



STATE OF WASHINGTON  
MILITARY DEPARTMENT  
EMERGENCY MANAGEMENT DIVISION

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April 24, 2018

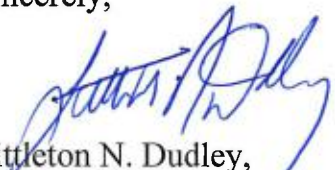
Mr. Stephen Posner  
Energy Facility Site Evaluation Council  
Post Office Box 43172  
Olympia, WA. 98504-3172

Dear Mr. Posner:

Enclosed are the third quarter reports from the Military Department-Emergency Management Division, Department of Health–Office of Radiation Protection, Department of Agriculture, Adams County, Benton County, Franklin County, Grant County, Yakima County, and Walla Walla County. Deliverables are reported by each participating agency and relate to the scopes of work for fiscal year 2018.

If you have any questions regarding the report please contact Steven Williams at 509-545-2030.

Sincerely,



Littleton N. Dudley,  
Washington Military Department  
Emergency Management Division

Enclosures



- cc. Mr. Steven Williams, Military Department, Emergency Management Division  
Mr. Mark Henry, Department of Health, Office of Radiation Protection  
Ms. Sonia Soelter, Department of Agriculture  
Mr. Jay Weise, Adams County Department of Emergency Management  
Ms. Deanna Davis, Benton County Emergency Management  
Mr. Sean Davis, Franklin County Emergency Management  
Mr. Darrik Gregg, Grant County Sheriff's Office, Emergency Management Division  
Ms. Liz Jessee, Walla Walla County Department of Emergency Management  
Mr. Antone Miller, Yakima Valley Office of Emergency Management  
Mr. A J Fahnestock, Energy Northwest, Emergency Preparedness  
Mr. Bill Webb, FEMA Region X, RRAC Chair

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planning, coordination, and response/recovery capabilities that relate to the Radiological Emergency Preparedness (REP) program. The meeting notes and attendance rosters were provided to all REP Program entities. (01/17/18, 03/21/18; A.6.)

**2. Public Education and Information**

- a. Conducted quarterly review and update to the Emergency Management Division (EMD) website. Electronic copies of the agriculture-related brochures maintained on this website as an additional means of distribution to the public. All REP Program-related information and links are up-to-date. (03/01/18; B.3.)

**3. Radiological Emergency Response Training**

- a. Conducted the initial/refresher training listed below. Copies of training materials provided to FEMA. (C.1. – C.3., C.6., C.7.)

<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/Attended</i>
State EOC Staff Training	01/10/18, 02/14/18, 03/14/18	To provide training for those staff assigned to the State EOC.  NOTE: Annual CGS refresher training conducted during the 02/14/18 training.	EMD	249	EMD (177), MIL (20), DOH (10), DOC (8), COM (7), UTC (1), DES (3), DHS (1), DSHS (3), WSDA (8), CTS (1), DFW (1), ECY (1), WSP (2), DOL (2), LNI (1), WATECH (1), DOT (2)

- b. Staff attended the following training to complete the required training for the staff involved in the planning effort, meet agency required training minimums, and to maintain/improve professional competencies. (C.2., C.4., C.7.)

<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/Attended</i>
NRC Outreach Training	01/24/18	Discussed logistical considerations for CGS incident.	NRC	11	EMD (1), NRC (2), CGS (7), DOH (1)
SIMCELL Training	02/26/18, 03/26/18	Provide SIMCELL Lead and team members with training on the documents, facility setup, chain of command, review of MSEL/injects, and how to handle incoming calls from participating venues.	EMD	9	EMD (5), BC Volunteers (2), FC Volunteers (2)
EMAC EOS in Focus: Reimbursement Tool	02/22/18	Provided training for EMAC Team members on the purpose of the reimbursement tool, why and how Finance/Administration personnel must be added, identified elements within the	NEMA	1	EMD (1)

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<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/Attended</i>
		tool, and demonstrated how the tool is used.			
Inland SAR Planning (USGS 341141)	01/08/18-01/12/18	A comprehensive, "graduate-level" look at search theory and its application to land and air searches for missing persons and aircraft, focusing on wilderness, not urban, searches. The course consists of classroom lessons and practical, tabletop exercises	USAF/USCG	3	EMD (3)
Decision Making and Problem Solving (IS-241.b)	02/12/18, 02/16/18, 03/01/18	Being able to make decisions and solve problems effectively is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your decision-making skills. It addresses: <ul style="list-style-type: none"> <li>•How we make decisions.</li> <li>•Group decision making.</li> <li>•Crisis decision making.</li> <li>•Ethical decision making.</li> </ul>	EMI	3	EMD (3)
An Introduction to Exercises (IS-120.a)	01/31/18	This course introduces the basics of emergency management exercises. It also builds a foundation for subsequent exercise courses, which provide the specifics of the Homeland Security Exercise and Evaluation Program (HSEEP)	EMI	1	EMD (1)
Emergency Planning (IS-235.c)	01/03/18, 02/28/18	This course is designed for emergency management personnel who are involved in developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. It will develop your capability for effective participation in the all-hazard emergency operations planning process to save lives and protect property threatened by disaster	EMI	2	EMD (2)
Developing and Managing Volunteers (IS-244.b)	02/13/18, 02/28/18	The goal of this course is to strengthen abilities to prepare for and manage volunteers before, during, and after a	EMI	2	EMD (2)

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<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/Attended</i>
		severe emergency or major disaster. This course will: <ul style="list-style-type: none"> <li>• Provide strategies for identifying, recruiting, assigning, training, supervising, and motivating volunteers.</li> <li>• Include discussion of spontaneous volunteers as well as those affiliated with community-based, faith-based, and nongovernmental organizations (NGOs).</li> </ul>			
Effective Communications (IS-242.b)	01/09/18, 01/12/18	Being able to communicate effectively is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your communication skills. It addresses: <ul style="list-style-type: none"> <li>• Basic communication skills</li> <li>• How to communicate in an emergency</li> <li>• How to identify community-specific communication issues</li> <li>• Using technology as a communication tool</li> <li>• Effective oral communication</li> <li>• How to prepare an oral presentation</li> </ul>	EMI	2	EMD (2)

**4. Drills**

- a. Completed AARs for CGS JIC News Release Coordination functional exercise. Final provided to stakeholders. (03/16/18; D.2.)
- b. Pre-exercise meeting with North Franklin School District, Basin City ES, and FEMA. Discussed the upcoming evaluation during the dress rehearsal exercise. (02/02/18; D.4.)
- c. Attended planning meetings for REP Recovery Seminar. (02/06/18, 03/08/18; D.4.)
- d. SEOC Controller briefing for CGS dress rehearsal. (02/15/18; D.4.)

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- e. Attended Controller/Evaluator briefing for CGS Dress Rehearsal and Evaluated Exercises. (02/26/18, 03/26/18; D.4.)
- f. Attended exercise debrief for dress rehearsal and evaluated exercise. (03/01/18, 03/30/18; D.4.)
- g. Attended After Action Conference which reviewed AAR's which included the 2017 CGS off year exercise and a Relocation Area drill among others. (03/06/18; D.6.)

**5. 24-Hour Staffing**

- a. Maintained 24/7 staffing utilizing the State Emergency Operations Officer (SEOO) in the State EOC. EMD also has an adequate number of trained and qualified staff to conduct emergency operations for a protracted period. (Ongoing; E.1.)

**6. Emergency Facilities**

- a. The State EOC was maintained in a high state of readiness. All equipment and materials are up-to-date and in good working order in the event of a CGS incident. The State EOC was successfully evaluated in March 2018. No major changes to the facility, equipment, or mission this quarter. The SEOC was activated for non-radiological incidents during the performance period. All systems functional. (January-March; F.1.)

**7. Alert and Notification**

- a. Duty Officers conducted 16 dedicated line tests and 18 dedicated fax tests with Columbia Generating Station (CGS.) Tests used to verify communications connectivity between CGS and Washington State EOC. This system is the primary means of notifying the state of an incident or emergency at CGS. All tests were satisfactory with an occasional volume issue. (Monthly; G.1.)
- b. Conducted weekly (Wednesday & Thursday) CEMNET communications drills with counties surrounding the Columbia Generating Station (CGS) to test/operate alternate communications system that would be used during a CGS incident. (Weekly; G.2.)
- c. Conducted twice daily communications tests on the National Alert and Warning System (NAWAS) system. This test is used to verify communications links with most of the Washington Counties, adjacent states (e.g. Oregon), and FEMA headquarters. (Daily; G.3., G.4.)
- d. Conducted/participated in SATPHONE tests between Columbia Generating Station, Washington SEOC and Oregon EOC. Tested at least quarterly to demonstrate communications capabilities between the States of Oregon and Washington. No test call received from Oregon in October or December. The test also includes SATPHONE tests with CGS. (01/08/18, 03/12/18; G.3.)
- e. Conducted/monitored monthly tests of Emergency Alert System (EAS) to verify connectivity of EAS state and local relay networks, operability of system, and Tone Alert Radios (TARs) within the Emergency Planning Zone. Additionally, Washington State serves as a tertiary backup for Benton and Franklin Counties' activation of the EAS system that sets off the TARs located in

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homes and businesses within the Emergency Planning Zone (EPZ.) The SEOC cannot activate the sirens. (Monthly; G.5.)

**8. Administration**

- a. Received, reviewed, and processed reimbursement requests from the program grant recipients. Ensured expenses were tracked; program objectives were met, and were in keeping with financial regulations and common accounting practices. (Quarterly; H.3., H.4.)
- b. Provided time and effort accounting information to EFSEC to support WMD-EMD reimbursement requests. Prepared financial reports for WMD-EMD management to track program funding and comply with State Auditor Office requirements. (Monthly; H.3., H.4.)
- c. Maintained operability and conducted maintenance of office space and equipment. Coordinated with co-workers, briefed management, and participated in division required meetings. (Ongoing; H.5.)
- d. Prepared technical report on EMD Scope of Work activities. (Quarterly; H.6.)
- e. Consolidated quarterly technical reports from all REP agencies/jurisdictions. Forwarded consolidated report to EFSEC compliance manager for presentation to the EFSEC Council. Provided copies of the report to ENW and all state and local REP Program organizations. Collected supporting documentation. (Quarterly; H.7., H.8.)
- f. Conducted sub-recipient monitoring activities by reviewing requests for reimbursement and quarterly technical reports. (Monthly; H.11.)

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**Washington Department of Health, Office of Radiation Protection**

**1. Update of Plans and Letters of Agreement**

- a. Office of Radiation Protection (ORP) is in the reviews both the Fixed Nuclear Facility (FNF) and Weapons of Mass Destruction (WMD) non-FNF plans and procedures in order to ensure continuity between both plans and procedures. There have been many updates to our response plans and procedures this quarter. This is an ongoing process. (Ongoing; Page 10 SOW Should be “A”)
- b. All the procedures that support the FNF plan are being reviewed for accuracy and after “validation” during CGS exercises and quarterly drills are revised as necessary. This is an ongoing process. (Ongoing; Page 10 SOW Should be “A”)
- c. WDOH staff conducted review of MOU Washington and CGS to verify response actions are current. (Ongoing; Page 10 SOW Should be “A”)
- d. Met with DOE, BCEM, FCEM, and EMD to discuss change to DOE EPZ’s. Also, discussed how it impacts CGS. (03/08/18; A.)
- e. Internal planning meeting to discuss participation of staff in exercises and training plan. (01/30/18; A.)

**2. Public Education and Information**

- a. Reviewed and updated the DOH-ORP website. All web pages are up-to-date. (Quarterly; B4)
- b. Participated in NUC/RAD Communications Workgroup. Working on identifying gaps and developing a plan to resolve the gaps. (03/01/18; 2.)

**3. Radiological Emergency Response Training**

- a. Conducted the initial/refresher training listed below. Copies of training materials provided to FEMA.

<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/Attended</i>
State EOC Staff Training	01/10/18, 02/14/18, 03/14/18	To provide training for those staff assigned to the State EOC.  NOTE: Annual CGS refresher training conducted during the 02/14/18 training.	EMD	249	EMD (177), MIL (20), DOH (10), DOC (8), COM (7), UTC (1), DES (3), DHS (1), DSHS (3), WSDA (8), CTS (1), DFW (1), ECY (1), WSP (2), DOL (2), LNI (1), WATECH (1), DOT (2)



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- b. Staff attended the following training to complete the required training for the staff involved in the planning effort, meet agency required training minimums, and to maintain/improve professional competencies. (A.2., A.6.)

<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/Attended</i>
Ethics in State Government	01/02/18	Required ethics training	DOH	1	DOH (1)
Electronic Confidential Information	01/02/18	Required Data training	DOH	1	DOH (1)
Field Team Cord Training	01/08/18	Reviewing and training on FT Coordinator duties	DOH	2	DOH (2)
Table Top Workshop IMT/ORP	01/11/18	Understand the IMP process and for the IMP process to better understand ORP.	DOH	30	DOH (30)
Radiation and Public Health	01/12/18	Better understand the rad response & PI structures of C4PA and ORP	DOH	11	DOH (11)
NRC Outreach	01/24/18	NRC Outreach orientation	CGS	9	DOH (1), EMD (1), CGS (5), NRC (2)
1st QTR 18 FRMAC Assessment Scientist Con ED	01/25/18	FRMAC/TURBO FRMAC and education webinar	FRMAC	?	DOH (1)
Semi-Annual FRMAC Call	01/31/18	Semi Annual call update county on what FRMAC is doing and exercise participation	FRMAC	?	DOH (3)
CGS EAL Training	02/05/18	Learn new CGS EAL scheme an associated references manual	DOH	3	DOH (3)
JIC SME/Tech Spokesperson Training	02/05/18	Training and qualification discussion and development	DOH	5	DOH (5)
CRCPD conference call	02/06/18	Topic this call is x-ray	CRCPD	1	DOH (1)
Lourdes Decontamination Team Training	02/07/18	Provided training to Lourdes Decontamination Team.	Lourdes	8	DOH (2)
Roles and Responsibilities training for BFHD	02/08/18	DOH training BFHD on roles and responsibilities for Rad EM	BFHD	7	DOH (2), BFHD (5)
Othello Hospital & EMS Basic Rad 101 training	02/12/18	Basic 101 Rad training and review	Adams County	20	DOH (2), Hospital/EMS (18)
RAD101 & EM Kits FCFC #3	02/13/18	Basic 101 Rad training and review	FCEMD	21	DOH (1), FCEM (2), FCPCD #3 (17)
IMD Rad Training	02/13/18	Prep and participation in CGS EX overall response training for RAD	DOH	20	DOH (2)

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<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/Attended</i>
Rad Training for FCEMD new hire	02/15/18	Training on all rad equipment for new hire at FCEM	FCEMD	4	DOH (2), FCEM (2)
EAL Training	02/16/18	Training on New CGS EAL Scheme including EAL charts and handbook	DOH	2	DOH (2)
Rad Safety Rebroadcast	02/22/18	The theory, instrumentation and operation of nuclear radiation safety and details the principles of internal and external radiation protection.	UMN ED	1	DOH (1)
Air Sampler Runs	03/06/18	Practice and training with air samplers	DOH	4	4 DOH
IMT & REP	03/06/18	Discuss roles and responsibilities during a rad event	DOH	10	10 DOH
Decontamination Team Training	03/07/18	Set up DECON tent and walk through	FCEMD	15	2 DOH 2 FCEMD 1 FEMA 10 Lourdes
Google Map Practice	03/08/18	Practicing mapping with our weather expert.	DOH	3	DOH (3)
ACC SME Review/training	03/13/18	Training for SME duties	DOH	4	DOH (4)
Radlight Reader Training	03/13/18	Training on using the reader	DOH	5	DOH (5)
IMT/REP Workshop	03/15/18	Workshop to delineate roles and responsibilities	DOH	13	DOH (13)
Post Dress Rehearsal for HQ staff	03/15/18	Many staff from HQ couldn't make original hot wash for Rehearsal Exercise so we had another	DOH	20	DOH (20)
Data Entry Practice for FT	03/19/18	Training and practice entering data for FT	DOH	4	DOH (4)
Hospital Response Training	03/20/18	MS-1 Training for DOH staff	DOH	5	DOH (5)
Diversity & Inclusion Training	03/20/18	Required training on diversity and inclusion	DOH	1	DOH (1)
Exercise Briefing	03/22/18	WebEOC and EX briefing on how data is exchanged	DOH	10	DOH (10)
WebEOC	03/22/18	Individualized training with Cheri	DOH	4	DOH (4)
Controller Training	03/26/18	Controller meeting for FT controllers	DOH	4	DOH (4)
Meet-n-greet with NRC	03/29/18	Meet and chat with our NRC region person Bill Maier	DOH	15	DOH (15)

- c. Met with WSP, TRG, and DOH. Discussed first responder training needs assessment for radiation transportation needs. (03/01/18; A.)

**4. Drills**

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- a. Attended Medical Services Drill exercise planning meeting at Franklin County EM. (02/02/18; D.)
- b. Participated in the Dress Rehearsal Exercise and Evaluated Exercise. (02/27/18, 03/27/18; D.)
- c. Attended CGS dress rehearsal and evaluated exercise debriefs. (02/29/18, 03/30/18; D.)

**5. 24-Hour Staffing**

- a. Maintained 24-hour staffing utilizing the Emergency Response Duty Officer (ERDO.) WDOH also has an adequate number of trained and qualified staff to conduct emergency operations for a protracted period. (Ongoing; E.)

**6. Emergency Facilities and Equipment**

- a. The quarterly source (operational) check of radiation detectors and direct reading dosimeters was conducted for Richland and Tumwater offices. (Ongoing; H.5.)
- b. ORP staff maintained calibration of emergency DRDs (Ongoing; H.5.)
- c. Conducted monthly test and maintenance check of response devices and Verizon air-cards. (Monthly; H.5.)
- d. Conducted Monthly testing of CGS radio system (EOF to Field Team operability). (Monthly; G.1.)

**7. Alert and Notification**

- a. There were several WADOH Emergency Response Duty Officer (ERDO) responses this quarter, and all notification check/contact verification. ERDO responses provide the Office of Radiation Detection with the opportunity to exercise its Alert and Notification process during an actual radiological incident. These activations also ensure that communications between the EMD State Emergency Operations Officer (SEOO) and the ERDO are operational. (Ongoing; E.)

**8. Administration**

- a. Provided clerical support for program personnel and general staff upkeep. (Monthly and as Required; H.3., H.4.)
- b. Prepared quarterly report (Quarterly; H.6.)

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**Washington Department of Agriculture**

**1. Update of Plans and Letters of Agreement**

- a. None this quarter.

**2. Public Education and Information**

- a. Checked the Radiological Emergency Information page on the WSDA website Radiological Emergency Information for Farmers, Food Processors and Distributors, and Emergency preparedness for nuclear facilities in Washington State in Spanish and English at <http://agr.wa.gov/FoodSecurity/RadiationEmergencies.aspx> and reviewed for accuracy of contact information and emergency phone numbers. (Review completed, ready for distribution). (Annually/Quarterly, I.a.2.)
- b. Reviewed WSDA web site to verify that the tri-fold leaflet Emergency Preparedness for Nuclear facilities in Washington State is available in both English and Spanish. (Review completed). (Annually/Quarterly, I.a.2.)

**3. Radiological Emergency Response Training**

- a. Conducted the initial/refresher training listed below. Copies of training materials provided to FEMA. (I.B.)

<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/ Attended</i>
CGS Refresher Training	02/14/18	Provided refresher training on the common information which applies to all organizations responding to a radiological incident at CGS.	EMD, WSDA, DOH	93	EMD (60), MIL (5), DOH (5), WSDA (3), LNI (1), DES (1), UTC (1), DOL (2), DOC (2), COM (3), ECY (1), CTS (1), DSHS (3), WSP (2), DOT (1), WATECH (1), DFI (1)

- b. Staff attended the following training to complete the required training for the staff involved in the planning effort, meet agency required training minimums, and to maintain/improve professional competencies. (I.B.)

<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/ Attended</i>
None					

- c. Attended CGS Refresher training planning meeting. (03/01/18; I.b.)

**4. Drills**

- a. Participated in REP Issues Working Group meetings in Pasco. (01/17/18; I.b.)

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- b. Participated in CGS Dress Rehearsal (02/27/18; I.b.)
- c. Participated in Controller debrief (02/28/18; I.b.)
- d. Participated in CGS Evaluated Exercise (03/27/18; I.b.)

**5. 24-Hour Staffing**

- a. Three WSDA personnel are on call always. WSDA continues to train staff to respond to an emergency at CGS for a prolonged period. (Ongoing)

**6. Emergency Facilities and Equipment**

- a. Maintained a field coordination office at the Benton County EOC for coordinating initial agency response activities. (Ongoing; V.a.5.)
- b. Provided equipment and supplies as needed. (Ongoing; III.V.)

**7. Alert and Notification**

- a. N/A

**8. Administration**

- a. Submitted Quarterly Reports and reimbursement request to the state (Ongoing; 4.A.)
- b. Maintained agency financial records in an audit ready status. (Ongoing; 4.B.)
- c. Updated REP program desk manual to reflect program changes. (Ongoing; 4.b.4.)
- d. Reviewed and updated emergency phone numbers. (Quarterly; 1.a.2.)

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**Adams County Emergency Management**

**1. Update of Plans and Letters of Agreement**

- a. ESF 10A & 10B review and revision ongoing. Expected completion date October 2018. (Ongoing; A.1.)
- b. Reviewed Letters of Agreement, Memoranda of Understanding (MOU) and other enabling documents of the plan. (Ongoing; A.2.)
- c. Reviewed Notification Roster. Updated as needed. (Quarterly; A.3.)
- d. Attended Issues Meeting for planning and coordination with other REP Program counties, state agencies, the utility and FEMA Region X. (01/17/18, 03/21/18; A.4.)

**2. Public Education and Information**

- a. The Tri-Fold Brochure and Ag Green Book for ingestion phase information are available to the public at Adams County Emergency Management Office. (Ongoing; B.2.)
- b. Emergency Preparedness pamphlets for the public are available at the ACEM Office as well as other County facilities. Quantities updated once a quarter. (Ongoing; B.2.)

**3. Radiological Emergency Response Training**

- a. Conducted the initial/refresher training listed below. Copies of training materials provided to FEMA. (C.1.)

<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/ Attended</i>
None					

- b. Staff attended the following training to complete the required training for the staff involved in the planning effort, meet agency required training minimums, and to maintain/improve professional competencies. (C.3.)

<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/ Attended</i>
None					

**4. Drills**

- a. Participated and logged CEMNET radio tests. This is an alternative way of obtaining notification from the State EOC. CEMNET is now working correctly on the State side and there has been only one issues since resuming testing at the end of February. (Weekly; F.2.)
- b. Received and logged NAWAS test calls from Spokane Sheriff Office. This is an alternate way of obtaining notification from the State EOC. (Biweekly; H.1.a., H.1.d.)

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**Adams County Emergency Management**

- c. The Emergency Management Director received multiple text and email message notifications from the State Duty Officer (SEOO), EWARN-OTX and Adams County Dispatch regarding SITREP reports, CGS events, weather related information, and miscellaneous notifications. Adams County Dispatch also receives the notifications. (January-March; H.1.a.)

**5. 24-Hour Staffing**

- a. The Adams County Dispatch serves as the 24-hour, 7 day a week notification point for Adams County and was operational throughout this reporting period. The Sheriff/Director, Undersheriff and EM Coordinator are available 24 hours a day. Adams County has an adequate number of trained staff to conduct protracted emergency operations. (January-March; E.1.)

**6. Emergency Facilities and Equipment**

- a. Maintained the Adams County EM office/EOC, and associated equipment in a high state of readiness. EOC last evaluated on 03/31/16. No substantial changes in structure or missions have been made to the EOC. (Ongoing; F.1.)

**7. Alert and Notification**

- a. Participated in NOAA Weather Briefing telephone and Web conference calls. Monitored the webinar to see if the weather events would likely affect Adams County ability to respond (e.g. road closures, resource availability, etc.) to an emergency at CGS. This information assists our decision makers in preparing and responding to events. (As Scheduled; G.)
- b. The Emergency Management Office receives pages and email notifications from the State Duty Officer (SEOO), EWARN-OTX and Adams County Dispatch regarding SITREP reports, CGS events, weather related information, and miscellaneous notifications. Adams County Dispatch also receives the notifications. (October-December; G.1., H.1.)
- c. Continuing to implement emergency notification system throughout the county. Will be used to supplement other EAS for alert and notification as well as ORO mobilization. (Ongoing; G.)

**8. Administration**

- a. Submitted quarterly report to EMD. Provided supporting documentation to support the Annual Letter of Certification (ALC.) (Quarterly; H.1., H.2.)
- b. Submitted request for reimbursement of EFSEC-related expenses to EMD. (Quarterly; H.5.)

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**1. Update of Plans and Letters of Agreement**

- a. BCEM created KORD procedures and updated KONA procedures related to the broadcast of follow-on/supplemental emergency information (February, March); KORD prepared internal procedures and internal training regarding the broadcast of follow-on/supplemental emergency information (January, February) (Annually and As Required; A.1.)
- b. BCEM staff and KORD management completed negotiations and executed a contract for maintenance of procedures for the broadcast of Follow-on Emergency Information and annual KORD staff training. (January, February); (Annually; A.2.)
- c. Reviewed Alert and Notification Procedures/Rosters, removal of former staff delayed until after the evaluated exercise (March) (Quarterly; A.3.)
- d. Implementing procedures were reviewed based upon comments received and weaknesses identified during/after the February exercise, Job Aids for Access Control Point activation, incorporating the computed Exposure Correction Factor and adjusted turn-back values, general Safety Message, dealing with evacuation traffic impediments, ICS-205 and amateur radio communications, and essential phone calls (February, March) (Annually; A.4.)
- e. Two Type 2 Incident Commanders (1 local and 1 from WA Department of Natural Resources) participated in the FEMA evaluated exercise multi-agency coordination group meeting and discussed the Delegation of Authority process (March) (As Required; A.6.)
- f. BCEM staff attended planning meetings with REP counties, state agencies, and Energy Northwest, as well as attending other pertinent meetings and seminars, as follows: (As Scheduled, A.7.)
  - (1) BCEM staff participated in meetings or conference calls re: hazard mitigation plan and community wildfire plan (03/08/18)
  - (2) BCEM staff (2) attended the Issues Meetings. (01/17/18, 03/21/18) BC
  - (3) BCEM Staff met with Townsquare Media staff to pick up the signed KORD contract, discuss 24/7 contact information, KORD staff training, and Follow-On Emergency Information broadcast procedures (01/26/18)
  - (4) BCEM staff participated in the DOE PAR change meeting. Impacts CGS Program. (03/08/18)
  - (5) BCEM staff participated in the Region 8 Health Care meeting ( )
  - (6) BCEM staff attended the Region 8 Homeland Security meeting (02/07/18)
  - (7) BCEM staff attended the Special Populations meeting at FCEM (03/12/18)
  - (8) BCEM Staff attended the Freeman School Shooting presentation (03/29/18)
  - (9) BCEM staff attended the FEMA evaluated exercise out brief (03/30/18)

**2. Public Education and Information**

- a. BCEM staff participated in public outreach events and responded to requests for school and civic group presentations by: (As Scheduled; B.1.; B.2.)
  - (1) BCEM staff attended fire chiefs' meetings (Weekly)



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- (2) BCEM staff made an emergency preparedness presentation at the Lutheran Senior Center (02/28/18)
- (3) BCEM staff attended the Mingle with the media event at KNDU (03/15/18)
- (4) BCEM Staff delivered a poster and weather radios to the Richland School District as part of the Storm Ready Community maintenance program (02/28/18)
- (5) BCEM staff made an emergency preparedness presentation at the Edison Terrace Senior Center (03/02/18)
- (6) BCEM staff participated in the US Coast Guard Auxiliary tour of BCES (03/20/18)
- (7) BCEM staff participated in the Richland PD Citizens Academy tour of BCES (03/21/18)

b. BCEM staff maintained a supply of brochures at public information signs in and near recreation areas. BCEM staff placed Emergency Information brochures at three boat launches, the off-road vehicle area, Babe Ruth fields and two parks. These are recreational locations within the Benton County portion of the 10-mile EPZ. No new locations were established during the quarter. Outdoor informational signs are co-located with the brochures. The signs were inspected at the same time the brochures are restocked and did not require maintenance. (January, February) (Quarterly; B4.)

Date of sign inspection and brochure restocking is as follows:

01/02/18 All locations inspected and restocked

02/09/18 All locations inspected and restocked with new brochures

c. Benton County Emergency Management staff (Brian, Deanna) participated in the annual development of the Site Neighbor Calendar by participating in discussions related to the new 300 area Shelter in Place protective action recommendation and division of CGS Section 2 into two parts as related to the 300 Area (03/08/18) (Annually, B.5.) (As Required; B.6.)

**3. Radiological Emergency Response Training**

a. BCEM staff provided initial or refresher training in the following training opportunities (As Scheduled; C.1., C.2., C.3., C.4., C.6., C.7.)

Training Title	Date(s)	Scope/Purpose	Sponsor	# Participants	Agencies Invited/ Attended
EOC Personnel Training (Dress Rehearsal Exercise)	02/27/18	Participation in the dress rehearsal exercise	FEMA, EMD, BCEM, ENW	37	BCFD1 (1) WA EMD (2) Oregon (1) Oregon DOE (1) BCFD4 (1) BFHD (3) BCES (5+Dispatchers) RPD (2) ENW (1) BCSO (1) Richland (2) WSP (2)

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					BFT (1) NOAA/NWS (1) PNNL (1) FCFD3 (1) WSDA (2) FEMA/ICF (4) KPD (1) WA MIL (1) WRPD (1) Benton GIS (1) ARC (1)
Multi-Agency Coordination Group Meeting	03/27/18	Multi Agency Coordination Group meeting and annual training Focused on the process of delegating incident management authority to an incident management team and review of a draft Delegation of Authority for a CGS emergency response	BCEM	9	(Benton County (1), COR (1), RFD (1), COK (1), COWR (1), BCFPD#1 (1), WA DNR (1), BCEM (2)
EOC Personnel Training (FEMA Evaluated Exercise)	03/27/18	Participation in the evaluated rehearsal exercise	FEMA, EMD, BCEM, ENW	39 +Dispatchers	BCFD1 (1) WA EMD (1) Oregon (1) Oregon DOE (1) BFHD (3) BCES (8+Dispatchers) RPD (3) ENW (1) BCSO (1) Richland (1) WSP (1) PNNL (1) FCFD3 (1) WSDA (2) FEMA/ICF (6) KPD (1) WRPD (1) Benton GIS (1) ARC (1) WSDOT (2) RFD (1) Issaquah (1)

- b. Staff attended the following training to complete the required training for the staff involved in the planning effort, meet agency required training minimums, and to maintain/improve professional competencies (As Scheduled; C.2.)

Training Title	Date(s)	Scope/Purpose	Sponsor	# Participants	Agencies Invited/ Attended
None					

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**4. Drills**

- a. Benton County participated in the evaluated exercise dress rehearsal (02/27/2018) (As Scheduled; D.1.)
- b. Benton County participated in the evaluated exercise (03/27/2018) (As Scheduled; D.2.)
- c. BCEM Staff conducted Preparatory Training for exercises (As Scheduled; D.3.)
  - (1) BCEM Staff met with Judy West and Rick Edwards regarding ARES participation at BCEM and FCEM (02/21/2018)
  - (2) BCEM Staff met with Melanie Hayden regarding participation as a PIO assistant (02/21/2018)
  - (3) BCEM staff met with Pam Brown-Larsen and Hollie Logan regarding participation as a Field Observer at the ENW EOF (02/26/2018)
  - (4) BCEM staff met with Hollie Logan regarding participation as a Field Observer at the ENW EOF (03/26/2018)
- d. BCEM Staff prepared for Exercises (As Scheduled; D.4.)
  - (1) BCEM staff reviewed the final extent of play for the 2018 exercise (February, March)
  - (2) Benton County controllers reviewed the final MSEL for the 2018 evaluated exercise. BCEM staff did not review the final MSEL due to Trusted-Player status. (March)
  - (3) BCEM staff reviewed the final MSEL for the 2018 dress rehearsal exercise (February)
  - (4) BCEM staff participated in the dress rehearsal FEMA debriefing (03/01/2018)
  - (5) BCEM staff participated in the Region 8 hospital evacuation table top exercise (03/14/2018)
  - (6) BCEM staff participated in the FEMA Controller/Evaluator Briefings (02/26/2018, 03/26/2018)
- e. BCES staff participated in 100% of weekly CEMNET tests, (13 of 13). (January-March) (80% of weekly tests; D.5.)
- f. BCES staff initiated 92% of weekly EAS tests (12 of 13) (Documentation provided after end of calendar year) (January-March) (80% of weekly tests; D.6.)
- g. BCES staff conducted/monitored and documented three Required Monthly Tests (RMT) of the EAS system (01/09/18, 02/05/18, 03/08/18) (Monthly; D.8.)
- h. BCES staff conducted 92% of weekly silent siren tests (12 of 13) (January-March) (80% of weekly tests; D.9.)
- i. BCEM staff participated/observed during other drills, exercises, or actual emergency responses: (As Scheduled, D.12.)
  - (1) BCEM staff (Deanna) participated in the Richland School District Rapid Responder table top exercise (01/18/18, 01/25/18).
  - (2) BCEM staff (Brian) participated in the Kennewick School District/Williams Pipeline/Cascade Natural Gas table top exercises (02/07/18)

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- (3) BCEM Staff (Brian, Deanna) participated in the underground pipeline safety table top exercise (02/22/18)
- (4) BCEM staff (Brian) participated in an actual response for an unknown device labeled as containing 491 curies of Pu-238 (03/28/18)
- (5) BCEM ARES/RACES participated in a 5<sup>th</sup> Saturday ARES/RACES EOC to EOC communications drill (03/31/18) (Rick Edwards, Steve Williams, Jordan George)

**5. 24-Hour Staffing**

- a. SECOMM was operational 24/7 throughout the quarter for receipt of actual activations or tests of the alert and notification system. Throughout the quarter, Benton County maintained adequate 24-hour staffing capability. Benton County has adequate trained staff to support a prolonged activation. Training videos were available to SECOMM staff throughout the quarter and was completed in the prior two quarters (October-December; E.1.)
- b. Provided training to EOC and response personnel pertaining to the activation of the Benton County EOC (02/27/18; 03/27/18) (Annually; E.2.)

**6. Emergency Facilities and Equipment**

- a. BCEM maintained the Benton County Emergency Operations Center, furnishings, fixtures and equipment throughout the quarter by back-up power generation is tested weekly (Documentation provided after end of calendar year) (As funding and scheduling allow; F.1.)
- b. BCEM maintained the Benton County Emergency Alert System (EAS) computer, messages, and monitored equipment functionality throughout the quarter (January-March; F.2.)
- c. BCEM Staff prepared and shipped 5 Ludlum Model 12 instruments for calibration and those instruments have been returned. Calibration Date 02/20/18. (Annually; F.3.)
- d. BCEM performed operational checks on three SAIC PPM-100B Portal Monitors on 03/18/18. (Quarterly; F.4.)
- e. BCEM performed operational checks on 45 Ludlum Model 12s. (Quarterly; F.5.)
- f. The BCEM siren computer and equipment were monitored for operability throughout the quarter without any issues. (January-March, F.6.)
- g. BCEM maintained and operated the BCEM Main office and EOC facilities and equipment. (January-March; F.8.)
- h. BCES (SECOMM) monitored the ENW notification circuits (CRASH, Dial-up, and Fax) throughout the quarter. BCEM participated in the PIO dial-up and regular, third Wednesday, Dial-up lines testing (January-March; F.9.-F.11.)

**7. Alert and Notification**

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- a. BCEM staff maintained the Benton County portion of the EPZ Database by continuing to update the database based upon return mail from the annual calendar and quarterly *OpenLines* mailings, assessor's records, utility records, and the TAR/Siren test mailers, updating owner/occupant/radio information for 28 parcels. Occupancy was updated on 5 parcels and radios were returned from 23 parcels. (01/04/18, 01/30/18, 02/12/18; G.1., G.2.)
- b. BCEM Staff printed the latest version of the listing of special populations and special needs individuals within the Benton County portion of the (Plume) EPZ (February) and edited the list format by adding the date of printing as suggested after the dress rehearsal exercise by FEMA evaluators (March) (Quarterly and as obtained; G.6.)
- c. BCES Staff did not place any new or replace any failed radios. Universal radio deliveries have ceased due to the recent change in the alert and notification system. Twenty-three radios were turned in by Plume EPZ residents. (January-March; G.7., G.8.)

**8. Administration**

- a. Submitted the Second FY2018 quarterly report and documentation to EMD. (01/05/18; H.1.)
- b. BCEM Staff assisted WA EMD with information and documentation as needed to support the Annual Letter of Certification (January; H.2.)
- c. BCEM Staff maintained training attendance records and outlines of training subject matter and provided copies to WA EMD for delivery to FEMA Region X (01/05/18; H.3.)
- d. BCEM complied with Internal Revenue Service requirements. (January-March; H.6.)
- e. BCEM staff tracked program funding. (January-March; H.9.)
- f. BCEM staff submitted A-19's to WA EMD. (January-March; H.10.)
- g. BCEM staff tracked accounts payable/receivable. (January-March; H.11.)
- h. BCEM staff administered salaries and benefits for REP employees. (January-March; H.12.)
- i. BCEM staff tracked REP related equipment. (January-March; H.14.)
- j. BCES provided office space for REP program personnel (January-March; H.15.)
- k. BCES maintained the operability and maintenance of offices and equipment (January-March; H.16.)

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**1. Update of Plans and Letters of Agreement**

- a. FCEM maintains controlled copies of Energy Northwest (Columbia Generating Station) Emergency Plan Implementing Procedures (EPIPs), “Site Wide Procedures” (SWP) and Emergency Phone Directory for use by ENW Liaison and other Emergency Operating Center (EOC) staff. Documents were updated as detailed in the instructions. (Annually; A.1.)
- b. FCEM conducts an annual review of plans. Modifications to the procedures were made throughout the year. The plan has been vetted through the state and is up for final review with FEMA. (Annually; A.4.)
- c. Reviewed and updated all FCEM ESFs. (Annually; A.2.)
- d. FCEM promulgated the 2015 Comprehensive Emergency Management Plan. (Annually, A.2.)
- e. Master Mutual Aid Agreements (MMAA) reviewed for accuracy and potential needs updated. Memorandums of Understanding (MOU) are in the process of being updated. FCEM has sent out MOUs to all local agencies that participate in the REP program for review. Received new/updated MOUs from Columbia Basin Community College. (Annually; A.2.)
- f. FCEM reviewed and updated the Alert and Notification database for Special Populations and when Tone Alert Radio’s (TARs) were added, removed and/or replaced. (Quarterly; A.3.)
- g. FCEM maintained lesson plans that pertain to the Columbia Basin College Emergency Worker Assistance Center (EWAC) and Emergency Coordinator Center (ECC) positions. During this quarter staff and volunteers attended trainings and or exercises (see attached records). (Annually; A.5.)
- h. FCEM discussed with and assisted Lourdes Medical Health to meet NIMS requirements. FCEM also maintained a volunteer database and updated regularly with requirements met (As Required; A.6.)
- i. Engaged the ALTC, Senior Life Resources (SLR) and DEL agencies to help in the planning and notification process of special needs type populations.
- j. FCEM attended the following planning meetings with REP counties, state agencies, and Energy Northwest: (As scheduled; A.8.)

(1) Issues Meeting – 01/17/18, 03/21/18

(2) Safety Meeting – Monthly

(3) Local County Fire Departments, BCEM: Benton/Franklin Chiefs Meeting – Weekly

(4) Regional Fire Departments, Multiple Agencies: Quad County Chiefs Meeting – 03/01/18

(5) Lourdes: MS-1 Exercise Planning Meetings – 01/03/18, 02/02/18, 03/07/18

(6) North Franklin School District, FCEM and FEMA Transportation Planning Meeting -  
01/18/18, 01/25/18, 02/02/18, 02/06/18

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- (7) Region 8 Homeland Security Meeting – 02/07/18
- (8) Hazard Mitigation Steering Committee Meetings – 02/13/18, 02/20/18, 03/13/18, 03/14/18,
- (9) CGS Dress Rehearsal Exercise – 02/27/18
- (10) FEMA Dress Rehearsal Debrief – 03/01/18
- (11) Special Populations Meeting – 03/12/18
- (12) CGS Evaluated Exercise -03/27/18
- (13) Pasco School District Safety and Security Project – 03/12/18, 03/13/18, 03/14/18, 03/15/18, 03/16/18 and 03/22/18 Community input/discussion meeting.
- (14) Combined Chiefs’ weekly meeting along with a Freeman School Shooting Lessons Learned Presentation by Spokane County Fire District #8 at Benton PUD Auditorium – 03/29/18.

**2. Public Education and Information**

- a. FCEM inspected public information signs at the Ringold Fish Hatchery and Selph Landing Boat Launch. Signs are in good order. Replaced brochures on signs. No new parks or recreational areas have been expanded in the EPZ. (01/8/18, 01/23/18, 02/12/18, 03/12/18; Quarterly; B.4.)
- b. Responded to requests for school and civic group presentations. Participated in Columbia Basin College tabletop/workshop. Participated in Washington Emergency Communications Coordination Working Group. Three schools in Franklin County participated in Tone Alert Radio special population notification testing. ALTC presentation at TRAC Facility on 02/16/2018. (As requested, B.2)
- c. FCEM staff delivered emergency preparedness information to Benton and Franklin County residents in preparation for future symposiums and presentations. FCEM staff were interviewed by local news on information including emergency preparedness, siren testing, and Energy Northwest. FCEM staff also delivered information to citizens as needed, through phone calls, or with walk-ins. Information provided included Emergency Preparedness concepts, 72-hour kits, CodeRED, CGS Alert and Semi-Annual notification test, Storm Spotter, and/or TARs. (As Requested/Required B.1., B.2., B.3.)
- d. FCEM staff participated in media programs to acquaint news media with emergency plan/procedures, information concerning radiation, and points of contact for release of public information in emergency. Information on emergency preparedness and CodeRED was presented during the quarter to the Tri-City Herald and Good Morning NorthWest (Annually; B.6.)
- e. FCEM staff has developed and maintained a Radiological Information page on the agency website — <http://www.franklinem.org>. This portion of the website consists of several web pages dedicated to Radiological Emergency Preparedness Program specific information available to the general public. Additional links are provided to: FEMA, WDOH, and WSDA web pages. Links are also provided to the Spanish language portion of the Hanford Site Neighbors Calendar. During the quarter, the website was updated insure information presented was accurate. (Quarterly; B.9.)
- f. FCEM, in coordination with other agencies, participated in the development and distribution of the Hanford Site Neighbor Calendar. (Annually; B.5.)

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- g. FCEM, in coordination with other agencies, ensured the calendar was updated in both English and Spanish. (Annually; B.7.)
- h. FCEM printed/prepared the Emergency Resource Guide book for residents and to be distributed at the Hanford Safety Fair.

**3. Radiological Emergency Response Training**

- a. Conducted the initial/refresher training listed below. Copies of training materials provided to FEMA. FCEM maintains training attendance records and outlines of training subject matter (Annually; C.1., C.3., C.4.)

<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/ Attended</i>
Emergency Worker Kit	01/26/18 02/12/18 02/13/18 02/20/18 02/20/18 02/28/18 03/02/18	Refresher training on Emergency Worker Kits	FCEM, DoH	67	GCEM Training, FCSO, FCFD #4, FCPW, FCFD #3 and FCFD#5, WWFD #5 WSP
DOH RAD Training with new FCEM Employee,	02/15/18	Introduction to EW Kits, Meters, Portal Monitors, walk through of Training Deliver, EPZ map training and EWAC Familiarization. Setup and conducted operational check of Portal Monitors.	FCEM DOH	4	DOH FCEM
CGS Exercise Training	01/18/18 01/22/18 01/22/18 01/25/18 02/02/18 02/20/18	Review of Implementing Procedures, WebEOC Training, new facility operations, Amateur Radio System, address questions, etc.	FCEM EMD	33	NFSD/WA, KONA/WA, B/F Sheriffs Posse, Basin City Elem, FC Dispatch Volunteers
MS-1 Planning Meeting	02/02/18	MS-1 Planning Meeting EOP and supporting documents discussion.	FCEM	9	FCEM, Lourdes, PFD, DOH, WA EMD, FEMA
Decontamination Team training and pre-exercise briefing	03/06/18	Decontamination Team Meeting (Lourdes Health Network)	Lourdes Medical Center	20	FCEM, DOH, Lourdes, FCFD #3, WWFD #5



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- b. Staff attended the following training to complete the required training for the staff involved in the planning effort, meet agency required training minimums, and to maintain/improve professional competencies. (As scheduled; C.2., C.5.)

<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/ Attended</i>
AWR-333 — Improvised Explosive Device Construction and Classification (IED-CC)	01/18/18	Provides an overview of the construction and classification of IEDs. Participants will acquire basic knowledge of IEDs, including their function, components, classifications, and how they are constructed.  See link for additional information: <a href="https://cdp.dhs.gov/obp">https://cdp.dhs.gov/obp</a>	FEMA	1	FCEM (1)
Critical Decision Making for Complex Coordinated Attacks (PER-335)	01/23/18-01/24/18	This course addresses the vulnerability of any community to a public safety situation, such as an active shooter at a shopping mall; a train derailment with hazardous chemicals; a bombing incident at a commercial district; a plane crash; or chemical, biological, radiological, nuclear, or explosion. The course will enhance the response capabilities of participants by providing them with the knowledge and tools to enable effective response. See link for additional information: <a href="https://www.ncbrt.lsu.edu/Course/PER-335">https://www.ncbrt.lsu.edu/Course/PER-335</a>	NCBRT	Unknown	FCEM (2)
AWR-336 Health Sector Emergency Preparedness	02/06/18	The content of this course is intended to provide training and resources to emergency management officials, healthcare coalitions, healthcare providers and suppliers. The course focuses on the general overview of emergency planning and preparedness; development of policies and procedures; creation of communication plans and training and	FEMA	Unknown	FCEM (2)

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<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/ Attended</i>
		exercises for healthcare entities.			
Pipeline Emergency Response and Damage Prevention	02/22/18	Pipeline Safety Course: This training ensures that Pipeline operators share relevant information from their emergency plans with emergency officials. While ensuring that Pipeline Operators establish and maintain communication with local emergency officials and coordinate planned and actual responses during an emergency.	CoRE Program / Paradigm	Unknown	FCEM (4)
IS-00120.c Introduction to Exercises	03/01/18	This course introduces the basics of emergency management exercises. It also builds a foundation for subsequent exercise courses, which provide the specifics of the Homeland Security Exercise and Evaluation Program (HSEEP).	FEMA	1	FCEM (1)
IS-00029 Public Information Officer Awareness	03/13/18	This course covers basic information about the role of a State or local Public Information Officer. The goal of this awareness course is to provide an orientation to the public information function and the role of the Public Information Officer (PIO) in the public safety/emergency management environment.  The topics addressed in this course include: Understanding the PIO role. Using tools and resources. Communicating effectively. Preparing the community. Communicating in an incident.	FEMA	1	FCEM (1)

**4. Drills**

- a. Participated in weekly Comprehensive Emergency Management Network (CEMNET), Silent River Alerting Siren test, and Emergency Alert System (EAS) RWT tests. (Weekly; D.1.(c) –

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D.1.(e), G.1.(b), G.1.(c), G.1.(e))

- b. Participated/monitored Required Monthly Tests (RMT) of the EAS system. (01/09/18, 02/05/18, 03/08/18; D.1.i))
- c. Participated in CGS Dress Rehearsal and Evaluated exercises. Incorporated the ALTC, Senior Life Resources (SLR) and WA Department of Early Learning mass care support organizations. (02/27/18, 03/27/18; D.1.(a))
- d. Participated in CGS ERO Team Drill. (As Scheduled; D.1.(h), D.1.(i))
- e. Participated in CGS JIC News Release Coordination functional exercise. AAR maintained by EMD. (As Scheduled; D.1.(h), D.1.(i))
- f. Participated in CoRE Pipeline TTX. (02/22/18; D.1.k.)
- g. Medical Services (MS-1) evaluated exercise planning team meeting. (02/02/18; D.2.)
- h. Observed Decontamination Tent practice setup at Lourdes. (03/06/18; D.1.k.)
- i. Prepared and submitted two Extent of Play (EOP) documents for the upcoming MS-1 Dress Rehearsal and Evaluated Exercises to FEMA. Approved by FEMA. (03/06/18, 03/21/18; D.2.)

**5. 24-Hour Staffing**

- a. Two FCEM staff were on call per FCEM policy. Franklin County has an adequate number of trained responders to respond to an emergency at CGS for a prolonged period. (Ongoing; E.)
- b. Franklin County/Pasco Dispatch served as the 24-hour, 7-days a week notification point for Franklin County in the event of an emergency at the Columbia Generating Station. (Ongoing; E.)

**6. Emergency Facilities and Equipment**

- a. Maintained the ECC in an operationally ready state with equipment and systems adequate to respond to an incident at CGS. ECC was last evaluated on 03/27/18. Also, maintained REP-specific equipment in the City/County dispatch center. Franklin County Emergency Management has relocated into a new functional ECC at 1011 E. Ainsworth, Pasco. Updated the ECC with carpet and additional lighting. No change in function or mission. (Ongoing; F.1., F.2.)
- b. Conducted monthly tests of the Emergency Operations Center (EOC) back-up power generator. The generator is auto-programmed to conduct a “Full Load” back-up power test every 28 days. Franklin County Emergency Management now operates with one WS 50000 generator which is tested every 28 days per the industry recommendation. Benton County Emergency Services continues to be FCEM’s backup. (Ongoing; F.1.)
- c. Maintained telephone systems. (Ongoing; F.1.)

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- d. Maintained computer networks and programs. Updated weekly Windows, Adobe, and Java. (Ongoing; F.1.)
- e. All equipment (computers, audio and visual equipment and displays, GIS station, fax machines, copy machines, etc.) were maintained and kept in good working condition. (Ongoing; F.1.)
- f. FCEM maintained one Arrow-Tech Model W730, 0-20R Direct Reading Dosimeter (DRD) in each Emergency Worker Kit. FCEM also maintained enough replacement DRDs to change-out with the DRDs in Emergency Worker Kits to allow for calibration, replace DRDs that have malfunctioned, or for new Emergency Worker Kits. (Semi-Annually; F.3.)
- g. FCEM maintained sufficient quantities of potassium iodide (KI) that are available for emergency workers. (Semi-Annually; F.3.)
- h. Conducted quarterly inventory, operation check, and annual calibration, as needed, for the radiological equipment listed below: (Quarterly; F.4.(a), F.4.(b))
  - (1) Ludlum Model 12 RCM            38 sets.
  - (2) Ludlum Model 26-1            44 sets.
- i. FCEM maintained 4 Johnson AM-801 Portal Monitors. These were tested 02/20/18, one Monitor failed and sent out for repair on 02/21/18, was repaired and returned back on 3/27/18. (Semi-annual, F.4.(c))
- j. Participated in tests of the Energy Northwest dedicated CRASH, Dial-Up, and fax phone lines. (Monthly; F.2)
- k. Conducted communications check on two Energy Northwest-provided SATPHONES. (01/2/18, F.1.)

**7. Alert and Notification**

- a. FCEM maintained Emergency Alert System (EAS) computer, messages, and ensured equipment was functional at all times. FCEM in coordination with BCES and KONA updated all EAS messages. (Ongoing; G.1.(a))
- b. Participated in CEMNET tests with the State EOC. This is an alternate means of communications between the county and State EOC's. (Weekly; D.1.(c))
- c. Maintained and tested river alerting siren computer and associated equipment. Assisted CGS in testing of 21 new siren sites. (Weekly; D.1.(e), D.1.(c))
- d. Conducted Required Weekly Tests (RWTs) of the EAS system. These are logged and are used to test the connectivity between the EAS broadcasters. This does not activate the Tone Alert Radios.

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Tests are documented in the Radio Log and the Sage ENDEC printer. (Weekly; D.1.(d), G.1.(c), G.1.(e))

- e. Monitored/activated the Required Monthly Tests (RMTs) of the EAS system. These are used to actually activate the Tone Alert Radios so that the residents in the EPZ can have an opportunity to check if their TAR works properly. The RMT is scheduled and an originator is selected as detailed in the Columbia Basin EAS Area annual RMT schedule. Tests are documented in the Radio Log and the Sage ENDEC printer. The RMT was activated on 01/09/18 by FCEM. (Monthly; G.1.(d), G.1.(e))
- f. Received approval of Columbia Basin EAS Plan. (Ongoing, G.1)
- g. Reviewed all mail returns to EPZ residents to verify address using phone or physical visits and updated database accordingly. Continually reviewing the building permits in order to identify those new addresses that are in the EPZ. Upon receiving notification of occupancy for new residents, a site visit is made to establish contact with the new residents. (As required; G.2.(a), G.2.(d), G.2.(e))
- h. Reviewed and updated Special Population (Facilities) database. Includes private and public special population facilities (assisted living facilities, daycare, public/private schools, etc.) that might need assistance during an emergency/disaster. Hardcopy in Franklin County ECC/Alternate ECC for use during Energy Northwest originated emergencies. Information comes from regulatory agencies as well as public school districts. (01/02/18, 02/27/18, 03/12/18, 03/27/18; G.3.(a))
- i. Reviewed and updated Special Populations (Individuals) database. Hard copy in Franklin ECC and Alternate ECC at Franklin County Dispatch Center. Used to identify individuals located within ENW EPZ that may require special attention. Information comes from service organizations, private care providers, and individual citizens. Hardcopy in Franklin County ECC/Alternate ECC for use during Energy Northwest emergencies. (01/02/18, 02/27/18, 03/12/18, 03/27/18; G.3.(b))

**8. Administration**

- a. Prepared and submitted performance report and documentation to WA EMD for consolidation and distribution. Copy of the report provided to Energy Northwest by EMD. (Quarterly; H.1.)
- b. Maintained REP Program documentation for submittal to FEMA as part of the Annual Letter of Certification (ALC). Provided training information, equipment inventory/maintenance records, and communications system testing logs to EMD quarterly for inclusion with the ALC documentation. (Quarterly; H.2.)
- c. Maintained and complied with Washington State Audit requirements at all times. (As required; H.3)
- d. Prepared and submitted required documents (Unemployment, Labor & Industries, Federal

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Withholding, FICA, Medicare, and PERS II Retirement) to state and federal agencies.  
(Monthly/Bi-Monthly; H.4.)

- e. Tracked all program expenses (Payroll, O&M, etc.) and submitted A-19 vouchers to Washington State EMD each month for reimbursement. Documented financial activities to ensure audit compliance. (Monthly; H.7, H.8, H.9, H.10)
- f. Participated subrecipient monitoring site area visit from WA EMD to monitor contract E14-071B. (Annually; H.2., H.3., H.5., H.6., H.11.)
- g. Participated in Staff Assistance Visit (SAV) with FEMA to monitor the REP program. (Annually; H.6)
- h. Provided senior public officials and Executive Oversight Board with Program Budget Status Report, program activities, and status and direction. (Quarterly; H.15.)
- i. Maintained and operated an office and emergency facility to support the REP Program. Also, maintained REP Program specific equipment in the City/County Dispatch Center. (Ongoing; H.13., H.14)

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**1. Update of Plans and Letters of Agreement**

- a. Attended Issues Meetings. Discussed agency issues and coordinated on common problems and goals with other program organizations. Meeting notes and roster maintained by EMD. (03/21/18; A.4.)

**2. Public Education and Information**

- a. Participated in community outreach programs as follows: (B.1.)  
 (1) JR Simplot Employee Health Fair (provided info on hazards in Grant County to include radiological information – 01/30/18-01/31/18  
 (2) Participated in City of Mattawa’s Department Heads Meeting to discuss use of Telephone Notification System (TNS) for City use and citizens in the event a public warning is issued – 02/14/18

**3. Radiological Emergency Response Training**

- a. Conducted the initial/refresher training listed below. Copies of training materials provided to FEMA. (C.1.)

<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/Attended</i>
Emergency Worker Kit Refresher	03/02/18	Review of Emergency Worker Kit for responders	GCSO-EMD	8	GCSO (8)

- b. Staff attended the following training to complete the required training for the staff involved in the planning effort, meet agency required training minimums, and to maintain/improve professional competencies. (C.2., C.4., E.2.)

<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/Attended</i>
Radiation Safety-Principles, Practice, and Emerging Issues	03/19/18-03/20/18	Radiological Awareness for Ionized and Non-Ionized Radiation	University of Washington	40	GCSO-EMD (1)
L0102-Science of Disaster	03/21/18-03/23/18	This course in the National Emergency Management Basic Academy is designed to provide the participants with an overview of scientific principles and concepts that shape our increasingly dangerous world. The contents of the course include the following: <ul style="list-style-type: none"> <li>• Introduction to Science of Disaster provides a</li> </ul>	WA State EMD	22	GCSO-EMD (1)

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<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/Attended</i>
		definition and benefits of science. <ul style="list-style-type: none"> <li>• Earth Science and National Hazards describes how the Earth’s design sets the stage for the world’s natural hazards.</li> <li>• Science of Natural Hazards describes the scientific basis of common natural hazards.</li> <li>• Prediction gives us the capability to expect the unexpected.</li> <li>• Physical Science and Implications for Emergency Management identifies how emergency management can benefit from knowledge of the physical science of hazards.</li> <li>• Biological and Chemical Threats identifies the scientific basis of biological and chemical threats.</li> <li>• Explosive Threats identifies the scientific basis of those threats.</li> <li>• Radiological and Nuclear Threats identifies the scientific basis of those threats.</li> </ul>			

**4. Drills**

- a. Participated in CGS JIC News Release Coordination functional exercise. AAR maintained by EMD. (02/13/18; D.2.)
- b. Participated in CGS Dress Rehearsal exercise in the SIMCELL. (02/27/18; D.1.)
- c. Participated in CGS Evaluated exercise in the SIMCELL. (03/27/18; D.1.)

**5. 24-Hour Staffing**

- a. Emergency Management has an adequately trained staff to conduct prolonged emergency operations. (January-March; E.1.)



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**6. Emergency Facilities and Equipment**

- a. Grant County maintained the Emergency Coordination Center (ECC) capability and administrative office. Updated and refreshed all brochures/booklets in the ECC and EM Office. No equipment issues. No major changes in function or organization to the ECC. Last evaluated on 03/31/16. (01/12/18; F.1.)
- b. Grant County participates in CEMNET radio test with Washington State EOC weekly. Experienced intermittent radio traffic. Working with EMD Telecom to adjust signal strength and location. (January-March; F.2.)
- c. Maintained Emergency Workers Kits for WSP in Moses Lake. Inspected OSL Dosimeters, recharged 0-20R DRD, confirmed that KI wasn't expired, and ensured that the procedures were current. (03/02/18; F.3.)

**7. Alert and Notification**

- a. Reviewed and updated notification list with the Multi Agency Communication Center, Grant County's single point dispatch center. Verified with the EM Duty Officer 24/7 phone number with the MACC. (03/21/18; G.1.)

**8. Administration**

- a. Prepared performance report and submitted to WA EMD. Provided supporting documentation for Annual Letter of Certification and Scope of Work monitoring purposes. (01/05/18; H.2., H.3.)

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**Walla Walla County Emergency Management**

**1. Update of Plans and Letters of Agreement**

- a. Walla Walla County Emergency Management (WWEM) completed distribution of the approved CEMP. (01/02/18; A.1.)
- b. Distributed the Walla Walla County Continuity of Operations Plan (COOP) to county agencies for review and update. (01/22/18; A1)
- c. Distributed the Walla Walla County Emergency Transportation Resource list to County partners and supporting agencies for review and update. (03/07/18; A1)
- d. Initiated the review and update of the Walla Walla County Hazard Mitigation Plan. (02/12/18, 02/21/18, 03/21/18; A.1.)
- e. WWEM attended the following planning meetings with REP counties, state agencies and Energy Northwest. Agenda and attendee list on-file with the State.
  - (1) REP Issues meetings. Meeting notes maintained by WA EMD. (01/17/18, 03/21/18; A.3.)
- f. Attended the Region 8 Health Care Systems HCS Planning meeting by Webinar (01/10/18, 02/14/18; A.3.)
- g. Chaired the EMS and Trauma Care Council (02/01/18; A.3.)
- h. Attended the Region 8 Homeland Security Council meeting. (02/07/18; A.3.)
- i. Convened the Walla Walla County Local Emergency Planning Committee Meeting (02/13/18; A.3.)
- j. Attended the Umatilla County Local Emergency Planning Committee Meeting (02/20/18; A.3.)
- k. Attended the Quad County Chiefs meeting. (03/01/18; A.3.)

**2. Public Education and Information**

- a. WWEM maintains a presence on social media with a Facebook page and a Twitter account. Information about emergency preparedness is shared daily. These social media outlets serve as an important source for disseminating accurate and timely information during emergencies. (Ongoing; B.2.)
  - (1) During this quarter Social media was used to provide information to the public concerning seasonal weather warnings, the Century Link 911 outage on January 16, 2018 and KONA radio as the primary information source to the public during emergencies. County Hazards, including radiological, were shared in March.
- b. WWEM maintains contact with representatives from the media. (Ongoing; B.3.)
- c. WWEM maintains and updates the Walla Walla County Emergency Management web site, [www.wwemd.info](http://www.wwemd.info) including information that pertains to the REP program. (Ongoing; B.4.)

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- d. WWEM staff delivered information to citizens as needed, through phone calls, or in response to walk-ins. Information provided included Emergency Preparedness Concepts, Preparedness Kits, the REP hazard and EVERBRIDGE registration. (Ongoing; B.1., B.2.)
- e. Participated in the 2018 Walla Walla Police Department Citizens academy. Presented information on Walla Walla County Hazards, Emergency Messaging and preparedness. Emphasis on the Everbridge Emergency Notification system during the presentation resulted in 80 new subscribers to the system. (03/22/18; B.1., B.2.)
- f. Staff attended the following training to complete the required training for the staff involved in the planning effort, meet agency required training minimums, and to maintain/improve professional competencies. (C.)

**3. Radiological Emergency Response Training.**

- a. Conducted the initial/refresher training listed below. (C.1.)

<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/ Attended</i>
None					

- b. Staff attended the following training to complete the required training for the staff involved in the planning effort, meet agency required training minimums, and to maintain/improve professional competencies. (C.)

<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/ Attended</i>
None					

**4. Drills and Exercises**

- a. Participates in the weekly CEMNET radio tests with Washington State EOC and logs each weekly check. This is an alternate means of communications between the Walla Walla County Operational Area EOC and the State EOC. (Weekly; D.1.b.)
- b. Participated in required weekly EAS tests using the AlertSense notification system. Tests are logged. (Weekly; D.1.c.)
- c. Participated in required monthly tests of the EAS system, activating on behalf of the Columbia Basin Area roughly two-three times per year. (As scheduled; D.1.d.)
- d. Participated in Amateur Radio Emergency Services (ARES) drills testing ICS operational procedures, equipment and communications utilizing voice and data over amateur radio networks. As scheduled; D.1.a.)

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(1) ARES was activated on January 16, 2018 to establish emergency medical communications between at-risk populations and the dispatch center during a County wide 911 outage.

e. Participated in the Columbia Generating Station Joint Information Center (CGS JIC) News Release Coordination Functional Exercise. Purpose of the exercise was to test use of the associated job aid on coordination of news releases through the CGS JIC. (02/13/18; D.1.a.)

f. Participated in the following exercises with emergency preparedness partners. The actions utilized during these activities increased our capability to respond to a radiological emergency by enhancing our communications network and technology, by firmly establishing ICS organization structure to be utilized, and by securing effective cooperation and collaboration with those response and support organizations throughout the state that will contribute to all hazard incidents, including a radiological emergency.

(1) Participated in a community Health Partners table top Disaster Preparedness Exercise facilitated by Park Manor. Included a group discussion led by a facilitator using a narrated, clinically relevant emergency Scenario. (Flood/Armed Intruder) (02/09/18; D.1.)

(2) Participated in the Coordinated Response Exercise & Evacuator Safety Program. Industry sponsored, facilitated table top discussion covering pipeline safety and multi-agency response to a Natural Gas pipeline break. (02/22/18; D.1.)

(3) Participated in the 2018 Region 8, Hospital Evacuation Exercise. This was a scenario driven, facilitated exercise involving multi-agency response to a hospital emergency during extreme cold weather conditions. (03/14/18; D.1.)

(4) Participated in the 2018 Umatilla County Hazmat Rail Incident Table Top Exercise. Facilitated by the Oregon office of the State Fire Marshal, exercise was used to generate discussion, enhance awareness and test current plans and procedures for response to a railroad HAZMAT incident. (03/14/18; D.1.)

(5) Participated in the Yakima County First Responder “Rattlesnake Ridge” Exercise. Acting as Observer/Controllers assisted Yakima County Emergency Management in facilitation of a table top exercise covering response actions following landslide event covering I-82. (02/07/18; D.1.)

**5. 24-Hour Staffing**

a. Walla Walla County has sufficient trained and capable staff available to maintain 24-hour operations for a protracted activation. The 24/7 single point of contact is WESCOM in Walla Walla. (Ongoing; E.1.)

**6. Emergency Facilities and Equipment**

a. Maintains and operates main office and EOC facilities and equipment: (Ongoing; F.1.)

- WWEMD office and equipment
- Telephone System
- Computer Network
- Computer Software

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- GIS Data
  - Emergency Operations Facility and equipment
    - Computers
    - Information Boards and Displays
    - Fax Machines
    - Standard Operating Procedures (SOPs)
    - Everbridge Emergency Notification System
- b. Maintains fee-based access to the use of a toll-free number through FreedomVoice. This system enables WWEM to set up multiple telephone numbers to receive phone calls from a pre-established toll-free number. A call center could then be established during an event, with the toll-free number given out to media and/or the public. (Ongoing; F.1.)
- c. This jurisdiction works closely with ARES (RACES) in training and exercises and maintains a ham radio operator station located at WWEM. *Documentation of ARES drill added to “Drills and Exercises” section of Scope of Work Documentation.* (Ongoing; F.2.)
- d. Maintains an internal database for tracking emergency resources. Where applicable, NIMS typing information is included. (Ongoing; F.1.)

**7. Alert and Notification**

- a. Maintains and operates, an Emergency Notification System (ENS) from Everbridge. The emergency notification system is able to alert residents about severe weather, fires, floods, toxic environmental issues, radiological events and other emergencies. Messages can be sent to residents on any communication path desired – cell phone, home phone, email, text messaging, fax, pager, PDA and more – ensuring that residents receive life-saving emergency information and important public service announcements in minutes. Citizens listed in the County’s white-pages landline phone database will be automatically subscribed to emergency alerts by phone, though any citizen may also self-register their cell phone, VOIP phone, email, text message device, fax, and pager at [www.wwemd.info](http://www.wwemd.info). Alerts are sent to an area geographically selected from a map of Walla Walla County.

The system also has the capability of sending messages to groups or individuals set up on a separate section of the system. This capability can be implemented for a callout during an event or to disseminate information for an organization. WWEM offers the service to first responders and other interested parties.

There were opportunities to test the Everbridge Notification System during the period covered as it was used to notify Emergency Warming Center volunteers about opening and closing, and to alert citizens about the 9-1-1 outage

WWEM is certified to conduct IPAWS emergency notifications using Everbridge if necessary. (Ongoing; G.2.)

**8. Administration**

- a. Performance reports are submitted to Washington Military Department, Emergency Management Division (WAEMD). (Quarterly; H.1.)

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- b. Tracked program funding. (Bi-Monthly; H.8.)
- c. Submitted requests for reimbursement to WAEMD. (Quarterly; H.9.)
- d. Conducted an Emergency Management Executive Board (EMEB) meeting. (01/16/18; H.10.)
- e. Attended Emergency Management and Communications Advisory Board (EMCAB) meetings. (01/11/18, 02/08/18, 03/08/18; H.11.)

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**Yakima County Office of Emergency Management**

**1. Update of Plans and Letters of Agreement**

- a. Reviewed MOU’s and other enabling documents. (02/12/18; A.2.)
- b. The Director attended EFSEC Issues Meetings. (03/21/18; A.3.)
- c. Reviewed and updated as needed the Alert and Notification Roster. (Weekly; A.4.)

**2. Public Education and Information**

- a. Participated in public outreach and community events by presenting emergency preparedness and response information at a church safety forum. (02/07/18; B.1)
- b. A supply of emergency informational materials relating to CGS was maintained in the lobby of the YVOEM office for distribution to the public. Materials are in English and Spanish. Quantities were checked and restocked. (Ongoing; B.2.)
- c. YVOEM maintained a website and social media platforms. These sites are updated regularly, providing both information on current County incidents, as well as preparedness information in English and when appropriate in Spanish. (Ongoing; B.3.)

**3. Radiological Emergency Response Training**

- a. Conducted the initial/refresher trainings listed below. Copies of training attendance records available upon request (C.1., C.2)

<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/Attended</i>
None					

- b. Staff attended the following training to complete the required training for the staff involved in the planning effort, meet agency required training minimums, and to maintain/improve professional competencies. (C.3.)

<i>Training Title</i>	<i>Date(s)</i>	<i>Scope/Purpose</i>	<i>Sponsor</i>	<i># Participants</i>	<i>Agencies Invited/Attended</i>
Limited English Proficiency Workshop	02/28/18	Orientation on the new Limited English Proficiency (LEP) requirements in a new state law.	EMD	2	YVOEM (2)

**4. Drills and Exercises**

- a. Participated in CGS JIC News Release coordination functional exercise. AAR maintained by EMD. (02/13/18; D.1.)
- b. Served as Controller for Franklin County ECC during the CGS dress rehearsal exercise.

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(02/27/18; D.1.)

- c. Observed CGS Exercise at the Franklin County ECC during the evaluated exercise. (03/27/18; D.1.)
- d. YVOEM still not able to participate in CEMNET radio tests with Washington State EOC. Working with State EMD Telecom staff to try and resolve problems. (January-March; D.2.)
- e. Designated EAS agency (SunComm 9-1-1 dispatch) participated/monitored Required Monthly Tests (RMTs) and Required Weekly Tests (RWT's) of the EAS system utilizing the Everbrite system. YVOEM monitors the success of these tests via notifications send out by SunComm. (Monthly; D.4.)

**5. 24-Hour Staffing**

- a. Maintained an operationally ready EOC, with Duty Officers on call, and trained staff available for prolonged operations. YVOEM continues to demonstrate it has the readiness and capability to respond to local incidents within its jurisdiction. (E.1.)

**6. Emergency Facilities and Equipment**

- a. YVOEM EOC maintained in a high state of readiness. Yakima Valley OAEOC last evaluated on 03/31/16. No changes to equipment or function. EOC activated on 01/06/18 for Rattlesnake Ridge landslide (Ongoing; F.1.)

**7. Alert and Notification**

- a. Administered the County's Everbridge Emergency Notification System. Used for mobilization purposes as well as to supplement the Emergency Alert System notification of the public. (Weekly; G.1.)
- b. Yakima County Primary Answering Point (designated NAWAS agency) is SunComm 911 dispatch, participates in daily NAWAS tests. YVOEM participates in bi-weekly tests of NAWAS as the backup site. (Bi-weekly; G.2.)
- c. Maintained and, as needed, updated the lists of key notification groups in Everbridge. (Weekly; G.3.)

**8. Administration**

- a. Submitted performance report to Washington State EMD. 01/15/18; H.1.)
- b. Submitted supporting documentation for performance report and Annual Letter of Certification. (01/23/18; H.2.)
- c. Maintained training records. (As Requested; H.3.)



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- d. Operate according to Yakima County GAAP procedures, and comply with Washington State Auditing Requirements and Mandates. Expenditures and income are tracked in the County's accounting program. Annual financial report filed with the SAO on or before May 31 of each year. Our annual report was submitted on time to the State Auditor for 2017 on 03/06/18. (Quarterly; H.4.)
  
- e. Tracked program funding. Submitted quarterly reimbursement request to the state as part of the reporting process. (Quarterly; H.8., H.9.)