergency Management*
- *Mitigation Planning for Local and Tribal Communities*
- *Introduction to Hazard Mitigation*
- *Emergency Management for Senior Officials*
- *List others as appropriate*

As part of ongoing readiness, the team will annually conduct a table top exercise in March. Also, annual training or stop log closure installation will be completed yearly.

CHAPTER 16 LESSONS LEARNED

It will be the practice of this community to have a meeting after every flood fight to capture what worked and what didn't work and update this plan accordingly. A Summary of lessons learned to date are captured below:

TBD

APPENDIX

1. *Sample Resolution*
2. *Mutual Aid Agreements*
3. *Sample Press Releases*