



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

September 20, 2016

Motion 14740

Proposed No. 2016-0394.2

Sponsors Lambert

1 A MOTION approving the King County Emergency
2 Management Accreditation Program Progress Report in
3 response to the 2015/2016 Biennial Budget Ordinance,
4 Ordinance 17941, Section 23, as amended by Ordinance
5 18239, Section 8, Proviso P1, and by Ordinance 18319,
6 Section 5, and by Ordinance 18319, Section 6, Proviso P1.

7 WHEREAS, the 2015/2016 Biennial Budget Ordinance, Ordinance 17941,
8 Section 23, as amended by Ordinance 18239, Section 8, Proviso P1, by Ordinance 18319,
9 Section 4, and by Ordinance 18319, Section 6, Proviso P1, states that \$100,000 of the
10 appropriation for the office of emergency management shall not be expended or
11 encumbered until the executive transmits two progress reports by July 31, 2016, and
12 December 1, 2016, respectively, on the accreditation of the King County emergency
13 management program and motions that approve the reports are passed by council, and

14 WHEREAS, upon the passage of each motion, \$50,000 is to be released for
15 expenditure, and

16 WHEREAS, the King County executive hereby transmits to the council the first
17 King County Emergency Management Accreditation Program Progress Report, which
18 was filed in July 2016 and by this motion seeks its approval, and

19 WHEREAS, the King County Emergency Management Accreditation Program
20 Progress Report is submitted by the office of emergency management to fulfill its proviso
21 obligations;

22 NOW, THEREFORE, BE IT MOVED by the Council of King County:

23 The accreditation of the King County emergency management program progress
24 report, Attachment A to this motion, is hereby approved.

25

Motion 14740 was introduced on 9/12/2016 and passed by the Metropolitan King
County Council on 9/19/2016, by the following vote:

Yes: 9 - Mr. von Reichbauer, Mr. Gossett, Ms. Lambert, Mr. Dunn,
Mr. McDermott, Mr. Dembowski, Mr. Upthegrove, Ms. Kohl-Welles
and Ms. Balducci
No: 0
Excused: 0

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



J. Joseph McDermott, Chair

ATTEST:



Anne Noris, Clerk of the Council

Attachments: A. King County Emergency Management Accreditation Program Progress Report, dated
September 9, 2016

King County Office of Emergency Management

**King County Emergency Management Accreditation Program
Progress Report**

**As Requested By:
The Metropolitan King County Council
Ordinance 18239**

Office of Emergency Management
Department of Executive Services

Revised, September 9, 2016

King County Emergency Management Accreditation Program Progress Report

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King County Emergency Management Accreditation Program Progress Report

Introduction

In 2014, the Metropolitan King County Council enacted a proviso requiring an emergency management program self-assessment and a proposed work plan to achieve accreditation of the program under the auspices of the internationally recognized Emergency Management Accreditation Program.

The 2015/2016 Biennial Budget Ordinance, Ordinance 17941, Section 23, Proviso P1, related to the Office of Emergency Management stated that \$100,000 shall not be expended or encumbered until the executive transmits a King County emergency management program self-assessment and a proposed work program to achieve accreditation of the program and a motion that accepts the report and the motion is passed by the council.

Specifically, the proviso required a report that addressed the following:

- 1) An evaluation developed in collaboration with the Emergency Management Advisory Committee (EMAC) assessing King County's ability to meet its major local and regional emergency management responsibilities and grant requirements, including the following subject areas:
 - a) Prevention;
 - b) Planning;
 - c) Resource management and logistics, including volunteer and donations management;
 - d) Mutual aid agreements
 - e) Communications and warning;
 - f) Emergency operations center functions;
 - g) Training and exercise;
 - h) Public Information;
 - i) Public education; and
 - j) Administration and financial requirements.
- 2) A description of the self-assessment process;
- 3) A copy of the self-assessment tool;
- 4) Findings of the self-assessment;
- 5) The Emergency Management Advisory Committee's comments on drafts of the following work products: project scope; preliminary findings; and final report; and
- 6) A proposed work program to achieve accreditation from the Emergency Management Accreditation Program of King County's emergency management program by December 2018, including:
 - a) A schedule with major milestones;
 - b) A proposed budget; and
 - c) A funding source.

King County Emergency Management Accreditation Program Progress Report

The “2015/2016 Budget Proviso Report: Program Self-Assessment and Accreditation Workplan” was transmitted to the Metropolitan King County Council on July 30, 2015 and Motion 2015-0324 accepting the report was passed on August 31, 2015. The initial proviso report described what the Emergency Management Accreditation Program is, the various steps required to qualify for accreditation, and it’s associated Standard. In addition, the report detailed how the King County Office of Emergency Management proposed to conduct a tiered self-assessment process in order to qualify for accreditation and the initial findings of its baseline assessment.

On February 22, 2016 the Metropolitan King County Council passed Ordinance 18239 requiring the transmission of two progress report on the efforts to achieve EMAP accreditation. This proviso report update is the first of those two reports. It describes the Emergency Management Accreditation Program work plan, initial challenges and successes, progress update and next steps to qualify for accreditation.

Emergency Management Accreditation Program Work Plan

The proposed and initially instituted Emergency Management Accreditation Program (EMAP) work plan included the following major milestones:



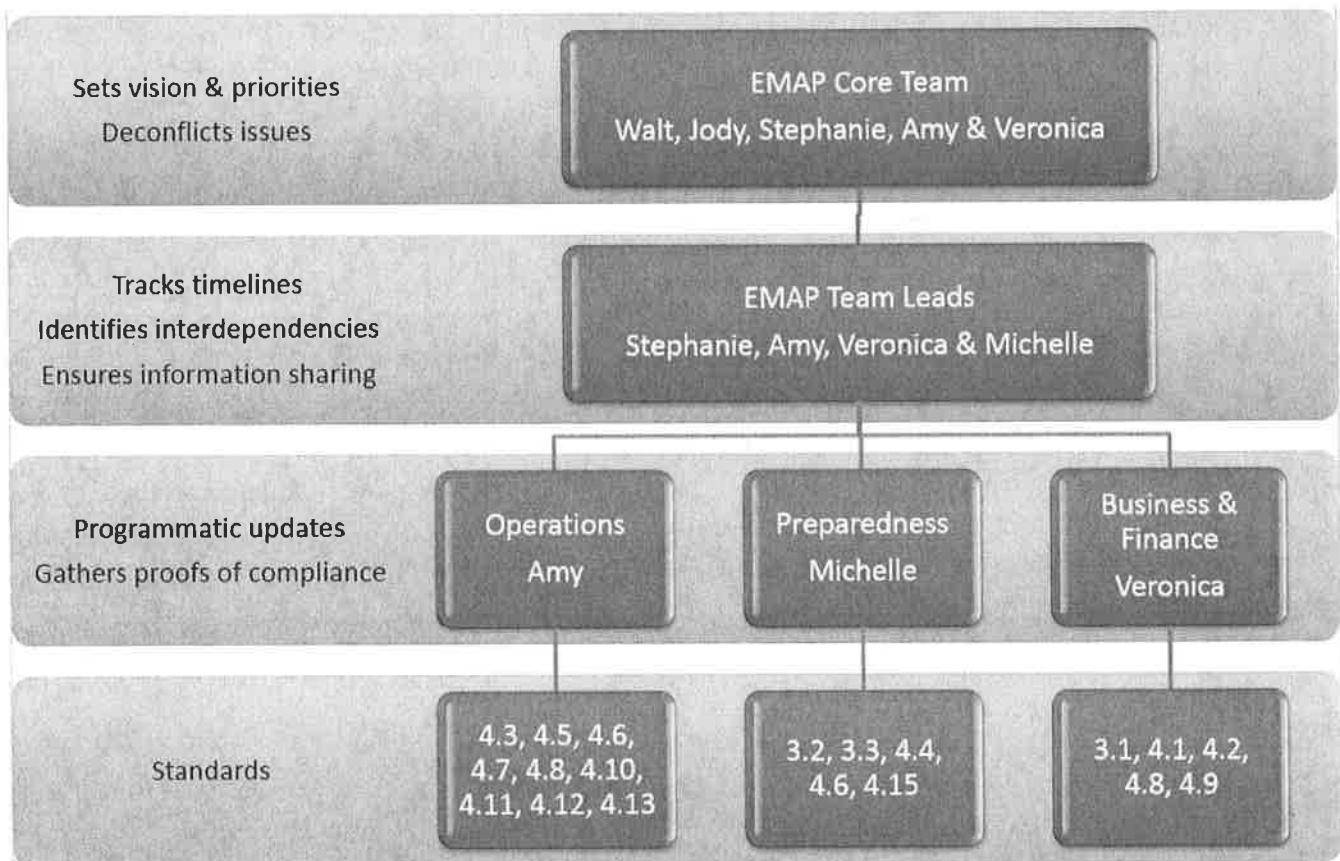
The preliminary baseline assessment and proposed work plan was presented to the King County Office of Emergency Management (KCOEM) staff on April 7, 2015 and to the Emergency Management Advisory Committee (EMAC) on May 12, 2015.

Standard specific teams were identified and work began to review the baseline assessment for each standard. Standard Leads conducted programmatic assessments and identified potential proofs of compliance concurrently through the summer and fall of 2015. However during this time, it became apparent that the multitude of interdependencies amongst the 64 standards required a more integrated and collaborative team structure and work plan to support project efforts. A revised work plan was developed and launched in November 2015.

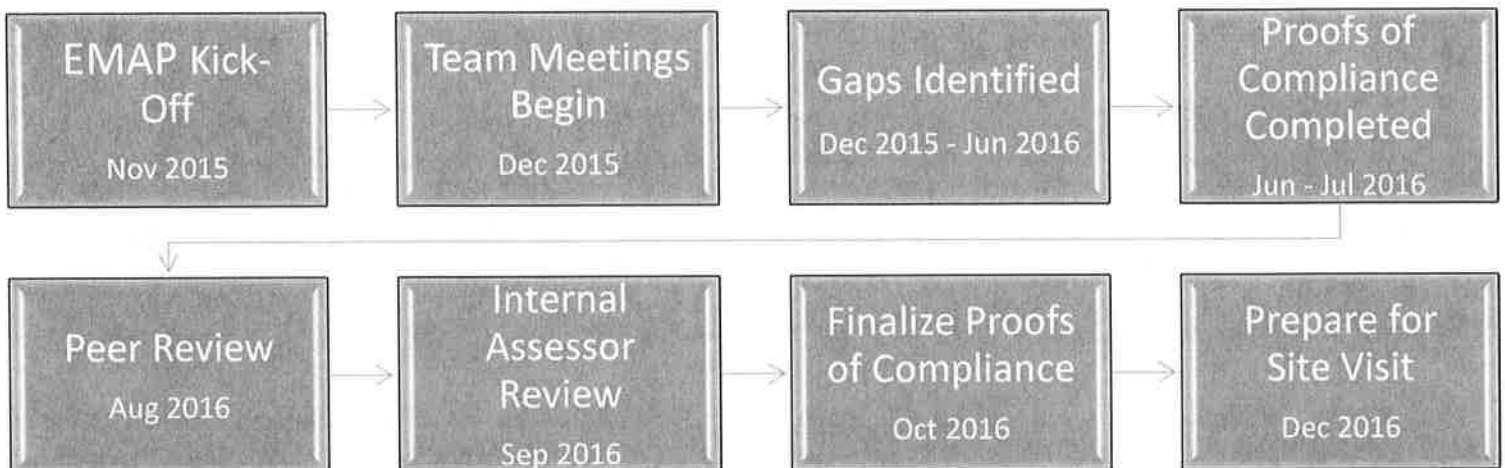
King County Emergency Management Accreditation Program Progress Report

Revised Team Structure and Work Plan

The robust, tiered organizational structure, provided below, was created to coordinate and align efforts, identify and track interdependencies, streamline information sharing, set priorities and de-conflict issues. By grouping individual standards into three larger teams, programmatic interdependencies can be addressed comprehensively.



Major milestones and preliminary timeline for the revised EMAP work plan include:



King County Emergency Management Accreditation Program Progress Report

Initial Challenges and Successes

1. Challenges

- a. While the revised EMAP work plan timeline accommodates updates for almost all formally adopted plan reviews, it does not align with the progress reporting timeline established within the Regional Hazard Mitigation Plan (RHMP). Since all other EMAP standard elements have been met by the RHMP, a timeline adjustment was approved by the Core Team to extend the proof of compliance completion deadline to September 2016.
- b. KCOEM conducted a Request for Proposals and contract negotiation for a new Emergency Notification System (ENS). This process proved to be significantly more time consuming and labor intensive than anticipated. As a result, the Program Manager leading the ENS effort was unable to devote the necessary time toward his assigned EMAP Standards until the new system was officially launched.

2. Challenges and Successes

- a. The Hazard Identification Risk Assessment (HIRA) and Consequence Analysis Standard is a cornerstone standard within EMAP, resulting in extensive interdependencies with other standards. Initially, the magnitude of those interdependences proved to be a challenge as alignment issues between standards were identified. However, as the gap analysis and corrective actions were conducted, updating the HIRA proved to be a great success for both accreditation preparation and the Emergency Management Program as a whole. KCOEM is coordinating extensive collaboration with threat and hazard Subject Matter Experts and regional stakeholders to produce a comprehensive and detailed HIRA. In recognition of the time-consuming nature and the dependence on external stakeholder engagement of this effort, a timeline adjustment was approved by the Core Team to extend the proof of compliance completion deadline to October 2016.
- b. The Cascadia Rising 2016 functional exercise conducted from June 7-10, 2016 required a significant amount of staff time in the exercise design, training, and conduct of the four day exercise. Every member of the staff participated in the exercise and 30% of the staff were involved in the design and development at the local, regional and statewide levels. While this crucial effort did detract from staff engagement in the assessment of several standards, it also served as an excellent opportunity to test and validate a variety of plans and procedures for EMAP accreditation. During the exercise, KCOEM was able to test its Comprehensive Emergency Management Plan (CEMP), draft Emergency Coordination Center (ECC) Plan, just-in-time training materials and Section Guides, Duty Officer Procedures, and Alternate ECC procedures.

King County Emergency Management Accreditation Program Progress Report

Successes

- c. Regional stakeholder engagement has proved to be a major success throughout the entire assessment process and several of associated review and update. Several planning efforts will be highlighted for the EMAP on-site assessment team to include the Homeland Security Region 6 Strategic Plan update, the RHMP update, the HIRA update, and the Joint Information Center / Joint Information System program.

Budget

KCOEM has committed significant resources in support of the EMAP effort, including the assignment of a full-time project manager and substantial engagement of more than a dozen staff members on a regular basis. Staffing and other costs to achieve accreditation come at the expense of the Office's regular emergency management service activities (i.e. training, public outreach, communications, etc.). While it is important to note the real and significant impacts of this project, KCOEM sees the future benefit that accreditation will bring to our efforts in terms of enhanced services, in every aspect of our mission, as being well worth the initial investment of this effort.

Projected Budget				
	2016 Actuals through 7/31/16	2016	2017	Total
General Fund	\$152,095	\$260,734	\$67,191	\$480,019
Federal Grant Fund	\$69,363	\$118,907	\$57,879	\$246,149
Total Projected Budget				\$726,168

Conclusion/Progress Update

KCOEM is on track to meet all requirements for submission of our program to EMAP for a formal accreditation review and site visit, tentatively scheduled for early 2017. Despite some early organizational challenges, KCOEM has developed an aggressive and efficient strategy for completion of the assessment process that has engaged every level of the organization.

All necessary Proofs of Compliance have been identified for each standard. Significant progress has been made toward the assessment, completion and compilation of those Proofs of Compliance. The EMAP Progress Tracking Matrix, Appendix A, provides a percentage of completion by standard.