

## APPENDIX THREE ADMINISTRATION

### I. INTRODUCTION

- A. **Purpose:** To provide guidance to City departments on administrative matters necessary to support operations during emergencies or disasters, and to preserve vital records.
- B. **Scope:**

### II. CONCEPT OF OPERATIONS

- A. City departments and local jurisdictions or organizations with emergency management responsibilities will establish, maintain, and protect vital records under a record retention program as defined in RCW 40.10.010. Department heads are responsible to ensure the preservation of vital records. Methods to preserve vital records include, but are not limited to:
  - 1. Computer backups, kept off-site.
  - 2. Fire proof file cabinets/vaults.
- B. Reports are required from departments and local jurisdictions or organizations to provide the legislative authorities, the Emergency Management Director, and other officials with information concerning the nature, magnitude, and impact of an emergency or disaster, and for use in evaluating and providing the most efficient and appropriate emergency or disaster response assets and services. Reports required include, but are not limited to:
  - 1. Situation Reports.
  - 2. Request for assistance.
  - 3. Damage Assessment Reports.
- C. Reports will be supplied to the Emergency Operations Center (EOC), or other location determined by the EM Director. It is the responsibility of the EM Director to administer this information and ensure that it is appropriately disseminated.
- D. The EM Director will use emergency workers as outlined in state law. "Emergency Worker" is defined in RCW 38.52.010(4), and rules and regulations concerning workers are outlined in RCW 38.52.310. Chapter 118.04 WAC covers the Emergency Worker Program in detail.
- E. **Liability coverage**
  - 1. The EM Director will obtain a state EMD Incident Number. EMD incident numbers are assigned to local jurisdictions for all actions taken that are intended to protect life, property, and the environment during the incident period of any given event. They will be used for the duration of the incident and the recovery period.

2. Equipment and vehicles should only be used by trained, qualified personnel. Personal property not relevant to the mission will not be considered for compensation coverage.
3. Claims under a state EMD incident number will be coordinated through the EM Director.

### III. EMERGENCY FINANCIAL MANAGEMENT OPERATIONS

- A. Emergency expenditures are not normally integrated into the budgeting process of local jurisdictions. These events occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures.
- B. Local jurisdictions will incur disaster-related obligations and expenditures in accordance with the provisions of RCW 38.52.070(2) and appropriate state statutes as follows:
  1. Cities (under 300,000 pop.) Chapter 35.33 RCW.
  2. Counties Chapter 36.40 RCW.
- C. Records will be kept in such a manner to separately identify event related expenditures and obligations from general programs and activities of city departments.
  1. To document request for assistance.
  2. For reimbursement under approved applications pertaining to declared emergencies or disasters.
  3. For audit reports, detailed records will be kept from the onset of the event which include, but are not limited to:
    - a. Work which is performed by force account.
      - (1) Appropriate extracts from payrolls, with any cross-references needed to locate original documents.
      - (2) A schedule of equipment used on the job.
      - (3) Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
    - b. Work which is contracted out.
      - (1) Copies of request for bids.
      - (2) The contract which is let.
      - (3) Invoices submitted by the contractor.
      - (4) Warrants authorizing check issuance.
    - c. Work done under inter-community agreements and mutual aid.

- d. Disaster-related expenditures and obligations of city departments may be reimbursed under a number of federal programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may be authorized by the federal government after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.
- e. Audits of emergency expenditures will be conducted in the course of normal audit of local governments. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant.

#### **IV. CEMP CHANGES, MAINTENANCE, AND REVIEW PROCESS**

- A. Plan changes will be published annually either using an entire new publication, by subsection, or by publishing only those pages that have changed on a Record of Revisions form.
- B. The normal review period will be every four years.