

WAC 118-30-070 Program papers. (1) Each political subdivision shall be responsible for the preparation and submission of a program paper, not less than sixty days prior to the start of the calendar year, which defines the emergency management program objectives of the political subdivision. January 1 through December 31 or for a lesser period at the discretion of the director. Each program paper shall be submitted by November 1, unless specified by the director, and shall address the following activities.

- (a) Comprehensive emergency plan development or updating
- (b) Training and education
- (c) Communications, warning and notification systems development maintenance
- (d) Radiological and hazardous materials incident response capabilities or maintenance
- (e) Tests, drills and exercises to assist emergency plan, personnel training and system effectiveness
- (f) Public information
- (g) Hazard analysis and assessment
- (h) General program administration
- (i) Response to emergencies and disasters.

(2) Each program paper shall have objectives consistent with federal and state emergency management program requirements as published by the director on or before September 1 of each year. The program paper may include, in addition to the objectives listed under subsection (1) of this section, specific local program objectives relating to local program needs.

(3) The program paper shall be submitted in accordance with format and instructions specified and published by the director.

(4) The political subdivision(s) shall submit a statement of progress on each objective of the categories listed in subsection (1) of this section in two reports, a mid-year report to cover the time period of January 1 through June 30 to be submitted to the director by July 15 of each year, and a year-end report to cover the time period of July 1 through December 31 to be submitted by January 15 of the following year.

The director may, at his discretion, determine that an alternative activity may substitute for the mid-year report. In such case, the director will provide written notification to the political subdivision by May 15 of each year specifying the acceptable alternate activity.

[Statutory Authority: Chapter 38.52 RCW. WSR 86-15-068 (Order 86-10), § 118-30-070, filed 7/22/86.]