

---

# Emergency Management Plan

## 206.1 PURPOSE AND SCOPE

Kitsap County has prepared a Comprehensive Emergency Management Plan Manual (CEMP) for use by all employees in the event of a major disaster, civil disturbance, mass arrest or other emergency event. The manual provides for a strategic response by all employees and assigns specific responsibilities in the event the plan is activated.

The County Emergency Management Plan is written in accordance with the State of Washington's comprehensive emergency management plan and program, and has been approved for local use (RCW 38.52.070). This plan provides guidance for County emergency operations within and outside its borders.

### 206.1.1 KITSAP CODES

An emergency management organization has been established by County of Kitsap. This ordinance has been approved by the County Commissioners (WAC 118-30-050).

## 206.2 ACTIVATING THE EMERGENCY PLAN

The Emergency Management Plan may be activated by the Sheriff, the highest ranking official on-duty or a responder who is at the scene of a major emergency.

Upon activation of the plan, the Sheriff or the authorized designee should, if the need is anticipated, contact the State Emergency Operations Center to assist with a mutual aid response in which local, state and federal law enforcement agencies provide resources to this office. This notification can be accomplished by contacting the Kitsap County Department of Emergency Management.

### 206.2.1 RECALL OF PERSONNEL

In the event that the Emergency Management Plan is activated, all employees of the Kitsap County Sheriff's Office are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Sheriff or the authorized designee.

Failure to respond to an order to report for duty may result in discipline.

## 206.3 LOCATION OF EMERGENCY MANAGEMENT PLAN

The manual for the employees is available on the Kitsap County Department of Emergency Management Sharepoint site. All supervisors should familiarize themselves with the Comprehensive Emergency Management Plan and what roles Sheriff's Office personnel will play when the plan is implemented. KCSO should ensure that all personnel receive periodic training on the Emergency Management Plan.

The Administration Division Chief or the authorized designee shall ensure that all copies of the Emergency Management Plan manual are kept current and available to all personnel.

# Kitsap County Sheriff's Office

## *Emergency Management Plan*

---

### **206.4 BUILDING EVACUATION PLAN**

In the event of a disaster or emergency which requires evacuation of Sheriff's Office buildings, all employees shall follow implemented evacuation plans and posted exit strategies. The posted exit strategies shall include any special directions for physically impaired employees (WAC 296-24-567).

### **206.5 UPDATING OF MANUALS**

Any updates provided by DEM will be posted on DEM Sharepoint site. The Sheriff or the authorized designee shall review the Emergency Management Plan Manual at least once every two years to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS) (WAC 118-30-060(7)).

### **206.6 TRAINING**

The Sheriff's Office should provide annual training in the Emergency Management Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Management Plan and the roles sheriff's personnel will play when the plan is implemented. Training should incorporate a full or partial exercise, tabletop or command staff discussion.