



# SMOKE INCIDENT PLAYBOOK

## KING COUNTY EMERGENCY MANAGEMENT

### JUNE 2022

### PLAYBOOK OVERVIEW

This Smoke Incident playbook is designed to accomplish the following:

- Serve as a training aid to familiarize the reader with the roles and responsibilities of responsible partners;
- Offer operational guidance to responsible partners and decision-makers by providing checklists thresholds and checklists; and
- Outline the flow of information among partners.

### PREPAREDNESS

During the late fall, winter, and early spring, and before the onset the portion of the year when smoke incidents are most likely to occur, King County Emergency Management (KCOEM) will lead enterprise partners in the conduct of preparedness activities. This phase includes critical tasks and activities necessary to build and improve KCOEM and Emergency Management Program operational capabilities to protect against, mitigate, respond to, and recover from smoke-related events.

<b>PREPAREDNESS</b>	<b>ACTIVITY</b>	<b>ROLE/RESPONSIBILITY</b>	<b>COMPLETED</b>	<b>REQUIRED ACTION</b>
	Convene a pre-summer season planning session with appropriate county departments and other relevant partners to discuss issues and concerns for upcoming weather. Departments / participants share anticipated actions.	KCOEM – Operations, DCHS, PHSKC, FMD, DLS, Cities		
	Conduct annual review of Smoke Incident Playbook and make appropriate updates. Solicit feedback and recommendations for upcoming season from local jurisdictions.	KCOEM – Operations		



Conduct annual review of PIO Communications Smoke / Heat SOG and make appropriate updates. Validate 24/7 contact information and communication resources.	KCOEM – PIO, KCOEM - Operations		
Review and update plans / procedures for emergency notifications, information dissemination, and Continuity of Operations (COOP) plan activation procedures.	KCOEM – Planning, King County agencies, Cities		
Review strategies for opening clean air shelters	KCOEM – Operations, DCHS, PHSKC, FMD, DLS, Cities		
Plan and Facilitate Summer Hazards Seminar / summer outlook event to share situational awareness with partners.	KCOEM – all sections		
Review applicable documents / guidance from WA DOH, PHSKC, and NWS. <ul style="list-style-type: none"> <li>- NWS outlook materials,</li> <li>- WA DOH Recommendations for Wildfire Smoke,</li> <li>- PHSKC Wildfire Smoke Guidance</li> </ul>	KCOEM – Planning and Operations		
Review all relevant task force documents and contact lists including Smoke Coordination call agenda, participants, and 24/7 contact information	KCOEM – Operations		
Facilitate review of and/ or identification of potential shelter locations / cooling centers.	ESF 6 (DCHS) FMD, DLS, KCOEM, RASKC, Cities		
Coordinate with DOH regarding changes or updates to state guidance	ESF-8 (Public Health)		
Review inventory of PHSKC maintained HEPA filtration units	ESF-8 (Public Health)		
Conduct annual review of ESF elements of Smoke Incident Playbook	All ESFs		
Review and update plans / procedures	All ESFs		
Review messaging and web content	All ESFs		
Share recommendations for public in advance of incident	All ESFs		



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	Connect with NWHRN on messaging for hospitals and long-term care facilities	ESF-8 (Public Health)		
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## RESPONSE OPERATIONS

### INITIATION OF EARLY WARNING, PUBLIC MESSAGING, AND RESPONSE COORDINATION EFFORTS:

Threshold: PM 2.5 concentration of 35.5 µg/m<sup>3</sup> (AQI – Orange – Unhealthy for Sensitive Groups)

	ACTIVITY	ROLE/RESPONSIBILITY	COMPLETED	REQUIRED ACTION
<b>EARLY WARNING</b>	Review weather briefings from National Weather Service and distribute to All-Hazards Notification List	KCOEM Duty Officer		
	Brief Back-up Duty Officer on potential actions	KCOEM Duty Officer		
	Contact NWS to gather more information on weather forecast trends	KCOEM Duty Officer		
	Assess potential resource needs and start gathering vendor lists	KCOEM Duty Officer		
	Check containers for KCOEM water supply	KCOEM Duty Officer		
	Convene KC internal meeting to discuss potential for further actions (OEM, PHSKC, DCHS, DLS, RASKC, FMD)	KCOEM Duty Officer		
	Survey cities on potential actions	KCOEM Duty Officer		
	Make recommendation to Leadership Team on KCOEM activation posture	KCOEM Duty Officer		
	Communicate EOC posture to PIO	KCOEM Duty Officer		
	Schedule PIO Coordination Call (refer to SOG)	KCOEM PIO		
	Update KC Emergency News Blog	KCOEM PIO		
	Coordinate updates to KC Website (if necessary)	KCOEM PIO		
	Coordinate social media updates (if necessary)	KCOEM PIO		
	Initiate public health messaging regarding health effects of wildfire smoke exposure and public mitigation measures to	ESF-8 (Public Health)		



reduce wildfire smoke exposure and share with at-risk communities.			
Share updates with regulated businesses	ESF-8 (Public Health)		
Recommend school and childcare administrators consider cancelling children’s outdoor recess, physical education, athletic practices, and games, or moving them indoors or to an area with good air quality.	ESF-8 (Public Health)		
Recommend initiation of resource mobilization to activate cleaner air sites/emergency smoke shelters for individuals experiencing homelessness (if warranted based upon countywide wildfire smoke 5-day forecast conditions). reference - <a href="https://enviwa.ecology.wa.gov/home/text/421#Forecast">https://enviwa.ecology.wa.gov/home/text/421#Forecast</a>	ESF-8 (Public Health)		
Initiate routine monitoring of regional air quality and county wildfire smoke forecast until conditions drop back down to an AQI of Moderate – Yellow	ESF-8 (Public Health)		
Ensure workforce has access to N-95 respirators for voluntary use per Washington Department of Labor & Industries emergency rule. Note: WA L&I Emergency Rule requires employers make respirators available upon staff request for voluntary use at PM 2.5 threshold of 20.5 µg/m3 reference - <a href="https://www.lni.wa.gov/safety-health/safety-topics/topics/wildfire-smoke">https://www.lni.wa.gov/safety-health/safety-topics/topics/wildfire-smoke</a>	All ESFs		
Evaluate need for additional homeless shelter capacity in a county owned space or other community space.	ESF-6 (DCHS-HHCDD)		
Coordinate with DLS to discuss resources in place and needs in unincorporated King County	ESF-6 (DCHS)		
Coordinate supplies with KCOEM	ESF-6 (DCHS)		



**RECOMMENDED ACTIVATION OF CLEANER AIR SITES**

Threshold: PM 2.5 concentration of 55.5 µg/m<sup>3</sup> (AQI – Red – Unhealthy for All Groups)

**KCOEM ACTIVATION LEVELS:**

- Steady-State: Regular day-to-day KCOEM operations and monitoring by the Duty Officer.
- Enhanced: Incident or event will be monitored by Duty Officer, the Backup Duty Officer and additional KCOEM staff (as needed). May require additional staff in the EOC or equipment and supplies from another department or jurisdiction for the incident.
- Partial: Incident or event will require staffing of the Emergency Operations Center by KCOEM staff and activating of select Emergency Support Functions. Requires additional staff in the EOC or equipment and supplies from another department or jurisdiction for the incident.
- Full: Incident or event will require KCOEM staffing the Emergency Operations Center fully and activation of many Emergency Support Functions. May require response or recovery efforts and resources.

	ACTIVITY	ROLE/RESPONSIBILITY	COMPLETED	REQUIRED ACTION
<b>ACTIVATION</b>	Determine activation objectives	KCOEM Duty Officer/Ops Senior Manager		
	Determine operational periods	KCOEM Duty Officer/Ops Senior Manager		
	Determine schedule of information collection and confirm method for Essential Elements of Information reporting	KCOEM Duty Officer/Ops Senior Manager		
	Prepare staffing plan for activation	KCOEM Duty Officer		
	Submit staffing plan for approval	KCOEM Duty Officer		
	Obtain mission number from WA EMD	KCOEM Duty Officer		
	Notify staff and provide staffing plan, mission number, objectives, and schedule	KCOEM Duty Officer		



Notify KC Departments and Regional Partners regarding activation status	KCOEM Duty Officer		
Create incident in Web EOC	KCOEM Duty Officer		
Conduct Regional Coordination Call and brief out on KCOEM posture	KCOEM Duty Officer		
Update KC Emergency News Blog	KCOEM PIO		
Coordinate updates to KC Website (if necessary)	KCOEM PIO		
Coordinate social media updates (if necessary)	KCOEM PIO		
Send Code Red alert notifying partners that the EOC is activated	KCOEM Duty Officer/Ops Chief		
Send Code Red alert notifying the public of key information such as the emergency news blog	KCOEM Duty Officer/Ops Chief		
Prepare Snapshot Template	KCOEM Duty Officer/Plans Chief		
Contact ESFs/KC Departments daily for situational awareness (if enhanced)	KCOEM Duty Officer/Plans Chief		
Gather situational awareness from all partners (ESFs, cities, KC Departments (if partial or full)	KCOEM Duty Officer/Plans Chief		
Recommend reduction of outdoor work activities and ensure staff that provide essential services that cannot be temporarily suspended have access to information regarding N-95 respirators for voluntary use per Washington Department of Labor & Industries emergency rule.	ESF-8 (Public Health)		
Initiate health monitoring and surveillance to identify and assess community health impacts.	ESF-8 (Public Health)		
Consider activation of HMAC and make initial notifications to responders	ESF-8 (Public Health)		
Activate COOP Liaison to collect impacts to PHSKC services	ESF-8 (Public Health)		
Coordinate with NWHRN on impacts to healthcare facilities – including activation of DMCC as needed	ESF-8 (Public Health)		



	Coordinate with HCHN regarding outreach to people living homeless	ESF-8 (Public Health)		
	Coordinate and disseminate smoke-related, health messaging and post information to web and social media	ESF-8 (Public Health)		
	Monitor forecasts	ESF-8 (Public Health)		
	Monitor and disseminate surveillance data related to smoke-related illness, as available	ESF-8 (Public Health)		
	Coordinate with ESF-6 partners on clean air smoke shelters and outreach to people experiencing homelessness	ESF-8 (Public Health)		
	Coordinate with deployed liaisons	ESF-8 (Public Health)		
	Produce HMAAC IAP and snapshots	ESF-8 (Public Health)		

**RECOMMENDED CANCELLATION OF OUTDOOR PUBLIC EVENTS AND ACTIVITIES**

Threshold: PM 2.5 concentration of 150.5 µg/m<sup>3</sup> (AQI – Purple – Very Unhealthy for All Groups)

CANCELLATION OF OUTDOOR EVENTS	ACTIVITY	ROLE/RESPONSIBILITY	COMPLETED	REQUIRED ACTION
	Use Public Health Officer Authorities to recommend cancelation of outdoor public events and activities.	ESF-8 (Public Health)		
	If school is in session, discuss capabilities of schools to maintain good indoor air quality with school administrators and consider closure if indoor air cannot be kept cleaner.	ESF-8 (Public Health)		
	Amplify public health messaging and information sharing on available locations where individuals and families can go to seek cleaner air if unable to maintain healthy indoor air quality at home.	ESF-8 (Public Health)		
	Recommend expanding hours of operation for cleaner air sites/shelters to accommodate overnight-use.	ESF-8 (Public Health)		
	Limit outdoor work activities and ensure staff that provide essential services that cannot be temporarily suspended have	ESF-8 (Public Health)		





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	access to N-95 respirators for voluntary use per Washington Department of Labor & Industries emergency rule.			
	Maintain health monitoring and surveillance to identify and assess community health impacts and use observations to inform need for additional response actions as appropriate.	ESF-8 (Public Health)		



## **ESSENTIAL ELEMENTS OF INFORMATION**

KCOEM will ask cities and jurisdictions impacted or threatened by smoke incidents to report on Essential Elements of Information.

KCOEM uses FEMA's Community Lifelines to organize the collection of information and analysis processes. A lifeline enables the continuous operation of critical government and business functions and is essential to human health and safety or economic security.

Essential Elements of Information reports will enable KCOEM to track the status of each lifeline and coordinate responses to stabilize lifelines as needed.

## **COMMUNITY LIFELINES**



**Safety and Security** - Law Enforcement/Security, Fire Service, Search and Rescue, Government Service, Community Safety



**Communications** - Infrastructure, Responder Communications, Alerts Warnings and Messages, Finance, 911 and Dispatch



**Food, Water, Shelter** - Food, Water, Shelter, Agriculture



**Transportation** - Highway/Roadway/Motor Vehicle, Mass Transit, Railway, Aviation, Maritime



**Health and Medical** - Medical Care, Public Health, Patient Movement, Medical Supply Chain, Fatality Management



**Hazardous Material** - Facilities, HAZMAT, Pollutants, Contaminants






**Energy** - Power Grid, Fuel







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**KCOEM will ask cities and jurisdictions impacted or threatened by smoke events to report on the following Essential Elements of Information**

<b>Community Lifelines</b>	<b>Essential Elements of Information</b>
 Safety and Security	Availability and resources of fire services
	Safety hazards affecting first responder operations
	Personal protective equipment requirements for responders
 Food, Water, Shelter	Requirements for shelters and cleaner air sites
	Number and location of open shelters and cleaner air sites
	Current population in shelters and capacity of shelters
	Potential future sheltering requirements
	Availability of bottled water and food at shelters
	Availability of respirators/masks, fans, and HVAC filters
	Impacts to area agriculture and agricultural workers
 Health and Medical	Status of hospitals and acute medical care facilities
	Status of long-term/chronic medical care facilities
	Status of primary care and behavioral health facilities
	Status of home health agencies
	Status of EMS systems
	Public health advisories



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 Energy (Power and Fuel)	Status of electrical power generation and distribution facilities
	Availability of temporary power resources
 Communications	Status of telecommunications, internet, and cellular service
	Status of emergency alert systems
	Options for dissemination of information to the whole community
	Status of external affairs and media communication
	Status of Emergency Operations Center(s), dispatcher and field responder communications
 Transportation	N/A
 Hazardous Materials	N/A









## REFERENCES

### AIR QUALITY INDEX

Washington Department of Ecology's [Air Quality Interactive Map](#) shows current air quality throughout Washington.

The [Smoke Forecast Map](#) provides a five-day prediction of the amount of smoke that can be expected from wildfires and other sources throughout Washington.

<i>Air Quality Index</i>	<i>What Should I Do?</i>
<b>Good</b> 0–50	 It's a great day to be active outside and a good time to make a plan if worse air quality is in the forecast.
<b>Moderate</b> 51–100	 Some people are especially sensitive to lower levels of particle pollution and should reduce exposure. For example, limit time outside and avoid strenuous outdoor activity. All sensitive groups should watch for symptoms.
<b>Unhealthy for Sensitive Groups</b> 101–150	 Sensitive groups should take steps to reduce exposure. Limit time outside, avoid strenuous outdoor activity, and follow tips for cleaner indoor air. Everyone should watch for symptoms as a sign to reduce exposure.
<b>Unhealthy</b> 151–200	 Everyone should reduce exposure. Limit time outside, avoid strenuous outdoor activity, and follow tips for cleaner indoor air.
<b>Very Unhealthy</b> 201–300	 Everyone should reduce exposure. Stay inside and filter indoor air to keep it cleaner. Go elsewhere for cleaner air, if needed.
<b>Hazardous</b> >300	 Everyone should reduce exposure. Stay inside and filter indoor air to keep it cleaner. Go elsewhere for cleaner air, if needed.



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## **ACRONYMS AND DEFINITIONS**

AQI = Air Quality Index

COOP = Continuity of Operations Plan

DCHS = Department of Community and Human Services

DLS = Department of Local Services

DMCC = Disaster Medical Control Center

DNRP = Department of Natural Resources and Parks

EOC = Emergency Operations Center

ESF = Emergency Support Function

FEMA = Federal Emergency Management Agency

FMD = Facilities and Maintenance Department

HCHN = Healthcare for the Homeless Network

HCDD = Housing, Homelessness and Community Development  
Division

HMAC = Health and Medical Area Command

IAP = Incident Action Plan

KCOEM = King County Office of Emergency Management

NWHRN = Northwest Healthcare Response Network

NWS = National Weather Service

PHSKC = Public Health – Seattle & King County

PIO = Public Information Officer

RASKC = Regional Animal Services of King County

SOG = Standard Operating Guidelines

WA DOH = Washington State Department of Health

WA EMD = Washington Emergency Management Division

WA L&I = Washington Labor and Industries