

**APPENDIX D
EMERGENCY MANAGEMENT**

1. GENERAL WATER SYSTEM RESPONSE/RECOVERY
2. LOSS OF WELLFIELD (PARTIALLY/FULLY)
3. MUTUAL AID AGREEMENTS

Attachment D1 Public Works Emergency Response: Mutual Aid Agreement for Signatories in the State of Washington

Attachment D2 Mutual Aid Agreement Between the Cities of Tumwater and Olympia For the Use of Emergency Water System Interties



1.0 GENERAL WATER SYSTEM RESPONSE/RECOVERY

1.1 Definitions

The following definitions for disaster and emergency are from the State Comprehensive Disaster Plan and are used in Appendix D:

- Disaster – An event expected or unexpected, in which a community's available, pertinent resources are expended; or the need for resources exceeds availability; and in which a community undergoes severe danger; incurring losses so that the social or economic structure of the community is disrupted; and fulfillment of some or all of the community's essential functions are prevented.
- Emergency – An event, expected or unexpected, involving shortages of time and resources; that places life, property or the environment, in danger; that requires response beyond routine incident response resources.
- Response – The actual provision of services during a disaster. These activities help to reduce casualties and damage and to speed recovery.
- Short-Term Response – A response that takes place immediately or within days of the emergency or disaster.
- Mid-Term Response – A response that may take several days to weeks after an emergency or disaster.
- Long-Term Response – A response that may take months after an emergency or disaster.
- Recovery – Recovery can be short-term, mid-term or long-term planning that is completed to restore the damages in-kind or to improve upon the pre-disaster or pre-emergency condition.

1.2 Level of Severity

The level of severity is defined for water system operators to know when to contact managers and water operations personnel (Table D1).

A copy of this list is kept at the Operations Center and in the Water Resource field staffs' vehicles (Water Operations and Water Quality). A copy should also be kept at Public Works Dispatch, City Fire and Police Departments, Public Works Operations and Engineering Offices and the City's Emergency Operations Center (EOC – typically the Fire Station Headquarters).

Contacts are listed in Table D2 for the City of Tumwater as well as the County, State, and the City of Olympia.

1.3 Water System Response Planning

After an event or major disruption, the following (Table D3) should take place for the short, mid-, and long-term responses.

- Lead: Public Works Director



- Support:
 - City of Tumwater Water System Operations
 - City of Tumwater Fire Department
 - City of Olympia Water System Operations (through mutual aid agreement)
 - Thurston County Emergency Management Department (through mutual aid agreement)

2.0 LOSS OF WELL FIELD (PARTIALLY/FULLY)TAB

- Lead: Public Works Director/Water Resources Program Manager
- Support:
 - City of Tumwater Water System Operations
 - City of Tumwater Fire Department
 - City of Olympia Water System Operations
 - Thurston County Emergency Management Department
 - Washington State Department of Health

As of 2016, the Palermo Wellfield has new emergency power capacity to operate all wells (3, 4, 6, 8, 16 & 17) and the aeration treatment facility.

The Bush Treatment facility has a generator that is capable of operating both wells 12 and 14 and the aeration treatment facility. In the event of a failure at the Palermo Wellfield, the Bush treatment facility can provide production to meet the average daily demand. However, in the event auxiliary power supply fails at the Bush Wellfield, the power plant for wells 12 and 14 would be automatically engaged to meet minimum daily demand. Three 450 gpm booster pumps move water from the 350 zone reservoirs to both reservoirs in the 454 pressure zone (WSP, 2010).

If loss a well field happens due to spills or contamination, the following additional actions in Table D4 should take place for the short, mid-, and long-term responses. Table D3 should also be used for determining water supply response due to the loss of the wellfield. If loss of a well field is due to mechanical/electrical failure, then see actions in Table D3. Emergency equipment and supplies are listed in Table D5.

3.0 MUTUAL AID AGREEMENTS

The following mutual aid agreements are attached for reference:

1. Public Works Emergency Response Mutual Aid Agreement, which the signatory agencies have agreed to make the most efficient use of their powers by enabling them to coordinate resources and to maximize funding reimbursement during disasters/emergencies.



2. Mutual Aid Agreement Between the Cities of Tumwater and Olympia For the Use of Emergency Water System Interties

4.0 REFERENCES

City of Olympia. Water System Plan for 2015-2020. Available on the Web at: <http://olympiawa.gov/city-utilities/drinking-water/water-system-plan.aspx>

City of Tumwater (City). 2010. City of Tumwater Comprehensive Emergency Management Plan. Available on the Web at: <http://www.ci.tumwater.wa.us/home/showdocument?id=1520>

HDR. 2011. City of Tumwater 2010 Water System Plan Update (WSP 2010). Available on the Web at: <http://www.ci.tumwater.wa.us/departments/public-works/utilities/drinking-water/water-system-plan>.

List of Acronyms

COT CEMP	City of Tumwater Comprehensive Emergency Management Plan
DOH	Washington Department of Health
Ecology	Washington Department of Ecology
EOC	Emergency Operations Center (EOC – typically the Fire Station Headquarters).
EPA	Environmental Protection Agency
fema	Federal Emergency Management Agency
MG	Million Gallons
PRV	Pressure reducing valve
PW	Public Works
WSP	Water System Plan (HDR, 2010)

**Table D1: Level of Severity**

Level of Severity	Personnel to Notify	When to Notify
Level 1 (Routine Emergency)	Water Operations Lead	Immediately
	Water Operations Supervisor	
	Water Resource Program Manager	At the earliest opportunity during work hours
	Water System Engineer	
	Director of Public Works	At the discretion of Water Resources Program Manager
Level II (Minor Emergency)	Water Operations Lead	Immediately
	Water Operations Supervisor	
	Water Resource Program Manager	
	Water System Engineer	At the earliest opportunity during work hours
	Director of Public Works	At the discretion of Water Resources Program Manager
Level III (Significant Emergency) Or Level IV (Catastrophic Disaster/Major Emergency)	Water Operations Lead	Immediately
	Water Operations Supervisor	
	Water Resource Program Manager	
	Water System Engineer	
	Director of Public Works	

**Table D2: Contacts** (primarily from the Water System Plan Operations and Maintenance Manual)

Contact	Phone	Nextel
CITY ROUTINE EMERGENCIES		
On-Call Personnel (After Hours)	(360) 754-4150	
Steve Craig – Operations Manager	(360) 705-0166	(360) 507-7635
Rod Warren – Lead Maintenance Worker	(360) 357-8157	(360) 239-3054
CITY WATER QUALITY EMERGENCIES		
On-Call Personnel (After Hours)	(360) 754-4150	
Steve Craig, Operations Manager	(360) 705-0166	(360) 507-7635
Dan Smith, Water Res. Program Manager	(360) 870-6938	
Dennis Ashe, Water Quality Technician Curt Shields, Water Quality Technician	(360) 934-5409 (360) 273-7003	(360) 507-6270 (360) 507-7663
CITY FIRE DEPARTMENT		
Fire Chief (Scott LaVielle)	(360) 754-4170	
STATE CONTACTS		
Department of Health SW Drinking Water Operations	(360) 236-3030	
Department of Health Office of Drinking Water Hotline	(877) 481-4901	
Department of Ecology Spill Response	(360) 407-6300	
Department of Transportation http://www.watimcoalition.org/contact.htm		
Military Department Emergency Management Division (EOC Activation)	(800) 854-5406 (253) 912-4900	
Military Department Emergency Management Division (EOC Not Activated) Main Switchboard	(800) 562-6108 (253) 512-7000	
THURSTON COUNTY EMD		
Emergency Management Department (Fax (360) 867-2811)	(360) 867-2800	
CITY OF OLYMPIA CONTACTS		
Public Works 24-Hour Dispatch	(360) 753-8333	
Mike Vessey (Pump Station Operations Supervisor)	(360) 753 8318	360 507 5953
Tim Richardson (Water System Engineer)	(360) 753-8749	(360) 239-6015



Table D3: Water System Disruption (i.e. water main breaks, loss of power to pumps, etc.)

	Short-Term Response (days)	Mid Term Response (weeks)	Long-Term Response/ Recovery (months)
General Disruptions...			
Check Status (Operable/Not Operable) of All Production Wells, Pump Stations, Treatment Facilities, and Water Mains per Appendix J in WSP and report status back to PW Director or EOC (if declared state of emergency)	X		
Close valves where leaks are located and relay information to PW Director or EOC (if declared state of emergency).	X		
If declared emergency, provide damage assessments and status to EOC.	X		
Monitor Levels in 350, 454 and 549 Reservoirs – Report status to PW Director and/or EOC.	X	X	X
If water level in 350 Reservoir (4 MG) drops less than 85% and is declining...			
Ensure all Bush Middle School Wells are turned ON	X	X	X
Ensure all Palermo Wells are turned ON	X	X	X
Turn Southwest Wellfield ON (future after installed)	X	X	X
Turn all Port and supplemental Wells ON (set to come on at different levels in 350 Reservoir by radio telemetry)	X	X	X
If water level starts to stabilize during off-peak times (i.e. mid-morning, mid-afternoon, or late evening), fill reservoirs (as much as possible) to provide extra storage during peak usage		X	X
Implement Stage 1 Advisory Reductions	X	X	X
If water level in 350 Reservoir (4 MG) drops less than 75% and is declining...			
Implement Stage 2 Minor Reductions per the Water Shortage Plan in current WSP as necessary	X	X	X
Coordinate with City of Olympia to manually open 6-inch intertie at Carylon Avenue. (Note: For cost reimbursements, a state of emergency must be declared prior to opening intertie.)		X	X
Coordinate with Owner of Brewery Wells to turn wells on (Note: For cost reimbursements, a state of emergency must be declared prior to opening intertie.)			X
Install temporary flow meter at intertie (see Emergency Equipment and Supplies) Brewery Wells connection and/or Fish Hatchery wells. Track water usage at intertie/point of connection for long-term use. Coordinate with EOC for eligibility of reimbursement from federal agencies (if declared emergency).			X



Table D3: Water System Disruption (i.e. water main breaks, loss of power to pumps, etc.) Continued

	Short-Term Response (days)	Mid Term Response (weeks)	Long-Term Response/ Recovery (months)
Open PRVs to allow water from higher zones to supplement 350 Zone (if 549 and 454 reservoirs water level is not declining under Stage 1 and Stage 2 Reductions)	X	X	X
If water level in 350 Reservoir (4 MG) drops less than 65% and is declining			
Implement Stage 3 and 4 Reductions per the Water Shortage Plan in the WSP as necessary	X	X	X
Open interties (as coordinated with the City of Olympia) as coordinated with the City of Olympia		X	X
Turn Brewery Wells On as coordinated with Owner			X
Build Infrastructure to connect Fish Hatchery well to Water System.			X
Contact Thurston County Emergency Management Department and request additional resources per Puget Sound Regional Catastrophic Preparedness Program – Regional Resource Management and Logistics Plan (i.e., Fill out EM 47 form for bottled water)			X
Install additional wells (i.e. Northeast Wellfield) to supplement.			X
Install Pump at 8-inch intertie on Crosby Blvd at Mottman Road.			X
If water level in 454 Reservoir (1 MG) drops less than 85% and is declining with pumping on...			
Open intertie from 549 Reservoir (if possible)	X	X	X
Implement Stage 1-4 Reductions as required	X	X	X
If water level in 454 Reservoir (1 MG) drops less than 75% and is declining with pumping on...			
Implement Stage 1-4 Reductions as required	X	X	X
Contact Thurston County Emergency Management Department and request additional resources per Puget Sound Regional Catastrophic Preparedness Program – Regional Resource Management and Logistics Plan (i.e Fill out EM 47 form for bottled water)	X	X	X
If water level in 549 Reservoir (1 MG) drops less than 85% and is declining with pumping on...			
Implement Stage 1-4 Reductions as required	X	X	X
Contact Thurston County Emergency Management Department and request additional resources per Puget Sound Regional Catastrophic Preparedness Program – Regional Resource Management and Logistics Plan (i.e., Fill out EM 47 form for bottled water)	X	X	X



Table D4: Spill/Contamination Response

Spill/Contamination	Short-Term Response (days)	Mid Term Response (weeks)	Long-Term Response/ Recovery (months)
Shutdown the affected well/wellfield	X		
Notify the Mayor	X		
Follow ESF-10 of the City of Tumwater Comprehensive Emergency Management Plan (COT CEMP)	X		
Activate the Tumwater Emergency Operations Center (TEOC) if needed.	X		
Per the 2010 WSP Appendix H "Contaminant Presence Response":			
1. Notify the DOH or the appropriate primary agency within 24 or 48 hours (depending if Tier 1 or Tier 2 violation is incurred)	X		
2. Notify the public according to procedures outline under WAC 246-290-330 and ESF-2 COT CEMP	X		
3. Take the proper corrective action as identified by DOH/primary agency (the corrective action can require months/years and may include new wellfield development (i.e. Bush Middle School wellfield was developed due to the Palermo Wellfield being inoperable for a period of time)		X	X
4. Determine the cause of contamination: This may include the following tasks: (install monitoring wells, develop a sampling plan, develop a clean-up plan, coordinate with EPA, DOH, Ecology, etc.)		X	X



Table D5: Emergency Equipment and Supplies

Emergency Resource	Item/Pre-Planning Document	Status
Emergency Generators All active wells	Emergency Power Generator Fuel Supplied for 7 days	In place
Emergency Kit – Flashlight, Blankets, First Aid, Bottled Water (kept at water system facilities) or planning for how City will provide.		
Response/Repair Kit – Tools that are key to water system/well head repair (i.e., valve wrench, copy of 11 x 17 plans for mark-ups kept locally), camera for damage assessments		
Water System appurtenances (including 6-inch flow meter for long-term intertie usage). Per the 2010 WSP Appendix J O&M, the City has ¾-inch to 12-inch pipe, and repair parts for meters, hydrants, valves, and other appurtenances.	Per the 2010 WSP O&M: The City purchases repair materials from and maintains a listing of emergency after-hour contacts from suppliers. The list is kept on file in the Public Works Office.	
Bottling company bottled drink inventory	Develop agreement	Needs to be developed
Brewery Wells connection	Design drawings to implement connection to system that also allows for tracking for submittal of claim to FEMA (to be reimbursed if state of emergency is declared by State).	In Development
Fish Hatchery Well connection	Design drawings to implement connection to system that also allows for tracking for submittal of claim to FEMA (to be reimbursed if state of emergency is declared by State). Join WA WARN network	

Attachment D1

**Public Works Emergency Response: Mutual Aid Agreement for Signatories in the State of
Washington**

555 ISRAEL ROAD S.W.
TUMWATER, WA 98501-6568

360/754-4126
FACSIMILE

360/754-4120
MAYOR
COUNCIL
CITY ADMINISTRATOR

360/754-4121
CITY ATTORNEY

360/754-4130
FINANCE DEPARTMENT
BUSINESS LICENSES

360/754-4133
UTILITIES

360/754-4190
MUNICIPAL COURT

360/754-4132
GENERAL SERVICES
PERSONNEL

360/754-4129
JOB LINE



360/754-4140
FAX: 360/754-4142
PUBLIC WORKS
ENGINEERING

360/754-4150
PUBLIC WORKS
OPERATIONS AND
MAINTENANCE

360/754-4160
LONG RANGE PLANNING
PARKS & RECREATION
BUILDING & GROUNDS

360/754-4180
DEVELOPMENT SERVICES
ZONING
DEVELOPMENT ENGINEERING

360/754-4189
BUILDING INSPECTION

360/754-4170
FAX: 360/754-4179
FIRE DEPARTMENT

360/754-4200
FAX: 360/754-4198
POLICE DEPARTMENT

September 15, 1997

Ms. Stephanie Tax
WSDOT, TransAid
P.O. Box 47390
Olympia, WA 98504-7390

Re: **Public Works Emergency Response Mutual Aid Agreement**

Dear Ms. Tax:

As directed in Dennis Ingham's letter of July 29, 1997, enclosed you will find one fully executed original of the above-referenced agreement for the City of Tumwater. This agreement was approved by our City Council at their September 2, 1997 meeting and was signed by Mayor Ralph Osgood on September 9th.

If you have any questions, or if the City needs to take any additional measures, please give me a call a (360) 754-4140.

Thank you.


Sincerely,

Susan M. Tuggle
Administrative Assistant

/smt

Enclosure

cc: Sheryle Wyatt, City Clerk
Dave Barclift, Superintendent



**PUBLIC WORKS
EMERGENCY RESPONSE
MUTUAL AID
AGREEMENT
FOR
SIGNATORY AGENCIES
IN THE
STATE OF WASHINGTON**

INTRODUCTION

The purpose of the Public Works Emergency Response Mutual Aid Agreement is to permit signatory agencies to make the most efficient use of their powers by enabling them to coordinate resources and to maximize funding reimbursement during disasters/emergencies.

This Agreement will allow signatory agencies to support each other during disasters/emergencies to protect life and property, when the event is beyond the capabilities of the affected entity. This Agreement provides the mechanism for an immediate response to the Requesting Agency provided the Responding Agency has the resources and expertise necessary and available.

When faced with a disaster or emergency, public works agencies have a responsibility to maintain service and recover in the most expedient way. This can best be accomplished by preparation, coordination and cooperation with other public works agencies. Agencies are charged with the responsibility of coordinating efforts and compiling damage and recovery information on disasters and then reporting to the appropriate authority. Then the State requests aid and assistance from the federal government.

The following definitions for disaster and emergency are from the State Comprehensive Disaster Plan and were used in this Public Works Emergency Response Mutual Aid Agreement:

Disaster - An event expected or unexpected, in which a community's available, pertinent resources are expended; or the need for resources exceeds availability; and in which a community undergoes severe danger; incurring losses so that the social or economic structure of the community is disrupted; and the fulfillment of some or all of the community's essential functions are prevented.

Emergency - An event, expected or unexpected, involving shortages of time and resources; that places life, property or the environment, in danger; that requires response beyond routine incident response resources.

The reference guide is designed to be useful to individual agencies during a proclaimed emergency – whether it be to borrow a piece of equipment for a specific job or request crews to assist in repair of a major failure. The reference guide will be updated and revised periodically, please insert the revisions immediately.

C97-109

AGREEMENT

PUBLIC WORKS EMERGENCY RESPONSE MUTUAL AID AGREEMENT

WHEREAS, the purpose of this pre-disaster agreement between the agencies is to provide for immediate assistance to protect life and property;

WHEREAS, this Agreement is authorized under State of Washington, RCW's 35 (City), 36 (County), 38.52 (Emergency Management), 39.34 (Interlocal Agreement) and 47 (Public Highway Transportation (DOT)); which is activated only in the event of a proclamation of an emergency by the local and/or state government approving authority;

WHEREAS, the agency asking for assistance from any signatory agency will herein be referred to as the Requesting Agency;

WHEREAS, the signatory agency agreeing to assist another signatory agency asking for assistance will herein be referred to as the Responding Agency;

WHEREAS, it is necessary and desirable that this Agreement be executed for the exchange of mutual aid; with the intent to supplement not supplant agency personnel.

NOW, THEREFORE, it is hereby agreed by each and all of the parties signatory to the Agreement as follows:

1. Each agency signatory to this Agreement agrees to furnish, upon its sole discretion, those resources and services it deems to be available to each other signatory agency hereto as necessary to assist in the prevention, response, recovery and mitigation of proclaimed emergencies/disasters.
2. It is hereby understood that this Agreement shall not supplant pre-existing mutual aid agreements nor deny the right of any agency hereto to negotiate other mutual aid agreements.
3. The Responding Agency shall assist in only those situations for which it has determined it has qualified personnel, appropriate equipment and necessary materials. Resources of the Responding Agency that are made available to the Requesting Agency shall, whenever possible, remain under the control and direction of the Responding Agency. The Requesting Agency shall coordinate the activities and resources of all Responding Agencies.

4. It is hereby understood that the Responding Agency will be reimbursed (e.g., labor, equipment, materials and other related expenses as applicable, including loss or damage to equipment) at its adopted usual and customary rates. The Responding Agency shall submit an itemized voucher of costs to the Executive Head of the Requesting Agency within sixty (60) days after completion of work (RCW 38.52.080). Unless otherwise agreed, the Responding Agency shall receive reimbursement within ninety (90) days after the voucher submittal date.
5. The Responding Agency shall have no responsibilities or incur any liabilities because it does not provide resources and/or services to any other party to this Agreement. The Responding Agency shall retain the right to withdraw some or all of its resources at any time. Notice of intention to withdraw shall be communicated to the Requesting Agency's designated official, or the official's designee, as soon as practicable.
6. All privileges, immunities, rights, duties and benefits of officers and employees of the Responding Agency shall apply while those officers and employees are performing functions and duties on behalf of the Requesting Agency, unless otherwise provided by law. Employees of the Responding Agency remain employees of the Responding Agency while performing functions and duties on behalf of the Requesting Agency (RCW 38.52.080).
7. To the extent permitted by law, the Requesting Agency shall protect, defend, hold harmless and indemnify all other Responding signatory Agencies, and their officers and employees from any and all claims, suits, costs, damages of any nature, or causes of action, including the cost of defense and attorneys fees, by reason of the acts or omissions, whether negligent, willful, or reckless, of its own officers, employees, agency or any other person arising out of or in connection with any acts or activities authorized by this agreement, and will pay all judgments, if any, rendered. This obligation shall not include such claims, costs, damages or other expenses which may be caused by the sole negligence of the Responding Agencies or their authorized agents or employees.
8. Authorization and approval of this Agreement shall be in a manner consistent with the Agency's current procedures. This Agreement shall be effective upon approval by two or more agencies and shall remain in effect as long as two or more agencies are parties to this Agreement. Upon execution of this Agreement, the agency shall send an original or a certified copy of the agreement to the Washington State Department of Transportation, TransAid Service Center. TransAid shall maintain a list of all signatory agencies and send an updated list to all agencies whenever an agency is added or removed from the list.


9. Any agency signatory to this Agreement may cancel its participation in this Agreement by giving written notice to the Washington State Department of Transportation, TransAid Service Center.
10. This Agreement is for the benefit of the signatory agencies only and no other person or entity shall have any rights whatsoever under this Agreement as a third party beneficiary.

City of Tumwater

Agency

Thurston County, Washington

County, Washington



Authorized Representative
Ralph C. Osgood, Mayor

9-9-97

Date

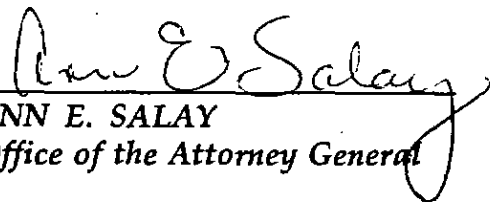
Designated Primary Contact:

<u>Office:</u>	<u>Contact:</u>	<u>Phone Number:</u>
Public Works Department	Jay Eaton, Director	360 / 754-4140

Emergency 24 Hour Phone Number:

360 / 754-4150

Approved As To Form


ANN E. SALAY
Office of the Attorney General

7-10-97
Date

REFERENCE GUIDE

PROCEDURES TO CONSIDER
in using the
Public Works Emergency Mutual Aid Agreement

Below are **SUGGESTED** steps for your agency to follow when using the Public Works Emergency Response Mutual Aid Agreement. The participants to the agreement are listed by agency, with a contact person, their phone number and an emergency 24-hour phone number. Simply make the contact and obtain the assistance. (TransAid will keep an updated list of signatory agencies on the Internet and provide a copy to the signatory agencies.)

Requesting Agency Steps to Follow

When your agency is requesting assistance:

1. Assess the situation and determine the resources needed.
2. Fill out the REQUESTING AGENCY'S CHECKLIST (see page 2).
3. Locate agencies included in the agreement.
4. Call the agency(s) listed that may have the resources you need.
5. Fill out a Requesting Agency's MUTUAL AID INFORMATION form (see page 3).
6. Send copy of form to the Responding Agency as soon as possible.

Responding Agency Steps to Follow

When your agency is responding to a request for assistance:

1. Make sure you can fulfill the request before giving an answer. Remember, *you are not required* to supply aid if you determine you can not spare resources or if you do not have qualified personnel, appropriate equipment and necessary materials for what is requested.
2. Analyze the level of risk of the request.
3. Complete the RESPONDING AGENCY CHECKLIST (see page 4) with the information given by the Requesting Agency.
4. Brief your employees and prepare the equipment.
5. Complete the EMPLOYEE & EQUIPMENT INFORMATION (see page 5) form -- provide copies to your responding staff and to the Requesting Agency.
6. Dispatch staff to the Requesting Agency for assistance.

Supervisor of Responding Agency Steps to Follow

1. Complete the INCIDENT COMMANDER CHECKLIST (see page 7).
2. Carry a copy of the Requesting Agency's MUTUAL AID INFORMATION (see page 3) form and your EMPLOYEE & EQUIPMENT INFORMATION (see page 5) form and provide a copy of each to the Requesting Agency.
3. Remember, you are responsible for your crew working in a safe and professional manner.
4. Track your equipment and materials inventory.

REQUESTING AGENCY CHECKLIST

- _____ Ensure that a real need exists. The Public Works Emergency Response Mutual Aid Agreement is only to be used to support resources already reasonably committed.
- _____ What can the Responding Agency help you repair or service? What is the nature of the emergency?
- _____ Identify what type of equipment, material and skilled employees are needed.
- _____ How long may they be needed? Will Responding Agency employees work independently or with one of your supervisors?
- _____ Where will Responding Agency employees eat, sleep and shower? Do you need to make contact with the Red Cross for meals? What facilities/hotels are available for Responding Agency employees?
- _____ Has an arrangement for refueling and repair of equipment been made?
- _____ Identify a staging area. Where will Responding Agency employees meet your Agency supervisor(s) to be briefed and assigned work? Responding Agency employees will need names of your supervisor(s), phone numbers and locations and times to meet and report.

Who Can Help?

- _____ Review list of Public Works Emergency Response Mutual Aid agencies and locate an agency not affected by the emergency.
- _____ Contact your local Office of Emergency Management, if necessary.
- _____ Call the agency directly. Send written request as soon as possible.
 - _____ Identify yourself and your agency.
 - _____ Fill out a MUTUAL AID INFORMATION (see page 3) form.
 - _____ State the nature of the problem.
 - _____ State your needs - personnel, equipment, resources, etc. Length of time they will be needed?
 - _____ Advise the Responding Agency on weather and road conditions.
 - _____ How soon is aid needed? Is the work time sensitive?
 - _____ Advise the Responding Agency where, when and to whom they are to report?
 - _____ Identify facilities that are available to Responding Agency (shelter, food, etc.)

Briefing

- _____ Meet with your agency's union reps or supervisors to discuss how staff will be used.
- _____ Identify a staff person to work directly with your employees to handle and address questions. Provide local maps of the area with information such as eating and sleeping sites.
- _____ Provide system maps and discuss how to use them.
- _____ Review standards for the type of work being requested.
- _____ Establish a communications plan.

MUTUAL AID INFORMATION FORM
Requesting Agency

DATE: _____ TIME: _____

REQUESTING AGENCY: _____

NAME/TITLE CONTACT: _____

PHONE NUMBER: _____ FAX NUMBER: _____

EMERGENCY PHONE NUMBER: _____

TYPE OF EMERGENCY: _____

ESTIMATED DURATION ASSISTANCE WILL BE REQUIRED: _____

ASSISTANCE BEING REQUESTED (be as specific as possible.)

Technical Assistance *

Personnel

Area of Expertise

Equipment *

Communication Equipment: _____

Materials *

* Items to consider in your request:

- | | | |
|------------------------|---------------|----------------------|
| Inspectors | Engineers | Surveyors |
| Technicians | Truck Drivers | Utility person |
| Operators | Flaggers | Welders |
| Mechanics | Bridge Repair | Carpenters |
| Electricians | Dump Trucks | Back Hoe |
| Gravel | Pipe | Paving Equipment |
| Oiler | Grader | Compactor |
| Traffic Control Equip. | Power Supply | Communication Equip. |

RESPONDING AGENCY CHECKLIST

DATE: _____ TIME: _____

REQUESTING AGENCY: _____

NAME/TITLE CONTACT: _____

PHONE NUMBER: _____ FAX NUMBER: _____

EMERGENCY PHONE NUMBER: _____

TYPE OF EMERGENCY: _____

ESTIMATED DURATION ASSISTANCE WILL BE REQUIRED: _____

Fill out Mutual Aid Information form.

Clarify Need

- _____ Review types of damage and what Responding Agency employees may be expected to deal with (volcanic ash, earthquake, flooding, etc.)
- _____ Review types of equipment, materials and number of employees needed and skills required.
- _____ How long will your employees be needed? Should a relief crew be prepared? Where will your employees stay and eat?
- _____ Identify a communications plan for crews.
- _____ How will responding affect your agency's current operations?
- _____ Immediately notify Supervisor, elected officials and TransAid of request for Emergency Response Mutual Aid.

Preparations

- _____ Identify your responding employees. Review employee selection with union reps or supervisors. Ask employees to bring necessary personal items.
- _____ Identify Incident Commander for your employees and appoint staff for operations, planning, logistics and finance.
- _____ Review ER/FEMA documentation procedures with supervisors and initiate record-keeping requirements.
- _____ Inventory and standardize tools and materials on vehicles. Inspect vehicles for travel.
- _____ Set up daily check in time between Responding and Requesting agency. Review progress, identify hours worked, working conditions and status of crew.
- _____ Send cash (not check) or credit cards with Supervisor for emergency expenses.
- _____ Send mobile phone or ham radio equipment for back up communications.
- _____ Be sure emergency food and water are on each vehicle.

EMPLOYEE & EQUIPMENT INFORMATION Responding Agency

Agency: _____ Date: _____

Supervisor of Crew: _____

Communication Equipment/Phone Numbers: _____

Report Time: _____ Report Date: _____

Report To: _____ Area Assigned: _____

ASSISTANCE BEING PROVIDED (be as specific as possible)

Supervisor & Crew Employees

Name	Emergency Contact & Phone Numbers	Qualifications				
		Flagger	CPR	CDL	Operator	First Aid

Technical Assistance *

Personnel	Area of Expertise

Confined Space: _____

Equipment *

Truck Type & Size: _____

Truck Materials Inventory: _____

Truck Tools & Equipment Inventory: _____

Communication Equipment: _____

Materials *

Shoring Needed: _____

* Items to consider in your request:

Inspectors	Engineers	Surveyors
Technicians	Truck Drivers	Utility person
Operators	Flaggers	Welders
Mechanics	Bridge Repair	Carpenters
Electricians	Dump Trucks	Back Hoe
Gravel	Pipe	Paving Equipment
Oiler	Grader	Compactor
Traffic Control Equip.	Power Supply	Communication Equip.

1 copy to Requesting Agency
1 copy to Responding Agency
1 copy to Crew Supervisor

INCIDENT COMMANDER CHECKLIST

Responding Agency

Upon Arrival

- _____ Check-in with supervisor on site.
- _____ Review maps, damage information, repair needs and potential crew assignments. Request information on repair standards.
- _____ Ensure that lodgings, meals and refueling capabilities exist. If not, identify crew member to work on problem and ask Requesting Agency for assistance.
- _____ Review documentation procedures with Requesting Agency's supervisor and obtain supplies to track repairs and costs associated with job.
- _____ Establish daily briefing time with Requesting Agency's supervisor.
- _____ Establish daily documentation briefing with Requesting Agency's supervisor to ensure that tasks are completed.
- _____ Establish working shifts.
- _____ Review Communication Plan.

Daily Process

- _____ Briefing with supervisors and crew on work assignments and progress.
- _____ Review safety procedures with crew.
- _____ Review events and any problems or positive interaction with Requesting Agency's employees or customers.
- _____ Ensure lunch and evening food breaks are provided and that a system for meals, refueling and restocking is maintained.
- _____ Contact Responding Agency for briefing.
- _____ Review documentation at end of each day for accuracy and completion.

Work Termination

- _____ Meet with crews to review successes and problems.
- _____ Identify total hours worked and number of repairs.
- _____ Total up costs associated with work.
- _____ Allow rest and recovery time before leaving for home.

mutual



**Washington State
Department of Transportation**

Sid Morrison
Secretary of Transportation

Transportation Building
P.O. Box 47300
Olympia, WA 98504-7300

RECEIVED

July 29, 1997

JUL 30 1997

TUMWATER
PUBLIC WORKS

Public Works Directors/Engineers
of All Cities and Counties

Public Works Emergency Response
Mutual Aid Agreement

Enclosed for your agency's consideration and adoption is a copy of the Public Works Emergency Response Mutual Aid Agreement. The purpose of the Agreement is to permit signatory agencies to make the most efficient use of their powers by enabling them to coordinate resources and to maximize funding reimbursement during disasters/emergencies. This document is in two parts: (1) the Agreement (to be officially adopted by your agency) and (2) the Reference Guide (not to be adopted but has suggested procedures for implementing the Agreement).

The need for an advanced coordination effort was brought to the forefront with the Northridge Earthquake disaster in California and the prediction of a major earthquake in Washington. A task force was convened to develop an expeditious way to best accomplish an advanced coordination effort. The task force included representatives from AWC, CRAB, cities, counties and WSDOT (see attached).

This agreement was created to enable agencies to assist other agencies on an as needed basis when they are faced with a disaster/emergency. When a disaster/emergency occurs public works agencies have the responsibility to maintain service and recover in the most expedient way. This can best be accomplished by preparation, coordination and cooperation with other public works agencies. Agencies are charged with coordinating their efforts, compiling damage and recovery information and reporting to the appropriate authority. Then the State requests aid and assistance from the federal government. This Agreement provides a mechanism for immediate response provided the responding agency has the resources and expertise necessary.

This Agreement provides for the development of the documentation necessary to seek the maximum reimbursement possible from the appropriate Federal Agencies. For instance, during the Mt. St. Helen's eruption, the City of Yakima requested resource assistance from King County. Because there was not an agreement in place prior to the disaster, the Federal Emergency Management Agency (FEMA) could only reimburse the City of Yakima for King County

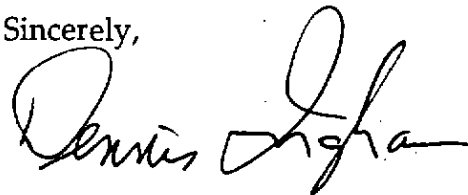
resources at the city's rates. The City of Yakima's rates were approximately 42% lower than King County's. This resulted in the City of Yakima paying the difference. However, if both agencies had been signatory to this agreement, then FEMA would have reimbursed the City of Yakima for King County resources at King County's rates.

The listing of agencies signatory to this mutual aid agreement will be maintained by WSDOT, TransAid. Additions and deletions will be provided in hard copy to signatory members. TransAid will also provide access to the list of signatory agencies, the Agreement and the supporting Reference Guide on the Internet.

The draft was submitted to local agencies for review and the final Agreement has the concurrence of CRAB and AWC. Also, it has been reviewed and is supported by the Washington Counties Risk Pool and the Association of Washington Cities Risk Management Service Agency, is approved as to form by the Washington State Office of the Attorney General and has the support of the state's Department of Emergency Management.

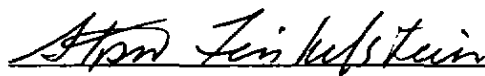
Please forward an original or certified copy of the agreement to Stephanie Tax, TransAid, PO Box 47390, Olympia, WA 98504-7390, so your agency may be added to the list. If you have any questions, contact Stephanie at (360)705-7389.

Sincerely,

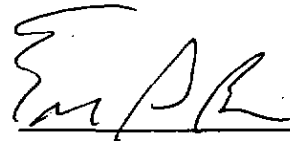


DENNIS B. INGHAM
Assistant Secretary
TransAid

Concurrence to have this Public Works Emergency Response Mutual Aid Agreement enacted by local agencies.



STAN FINKELSTEIN
Executive Director
Association of Washington Cities



ERIC BERGER
Executive Director
County Road Administration Board

**EMERGENCY RESPONSE -- MUTUAL AID AGREEMENTS
TASK FORCE**

COUNTY MEMBERS

Robert Berg
Public Works Director
Lewis County
350 North Market Blvd
Chehalis, WA 98532-2626
Phone: 360-740-1122
Fax: 360-740-1479

Mike Daniels
Public Works Director
Grays Harbor County
P. O. Box 511
Montesano, WA 98563-0511
Phone: 360-249-4222
Fax: 360-249-3203

Steve Kohn
Project Dev. Engr
King County DOT
400 Yesler Wy
Seattle, WA 98104-2637
Phone: 206-296-8755
Fax: 206-296-0567

Phil Merrell
Public Works Director
Whitman County
P. O. Box 430
Colfax, WA 99111-0430
Phone: 509-397-6209
Fax: 509-397-6210

Dick Owings
Public Works Director
Adams County
210 West Broadway
Ritzville, WA 99169-1860
Phone: 509-659-4236
Fax: 509-659-0301

Gary Powell
Engr. Services Mgr.
Snohomish County
2930 Wetmore Avenue, Suite 500
Everett, WA 98201-4044
Phone: 206-388-6689
Fax: 206-388-6449

CITY MEMBERS

Ron Cameron
Public Services Admin.
City of Woodinville
13203 NE 175th St.
Woodinville, WA 98072-8534
Phone: 206-433-0179
Fax: 206-431-3665

Dave Davis
City Engineer
City of Everett
3002 Cedar Street
Everett, WA 98201
Phone: 206-259-8800
Fax: 206-259-8856

Fred French
City Engineer
City of Yakima
129 N. Second St.
Yakima, WA 98901
Phone: 509-575-6096
Fax: 509-576-6305

Tim Heydon
Public Works Director
City of Des Moines
805 So. 219th
Des Moines, WA 98198-6393
Phone: 206-870-6522
Fax: 206-870-6544

Marv Seabrand
Public Works Director
City of Mountlake Terrace
PO Box 72
Mtlk Terrace, WA 98043-0072
Phone: 206-776-1161
Fax: 206-778-6421

OTHERS

Craig Olson
Transp. Project Coord.
AWC
1076 So. Franklin
Olympia, WA 98501-1346
Phone: 360-753-4137
Fax: 360-753-4896

Reid Wheeler
Engr. Services Manager
CRAB
PO Box 40913
Olympia, WA 98504-0913
Phone: 360-753-5989
Fax: 360-586-0386

Terry Simmonds
Emergency Mgmt. Coord.
WSDOT-Operations
PO Box 47358
Olympia, WA 98504-7358
Phone: 360-705-7857
Fax: 360-705-6823

Wayne Gruen
Deputy Asst. Secretary
WSDOT - TransAid
PO Box 47390
Olympia, WA 98504-7390
Phone: 360-705-7375
Fax: 360-705-6822

Stephanie Tax
Operations Analyst
WSDOT-TransAid
PO Box 47390
Olympia, WA 98504-7390
Phone: 360-705-7389
Fax: 360-705-6822

555 ISRAEL ROAD S.W.
TUMWATER, WA 98501-6568

360/754-4126
FACSIMILE

360/754-4120
MAYOR
COUNCIL
CITY ADMINISTRATOR

360/754-4121
CITY ATTORNEY

360/754-4130
FINANCE DEPARTMENT
BUSINESS LICENSES

360/754-4133
UTILITIES

360/754-4190
MUNICIPAL COURT

360/754-4132
GENERAL SERVICES
PERSONNEL

360/754-4129
JOB LINE



360/754-4140
FAX: 360/754-4142
PUBLIC WORKS
ENGINEERING

360/754-4150
PUBLIC WORKS
OPERATIONS AND
MAINTENANCE

360/754-4160
LONG RANGE PLANNING
PARKS & RECREATION
BUILDING & GROUNDS

360/754-4180
DEVELOPMENT SERVICES
ZONING
DEVELOPMENT ENGINEERING

360/754-4189
BUILDING INSPECTION

360/754-4170
FAX: 360/754-4179
FIRE DEPARTMENT

360/754-4200
FAX: 360/754-4198
POLICE DEPARTMENT

September 15, 1997

Ms. Stephanie Tax
WSDOT, TransAid
P.O. Box 47390
Olympia, WA 98504-7390

Re: **Public Works Emergency Response Mutual Aid Agreement**

Dear Ms. Tax:

As directed in Dennis Ingham's letter of July 29, 1997, enclosed you will find one fully executed original of the above-referenced agreement for the City of Tumwater. This agreement was approved by our City Council at their September 2, 1997 meeting and was signed by Mayor Ralph Osgood on September 9th.

If you have any questions, or if the City needs to take any additional measures, please give me a call a (360) 754-4140.

Thank you.

Sincerely,

Susan M. Tuggle
Administrative Assistant

/smt

Enclosure

cc: Sheryle Wyatt, City Clerk
Dave Barclift, Superintendent

Attachment D2

**Mutual Aid Agreement Between the Cities of Tumwater and Olympia For the Use of Emergency
Water System Interties**

AGREEMENT
Mutual Aid Agreement Between the Cities of Tumwater and Olympia
For the Use of Emergency Water System Interties

THIS AGREEMENT is made and entered into this 14th day of August, 2001 by and between the City of Tumwater, a municipal corporation of the State of Washington, hereinafter referred to as "Tumwater," and the City of Olympia, a municipal corporation of the State of Washington, hereinafter referred to as "Olympia", collectively hereinafter referred to as the "Agencies".

WHEREAS, the purpose of the pre-emergency agreement between the Agencies is to provide for immediate assistance and coordinated interconnection of the respective potable water system of each city with the other to protect life and property; and

WHEREAS, this Agreement is authorized under RCW 38.52 Emergency Management, which is activated only in the event of a proclamation of an emergency by the local government approving authority; and

WHEREAS, the signatory city asking for assistance shall herein be referred to as the "Requesting Agency;" and

WHEREAS, the signatory city agreeing to assist another signatory city asking for assistance shall herein be referred to as the "Responding Agency;" and

WHEREAS, it is necessary and desirable that this Agreement be executed for the exchange of mutually beneficial services; and

WHEREAS, this Agreement is consistent with the State of Washington Emergency Plan and Program;

NOW, THEREFORE, it is hereby mutually agreed by each and all the parties signatory to this Agreement as follows:

1. Each signatory to this Agreement agrees in a proclaimed emergency, as defined by RCW 38.52.010, to provide potable water service to the Requesting Agency for use in fire fighting, drinking water, and personal hygiene.
2. The aforementioned potable water service shall be supplied through emergency water system interties located at the intersection of Capitol Boulevard and Carlyon Avenue (Exhibit "A"), and/or the intersection of the State Route 101 Overpass and Crosby Boulevard (Exhibit "B").

3. That activation of said interties shall be coordinated and administered by the Requesting and Responding Agencies' Public Works Departments.
4. That no emergency intertie activation shall take place without a representative from the Responding and Requesting Agencies present at the intertie location at the time of activation.
5. That the purpose of this Agreement is for the mutual benefit; therefore, there shall be no service charge for water service provided for short-term emergencies, defined as the service of water for seventy-two (72) hours or less.
6. That for a period greater than seventy-two (72) hours and less than fourteen (14) days, the Requesting Agency shall be billed for water used based on an approach agreed upon by the Public Works Directors.
7. That for a period of water service greater than fourteen (14) days, the quantity of water billed shall be determined by a metering device as deemed appropriate by the Responding Agency, or as agreed to by the parties.
8. That the Requesting Agency shall, to the extent feasible, implement conservation measures that restrict non-emergency water consumption to levels that will not impinge on water service levels necessary to protect health and safety, and to meet the reasonable expectations of the customers of the Responding Agency.
9. The Responding Agency shall retain the right to deny or withdraw some or all of its resources at any time should assistance to the Requesting Agency impinge on the protection of property and life, in the Responding Agency's jurisdiction.
R.C.M. as determined by the Responding Agency, DS 8.27.01
10. In addition to financial provisions identified in items 5, 6, and 7 above, it is hereby understood that for services provided beyond a seventy-two (72) hour period, the Responding Agency shall be reimbursed (e.g., labor, equipment, materials, and other related expenses as applicable, including loss or damage to equipment) at its adopted usual and customary rates. The Responding Agency shall submit an itemized voucher of costs to the Public Works Director of the Requesting Agency with sixty (60) days after completion of work (RCW 38.52.080). Unless otherwise agreed, the Responding Agency shall receive reimbursement within ninety (90) days after the voucher submittal date.


11. This Mutual Aid Agreement shall be effective immediately upon signature by both parties and shall remain in effect indefinitely, unless terminated by either:

- A. Unilateral written notice by one party to the other that it intends to withdraw from this Agreement, in which case the termination will be effective one (1) year from the request date, unless otherwise agreed to in writing by both parties, or
- B. Written agreement signed by both parties, in which case the termination shall be effective immediately upon signature by both parties, unless another termination date, mutually agreed to by both parties, is specified.

IN WITNESS WHEREOF the parties hereunto set their hands the day and date first above written.

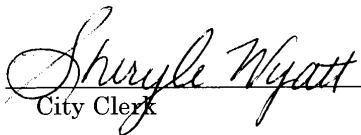
CITY OF TUMWATER

CITY OF OLYMPIA

By: 
City Administrator

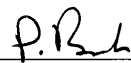
By: 
City Manager

ATTEST:

By: 
City Clerk

By: 
City Clerk

APPROVED AS TO FORM:

By: 
City Attorney

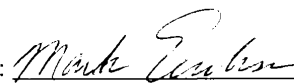
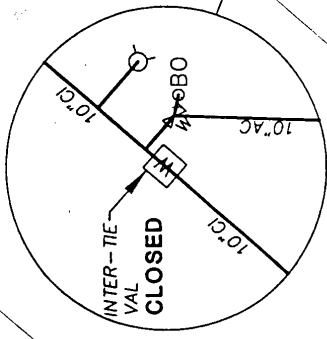
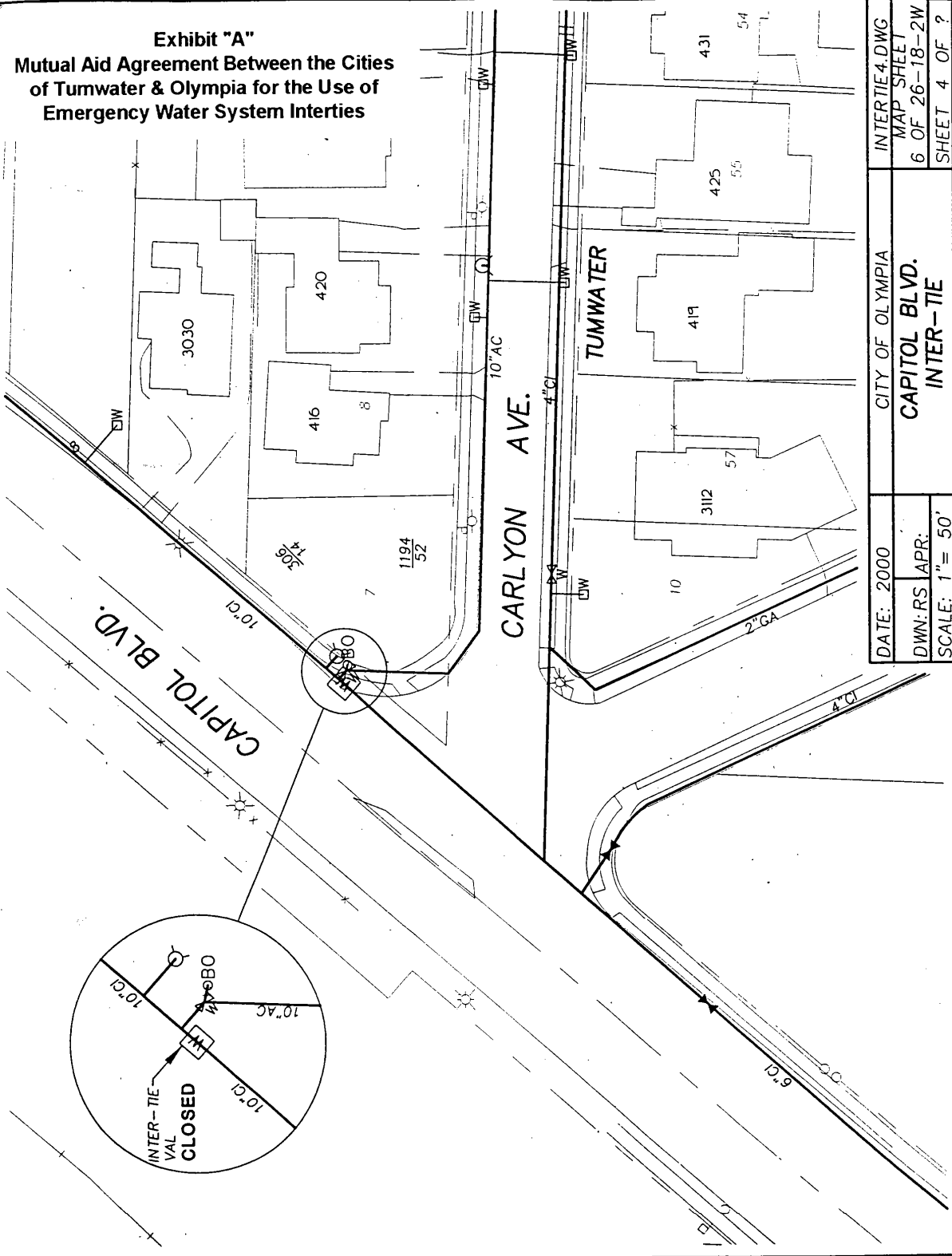
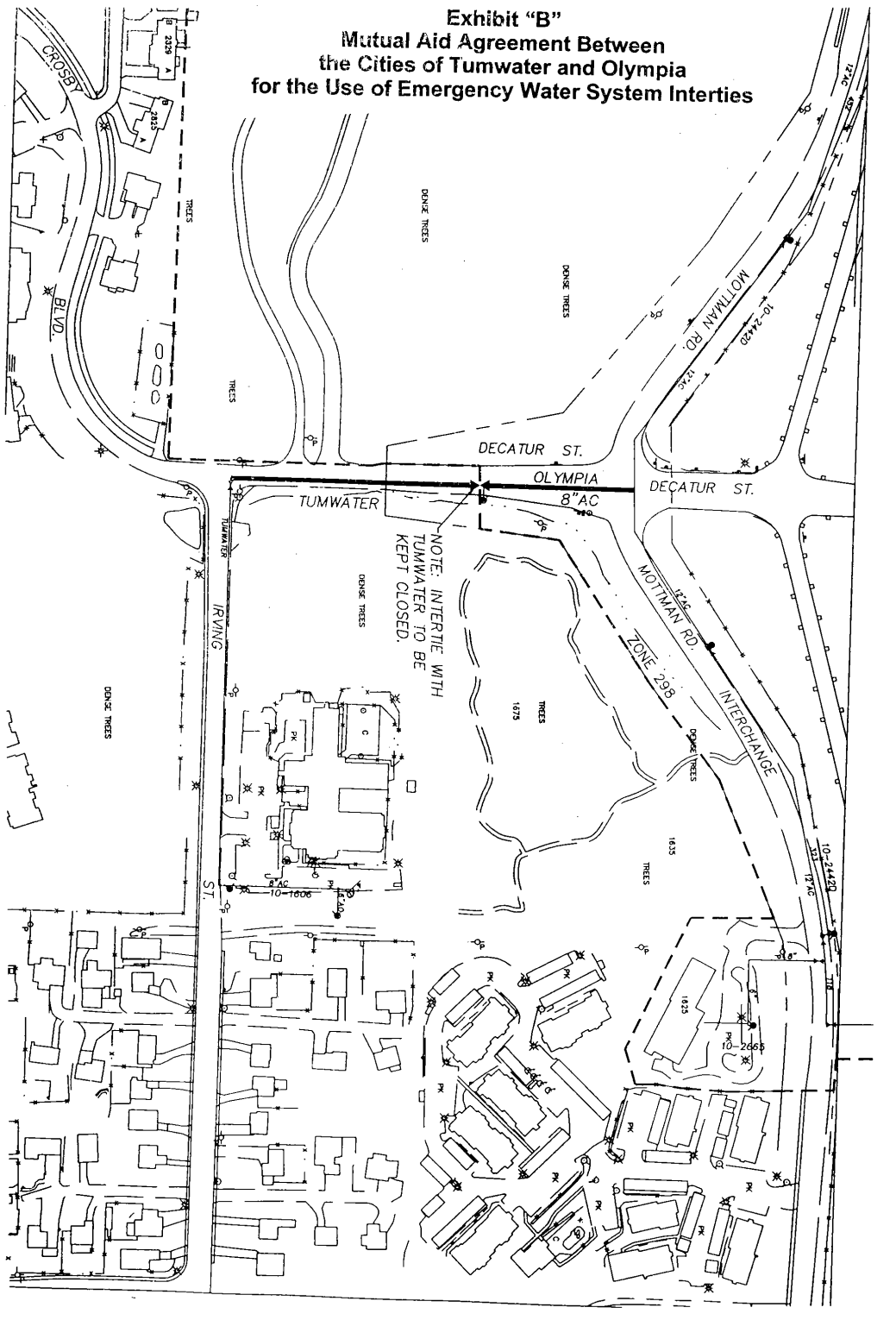
By: 
City Attorney

Exhibit "A"
Mutual Aid Agreement Between the Cities
of Tumwater & Olympia for the Use of
Emergency Water System Interties



DATE: 2000	CITY OF OLYMPIA	INTERTIE4.DWG
DWN:RS	CAPITOL BLVD.	MAP SHEET
APR.	INTER-TIE	6 OF 26-18-2W
SCALE: 1" = 50'		SHEET 4 OF ?

Exhibit "B"
Mutual Aid Agreement Between
the Cities of Tumwater and Olympia
for the Use of Emergency Water System Interties



DATE: 2000	City of Olympia	INTERTIES.DWG
DWN: NH		MAP SHEET 1 OF 2
APR:	TUMWATER INTERTIE AT	27-18-2W
SCALE: 1"=200'	CROSBY BLVD.	SHEET 1 OF 1