# Mercer Island Situation Report #1

**Send report to:** King County Emergency Coordination Center - ecc.kc@kingcounty.gov  
**Date & Time** 02/29/20 - 03/04/201700  
**Operational Period:** EOC – level 3 monitoring only  
**Incident Type:** Novel Coronavirus

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Operational Period</th>
<th>Incident Type</th>
<th>Contact Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/29/20</td>
<td>03/04/201700</td>
<td>EOC – level 3 monitoring only</td>
<td>Novel Coronavirus</td>
<td>Jennifer Franklin</td>
<td>206-940-2962 or 206-275-7631</td>
<td><a href="mailto:jennifer.franklin@mercergov.org">jennifer.franklin@mercergov.org</a></td>
</tr>
</tbody>
</table>

**EOC Hours:** EOC – level 3 monitoring only  
**Emergency Proclamation:** ☐ Yes ☐ No

**OBJECTIVES FOR THIS OPERATIONAL PERIOD**

1. Weekly situation reports – updated daily at S:\EMERGENCY_MGMT\EM_Public\COVID 19\Situation Reports  
2. Messaging to the public  
3. Emergency Proclamation signed  
4. Resource needs identified

## SITUATION

### Feb 29, 2020

King County had its first case of novel coronavirus and more cases have been identified in the U.S. The vast majority of the illnesses around the world are mild, with fever and cough. A much smaller percentage of cases are severe and involve pneumonia, particularly in elderly people and people with underlying medical conditions. One person in King County has died.

Mercer Island posted a press release publishing PHSKC information as well as how the city is preparing.

- Police and fire personnel have reviewed and updated protocols to reduce risk of exposure to first responders.  
- Senior City staff met Monday morning to review continuity of operations plans.
- Emergency Management personnel have reached out to community partners to establish communications and coordinate planning.
- The City’s [pandemic plan](#) is in place.
- A City webpage has been developed dedicated to coronavirus information at [www.mercergov.org/coronavirus](http://www.mercergov.org/coronavirus).  
- Regular communications to the community and staff.

### Mar 1

King County Executive Dow Constantine signed an Emergency Declaration, enabling county government to take extra steps to fight COVID-19.

### Mar 2

- Public Health - Seattle & King County (PHSKC) announced on Monday four additional confirmed cases of COVID-19 in King County residents, bringing the total number of confirmed cases to fourteen. The total number of deaths in King County from COVID-19 is now five.
- City of Mercer Island meets with Leadership to discuss plans and staff response.
- City posted 2nd press release

### Mar 3

Notified that the spouse of a Mercer Island Thrift Shop employee has a suspected, but not confirmed, case of COVID-19. The spouse/patient did not visit the Thrift Shop. Thrift shop closed for cleaning. City posted 3rd press release regarding Thrift Shop closure. Message was sent to staff and volunteers as well. Emmanuel Episcopal Church and preschool (4400 86th) closed for cleaning due to suspected but not confirmed Case of COVID-19.
Mar 4

- City posted 4th press release reference the City's Thrift Shop is now open again after a deep-cleaning and sanitizing process, conducted per Public Health guidelines.
- Total COVID-19 cases in King County is 31; number of deaths is 9.
- As of yesterday, Public Health Seattle King County (PHSKC) is currently recommending people over the age of 60, and people with underlying health considerations such as heart disease, lung disease, diabetes, pregnant or compromised immune systems consider avoiding large groups.
- The Planning Commission meeting scheduled for tonight (3/4) and the Parks and Recreation Commission meeting scheduled for tomorrow (3/5) have been canceled. A press release will go out shortly.
- The Friday Night Film event scheduled at Aljoya is canceled.
- We will meet tomorrow to discuss events and meetings planned for Saturday and beyond.
- We will be talking with Rotary today (or tomorrow) about the March 22 Rotary Run event, no decisions have been made.
- The Community Center remains open. We’ve had several facility rental cancellations and we’ve waived the cancellation fees.

PUBLIC HEALTH RECOMMENDATIONS (MARCH 4 @ 1500):

- All employees should work from home if they are able.
- Employers should take steps to make it more feasible for their employees to work in ways that minimize close contact with large numbers of people.
- Employers should:
  - Maximize telecommuting options for as many employees as possible.
  - Urge employees to stay home when they are sick.
  - Maximize flexibility in sick leave benefits for those who are ill or who are recommended to stay home because they are high risk.
  - Consider staggering start and end times to reduce large numbers of people coming together at the same time.
- During this critical period in the outbreak, if you can feasibly avoid bringing large groups (10 or more people) together, consider postponing events and gatherings. If you can’t avoid bringing groups of people together:
  - Urge anyone who is sick to not attend.
  - Encourage those who are at higher risk for coronavirus to not attend.
  - Try to find ways to give people more physical space so that they aren’t in close contact as much as possible.
  - Encourage attendees to maintain good healthy habits, such as frequent hand washing.
  - Clean surfaces frequently. Standard cleaning products are effective against COVID-1

PUBLIC HEALTH INFORMATION

- **King County Novel Coronavirus Call Center**
  - If you are in King County and believe you were exposed to a confirmed case of COVID-19, or if you’re a healthcare provider with questions about COVID-19, contact the novel coronavirus call center: 206-477-3977.
  - The call center will be open daily from 8:00 AM to 7:00 PM PT.
  - For general concerns and questions about COVID-19, please call the Washington State Novel Coronavirus Call Center at 800-525-0127.
- **Additional information** about 2019 novel coronavirus (COVID-19) is available on Public Health’s websites at:
  - [https://kingcounty.gov/coronavirus](https://kingcounty.gov/coronavirus)
  - [Public Health’s Insider](https://kingcounty.gov/coronavirus)

MI Court Operational? ☒ Yes ☐ No

Mutual Aid Requested? ☐ Yes ☐ No  By whom? ___________________________  To whom? ___________________________
<table>
<thead>
<tr>
<th>Fire/Medical</th>
<th>No changes since last report ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Objectives:</strong></td>
<td>Maintain service and staffing levels</td>
</tr>
<tr>
<td><strong>Resources Needed:</strong></td>
<td>Monitoring current situation to determine the need to staff and additional aid car.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Police</th>
<th>No changes since last report ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Objectives:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Comments:</strong> dispatchers to notify all agencies that are responding with Fire/EMS when a patient has symptoms that require advising “universal precautions” or “PPE advised”.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Communications</th>
<th>No changes since last report ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication Type</strong></td>
<td><strong>Frequency or #</strong></td>
</tr>
<tr>
<td>800 Megahertz</td>
<td></td>
</tr>
<tr>
<td>VHF/UHF</td>
<td></td>
</tr>
<tr>
<td>HAM Radio</td>
<td></td>
</tr>
<tr>
<td>Satellite Phone</td>
<td></td>
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<tr>
<td><strong>Media Staging Area:</strong></td>
<td></td>
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<tr>
<td><strong>Social Media:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Press Release Schedule:</strong></td>
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</tbody>
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**Communications**

January 28
- Emergency Mgmt Facebook post

January 30:

February 5:
- MI-Weekly story (cross-posted to ND.com and FB)

February 11:
- City Facebook post

February 26:

February 29:
- Next Door post
- Facebook post (Main City, Emerg Mgmt)

March 2:
- Launch new City Webpage: [www.mercergov.org/coronavirus](http://www.mercergov.org/coronavirus)
- Next Door post
- Facebook post (Main City, Emerg Mgmt)

March 3:
- Next Door post
- Twitter
- Facebook (Main City, Emerg Mgmt, MIYFS, MITS)
- Phone Message at MITS
- Posters at MITS

March 4:
Legal

RCW 38.52 – Emergency Powers
Power to restrict public events RCW 70.05.070 “Local health officer—Powers and duties.” Local health officer is Public Health Seattle King County

Emergency Proclamation
Draft, review and Mayor to sign

Logistics/Finance

Outstanding Resources Requested

<table>
<thead>
<tr>
<th>Resource/ID</th>
<th>Location</th>
<th>Date/Time Requested</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>N95 masks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand Sanitizer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bleach/cleaning supplies</td>
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</tbody>
</table>

Planning

No changes since last report ☐

Action: EOC planning meeting M,W, & F
Time 0900
Call Number

Mass Care - Parks

<table>
<thead>
<tr>
<th># of Shelters (overnight):</th>
<th>Staff ______</th>
<th>Occupants ______</th>
<th>Pet ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐-Generator</td>
<td>Address:</td>
<td>Capacity</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of Shelters (day):</th>
<th>Staff ______</th>
<th>Occupants ______</th>
<th>Pet ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐-Generator</td>
<td>Address:</td>
<td>Capacity</td>
<td></td>
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</table>

Community Points of Distribution (CPODS)

<table>
<thead>
<tr>
<th># of CPODS</th>
<th>Hours of Operation</th>
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</thead>
<tbody>
<tr>
<td>☐-Generator</td>
<td>Address</td>
</tr>
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</table>

Comments:

Overall Facility:
- Supplied extra hand sanitizers and tissues for the public spaces around the building.
- Created a facility schedule for staff to sanitize the public areas (surfaces and handles) every hour.
- Fully supplied with Clorox wipes and Lysol sprays.
- Staff have individual 4 oz hand sanitizers for staff to use.

Recreation programs:
- Instructors and participants wipe down all equipment/supplies used during programs and classes with sanitation wipes.
- Participants are encouraged by instructors to use hand sanitizer and wash hands before and after programs.
- Staff are wiping down equipment after public drop-in programs (indoor playground equipment, basketballs for open gym, etc.)

Front desk operations and rentals:
- Front desk has mostly been responding to calls asking if we’re open. Staff is directing questions about our protocol on the situation to the City’s webpage and those with questions about the virus itself to King County’s hotline and webpage.
- Rentals requesting to cancel or postpone will receive full refunds or our best efforts at rescheduling. We’ve had 3-4 inquiries about this and one reschedule so far.
- Staff is communicating on ways to stay healthy, or to stay home if sick.
<table>
<thead>
<tr>
<th>Public Works</th>
<th></th>
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<tbody>
<tr>
<td>Roads Closed</td>
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<tr>
<td>Debris Collection Sites:</td>
<td></td>
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<tr>
<td>Emergency Well Open? Hours of Operation</td>
<td></td>
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<tr>
<td>Comments:</td>
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<table>
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<tr>
<th>Critical Infrastructure</th>
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<tbody>
<tr>
<td>Electricity Service</td>
<td>Outage Estimate _____</td>
</tr>
<tr>
<td>Natural Gas Service</td>
<td>Outage Estimate _____</td>
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<td></td>
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<td>Natural Gas Service</td>
<td>Outage Estimate _____</td>
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<tr>
<td>Weather:</td>
<td></td>
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<tr>
<td>YFS</td>
<td></td>
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<tr>
<td>Comments:</td>
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Thrift Shop Operations:

- Met with Thrift Shop staff to review with them how to respond to inquiries from the public. (Provide info from City e-mail only and refer people to City's website for updates, be sure to respect staff privacy by never mentioning names, City is following Public Health guidelines for the safety and health of patrons, staff and public, etc.)
- Schedules have been adjusted to ensure that one of the two the most able supervisors is at the shop during all business hours
- Daily conference calls with Logan and Suzanne 9:30AM
- Daily check ins with Thrift Shop supervisors
- The store has plenty of support and all numbers for emergencies as needed