



## Kitsap County Department of Emergency Management Emergency Management Council (EMC)

### Meeting Agenda – January 3, 2023 Via ZOOM

**Start time:** 1:30 pm – 2:30pm

**Chair:** Joe Deets (Mayor, City of Bainbridge Island)

- 1) Call to Order  
*Joe Deets, Chair*
- 2) *Comments of the Chair*  
*Joe Deets, Chair*
- 3) *Approval of the Minutes*
- 4) Election of Chair and Vice Chairman  
*Joe Deets, Chair*
- 5) Campus Buildout Update  
Jan Glarum, Acting Director
- 6) Micro-island & Playbook Introduction  
Jan Glarum, Acting Director
- 7) Good of the Order  
*Chair*
- 8) Adjournment

emailed Items:

Meeting Agenda

EMC Presentation

October 20, 2022 Meeting Minutes

November 1, 2022 Meeting Minutes

## **Emergency Management Council Meeting**

**Minutes October 20, 2022**

### **Attending:**

**Mayors:** Greg Wheeler, City of Bremerton; Rob Putaansuu, City of Port Orchard; Joe Deets, City of Bainbridge Island

**Kitsap County:** Karen Goon, County Administrator

**DEM:** Jan Glarum, DEM Acting Director; Michele Moen, Office Support Specialist

**ABSENT:** Edward Wolfe, Kitsap County Commissioner

**Guests:** Dave Rasmussen, Kitsap County Emergency Management; Michael Robinson, Kitsap County Emergency Management

**Call to Order:** The Emergency Management Council (Council) meeting was called to order at 9:43am by Council Chair Mayor Deets.

**Comments of the Chair:** Great to see everyone here. We have 1 item on the agenda. County Administrator Karen Goon, please take it from here.

### **Discussion:**

County Administrator, Karen Goon, thanks everyone for joining the meeting today from the Kitsap County Administration building and hopes it wasn't too much of an inconvenience to switch locations. The agenda item today is to appoint an acting Emergency Management director, with Director Klute's extended absence, we are without someone to pick up the red phone to the state should we have an emergency.

I am proposing that we appoint Jan Glarum as the Acting Director under the provisions of the interlocal agreement, the Emergency Management Council needs to act on this request, but before I ask for any further action, I thought we should give Jan a few minutes to convince us why we should appoint him as Acting Director by describing his professional experience.

Jan Glarum thanked everyone and described his many years of experience in emergency management, consulting, disaster management, disaster medicine, etc.

Mayor Joe Deets asked Jan how long he has been with Kitsap County. Mr. Glarum responded that he has been employed by Kitsap County for 3 years.

Administrator Goon said as Mr. Glarum steps into this new role, she will be assisting him with budget issues, fiscal issues, personnel issues, so you will see her again. Are there any questions.

Mayor Erickson motions to appoint Jan Glarum as our interim director for Emergency Management, and wish him well. Mayor Putaansuu 2nds the motion. All in favor, motion carries.

Mayor Erickson would like to make another motion;

1). Appoint Jan Glarum as Acting Director of Emergency Management until such time as the Council takes further action on the appointment of a director;

2). The Acting Director will fulfill all duties and responsibilities of the director of emergency management as prescribed in chapter 38.52 RCW, chapter 2.104 Kitsap County Code, and other applicable laws and regulations.

3). The Acting Director may delegate administrative functions to other Kitsap County departments as needed.

Motion 2<sup>nd</sup> by Mayor Putaansuu. All in favor, all 3 motions carry.

Mayor Erickson and Mayor Deets thanked Jan for stepping up.

**Public Comments:** Administrator Goon asked if the members of the public would like to give public testimony. No response from the public in attendance.

Good of the order, Mayor Deets adjourned the meeting.

Mayor Erickson thanks Administrator Karen Goon for putting this together so quickly, Mayor Deets echoes the sentiments, and thanks Mr. Glarum for coming on board. Administrator Goon thanks the council for being flexible on their availability.

**Emergency Management Council Meeting**

**Minutes November 1, 2022**

**Attending:**

**Mayors:** Greg Wheeler, City of Bremerton; Rob Putaansuu, City of Port Orchard; Joe Deets, City of Bainbridge Island

**Board of County Commissioners:** Commissioner Ed Wolfe

**DEM:** Jan Glarum, DEM Acting Director; Michele Moen, Office Support Specialist

**ABSENT:** Becky Erickson, City of Poulsbo

**Guests:** Karen Goon, Kitsap County Administrator; Dave Rasmussen, Kitsap County Emergency Management; Aimee Campbell, Kitsap County Emergency Management

**Call to Order:** The Emergency Management Council (Council) meeting was called to order at 2:03pm by Council Chair Mayor Deets.

**Comments of the Chair:** Great to see everyone here. Going to go straight to the discussion.

**Discussion:**

County Administrator Karen Goon introduced herself and introduced staff from DEM that were present. Karen had Michele issue out to the Council a memo, with some data from the end of the pandemic proclamation issued by the Governor. The Kitsap County Commissioners will be rescinding the emergency proclamation on Monday. This has given us the opportunity to take a pause, to think back what's happened over the last 2 years 10 months. The people in this room were the backbone of this County's pandemic and are the unsung hero's, along with our Emergency Management volunteers of which there were over 150. Volunteers have assisted with community-based testing sites, quarantine & isolation sites, vaccination clinics, distributed personal protective equipment to various locations and helped distribute food.

While everyone was looking forward to saying mission accomplished, this phase of the response is over and I wanted to give the council some details about what the response was. Seeing the numbers on paper in terms of hours spent, people served, volunteers added, was very meaningful. Jan, Michele, Dave, Michael, and Aimee are all here to talk about or answer any questions you may

have regarding any of those measures that were highlighted. I hope you will take these back to your jurisdiction and share because a lot of your staff were instrumental in us being part of this response.

The second part of the briefing memo was the budget. Staff took comments from September 6<sup>th</sup> meeting as an opportunity to re-evaluate assumptions contained in the proposed budget. Major changes were that we re-directed staff costs.

Chair Joe Deets asks the council if there are any questions. Mayor Deets would like to add that Bainbridge Island is not included in the budget document, but they are prepared to continue its contribution of \$22,000.

Commissioner Wolfe asked if the County Commissioners approved the county share, the \$466,745? County Administrator Karen Goon advised that yes, the BOCC approved the Emergency Management budget.

Motion to adopt the budget proposal brought forward today, motion made by Commissioner Wolfe to adopt the Emergency Management 2023 budget as presented, Mayor Wheeler 2<sup>nd</sup> the motion. All in favor.

**Public Comments:** None.

**Good of the order:**

With no other business to discuss, the EM Council meeting was adjourned at 2:13pm.

The next Emergency Management Council (EMC) meeting will be held on Tuesday, January 3, 2023, at 1:30pm via Zoom. In person attendance will be at the Kitsap County Administration Building in the Port Blakely Conference Room.

# After the Earthquake

**EMERGENCY RESPONSE IN KITSAP COUNTY**



KITSAP COUNTY  
**EOC** EMERGENCY  
OPERATIONS CENTER

## **The Problem: Cascadia**

What is a Cascadia Subduction Zone Event? This is a catastrophic magnitude 9.0 subduction zone earthquake and subsequent tsunami. Kitsap County will suffer strong ground shaking for up to five minutes and experience flooding from tsunami inundation. There will also be varying levels of soil liquefaction throughout the county, disrupting critical infrastructure. Landslides are also possible.

Cascadia will highlight the shortcomings of a top-down approach to emergency management. However, encouraging people to be "two weeks ready" isn't enough. If Cascadia occurs, changing outcomes for people will need a bottom-up strategy that fills the gap between a higher-level response and individual readiness.

## **After Cascadia: Micro-Islands**

After a Cascadia event, state and federal agencies have determined that Kitsap County will “break” into approximately 25 or more standalone areas or “micro-islands.” People in each micro-island will find themselves unable to move beyond their island boundaries by vehicle.

Why? Roads, bridges, and other infrastructure are expected to be too damaged to support normal movement. This isolation could be for an unknown period of time. Residents will need to rely on the supplies and know-how in each micro-island.

Because KCDEM has an informed estimate of the number and placement of micro-islands, we can plan against a Cascadia event and start addressing known issues and anticipated problems.

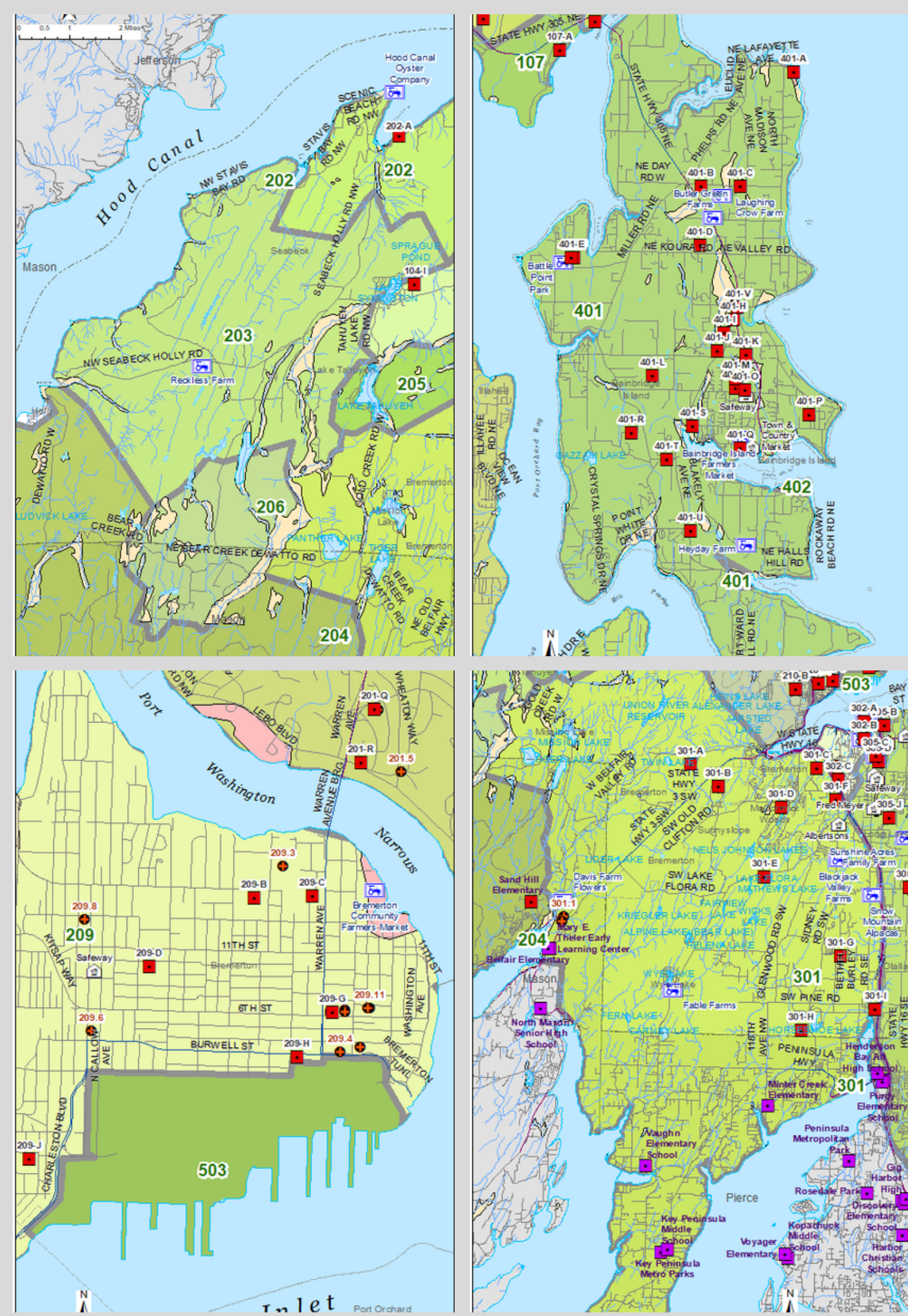


# The plan for micro-islands

First, we have identified at least one site within each micro-island for a **CPOD**, or **Community Point of Distribution**.

Each **CPOD** will have guidance in the form of **Neighborhood Emergency Supplies and Tools**, or **NEST kits**, to start forming **Neighborhood Gathering Sites (NGS)** as well as a copy of the **Catastrophic Event Playbook: Field Guide**.

**NGS** locations will be the initial focus of KCDEM efforts after a catastrophic event and a likely place to send resources as these become available.





# Field Guide

Next, the **NGS** will use the **Catastrophic Event Playbook: Field Guide** and **NEST kits** to start recovery efforts at their locations.

The **Field Guide** includes information about what to do immediately following an event, and then plays that cover critical lifeline components for the first 72 hours, 3–5 days, and 1–2 weeks. Food and water safety information is also included.

Details for each micro-island include: a map of the micro-island, resources and gaps, estimated population, fresh water sources, who each micro-island needs to contact, and radio frequencies.

## Kingston High School

Micro-Island 106



### Resources +8

CPODs/NEST kits, surface water access, grocery stores, gas stations, airfield, beach/port access, major highway, fire & police stations



### Gaps -1

No hospital

- Estimated population 7,665 day /6,874 night
- Use fresh water sources at Carpenter Lake
- Prioritize WA 104 and beach/port access at Kingston Ferry
- Reports to KCDEM area 1 branch director

### CPOD Location/Neighborhood Gathering Site

Map Location: 106-C

47.79828 Latitude, -122.52 Longitude

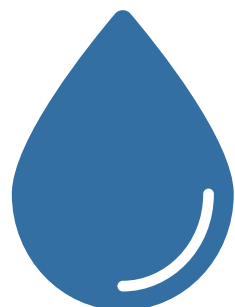
What3Words: yourselves.crops.number

Radio Frequency: 147.580 MHz

# NEST Kits

**NEST kits** include detailed task cards for the following:

- Command and Communication Station
- Shelter Station
- Medical Station
- Water, Sanitation and Hygiene Station
- Neighborhood Check Station



## Neighborhood Check Emergency Task Card



### Responsible Person(s)

- Neighborhood Check Lead

### Objectives

- Set up a staging area for volunteers to gather and plan Neighborhood Check efforts.
- Find volunteers and set up Neighborhood Check teams. While this is not a search and rescue effort, volunteers with that background would be preferred for this task.

### Steps

- Unpack the NEST kit labeled "Neighborhood Check." Check inventory for this task.
- Use water-resistant notebook to log and create a roster of all volunteers and teams.
  - Divide volunteers into teams of 5.
  - Identify team leader for each team.
  - The team leader will be responsible for the neighborhood check team and for maintaining communications with the communications lead using the provided radio. Use the designated Ops channel.
- The neighborhood check station lead will plan and chart locations on the provided maps located in the NEST Kits and/or use the maps in the Catastrophic Event Playbook: Field Guide.
  - Ensure planned routes and operational periods have times associated with them.
  - Focus on high-risk/high population areas.
  - Ensure each team is outfitted with appropriate supplies.
  - Stress safety before departure. If areas are unsafe, do not conduct neighborhood check operations.
  - Have teams identify possible supplies and assess damages while conducting operations.

Turn this page over to continue.

# Progress Towards Goals

KCDEM has completed the print copies of the **Catastrophic Event Playbook: Field Guide** and **NEST kits** task cards. The **Catastrophic Event Playbook: Management Guide** and supplemental **map book** are currently in draft form.

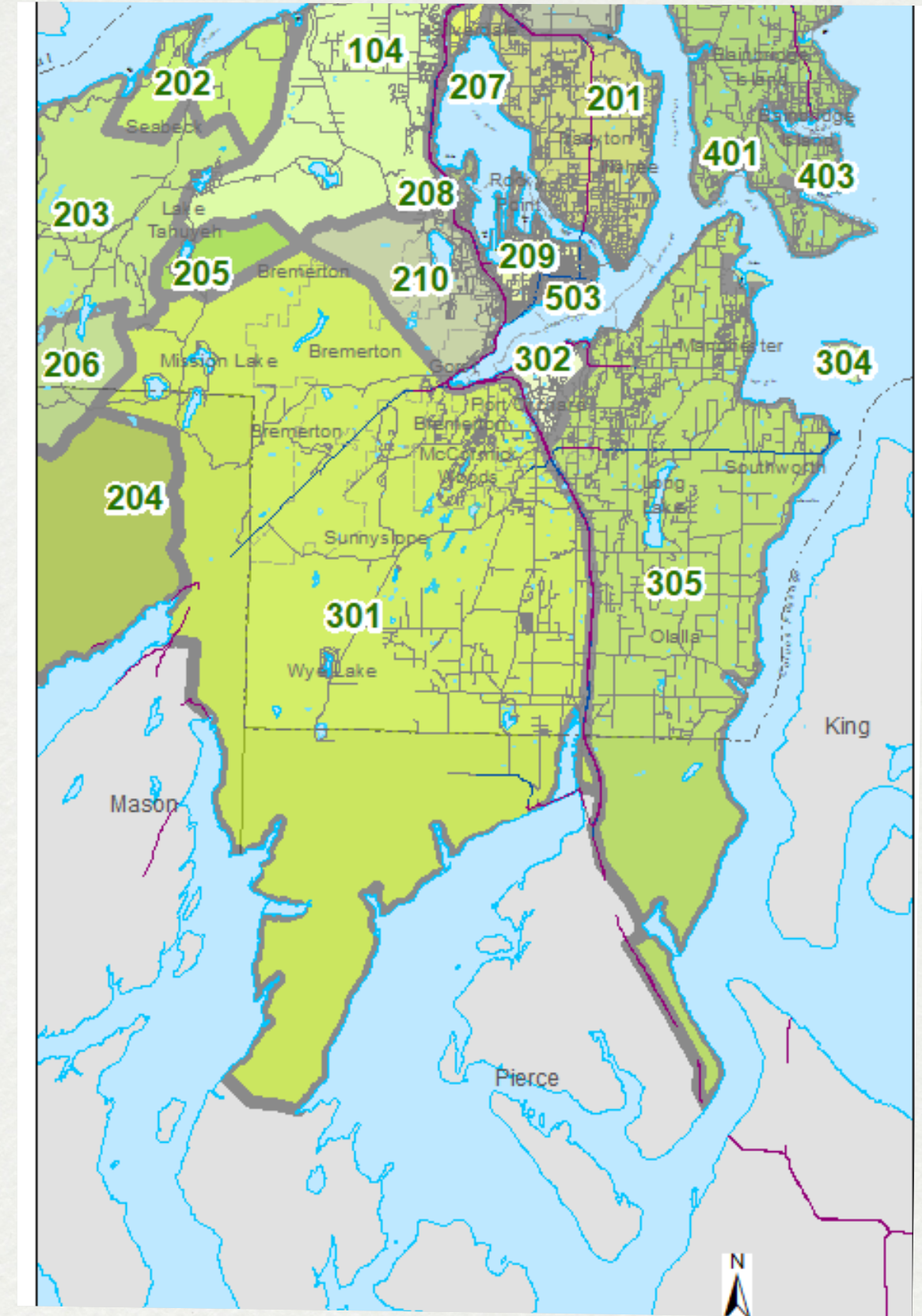
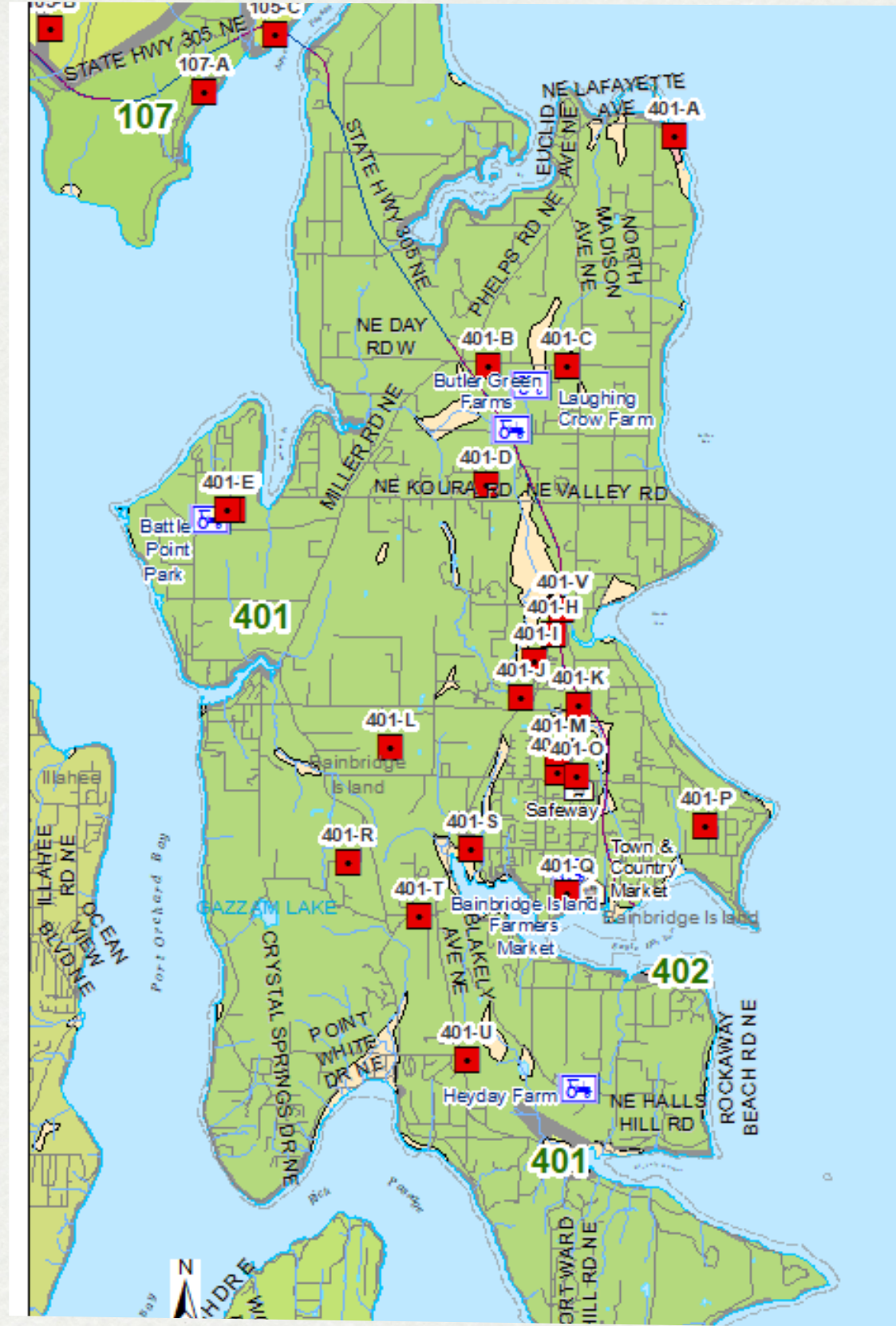
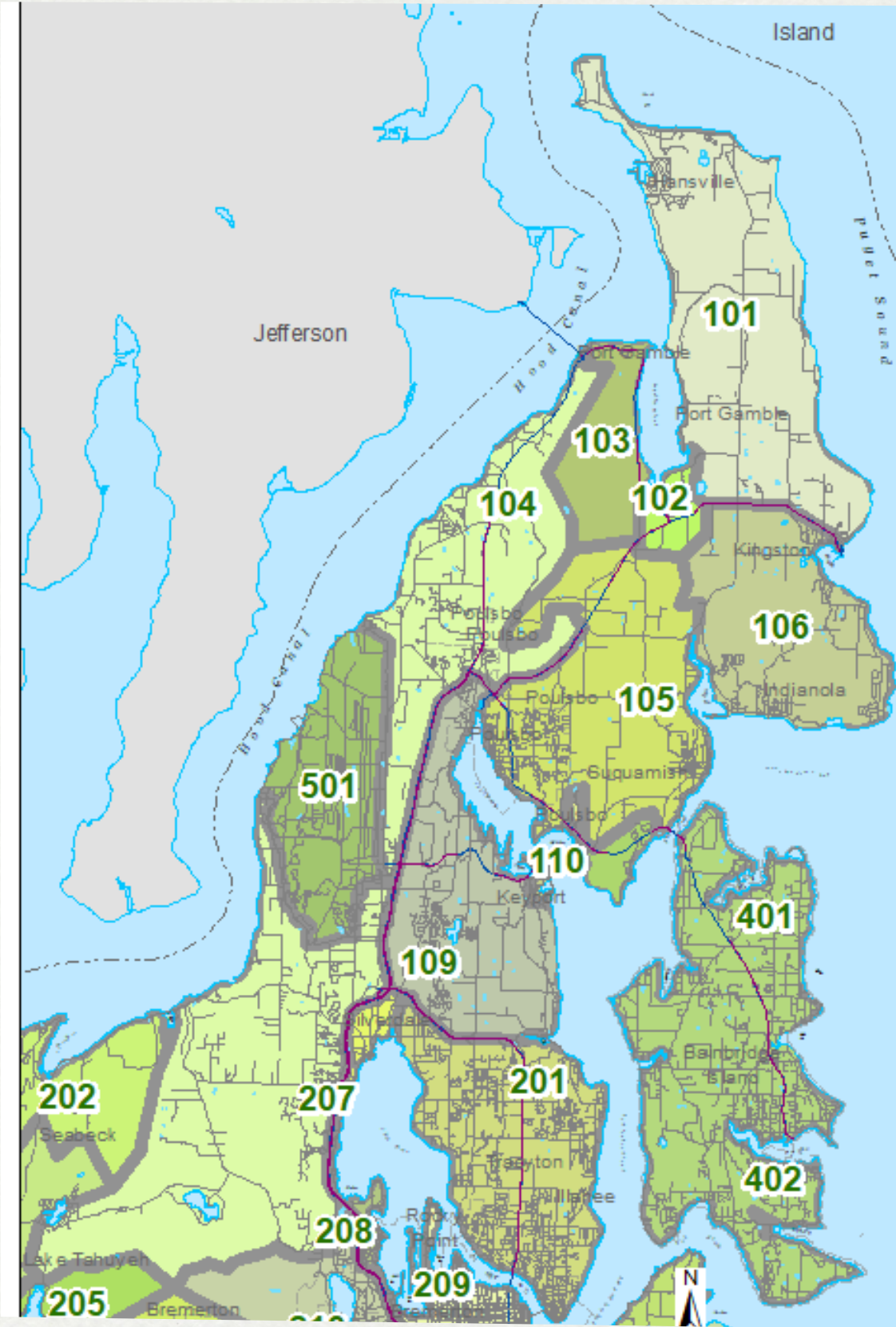
Training is underway and/or planned with CERT, MRC, and KARS volunteers to understand the materials and expectations.

## What's Needed

- 1) Locations that are willing to host the first **CPOD** sites. Currently, we are in conversations for 3 out of 25 sites. Additional **CPOD** locations in large or densely populated sites is desirable.
- 2) Funding for **NEST kit** materials. Currently, grants will cover less than 50% of costs.



## Second-Level Response



# Tools: Management Guide

## Catastrophic Event Playbook



## Management Guide

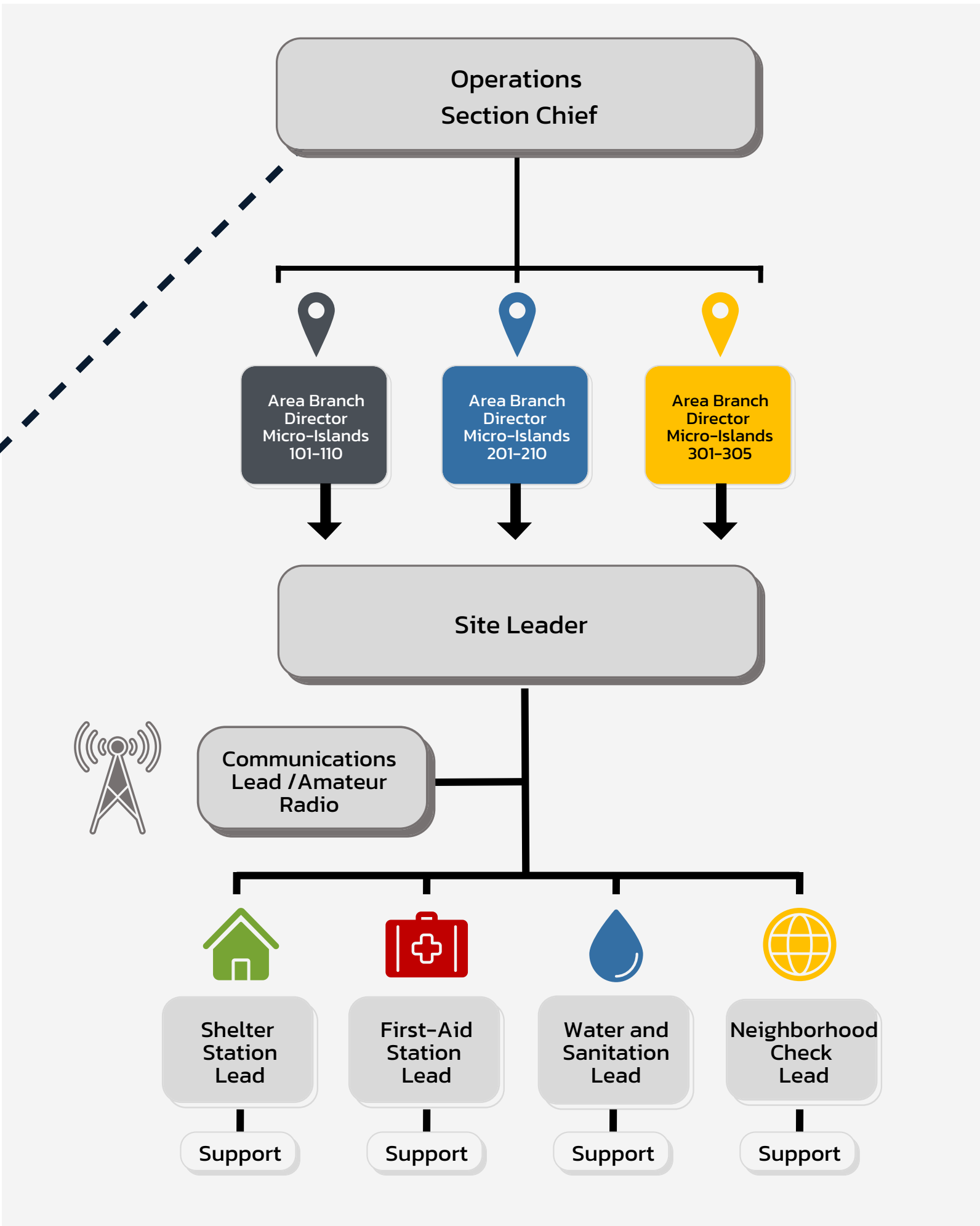
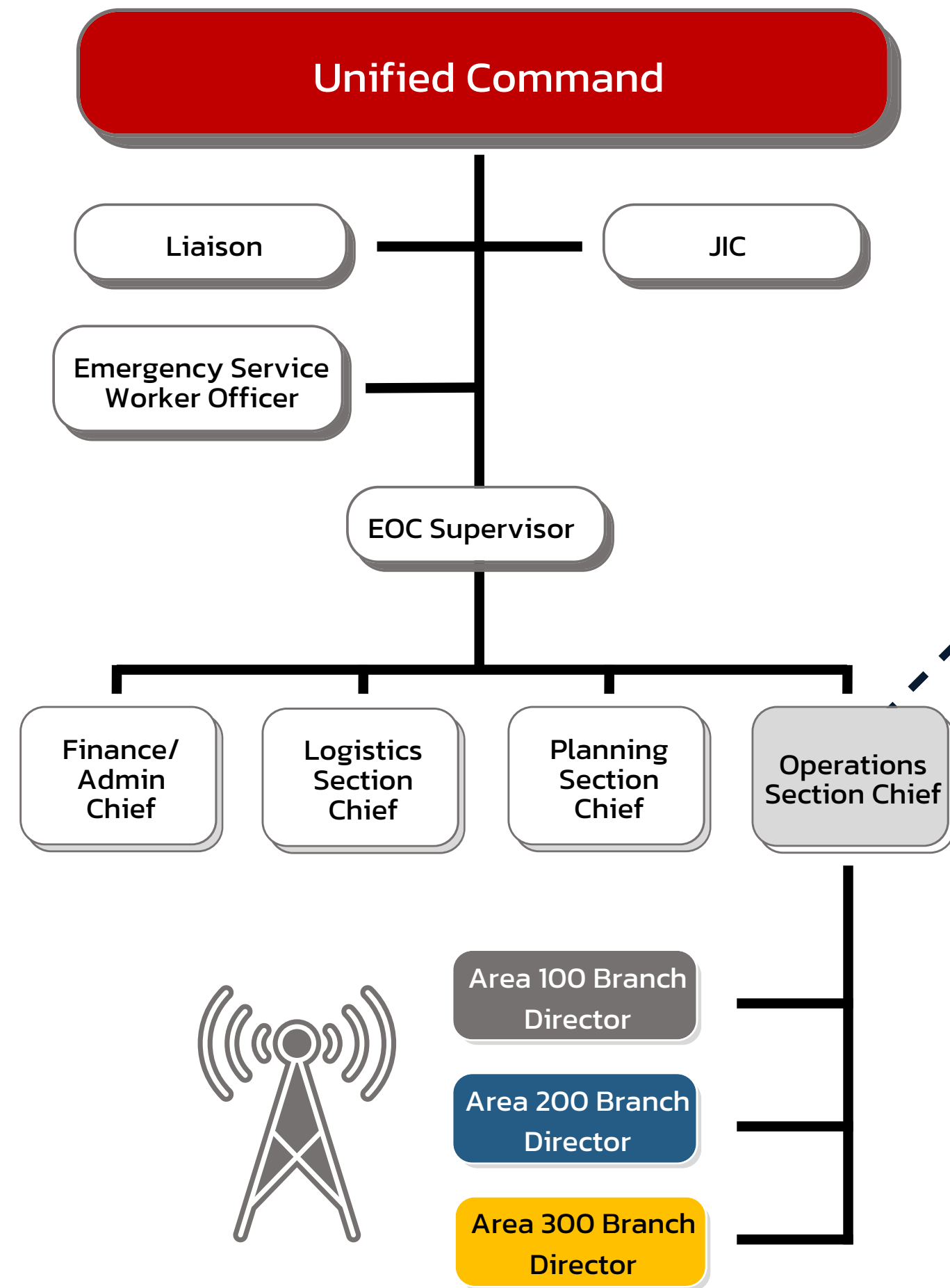
September 2022 Edition

KITSAP COUNTY  
**EOC** EMERGENCY  
OPERATIONS CENTER

KCDEM has a **Catastrophic Event Playbook: Management Guide** with mission statement and goals, objectives for the first 8 operational periods, job tasks for those operating under Unified Command, Area Branch Director tasks, and needed ICS forms and tools.

Kitsap County micro-islands are organized under three Area Branch Directors for 100, 200, and 300 series micro-islands. 400 series is managed by Bainbridge Island Emergency Management, and 500 series micro-islands are military.

# Organizational Structure

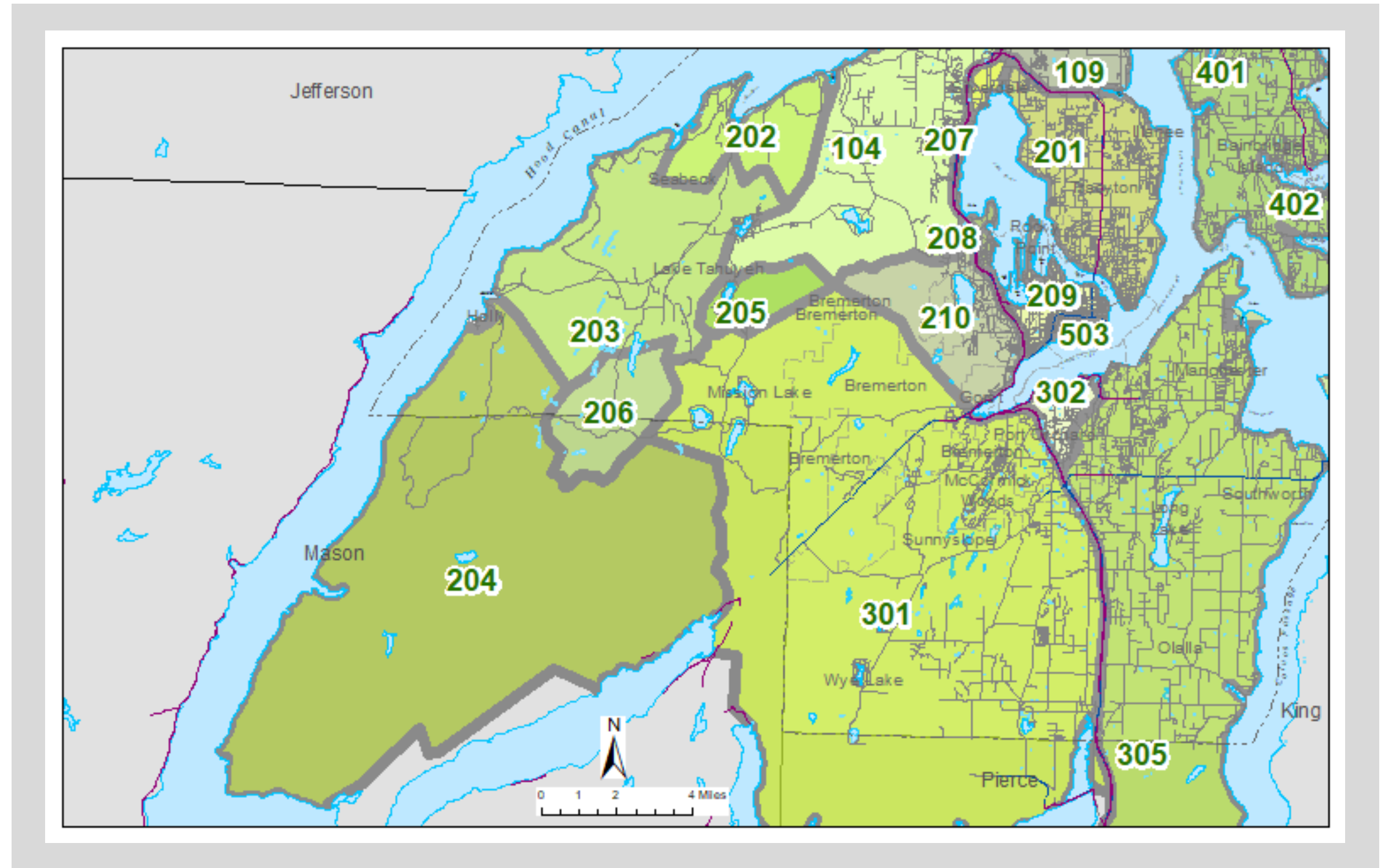




# Tools: Map Book

KCDEM has a draft of map books for each of the 100, 200, and 300 areas within Kitsap County. Layers would include details needed for second-level response, including:

- CPOD/NEST locations
- Fresh water sources
- Grocery stores/food markets
- Gas stations/fuel pumps
- Major roadways
- 24/7 emergency service locations
- Airport/airdrop locations
- Beach/port access sites





# Questions



# After the Earthquake

**[WWW.KITSAPDEM.COM](http://WWW.KITSAPDEM.COM)**



KITSAP COUNTY  
**EOC** EMERGENCY  
OPERATIONS CENTER