

Beaux Arts Village Disaster Plan

If a disaster strikes Beaux Arts Village the town council and town staff will follow the following protocols:

Our priorities –

- Assess the situation of our community
- Establish incident command until first responders arrive
- Call 9-1-1;
- Protect the injured from harm;
- Stop bleeding;
- Position the injured so they can breathe;
- Provide comfort
- Communicate with Bellevue and King County Emergency services who we contract with
- Communicate with our residents, staff and vendors

Communications Policy

Mayor is the first point of contact for all communications internally and externally. Only the mayor has authority to delegate communications responsibility to a town council member or town staff member if he (she) deems it appropriate. In the absence of the mayor the emergency preparedness town council member will take on this responsibility.

This first town council person to reach the designated meeting site at the intersection of 106th PL SE, SE 27th PL, SE 28th ST and angle path will be incident commander until the mayor or emergency preparedness council member arrives. The incident commander will establish a communication center and gather the following information:

WHAT happened and where?

WHEN did this happen?

WHO is involved?

HOW did it happen?

WHAT is currently being done?

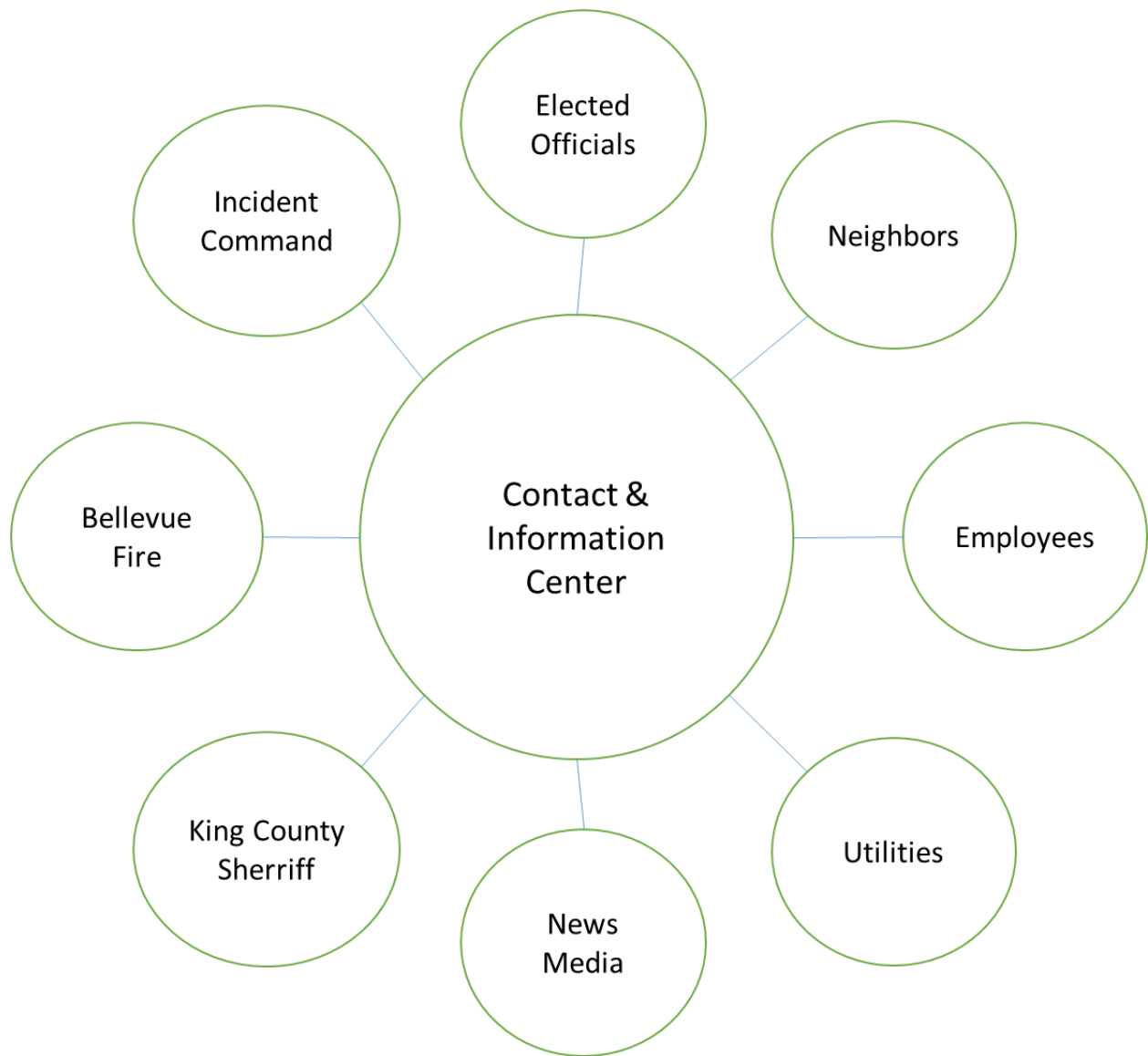
This first assessment should be done quickly and relayed to the mayor via cell phone or walkie-talkie within 15 mins of arriving at the designated meeting place.

If deemed appropriate, the incident commander may send community members who are willing and able out to assess the zones that do not have a representative reporting in to assess the situation. People should only be sent out in pairs and check in at regular 30 minute intervals.

Once the information is gathered the message to be communicated should be determined by the mayor and distributed by the staff. Emergency Preparedness town council member will communicate with the following:

Bellevue Fire/Office of Emergency Management (Mike Ryan) Zone 1 Coordinator - 425.985.4619

King County Sherriff/King County Emergency Manager - Thomas Sharp 206-205-4069



Emergency Communications Plan

Use this template following the onset of an incident.

Action	Date/Time	Assigned to	Time Completed	Notes
Following onset of incident, incident commander (IC) obtains situation report from town council members and zone captains (if available)				
IC meets with mayor to assess situation, develop approach and strategies				
IC meets with mayor to determine the response and message				

Staffing the communications center

The Mayor, emergency preparedness town council member or incident commander will determine who staffs the communications table, what the message will be. All inquiries should be logged using the following format:

Crisis Inquiry Log

Caller: _____

Media **Employee/Family** **Resident** **Other**

Date: **Time of Call:**

Organization:

Phone number:

Address:

Inquiry:

Deadline:

Person taking call:



Reply made by:

Date/Time:

Reply:

Documenting the Situation

The following form will be used by the incident commander periodically to document what is going on so it can be turned over to first responders when they arrive on scene. This form may be uploaded to King County EOC by the Emergency Preparedness town council member to update the region on our status.

BEAUX ARTS VILLAGE SITUATION REPORT

State Mission/Incident #:		Physical Location:	
Situation Report #:		Phone #:	
Date:		Fax #:	
Time (Military):		Email:	
Prepared By:		800 Mhz Radio:	
Updates From Previous Version In:		Amateur Radio:	
General Situation for Beaux Arts Village			
Information for Beaux Arts Village			
Deaths/Injuries:			
Transportation System:			
Utilities:			
Structures:			
Shelters:			
Other Items of Note:			
Current Priorities:			
Future Outlook/Action			
Resource Request Log			

Resources Requested (Include Request Time and Request #, if available):	By Whom ?	Status (include time need met and by whom it was met, if applicable):	Notes:

MISSION ESSENTIAL SERVICES
Please 'X' the box in the appropriate column. *If you have Reduced Capacity or Non-functional systems, please indicate a reason why in the comments area of the category.*

Category	Normal	Reduced Capacity	Non-functional	No Info	Notes
Transportation Overall					
Streets, Roads, Bridges					
Transit Service					
Pipelines					
<i>Comments:</i>					

Communications					
Telephone Service					
Radio System					
Radio, TV, Cable					
Internet, LAN, WAN					
<i>Comments:</i>					

Water/Wastewater					
Drinking Water					
Wastewater					
Storm Water					
Solid Waste					
<i>Comments:</i>					

Category	Normal	Reduced Capacity	Non-functional	No Info	Notes
Food					
Food Supply					
<i>Comments:</i>					

Power					
Electric Utilities					
Natural Gas					
Petroleum					
<i>Comments:</i>					

Government Services					
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Other City Systems					
<i>Comments:</i>					
Public Safety Status					
<i>Comments:</i>					
Overall Assessment					
<i>Comments:</i>					
Distributed To:					
Sent (X)	Agency/Location				
	King County KECC				
	Zone One EOCs				