

CITY OF SEATTLE

ORDINANCE 124849

COUNCIL BILL 118483

An ORDINANCE related to the City's Emergency Management Program; adding Sections 10.02.045 and 10.02.047 to the Seattle Municipal Code (SMC) to refine the roles and responsibilities of the Office of Emergency Management; and amending Sections 10.02.050, 10.02.060, 10.02.070, 10.02.080, 10.02.090, 10.02.100, and 10.02.110 of the SMC to accommodate these refinements.

WHEREAS, Seattle's emergency management program has evolved in the last ten years from a primarily first responder-focused program to a full-fledged whole community program including roles, responsibilities, training, and practice for nearly all City Departments and dozens of community partners; and

WHEREAS, the Seattle Municipal Code (SMC) Chapter describing this program was enacted in the 1970s with only minor department name changes in the 2000s and no longer reflects the strength and breadth of the current program, which has grown to reflect the national standards for emergency management accreditation; and

WHEREAS, the Seattle emergency management program is seeking professional accreditation for its city-wide program; though there have been numerous improvements to the program over the last several years, there remains a need to amend the SMC to address specific areas necessary for compliance with emergency management accreditation standards; and

WHEREAS, Chapter 10.02 of the SMC addresses the establishment of the Disaster Management Committee but is silent as to the designation of an Office of Emergency Management or a designated individual responsible for that office and the City-wide program; and

1 WHEREAS, Emergency Management Accreditation Program Standard 3.2.1 states: “There shall
2 be a designated emergency management agency, department or office established for the
3 jurisdiction empowered with the authority to administer the emergency management
4 program on behalf of the jurisdiction.” Currently, Chapter 10.02 identifies only a
5 Disaster Management Committee that must meet at least quarterly; and

6 WHEREAS, Emergency Management Accreditation Program Standard 4.2.1 states: “The
7 emergency management program’s authorities and responsibilities are established in and
8 executed in accordance with statutes, regulations, directives or policies.” Currently,
9 Chapter 10.02 does not include the identification of a program office (such as our Office
10 of Emergency Management); and

11 WHEREAS, Emergency Management Accreditation Program Standard 4.7.1 states: “The
12 Emergency Management Program shall formally adopt an incident management system.
13 The system shall include but not be limited to the following concepts: modular
14 organization, unified command, multi-agency coordination, span of control, common
15 terminology, action planning process, comprehensive resource management, integrated
16 communications and pre-designated facilities.” Though The City of Seattle adopted the
17 National Incident Management System by Executive Order 02-05 in June 2005, it would
18 be prudent to include this commitment in the SMC as well; and

19 WHEREAS, Emergency Management Accreditation Program Standard 4.7.2 states: “The
20 emergency management program shall designate a single point of contact to serve as the
21 coordinator for the incident management system implementation.” The Seattle Office of
22 Emergency Management has been serving as the coordinator of City-wide
23 implementation of the national incident management system as identified in Executive

1 Order 02-05. It would be prudent to include this commitment in the Municipal Code as
2 well; and

3 WHEREAS, WAC 118-30-050(5) states: “Each political subdivision must specify in the
4 ordinance or resolution establishing the emergency management organization, that the
5 agency shall be headed by a director of emergency management who shall be appointed
6 by and directly responsible to the executive head of the political subdivision.” Currently,
7 Chapter 10.02 does not include the appointment of the Director of the Office of
8 Emergency Management; and

9 WHEREAS, WAC 118-30-050(7) states: “Each political subdivision shall specify by ordinance
10 or resolution that the local director of emergency management shall be directly
11 responsible for the organization, administration, and operation of the emergency
12 management organization.” Currently, Chapter 10.02 only references the Disaster
13 Management Committee and omits any reference to the Director of Emergency
14 Management or their responsibilities or authorities.

15 WHEREAS, there was formerly no assignment of the responsibilities to address policies
16 associated with disasters as well as operations. Although the Disaster Management
17 Committee has been quite adept at their operational roles in all phases of emergency
18 management, it has been a relatively new evolution of the City’s overall emergency
19 management program to specifically form a policy level group – the Mayor’s Emergency
20 Executive Board. The Board has been meeting quarterly for about 8 years and it is time
21 to identify this part of the program in the Code; NOW, THEREFORE,

22 **BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

23 Section 1. A new Section 10.02.045 is added to the Seattle Municipal Code as follows:

1 **10.02.045 Director of the Office of Emergency Management**

2 There shall be a Director of the Office of Emergency Management who shall be
3 appointed by the Mayor. The Director shall be responsible for the organization, administration
4 and operation of the City's emergency management organization and program.

5 Section 2. A new Section 10.02.047 is added to the Seattle Municipal Code as follows:

6 **10.02.047 Office of Emergency Management**

7 There shall be an Office of Emergency Management to oversee implementation of the
8 City-wide emergency management program including, but not limited to, hazard identification
9 and consequence analysis, capability assessment, hazard mitigation, emergency planning,
10 training, exercising, community preparedness, operational readiness, disaster response and
11 recovery coordination, and partnership building. The Office of Emergency Management shall be
12 the coordinating agency to ensure City-wide compliance with local, state, and federal laws,
13 regulations, and guidelines relating to emergency preparedness including the adoption of the
14 national incident management system.

15 Section 3. Section 10.02.050 of the Seattle Municipal Code, which section was enacted by
16 Ordinance 102850, is amended as follows:

17 **10.02.050 (~~Disaster readiness and response plan.~~) Comprehensive Emergency**
18 **Management Plan**

19 Plans and programs for executing emergency powers including a (~~disaster readiness and~~
20 ~~response~~) Comprehensive Emergency Management ((p))Plan shall be prepared and kept current
21 under the direction of the Mayor who shall submit ((such))plans and programs for executing
22 emergency powers, and proposed amendments ((thereto))to these plans and programs, to the City
23 Council for review and approval by resolution. Upon ((such-))the City Council's approval the

1 Mayor shall be authorized to exercise the powers provided by and in accordance with ((such
2))plans and programs for executing emergency powers((the powers provided therein)).

3 The Comprehensive Emergency Management Plan will assign roles and responsibilities
4 to City Departments and establish the operational, planning, training, and exercise doctrine for
5 the City's emergency management program to improve readiness for natural, technological, and
6 human-caused disasters. The major components of the Comprehensive Emergency Management
7 Plan will, at minimum, include a hazard and consequence analysis, an emergency operations
8 plan, a mitigation plan, a disaster recovery framework, and any other plans or programs
9 necessary to comply with state and federal laws and regulations.

10 Section 4. Section 10.02.060 of the Seattle Municipal Code, which section was last
11 amended by Ordinance 124567, is amended as follows:

12 **10.02.060 ((Disaster Management Committee.))Emergency Management organization**

13 A. There shall be a Mayor's Emergency Executive Board consisting of Mayor's Office
14 senior staff and the directors of City departments who have a key role or responsibility in
15 emergency mitigation, prevention, protection, preparedness, response, or recovery as identified
16 in the Comprehensive Emergency Management Plan.

17 1. The Mayor or Mayor's designee shall chair the Emergency Executive Board.

18 2. The Mayor's Emergency Executive Board shall meet quarterly to advise the
19 Mayor on policy level issues related to emergency preparedness, mitigation, response, and
20 recovery, and to train for their role in disasters.

21 3. The Office of Emergency Management will staff and facilitate the meetings of
22 the Emergency Executive Board.

1 B. There shall be a Disaster Management Committee consisting of~~((:))~~ representatives of
2 City Departments, including the Legislative Department, Public Health – Seattle King County,
3 subject matter experts, and community stakeholders who have a key role or responsibility in
4 emergency mitigation, prevention, protection, preparedness, response, or recovery.

5 ~~((1. The department heads or their designees of the following departments and~~
6 ~~offices, or their successor agencies: City Light, the City Budget Office, the Office of Economic~~
7 ~~Development, the Department of Finance and Administrative Services, the Seattle Fire~~
8 ~~Department, the Office of Housing, the Human Services Department, the Department of~~
9 ~~Information Technology, the Office of Intergovernmental Relations, the Law Department, the~~
10 ~~Legislative Department, the Department of Parks and Recreation, the Seattle Department of~~
11 ~~Human Resources, the Seattle Police Department, Seattle Public Library, the Department of~~
12 ~~Neighborhoods, Seattle Center, the Office of Sustainability and the Environment, Seattle Public~~
13 ~~Utilities, and the Seattle Department of Transportation; and~~

14 ~~2. The Director of Public Health – Seattle & King County or his or her designee;~~
15 ~~and~~

16 ~~3. Representatives of other agencies or organizations, or other persons with~~
17 ~~expertise in disaster management as shall be appointed by the Mayor.-))~~

18 ~~((B))~~ 1. The ~~((Mayor shall designate the))~~ Director of the Office of Emergency
19 Management shall chair ~~((of))~~ the Disaster Management Committee.

20 ~~((C. Members of the Committee described in subsection A3 shall serve without~~
21 ~~compensation, but may be reimbursed for reasonable and necessary expenses incurred in the~~
22 ~~performance of their duties.))~~

1 ~~((D))~~ 2. The Committee shall meet ~~((at least quarterly))~~ monthly at the places and times
2 as shall be prescribed by the ~~((Mayor))~~ Director of the Office of Emergency Management, and
3 shall:

4 ~~((1.))~~ a. Advise the Mayor and City Council on all matters pertaining to disaster
5 readiness and response capabilities within the City;

6 ~~((2))~~ b. Periodically review and make recommendations for the revision and/or
7 maintenance of up-to-date disaster ~~((response))~~ plans for the City consistent with ~~((RCW~~
8 ~~))~~ Chapter 38.52 RCW and WAC 118-30 and including:

9 ~~((a.))~~ 1) Preparations for and the carrying out of executive emergency
10 powers;

11 ~~((b.))~~ 2) The delegation and subdelegation of administrative authority by
12 the Mayor;

13 ~~((c.))~~ 3) The performance of emergency functions including firefighting,
14 police, medical and health, welfare, rescue, engineering, transportation, communications and
15 warning services, evacuation of persons from stricken areas, plant protection, restoration of
16 utility services, and other functions relating to civilian protection together with all activities
17 necessary or incidental to the preparation for and carrying out of such functions; and

18 ~~((d.))~~ 4) Requirements for department operation including management
19 succession, procedures for providing 24-hour capability, mobilization procedures, special
20 disaster response procedures, plans for records protection, personnel procedures, finance plans,
21 and training procedures for disaster response.

22 ~~((3))~~ c. Provide cooperation and coordination with the disaster response plans
23 of other local organizations and agencies;

1 ((4)) d. Prepare and recommend to the Mayor plans for mutual aid operations

2 (~~with the state and political subdivisions thereof~~);

3 e. Strategically plan and build capabilities for city-wide emergency

4 preparedness;

5 ((5)) f. Recommend expenditures for disaster preparations and training.

6 3. The Office of Emergency Management will convene subcommittees of the

7 Disaster Management Committee as necessary to focus greater attention to any specific

8 emergency management initiatives.

9 Section 5. Section 10.02.070 of the Seattle Municipal Code, which section was last
10 amended by Ordinance 123361, is amended as follows:

11 **10.02.070 Emergency purchases of supplies((=))**

12 Upon the proclamation of a civil emergency by the Mayor, and during the existence
13 (~~thereof~~)of a civil emergency, emergency purchases of supplies, materials, and equipment are
14 authorized to be made in accordance with the following procedure:

15 A. Preprinted emergency purchasing forms shall be provided by the Director of Finance
16 and Administrative Services for use for all emergency purchases or contracting for supplies,
17 materials or labor during the existence of such emergency, which forms shall provide for the
18 filling in of appropriate information prescribed by the Director including: date and time of
19 purchase; name and address of supplier; quantity, unit, description, unit price, and total price of
20 item; name and appropriate identification number from the City employee identification card of
21 the person making the purchase; date required and date delivered; description of use of item,
22 including disaster work order number, description of disaster work and location of use; and name

1 and appropriate identification number from the City employee identification card of the person
2 receiving the item.

3 B. An employee identification card shall be used in all cases to verify that the purchaser
4 is an employee of the City.

5 C. A log of all purchases made during any emergency shall be maintained by each
6 department and by the Director of Finance and Administrative Services.

7 D. The heads of departments using emergency purchase forms shall account for all costs
8 incurred in making such purchases.

9 E. Upon termination of the emergency, the heads of departments shall review all
10 emergency purchase orders issued by their respective departments, and shall verify and
11 authenticate ~~((such))~~all orders, and submit a summary ~~((thereof))~~of emergency purchase orders
12 through the Director of Finance and Administrative Services to the City Council for
13 authorization of payment.

14 Section 6. Section 10.02.080 of the Seattle Municipal Code, which section was last
15 amended by Ordinance 123361, is amended as follows:

16 **10.02.080 City Budget Director to be informed of certain purchases and review mutual aid**
17 **agreements~~((:))~~**

18 The City Budget Director, in cooperation with City departments making purchases or
19 expenditures during the existence of an emergency, shall be informed of ~~((all such))~~those
20 purchases or expenditures for potential reimbursement under appropriate state or federal disaster
21 assistance programs or other available state or federal grant funds. The City Budget Director
22 shall also review all mutual aid agreements and services received ~~((thereunder))~~under disaster
23 assistance programs or grant funds by the City during any such ~~((civil))~~ emergency and shall

1 certify to the Director of Finance and Administrative Services the services received and any
2 payment due ~~((therefore))~~ as a result.

3 Section 7. Section 10.02.090 of the Seattle Municipal Code, which section was last
4 amended by Ordinance 124567, is amended as follows:

5 **10.02.090 Seattle Department of Human Resources**

6 The Seattle Department of Human Resources with the cooperation of City departments
7 shall be responsible for the registration of City employees and volunteers as ~~((civil defense or))~~
8 emergency services workers pursuant to ~~((RCW-))~~ Chapter 38.52 RCW and shall formulate and
9 recommend a plan and program for compensation and reimbursement of persons so registered.

10 Section 8. Section 10.02.100 of the Seattle Municipal Code, which section was last
11 amended by Ordinance 120606, is amended as follows:

12 **10.02.100 Notification of Governor, news media, and public~~((:))~~**

13 The Mayor shall cause each proclamation or order issued by ~~((him))~~ the Mayor pursuant
14 to the authority of this ~~((e))~~ Chapter 10.02 to be delivered to the Governor of the state and, to the
15 extent practicable, to all news media within the City, and shall utilize as many other available
16 means, including, but not limited to, posting on public facilities and public address systems, as
17 may be practical to use, in order to give the widest dissemination of ~~((such))~~ the proclamations
18 and orders to the public.

19 Section 9. Section 10.02.110 of the Seattle Municipal Code, which section was enacted
20 by Ordinance 120850, is amended as follows:

21 **10.02.110 Violation—Penalty~~((:))~~**

22 It is unlawful for anyone to fail or refuse to obey an order proclaimed by the Mayor
23 pursuant to the provisions of this ~~((e))~~ Chapter 10.02. Anyone convicted of a violation of this


1 ~~((s))~~Section 10.02.110 shall be punishable by a fine of not more than ~~((Five Hundred Dollars~~
2 ~~))~~\$500~~((,00))~~ or by imprisonment for not more than ~~((one hundred eighty-))~~180~~(())~~days, or
3 both such fine and imprisonment.

4


1 Section 10. This ordinance shall take effect and be in force 30 days after its approval by
2 the Mayor, but if not approved and returned by the Mayor within ten days after presentation, it
3 shall take effect as provided by Seattle Municipal Code Section 1.04.020.

4 Passed by the City Council the 8th day of September, 2015, and
5 signed by me in open session in authentication of its passage this


6 8th day of September, 2015.

7
8 
9 _____
10 President _____ of the City Council

11 Approved by me this 11th day of September, 2015.

12
13 
14 _____
15 Edward B. Murray, Mayor

16 Filed by me this 11th day of September, 2015.

17
18 
19 _____
20 Monica Martinez Simmons, City Clerk

21
22 (Seal)



SEATTLE CITY COUNCIL

Legislative Summary

CB 118483

Record No.: CB 118483

Type: Ordinance (Ord)

Status: Passed

Version: 1

In Control: City Clerk

File Created: 07/22/2015

Final Action: 09/11/2015

Title: An ORDINANCE related to the City's Emergency Management Program; adding Sections 10.02.045 and 10.02.047 to the Seattle Municipal Code (SMC) to refine the roles and responsibilities of the Office of Emergency Management; and amending Sections 10.02.050, 10.02.060, 10.02.070, 10.02.080, 10.02.090, 10.02.100, and 10.02.110 of the SMC to accommodate these refinements.

Date

Notes:

Filed with City Clerk:

Mayor's Signature:

Sponsors: Harrell

Vetoed by Mayor:

Veto Overridden:

Veto Sustained:

Attachments:

Drafter: angela.socci@seattle.gov

Filing Requirements/Dept Action:

History of Legislative File

Legal Notice Published: Yes No

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Mayor	08/03/2015	Mayor's leg transmitted to Council	City Clerk			
	Action Text:		The Council Bill (CB) was Mayor's leg transmitted to Council. to the City Clerk				
	Notes:						
1	City Clerk	08/03/2015	sent for review	Council President's Office			
	Action Text:		The Council Bill (CB) was sent for review. to the Council President's Office				
	Notes:						
1	Council President's Office	08/05/2015	sent for review	Public Safety, Civil Rights, and Technology Committee			
	Action Text:		The Council Bill (CB) was sent for review. to the Public Safety, Civil Rights, and Technology Committee				
	Notes:						

Legislative Summary Continued (CB 118483)

- 1 Full Council 08/17/2015 referred Public Safety, Civil Rights, and Technology Committee
- 1 Public Safety, Civil Rights, and Technology Committee 08/19/2015 pass 09/08/2015 Pass
Action Text: The Committee recommends that Full Council pass the Council Bill (CB).
In Favor: 2 Member Bagshaw, Chair Harrell
Opposed: 0
- 1 Full Council 09/08/2015 passed Pass
Action Text: The Council Bill (CB) was passed by the following vote and the President signed the Bill:
In Favor: 9 Councilmember Bagshaw, Council President Burgess, Councilmember Godden, Councilmember Harrell, Councilmember Licata, Councilmember O'Brien, Councilmember Okamoto, Councilmember Rasmussen, Councilmember Sawant
Opposed: 0
- 1 City Clerk 09/10/2015 submitted for Mayor's signature Mayor
Action Text: The Council Bill (CB) was submitted for Mayor's signature. to the Mayor
Notes:
- 1 Mayor 09/11/2015 Signed
Action Text: The Council Bill (CB) was Signed.
Notes:
- 1 Mayor 09/11/2015 returned City Clerk
Action Text: The Council Bill (CB) was returned. to the City Clerk
Notes:
- 1 City Clerk 09/11/2015 attested by City Clerk
Action Text: The Ordinance (Ord) was attested by City Clerk.
Notes:
-