

# **EMERGENCY SUPPORT FUNCTION #11**

## **AGRICULTURE AND NATURAL RESOURCES**

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**ESF COORDINATOR:** Public Works Director

**LEAD AGENCY:** Public Works Department

**SUPPORT AGENCIES:** Emergency Management Director  
Community Development Department  
Administrative Services Department  
Finance Officer  
All City Departments  
King County Public Health Department  
Zone 1 Emergency Coordinator  
King County Emergency Coordination Center

### **I. INTRODUCTION**

#### **A. Purpose**

The purpose of this ESF is to coordinate efforts to provide nutrition assistance; control and eradicate an outbreak of highly contagious or economically devastating animal/zoonotic or plant disease or plant pest infestation; assure food safety and security; and protect natural and cultural resources and historic properties prior to, during, and after a disaster

#### **B. Scope**

This ESF provides for four primary functions:

- Provision of nutrition assistance
- Animal and plant disease and pest response
- Assurance of the safety and security of food supply
- Protection of natural, cultural, and historic resources (NCH resources)

#### **B. Situation**

A significant public emergency may deprive substantial numbers of people access to food or the means to prepare food. In addition to substantial disruption to the commercial food supply and distribution network, a major disaster may destroy, partially or totally, food products stored in the affected area.

#### **B. Assumptions**

1. The resources routinely available within the affected emergency area may be inadequate to conduct comprehensive response
2. Communications systems may be compromised, either totally or in part.
3. Access may be hampered by bridge failures, traffic, landslides, damaged road systems, air traffic restrictions, etc., making conventional travel to the incident location extremely difficult or impossible.
4. Approval of requests from the Incident Commander (IC) for access to and/or distribution of food may be given by telephone, radio, or written communications, depending on circumstances.
5. Within the emergency area, the following conditions may exist:
  - i. Food processing and distribution capabilities in the City are disrupted.
  - ii. A large amount of the water supply is unusable, requiring juices or potable water supplies to be made available to the affected population.
  - iii. There is a near-total disruption of energy sources (e.g., electricity and gas). Most commercial cold storage and freezer facilities are inoperable.
6. On the fringes of the geographic areas affected, there may be schools and small institutions with large inventories that are estimated to be sufficient to feed up to 10,000 people for three days and supply their fluid needs for one day (i.e., a minimum of 1,800 calories and 3 gallons of liquid per day per person).

## **C. Policies**

### **1. General**

- a. The City of Snoqualmie (City) Public Works Department (PW) is responsible for the four primary functions within ESF #11.
- b. All activities within this ESF will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
- c. As a signatory of the King County Regional Disaster Framework, through the use of the Washington State Mutual Aid System (WAMAS), local mutual aid agreements, the City will make resources available to other jurisdictions through the Zone 1 Emergency Coordinator (Z1 EC) and the King

County Emergency Coordination Center (KC ECC), whenever possible.

- d. Actions conducted under ESF #11 are coordinated and conducted cooperatively with Federal, State, County and Regional agencies and private and nonprofit organizations, whenever possible.
- e. All public information released regarding any aspect of ESF #11 will be coordinated by the Communications Coordinator/ Public Information Officer. This will be done through the Emergency Operations Center (EOC) if it is activated and approved by the Emergency Management Director or his/her designee.
- f. The City may utilize volunteer disaster workers to assist PW with ESF #11 operations. Any volunteer disaster worker should be pre-registered with the City's emergency management organization. If a volunteer is not pre-registered, they can be registered onsite as a temporary disaster worker for the duration of specific disaster operations under ESF #11.

## **2. Nutrition Assistance**

- a. It is the policy of the City to educate its citizens, businesses and City staff regarding their responsibility to provide for their own food and water for a minimum of three days, recommend a week, following a natural or man-made disaster.
- b. The City government does not have the infrastructure or resources to provide food and water to the population. The City relies on a partnership with human services organizations such as the American Red Cross (ARC) and Salvation Army; State and County public service agencies; faith based organizations; and the private sector to provide food and water to citizens following a disaster. Actions taken under ESF #11 relating to nutritional support will be coordinated and conducted cooperatively with the above organizations whenever possible.
- c. In the event of a major disaster, PW will attempt to identify and coordinate local and city resources providing food and water. PW will attempt to use any and all local resources to meet the community's need for food and water.
- d. PW will establish predetermined points of distribution (POD) sites throughout the City for the distribution of food and water, i.e. recreation centers, schools, faith based facilities, etc. (See

Appendix A).

- e. Priority is given to provide critical supplies of food to areas of acute need and them to areas of moderate need.
- f. The Administrative Services Department will assist the PW department in procuring food and water from the public and private sectors, as needed.
- g. PW will utilize congregate feeding arrangements as the primary outlet for disaster food supplies whenever possible.
- h. The EOC will coordinate with County, State and Federal agencies through the KC ECC to provide food and water to residents on a long term basis.
- i. The Emergency Management Director will assist with the facilitation of this ESF by serving as the City's liaison to organizations that are providing social services during an event.
- j. The City of Snoqualmie's Communications Coordinator/PIO will assist with the development and dissemination of all public education information.
- k. PW Department will establish predetermined points of distribution (POD's) sites throughout the City for the distribution of food and water, such as recreation centers, schools, faith based facilities, parks, etc.
- l. The PIO will assist in developing and dissemination of all information that is needed to educate the public.

**3. Animal and Plant Disease and Pest Response**

- a. All actions taken in ESF #11 regarding animal and plant disease and pest response will be coordinated with Public Health – Seattle & King County whenever possible.
- b. When addressing animal diseases, all animal depopulation activities will be conducted as humanely as possible while stopping pathogen spread and limiting the number of animals that must be euthanized. Disposal methods for infected or potentially infected carcasses and plant host material are chose for their effectiveness in stopping pathogen spread and for their minimal impact on the environment.

**4. Food Safety and Security**

- a. Under emergency/disaster conditions PW will be responsible for the security and protection of food, water and donated

goods.

- b. The Snoqualmie Police Department (PD) will assist with the security and protection of food, water, and donated goods whenever possible.
- c. Whenever possible, the City will utilize Public Health to ensure the safety of food, water, and donated goods.
- d. The City will not accept unprocessed donated goods during an emergency/disaster.

#### **5. Natural and Cultural Resources and Historic Properties (NCH)**

- a. Actions taken under ESF #11 to protect, conserve, rehabilitate, recover, and restore NCH resources are guided by City policies and procedures. During a disaster these actions will be coordinated with the EOC.
- b. PW may utilize volunteers to carry out the tasks necessary to protect, conserve, rehabilitate, recover, and restore NCH resources.
- c. PW will ensure appropriate use of volunteers to carry out NCH resource tasks and will ensure appropriate measures are in place to protect the health and safety of all workers.

## **II. CONCEPT OF OPERATIONS**

### **A. General**

1. PW is the lead agency for the coordination of activities with this ESF within the City. The PW staff will be mobilized on a case-by-case basis. This will normally be done by telephone or cell phone through the department's notification procedures. As communication systems may fail in a major event, PW staff should report to work as soon as possible according to the City's 24 hour staffing plan.
2. The Incident Command System (ICS) will be used by PW for all field operations. The Incident Commander will report information and requests to the EOC Coordinator.
3. At least one incident command post will be established for the coordination of field operations. The unified command structure will be used when multiple departments/agencies are responding to an event.
4. Distribution of food, water and donated goods will tax government agencies and every social service agency in the City, and in a Puget Sound wide disaster, the entire state.

5. The City has limited experience in coordinating the distribution of food, water and donated goods in a catastrophic event.
6. If not handled properly, food, water and donated goods can become vehicles for illness and disease transmission that must clearly be avoided.
7. If ARC shelters are activated, the primary distribution of food and water will be handled through their emergency shelter/mass care system, whenever possible.
8. In a Puget Sound-wide disaster, the management of donated goods will not only overwhelm government and social agencies but the goodwill could be so generous, many donated goods may never be used and will require disposal.
9. The City will coordinate all “nationally donated goods” with the Washington State Emergency Management Division (WA EMD), KC ECC, and the Z1 ECC to ensure equitable distribution of donated goods and resources throughout the affected area.
10. Staff will coordinate with the EOC and field staff to ensure ample and timely deliveries of food, water, and ice supplies. Staff will be sent to POD training through the State of Washing Department of Emergency Management and trained staff will be assigned to assist with coordination of setting up Points of Distribution within the City is deemed necessary.
11. Communications will be through established channels. (See ESF #2 – Communications, Information System and Warning)
12. Department personnel shall operate according to specific directives, department standard operating procedures (SOP) and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.
13. When an event requires a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.
14. See ESF 7: Appendix G – Donations Management Plan for information on how the City will coordinate donated goods, including donated food, water, etc.

## **B. Organization**

1. During a disaster, the PW will be responsible for actions taken in conjunction with ESF #11. The City’s EOC will coordinate these

actions along with other emergency management activities within the City, as appropriate.

2. During a large scale disaster that impacts multiple jurisdictions, the City's EOC may submit requests for nutritional support to the Z1 EC, the KC ECC, or directly to the WA EMD. As a signatory to the Zone 1 Regional Disaster Framework, the City will attempt to submit requests through the Z1 EC whenever possible.
3. The EOC may coordinate through the Z1 EC or KC ECC with Federal, State, and County services to provide food and water to Snoqualmie residents on a long-term basis.
4. The EOC will coordinate the transportation and delivery of incoming donated goods and resources. The PW will coordinate and manage the distribution of donated goods and resources within the community.

## **C. Actions**

### **1. Preparedness**

- a. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency,
- b. Maintain a list of City Parks Department assets that can be deployed during an emergency; refer to the NIMS Resource Typing in organizing these resources, if applicable,
- c. Assign and schedule sufficient personnel to implement identified tasks for an extended period of time,
- d. Ensure lead agency personnel are trained in their responsibilities and duties,
- e. Develop and implement emergency response strategies relating to Agricultural and Natural Resources response
- f. Maintain liaison with support agencies,
- g. Conduct All Hazards exercises involving agriculture and natural resources.

### **2. Response**

- a. Coordinate operations in the Snoqualmie EOC and/or at other locations as required,
- b. Develop, prioritize and implement strategies for the initial response to EOC requests.
- c. Establish communications with appropriate field personnel to

- d. ensure readiness for timely response, Participate in EOC briefings, development of Incident Action Plans and Situation Reports, and meetings, Coordinate with support agencies, as needed, to support emergency activities,
- e. Obtain other resources through the Statewide Emergency Management Mutual Aid and Assistance Agreement and/or the Regional Mutual Aid Agreements,
- f. Coordinate with other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies,
- g. Monitor and direct response activities to include prepositioning for response/relocation due to the potential impacts of the emergency situation.
- h. Coordinate with other Logistic Section of the EOC serve as an informational group on the availability and coordination of resources from volunteers and donations.
- i. Pre-position response resources when it is apparent that resources may be necessary.
- j. Inventory food and water supplies.
- k. Identify local resources for the acquisition of food, potable water, and ice and attempt to obtain written agreements.
- l. Coordinate with the EOC, in consultation with Gas and Electric utilities, to restore power to water treatment plants, grocery stores, and ice-producing companies as a priority. This will significantly reduce the need for distribution of food, water, and ice.

### 3. **Recovery**

The City Administrator may appoint a Recovery Coordinator to manage the City's recovery process and a Recovery Task Force made up of City staff and representatives from key organizations and community groups who have a vested interest in the community's recovery to assist in the recovery process and advise on matters related to recovery. The Recovery Task Force will be dynamic in nature, with involved personnel changing as projects and needs change. The duty of Recovery Coordinator may also be assigned to varying personnel as needed and appropriate. The Emergency Management Director will serve on the Recovery Task Force as a subject matter expert on emergency management issues and ensure that Public Health, both at the County and State level are involved in Recovery from the negative impacts to the City's Food and Water resources.

### 4. **Mitigation**

Mitigation efforts for this ESF are covered in the City of Snoqualmie Hazard Mitigation Plan.



### **III. Responsibilities**

#### **A. Lead Agency**

##### **1. Public Works Department**

- a. Provide, direct, and coordinate Agriculture and Natural Resources response operations.
- b. Identify local resources with the ability to supply large amounts of non-perishable food, ice, and equipment necessary to transport and handle the commodities following a major disaster.
- c. Coordinate with the Administrative Services Department to obtain contracts or agreements with local businesses to supply necessary commodities.
- d. Develops policies and procedures for Agriculture and Natural Resources response activities within the City.
- e. Provides status reports to the City's EOC on Agriculture and Natural Resources operations throughout the City.
- f. Communications shall be through normal established channels. (See ESF #2 – Information Systems, Communications and Warning)

##### Nutrition Assistance

- a. Determine the availability of food within the City that could be used for human consumption and assess damage to food supplies.
- b. Working with the King County Public Health Department, determine the nutritional needs within the City based on the following categories: acutely deficient, moderately deficient, self-sufficient, and surplus supplies.
- c. Coordinate with the EOC to ensure incoming nutritional supplies are delivered to the appropriate POD and to ensure the security of the supplies.
- d. Coordinate with regional, County, State and Federal agencies and volunteer organizations to develop a plan of operation that ensures timely distribution of food in good condition to the proper location, as appropriate.

- e. Predetermine multiple PODs throughout the City for the disbursement of nutritional supplies to the residents of the City.
- f. Develop and maintain procedures for procuring food and water from local businesses, whenever possible, to provide for the nutritional needs of first responders and the community.
- g. Designate staff member(s) to act as Emergency Food Coordinator.
- h. Coordinate with Finance Officer regarding the purchase of food and water.
- i. Coordinate with city departments and relief agencies regarding transportation and distribution of food and water to citizens.
- j. Coordinate with all City departments regarding preparation, transportation and distribution of food and water to city employees.
- k. Alert the local volunteer organizations about the disaster and damage.
- l. Coordinate with food distributors for the provision and distribution of food to disaster victims or food service organizations.
- m. Coordinate the donation or purchase of food and water through pre-identified sources.
- n. Coordinate the transportation of food and water through the pre-identified sources.
- o. Develop plans and select sites for the distribution of food and water to City of Snoqualmie residents.
- p. Coordinate with the all departments for distribution of food and water to City employees.
- q. Coordinate with the EOC of potential sites for holding donated goods, food and water supplies. Provide logistical support in distribution of food, water and donated goods.
- r. Coordinate with the EOC for potential holding areas.

Animal and Plant Disease and Pest Response

- a. During a disaster, coordinate with the King County Animal Control and Public Health – Seattle & King County reference any changes in animals and plant life within the City to ensure any abnormalities are noticed and reported to the EOC.
- b. Coordinate surveillance activities along with ESF #8 – Public Health and Medical Services in the event of zoonotic diseases.
- c. Coordinate with ESF #8 in the event of a natural disaster in which there are animal/veterinary/wildlife issues to ensure support for each issue.
- d. Coordinate with Snoqualmie FD and PD on all incidents involving the intentional release of chemical and biological substances.
- e. Assist PD to quarantine any person, animal, or plant that becomes exposed to a chemical or biological agent.

Food Supply Safety and Security

- a. Assess whether businesses within the community are able to provide safe and secure food.

Natural and Cultural Resources and Historic Properties (NCH) Assistance:

- a. Coordinate with Planning Department to ensure policies pertaining to preservation of historic properties are followed.

**B. Support Agencies**

**1. Emergency Operations Center**

- a. Alert the PW Director when activation of ESF #11 is necessary.
- b. Coordinate with EOC for holding sites.
- c. Coordinate through the EOC the dissemination of public information concerning availability of food and water.
- d. Coordinate all public information and instructions and media relations as defined in ESF #15 Public Affairs.

**3. Finance Officer**

- a. Provide for the procurement of food and water.

- b. Develop system for the tracking of necessary financial expenditures such as staffing, vehicles, food, water, etc.

**4. All City Departments**

- a. City employees may be requested to assist in the transportation of food and water to distribution sites and staff the sites as directed through the EOC.

**5. King County Office of Emergency Management**

- a. Coordinate food and water distribution needs with appropriate city, county, state, federal and volunteer agencies.

**6. American Red Cross (ARC)**

- a. Whenever possible, the ARC may assist the City to provide disaster victims and first responders with food, clothing, shelter, first aid and supplementary medical/nursing care and assist the City to meet other urgent immediate needs.
- b. Will maintain a list of ARC shelters within the City and surrounding communities and will open shelters in or around the area as needed.
- c. May certify additional shelters as needed during a disaster depending on the size and significance of the disaster.
- d. Assess and maintain ARC equipment and supplies staged within the City.
- e. Provide training related to mass care and sheltering to City employees and citizens.
- f. Provide a liaison to KC ECC during disasters and exercises, whenever possible.

**7. Salvation Army**

- a. May provide mobile canteen services, as resources allow.
- b. May provide emergency feeding services, as resources allow.
- c. Whenever possible, will coordinate with ARC and the City's EOC to collect and distribute food, clothing and other supplies.
- d. Maintain a resource listing of equipment, supplies and facilities and their availability.
- e. Provide a copy of the resource listing to the Emergency

Management office upon request.

- f. Assess equipment and training needs.
- g. Coordinate activities with the City EOC.

**8. Public Health – Seattle & King County**

- a. Analyze water samples from sources suspected of contamination and make appropriate recommendations.
- b. Develop procedures to notify the residents of the City how to treat contaminated food and water.
- c. Inspect (if available) donated goods with the Department of Agriculture. Oversee the safe distribution of food, water and donated goods.
- d. Provide food safety/food borne disease prevention consultation and regulatory oversight regarding emergency food sources, storage, preparation and/or distribution facilities.

**9. Washington State Emergency Management**

- a. Request the assistance of state agencies and private organizations having emergency mass care capabilities when requested by local governments.
- b. Provide overall logistical support of nationally donated goods by managing the State Logistics Center 72 hours following its activation.
- c. Alerts those state and local agencies that have the expertise needed with managing food (Agriculture), water (Department of Health), and donated goods (Government Surplus Administration).

**10. Washington State Department of Health**

- a. Supplement local health agencies in the regulation and inspection of consumable foods at the point of preparation.
- b. If available, coordinate and inspect appropriate response with all Group A water purveyors (15 or more homes or serves 25 people per day for more than 60 days).

**11. Other State Agencies**

- a. Responsibilities are identified in the Washington State

Comprehensive Emergency Management Plan.

**12. U.S. Department of Agriculture**

- a. Responsibilities are outlined in the National Response Framework. The US Department of Agriculture assists in the inspection of donated foods and other goods.

**IV. Appendices**

- A. Points of Distribution/Staging Areas

**V. REFERENCES**

- A. King County Regional Disaster Framework
- B. Washington State Comprehensive Emergency Management Plan
- C. National Response Framework

**APPENDIX A**  
**POINTS OF DISTRIBUTION/STAGING AREAS**

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**Public Facilities**

1. Centennial Fields (Primary)  
39903 SE Park St.
2. Community Park (Primary)  
35016 SE Ridge
3. Azalea Park  
36604 Azalea Way SE
4. Snoqualmie Public Works Department  
38194 SE Sterns Rd.
5. Snoqualmie Police Department  
34825 SE Douglas St
6. Snoqualmie Fire Department  
37600 SE Snoqualmie Pkwy

**School Facilities**

1. Snoqualmie Elementary School  
39801 SE Park St
2. Mount Si High School  
8651 Meadowbrook Ave SE
3. Snoqualmie Middle School  
9200 Railroad Ave SE
4. Cascade View Elementary School  
34816 SE Ridge St
5. Timber Ridge Elementary School  
34412 Swenson Drive