

Emergency Management Plan

206.1 PURPOSE AND SCOPE

The City of Vancouver has prepared an Emergency Management Plan 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 City of Vancouver's 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 the city's emergency operations within and outside its borders.

206.1.1 CITY OF VANCOUVER CODES

An emergency management organization has been established by the City of Vancouver. This ordinance has been approved by the Vancouver City Council (WAC 118-30-050).

The City of Vancouver Emergency Management Plan has been adopted under Vancouver Municipal Code VMC 2.12.

[See attachment: 206 VMC 2.12 - Emergency Management.pdf](#)

206.2 ACTIVATING THE EMERGENCY PLAN

The City Manager or designee has the authority, under Vancouver Municipal Code 2.12, to declare an emergency or disaster and activate the Emergency Management Plan.

Upon activation of the plan, the City Manager 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 Department.

206.2.1 RECALL OF PERSONNEL

In the event that the Emergency Management Plan is activated, all employees of the Vancouver Police Department are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the authorized designee.

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

206.2.2 ADDRESS AND TELEPHONE NUMBERS

The Vancouver Police Department requires that all employees provide the Chief's office with their full name, their current residential street address, their phone number where they can receive calls and/or record incoming messages at all times, and the name of a person to be notified in case of emergency. Any changes to this information must be reported, in writing, to the Chief's office within 24-hours of the change, whether the employee is working or on leave. An employee on leave may provide the notice via telephone and provide written notice upon their return to work.

Emergency Management Plan

206.2.3 REPORTING FOR DUTY

Unless otherwise directed, employees will report for duty at the time and place specified by the appropriate Command Officer, properly uniformed, and equipped. They will give careful attention to orders and instructions.

206.2.4 RELIEF FROM DUTY

When an employee is assigned to an area or duty, it will be that employee's responsibility to remain in that area or on that duty until properly relieved.

206.3 LOCATION OF EMERGENCY MANAGEMENT PLAN

The Continuity Of Operations Plan (COOP), which serves as the Emergency Management Plan Manual for the employees of the City of Vancouver is attached to this policy. All supervisors should familiarize themselves with the Continuity Of Operations Plan and what roles police personnel will play when the plan is implemented.

[See attachment: 206 COV Continuity of Operations Plan \(COOP\).pdf](#)

206.3.1 POLICE EMERGENCY OPERATIONS PLAN

These Unusual Occurrence and Special Operation procedures serve as the primary All Hazard Plan for the Vancouver Police Department. This operations plan, in addition to the City of Vancouver's Continuity Of Operations Plan, is available in this policy.

The Special Operations Lieutenant is responsible for reviewing and updating this operations plan annually.

[See attachment: 206 Vancouver Police Special Occurrence Manual.pdf](#)

206.4 BUILDING EVACUATION PLAN

In the event of a disaster or emergency which requires evacuation of the public safety services building, all employees shall follow implemented evacuation plans and posted exit strategies.

206.5 UPDATING OF MANUALS

The City Manager or designee shall review the Emergency Management Plan 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 Department should provide training in the Emergency Management Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Continuity Of Operations Plan and the roles police personnel will play when the plan is implemented.