

Emergency Coordination Center

The fourth floor dispatch room in the Natural Resources Building in Olympia serves as the DNR Emergency Coordination Center (ECC). The Lacey Compound is backup ECC. Each Region office has identified locations to be used as the Region Emergency Operation Center (EOC) as needed. Alternate ECC and EOC locations are identified in the Emergency Management Plan.

The Emergency Coordination Center is a local, on-or-off-premise, area from which initial alert will be managed. The ECC houses the Executive Emergency Management Team and the ECC staff during the recovery phase or for as long as the situation warrants.

Additional Information

- The Emergency Management Packet contains emergency response information. Ask your supervisor for a copy. Also, ask your supervisor to verify your emergency response level.
- Please send comments to the Emergency Operations Manager, Resource Protection Division, or the Safety and Health Manager, Employee Services Division.
- Call DNR's emergency message line for information and direction. **360-664-2479** or www.dnr.wa.gov
- This brochure can be found on the Employee Services Intranet home page or at: www.wadnr.gov/rp/rp.html



WASHINGTON STATE DEPARTMENT OF
Natural Resources
Doug Sutherland - Commissioner of Public Lands



DNR's Emergency Management Depends on You



WASHINGTON STATE DEPARTMENT OF
Natural Resources

Ask Your Supervisor to Determine Your Employee Emergency Response Level

When an emergency occurs, such as an earth quake, fire, or other disaster, DNR's leaders work with emergency agencies to determine actions. As soon as emergency response functions begin, DNR can start the recovery process.

Each DNR employee is designated a specific response level and is to respond as follows:

Level 1 - Immediate, Automatic Response

These employees are expected to respond to an emergency every time they are assigned.

- Department Emergency Operations Manager
- Department Emergency Planning Coordinator
- Resource Protection Standby Coordinators
- Region Standby Coordinators

Level 2 - Immediate Response

These employees are expected to respond to an emergency every time they are contacted or if they become aware of an agency emergency. Level 2 employees will be advised where to report.

- Executive Emergency Management Team
- Region Manager of affected Region, if applicable

Level 3 - Immediate Response when Contacted to Activate the Emergency Coordination Center

These employees are expected to respond to an emergency every time they are contacted. They are essential for initiating Incident Command and staffing the Emergency Coordination Center and Emergency Operation Center(s). Level 3 employees will be advised where to report.

- Emergency Coordination Center Staff
- Emergency Operation Center Staff

Level 4 - Respond when Contacted within Four Hours to Initiate Preplanned Strategies

These employees will be advised where to report. These employees should *NOT* respond until contacted.

- Emergency Response Team(s) as listed in the Emergency Management Plan

Level 5 - Respond when Contacted within 12 Hours to Resume Business Programs

These employees will be advised where to report. These employees should *NOT* respond until contacted.

- All DNR employees not at levels 1 through 4

Employee Action Items

Several action items identified in the DNR Emergency Management Plan enhance our agency's emergency preparedness and business recovery. Actions you can take include:

- Ask your supervisor to identify your emergency response level designation then see list at left and highlight your level. Write your response level here _____.
- Ask your supervisor for the name of the emergency coordinator for your region/division.
- Find out who is on your region or division Business Recovery Team. Review the contents and know the location of the Business Recovery Plan.
- Check with your safety representative to complete an Emergency Response Card (#7540-SAF-005) and keep it updated.
- Sign up for Emergency Preparedness Training which is available to DNR employees and includes:
 - Personal Preparedness Training
 - Required Incident Command System for Emergency Management Training.
 - Recovery Team Training
- Ask your supervisor about additional training.

Emergency!

The Department of Natural Resources is unique in that one of our business functions is to respond to emergencies. We respond to wildfires and assist the State Emergency Management Division in responding to other types of disasters.

Purpose of the Plan

The Emergency Management Plan is a guide for implementing Washington State Department of Natural Resources' (DNR) emergency management procedures. The plan describes how DNR staff are to prepare for, respond to, and recover from emergencies resulting from natural or human-caused disasters, or technological incidents that affect DNR employees and facilities. The Emergency Management Plan is designed to:

- Reduce the risk of injury to and death of DNR employees and visitors
- Increase the probability that DNR will continue to provide important services in the event that an emergency disables facilities
- Reduce the exposure of the State of Washington to revenue loss and citizen nonconformance to law as a result of the emergency
- Document the plans and procedures necessary to mitigate, prepare, respond and recover

Mitigate the impact of an emergency.

Mitigation activities are those that prevent the occurrence of an emergency, or reduce vulnerability in ways that minimize adverse affects of a disaster. Mitigation actions help eliminate or reduce risks to human life and property from natural and technological hazards. Examples include:

- Complying with building codes
- Securing equipment, furniture and other items



Prepare the employees to respond and recover from an emergency.

Preparedness activities, programs, and systems are those that exist prior to an emergency, and enhance response to and recovery from an emergency or disaster.

Preparedness is taking actions — planning, human resource, and facility — that help effectively respond to an emergency or disaster. Examples include:

- Implementing an emergency management plan
- Preparing an emergency coordination center
- Stocking emergency supplies
- Training emergency management teams
- Practicing earthquake and fire drills

Respond properly to an emergency.

Response activities and programs are designed to address the immediate and short-term effects at the onset of an emergency or disaster. Response actions are taken immediately before, during or directly after an emergency occurs, to save lives, minimize damage, and enhance the recovery phase.

Examples include:

- Calling 9-1-1
- If possible, unplugging electronic devices
- Evacuating
- Shutting off gas lines
- Administering first aid to injured persons



Recover effectively and efficiently from an emergency.

Recovery is restoring systems to normal. Short-term recovery actions are taken to assess damage and return priority systems to minimum operating standards; long-term recovery may continue for many years. Examples include:

- Initiating the Human Resource Plan for management direction to employees
- Repairing or replacing damaged facilities and/or equipment

Roles in Emergency Management

Support roles to facilitate resumption of normal functions are documented in the Emergency Management Plan.

INDIVIDUAL RESPONSIBILITY

It is every individual's responsibility to be accountable for their own actions.

Take care of yourself. Evacuate. Help others without risking your own life. Account for all personnel. Secure the site.

Check on and take care of your family. Once you are safe, determine the safety of your family. When your family is safe, concentrate on emergency recovery assistance to DNR and citizens of the State of Washington.

Check in with your supervisor. Contact your supervisor. Tell them: 1) where you are, 2) when you can report to work, 3) at what phone number you can be reached. (If immediate supervisor is not available, follow chain of command.) DNR will notify employees to return to work.

Call DNR's emergency message line for information and direction. **360-664-2479**

COMMISSIONER'S ROLE

The ultimate responsibility for DNR's emergency management rests with the Commissioner of Public Lands. However, we must all work together if we are to save lives and minimize property damage.

LOCAL, STATE AND FEDERAL ROLES

Government has the responsibility to make every effort possible to protect life and property from the effects of hazardous events. Local government has the primary responsibility for emergency management activities. When the emergency exceeds local government's capability to respond, assistance may be requested from the state government. The federal government provides assistance to the state as necessitated by the nature and magnitude of the event.



RELATIONSHIP BETWEEN EMERGENCY AND NORMAL FUNCTIONS

The DNR is unique in that one of our business functions is to respond to emergencies. We respond to wildfires as well as the State Emergency Management Division in responding to other types of disasters. When performing these emergency functions, the DNR is performing normal day-to-day functions.

It is generally true, however, that a disaster is a situation in which the usual way of conducting ourselves is no longer sufficient. When possible, maintain normal reporting relationships and assign familiar tasks to personnel. In some large-scale disasters, however, it may be necessary to draw on people's skills and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency response may be suspended for the duration of any emergency. Employees, as available, may be requested to assist in emergency response duties so that every emergency may be a truly synergistic effort.