



Shelton City Council
Study Session Agenda
March 12, 2024 – 6:00 p.m.
Civic Center & Virtual Platform

A. Call to Order

B. Roll Call

C. Study Agenda

1. Emergency Preparedness Basics – Presented by Public Works Director Jay Harris

D. New Items for Discussion

E. Adjourn



2024 Looking Ahead

(Items and dates are subject to change)

Tues. 3/19 5:45 p.m.	SMPD Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Meeting Minutes Presentations <ul style="list-style-type: none"> Northcliff Park Playground Business Agenda <ul style="list-style-type: none"> Action Agenda <ul style="list-style-type: none"> Administration Report <ul style="list-style-type: none"> 	Packet Items Due: 3/8 @ 5:00 p.m.
Tues. 3/19 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> January Financial Status Report Business Agenda <ul style="list-style-type: none"> Resolution No. 1321-0224 ADA Transition Plan Contract, Transpo Group Resolution No. 1323-0324 Amendment #2 PE Services Construction Management SRTS Resolution No. 1324-0324 Approve Angleside Grant Agreement Resolution No. 1322-0324 Library Deck Grant Acceptance Public Hearing Ordinance No. 2020-0224 Frontage Improvement Charge & Transportation Impact Fee Updates Action Agenda <ul style="list-style-type: none"> Resolution No. 1320-0224 Acceptance of TIB Grant for Olympic Highway North Improvements Administration Report <ul style="list-style-type: none"> 	Packet Items Due: 3/8 @ 5:00 p.m.
Mon. 3/25 8:30 a.m.	Special Meeting	Council Retreat	N/A
Tues. 3/26 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> International Property Maintenance Code 	Packet Items Due: 3/22 @ noon
Tues. 4/2 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> Child Abuse Prevention Proclamation Business Agenda <ul style="list-style-type: none"> Action Agenda <ul style="list-style-type: none"> 	Packet Items Due: 3/22 @ 5:00 p.m.

		<ul style="list-style-type: none"> • Resolution No. 1321-0224 ADA Transition Plan Contract, Transpo • Resolution No. 1323-0324 Amendment #2 PE Services Construction Management SRTS • Resolution No. 1324-0324 Approve Angleside Grant Agreement • Resolution No. 1322-0324 Library Deck Grant Acceptance • Ordinance No. 2020-0224 Frontage Improvement Charge & Transportation Impact Fee Updates Administration Report •	
Tues. 4/9 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 4/5 @ noon
Tues. 4/16 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> • February Financial Status Report • Police Dept. Annual Report Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 4/5 @ 5:00 p.m.
Tues. 4/23 6:00 p.m.	Study Session	Study Agenda	Packet Items Due: 4/19 @ noon
Tues. 5/7 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> • Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 4/26 @ 5:00 p.m.
Tues. 5/14 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> • Central Mason Fire & EMS 	Packet Items Due: 5/10 @ noon
Tues. 5/21 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> • Vouchers/Payroll Warrants/Meeting Minutes Presentations <ul style="list-style-type: none"> • March Financial Status Report Business Agenda <ul style="list-style-type: none"> • Action Agenda <ul style="list-style-type: none"> • Administration Report <ul style="list-style-type: none"> • 	Packet Items Due: 5/10 @ 5:00 p.m.
Tues. 5/28	Study Session	Study Agenda	Packet Items Due:

6:00 p.m.			5/24 @ noon
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Other – TBD

- Public Hearing Ordinance No. 1990-0522 Amending SMC 17.12
- Project and Funding Authorization for Wallace Kneeland/Shelton Springs Intersection Improvements
- Height Limit Ordinance
- Resolution No. 1305-1123 AMI Project Award
- Resolution No. 1316-0124 Interlocal Agreement with Mason County for Reimbursable Work, Supplies and Services
- Resolution No. 1317-0224 Police Vehicle Purchase

DRAFT



Emergency Preparedness Basics

Prepare Today, Stay Safe Tomorrow!

Why Learn About Preparedness?

- **Preparation Can Save Lives**

- Emergency Preparedness can be a life-or-death matter.
- Predetermined escape and evacuation routes can ensure people aren't trapped in dangerous locations.
- Accessible stores of water and food can prevent people from starving and suffering from dehydration.

- **Preparation Can Reduce Fears**

- Disasters and emergencies can take a psychological toll on both victims and responders.
- Knowing what to do and where to go can lessen the fear of the unknown and help all involved reach safety faster.

- **Preparation Can Make it Easier to Recover**

- Communities, families, and individuals should know how to respond to severe weather or any disaster that could occur in our area such as windstorms, earthquakes, extreme cold, flooding, wildfire, or terrorism.
- Be ready to be self-sufficient for at least three days. This may mean finding your own shelter, first aid, food, water, and sanitation.



ARE YOU READY FOR A DISASTER?

- What hazards can affect my home, workplace, or school?
- Am I able to receive alerts and warnings if hazardous conditions occur?
- Can I communicate with my family and friends if communication systems are disrupted?
- Do I have the emergency supplies I need to survive?
- Do the people I live with know what to do during an emergency?



Be Informed and Connected



- **At home:**
 - A NOAA weather radio can alert you to any type of emergency occurring in your area.
 - Tune in to local news for emergency information.
 - Western Washington residents can sign up today at <https://wildfireready.dnr.wa.gov> to receive a free customized action plan, including steps they can take immediately and information about local resources and contractors to get them started.
- **On the Go:**
 - Receive alerts on your smartphone. You can download the CodeRED Mobile Alert app. Or sign up at <https://public.coderedweb.com/CNE/en-US/BFE39578CE91>
 - Tune in to local news, KMAS 103.3 FM for emergency information.



Have a Communications Plan so you can connect with friends and family if a disaster disrupts communications systems.



- **Collect Information. Write down phone numbers and email addresses for:**

- Everyone in your household.
- Local area family and friends.
- Contacts at work, school, childcare and caregivers.



- **Identify an out-of-area contact**

- Pick a friend or relative who lives in another state. Ask them if they will share information in an emergency when everyone calls. Share their phone number with friends and family. Text messages often go through when a phone call won't.

- **Share the Information**

- Share contact information with friends and family. Keep the information with you: in your wallet or purse, in a backpack, or somewhere you can easily access it.



- **Plan together and practice together**

- Identify emergency meeting places
- Practice together

Gather two weeks of emergency supplies

Why? A disaster can cut off access to supermarkets and stores where you get food and other supplies. An earthquake can cause stores to be closed for weeks or longer.

How much? Two weeks of emergency supplies will keep you going until help arrives. Luckily, you already have a lot of what you need on hand.

Talk about emergency supplies! Everyone should know where the emergency supplies are kept and how to use them. People in the household can help find places to store water and extra food.

Store one gallon per day per person for two weeks



2 weeks of emergency supplies

Essential

- Water – 1 gallon per person per day
- Food – with a long shelf life and a can opener
- First Aid Kit
- Flashlights
- Fire Extinguisher
- Water filter and disinfection supplies

Useful

- Personal hygiene and sanitation items
- Emergency toilet
- Cash in small bills
- Tools to turn off utilities (wrench or pliers)
- Battery power radio
- Extra batteries

Personal

- Prescription medicines
- Infant supplies
- Pet supplies
- Extra pair of glasses
- Copies of important documents
- Blankets and warm clothes
- Games



Work/School: 1 day of emergency supplies

If you spend a lot of time somewhere each day, such as work or school, you should have some essential emergency supplies in a “Go Bag”. Supplies to have in your bag include:

- Water – 1 gallon
- Food or High energy snacks
- First aid kit
- Prescription medicine
- Cash in small bills
- Cell phone charger or power bank
- Change of clothes

You need emergency supplies for



Home
2 weeks



Work/School
1 day



Vehicle
1 day

Vehicle: 1 day of emergency supplies

Having emergency supplies in your vehicle can be a life saver. Store these supplies in a bag that is kept in an unlit/low light and dry place. Include items for the seasons.

Always include:

- Water – small bottles that thaw easily
- Food or high energy snacks
- First aid kit
- Flashlight or head lamp
- Jumper cables
- Tools (for changing a tire or basic repairs)
- Cell phone charger
- Road flares or reflective hazard triangle
- Sturdy shoes

Add these items for summer:

- Extra water
- Sunscreen
- Fans

Add these items for winter:

- Warm clothes and rain gear or poncho
- Ice scraper
- Chains or other traction devices
- Small shovel

Emergency Water



How to Purify Water

Use only safe or purified water to cook, mix baby formula or other drinks, wash baby bottles or your dishes, brush your teeth and wash your hands! There is no way to clean or purify water contaminated with oil or chemicals.

Option 1: Boiling in a large pot or kettle, bring water to a roiling boil for one full minute. Some of the water will evaporate so don't leave it boiling any longer. Let the water cool before using.

Option 2: Bleach treat water with unscented liquid bleach that is 5.25 to 6.0 percent sodium hypochlorite. Do not use gel, scented or ultra-strength bleach. Add 1/8 teaspoon (or 8 drops from an eye dropper) to each gallon of water. Let stand 30 minutes before using. If the water looks cloudy, repeat the process and let it stand for 15 minutes. If the water doesn't smell of bleach, discard it.

Storing water for emergencies is one of the most important things you can do. Most people can survive for several days or weeks without food but only a few days without water. If possible, store one gallon per day per person for two weeks. Don't forget to include your pets.

Having clean water is essential for drinking, cooking, and washing your hands. Store one gallon a day for each person for two weeks, if possible. After a major earthquake, it may take two weeks or more for emergency supplies to arrive. Until then, each of us will depend on our own supplies. Buying bottled water is the easiest and safest way to store water. Follow these tips and guidelines to stay hydrated.

Hydration Do's and Don'ts

- **Do** drink the amount of water you need, using water you know is not contaminated first.
- **Do** limit your physical activity if possible. The more active you are, the more water your body uses.
- **Do** pay special attention to the hydration of children, older adults, those who are ill and pets as they can become dehydrated more easily.
- **Don't** drink sugary drinks, alcohol, caffeine, or carbonated beverages. They dehydrate the body and increase your need for water.
- **Don't** eat overly salty foods like potato chips, pretzels, or salted nuts. They will make you thirstier.
- **Don't** treat water which has been contaminated with chemicals or oils. None of the safe water treatments can make it safe for drinking.



Disaster Sanitation

Have you ever thought about where you'll "go" when there is nowhere to "go"? After a major earthquake, we may need to live without running water and working toilets for weeks or months. Having a plan of where to go pee and poo can prevent potentially deadly diseases.

The Twin bucket system

In densely populated or urban areas, using the twin bucket system for pee and poo can solve the problem because it reduces the risk of disease (like cholera) and keeps pee separate from poo, reducing the amount of waste and odor.

Fecal Waste (Poo) bucket

- Double line bucket with 2 heavy-duty 13-gallon garbage bags.
- Use POO bucket
- Cover each use with shredded paper, bark chips, or similar carbon-based material to help dry the waste and control the odor.
- Fill bucket no more than half full of waste.
- Double-bag and store the waste separate from other garbage and away from food and water.
- Secure waste away from children, pets, flies and rats.

Liquid Waste (Pee) bucket

- Place toilet paper in POO bucket.
- Add non-drinking water to contents if possible.
- Pour on lawn, garden or ground.

For the twin bucket system

- Two 5-gallon buckets
- A toilet seat (optional but comfortable)
- Dry, carbon-based materials like straw, leaves, grass, shredded paper, sawdust, etc.
- Heavy-duty plastic garbage bags

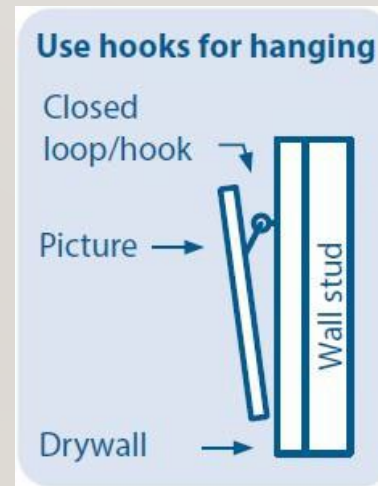
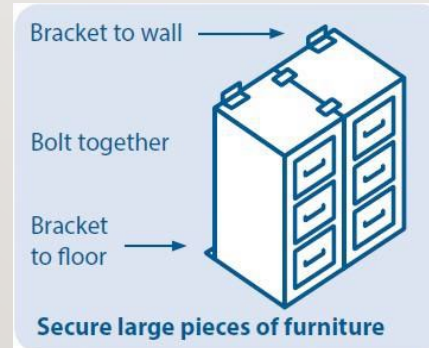
Home Preparedness

Statistics show that most fires, accidents, and injuries occur in the home. Furniture, appliances, and even knick-knacks can become hazards in an earthquake. You can take steps now to make your home safer before a disaster.



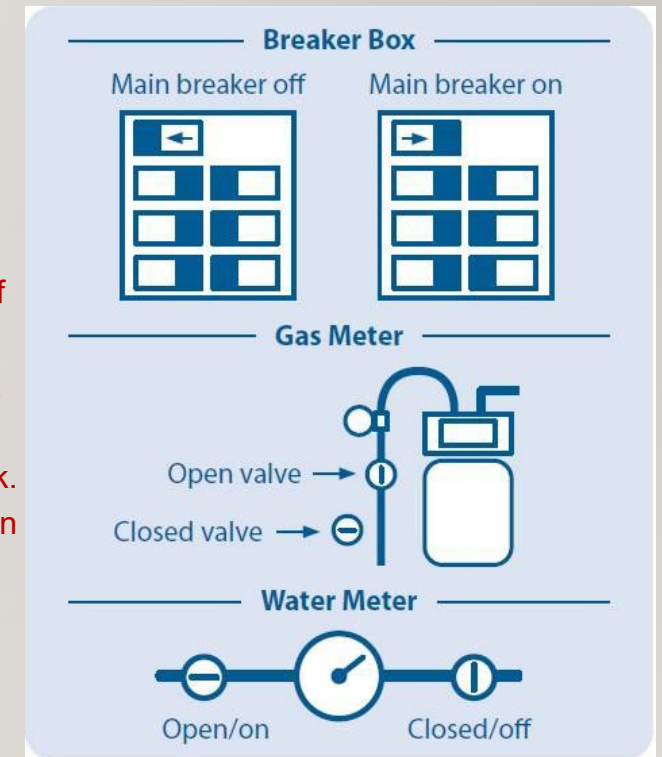
Home safety check

- Large furniture and appliances have been secured to the wall.
- Wall mounted objects have been secured with hooks instead of nails.
- Sleeping areas are free from items that can fall on you while you're sleeping.
- Chemicals are stored securely and close to the ground so they can't fall and leak.
- Heavy items are stored on the lowest shelves.
- Plants and trees are trimmed so they aren't touching the building.
- The hot water heater is strapped to the wall.
- Gas appliances have flexible connections.



Locate shutoff points for your utilities: gas, water and electricity.

- Review how to shut off each type of utility.
- Remember: **Only** shut off gas at the meter if you suspect a gas leak. Only a professional can turn gas back on.



What goes in a Pet Emergency Kit?

- Food and water (for two weeks)
- Collar with ID tag, harness or leash
- Medicine and medical records
- Important documents: Registration & Vaccinations
- Crate or Pet carrier
- Familiar items like favorite toys, treats, and bedding.
- Plastic bags for pet waste
- Current photo of each pet

What goes in a pet emergency kit



Food and water (for two weeks), manual can opener, bowls



Collar with ID tag, harness or leash (include backups)



Medicine, medical records, and first aid kit



Important documents: registration, vaccinations



Crate or pet carrier



Familiar items like favorite toys, treats, bedding



Plastic bags for litter for cleaning up after your pet(s)



Current photo(s) of each pet, photos of you with each pet

Pet Preparedness

Many families have pets and they are a part of the family too. They need to be ready for a disaster. Take simple steps now so they're prepared.

Before a disaster:

- Assemble an emergency kit for your pet.
- Consider a microchip for your pet(s). This is one of the best ways to ensure you and your pet are reunited if you are separated. Be sure to keep your contact information current.
- Develop a buddy system with neighbors or friends to make sure that someone is available to care for your pets if you are unable to do so.
- Place copies of each pet's vaccination records in your emergency Go Kit. If you need to seek shelter with your pets, a shelter that allows pets will likely require them.

After a disaster:

- Be aware of hazards in the environment such as debris and spilled chemicals. Pets have vulnerable bare paws and noses.
- Watch your pet(s) closely and keep them under your control as fences and gates may have been damaged.
- Don't allow your pets to roam loose. Landmarks may have changed, and your pet could become disoriented and lost.



Know the hazards that may occur where you live




There are many hazards that can affect you, here in Mason County. We are going to cover earthquakes, fires, floods, extreme temperatures, and winter storms because they are the most likely to occur or can cause widespread damage. Your goal is to learn about the possible impacts each hazard can cause so you can focus your preparedness activities on them.



Extreme Temperatures

Check on Folks who are older or live alone



Heat exhaustion

Signs and symptoms

- Faint or dizzy
- Excessive sweating
- Cool, pale, clammy skin
- Nausea or vomiting
- Rapid, weak pulse
- Muscle cramps


For heat exhaustion:
Get to a cooler, air-conditioned place. Drink water if fully conscious. Take a cool shower or use cold compress.

Heat stroke

Signs and symptoms

- Throbbing headache, may lose consciousness
- No sweating
- Body temp above 103, red, hot, dry skin
- Nausea or vomiting
- Rapid, strong pulse

For heat stroke:
Call 911. Take immediate action to cool the person until help arrives.



Frostbite

Signs and symptoms

- Redness or pain in any skin area may be the first sign of frostbite
- White or grayish-yellow skin area
- Skin that feels unusually firm or waxy
- Numbness

Hypothermia

Signs and symptoms

Adults

- Shivering, fumbling hands
- Exhaustion, drowsiness
- Confusion, memory loss, slurred speech

Infants







- Bright red, cold skin
- Very low energy

If a person's temperature is below 95 degrees, get medical attention immediately

Smoke and Bad Air Quality

Can Cause: Irritation to your lungs, throat, and chest, asthma attacks, and an increased risk for lung or chest infections.

What does Air Quality look like?

Good - 0-50 	Moderate - 51-100 	Unhealthy for Sensitive Groups - 101-150 
Unhealthy - 151-200 	Very Unhealthy - 201-300 	Hazardous - 301-500 

Severe Windstorms

Windstorms occur often in our area, especially in the fall and winter. Winds can range between 45 and 65 miles per hour, creating flying debris and falling tree hazards. Widespread power outages can occur due to high winds along with damage to homes, businesses and vehicles. Below are many ways to prepare your home and family in case of a severe windstorm.

Before a Windstorm:

- Trim tree branches away from your house and power lines.
- Secure loose gutters and shutters.
- Identify an interior room of your house, such as a basement or interior bathroom, that you can take shelter in during high wind warnings.
- Charge batteries of all essential items such as cell phones and booster packs, weather radios and power tools such as a reciprocating saw, which you might need to clear debris.
- Update your emergency kit and be sure to include enough food and water to last for 3 days for each person in your home.
- Make a list of items outside your home you will need to tie down or put away so that they don't blow away or fly through a window.

During a Windstorm:

- Stay indoors and move to basement or lower floor if possible.

After a Windstorm:

- Wait until the winds have calmed down to leave your house to avoid hazards.
- Avoid any downed power lines or poles. Call the Power Company to report them.



Minimize Flood Damage



Flood insurance

- Flood insurance is available in most communities through insurance agents.
- A 30-day waiting period will go into effect before flood insurance activates, so don't delay.

Refer to FEMA or local emergency management to determine if your home is in a flood plain.

www.floodsmart.gov



• Before a flood:

- Avoid buying, renting or building your home in low-lying areas or in floodplains unless you elevate or reinforce your home.
- Evacuate if given early warning.
- Purchase flood insurance.

• During a flood:

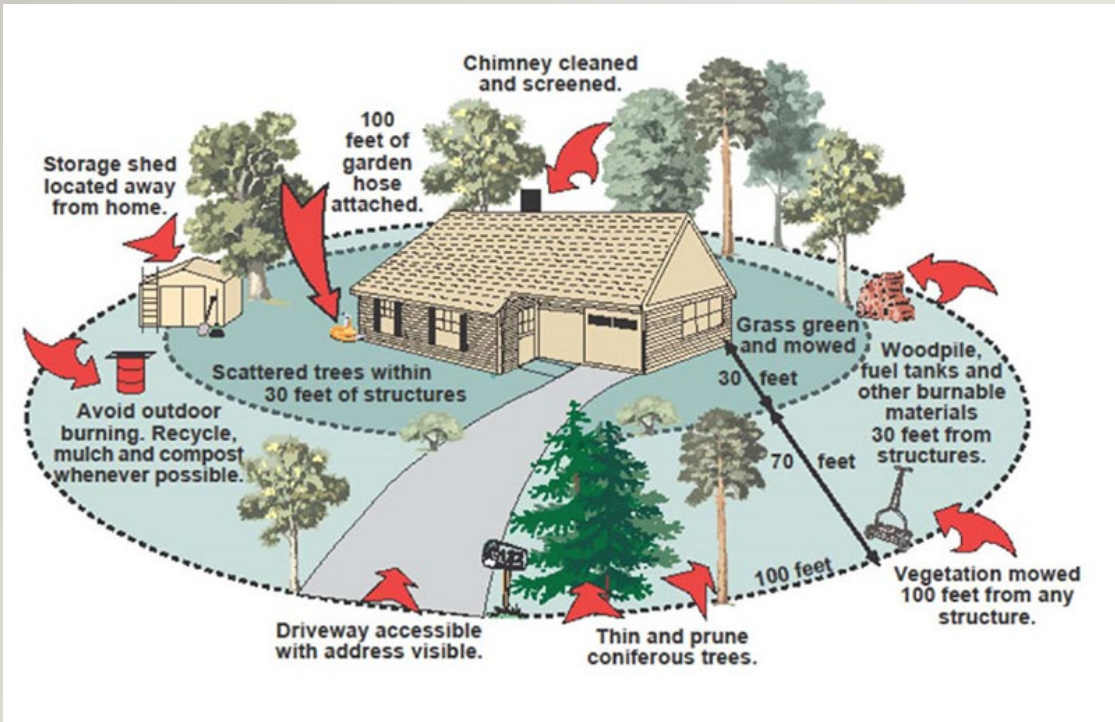
- Move to higher ground or upper stories if there is a chance of flash floods or flood water entering your home.
- Turn off utilities and unplug electrical appliances.
- Avoid walking through water in case of fallen power lines and other hazards.
- Do not drive in floodwaters; six inches of flowing water can move a car and cause loss of control.

• After a flood:

- Open all of your doors, windows, drawers, closets and cupboards to ensure airflow and prevent mold.
- Clean and disinfect everything wet to reduce your chances of mold.
- Use fans, window air conditioners, dehumidifiers and moisture absorbers to reduce your chances of mold.
- Throw away wet items if not dried out within one or two days to reduce your chances of mold.

Wildfire is the #1 danger in Mason County

What to do to protect your home from a wildfire:

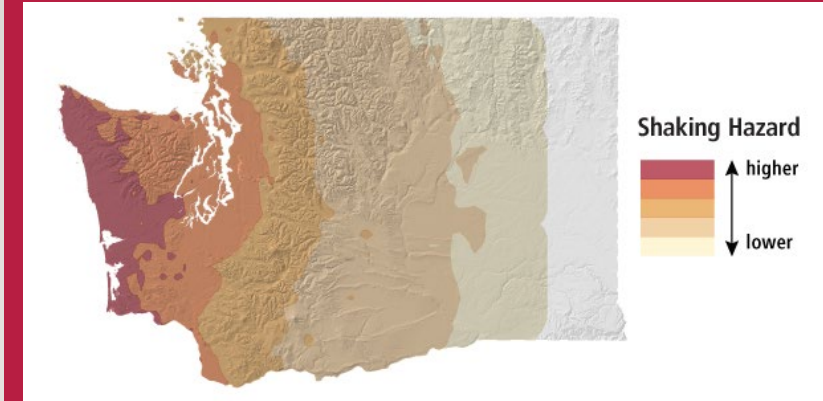


- Use or install fire ignition-resistant materials on and around your home.
- Remove vegetation or debris from your roof, vents, windows, decks and gutters.
- Inspect your home for dry rot, gaps, or cracks. Caulk gaps greater than 1/8 inch.
- Cover all vent openings with 1/16-inch to 1/8-inch metal mesh.
- Be sure your driveway is built and maintained to allow fire and emergency vehicles to reach your home.
- Make sure your address is reflective and clearly visible from the road.
- Ensure all combustibles are located at least 30 feet away from your home.
- Create and maintain 100 feet of defensible space. Defensible space is the buffer you create between a building on your property and the grass, trees, shrubs, or any wildland area that surrounds it. This space is needed to slow or stop the spread of wildfire and it helps protect your home from catching fire. Proper defensible space also provides firefighters a safe area to work in, to defend your home.

Cascadia Subduction Zone Earthquake

Great Subduction Zone earthquakes are the largest earthquakes in the world and can exceed magnitude 9.0. Earthquake size is proportional to fault area, and the Cascadia Subduction Zone is a very long sloping fault that stretches from Mid-Vancouver Island to Northern California.

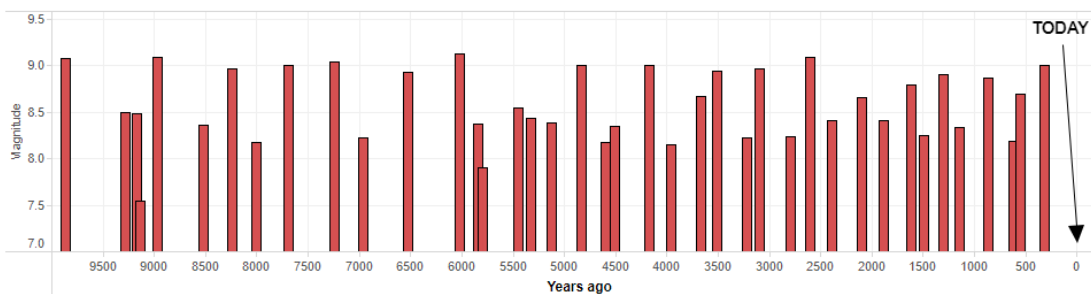
The Juan de Fuca plate is pushing deep under the North American Plate. As the plates press and move, stress builds up – until the lock breaks. The plates slip suddenly, causing a subduction zone earthquake. When that happens, the violent shaking will last for at least 2 minutes. The ocean floor will drop, most likely creating a tsunami that will strike long stretches of the coast. The central Olympic peninsula will suddenly rise, while some coastal areas will sink below sea level.



10,000 years of Cascadia earthquakes

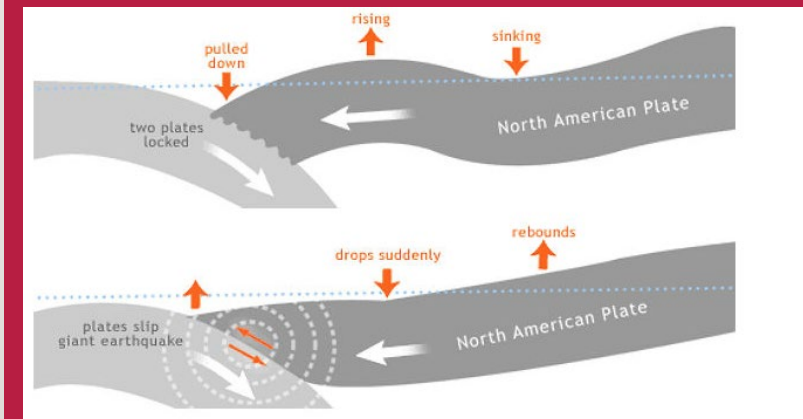
The chart shows all 40 major earthquakes in the Cascadia Subduction Zone that geologists estimate have occurred since 9845 B.C. Scientists estimated the magnitude and timing of each quake by examining soil samples at more than 50 undersea sites between Washington, Oregon and California.

Average quake is every 246 years



The **Cascadia Subduction** zone hasn't produced an earthquake since 1700 A.D.

Scientists predict that there is about a **37% chance** of a megathrust earthquake of **7.1+ magnitude** in this fault zone occurring in the next **50 years**.





WHAT TO DO DURING AN EARTHQUAKE

The safest steps to take in the middle of an earthquake depend on where you are:

- **Indoors** – Get under a desk or table, cover your head and neck with one arm or hand, and use your other arm or hand to hang (drop, cover, and hold on). If no shelter is available, move into a hallway or against an inside wall. If you use a wheelchair or walker with a seat, make sure your wheels are locked and remain seated until the shaking subsides. Stay away from windows, fireplaces, and heavy furniture or appliances, and do not use elevators. If you are in bed when an earthquake starts, do not get out of bed. Instead, lie face down to protect vital organs, and cover your head and neck with a pillow.
- **Outdoors** – Quickly find an open space away from buildings, power lines, and anything else that can fall on you. If you are driving, safely pull over and stay in your car until the shaking stops. Do not stop under bridges, overpasses, trees or anything else that can fall on your vehicle.

What NOT to do:

- **Avoid running to other rooms** while the ground is still shaking
- **Do not use matches or lighters near stoves or barbecues** until you are sure there is no gas leaks.
- **Do not call 911 unless you are experiencing a true emergency.**



After the shaking stops

-  Check for hazards and damage.
-  Check for injuries and help others.
-  Check in with family and neighbors.
-  Be ready for aftershocks.

Steve Eberlein – Ted Talk – Why we do not prepare for earthquakes

Link:

https://youtu.be/NJoAF4oj_oM



What is next for Emergency Management?

- FEMA – ICS (Incident Command System) Training for all Employees
- Developing an EOC (Emergency Operation Center) Organizational Chart & City Employee EOC Position Assignments
- Updates to the City of Shelton’s Website to include Emergency Preparedness Resources
- Emergency Communications Planning – AT&T / FirstNet vs. Verizon Signal Coverage Comparisons and Cost Analysis is currently underway
- Public Works currently has an emergency water supply and 2,700 servings of Emergency food. That is enough to feed 35 employees 3 meals per day for 25 days. We need to increase our supply in order feed all departments and all employees.

