

AGENDA
WORK SESSION OF THE VENETA CITY COUNCIL
MONDAY, OCTOBER 24, 2016 – 5:30 P.M.
Veneta Administrative Center, 88184 8th Street, Veneta, Oregon

- 1. REVIEW EMERGENCY OPERATION PLAN & ANNEXES**
- 2. ADJOURN**



City/LFA Emergency Operations Plan



Adopted:	
Updated:	

Prepared for:
The City of Veneta &
Lane Fire Authority



This document was prepared under Grant No: 15-264 from the State Homeland Security Program, Federal Emergency Management Agency, and through the Oregon Military Department, Office of Emergency Management. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the Office of Emergency Management or FEMA.

Preparation was done by Julie Reid, MPH - 2016 UO RARE Participant.

Letter of Proclamation

CITY OF VENETA

To All Recipients:

The City Council promulgates this Emergency Operations Plan (EOP) for the City of Veneta. This EOP provides the structure for the City of Veneta to conduct response and short-term recovery emergency operations. This is an all-hazards plan that describes best practices for managing incidents that range from serious but local to a large-scale disaster. It identifies the key functions and tasks of management and operations, and multi-agency coordination. The City has formally adopted and is in compliance with the National Incident Management System, and the National Planning Framework.

This Plan has been approved by the City Council. It will be revised and updated as needed. The City Administrator is to be advised of any changes that might result in its improvement or increase its effectiveness, and will subsequently be forwarded to those on the distribution list.

Mayor and Council Members:

_____	_____
_____	_____
_____	_____

Letter of Proclamation

LANE FIRE AUTHORITY

To All Recipients:

The Board of Directors promulgates this Emergency Operations Plan (EOP) for the Lane Fire Authority. This EOP provides the structure for the Lane Fire Authority to conduct response and short-term recovery emergency operations. This is an all-hazards plan that describes best practices for managing incidents that range from serious but local to a large-scale disaster. It identifies the key functions and tasks of management and operations, and multi-agency coordination. The Lane Fire Authority has formally adopted and is in compliance with the National Incident Management System, and the National Planning Framework.

This Plan has been approved by the Board of Directors. It will be revised and updated as needed. The Fire Chief is to be advised of any changes that might result in its improvement or increase its effectiveness, and will subsequently be forwarded to those on the distribution list.

Board Members:

_____	_____
_____	_____
_____	_____

Preface

[DATE]

The City Council of Veneta and the Board of Directors for the Lane Fire Authority have recognized the necessity of having an Emergency Operations Plan (EOP). The result is an all-hazards plan that describes how the City of Veneta and Lane Fire Authority will organize and respond to emergencies in the city and surrounding area.

Funding for this plan is the result of a grant from the State Homeland Security Grant Program, Federal Emergency Management Agency, and through the Oregon Military Department, Office of Emergency Management. Additional funding was assigned from the City of Creswell to Veneta to produce a template of the plan. In addition, Veneta and Creswell will collaborate on a Tabletop exercise to test the plan. It is the wish of the City/LFA that this plan, tailored toward the characteristics of this area and population, be of benefit to other small cities in their emergency preparedness efforts.

This EOP is designed to be flexible, adaptable, and scalable. It consists of a Basic Plan, Essential Support Function Annexes, and an Appendix. This EOP provides the framework and guidance for coordinated response and recovery tasks for incidents of all sizes beyond the scope of a single agency. For larger scale incidents, the plan describes integration with County, State, and Federal organizations.

Ric Ingham, City of Veneta Administrator

Chief Terry Ney, Lane Fire Authority

Emergency Operations Plan

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Part I – Basic Plan

Content Summary

Part I – Basic Plan

1. Mission, Purpose and Scope
2. **Non-Emergency Administration of Plan** – Records of changes, distribution of plan, review, and training requirements.
3. **Situation and Assumptions** – The state of the City and surrounding area, and likelihoods during an incident regarding city services. Identification of critical infrastructure and key resources, access and functional needs persons, and support personnel.
4. **Hazards**- A summary of the Hazard Mitigation Plan (HMP) to recognize relevant hazards in the area.
5. **Concept of Operations** – Covers components of NIMS, such as incident levels, response priorities, interoperability, and the Incident Command System (ICS).
6. **The Emergency Operations Center** – Explains the processes and functions of incident management such as activation, the alert system, and demobilization.
7. **City/LFA Center Management Organization** – Explains the roles and responsibilities of the City/LFA Emergency Management Organization at each levels of activation of the EOP and the Emergency Operations Center (EOC), how the local government and LFA will transition and integrate with outside agencies, and the tasks and responsibilities of the Emergency Response Group.
8. **Authorities and Mutual Aid** – Recognizes the legal basis for emergency operations and activities, and lists mutual aid agreements.

Part II - Essential Support Function Annexes

Essential Support Function (ESF) Annexes – The Annexes are detailed, function specific interagency operational plans. Annexes identify primary and support agencies, critical tasks and responsibilities, and checklist of duties. The Annexes give specific provisions for the rapid integration of personnel and resources when the EOC is activated. ESF's double as the Core Capabilities in the National Response Framework.

Part III - Appendix

Appendix – This section includes: Acronyms, Glossary, Maps, Charts and Forms.

FREQUENT ACRONYMS:

EOC - Emergency Operations Center

ICS – Incident Command System

ESF – Essential Support Function

MAA – Mutual Aid Agreement

1. Mission, Purpose and Scope of Plan

1.1 Mission

It is the mission of the City of Veneta and Lane Fire Authority to ensure that it is prepared for an emergency through efficient and effective response and short-term recovery activities that will minimize loss of life and reduce impacts on property and the environment. Our mission is based on and is in alignment with the five mission areas as defined by PPD-8¹: Protection, prevention, mitigation, response and recovery.

1.2 Purpose and Scope

Routine emergencies are effectively handled in Veneta and within the Lane Fire Authority District every day by emergency responders as part of their daily responsibilities. The purpose of this EOP is to provide a plan for the incidents that exceed the capacity of these resources. The result is an all-hazard approach that includes natural or human-caused emergencies and incidents. These occurrences could impact unincorporated areas surrounding the City, incorporated areas, or both. Although no plan can anticipate all situations and conditions of an emergency, this plan provides the framework and guidance to effectively manage and support a city or area-wide incident. No guarantee of a perfect response system is expressed or implied by this plan. This plan is also appropriate for larger or more complex non-emergency events.

Oregon Revised Statutes Chapter 401.032(2) states that it is the policy and intent of the Legislative Assembly that preparations for emergencies and governmental responsibility for responding to emergencies be placed at the local level. Nonetheless, every person who lives or works in the City or local area shares responsibility for creating a resilient community. This includes awareness of local hazards, and taking proactive measures to prepare. To the extent it is possible, the City/LFA will assist its citizens by providing preparedness information, emergency public information, and critical public services during an emergency. However, a major emergency is likely to damage critical infrastructure, reduce the workforce, and strain resources. Prepared citizens who are able to care for themselves, their families, and their neighborhood, will make a significant contribution towards preparedness and community resiliency.

The Emergency Operations Plan is a public document that contains the basic plan, functional annexes, and appendices. The Essential Records Packet is a separate document that contains personnel contact information, inventory lists, access codes and other confidential information that will be accessed only by key officials.

¹ Presidential Policy Directive/PPD-8: National Preparedness

2. Administration of Plan (Non-Emergency)

The City Administrator and Fire Chief are the NIMS point of contact for the City of Veneta and Lane Fire Authority, respectively. The Administrator/Fire Chief are also responsible for the distribution of the Plan to the appropriate agencies, documentation of changes and to oversee plan review assignments. This Plan has been promulgated by the City Council and Board of Directors and will be reviewed and updated every three years or when significant changes occur. Confidential information or that requiring frequent updating will be available in the Master EOP maintained by the City Administrator and Fire Chief, and available at the Emergency Operations Center. Changes to the Annexes and Appendices, and non-substantive changes to the Basic Plan, may be made by the City Administrator and Fire Chief without formal Council/Board approval.

The following three forms pertain to the maintenance of the plan.

2.1 Record of Plan Changes

All updates and revisions to the Plan will be tracked and recorded in the following table to ensure that the most recent version of the plan is used. Copy date on to Basic Plan Cover for quick reference.

Table 1- Record of Plan Changes

Date	Change No.	Department	Summary of Change
10/2016	Original EOP	City Administrator's Office	No Prior EOP
10/2016	Original EOP	Fire Chief, LFA	No Prior EOP

2.2 Distribution List

Copies of this EOP will be provided to the following list by the City Administrator/Fire Chief. Recipients will be responsible for updating their EOP when they receive changes. Distribution and updates will be done electronically unless otherwise specified.

Table 2–Distribution List

Agency/Organization	Title
Lane Fire Authority	Board of Directors, Fire Chief
City of Veneta	City Council, Administrator
Public Works	Public Works Director
Lane County Sheriff’s Office	Supervising Sargent
Agencies with the EOP on File:	
Lane County Emergency Management	Emergency Manager
OMD, Office of Emergency Management	Operations and Preparedness Section Mgr
ODOT	Region 2 Manager.
Lane Co Animal Services/Animals in Disaster (Volunteer Group)	Health and Human Services
OR Department of Forestry	Board of Forestry
School Districts: Fern Ridge Crow–Applegate Bethel Junction City Eugene 4J	Superintendents

2.3 Review Assignments

Core Capabilities as defined in the National Response Framework are in the left column. Each is an interagency operational plan and is further detailed in EOP Part 2: Annexes. The right column lists the same Annexes by lead department collectively for simplification. Annexes that will be led by other agencies are listed bottom right. City/LFA lead departments are responsible for regular review and updates of their EOP sections. Changes are forwarded to the City Administrator and Fire Chief for integration and redistribution of the revised version.

Table 3–Review Assignments

Essential Support Functions	City/LFA ESF’s by Lead Department
ESF 1 Transportation	Lane Fire Authority
ESF 2 Communications	ESF 2 – Communications
ESF 3 Public Works/Water	ESF 4 – Firefighting
ESF 4 Firefighting	ESF 10 – Hazardous Material Response
ESF 5 Planning	ESF 14 – Volunteers & Donations
ESF 6 Mass Care/Shelter	Public Works
ESF 7 Logistics & Resource Management	ESF 3 – Public Works/Water
ESF 8 Public Health	ESF 7 – Logistics & Resource Mgmt.
ESF 9 Search & Rescue	City/LFA EMO
ESF 10 Hazardous Material Response	ESF 5 – Planning
ESF 11 Food & Water	ESF 7 – Logistics & Resource Management
ESF 12 Energy & Utilities	ESF 11 – Food & Water
ESF 13 Public Safety/Evacuation	ESF 15 – Public Info. & External Affairs
ESF 14 Volunteers & Donations	
ESF 15 Public Information	ESF’s by Other Lead Agencies
ESF 16 Mass Fatality Management	Sheriff, OSP – ESF 1, ESF 9, ESF 13
ESF 17 Animal Care & Rescue	ODOT – ESF 1
	EPUD, LEC, Cable – ESF 12
	Lane Co. Medical Examiner – ESF 16
	Lane Co. HHS – ESF 17, ESF 6, ESF 8
	Red Cross – ESF 6, ESF 8, ESF 14

2.4 Training Requirements

The City/LFA is responsible for ensuring that essential staff are identified and trained at a level that enables personnel to respond effectively. Current training and operational requirements set forth under NIMS have been adopted and implemented by the City/LFA. The City Administrator/Fire Chief or his designee maintains training records received by personnel.

Table 4–Training Requirements

Emergency Personnel	Training Required
Direct role in emergency management or emergency response	ICS-100b IS-700a
First-line supervisors, mid-level management, and Command and General Staff	ICS-100b, 200a IS-700a
Supervisory role in expanding incidents or a management role in an EOC	ICS-100b, 200a, 300 IS-700a
Management capacity in an Area Command situation or EOC	ICS-100b, 200a, 300, 400 IS-700a, 701a
Public Information Officers	IS-702a
Resource management	IS-703a
Communication or incident information systems	IS-701a
Development of mutual aid agreements and/or mutual aid operational plans	IS 706
Planning	IS-800b

3. Situation and Planning Assumptions

3.1.1 The Government of Veneta

Veneta operates under a council-administer form of government, with Council members enacting policy and the City Administrator responsible for daily operations of the city. The City Administrator manages the maintenance and daily aspects of the EOP. The Executives in the Emergency Management Organization (EMO) consists of the City Council and City Administrator, who are responsible for the acquisition and allocation of City resources. All agencies and departments who perform specialized emergency functions are a part of the EMO and shall participate in emergency management activities, including training and exercises, and maintenance of their respective plans (ORS.401).

3.1.2 Lane Fire Authority

LFA operates under a Board of Directors–Fire Chief form of government, with Board members enacting policy and the Fire Chief responsible for daily operations. The Fire Chief manages the maintenance and daily aspects of the EOP. The Executives in the Emergency Management Organization (EMO) consist of the Board of Directors and Fire Chief, who are responsible for the direction and control of local resources. The Fire Chief shall also be the primary Incident Commander. All agencies who perform specialized emergency functions are a part of the EMO and shall participate in emergency management activities, including training and exercises, and maintenance of their respective plans (ORS.401).

3.2 Employees, Essential Employees, and Family Safety

The City/LFA acknowledges that an employee's first obligation is to the safety of his/her own family, and encourages each employee to undertake a program of family preparedness to assure their safety.

This plan is based upon the premise that the functions of City/LFA departments involved in emergency response will generally parallel normal day-to-day functions, utilizing the same personnel and resources. Departments should identify functions critical to business continuity and emergency response. Day-to-day functions of personnel that do not contribute directly to emergency response or recovery may be temporarily suspended and redirected to emergency tasks. Upon the declaration of a state of emergency, all leaves and vacations may be nullified as necessary.

Designation of Departmental Essential Employees - Each department shall develop departmental policies outlining the significance of each employee's normal work under emergency conditions. Employees shall be aware of the department's needs and expectations during emergency conditions, emergency reporting instructions and alternate work locations.

Emergency outside of work hours - Automatic mobilization of Essential Employees is critical to emergency response. Employees should be equipped to monitor local media for reporting instructions. If unable to do so, all employees should attempt to contact their supervisor. If phones are out, all employees should take actions to ensure their family's safety and report to their normal job sites as soon as safe and practical to do so. Essential Employees should pay

special attention to conditions encountered while traveling to their work site to provide situation status information when they arrive.

Emergency during work hours - As employee's first concern if an emergency occurs will be the welfare of one's family, departments shall develop a system to allow for nonessential employees to check on the families of those employees who are critical to emergency operations. Employees should be encouraged to provide accurate home addresses and phone numbers and to discuss emergency operations and expectations with their families. This information will be kept confidential and updated as needed.

3.3 Community Profile of Veneta

Table 5–Community Profile for Veneta

General Information for the City of Veneta, OR		
Population	4690	
Land area of City	2.66 square miles	
Size of Government	16	City Council, City Administrator, Staff
Elevation	415	Latitude: 44.05 N, Longitude: 123.35 W
Population Density	1750 people per sq. mi.	Low
Landmarks	1. Fern Ride Reservoir 2. Long Tom River 3. Main Intersection	1. Dam located on north shore 2. Crosses Hwy 126 w. end of city limits 3. Hwy 126 and Territorial Hwy.
Housing Units	Approximately 1800	Within city limits
Nearest City >50,000	Eugene	12 miles east on Hwy 126
Nearest Hospital	Riverbend (Eugene)	20 miles east
Public Transportation	Lane Transit (bus)	Leaves from Eugene daily, round trips
Principle Industries	Retail and Services	Mostly on Hwy 126, Territorial, and Broadway

Table 6–CIKR, Veneta

Critical Infrastructure and Key Resources (CIKR)			
City Hall	1	88184 8 th St. (8 th and Broadway) 935-2161	541
Highway, Major Roads	2	East/West - Hwy 126- Major Arterial - 2 lane- Eugene to Coast	
		North/South – Territorial Hwy- Arterial - runs from Crow-Veneta-Elmira-Cheshire-Monroe	

Bridges	1	8 th St. Bridge near City Hall
Railways	1	Coos Bay Rail Link (541) 266-7245 (Lumber, sawdust)
Water Treatment Plant	1	25192 E. Broadway Ave.
Wastewater Treatment Facility	1	24679 Sertic Road
Other water sources		3 Water Towers – .5 mil, 1 mil, 2 mil 3 Wells, 300 Fire Hydrants Bulk Water Station- Cornerstone Dr.
Public Works Shop	1	25226 E. Broadway, Office at City Hall
LC Public Works Shop	1	25398 Jeans Rd. Near Bi-Mart
Fire Stations		See LFA Profile
Fern Ridge Dam		See LFA Profile
Substations	2	Maintained by EPUD and Lane Electric
Electricity Providers	2	Emerald People’s Utility District (EPUD) (BLEC NW of town) Lane Electric COOP
Lane Co. Waste Mgmt.	1	24444 Bolton Hill Rd. 541 935-1297
Fuel Suppliers	4	Jerry Brown Co. (heating oil) 25067 Jeans Rd 541 688-8211
		Tyree Oil, Inc. (gas) 88241 Huston Rd 541 687-0076
		Towne Pump (gas) 24927 Hwy 126 541 935-0942
		Shell Station (gas) 25547 Hwy 126 541 935-4518
Aircraft & Towers		
See LFA	1	Crow-Mag Airport 24007 Suttle Rd. (small, private) 503-935-7167

Table 7–Medical

Medical				
Medical Centers	2	Applegate Medical	25045 Dunham Ave.	541 935-2035
		Veneta Medical Clinic	87983 Territorial Rd.	541 935-2200
Pharmacies	2	Coastal Pharmacies, LLC	24991 Hwy 126	541 935-220
		Bi–Mart	25126 Jeans Rd.	541 935–0903
Ambulance Service	1	See LFA		
Veterinary Centers	1+	Veneta Veterinary Hospital	88233 Territorial Rd. (Moving to Jeans Rd. 2017)	541-935-4151
		Veterinary Housecall Service	24733 Dogwood Ln	541 935-7169
Post Office	1	Veneta Post Office	25042 Dunham Ave.	541 935-9533

Table 8–Access and Functional Needs Populations

Access and Functional Needs and Populations				
	SCHOOL	ADDRESS	PHONE	STUDENTS
	SCHOOLS Total Enrollment: 1,323 (2016/17)	ELMIRA HIGH SCHOOL	24936 Fir Grove Lane Elmira, 97437	541-935-8200
Fern Ridge Middle School		88831 Territorial Rd. Elmira, 97437	541-935-8230	328 Grades 6-8
Elmira Elementary		88960 Territorial Rd. Elmira, 97434	541-935-8214	250 Grades K-5
Veneta Elementary		88131 Territorial Rd. Veneta, 97487	541-935-8225	331 Grades K-5

	West Lane Learning Center	24967 Hwy 126 Veneta, 97487	541-935-2102	111 Grades 9-12
School District Office		88834 Territorial Rd. Elmira, OR 97437		541-935-2253
Assisted Living Residences		Sherwood Pines Memory Care 87986 Sherwood St.		541-935-0653
Community Center		25190 E. Broadway Veneta 97487		541-935-2191 (CITY HALL)
Library		88026 Territorial Rd. Veneta 97487		541-935-7512
Social Services		MidLane Cares 25035 W. Broadway		541-935-4555
# Residences in Hazard Prone Areas		Flood map		See Appendix for Map
Locations of Past Flooding		Flood map		See Appendix for Map
Major Employers		FCR CALL CENTER, RAYS FOOD PLACE, SCHOOL DIST., HOLT MFG.		
Homeless Population		FERN RIDGE HOMELESS COALITION		number

Table 9–Human Resources

Resources			
Amateur Radio/ ARES, LCSARO		Contact: Asst LFA Chief Dale Borland 541-935-2226	
Veterinarians	2	Veneta Veterinary Hospital 88233 Territorial Rd. (Jeans Rd. 2017)	541-935-4151
		Vet Housecall Service 24733 Dogwood Ln	541-935-7139
Animal Supplies, Farm	1	The Farm Store - Feed & Farm Supplies 87774 Territorial Rd.	541 935-2604
Tow Truck Service	1	Roger’s Towing (Hwy 126)	541-935-1031
Heavy Equipment	2	Holte Mfg- Well Drilling 25330 Jeans Rd	541-935-5054
		Kelley Bros., Inc.- Logging and Farming Equipment 88017 Territorial Rd	541 935-4514
Emergency Trained Citizens		Veneta CERT (See LFA)	

3.3.1 – Lane Fire Authority Profile

The Lane Fire Authority jurisdiction profile is located at the end of this section

3.4 Planning Assumptions

1. The City of Veneta and surrounding area may experience a disaster at any time or place.
2. Some incidents occur with enough warning that the public can be notified. Other incidents occur with no advance warning.
3. City and Fire Department officials recognize their responsibility for the safety and welfare of the public and will assume their roles as needed.
4. A major emergency will likely affect many City or LFA employees and may limit or prevent them from responding.
5. Essential City services will be maintained as long as possible.
6. A disaster may be of such magnitude and severity that state and federal assistance is required. Such support will be available only after all local resources have been depleted.

7. Certain operations or services may be unavailable due to blocked access or damage to facilities.
8. Overwhelmed systems could impair communication.
9. Non-essential operations may be stopped or reduced to free up resources.
10. The City/LFA is dependent on public and privately owned and operated infrastructure. Recovery efforts will be delayed if they are damaged, inoperable or depleted.
11. The responsibility for the protection of private property rests primarily with the owner.
12. Residents may need to rely on their own resources following an emergency incident for one week or more.
13. Community members who experience physical, mental, or medical care needs may require a higher level of assistance and additional resources.

3.5 Other Agency Plans

The following agencies in the area provide public services focused on a single area within their boundaries. These agencies use their own plans for emergency response that may be coordinated with county and city emergency plans through the use of Mutual Aid Agreements (MAA) or Memorandums of Understanding (MOU). They rely on support from external agencies during response to a major incident.

Lane County Sheriff’s Dept.
Lane County Public Works
Hazardous Material Responders
OR Dept. of Transportation
Emerald People’s Utility District
Lane Electric Co–op (No plan)
Eugene Water and Electric Board
Fern Ridge School District
Riverbend Hospital
McKenzie Willamette Hospital

3.6 Nongovernmental and Other Organizations

Preparedness organizations provide coordination for emergency management and incident response activities before an incident or planned event. These organizations range from groups of individuals to small committees to large standing organizations that represent a wide variety of committees, planning groups, or other organizations (e.g., Citizen Corps, Community Emergency Response Teams, and Local Emergency Planning Committees). Preparedness organizations meet regularly and coordinate with one another to ensure an appropriate focus on helping jurisdictions and groups of jurisdictions to meet their preparedness needs.

Volunteer disaster relief organizations, private institutions, business and industry may be called upon to support the City and District during an emergency. Organizations such as the Red Cross

provide sheltering, emergency food supplies, counseling services, and other vital services for response support of disaster victims. The roles of nongovernmental and faith-based organizations in an emergency may include:

- Managing volunteer resources
- Identifying shelter locations and needed supplies
- Providing critical emergency services, such as cleaning supplies, clothing, food, shelter, and assistance with post emergency cleanup
- Identifying those whose needs have not been met and helping to coordinate assistance

3.7 Access and Functional Needs Populations

Access and Functional Needs Populations (also referred to as Vulnerable Populations and Special Needs Populations) are members of the community who experience physical, mental, or medical care needs and who may require a higher level of assistance during and after an emergency.

Examples of individuals who have access and functional needs include, but are not limited to:

- Individuals with sensory impairment
- Individuals with limited English proficiency
- Children and the elderly
- Individuals without transportation
- Individuals who have medical conditions requiring assistance
- Individuals with special dietary needs
- Individuals who experience physical and cognitive disabilities

Persons with access and functional needs have the primary responsibility for minimizing the impact of emergencies through personal preparedness activities. To the greatest extent possible, the City/LFA will assist them in carrying out this responsibility by providing preparedness information, emergency public information, and critical public services in an accessible manner.

3.8 Children

Planning and preparing for the unique needs of children is of utmost concern to the City/LFA, and, whenever possible, the City/LFA will consider preparedness, evacuation, shelter operations, and public outreach and education activities that identify issues particular to children. Individuals with children have the primary responsibility for minimizing the impact of emergencies on themselves and their children through personal preparedness activities. To the greatest extent possible, the City/LFA will assist in carrying out this responsibility by providing preparedness information, emergency public information, and critical public services.

3.9 Animals

The need to care for domestic livestock and/or companion animals plays a significant role in decisions made by animal owners during an emergency. Preparing for the care or evacuation of animals during an emergency is the responsibility of owners. However, the City/LFA may coordinate with animal advocates such as local animal owners, veterinarians, and charities to address animal-related issues that arise during an emergency

4. Hazards

4.1 Types of Hazards

Types of hazards fall into the following categories:

- **Severe weather:** Floods, windstorms, drought, snow, or ice
- **Geologic:** Earthquake, landslide, volcanic eruption or subsidence
- **Epidemiological:** Infection of humans, animals or agricultural products
- **Fire & Explosions:** Industrial, structural, forest and range, or transportation incidents
- **Transportation:** Aircraft, rail systems, watercraft, motor vehicles, or pipelines
- **Hazardous Materials:** Explosives, gases, corrosives, inflammable liquids and solids, oxidizers, poisons, or radioactive materials involved in incidents at fixed sites or during transportation
- **Civil disturbance:** Terrorism, sabotage, unlawful demonstrations, or riots
- **Public Utility:** Failure or disruption of electrical, telephone, water, gas, fuel oil, sewer or sanitation systems

4.2 Hazard Mitigation Plan Risk Results

The City of Veneta Hazard Mitigation Plan has identified the following hazards and are listed from high to low according to the level of risk to Veneta and surrounding area.

Table 10–Hazard Threat Analysis

Hazard / Weight Factor (WF)	History WF x 2	Probability WF x 7	Vulnerability WF x 5	Maximum Threat WF x 10	TOTAL
Wildfire	8	10	5	8	191
Winter Storm	10	8	8	6	176
Flood	10	7	4	5	139
Windstorm	8	4	5	7	139
Haz Mat Incident	4	4	4	5	106
Earthquake	2	2	5	6	103
Drought	1	1	2	7	89
Pandemic	3	3	3	3	72
Volcano	1	2	2	4	66
Landslide	0	1	2	3	47
Dam Failure (Veneta)	0	1	1	1	22
Tsunami	0	0	0	0	0

5. Concept of Operations

5.1 All - Hazard Planning

This EOP uses the emergency management principle of an all-hazards approach to planning for an emergency, as most emergencies have similar characteristics in their response. An all-hazards plan cannot provide for every scenario, but through a risk-based assessment of area hazards, an EOP can provide the fundamental structure while still accommodating hazard-specific components.

The five mission areas of the National Planning Framework include prevention, protection, mitigation, response and recovery. Though the focus of this EOP is response and short-term recovery, the plan is integrated to all five mission areas through the Core Capabilities of Planning, Public Information and Warning, and Operational Coordination.

5.1.1 Activation

Once signed by the City Council and Board of Directors, this EOP is in effect and can be implemented in whole or in part to respond to emergencies affecting the City and Fire District. Activation is done through notification to the City/LFA Emergency Management Organization (EMO²) by a pre-arranged method. The City/LFA EMO personnel are required to respond to a notification.

The activation of this plan does not require activation of the Emergency Operations Center (EOC). A Declaration of Emergency is not necessary unless it overwhelms the resources of the City or LFA, nor is a declaration necessary to active the Emergency Operations Center (EOC).

A declaration template is included in the Appendix.

5.2 Priorities in Response and Short-Term Recovery

Prioritization of resources will be based on the ability to do the greatest good for the largest population at risk. The City/LFA's **response** priorities are as follows:

1. **Lifesaving:** 1) responders, 2) at-risk population, 3) general public.
2. **Stabilization of the Incident:** 1) protection of response resources, 2) isolation of impacted area, 3) containment (if possible) of incident.
3. **Protection of Property:** 1) protection of public facilities and infrastructure essential to life or emergency response, 2) protection of the environment where degradation will adversely impact public safety, 3) protection of publicly owned resources and property.
4. **Restoration of Critical Public Services:** 1) water treatment systems, 2) wastewater treatment systems, 3) roadways and bridges.

² The EMO is discussed in detail in Section 7.

Once the immediate response phase is over, the priority of the City/LFA's short-term recovery is to restore vital services to the community and to provide for basic human needs to the public in the following ways as much as is possible:

1. Providing necessary food, clothing and shelter.
2. Restoration of power, communication, water and sewage, and disposal of debris.
3. Providing access to trauma counseling (American Red Cross).
4. Reunification of stranded or abandoned animals.

5.3 Phases of an Emergency

An emergency often unfolds over time and may consist of four periods, requiring varying types and levels of emergency response. Emergency operations may be initiated during any one of the following time periods:

- I. Warning Period** - A serious emergency is highly likely or imminent. This period may be formally initiated over a period of time in slower developing emergencies (i.e. flood). Some emergencies occur suddenly and without advance indication (i.e. earthquake) and therefore there is no warning period. The EOC should be activated during this phase if valid warning is issued. Tasks to be accomplished during this period include:
 1. Assess most probable consequences and resource requirements.
 2. Coordinate with Emergency Management Organization and/or EOC for dissemination of emergency instructions or information to the public.
 3. Recall Essential Employees, if it can be done safely.
 4. Stage resources near hazard area if it can be done without further threat to resources.
 5. Staff the EOC and activate department personnel
 6. Initiate life saving measures (i.e. evacuation, shelter in place) as resources allow
- II. Impact Period** - The period during which a serious emergency is occurring. Impact may occur suddenly and be of limited duration or may follow a period of predictable buildup (warning) and last for an extended period. Tasks common to all emergency agencies to be accomplished in this period include:
 1. Take immediate protective measures for emergency personnel and resources.
 2. Provide damage information to the City/LFA EMO, or EOC if activated.
 3. Initiate response activities as conditions allow.
- III. Response Period** - The period immediately following the impact of a serious emergency during which all resources are committed to the protection of life and property. If not previously accomplished, the EOC will be activated. Tasks common to all emergency agencies to be accomplished in this period include:
 1. Communicate with field personnel, individual departments, and EOC to determine scope of emergency.
 2. Conduct field operations to save lives and protect property. Request mutual aid assistance if required.

3. Dispatch personnel to hazard areas to conduct cursory damage assessment.
4. If the emergency is of great magnitude with mass casualties or threatened populations, contact EOC to determine response priorities.
5. Send a representative to the EOC to assist in situation assessment analysis and coordination of public information if appropriate.
6. Analyze resource needs, request additional support from EOC.
7. Initiate short-term recovery activities (i.e., shelter, debris removal, building safety inspections).
8. Maintain accurate records of all costs associated with emergency response, including expenditures for personnel, supplies, and equipment.

IV. Recovery Period - The time phase following the response period during which activities are undertaken to start long-term repair or recovery. Tasks common to all emergency agencies to be accomplished in this phase include:

1. Analyze long-term restoration/recovery options.
2. Conduct detailed damage analysis.
3. Document and report emergency related expenditures to support request for financial assistance.
4. Assist in the dissemination of information relative to federal assistance programs.
5. Effect long-term repairs including demolition, reconstruction, etc.
6. Assess and re-evaluate the EOP.

5.4 Incident Levels

The incident levels below are a rating system used by the City/LFA, Lane County, and Oregon Emergency Management (State) to communicate the potential impact of an emergency to others within the EOC management and other jurisdictions. The levels are meant as a guideline only, since any situation can escalate or be fluid with the weather or additional information.

NOTE: Eugene/Springfield uses an Incident Level rating of 1–4 with Level 4 being routine and Level 1 being catastrophic

Table 11–EOP Escalation Activations

Typical order of escalation activations:		Emergency Declaration?
Level 1	No Activations	No
Level 2	Partial EOP Activation	No
Level 2 or 3	Full EOP Activation	Possible
Level 2 or 3	EOC Activation/Full EOP	Possible
Level 3	Full EOC/Full EOP	Probable

LEVEL 1 – Characteristics:

- No EOP or EOC activation required
- Minor, resolved with existing City/LFA resources or limited outside help
- Little or no impact on personnel or normal operations outside the affected area
- Response personnel coordinate directly within their departments and each other
- May require notification to the public
- Has potential for escalation

Examples: Small chemical spill, multiple patient incidents, large structural fire, limited duration power failure, severe weather

LEVEL 2 – Characteristics:

- Unusual circumstances or conditions requiring response by more than one agency or jurisdiction
- Requires the acquisition and use of specialized resources
- Requires support to other jurisdictions
- Beyond the scope of available resources
- May require partial or full activation of the EOP and the EOC
- Most likely will not lead to a declaration.
- Often a grey area and requires sound judgment.

Table 12–Activation Characteristics

Partial Activation of EOP	Full Activation of the EOP	Activation of EOP & EOC
An incident that requires additional resources from a single agency. Ex: Fire requiring help from another Fire District	An incident requiring multiple agencies but perhaps not life-threatening. Ex: Severe flooding, extended power outage	An incident requiring coordination among multiple agencies across jurisdictional boundaries. Ex. HazMat spill, mass shooting, small explosion, evacuations over 4 hours

LEVEL 3 – Characteristics

- The EOP will be implemented and the EOC will be activated
- A life threatening major disaster or imminent threat affecting a large portion of the population, requiring the coordinated response of local, county, state, and federal agencies
- The effects of the emergency are wide-ranging and complex and may require sheltering or relocation of the affected population.
- Will likely require a Declaration of Emergency

Examples: Major earthquake, major wild/urban fire, or major flooding

5.5 Federal Emergency Management Levels

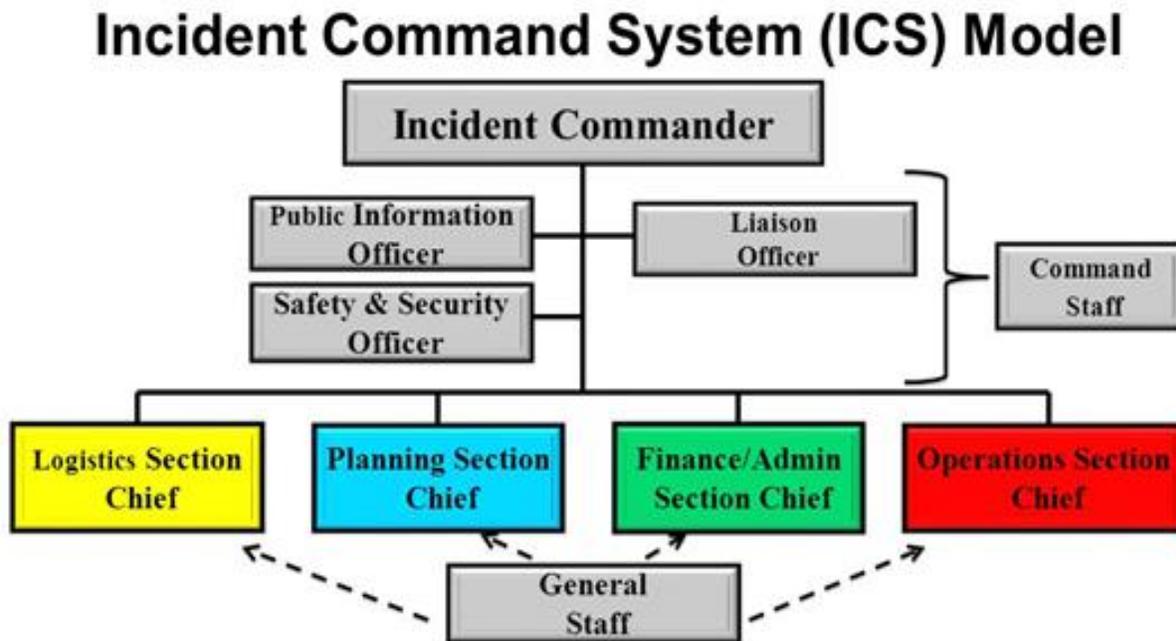
The City/LFA’s Incident Levels are the same as those of the County and the State, but not the Federal Incident levels. The FEMA Incident Levels range from 1 to 5, with 5 meaning relatively minor incidents, and 1 meaning major disaster. Incident levels identified in this EOP will switch to the FEMA incident levels when:

- Federal agencies are involved in response and recovery operations (Level 3), or
- National resources are impacted (such as waters of the U.S.), requiring response from federal agencies.

5.6 The Incident Command System Model

The ICS was developed to avoid duplication of efforts, improve communication, and organize resources. It has a strict hierarchal structure that is easily expanded or reduced to fit the situation.

Table 13–ICS Model



5.7 Interoperability

Interoperability is the ability of different agencies to effectively communicate with each other. Authorized parties must have the capacity and capability to operate and communicate effectively to each other through the use of communication systems, equipment, and personnel. Interoperable communications systems allow response personnel to communicate within and across agencies and jurisdictions in real time, when needed, and when authorized.

5.8 Communications – Plain Language

Plain language refers to agencies who regularly use coded language (e.g., law enforcement) are instead to use descriptive language, and eliminate the use of codes and acronyms during incident response involving more than a single agency. The use of plain language is to avoid confusion and misinformation.

5.9 Resource Management in the EOC

When the Emergency Operations Center (EOC) is activated (Level 2 or 3), the Logistics and Planning Sections have primary responsibility for coordinating the management of all resources. In a situation where resource allocations are in dispute, the Administrator has the final allocation authority³. Resources are to be distributed so that the most benefit is provided for the greatest amount of people or property. Resources will be distributed according to the following priorities:

1. Protection of life
2. Protection of resources used in the response effort
3. Protection of public facilities
4. Protection of private property

To obtain additional resources, the Planning Chief may:

1. Coordinate a citizen's appeal for assistance through the Public Information Officer (PIO), who may use local media to provide citizens with information about what is needed and where to drop off donations
2. Activate mutual aid agreements as necessary to supplement local resources
3. Issue a request for County, State, and Federal resources through an emergency declaration

5.9.1 Resource Typing

Resource Typing is an accounting method for equipment requests and managing resources during an incident. The City/LFA will initially rely on an inventory list and as use resource typing consistent with IRIS in future revisions.

³ It is possible that the City Administrator will transition to Planning or Logistics Chief when the EOC is activated.

5.10 Volunteer and Donation Management

The City/LFA does not have a volunteer and donations management program. During a Level 2 or 3 incident, the Logistics Chief will coordinate and manage volunteer services and donated goods in collaboration with the local Red Cross, Salvation Army, and other volunteer organizations. Important aspects of volunteer and donation management include:

- Implementation of a system for tracking volunteers and donations (including cash contributions), as well as procedures to verify voluntary organizations and organizations operating relief funds
- Methods and sites for collection, sorting, managing, and distributing in-kind donations, including methods for disposing of or refusing goods that are not acceptable
- Methods of coordinating with county, state volunteer agencies
- Communications support such as coordination of a call center and public information.

6. The Emergency Operations Center

6.1 Purpose and Function of the EOC

The EOC serves several functions. In a major disaster, it may serve the following functions simultaneously:

1. Provide a facility from which the City/LFA or other agencies may coordinate the delivery of services during an emergency (Level 1 or 2).
2. Provide a facility from which discipline-specific emergency support activities (i.e., search and rescue or emergency evacuations) may be coordinated (Level 2).
3. During major emergencies or disasters, serve as the interface between the City/LFA and special districts and county, state and federal agencies.

6.2 Location

Table 14–EOC Locations

PRIMARY LOCATION	ALTERNATE #1	ALTERNATE #2
Lane Fire Authority 88050 Territorial Hwy. VENETA, OR 541-935-2226	VENETA CITY HALL 88184 8 th St. Veneta, OR 541-935-2191	If conditions do not allow functions to be conducted from either of the facilities, alternate locations will be identified, selected and announced.

6.3 Set-up

Upon notification of EOC activation, the Planning Chief or his designee will report to the facility and initiate setup of equipment. Supplies, forms, and layout diagrams are kept in the radio room of the EOC.

General setup responsibilities include:

- Ensure that the EOC is accessible
- Ensure that adequate furniture, fixtures, telephones, and space are available
- Establish a sign-in/sign-out log by the entrance to the EOC
- Set up and test telephones, fax machines, and other logistical supplies that may have been held in storage pending EOC activation
- Connect computers to network. EOC team members are to bring their own laptops into the EOC. The EOC location has wireless connectivity
- Set up pre-positioned management aids and tools including: General message board, white boards, and flip charts
- Post communications information (incoming telephone numbers, incoming fax machine numbers, Media Briefing Center number, etc.)
- Establish a "quiet space" where EOC staff can take a break and make private calls

- Continue to monitor EOC operations and logistical needs during the time the EOC is operational
- Schedule EOC operations so that 24-hour coverage is provided as required by the situation
- Establish a method to keep tabs on the families of responders during an extended emergency

6.4 Activation

The City/LFA Emergency Management Organization (EMO) are authorized to partially or fully activate and staff the EOC. EOC activation notifications will come from the Communications Center in the EOC. Upon full activation of the EOC, the City/LFA EMO, and all Essential Employees will report to the EOC. Additional personnel will be mobilized as needed. All City emergency services will implement their plans and procedures, and provide the Incident Commander with the following information throughout the incident:

- Operational status
- Readiness and availability of resources
- Changing conditions and status of resources
- Significant concerns and issues dealing with potential or actual loss of life or property

A sudden emergency or disaster site will likely first have an on-scene Incident Commander (IC). After the on-scene IC secures the scene and establishes command, the IC will notify the City/LFA EMO, and can also request activation of the EOC. The on-scene IC may also request activation of the Lane County EOC when warranted. The on-scene IC may also establish an on-scene Unified Command structure with county and state lead agencies. The City/LFA EMO may also request activation of the Lane County EOC. Coordination of outside agencies is then done through the County EOC, which will be managed by the County EOC Manager.

6.5 Actions

Upon implementation of this EOP due to a Level 3 disaster, the Incident Commander (or designee) will immediately take the following actions if needed:

1. Alert threatened populations and initiate evacuation as necessary.
2. Initiate emergency sheltering procedures with the American Red Cross and other community partners if evacuation procedures are activated. American Red Cross notification number for disaster services: 1-888-680-1455 (24/7, 365 days a year).
3. Instruct appropriate City/LFA emergency service providers to activate necessary resources.
4. Assign radio frequencies and communications equipment, implement a communications plan, and confirm interoperability among EOC staff and response agencies.
5. Request the Council/Board to prepare and submit a formal declaration of emergency through County Emergency Management.

6. Prepare to staff the City/LFA EOC as appropriate for the incident (maximum 12-hour shifts).

6.6 Alert and Warning Systems

Personnel – Emergency information received by City/LFA non-response personnel will call 9-1-1 and relay the information to their City Administrator or Fire Chief.

Citizens of Veneta and Fire District– Depending upon the scope of the emergency, the City/LFA will utilize the following public notification methods:

- KOCF Radio Broadcast
- Community Emergency Notification System (CENS); AlertSense
- Integrated Public Alert Warning System (IPAWS)
 - EAS, WEA, NWS, Amber Alerts, NWEM/HazCollect
- Oregon Emergency Response System – for actual or potential incident of national significance
- Others as noted in ESF 2 - Communications

Response Agencies–Internal emergency notification procedures are established among the response community, and call-down lists are updated and maintained by each agency.

6.7 Lead Agencies by Incident

Table 15–Lead Agencies by Incident

Incident	Lead Agency
NATURAL DISASTERS	
Wind, Ice, Snow, Flood, Earthquake, Volcanic Ash, Drought, Landslide, Utility failure	Public Works
CONFLAGRATIONS	
Fire, Explosions	Lane Fire Authority
HUMAN	
Civil disturbance, terrorism	Sheriff, State Police
HEALTH EMERGENCIES	
Biological Incident, Pandemic	Lane County Health & Human Services
TRANSPORTATION	
Air, Water, Rail, Car, Bus – Spill, accident, explosion, casualties	ODOT, Sheriff, LFA, PW–1 st on Scene

The lead agency or department will establish an on-scene incident command post and implement the incident command system. The on-scene response activities shall ultimately be under the command of the IC at the EOC.

Initial response to an incident will be managed by the responding agency, who will assign an on-scene incident commander. The on-scene incident commander is responsible for performing or directing such duties as enforcing emergency measures and designating emergency areas. During the initial response, the on-scene incident commander may establish an incident command post and may assume the responsibilities of command staff until delegated.

6.8 Common Operating Picture

Situational awareness and intelligence gathering are practiced to maintain a common operating picture and message among response agencies.

Situational awareness: The ongoing process of collecting, analyzing, and sharing information across agencies, government, and the private sector.

Intelligence gathering: The collecting of security and operational information, such as collection of severe weather forecasts from the National Weather Service. Intelligence gathering may also be used to detect, prevent, apprehend, and prosecute criminals planning terrorist incidents.

On a day-to-day basis, and during Level 1 and 2 incidents when the EOC is not fully activated, the City/LFA, primary agencies, and supporting response agencies will:

- Be aware of their surroundings and identify and report potential threats and dangerous situations
- Share and evaluate information from multiple sources
- Integrate communications and reporting activities among responding agencies
- Monitor threats and hazards
- Share forecasting of incident severity and needs

If activated, the EOC Planning Section Chief will lead situational awareness and intelligence gathering activities and functions, unless otherwise designated. If a criminal or terrorist incident is suspected, the City's Sheriff will notify the Oregon Terrorism Information Threat Assessment Network Fusion Center (OTFC). During a terrorist incident, the OTFC will support situational awareness and intelligence gathering functions.

6.9 Evacuations

Executive direction and control of the incident and any ensuing evacuation will be conducted from the EOC if activated and on-scene command posts as established. Evacuation efforts shall be coordinated with the Red Cross, Salvation Army, and other service organizations for shelter and mass care operations. The Public Information Officer (PIO) will release ongoing information regarding evacuation status, evacuation routes, and available shelters. (Annexes-ESF 13, ESF 1.)

6.10 Access

Access to the EOC is for authorized personnel only. All others must obtain approval for admission from the Incident Commander. All personnel working in the EOC are to sign in and out on the EOC roster, which will be located on a table at the door.

6.11 Shift Changes

During incidents where response and recovery efforts span multiple days, the EOC Operations Section Chief will evaluate the situation and define necessary shift changes (e.g., 8 or 12 hours). Each EOC position is responsible for identifying and notifying the staff for the oncoming shift. At every shift change, outgoing EOC team members will brief the incoming staff. This briefing should include a review of the most recent operational period action plan, significant changes in the response strategy identified by the Executive Group and tactical response actions taken by specific operational departments.

6.12 Demobilization

As an emergency situation regresses and the need for response subsides, a transition period will occur during which emergency responders will transfer responsibility for emergency coordination to agencies involved with short and long-term recovery operations.

The following issues will be considered when demobilizing:

- Identification of surplus resources and probable resource release times
- Transition of Commander and/or EOC Managers
- Released or demobilized response resources as approved by the on-scene Incident Commander and/or EOC Manager
- Repair and maintenance of equipment, if necessary

The City/LFA EMO, with advice from the on-scene Incident Commander, will determine when a state of emergency no longer exists, emergency operations can be terminated, and normal functions can be restored.

7. The City/LFA Emergency Management Organization

7.1 The City/LFA EMO

Emergency planning requires that City and LFA establish an organizational structure for periodic administration of the EOP, to manage Level 1 or 2 incidents, and for seamless integration with the EOC and outside agencies during a major emergency. This leadership group is the Emergency Management Organization, called the City/LFA EMO. The City/LFA EMO includes the **Executive Group** and **Incident Response Agencies**. The Executive Group includes:

Veneta: Mayor, City Council, City Administrator;

Lane Fire Authority: Board of Directors, Fire Chief

7.2 Executive Group Roles and Responsibilities

Ongoing responsibilities for the Executive Group include:

- Establishing relationships with local jurisdictional leaders, volunteer agencies, community partners and core private-sector organizations to facilitate optimal Mutual Aid Agreements and Memorandums of Understanding.
- Supporting staff and citizen resiliency through education and/or training.
- Ensuring that planning considers the needs of all members of the community.
- Understanding of emergency management laws and regulations and how to implement the EOP.

Emergency Management responsibilities for the Executive Group include:

1. *Request, Allocation and Distribution of Resources* - The City/LFA EMO is responsible for the acquisition and control of resources during an emergency in the following ways:
 - Requesting additional emergency resources
 - Redirecting funds to respond to an emergency
 - Utilizing Memorandums of Understanding and Mutual Aid Agreements.
 - Provides support to the on-scene Incident Commander in requesting assistance
2. If demands deplete City/LFA resources, the City/LFA EMO may:
 - Have an emergency meeting to decide how to respond to shortfalls
 - Decide that a Declaration of Emergency is warranted
 - NOTE: The LFA Board of Directors is limited to serving in an advisory capacity.

3. Other Duties

- Select a Council/Board as a liaison for the community and other jurisdictions that have declared an emergency
- Attending Public Information Officer (PIO) briefings
- Encouraging citizen involvement and citizen assistance
- Issue clear policy statements as needed to support actions and activities of recovery and response efforts (example: curfews, water rationing)
- Providing the political contact needed for visiting state and federal officials

As time and policy dictate, the following considerations should be clearly communicated, documented, and provided to the Incident Commander:

- Safety considerations
- Environmental issues
- Legal and policy limitations
- Issues relating to critical infrastructure services or restoration
- Economic, political, and social concerns
- Cost considerations

7.2.1 Declaration of Emergency

The City/LFA EMO may declare an emergency and request assistance from Lane County if the City needs assistance beyond that provided by its own resources and mutual aid agreements. A quorum of Council members must be assembled to consider and vote on the declaration.

The declaration of a local emergency includes:

- A preliminary damage assessment of death, injuries, property loss or damage
- A description of the situation and existing conditions that warrant the declaration
- The geographic boundaries of the emergency area
- The special powers being invoked or the emergency controls to be imposed by the City/LFA EMO
- The effective period for the declaration (i.e. for 72 hours) that can be extended if emergency conditions still exist after the effective period expires
- Description of the mission to be accomplished
- Types of assistance needed
- Certification that all resources have been expended

A quorum is not required to declare if there is immediate danger of loss of life or property. If the Council members are unable to assemble a quorum due to absence or incapacity, the following line of succession shall be used:

1. Council Chair
2. Chairs by Seniority
3. Administrator or Fire Chief

In the event that a situation appears to be an actual or potential Incident of National Significance, the lead agency shall report the situation to the state by calling the Oregon Emergency Response System at 1-800-452-0311.

7.3 City Administrator and Fire Chief Roles and Responsibilities

The City Administrator and Fire Chief are responsible for overall direction of the City/LFA's emergency planning efforts, including the following ongoing tasks:

- Implementing the policies and decisions of the Council and Board
- Supporting the budgetary and organizational requirements of the emergency response program
- Ensuring plan compliance with state and federal policy and law, including training
- Ensuring that departments develop, maintain, and exercise their respective service annexes to this plan
- Ensuring that plans are in place to protect and preserve City/LFA records
- Identifying Essential Employees

Emergency Management Responsibilities for the Administrator and Fire Chief are:

- Continuity of government (Administrator)
- Maintaining the authority to resolve conflicts when resources are limited.
- Serving as advisor to the Council/Board for emergency decision-making
- Dissemination of public information

7.4 Incident Response Group

The Incident Response Group will be led by the LFA Chief or his designee. All agencies and departments that have emergency response personnel or are involved with continuity of services have ongoing responsibility for:

- Ensuring EOC operational capability
- Alert and notification procedures for personnel
- Ensuring that vehicles and other equipment are equipped and ready
- Notifying the Fire Chief/City Administrator of resource shortfalls
- Developing procedures for maintaining and reestablishing public services
- Assigning personnel to the EOC when necessary
- Tracking incident-related costs incurred by the department during response or recovery

7.5 Management by Objective

The IC or Unified Commanders establish incident objectives that drive incident operations in the field. Likewise, the Center Director, often with direction from a policy group, establishes objectives

that drive incident activities in an operations/coordination center. Management by objectives includes the following:

1. Establishing response priorities and incident objectives—statements of guidance and direction used to select strategies and the tactical direction of resources;
2. Establishing specific, measurable, and realistic tactics, tasks, or activities in support of defined strategies;
3. Developing and issuing assignments, plans, procedures, and protocols for various incident management functional units to accomplish identified tasks; and
4. Documenting results against the objectives to measure performance, facilitate corrective actions, and inform development of incident objectives for the subsequent operational period.

7.6 Unified Command

UC is typically executed during incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement. This may include the integration of neighboring geographical jurisdictions or the inclusion of overlapping local, state, tribal, territorial, and Federal jurisdictions. UC allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability. An organizational structure is included in Appendix IV.a.

7.7 Multi–Agency Coordination System (MACS)

MACS focus on coordination and supports the Incident Commander. MACS are more likely to be established in a large disaster scenario that may require various different types of expertise. They do not have direct involvement in the EOP and may operate virtually. It is multi–agency and multi–jurisdictional, and exists to establish policy, strengthen a common operating picture, resolve resource issues, and synchronize messaging. An organizational structure is included as Appendix IV.b.

7.8 Joint Information Center

The JIC may be a separate location or structure from the EOC for developing and delivering incident-related coordinated messages. It develops, recommends, and executes public information plans and strategies; advises the Incident Commander, Unified Command, and supporting agencies or organizations concerning public affairs issues that could affect a response effort; and controls rumors and inaccurate information that could undermine public confidence in the emergency response effort. It is the central point of contact for all news media at the scene of an incident. Public Information Officers (PIO) from all participating agencies/organizations should co-locate at the JIC.

Internet/Web Procedures – The Internet and other Web-based tools can be resources for emergency management/response personnel and their affiliated organizations. For example, these tools can be used prior to and during incidents as a mechanism to offer situational awareness to organizations/agencies involved in the incident or to the public, when appropriate.

7.9 County Response and Assistance

Lane County's Emergency Management program operates under the direction of the Lane County Sheriff who is designated the Director of Emergency Management by the Board of County Commissioners. All departments, agencies or individuals of the county who may perform specialized emergency functions are a part of the County's Emergency Management Organization, led by the Emergency Manager.

All initial requests first go to the County. If County resources are insufficient to respond to the request, the County may request assistance from the State through the Oregon Office of Emergency Management. Alternately, if the County is unable to provide the assistance requested, the County may declare a local emergency and request that the Governor also declare an emergency. Lane County may add its support to the request, request that additional areas or services be included, or pass the request through to the state without any comment. Requests for state assistance will be forwarded to Oregon Emergency Management as soon as practical. These requests may be sent by FAX (with original signed documents forwarded later) by mail, or may be hand delivered.

7.10 State Response and Assistance

Under the provisions of ORS 401.305, the Governor has broad authority and responsibility for the direction and control of all emergency activities in a State declared emergency. The administrator of the Oregon Office of Emergency Management (OEM) has delegated authority to coordinate all activities and organizations for emergency management within the state and to coordinate in emergency matters with other states and the federal government. Some state agencies may call upon their federal counterparts to provide additional support and resources for Essential Support Functions (ESF) following established procedures and policies for each agency.

Requests for State assistance shall be made by the Chief Executives of the County in which the emergency exists. If the emergency is the result of a major fire, the Lane Fire Authority Board Chief may make a request to the State Fire Marshal for immediate mobile support under the State Fire Mobilization Plan. State assistance may be requested whether or not a local Emergency Declaration has been or will be made, provided that all appropriate local resources have been utilized.

Only the State of Oregon has the option of declaring a State of Emergency and can authorize activation of state resources in support of the incident. The State can declare a State of Emergency and begin negotiations with FEMA for a Federal Disaster Declaration.

7.11 Federal Response and Assistance

Federal response partners are typically requested by OEM in the event that State resources become limited or specialized services are needed. The Governor shall make these requests for Federal disaster or emergency assistance to the President. In most instances, federal resources become available following a formal declaration of emergency by the Governor. A Presidential Disaster Declaration makes available extensive response and recovery assistance including support to government, business, and individual citizens. Federal assistance may be requested

and some provisions of the National Response Plan implemented prior to the formal declaration of a disaster or emergency.

Procedures and policies for allocating and coordinating resources at the federal level follow the Oregon Emergency Management Plan and, if necessary, the National Response Framework.

7.12 Lines of Succession

To ensure the continued operation of city functions in an emergency situation, the following lines of succession will be as follows:

Table 16–Lines of Succession

City of Veneta/Lane Fire Authority Lines of Succession	
Emergency Coordination	Emergency Policy
1. City Administrator, Fire Chief	1. LFA Board, City Council
2. Public Works Director	2. Senior Council, Senior Board
3. Assistant Fire Chief	3. Elected Official
4. Assistant Fire Chief	4. Elected Official
5. Public Works Superintendent	5. Elected Official

Each department is responsible for pre-identifying staff for succession for the temporary or permanent absence of the designated official or lead worker.

7.13 Other Departments and Functions

Finance - The finance department is responsible for tracking resources committed to the incident and to provide documentation for purchases. Personnel time, losses and expense reports are also maintained for later submission for filing FEMA Public Assistance reimbursement requests. The Finance Section may use their own forms. The finance department may act as the Finance Section if the EOC is activated (Level 2 or 3).

Reporting and documentation - Proper documentation is required for emergency expenditures and for historic records.

Incident and damage assessment reports include

- Incident Command logs
- Cost recovery forms
- Incident After Action Reports (AAR’s)

Preservation of records – The City and the LFA will each retain their own Essential Records Packets. The Essential Records packet contains this EOP, current contact lists, a vital records inventory, keys or access codes, and other confidential information. The location of the Essential Records Packets are known to those on the following lists.

Persons having access to the vital records packet are:

Table 17–Essential Record Packet Access

Essential Records Packets Access	
Veneta	Lane Fire Authority
1. Administrator	1. Fire Chief
2. Mayor	2. Chairman
3. Public Works Director	3. Vice Chair

7.14 Evaluation and After Action Review

During the recovery period, the City/LFA EMO and supporting staff will review and implement mitigation measures, and share lessons learned with the emergency response community. They will also reassess this EOP, including annexes, to identify deficiencies and take corrective actions. This information will be reported on an After Action Report (AAR). Resources to restore or upgrade damaged areas may be available if the City/LFA EMO demonstrates that extra repairs will mitigate damages caused by another similar emergency in the future.

8. Authorities and Mutual Aid

8.1 Mutual Aid Agreements

State law (ORS 402.210) authorizes the creation of an intrastate mutual assistance compact among local governments within the State. This compact, referred to as the Omnibus Mutual Aid Agreement, streamlines the process by which a local government requests assistance and temporarily acquires resources. Sample forms are included in Appendix V.c. and V.d.

The following Agreements are currently in place:

Table 18–MAA’s

AGENCY	FUNCTION	CONTACT INFO	Contact
OR Water/Wastewater Agency Response Network (ORWARN)	Water/Wastewater	http://www.orwarn.org/equipment-teams	Public Works Director
ODOT	Transportation		Public Works Director

8.2 Legal Authorities

Table 19–Legal Authorities

FEDERAL LAW & POLICY⁴
Public Law 93-288 - Robert T. Stafford Disaster Relief and Emergency Assistance Act Amended April 2013
The Stafford Act authorizes the following grant programs:
- The Hazard Mitigation Grant Program
- Pre-Disaster Mitigation Grant Program
- Public Assistance Grant Program
- Fire Management Assistance Grant Program
- Federal Emergency Management Agency (FEMA) Policy
Other Key Federal Laws and Policies:
- Disaster Mitigation Act of 2000
- Post Katrina Emergency Management Reform Act
- Homeland Security Act
- National Oil and Hazardous Substances Pollution Contingency Plan
Presidential Directives:
- Homeland Security PD 5 (December 2008)
- Homeland Security PD 8 (February 2003), Amended March 2011)
OREGON LAW & POLICY is included at the end of the Appendix

⁴ Lindsay, B. R. (2012). *Federal Emergency Management: A Brief Introduction*. DC: Congressional Research Service.

End of Basic Plan



ESSENTIAL SUPPORT FUNCTION 1 - TRANSPORTATION

City/LFA Emergency Operations Plan 2016

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ESSENTIAL SUPPORT FUNCTION 1 - TRANSPORTATION

ESF 1 – TRANSPORTATION AGENCIES		FOCUS AREA
Lead State Agency	Oregon Department of Transportation (ODOT)	Road maintenance, damage assessment, provision of transportation & assets
Lead City and County	Lane County Sheriff’s Department	Movement of People and Materials
	Lane County Public Works	Road Maintenance, damage assessment, provision of transportation & asset, bridge inspections
Lead Federal Agency	Department of Transportation	Airspace, Railroad, Technical
Supporting Agencies	Oregon Department of Forestry (ODF)	Debris Removal
	United States Army Corps of Engineers (USACE)	Dams, Waterways
	Local Animal Rescue	Domestic Pets
	Local Ambulance Service Providers	Sick and injured, medical supplies and personnel
Community Partners	First Student (FRSD School Bus Supplier)	School Buses for Mass Evacuations
Transportation emergency response activities will be coordinated from the EOC.		

PURPOSE

To ensure effective coordination and use of transportation systems, movement of people and materials, and to facilitate evacuations.

SITUATION & ASSUMPTIONS

1. **City of Veneta** contracts with the Lane County Sheriff’s Office for the City’s police service.
2. **Territorial Highway** and **Highway 126** are maintained by ODOT.
3. Transportation-related activities will take into account populations with access and functional needs.

CONCEPT OF OPERATIONS

Evacuation may be mandated only after a declaration of emergency has been issued by the responsible jurisdiction to ensure the public safety or as may be necessary for the efficient conduct of activities that minimize or mitigate the effects of the emergency.

Requests for assistance with transportation infrastructure will first be issued in accordance with established mutual aid agreements and/or private vendors; once those resources have been exhausted, a request may be forwarded to the County or State Emergency Coordination Center.

ESF 1 - TRANSPORTATION EMERGENCY OPERATIONS CENTER ROLES & RESPONSIBILITIES

Initials	Task	Date/Time/Notes
	Provide a primary entry point for situational information.	
	Monitor ongoing transportation-related actions.	
	Serve as a liaison with supporting agencies and community partners.	
	Share situation status updates to inform development of the Situation Report.	
	Participate in, and provide transportation-specific reports for EOC briefings.	
	Assist with communication to tasked agencies.	
	Share information with ESF 14 – Public Information to ensure consistent public messaging.	
	Coordinate staffing to ensure that the function can be staffed across operational periods.	
	Coordinate with ESF 3 – Public Works and ESF 16 – Public Safety	
	Coordinate assessment and reporting of damage to streets, bridges, and other transportation routes.	
	Update maps to reflect incident damage	

ESF 1 - FIELD OPERATIONS ROLES AND RESPONSIBILITIES

Initial	TASK	Date/Time/Notes
	Conduct initial damage assessment of transportation routes.	
	Clear transportation routes as directed by ESF 13 Public Safety	
	Identify emergency routes and alternative methods of transportation.	
	Immediately notify the EOC of partial or total road closures and detours.	
	Place signs, barricades, and traffic control devices, as needed, to promote orderly traffic flow and protect the public from unsafe conditions.	
	Arrange for needed City vehicle maintenance and support.	
	Conduct minor street and structure repair as directed by the EOC.	
	Coordinate with supporting agencies as needed.	

PRIMARY FUNCTIONS OF SUPPORTING AGENCIES & COMMUNITY PARTNERS

Forest Service

If available, provides transportation assets to ESF #1 when Forest Service resources are the most effective transportation solution. If available, provides appropriate engineering and contracting/procurement personnel and equipment to assist in emergency removal of debris, demolition, repair of roads and bridges, and temporary repair of essential public facilities.

U.S. Army Corps of Engineers

Provides support in the emergency operation and restoration of inland waterways, Assists in restoring the transportation infrastructure.

Major Catastrophe - Department of Transportation (DOT)

1. Implement appropriate aviation, air space, maritime, railroad, pipeline and surface transportation response, restoration and recovery measures
2. Coordinating the issuance of regulatory waivers and exemptions.
3. Assess transportation infrastructure damage and analyzes the impact on transportation operations.
4. Provide technical assistance to determine the incident area's most viable transportation networks.
5. Assist in restoring the transportation infrastructure through ESF #3 – Public Works and Engineering and the Stafford Act program.
6. Activate the Evacuation Liaison Team (ELT). The ELT is a joint DOT, FEMA, and USACE function made up of emergency management and transportation specialists.
7. Help coordinate between State jurisdictions during multistate hurricane evacuations.
8. Serve as an information clearinghouse and communication link between Federal and State emergency management, highway patrol, and transportation officials.
9. Gathering and analyzing vital information, such as the status of evacuation routes, traffic patterns, problem areas, shelter and gas availability, and emergency messages and instructions.

Preparedness & Maintenance of Plan

Transportation preparedness and plan maintenance measures are addressed in Oregon Emergency Managements' Emergency Operation Plan.

Mutual Aid Agreements / Memorandums of Understanding / Intergovernmental Agreements

Oregon Public Works Emergency Response Cooperative Assistance Agreement – On file with the Master Basic Plan and with ESF 3 Public Works Annex.

ICS 214 Directions

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

ESF 2 - COMMUNICATIONS

City/LFA EMERGENCY OPERATIONS PLAN 2016

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ESSENTIAL SUPPORT FUNCTION 2 – COMMUNICATIONS

ESF 2 – COMMUNICATIONS LEAD AGENCIES	
Lead Department	Lane Fire Authority
Supporting City Agency	City of Veneta Public Works
Supporting County Agency	Lane County Emergency Management, Lane County Sheriff’s Office, Lane County Sheriff’s Amateur Radio Operators
Supporting State & Federal Agency	Office of Emergency Communications, Office of Emergency Management, FEMA
Emergency evacuations will be coordinated from the EOC using the Incident Command System	

PURPOSE AND SCOPE

The purpose of ESF 2 – Communications is to plan for, provide and maintain a communications system to ensure the efficient flow of information during emergency or disaster operations between responders and key officials and the public. Collection, control, and dissemination of emergency public information are covered by ESF 15 – Public Information.

The scope of this annex is to describe the communications and warning systems that will be used by the City/LFA prior to, during, and after an emergency or disaster. It describes lines and methods of communication between the City, the LFA’s jurisdiction, Lane County Emergency Management, Lane County Sheriff’s Office, and other communication recipients or providers to ensure smooth communication. They include, but are not limited to, radio communications, landline telephone, cellular telephone, electronic and other specialized communications.

SITUATION

Emergency efforts are greatly restricted and less effective without clear communication. The nature of the emergency can create serious damage to normal communication systems, making protection, restoration and redundancy of emergency communications a top priority in response and recovery activities.

The City/LFA has no fixed civil defense sirens or public address systems. Warning of imminent or existing danger can be announced with fire, police and public works vehicles using mobile sirens and public address systems.

ASSUMPTIONS

- To the extent possible, communication systems used for normal operations will be utilized for emergency operations.
- In the event of a large-scale emergency or disaster it will be critical to quickly identify communication needs and to deploy technical support personnel to develop alternative communications capabilities.
- Two-way radio systems, including Amateur Radio, will be used in the direction and control of emergency operations when the use of telephones is not possible or convenient.
- Emergency or disaster warnings may originate from any level of government.
- In situations posing an immediate threat to life, emergency information may be issued by any public safety official serving as the Incident Commander. Such information shall be disseminated by the most effective method.
- Initial reports of damage may be fragmented and provide an incomplete picture of the extent of damage to telecommunications facilities.
- Weather, damage to roads and bridges, and other factors may restrict entry of regular or emergency communications into the area.
- Plain language is to be used when communicating across agencies.
- A warning period will be available for some emergency situations although the amount of lead-time will vary from hazard to hazard.
- Some disaster events such as an earthquake may occur without any warning period.
- In most cases, the public should be instructed to tune in to local television or radio for emergency information.

DIRECTION AND CONTROL

Communication Personnel in the EOC

- A. The partial or full activation of the EOC will invoke the assignment of a Logistics Section Chief who will be responsible for ensuring coordination of emergency communications.
- B. The Logistics Section Chief will assign a Communications Unit Leader, as required, to meet the needs of the incident.
- C. The IC may designate the following additional positions if needed:
 1. **Message Controller** – Receive information from various sources and either distribute, post, or catalog.
 2. **Message Runners** - Receive written messages from various points within the EOC and deliver those messages to the intended recipient, passing them through the Message Controller in most instances.

ESF 2 - COMMUNICATIONS

3. **Radio Room Supervisor** - Coordinate activities within the radio room, including assigning radio operators to amateur radios, public safety radios, and other City/LFA radios as needed. Provide assistance.
 4. **Radio Operators** - Transmit, receive, and record radio transmissions as needed, pass messages to runners, and maintain a communications log.
 5. **IT Specialist** - Ensure phones, computers, and other IT related equipment operates correctly within the EOC. Provide advice and remote assistance to units in the field that may be experiencing IT difficulties, as appropriate or needed.
 6. **Special Populations Director** –
 - i. Identifies populations affected by the incident, (such as seniors, the hearing impaired, non-English speaking) who may have difficulty in receiving an emergency notification. Seeks and utilizes community resources as needed to communicate with and/or disseminate information to targeted audiences. Answers phone lines designated for incoming calls from special populations as necessary.
 - ii. Develops protective measures information, working with content experts, such as health officers, HazMat personnel, and transportation officials.
- D. Emergency Department Directors and other responding agencies shall assure that communications capability exists between the department's emergency coordination location and the EOC. For example, the City of Veneta Public Works shall ensure a direct link is available between the Public Works Crew and the EOC.
- E. The Veneta Public Works uses cellphones with the capacity to communicate via technology that allows the phone to operate like a walkie-talkie.

Local Support Agencies

LSARO

The Lane County Sheriff's Amateur Radio Operators, Inc. (LCSARO) is a 501(c3) non-profit corporation that provides Auxiliary and Emergency Communications Support to Lane County, under the guidance of the Lane County Sheriff's Office. LCSARO operates with the FCC licensed call of W7EUG. LCSARO will assist in the provision of communications or provide redundancy by providing volunteer personnel and resources to establish radio links between the EOC and other agencies. They will also establish a data link with Oregon Emergency Management.

Red Cross (RC)

If a Red Cross representative is not present in the EOC, a communication link will be established with the Red Cross. This link will be telephone, if available, or Amateur Radio.

Lane Council of Governments

Telephone Services

- Maintain and enhance County telephone system to assure operational capability

ESF 2 - COMMUNICATIONS

- Coordinate with private providers of telephone services;
- Support on-scene and EOC operations by staffing the Communications Unit

Lane County

The County is able to activate the following Call Centers if necessary:

- Primary: Public Service Building - RIS A & B: 10 lines prewired and 'hot' ready to go, single number with hunt group (682-3100)
- Secondary: Mental Health – 10 stand-by phone lines (warm site, not 'hot') in place, needing activation (about 1-2 hours after notification), phone ready to plug in (single number with lines in hunt group order)
- Public Health Annex Conference Room – 10 lines prepped by RIS and 'hot'

The Sheriff's Office has a mobile Command Bus which is equipped to provide limited communications capability. The Bus contains programmable VHF & UHF base radios with LCSO and other local agency frequencies including SAR, fire and amateur radio. It also has two Computer-Aided Dispatch (CAD) terminals, land-line, cellular and satellite phones and television reception capabilities. The Bus is equipped to tow its own designated 10 kW generator.

If the emergency involves multiple jurisdictions, County Emergency Management will assure that notification of appropriate City or district officials is made.

State and Federal Government

- A. The Lane County EOC will maintain capability to communicate with Oregon Emergency Management.
- B. Oregon Emergency Management will maintain the capability to communicate with other state and federal agencies.
- C. OSP has a mobile command/communications van which may be available to augment emergency communications. The van contains State Police frequencies, programmable high band, UHF, CB and HAM radios, Oregon Police Emergency Network, SAR frequencies, and cellular phones.
- D. The Oregon Emergency Response System (OERS) will be notified of major incidents requiring public warning by Oregon Emergency Management (OEM).

CONCEPT OF OPERATIONS

Emergency communications with neighboring jurisdictions, higher authorities, public officials, and private and volunteer resource providers will be coordinated from the EOC. Public information will be conducted from the EOC until a Joint Information Center is needed (See ESF 15 Public Information).

Priorities and Conditions

- A. Warning will be given the highest priority of all communications.
- B. When one of the following conditions threatens the integrity of the 911 system within Lane County, the County EOC will be activated to assist in call-taking and to coordinate communications:

ESF 2 - COMMUNICATIONS

1. An excessive number of calls for service are being received by Primary PSAPs (9-1-1 centers) due to an unusual occurrence;
 2. Calls being received are requesting services not normally provided by police, fire or medical responders;
 3. An emergency involves a number of agencies who may or may not have common communications frequencies; or
 4. Any condition exists which may indicate that equipment and staffing at Primary PSAPs (9-1-1 centers) may not be sufficient to handle emergency needs.
- C. The City/LFA will notify Lane County Emergency Management for the following incidents:
1. Airplane crash
 2. Bomb threat
 3. Civil disturbance/riot
 4. Courthouse and Public Service Building major incidents
 5. Explosion
 6. Fire, major urban or wildland
 7. Homeland Security / Terrorism
 8. Hazardous Materials
 9. Natural disaster
 10. Whenever an alert or warning is received from National or State warning points using NAWAS, EAS, telephone, teletype or two-way radio.
 11. When requested by an On-scene Incident Commander or other public safety official

Notification of Public Officials

Notification of public officials shall be initiated at the direction of the Incident Commander. As the emergency dictates, the IC will assure that appropriate City/LFA officials are notified. A Notification Checklist has been included in the Essential Record Packet. At a minimum, the following officials shall be notified:

- Mayor, City Council of Veneta
- Chair, Lane Fire Authority Board of Directors

Special Populations

- It is assumed that agencies and organizations working with special populations have emergency plans and may be able to assist in the dissemination of emergency information to such groups as the hearing impaired, non-English speaking, physically handicapped, homebound, etc.
- It is assumed that schools and assisted living homes have emergency plans that may be adequate in slow developing emergencies. In immediate, life-threatening emergencies, such facilities should be contacted at the direction of the Incident Commander or County Emergency Management.
- The Lane County Department of Health & Human Services can provide assistance in identifying and contacting special populations. Local service organizations are listed in the Basic Plan.

EMERGENCY COMMUNICATION AND NOTIFICATION SYSTEMS

Public Safety Answering Points (PSAP) - 911

PSAP's are the answering points operating within Lane County under the Enhanced 911 system¹. These centers receive emergency calls from the public based on the location from which the call is being made. These centers dispatch first response personnel and/or take appropriate action. Because there are multiple PSAPs, it is sometimes necessary to transfer calls between PSAPs to get all necessary resources dispatched. The PSAP operating in nearest proximity to Veneta and the agencies within Lane County for which they dispatch is:

Central Lane Communications (Eugene) 24-Hour Emergency – (541) 344-2211

The Emergency Alert System and the Integrated Public Alert & Warning System (IPAWS) – Local, County and State

In 2006, IPAWS modernized and integrated the nation's alert and warning infrastructure, providing authorities with a broader range of message options. IPAWS is an alert system aggregator that includes:

1. The former Emergency Alert System (EAS) methods of television, radio, landline phones, and public signage;
2. The National Oceanic and Atmospheric Administration (NOAA) National Weather Service (NWS); and
3. Wireless Emergency Alerts (WEA) – Wireless companies voluntarily participate and there is no sign up or fees to the user. "Text-like" alerts are geographically targeted through cell towers, and are accompanied by a unique attention signal and vibration. WEA capabilities have been increased (9/2016) to include longer message and image capacity.

Activation

The system may be activated only by notification from authorized individuals to Lane County Emergency Management. Authorized individuals include:

1. The Fire Defense Board Chief
2. An Incident Commander
3. A City Administrator or Council Members
4. LCSO Sargent (under contract in Veneta)

When a major emergency, disaster or threat occurs, authorities must decide the necessity of activating the emergency alert system (IPAWS). If the EOC has been activated, then the notification request will come from the Incident Commander. An authorized individual will contact the Lane County Sheriff's Office or the Lane County Emergency Manager to request activation of IPAWS. Information for notification purposes should describe conditions, the area and people affected, and what procedures the public should follow. Information provided should be as detailed as possible and conclude with specific information as to when further details and announcements will be available to the public.

¹ As of 10.1.2016, texting to 911 is not yet available in Oregon.

A termination notice from the activating official should give a recap of the incident and stating that the emergency is now over and any other information the public should be aware of.

IPAWS – Federal

The FCC, in conjunction with Federal Emergency Management Agency (FEMA) and the National Oceanic and Atmospheric Administration's National Weather Service (NWS), implements the system at the federal level. The President has sole responsibility for determining when emergency alerts will be activated at the national level, and has delegated this authority to the director of FEMA. FEMA is responsible for implementation of the national-level activation of the alerts, tests, and exercises.

The NWS develops emergency weather information to alert the public about imminent dangerous weather conditions.

Community Emergency Notification System (CENS)

The City/LFA has adopted the community emergency notification system used by Lane County (Alertsense) that may also be activated only by notification from authorized individuals to Lane County Emergency Management. It may be used in conjunction with IPAWS or on its own for lesser emergencies. CENS has the capacity to deliver up to 2,000 thirty second-long messages per minute.

Features of CENS include:

1. Requires individuals to register their name, address and cell phone number at no charge.
2. Works on cell phones and voice-over internet protocol (VOIP)
3. Cell phone is linked to address. Alerts are targeted geographically by address, users receive alerts even if out of the area.

Other Alert and Warning Systems

The City/LFA, Incident Commander, or PIO may use other alert and warning systems in a lesser emergency situation, or as a supplement to IPAWS:

- Reader Board
- Websites
- School systems
- Door to door - Care must be given to keeping unprotected workers from entering hazardous areas to disseminate warning.

Oregon Country Fair Radio Station

KOCF 92.5 is a local, low power FM station located adjacent to the EOC at Lane Fire Authority, and is available for emergency broadcasts by the Fire Chief. The approximate service range of a 100 watt LPFM station is 3.5 miles radius.

Emergency Responder Systems

HAZMAT - The Oregon Emergency Response System (OERS) will be used to provide key information regarding the incident(s) to the first responder community and key partners.

ICS 205A - Directions

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

The ICS 205A is an optional part of the Incident Action Plan (IAP).

This optional form is used in conjunction with the ICS 205.

If additional pages are needed, use a blank ICS 205A and repaginate as needed.



ESSENTIAL SUPPORT FUNCTION 3 - PUBLIC WORKS

CITY/LFA Emergency Operations Plan 2016

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LAST UPDATE _____

ESSENTIAL SUPPORT FUNCTION 3 – PUBLIC WORKS

ESF 3 – PUBLIC WORKS AGENCIES	
Lead Department	Veneta Public Works
Supporting County Agency	Lane County Public Works, Lane County Sheriff’s Office
Supporting State & Federal Agency	ODOT, US Army Corps of Engineers
Location of Public Works	25226 E. Broadway, Office at City Hall
City Public Works Contact	541-935-2191
Public Works emergency response activities will be coordinated from the EOC	

ESF 3 - EMERGENCY OPERATIONS CENTER ROLES AND RESPONSIBILITIES

Initial	TASK	Time/Date/Notes
	Coordinate debris removal management	
	Make recommendation about priority of repairs	
	Monitor ongoing PW operations	
	Share situation status update to Ops for Situation Report	
	Provide reports and participate in EOC briefings	
	Ensure accurate PW messaging, coordinate with PIO	
	Coordinate with private service providers	
	Coordinate with public utilities (EPUD, LEC, BLEC, EWEB)	
	Coordinate PW staffing across operational periods	
	Coordinate communication support and dispatch for PW staff	
	Process and coordinate requests for PW support from citizens	
	Track and document all emergency response activities	
	PW will first access their MAA’s for additional resources	
	Order and monitor water and wastewater sampling as needed	

IN COLLABORATION WITH LOGISTICS:		
	Coordinate with equipment suppliers and vendors for use of equipment.	
	Access and verify equipment inventory list.	
	Provide equipment and operators for rescue operations.	

ESF 3 - FIELD OPERATIONS CHECKLIST

Initial	TASKS AND RESPONSIBILITIES	Time/Date/Notes
1. Debris Management and Damage Assessment		
	Open emergency routes. Remove debris and other roadway obstructions	
	Work with LFA to secure unstable structures to rescue victims	
	Determine debris disposal sites, routes, and sorting methods for debris cleared from public and private property	
	Inform EOC if additional debris removal assistance is needed	
	Conduct an initial debris assessment (See Procedures)	
	Conduct an Initial Damage Assessment of damaged structures (form included)	
2. Water/Wastewater Management		
	Evaluate damage to water structures, supplies, and facilities	
	Evaluate damage to wastewater structures, supplies, and facilities	
	Evaluate damage to water and wastewater systems	
	Conduct water and wastewater sampling as needed*	*No sampling lab in Veneta
	Provide potable water during and after incident	
	Restore critical water navigation systems	
3. Equipment and Fuel		
	Relocate City Hall records and equipment as needed	
	Maintain vehicles and equipment during response and recovery	
	Monitor local fuel capacities	
	Provide temporary emergency power to critical facilities	
4. Supporting Roles		
	Locate and establish multipurpose staging areas	Logistics
	Prepare park facilities to support emergency response	Logistics
	Assist with Alert, Warning and Evacuation Processes	Operations
	Assist in oversight and maintenance of city owned property	Public Safety
	Assist in operations of emergency response facilities	Operations
	Assist in identification of priority inspection areas	
	Report all hazardous material to the EOC	

SITUATIONAL AWARENESS:

- **DEBRIS MAY BE CONTAMINATED** with chemical and/or biological agents such as asbestos, insulation, Freon, oil and gas
- **In the event that debris sites are CRIME SCENES**, evidence procurement will take precedence over debris removal.
- **HUMAN OR ANIMAL REMAINS** may be located within debris.

Emergency powers may be enacted during a declared disaster for price gouging, temporary suspension of codes, relaxing permit and zoning processes and streamlining purchasing procedures.

SUCCESSION

To maintain Public Works operations and ensure orderly continuation of leadership in an emergency situation the following succession of authority is established:

1. Public Works Director
2. Public Works Superintendent
3. As Appointed by the Central Management Organization

DEBRIS MANAGEMENT PHASES

- Phase 1 - Damage assessment
- Phase 2 - Debris forecasting/estimating
- Phase 3 - Public information activities
- Phase 4 - Debris removal
- Phase 5 - Temporary debris storage site operations

The following formula may be used to determine the amount of material that will be encountered from any collapsed building after the disaster event:

$$L \times W \times H \times 0.33/27 = \text{cubic yards of material.}$$

The formula for estimating the quantity of materials in debris piles is: $L \times W \times H/27 = \text{cubic yards of material.}$

For any event that results in more than 100 cubic yards of material being generated, assume that outside assistance will be required and that a temporary debris storage site may be necessary.

Aerial and surface photos may be useful to assist in calculating the amount of debris. News reports should be constantly reviewed in order to identify affected areas. The amounts and locations of debris generated will determine the size of the response necessary. The solid waste hierarchy for removing debris will be to reuse, recycle, compost, recover, and finally landfill.

Forecasting Special Considerations: Hazardous Waste, historic structure, environmentally sensitive locations, crime scenes, memorials, and animal and human corpses.

CATEGORIES:

Debris estimates should be grouped into the following categories whenever possible in order to ascertain the collection equipment most appropriate to be dispatched:

- | | |
|------------------------------------|---|
| 1. Putrescible (odorous materials) | 6. Privately owned property (vehicles) on public roadways |
| 2. Woody Recyclables | 7. Electronics Equipment |
| 3. Non-Woody Recyclables | 8. Dead Bodies |
| 4. Miscellaneous Dry Waste | |
| 5. Hazardous Waste | |

The sites used may be temporary or permanent. Sites may be restricted for one type of material or may be a multi-use site. The priority land ownership will be county, local, special district, state, federal, and lastly private property, taking into consideration road condition and access. Residential debris sites may need temporary storage or limited access so owners may search for possessions, heirlooms, and valuables.

Where possible, the site selection size and area should comply with all applicable County, State, and Federal rules and regulations, including Fish and Wildlife, Forestry, Fire Conservation, Historical Preservation, DEQ permitting, and the Endangered Species Act. Temporary storage/reduction site size should be appropriate size acreage. The State DEQ, Land Quality Division, Regional Environmental Solutions Section, permits disposal facilities within the state. In the event of a large disaster, the DEQ will be the contact for permits and establish temporary storage sites for debris. When and where possible, all public works–related activities will be performed in a manner that is consistent with the National Incident Management System (NIMS) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Requests for assistance from public works will first be issued in accordance with established mutual aid agreements.

REFUSE DISPOSAL SITE – VENETA

24444 Bolton Hill Road, Veneta, 97487

Located on Bolton Hill Road, 1.5 miles west of Territorial Highway. Site is on the south side of the road. Tax Lot # 18-06-01/2502

DAMAGE ASSESSMENT IS CONDUCTED IN THREE PHASES AS FOLLOWS:

1. A **Rapid Damage Assessment, or Windshield Survey** is performed to assess preliminary information on the extent and types of damage that have occurred for local response efforts. It is conducted and prepared by local staff (Public Works). Information should include: what happened and when, the extent of damage or loss, estimated dead, injured, and homeless, impact to critical facilities, plus a description of what assistance is needed. The assessment is to be submitted to the EOC as soon as feasible. Photo documentation, if possible, is very helpful. Assessments should be done as soon as possible after the event, or during if the event is ongoing. A damage assessment form is included in this Annex.
2. An **Initial Damage Assessment (IDA)** is performed when local agencies decide there is a need for state or federal financial resources and are preparing to make a Declaration of Emergency. The IDA involves a quick but accurate assessment of broad disaster damages and impacts to the area. Estimated cost information is used to prepare documentation for a declaration. Depending on the scope of the damage, the County or State may assist with the IDA, particularly in identifying further life/safety issues. The types of questions asked and answered during the IDA are included in this Annex.

3. **Public Damage Assessments (PDA)** are in-depth analyses of the long term effects and costs of the emergency after it has been determined that the impact on the area substantially exceeds its resources. They are completed by the joint efforts of Local, State and Federal agencies to determine the type of federal assistance needed.

EVACUATIONS

The transportation requirements of essential workers, supplies, and equipment may be compromised or complicated during an evacuation. Commuting routes may conflict with the flow of evacuating residents. Essential Employees will continue to work even as emergency relocation takes place.

Traffic control will be provided by ESF 1 – Transportation and ESF 13 – Public Safety will be the lead agencies for evacuations. Public Works may be called upon to as a support agency within city limits. Crowd and traffic control may be accomplished using traffic signals, roadblocks and barricades, detours, signing, aerial and electronic surveillance, and public information and instruction.

RECOVERY

The City of Veneta contracts with The Building Department, Inc. to perform specialized engineering work.

David Mortier, Phone 1-800-358-8034

Recovery - The Building Department, Inc.
Conducts structural analysis to determine level of damage.
Condemns damaged buildings.
Prepares damage reports for the EOC and City Administrator during recovery period.
Supports recovery functions in the post-disaster period.

LAWS AND AUTHORITIES

ORS 401.065 Authority over removal of disaster debris or wreckage

(1) Whenever the Governor has declared a disaster emergency to exist under the laws of this state, or the President of the United States, at the request of the Governor, has declared a major disaster or emergency to exist in this state, the Governor is authorized:

(a) Through the use of state departments or agencies, or the use of any of the state’s instrumentalities, to clear or remove from publicly or privately owned land or water, debris and wreckage which may threaten public health or safety, or public or private property.

(2) Authority under subsection (1) of this section shall not be exercised unless the affected political subdivision, corporation, organization, or individual shall first present an unconditional authorization for removal of such debris or wreckage from public and private property and, in the case of removal of debris or wreckage from private property, shall first agree to indemnify the state government against any claim arising from such removal.

(3) Whenever the Governor provides for clearance of debris or wreckage pursuant to subsections (1) and (2) of this section, employees of the designated state agencies or individuals appointed by the Governor are authorized to enter upon private lands or waters and perform any tasks necessary to the removal or clearance operation.

(4) Except in cases of willful misconduct, gross negligence or bad faith, any state employee or individual appointed by the Governor authorized to perform duties necessary to the removal of debris or wreckage shall not be liable for death of or injury to persons or damage to property. [Formerly 401.650]

Mutual Aid Agreements, Memorandums of Understanding, Intergovernmental Agreements

The below is a list of current agreements. Agreements, guidelines and forms are included with this Annex.

Agency or Organization	Function	Contact Information	Date Signed	Expiration Date
Oregon Water/Wastewater Agency Response Network (ORWARN)	Utilities	Contact Agency Directly	5/27/2008	
Oregon Department of Transportation Public Works Emergency Response Cooperative Assistance Agreement	Equipment, Personnel	Contact Agency Directly	4/23/2013	4/23/2018
(M.O.R.E) Oregon Public Entities	General			

PUBLIC WORKS EMERGENCY PREPAREDNESS CHECKLIST

TASKS	2016	2017	2018	2019
Maintain emergency generators, conduct scheduled tests and strategically locate or store emergency portable generators.				
Ensure regulatory signs, emergency equipment and supplies are available. Ensure materials and supplies such as sand bags are adequately stockpiled.				
Maintain fleet vehicles critical to emergency response.				
Update resource inventory list of supplies and equipment, provide a copy for the EOP Master Plan.				
Ensure reference documents and forms, such as maps and contact numbers, are updated and kept at strategic location for use during emergencies.				
Use small emergency events to prepare for larger disaster events; conduct after-event briefings; modify systems and processes based on debriefing information.				
Develop and review employee policy regarding emergency procedures.				
Ensure development of mutual aid agreements and secure agreements with contractors where needed.				
Prepare and maintain GIS data layers to assist in emergency response and documentation.				
Maintain list of potential sites for temporary storage and recycling.				
Maintain list of licensed hauling and removal contractors.				
Maintain list of recycling processes.				
Maintain sample contracts for debris removal activities.				
Periodically review other jurisdictions debris removal plans.				

88184 8 th St. Veneta, OR 97487		541-935-2191 Fax 541-935-1838		Administrator	
City of Veneta				Date/Time Rec'd:	
INITIAL DAMAGE ASSESSMENT REPORT				Rec'd by:	
1. Person submitting report		Address		Phone	
2. INCIDENT INFORMATION					
Date/Time of Incident		Type of Incident		Ongoing or Over	
City		County		Isolated Location (Attach map)	
3. Casualty Estimates:		Injuries:	Deaths:	Homeless:	Evacuated:
4. Private Sector Damage Estimates					
Residential	Est. # of Homes/level of damage:			Est. Dollar Amt.	Est. Insurance %
	Minor:	Major:	Destroyed:		
Business	Est. # of Business/level of damage:			Est. Dollar Amt.	Est. Insurance %
	Minor:	Major:	Destroyed:		
Agricultural	Est. # of Farm Buildings/level of damage:			Est. Dollar Amt.	Est. Insurance %
	Minor:	Major:	Destroyed:		
Agricultural (cont.)	Livestock Lost:		Est. Dollar Amt.	Crops Lost:	
	No.			Acres:	Est. Dollar Amt.
Other:		5. Total Estimate Private Damage: \$			
6. Public Sector Damage Estimates					
Debris Clearance		Protective Measures		Road Systems	
\$		\$		\$	
Water Systems		Wastewater Systems		Public Buildings & Equipment	
\$		\$		\$	
Other		Total Estimated Public Sector Damage: \$			
\$					
7. Describe Local Actions Taken or To Be Taken. Include Agency Names and Public Officials.					
8. Describe Outside Assistance Needed or Being Requested.					
9. Additional Comments or Other Impacts on Affected Communities.					

VENDOR AND CONTACT INFORMATION

The following Vendors are local private businesses with potential resources. No formal agreement exists.

Vendor	Service	Contact	Phone	Address
Ace Hardware	Tools, Hardware	Jack Holt	541 935-2201	24991 HWY 126
Bi-Mart	Supplies, Products	Kristy Foreman	541 935-0900	25126 Jeans Rd.
Emerald Secure Storage	Storage	Martha Colon LLC	541 935-2015	88272 Huston RD
Farm Store, The	Propane Supplies, Fencing Supplies	Roger, Vicky, Travis Soverns	541 935-2604	87774 Territorial Rd.
Jerry Brown Co, The	Gas	Connie Ellis	541 688-8211	25067 Jeans Rd
O'Reilly Auto Parts # 4667	Auto Parts	Christie Meadors	541 935-9300	24983 Hwy 126
Rogers Towing	Towing Services	Michael	541 935-1031	25581 Hwy 126
Shell-Ars Fresno, LLC 324	Gas	Linda Fricke	541 935-4518	25547 HWY 126
Thermo Imaging and Analysis, LLC	Electrician	James Turnbo	541 554-4223	25141 E. Broadway
Tyree Oil Inc.	Petroleum Products	Ron Tyree, President. Tim Reed, Sales Mgr. Matt Wilson, Cardlock Mgr.	541 687-0076	88241 Huston Rd
Towne Pump	Gas and Store		541 935-0942	24927 Hwy 126



ESSENTIAL SUPPORT FUNCTION 5 - PLANNING

CITY/LFA Emergency Operations Plan 2016

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LAST UPDATE ON: _____

ESSENTIAL SUPPORT FUNCTION 5 – PLANNING

ESF 2 – PLANNING LEAD AGENCIES	
Lead Department	City of Veneta Administrator or LFA Assistant Fire Chief
Supporting Agency	Lane Fire Authority
Supporting County Agency	Lane County Emergency Manager
Supporting State & Federal Agency	OEMA, FEMA
Planning will be coordinated from the EOC using the Incident Command System.	

PURPOSE

1. Collect, analyze, and disseminate tactical and planning information on the nature, scope and potential impacts of an incident or major disaster.
2. Use this intelligence to support the Command Group, Logistics, and Operations in their impact assessment and response missions.
3. Identify and anticipate future needs and resource requirements, and incorporate this analysis into incident action plans, situation reports, and other planning documents.

SITUATION AND ASSUMPTIONS

1. There will be an immediate and continuing need to collect, process, and disseminate situational information to plan for continuing response and recovery during the threat or actual emergency or disaster.
2. Information will be provided by field personnel, responders, volunteers, the public, the media, and others.
3. Information collection may be hampered due to: damage to communications systems, communications system overload, damage to transportation infrastructure, effects of weather, smoke, and other environmental factors.
4. Information, particularly initial information, may be ambiguous, conflict with information from other sources or with previous information from the same source, or be limited in detail. Recommendations or decisions will be made based on the best analysis possible when information is ambiguous, conflicting, or lacks sufficient detail.

CONCEPT OF OPERATIONS

When threatened by a hazard that could lead to a large-scale emergency or disaster, or when such an emergency or disaster situation exists, the EOC will be activated at the appropriate level to assess and respond to the situation. The Planning Section Chief will assess the overall situation, anticipate future needs, and:

1. Collects and records intelligence and information about the status of all aspects of the incident.
2. Facilitates the dissemination of information to staff, appropriate field personnel and responders.
3. Displays and analyzes information for future response and recovery needs.
4. Creates cyclical Incident Action Plans.

EMERGENCY OPERATIONS CENTER – ROLES AND RESPONSIBILITIES

INI.	TASK	Date/Time/Notes
1. Obtain briefing from Incident Commander for current status of:		
	Incident Objective, Strategy and Contingency Plans	
	Need for a written Incident Action Plan (IAC)	
	Resources (Human and material)	
Situation and Intelligence:		
	Number of persons affected, injured or killed	
	Status of presence of hazardous materials	
	Status of transportation systems	
	Status of communication systems	
	Status of utilities	
	Status of critical facilities	
	Status of key personnel (EOC and field staff)	
	Status of disaster or emergency declaration	
	Status of community housing and shelter	
	Status of critical public health issues:	
	Water Supply	
	Food	
	Sanitation	
2. Planning		
	Diagram Incident Command System staffing structure.	
	Obtain and develop incident maps. Post in EOC.	
	Establish resource locations and priorities.	
	Establish and maintain resource tracking system.	
	Document planning functions on Activity Log (ICS Form 214).	
	Identify need for specialized resources with Ops and IC; facilitate requests with Logistics.	
	Establish a weather data collection system if necessary.	
	Coordinate development of Incident Traffic Plan with Operations if needed.	
	Coordinate preparation of the Incident Communications Plan and/or Medical Plan with Logistics if needed.	
	Ensure that staff observe operational security.	
	Ensure Planning Section has adequate coverage and relief.	

	Ensure preparation of demobilization plan, if needed.	
	Organize incident documents for After Action Report (AAR).	
Prepare contingency plans:		
	Review current and projected incident and resource status; develop an alternate plan.	
	Document alternatives for presentation to IC and Operations, and for inclusion in the written IAP.	
	Identify resources needed to implement contingency plan.	
3. Information Sharing and Coordination		
Supervise preparation and distribution of written Incident Action Plan (IAP):		
	Establish information requirements and reporting schedules for use in preparing the IAP.	
	Verify that support and resources are coordinated with Logistics Section before release of the IAP.	
	Have contingency plan available for consideration by Operations and Command.	
	Include fiscal documentation forms in written IAP as requested by the Finance/Administration Section.	
	Coordinate IAP changes with General Staff personnel and distribute written changes, as appropriate.	
	Distribute to IC, IC Staff, General Staff, and Ops personnel to the Division/Group Supervisor level.	
	Compile and display updated status reports (ICS Form 209)	
	Provide copy to Public Information Officer, EOC staff and field operations as needed.	
	Prepare and maintain resource status boards, charts and lists to display current status and location of resources.	
	Complete Incident Briefing ICS Form 201, provide copies to IC, IC Staff, and General Staff.	
	Coordinate damage assessment reports from Public Works.	
	Establish information requirements and reporting schedules for ICP and field staff.	
	Hold Section meetings as necessary to ensure communication and coordination among Planning Section Units.	
	Coordinate preparation of the Safety Message with Safety Officer.	
	Provide periodic predictions on incident potential.	
	Consolidate information into logs and reports to keep others informed and to document relevant activities.	
	Identify inaccuracies and conflicting reports.	

SAMPLE AGENDA

Agenda Item		Responsible Party
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Major Issues and Activities:	
	Boundaries of the disaster area	Operations Section Chief
	Access points to the disaster area	Operations Section Chief
	Plot control lines, perimeters & Division boundaries.	Operations Section Chief
	Jurisdictional Boundaries	Operations Section Chief
8	Specify tactics for each Division/Group.	Operations Section Chief
9	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
10	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
11	Develop resource order.	Logistics Section Chief
12	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
13	Provide financial update.	Finance/Administration Section Chief
14	Discuss interagency liaison issues.	Liaison Officer
15	Discuss information issues.	Public Information Officer
16	Finalize/approve/implement plan.	Incident Commander/All
Other Considerations:		
	Volunteers and donations	
	Hazard specific information	
	Hazardous Materials	
	Weather data affecting operations	
	Seismic or other geophysical information	
	Estimate of extent of damage to private property	
	Potential future impacts of the disaster/emergency	
	Social/economic/political impacts	

INCIDENT COMMAND SYSTEM - FORMS LIST

Form #:	In Annex	Form Title:	Typically Prepared by:
Forms typically included in an Incident Action Plan (IAP)			
ICS 202	✓	Incident Objectives	Planning Section Chief
ICS 203	✓	Organization Assignment List	Resources Unit Leader
ICS 204	✓	Assignment List	Resources Unit Leader & Operations Section Chief
ICS 205		Incident Radio Communications Plan	Communications Unit Leader
Additional forms that could be used in the IAP			
ICS 205A	✓	Communications List	Communications Unit Leader
ICS 206		Medical Plan	Medical Unit Leader (reviewed by Safety Officer)
ICS 208		Safety Message/Plan	Safety Officer
Forms used by Planner for reference in the IAP			
ICS 201	✓	Incident Briefing	Initial Incident Commander
ICS 214	✓	Activity Log (<i>optional 2-sided form</i>)	All Sections and Units
Others			
ICS 207		Incident Organizational Chart	Resources Unit Leader
ICS 209		Incident Status Summary	Situation Unit Leader
ICS 210		Resource Status Change	Communications Unit Leader
ICS 211		Incident Check-In List	Resources Unit/Check-In Recorder
ICS 213		General Message (<i>3-part form</i>)	Any Message Originator
ICS 215		Operational Planning Worksheet	Operations Section Chief
ICS 215A		Incident Action Plan Safety Analysis	Safety Officer
ICS 218		Support Vehicle/Equipment Inventory	Ground Support Unit
ICS 219,1-8 ICS 219-10		Resource Status Card (T-Card)	Resources Unit
ICS 220		Air Operations Summary Worksheet	Operations Section Chief or Air Branch Director
ICS 221		Demobilization Check-Out	Demobilization Unit Leader
ICS 225		Incident Personnel Performance Rating	Supervisor at the incident

Copies of all forms may be accessed through ICS software at Lane Fire Authority.

Copies of all forms may be accessed on the COV public server > Emergency Management > ICS Forms

Only forms pertaining to each function are included in its Annex.

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period:	Date From: Date	Date To: Date
		Time From: HHMM	Time To: HHMM
3. Objective(s):			
4. Operational Period Command Emphasis:			
General Situational Awareness			
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located at: _____			
6. Incident Action Plan (the items checked below are included in this Incident Action Plan):			
<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<u>Other Attachments:</u>	
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> _____	
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> _____	
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Current	<input type="checkbox"/> _____	
<input type="checkbox"/> ICS 206	<input type="checkbox"/> _____	<input type="checkbox"/> _____	
7. Prepared by: Name: _____ Position/Title: _____ Signature: _____			
8. Approved by Incident Commander: Name: _____ Signature: _____			
ICS 202	IAP Page	Date/Time: Date	

ICS 202 Directions

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period:		Date From: Date	Date To: Date
				Time From: HHMM	Time To: HHMM
3. Incident Commander(s) and Command Staff:			7. Operations Section:		
IC/UCs		Chief			
		Deputy			
Deputy		Staging Area			
Safety Officer		Branch			
Public Info. Officer		Branch Director			
Liaison Officer		Deputy			
4. Agency/Organization Representatives:			Division/Group		
Agency/Organization	Name	Division/Group			
		Branch			
		Branch Director			
		Deputy			
5. Planning Section:			Division/Group		
Chief		Division/Group			
Deputy		Division/Group			
Resources Unit		Division/Group			
Situation Unit		Division/Group			
Documentation Unit		Branch			
Demobilization Unit		Branch Director			
Technical Specialists		Deputy			
		Division/Group			
		Division/Group			
		Division/Group			
6. Logistics Section:			Division/Group		
Chief		Division/Group			
Deputy		Air Operations Branch			
Support Branch		Air Ops Branch Dir.			
Director					
Supply Unit					
Facilities Unit		8. Finance/Administration Section:			
Ground Support Unit		Chief			
Service Branch		Deputy			
Director		Time Unit			
Communications Unit		Procurement Unit			
Medical Unit		Comp/Claims Unit			
Food Unit		Cost Unit			
9. Prepared by: Name:		Position/Title:		Signature: _____	
ICS 203	IAP Page	Date/Time: Date			

ICS 203 Directions

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

ICS 204 Directions

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed

ICS 205A Directions

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

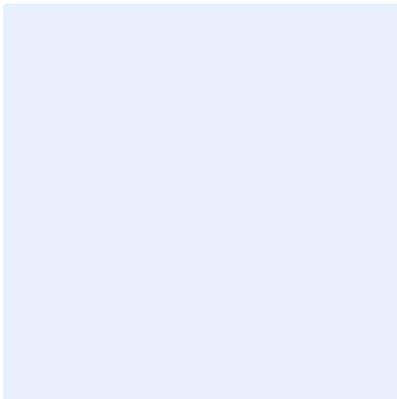
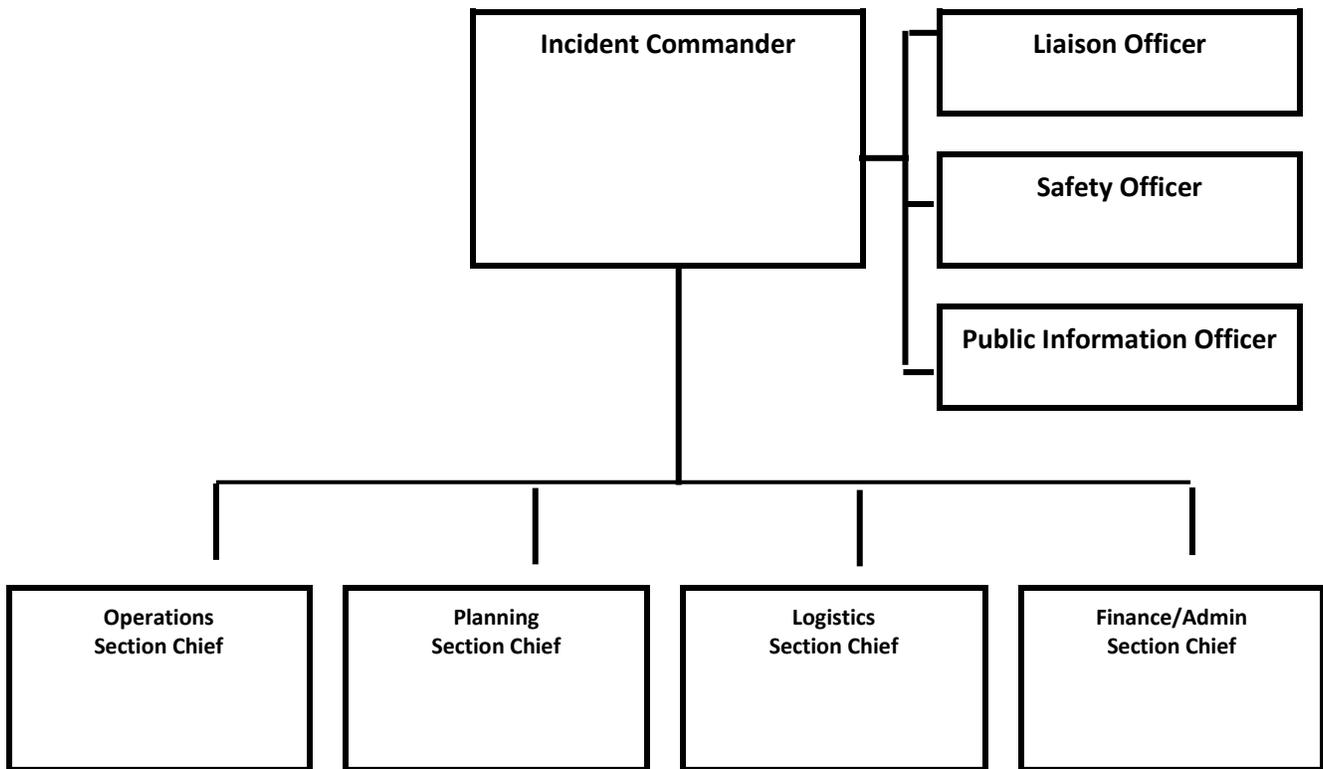
INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: HHMM
4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment): 		
5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.		
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
ICS 201, Page 1	Date/Time: _____	

Incident Briefing (ICS 201 – Continued)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Date Time: HHMM
-------------------	---------------------	---

9. Current Organization (fill in additional organization as appropriate):



ICS 201 Directions

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The “Map/Sketch” and “Current and Planned Actions, Strategies, and Tactics” sections (pages 1–2) of the briefing form are given to the Situation Unit, while the “Current Organization” and “Resource Summary” sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

ICS 214 Directions

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.



ESF 6, 11 – MASS CARE (SHELTER & MEALS)

City/LFA Emergency Operations Plan 2016

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LAST UPDATE ON:

ESSENTIAL SUPPORT FUNCTION 6 & 11– MASS CARE (SHELTER & MEALS)

ESF 2 – MASS CARE LEAD AGENCIES	
Lead Department	American Red Cross (hereafter, “Red Cross”)
Supporting Agencies	Lane Fire Authority, City of Veneta Lane County Sheriff’s Office, City of Veneta
Supporting County Agencies	Lane County Public Health Department, LCEM
Supporting State & Federal Agencies	OEMA, FEMA
Planning will be coordinated from the EOC using the Incident Command System.	

PURPOSE

The purpose of this Annex is to establish plans, procedures, policy and guidelines for providing protective shelters, and emergency feeding of persons forced to leave their homes due to emergency, disaster or precautionary evacuation.

SITUATION

- The City of Veneta does not have a Public Health Department or established evacuation centers at this time.
- The City/LFA has limited capacity and capability for sheltering. Once the City/LFA has identified that it has met or will soon meet, those limits, the Red Cross will be notified so that additional sheltering can be initiated.
- The City/LFA has several shelter options within the city limits, including a church, a school and a community center.
- The Red Cross is the lead agency in Lane County for mass shelter and meals.
- The City/LFA will not operate “Medical Needs” or “Skilled Care” shelters intended for the medically fragile or medically dependent. These shelters require specialized equipment, personnel, and expertise which the City/LFA does not possess, and falls under the purview of Lane County Health & Human Services.
- Schools have a primary responsibility to their students and are not a first choice for shelters during the school year.
- Shelter and emergency feeding are collectively referred to as “Mass Care”.

ASSUMPTIONS

- Although local government (or the EOC) has overall responsibility, the Red Cross will manage and coordinate shelter and mass care operations within their capability.
- Until such time that the Red Cross arrives on-scene, the EOC will manage and coordinate all shelter and mass care activities utilizing available structures and mutual aid agreements.
- Other professional and volunteer organizations that normally respond to disaster situations will do so.

- A major disaster event will likely affect the lives of many Lane County and other local response agency employees limiting or preventing them from performing shelter and care activities.
- A major disaster will likely result in loss of utilities, communication systems, and transportation systems making evacuation to mass care facilities difficult and may limit which mass care facilities can be used.
- Assistance will be available through mutual aid agreements and County, State, and Federal emergency agencies.
- Experience has shown that a high percentage (50 percent or more) of evacuees will seek lodging with friends or relatives rather than go to established facilities during minor events or localized conditions. Evacuees also may refuse to leave their domestic pets as shelters typically do not allow animals.

DIRECTION AND CONTROL

All shelter and mass care operations will be managed under the Incident Command System (ICS).

For emergencies within the jurisdictions of the City/LFA, the Incident Commander will designate someone to be responsible for coordination of shelter and mass care operations. This person will coordinate with the Red Cross if they are needed.

For widespread emergencies or disasters that also affect areas outside the jurisdictions of the City/LFA, the Incident Commander will contact the Lane County Department of Health and Human Services Director (or designee) to coordinate shelter and mass care operations with the Red Cross.

CONCEPT OF OPERATIONS

FOR SMALL TO MEDIUM SCALE EVACUATIONS:

- The Lane County Sheriff's Office is the lead agency for small to medium scale evacuations as outlined in ESF 13 - Public Safety & Evacuations. The Sheriff's Office will coordinate with the designated Mass Care Coordinator.

FOR LARGE SCALE OR POTENTIALLY EXPANDING EVACUATIONS – (Red Cross):

- The Incident Commanders or the Mass Care Coordinator will notify the Red Cross of any potential evacuations that may require the need for shelter facilities and meals.
- When Red Cross facilities are opened, it will be the responsibility of the Red Cross to maintain all functions and staffing according to Red Cross policy.
- The Red Cross will coordinate the registration of evacuees, the opening and management of temporary lodging facilities, and the feeding of evacuees and workers through both mobile and fixed feeding sites.
- A Red Cross Disaster Health Services Nurse will screen shelter registrants for contagious diseases if the situation warrants. Lane County Public Health will be informed of communicable diseases that need to be reported. Special housing obtained through prior agreements will be arranged for evacuees with communicable diseases, and will be located a safe distance from mass shelters. Public Health is covered under ESF 8 - Public Health.

- The designation of specific lodging and feeding facilities will depend on the actual situation and the location of the hazard area. Selected facilities will be located far enough from the hazard area so that there is no possibility of the threat extending to the mass care facility. The Red Cross has obtained agreements for use of some facilities. The Health and Human Services Director will obtain permission from owners to use other facilities as required.
- As needed, meals and snacks will be provided to evacuees and workers through both mobile and fixed feeding sites. The Red Cross will be responsible for meal planning, coordination of mobile feeding, identifying feeding sites and resources for the procurement of food and related supplies.
- The Red Cross maintains listings of qualified and trained shelter and lodging facility managers.
- Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the extent possible, local government will assist and coordinate post-disaster housing needs of the homeless.

American Red Cross

862 Bethel Dr.
Eugene, OR 97402
Phone: 541-344-5244

Lane County Department of Health and Human Services

151 West 7th Avenue
Eugene, OR 97401
Phone: 541-682-4035
FAX: 541-682-3804

MITIGATION AND PREPAREDNESS

Work with the Red Cross to establish agreements for shelter and mass care provisions in Lane County.

Identify population groups with access and functional needs who will require special assistance during an emergency to ensure assistance is provided.

RECOVERY

- Deactivate shelters and mass care facilities as necessary.
- Assess continued human needs of victims.
- Inform public of extended care availability.
- Coordinate with State and Federal officials on locations of Disaster Application Centers (DAC).

ICS 214 - Directions

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

The ICS 214 can be printed as a two-sided form.

Use additional copies as continuation sheets as needed, and indicate pagination as used.



ESSENTIAL SUPPORT FUNCTION 7 – LOGISTICS & RESOURCE MANAGEMENT

CITY/LFA Emergency Operations Plan 2016

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ESSENTIAL SUPPORT FUNCTION 7 – LOGISTICS & RESOURCE MANAGEMENT

ESF 7 – LOGISTICS & RESOURCE MGMT. – LEAD AGENCIES		FOCUS AREA
Lead Agency	COV Public Works Department	Procurement & Distribution
Lead County Agency	Lane County Sheriff’s Office	
Supporting Agencies	COV Finance Department	Contracts & Negotiations
	Planning Department	Organization & Management
	Central Management Organization	Procurement, Policy, Funding
Resource Management activities will be conducted at the EOC or other designated location.		

PURPOSE

To provide the most efficient coordination of resources in order to effectively respond to an emergency or disaster. Coordination includes the effort and activity necessary to evaluate need, locate and procure resources, and provide or transport facilities, material, services, and personnel.

SITUATION AND ASSUMPTIONS

1. Omnibus Mutual Aid Agreements exist between Law Enforcement, Fire Departments and Public Works agencies that include state agencies. The agreements will be invoked during an emergency.
 - a. Resource use is tracked by the agencies that own and operate the resources. The Lane County EOP states that Law Enforcement and Fire agencies use a regional Computer Aided Dispatch System for tracking resources among all police and fire agencies operating in Lane County and beyond.
 - b. The City of Veneta Public Works Department will track its resources independently.
2. Performance of ESF 7 – Logistics & Resource Management beyond COV Public Works personnel may depend on the availability of volunteers. Offers of help will be received.
3. Agencies (e.g., NGO’s, business) should exhaust their own channels of support (e.g., mutual aid agreements with similar agencies in other jurisdictions) before making requests to the ESF 7 – Logistics & Resource Management Function.
4. Costs should initially be considered the responsibility of the requesting agency. All Emergency Response Groups and agencies shall keep all receipts pertaining to the incident.
5. ESF 7 – Logistics & Resource Management will be led by the Logistics Chief. ESF 7 may be further expanded to include a Needs Coordinator, Supply Coordinator and Distribution Coordinator.
6. In a smaller incident, or due to lack of personnel, ESF 7 may be situated under the Operations Section. For continuity in this Annex, the lead for resource management will be termed “Resource Manager”.
7. The City/LFA may need to reimburse or compensate the owners of private property for use of resources.
8. If warehouses or other storage facilities are needed they will be requisitioned from local warehousing businesses or other sources as needed.

CONCEPT OF OPERATIONS

Notification, Activation and Deployment

The Resource Manager should be among those initially notified of an emergency. Notification will be through whatever means available.

The Incident Commander will activate ESF 7 when needed. The Resource Manager has the discretion and authority to activate additional functional roles such as: Needs Coordinator, Supply Coordinator and Distribution Coordinator.

EMERGENCY OPERATIONS CENTER – ROLES AND RESPONSIBILITIES

Initials	TASK	Date/Time/Notes
PROCUREMENT OF RESOURCES		
	Activate existing agreements as needed. <i>Existing agreements are located at the end of this Annex.</i>	Update on which forms are in back (T-cards, etc.)
	Verify the availability of resources.	
	Place in reserve critical resources.	
	Notify ESF 13 - Public Safety if critical resources require protection.	
	Arrange for transportation of resources. Notify Operations of incoming resource.	
	Coordinate with the Public Information Officer to soliciting public donations.	
	Identify and designate locations	
	<i>A list of volunteer organizations and potential suppliers is included at the end of this Annex.</i>	
RESOURCE REQUESTS		
	Resource requests will be fulfilled first with existing local resources or resources for which agreements are in place.	
COMMUNICATION AND REPORTING		
	Serve as a liaison with supporting agencies and community partners.	
	Provide a primary entry point for situational information related to resource support.	
	Share situation status updates to inform the Situation Report.	
	Participate and provide resource reports for EOC briefings.	
	Assist in development and communication to tasked agencies relating to resource support.	
	If warning is available, notify suppliers with existing agreements of the intent to activate the agreements.	
	Monitor ongoing resource support-related actions.	

	Share resource support-related information with ESF 14 – Public Information to ensure consistent public messaging.	
	Coordinate resource support staffing to ensure staffing across operational periods. Provide transitional briefings.	
	During a multi-jurisdictional emergency, provide a regularly updated emergency resource list to the Lane County Emergency Manager.	
LEGAL AND FINANCIAL		
	Be informed from the Finance Offer of the authorized resource budget.	
	Log and process transactions (Forms located at end of Annex)	
	Request and secure access to additional funding as necessary.	
	Ask legal advisor of legal obligations regarding agreements.	
	Ask legal advisor of any special powers in play granted by law to expedite resource acquisition, coordination and delivery.	

ADMINISTRATION

1. Finance

All funds appropriated shall be solely for the use for incident response and recovery. The City/LFA may be required to submit mandatory reports that address the City/LFA’s financial liability for any assistance received under the Stafford Act.

2. Hiring

All normal procedures or matters of hiring and/or assigning work that is not in an employee’s job description or at an employee’s normal duty station may be waived during the response to and recovery from an incident contingent upon approval of the City Administrator or County Sheriff.

3. Coordination with Voluntary Agencies

The Resource Manager will coordinate resource donations of equipment, supplies and personnel from voluntary agencies. Monetary donations will be referred to the City Finance Manager. Victim relief donations will be managed by the Red Cross or other volunteer service organizations (See ESF 14 – Volunteers and Donations).

4. Local, State and Federal Coordination

Resource requests that the City is unable to meet will be communicated to the Lane County Sheriff’s Office of Emergency Management. All requests must have the approval of the IC or their designee as having the authority (i.e., Council or Board members). All procurements must be listed on ICS Form 104 found in the EOC.

5. Acknowledgment of Suppliers and Donors

Suppliers and donors who provided support for the City/LFA should receive an acknowledgement from the City Administrator, Lane Fire Chief, County Sheriff or Public Information Officer. In addition, an inquiry to these suppliers about their interest in developing a memorandum of agreement in time for the next emergency is advised.

FIELD OPERATIONS – ROLES AND RESPONSIBILITIES

Needs Assessment

Determine need – Resource Manager/Needs Coordinator

WHAT is needed and WHY. Be as specific as possible (A different item might work as well or better and be readily available). HOW MUCH of the resource is needed? WHERE it is needed? WHEN it is needed? WHO needs the resource?

Priorities are as follows:

1. **Lifesaving:** 1) responders, 2) at-risk population, 3) general public.
2. **Stabilization of the Incident:** 1) protection of response resources, 2) isolation of impacted area, 3) containment (if possible) of incident.
3. **Protection of Property:** 1) protection of public facilities and infrastructure essential to life or emergency response, 2) protection of the environment where degradation will adversely impact public safety, 3) protection of publicly owned resources and property.
4. **Restoration of Critical Public Services:** 1) water treatment systems, 2) wastewater treatment systems, 3) roadways and bridges.

Distribution

1. Activating and Operating Key Facilities

The Resource Manager/Distribution Coordinator will determine what facilities will be required to handle the flow of resources into and through the affected area. The Resource Manager/Distribution Coordinator will set up and operate the facilities. The following areas are an example of those that may be established:

- Donation Receiving Areas
- Resource Checkpoints
- Warehouses and Storage Units
- Refrigeration Sites for food, liquids, medical

2. Traffic Control

The Resource Manager/Distribution Coordinator will ensure that high priority resources are quickly dispatched. Unnecessary traffic should be held back and rerouted through coordination with ESF 13 – Public Safety.

Checkpoints and facilities will provide regular inventory updates on resources passing through. The Resource Manager/Distribution Coordinator will track location of resources and timeliness of delivery.

Reports forms are included at the end of this Annex

3. Communication

The Resource Manager/Distribution Coordinator will collaborate with ESF 2 to determine the most efficient method of communication for contact between the EOC and delivery drivers and facility personnel.

COORDINATION WITH OTHER EMERGENCY SUPPORT FUNCTIONS

The following ESFs support resource support–related activities:

ESF 1 – Transportation - Road maintenance, damage assessment, provision of transportation & equipment.

ESF 2 – Communications - Interoperability and emergency communication methods

ESF 11 – Food and Water - Identify and procure food and water resources to support identified needs.

ESF 13 – Public Safety – Provide protection of delivery and storage of critical resources.

ESF 15 – Volunteers and Donations Management - Coordinate provision of donated goods and services.

All ESFs - All functions will make resource requests to ESF 7 via the EOC.

DEVELOPMENT AND MAINTENANCE

The City/LFA will be responsible for coordinating regular review and maintenance of this annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

MUTUAL AID AGREEMENTS, MEMORANDUMS OF UNDERSTANDING, INTERGOVERNMENTAL AGREEMENTS

The below is a list of current agreements. Agreements, guidelines and forms are included with this Annex.

Agency or Organization	Function	Contact	Date Signed	Exp. Date
Oregon Water/Wastewater Agency Response Network (ORWARN)	Utilities	Contact Agency Directly	5/27/2008	
Oregon Department of Transportation Public Works Emergency Response Cooperative Assistance Agreement	Equipment, Personnel	Contact Agency Directly	4/23/2013	4/23/2018
(M.O.R.E) Oregon Public Entities	General			

VENDOR AND CONTACT INFORMATION

The following Vendors are local private businesses with potential resources. No formal agreement exists.

Vendor	Service	Contact	Phone	Address
Ace Hardware	Tools, Hardware	Jack Holt	541 935-2201	24991 HWY 126
Bi-Mart	Supplies, Products	Kristy Foreman	541 935-0900	25126 Jeans Rd.
Emerald Secure Storage	Storage	Martha Colon LLC	541 935-2015	88272 Huston RD
Farm Store, The	Propane Supplies, Fencing Supplies	Roger, Vicky, Travis Soverns	541 935-2604	87774 Territorial Rd.
Jerry Brown Co, The	Gas	Connie Ellis	541 688-8211	25067 Jeans Rd
O'Reilly Auto Parts # 4667	Auto Parts	Christie Meadors	541 935-9300	24983 Hwy 126
Rogers Towing	Towing Services	Michael	541 935-1031	25581 Hwy 126
Shell-Ars Fresno, LLC 324	Gas	Linda Fricke	541 935-4518	25547 HWY 126

ESF 7 – Logistics & Resource Management

Thermo Imaging and Analysis, LLC	Electrician	James Turnbo	541 554-4223	25141 E. Broadway
Tyree Oil Inc.	Petroleum Products	Ron Tyree, President. Tim Reed, Sales Mgr. Matt Wilson, Cardlock Mgr.	541 687-0076	88241 Huston Rd
Towne Pump	Gas and Store		541 935-0942	24927 Hwy 126

VOLUNTEER ORGANIZATIONS

Agency or Organization	Function	Contact
American Red Cross (ARC) – Oregon Pacific Chapter	Shelter, food, clothing, comfort kits and emotional support. First Aid/CPR, blood	862 Bethel Dr., Eugene (541) 344-5244
Lane County Community Organizations Active in Disaster (COAD)	Provide volunteer and private resource support.	Jill Hoyenga, Chair (541) 543-5774
Community Emergency Response Team (CERT)	First Aid, CPR, Debris Management, Triage	Susan Kellogg, Lane Fire Authority CERT Coordinator. Home – (541)935-0729 Cell – (541)520-8746
Volunteers Active in Disaster (VOAD) Faith based organization	Debris Management, Misc.	<PHONE>

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period:		Date From: Date	Date To: Date
				Time From: HHMM	Time To: HHMM
3. Incident Commander(s) and Command Staff:			7. Operations Section:		
IC/UCs		Chief			
		Deputy			
Deputy		Staging Area			
Safety Officer		Branch			
Public Info. Officer		Branch Director			
Liaison Officer		Deputy			
4. Agency/Organization Representatives:		Division/Group			
Agency/Organization	Name	Division/Group			
		Branch			
		Branch Director			
		Deputy			
5. Planning Section:		Division/Group			
Chief		Division/Group			
Deputy		Division/Group			
Resources Unit		Division/Group			
Situation Unit		Division/Group			
Documentation Unit		Branch			
Demobilization Unit		Branch Director			
Technical Specialists		Deputy			
6. Logistics Section:		Division/Group			
Chief		Division/Group			
Deputy		Air Operations Branch			
Support Branch		Air Ops Branch Dir.			
Director					
Supply Unit					
Facilities Unit		8. Finance/Administration Section:			
Ground Support Unit		Chief			
Service Branch		Deputy			
Director		Time Unit			
Communications Unit		Procurement Unit			
Medical Unit		Comp/Claims Unit			
Food Unit		Cost Unit			
9. Prepared by: Name: _____		Position/Title: _____		Signature: _____	
ICS 203	IAP Page	Date/Time: Date _____			

ICS 203 – Directions

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a “T” in parentheses behind the name (e.g., “A. Smith (T)”).

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

ICS 204 - Directions

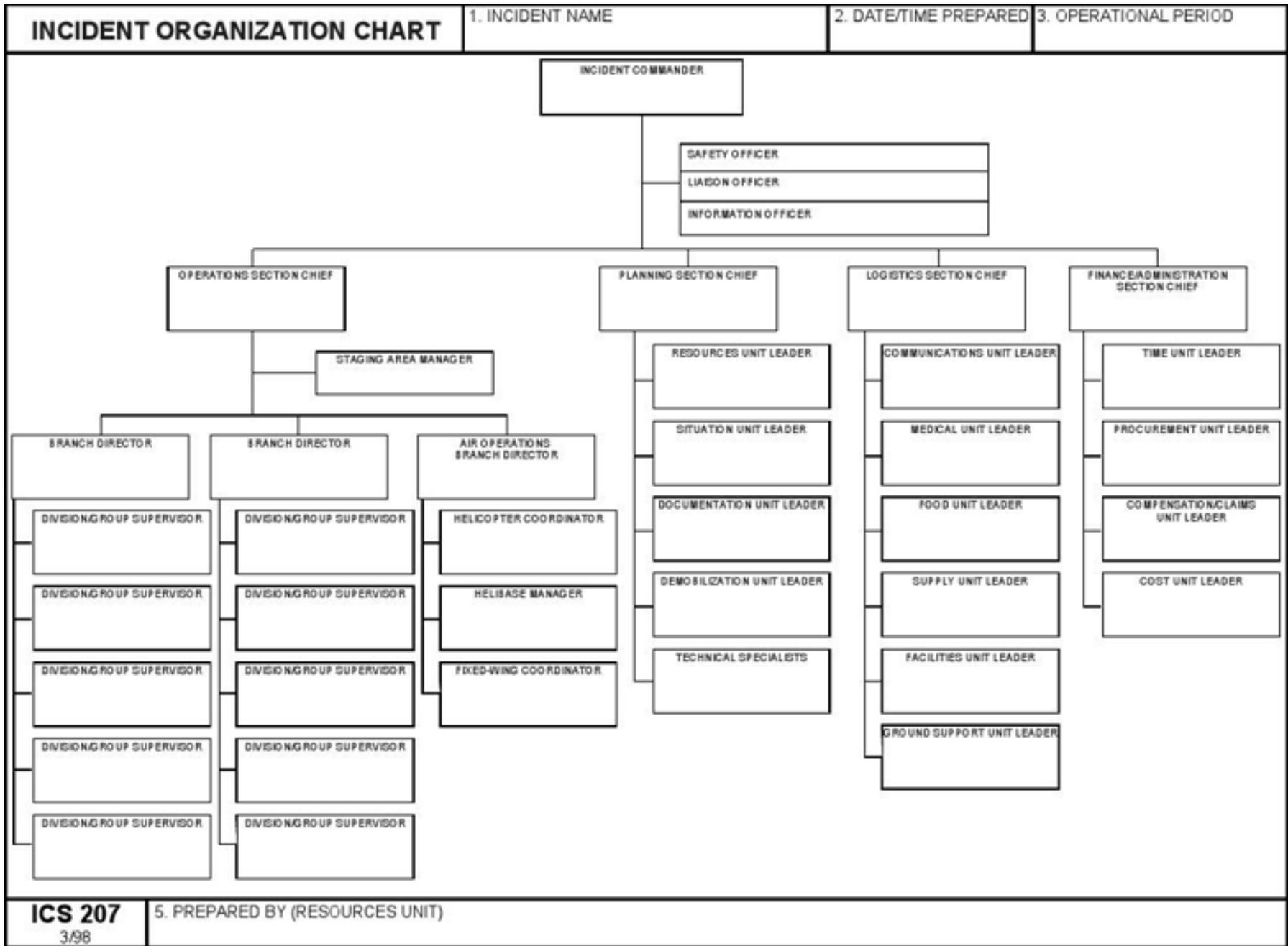
Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.



ICS 207
3/98

5. PREPARED BY (RESOURCES UNIT)

ICS 207 - Directions

Purpose. The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

Distribution. The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

INCIDENT CHECK-IN LIST (ICS 211)

1. Incident Name:		2. Incident Number:			3. Check-In Location (complete all that apply): <input type="checkbox"/> Base <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP <input type="checkbox"/> Helibase <input type="checkbox"/> Other					4. Start Date/Time: Date: _____ Time: HHMM									
Check-In Information (use reverse of form for remarks or comments)																			
5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:								6. Order Request #	7. Date/Time Check-In	8. Leader's Name	9. Total Number of	10. Incident Contact Information	11. Home Unit or Agency	12. Departure Point, Date and Time	13. Method of Travel	14. Incident Assignment	15. Other Qualifications	16. Data Provided to Resources Unit	
State	Agency	Category	Kind	Type	Resource Name or	ST or TF													
ICS 211	17. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____																		

ICS 211 - Directions

Purpose. Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211).

The ICS 211 serves several purposes, as it:

- (1) Records arrival times at the incident of all overhead personnel and equipment,
- (2) Records the initial location of personnel and equipment to facilitate subsequent assignments, and
- (3) Supports demobilization by recording the home base, method of travel, etc., for resources checked in.

Preparation. The ICS 211 is initiated at a number of incident locations including: Staging Areas, Base, and Incident Command Post (ICP).

Preparation may be completed by:

- (1) Overhead at these locations, who record the information and give it to the Resources Unit as soon as possible,
- (2) The Incident Communications Center Manager located in the Communications Center, who records the information and gives it to the Resources Unit as soon as possible,
- (3) A recorder from the Resources Unit during check-in to the ICP.

As an option, the ICS 211 can be printed on colored paper to match the designated Resource Status Card (ICS 219) colors. The purpose of this is to aid the process of completing a large volume of ICS 219s. The ICS 219 colors are:

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

Distribution. ICS 211s, which are completed by personnel at the various check-in locations, are provided to the Resources Unit, Demobilization Unit, and Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

Notes:

- Also available as 8½ x 14 (legal size) or 11 x 17 chart.
- Use reverse side of form for remarks or comments.
- If additional pages are needed for any form page, use a blank ICS 211 and repaginate as needed.
- Contact information for sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date: Date	6. Time HHMM
7. Message:		
8. Approved by: Name:	Signature: _____	Position/Title:
9. Reply:		
10. Replied by: Name:	Position/Title:	Signature: _____
ICS 213	Date/Time: Date	

ICS 213 - Directions

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

ICS 214 - Directions

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.



ESSENTIAL SUPPORT FUNCTION 9 - SEARCH & RESCUE

City/LFA EMERGENCY OPERATIONS PLAN 2016

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ESSENTIAL SUPPORT FUNCTION 9 - SEARCH & RESCUE

SEARCH & RESCUE LEAD AGENCIES	
Lead Agencies	Lane County Sheriff's Office
Supporting Agencies	Lane Fire Authority
State Agencies	Oregon Emergency Management Office of the State Fire Marshal
Search and Rescue activities will be conducted from the EOC if activated.	

PURPOSE

Emergency Support Function (ESF) 9 describes how the City/LFA will coordinate deployment of resources in both city and non-city search and rescue activities during a major incident or disaster.

SCOPE

This Annex is intended for search and rescue efforts as a result of a major incident or disaster that requires activation of the EOC. Smaller incidents, such as a boating accident, may be handled within the LCSO.

SITUATION AND ASSUMPTIONS

The area is faced with a number of hazards that may require search and rescue support. The following considerations should be taken into account when planning for and performing ESF 9 activities:

- A major disaster or emergency situation may result in large numbers of displaced, stranded, lost, or trapped individuals needing prompt rescue and medical attention.
- The first 72 hours of a search and rescue operation are the most critical in terms of reducing the mortality rate of an incident; therefore, operations must begin as soon as possible.
- Search and rescue personnel often need to be trained to deal with extreme or dangerous terrain for operations in remote areas. Similarly, they may need to work in dangerous conditions such as partially collapsed structures or areas with hazardous materials. These situations often require specialized skills that may not be available in a particular community, and experts may need to be brought in from other areas.
- Strict adherence to search and rescue procedures will help prevent rescuers becoming victims themselves.
- Volunteer search and rescue personnel are familiar with the Incident Command System (ICS) and National Incident Management System (NIMS) organization and have completed the basic training in both.
- Operations may be overwhelmed during emergencies and disasters. Local search and rescue efforts may require technical assistance from the County and other agencies.
- Access to impacted locations may be limited due to steep or rocky terrain, water, or structural barriers. Some areas may only be accessible by aircraft or boat.
- Rapid assessment of impacted areas and lost individuals will assist in the determination of response priorities.
- Local residents and unaffiliated volunteers may initiate activities to assist in search and rescue operations and will require coordination and direction.

ROLES AND RESPONSIBILITIES

Primary Agency - Lane County Sheriff's Office

- Provide a representative to the Emergency Operations Center (EOC), when requested.
- Initiate mobilization procedures.
- Assemble personnel and equipment at a designated location.
- Transport the team, including personnel and equipment, to the incident scene.
- Collect and analyze incident information to help determine the need to deploy search and rescue operations.
- Plan and coordinate search and rescue operations at the incident site.
- Direct search and rescue resources according to NIMS, ICS, and team policies and procedures/guidelines.
- Deploy search and rescue representatives to the EOC.
- Establish communication between the EOC and Incident Management Team to determine the resources needed to support incident response and operations.

Supporting Agencies

- Provide a representative to the EOC, when requested.
- Initiate mobilization procedures.
- Assemble personnel and equipment at a designated location.
- Transport the team, including personnel and equipment, to the incident scene.
- Collect and analyze incident information to help determine the need to deploy search and rescue operations.
- Plan and coordinate search and rescue operations at the incident site.
- Direct search and rescue resources according to NIMS, ICS, and team policies and procedures/guidelines.
- Deploy search and rescue representatives to the EOC.

CONCEPT OF OPERATIONS

Lane County Search & Rescue

The Lane County Sheriff's Office is the primary agency responsible for coordinating search and rescue related activities. Plans and procedures developed by the primary and supporting agencies provide the framework for carrying out those activities.

The Lane County Sheriff's Search and Rescue program (SAR) responds to lost, injured or missing people that are in need of rescue and/or recovery from natural or technological danger within Lane County on a 24-hour basis as mandated by ORS 404.200.

This includes but is not limited to the recovery of deceased subjects, aircraft related beacon searches, support of criminal investigations with evidence searches, disaster response, and general logistic support of Sheriff's Office personnel.

Supporting Search & Rescue Organizations

Ground Search and Rescue

Ground Search and Rescue (GSAR) is a non-profit (501c3) volunteer organization. The GSAR program consists of volunteers over the age of 19 who want to participate in basic searches. Basic searches include missions in moderate terrain. Members, who must maintain a reasonable level of physical fitness, are trained to basic state search and rescue standards and meet and train one to two days per month. Initial training is 100-plus hours, and then a minimum of 30 volunteer hours each year to meet state requirements. Volunteers may be called out on missions day or night, participate in public education and service events, and work approximately 75 volunteer hours per year.

Explorer Post 178

Explorer post 178 consists of young men and women between 14 and 20 years of age. This group is involved in searches within Lane County. They can be called upon at any time, day or night, to search for a missing person or as support personnel in base camp operations. They may also provide assistance to other, more technical search teams, such as the Water Search and Rescue Unit and Eugene Mountain Rescue.

Regular meetings and outings occur throughout the year to provide essential training in preparation to search involvement. Applicants selected for this program must be in good physical health, obtain most of their own equipment, and maintain a "C" or greater in each class in school.

Eugene Mountain Rescue

Eugene Mountain Rescue (EMR) is a non-profit volunteer organization. EMR's primary purposes is high angle rock/cliff rescue and rescue work above the snow line in a mountainous environment. EMR also participates in wilderness searches on steep terrain, and assists in recoveries and other types of searches. This group operates in Lane County and other areas of the state, when needed. Applicants should be skilled in rock climbing and mountaineering, and be equipped for all four seasons. Those who may not have climbing or mountaineering skills, but are willing to learn, are also welcome as associate level team members.

Lane County Sheriff's Mounted Posse

Consists of volunteers with a desire to use equestrian skills in a rural or wilderness environment to assist the Sheriff and citizens of Lane County. A sound, manageable, western type horse (14.2 to 16 hands) is required as well as a full range of western tack and transportation for rider and horse. Functional activities of the Posse include ceremonies, drills, public education, search and rescue, and various civic activities. The Sheriff's Posse continues a tradition of community-based law enforcement.

Lane County Water Search & Rescue Unit

The Lane County Water Search and Rescue Unit is a non-profit organization dedicated to serving the citizens of Lane County. This unit assists the Sheriff's Office with water related functions, including recoveries, evidence searches, vehicle recoveries, and surface rescues. Divers supply their own SCUBA equipment. The team consists of advanced open water certified divers, swift water rescue technicians, power boat, drift boat, and raft operators, as well as shore support personnel. The picture shows a Dive Team during a recovery mission - training and teamwork during these difficult jobs in black water is a necessity.

Lane County Dog Search Team

The Lane County Search Dog Team is a group of volunteers who provide trained search dog teams as part of the Sheriff's search and rescue program. Team members are available throughout the year for search and rescue within Lane County and are often called upon to assist other agencies throughout the State. Team

members provide all their own equipment and supply and train their own canines. A rigorous training program takes approximately two to three years to complete.

Special Vehicles Group

The off-road support program is a group of volunteers who participate in search and rescue activities that involve working on and off unimproved roads in a rural or forested environment. Volunteers must be certified in First Aid and CPR, have experience in wilderness survival, off-road driving and recovery, and own an off-road equipped vehicle.

The Special Vehicle Group is a 16-person unit that provides off-road vehicles able to support the Sheriff's Office during snow and ice conditions, and skills to travel on primitive "double track" roads. Winches, VHF radio and survival gear add to the capability for use in perimeter containment, road search and other SAR functions.

EMERGENCY OPERATIONS CENTER

When search and rescue-related activities are staffed in the EOC, the EOC Manager may activate a Search and Rescue Branch under the Operations Section to coordinate ESF 9 activities. The search and rescue representative will be responsible for the following:

- Serve as a liaison with supporting agencies and community partners.
- Provide a primary entry point for situational information related to search and rescue.
- Share situation status updates related to search and rescue to inform development of the Situation Report.
- Participate in, and provide search and rescue-specific reports for, EOC briefings.
- Assist in development and communication of search and rescue-related actions to tasked agencies.
- Monitor ongoing search and rescue-related actions.
- Share search and rescue-related information with ESF 14 –Public Information, to ensure consistent public messaging.
- Coordinate search and rescue-related staffing to ensure the function can be staffed across operational periods.

ACCESS AND FUNCTIONAL NEEDS POPULATIONS

Search and rescue-related activities will take into account populations with access and functional needs. The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to State and federal regulations and guidance.

ICS 214 - Directions

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

The ICS 214 can be printed as a two-sided form.

Use additional copies as continuation sheets as needed, and indicate pagination as used.

ESF 10 - HAZARDOUS MATERIALS RESPONSE

CITY/LFA EMERGENCY OPERATIONS PLAN 2016

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ESSENTIAL SUPPORT FUNCTION 10 - HAZARDOUS MATERIALS RESPONSE

ESF 10 - HAZARDOUS MATERIALS LEAD AGENCIES	
Lead Agency	Fire Defense Board Chief/Lane Fire Authority
Supporting Agency	Lane County Sheriff's Office
State Agency	Oregon Emergency Response System/State of Oregon
Hazmat response will be conducted from the EOC if activated.	

PURPOSE

To maintain the capability to respond to incidents involving chemical, biological, and/or radioactive substances, to contain or confine, and mitigate the damage caused by such incidents, and to terminate the hazard. Hazardous materials incidents within Lane County will be managed through the Incident Command System (ICS).

SITUATION

Lane County could experience the release of hazardous incidents involving chemical, biological, and/or radioactive substances. The incidents could be the result of transportation accidents, industrial accidents, or intentional acts.

ASSUMPTIONS

1. Notification of these incidents may be made by the public, transportation providers, industry, fire and EMS first responders, or law enforcement.
2. When a chemical, biological, or radiological incident occurs that is beyond the capability of the responding agency, a Hazardous Materials Team will be contacted for assistance.

DIRECTION AND CONTROL

1. Hazardous materials releases are the responsibility of the State of Oregon. Prior to utilization of a State of Oregon Regional Hazardous Materials Team, the agency with jurisdiction must make the initial response and assessment.
2. Lane Fire Authority will be responsible for initial response and assessment for incidents involving hazardous material releases which threaten the public, the environment or property within their jurisdiction.
3. In areas outside of the jurisdiction of Lane Fire Authority, the Lane County Sheriff's Office is responsible.
4. Oregon State Police is responsible for response on State lands, highways and freeways.
5. Overall command of hazardous materials incidents remains with the local jurisdiction.

Role of the State

1. Oregon State Regional Hazardous Materials Teams are tasked with advising local jurisdictions responsible for the incident and may take steps to identify, contain, confine, neutralize or control the release of a product.
2. State teams will serve in an advisory role and assist local agencies but not assume command of the incident.

3. State teams will work to stabilize an incident but will not assume responsibility for clean-up of a released product.
4. Clean up and removal of released products will be performed by a licensed vendor. If a responsible party can be identified they will be responsible for clean-up and disposable costs.

Strategic Objectives:	Tactical Objectives:
1. Protection of life.	1. Isolate, secure the area, and deny entry.
2. Stabilization of the incident.	2. Identify product and determine hazard.
3. Protection of property.	3. Isolate contaminated people pending decontamination.
4. Protection of the environment.	4. Decontaminate people as needed.
5. Restoration of airport operations and critical services.	

CONCEPTS OF OPERATIONS

Regional Hazardous Materials Teams Organization and Responsibilities

There are 15 Oregon State Regional Hazardous Materials Teams in the state responsible for response within identified geographic regions. These teams receive partial funding and response authorization by the State but operate under the command structure of a local host jurisdiction, usually a fire department or district, to which they are assigned. Team #2 is located in Eugene, run by the Eugene Fire and EMS Department and covers all of Lane County. If, for any reason, Team #2 is unavailable, or needs additional team resources the next closest team is requested by Team #2 through the State Fire Marshal’s Office. The state hazardous materials teams contiguous with Team #2 are as follows:

- South- Team #1, Douglas County, staffed by fire departments and districts in and around Roseburg.
- North- Team #5, Linn and Benton Counties, staffed by the Albany and Corvallis Fire Departments.
- East- Team #7, Deschutes County, staffed by the Redmond Fire Department.

Response Sequence

When an emergency is deemed beyond the capabilities of local responders they may request response by a Regional Hazardous Materials Team through the 9-1-1 system.

1. Requests from local jurisdictions for team response are received by an on duty team leader assigned to the Sheldon Fire Station, Eugene Fire Station 6. The Sheldon Fire Station is currently home to the Region 2 Hazardous Materials Team.
2. The on-duty team leader will process information from the first responders, consult the State of Oregon response criteria, contact the Oregon State Fire Marshal Duty Officer, if appropriate, and provide one or more of the following levels of assistance based on the team leader’s assessment of the hazard or potential hazards of the incident.

Level One Incidents

Level I-A. Telephone Advisory – Team personnel provide telephone assistance to local responders.

Level I-B. On-Site Advisory – Team member responds to provide on-site assistance to local responders.

Level I-C. On-Site Analysis – One to two team personnel respond for on-site reconnaissance at the scene.

Level Two Incidents

Level II-A. Hazcatting/Product Identification – Two to four team personnel to sample and provide product identification.

Level II- B. Small Team Response – Six to eight team personnel respond to mitigate medium/moderate incidents. This can be Level A and/or Level B trained and equipped personnel.

Level Three Incidents

Level III-A. Expanded Response – Six to eight team personnel plus any additional personnel or resources required to mitigate large/severe incidents.

Level III-B. Multiple Team Response- Multiple regional teams plus any additional personnel or resources required to mitigate large/severe incidents.

Hazardous Materials Procedures

1. Determine product and hazard from the product label signal word, responsible party on scene, and the DOT guidebook.
2. Use the DOT guidebook to establish an exclusion zone and decontamination line around the perimeter at the distance recommended. The exclusion area may have to be triangular shaped if there is any wind that can spread toxic fumes, gas or dusts. General evacuation should be accomplished uphill and upwind.
3. If a fire is involved with the spill or release, it may be best to let it burn. The hazards associated with fighting a hazardous materials fire and exposure risks of post-fire cleanup may justify the decision to let the fire burn and incinerate the product.

Standing Orders for Automatic Response

Hazardous Materials Emergency Response Teams (HEMERT) may automatically respond to any incident beyond the capabilities of local responders. The incident must involve a hazardous material spill, leak, explosion or injury, (or potential thereof) with immediate threat to life, environment, or property. In all cases the Oregon State Fire Marshal's Office duty officer should be notified as soon as possible through the Oregon Emergency Response System (OERS).

Automatic Responses:

1. A transportation incident involving release or potential release of an identifiable hazardous material.
2. Hazardous materials incidents at "fixed sites" (e.g., manufacturing facility with known hazards).
3. An incident with multiple, incapacitated victim(s) of unknown causes.
4. A spill or release with known, visible environmental impact (e.g., dead fish, vegetation).
5. A request by another State Hazardous Materials Emergency Response Team (e.g., for back up).

Hazard Class Designations

The Hazard Class designations, developed by the International Maritime Dangerous Good (IMDG) Code, groups hazardous substances into nine (9) general categories.

Class 1 - Explosives.

Class 2 – Gasses: Compressed, Liquefied or Dissolved under pressure.

Class 3 – Flammable Liquids.

Class 4 – Flammable Solids

Class 5 – Oxidizing Substances (Agents) and Organic Peroxides.

Class 6 – Poisonous (Toxic) and Infectious Substances.

Class 7 – Radioactive Substances.

Class 8 – Corrosives.

Class 9 – Miscellaneous Dangerous Substances.

Hazard Zone Definitions

Cold Zone- This area contains the Command Post and such other support functions as are deemed necessary to control the incident.

Warm Zone- The area where personnel and equipment decontamination and hot zone support take place. It includes control points for the access corridor and thus assists in reducing the spread of contamination.

Hot Zone - The area immediately surrounding a hazardous materials incident, extending far enough to prevent adverse effects from hazardous materials releases to personnel outside the zone.

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name:	2. Operational Period:	Date From: Date Time From: HHMM	Date To: Date Time To: HHMM
3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:			
4. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located At:			
5. Prepared by: Name:		Position/Title:	Signature: _____
ICS 208	IAP Page	Date/Time: Date	

ICS 208 - Directions

Purpose. The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

Preparation. The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Action Plan (IAP).

Distribution. The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 208 may serve (optionally) as part of the IAP.
- Use additional copies for continuation sheets as needed, and indicate pagination as used.

ICS 214 - Directions

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

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- Use additional copies as continuation sheets as needed, and indicate pagination as used.



ESSENTIAL SUPPORT FUNCTION 13 – PUBLIC SAFETY & EVALUATIONS

CITY/LFA Emergency Operations Plan 2016

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ESSENTIAL SUPPORT FUNCTION 13 – PUBLIC SAFETY & EVACUATIONS

ESF 16 – PUBLIC SAFETY AGENCIES	
Lead Department	Lane County Sheriff’s Office (LCSO)
Supporting City Agency	City of Veneta Public Works
Supporting Jurisdictional Agency	Lane Fire Authority
Supporting County Agency	Lane County Public Works
Supporting State & Federal Agency	Oregon Department of Transportation
	US Army Corps of Engineers
Lane County Sheriff’s Office - Eugene	541-682-4150
Public Safety emergency response activities will be coordinated from the EOC.	

SITUATION AND ASSUMPTIONS

The City of Veneta contracts with the Lane County Sheriff’s Office (LCSO) for law enforcement services. LCSO has several state and federal agencies that provide support to local agencies as needed. During an emergency, the Lane County Sheriff’s Office will protect life and property; maintain law and order; regulate vehicle traffic; conduct search and rescue operations; lead or assist with evacuations; respond to terrorist incidents; and, upon request, assist other agencies in their duties regarding the emergency.

DIRECTION AND CONTROL

The Chief Law Enforcement Officer will be responsible for coordinating law enforcement operations within the City and the jurisdiction during an emergency. The Lane County Sheriff or his designee will serve as the Incident Commander (IC) for terrorism, riot, civil disturbance, transportation or any mass casualty incidents. The Lane County Sheriff will also have responsibility in determining lead and deputy incident commanders in a unified command situation.

On-scene command post(s) may be established at the site(s) of a disaster situation in conjunction with other responding agencies, such as fire services. The senior law enforcement person on-scene will be in charge of law enforcement activities and report to the Incident Commander in the EOC.

Law enforcement will conduct activities during emergency operations with consideration of the following priorities:

Priority 1 - Safety of the City of Veneta and Lane County citizens

Priority 2 - Security of the City of Veneta and Lane County residents’ property

Priority 3 - Protection of the physical environment of the City of Veneta and Lane County

EMERGENCY OPERATIONS CENTER - ROLES AND RESPONSIBILITIES

1. Establish and maintain communications with law enforcement personnel at the on-scene command post. Monitor ongoing actions.
2. Act as a primary entry point for Public Safety situational information.
3. Direct Public Safety operations in coordination with other responding agencies in the EOC.
4. Assist in development and communication of Public Safety actions to tasked agencies.
5. Serve as a liaison with supporting agencies and community partners.
6. Assist development of the Situation Report through Public Safety situation intelligence and updates.
7. Share Public Safety information with Public Information Officer to ensure consistent public messaging.
8. Coordinate law enforcement staffing to ensure that the function can be staffed across operational periods. Provide briefing and reports for incoming staff.
9. If local capabilities are exceeded, the IC will request outside assistance. Assist IC through mutual aid agreements, state or federal sources.
10. Utilize the local warning service (AlertSense) and other warning systems as needed (IPAWS).

FIELD OPERATIONS – ROLES AND RESPONSIBILITIES

1. Maintain law and order and coordinate overall Public Safety activities.
2. Provide security and investigation resources if a crime scene is involved.
3. Provide traffic and crowd control as resources allow.
4. Monitor access to restricted areas as resources allow.
5. Coordinate with other law enforcement agencies to provide security for key facilities. Facilities will be prioritized for best use of law enforcement resources. Low priority facilities may be secured by private security companies or other non-essential Lane County staff.
6. Coordinate with supporting agencies and community partners.
7. Support other public safety operations as resources allow.
8. Assist with hazardous material incidents.
9. Provide or coordinate security and perimeter control at incident scenes and the EOC during activation when appropriate.
10. Provide support to the Lane County Medical Examiner's Offices in the investigation, identification, recovery, and management of deceased persons.

EVACUATIONS

In the event that the City of Veneta and/or the surrounding Lane Fire Authority jurisdiction requires an evacuation, the Lane County Sheriff’s Office will perform the following functions in addition to the roles and responsibilities listed in ESF 13. Disasters that could cause an evacuation include landslides, flood, wild land fires, hazardous materials incidents, dam failure, and terrorist incidents.

Under ORS 401.309 (4), a county, city, or municipal organization may authorize an agency or official to order

ESF 16 – EVACUATION AGENCIES	
Lead Department	Lane County Sheriff’s Office (LCSO)
Supporting Jurisdictional Agency	Lane Fire Authority
Supporting City Agency	City of Veneta Public Works
Supporting State & Federal Agency	Oregon Department of Transportation/DOT
Lane County Sheriff’s Office - Eugene	541-682-4150
Emergency evacuations will be coordinated from the EOC using the Incident Command System	

mandatory evacuations of residents and other individuals after a declaration of a state of emergency within the jurisdiction has been declared. An evacuation under an ordinance or resolution authorized by this section shall be ordered only when necessary for public safety or when necessary for the efficient conduct of activities that minimize or mitigate the effects of the emergency.

SITUATION AND ASSUMPTIONS

1. Evacuation routes are preplanned in areas where evacuation is likely due to exposure to a specific hazard or floods in areas prone to flooding. Evacuation routes are planned considering the most likely hazards.
2. It is assumed that the public will receive and understand official information related to evacuation. Most of the public will act in its own interest and evacuate dangerous areas when advised to do so by Lane County government authorities or fire agencies. Some individuals however may refuse to evacuate
3. People with disabilities, elderly people, and other special needs groups may require special assistance with evacuation.
4. While some disaster events are slow moving to provide ample reaction time, the worst case assumption is that there will be little or no warning of the need to evacuate.
5. The decision to evacuate could occur day or night, and there could be little control over the start time.
6. Severely damaged road systems, communications systems, and utilities could hamper evacuation events.
7. Many evacuees may seek shelter with relatives or friends rather than use designated shelter facilities.
8. Most evacuees will use private transportation means; however public transportation may need to be provided for some evacuees.
9. The magnitude, intensity, spread of onset, weather and duration are all significant elements that will determine the number of people to be evacuated and the time and distance of travel necessary to ensure safety.

DIRECTION AND CONTROL

1. To maintain evacuation efforts in Lane County and to ensure orderly continuation of leadership in an emergency situation the following succession of authority is established:
 - i. Lane County Sheriff
 - ii. Sheriff's Chief Deputy
 - iii. Captain of Police Services
2. Evacuation efforts will be carried out in conjunction with the ESF 4 - Fire Fighting (LFA) as needed.
3. Evacuation efforts will be carried out in conjunction with ESF 1 – Transportation (ODOT) as needed.
4. Evacuation efforts must be coordinated with the Red Cross, Salvation Army, and other service organizations for shelter and mass care operations as needed.
5. Unified Command shall be utilized when multiple departments or jurisdictions respond to the same incident and there is joint responsibility.
6. The Public Information Officer (PIO) will release ongoing information regarding evacuation status, evacuation routes, and available shelters.

EMERGENCY OPERATIONS CENTER - ROLES AND RESPONSIBILITIES

Roles and responsibilities in the EOC will be consistent with those of ESF 13 - Public Safety.

FIELD OPERATIONS – ROLES AND RESPONSIBILITIES

In addition to the roles and responsibilities listed in Public Safety, the lead agency shall:

1. Conduct post-disaster windshield surveys in impacted areas.
2. Organize completion of Traffic Control Plans as related to road closures and efficient traffic flow.
3. Secure and escort key emergency resources and assets when deployed.

ANNEX MAINTENANCE

It is the responsibility of each law enforcement agency to ensure its own emergency response capabilities. The Lane County Sheriff's Office has planned for law enforcement operations related to emergency management and the City of Veneta and Lane Co. Emergency Management will ensure this annex is in alignment with that plan

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period:		Date From: Date	Date To: Date
				Time From: HHMM	Time To: HHMM
3. Incident Commander(s) and Command Staff:			7. Operations Section:		
IC/UCs		Chief			
		Deputy			
Deputy		Staging Area			
Safety Officer		Branch			
Public Info. Officer		Branch Director			
Liaison Officer		Deputy			
4. Agency/Organization Representatives:			Division/Group		
Agency/Organization	Name	Division/Group			
		Branch			
		Branch Director			
		Deputy			
5. Planning Section:			Division/Group		
Chief		Division/Group			
Deputy		Division/Group			
Resources Unit		Division/Group			
Situation Unit		Division/Group			
Documentation Unit		Branch			
Demobilization Unit		Branch Director			
Technical Specialists		Deputy			
6. Logistics Section:			Division/Group		
Chief		Division/Group			
Deputy		Air Operations Branch			
Support Branch		Air Ops Branch Dir.			
Director					
Supply Unit					
Facilities Unit		8. Finance/Administration Section:			
Ground Support Unit		Chief			
Service Branch		Deputy			
Director		Time Unit			
Communications Unit		Procurement Unit			
Medical Unit		Comp/Claims Unit			
Food Unit		Cost Unit			
9. Prepared by: Name:		Position/Title:		Signature: _____	
ICS 203	IAP Page	Date/Time: Date			

ICS 203 – Directions

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a “T” in parentheses behind the name (e.g., “A. Smith (T)”).

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

INCIDENT STATUS SUMMARY (ICS 209) (Items 1-30)

*1. Incident Name:		2. Incident Number:	
*3. Report Version (check one box on left): <input type="checkbox"/> Initial Rpt # <input type="checkbox"/> Update (if used): <input type="checkbox"/> Final	*4. Incident Commander(s) & Agency or Organization:	5. Incident Management Organization:	*6. Incident Start Date/Time: Date: _____ Time: _____ Time Zone: _____
7. Current Incident Size or Area Involved (use unit label – e.g., “sq mi,” “city block”):	8. Percent (%) Contained Completed	*9. Incident Definition:	10. Incident Complexity Level:
		*11. For Time Period: From Date/Time: _____ To Date/Time: _____	

Approval & Routing Information

*12. Prepared By: Print Name: _____ ICS Position: _____ Date/Time Prepared: _____	*13. Date/Time Submitted Time Zone: _____
*14. Approved By: Print Name: _____ ICS Position: _____ Signature: _____	*15. Primary Location, Organization, or Agency Sent To:

Incident Location Information

*16. State:	*17. County/Parish/Borough:	*18. City:
19. Unit or Other:	*20. Incident Jurisdiction:	21. Incident Location Ownership (if different than jurisdiction):
22. Longitude (indicate format): Latitude (indicate format):	23. US National Grid Reference:	24. Legal Description (township, section, range):
*25. Short Location or Area Description (list all affected areas or a reference point):		26. UTM Coordinates:
27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels):		

Incident Summary

*28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.):
--

29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.):

30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):

A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
E. Single Residences			
F. Nonresidential Commercial Property			
Other Minor Structures			
Other			

Incident Status Summary – cont. (ICS 209) (Items 31-37)

*1. Incident Name:			2. Incident Number:		
	A. # This Reporting Period	B. Total # to Date		A. # This Reporting Period	B. Total # to Date
*31. Public Status Summary:			*32. Responder Status Summary:		
<i>C. Indicate Number of Civilians (Public) Below:</i>			<i>C. Indicate Number of Responders Below:</i>		
D. Fatalities			D. Fatalities		
E. With Injuries/Illness			E. With Injuries/Illness		
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue		
G. Missing (<i>note if estimated</i>)			G. Missing		
H. Evacuated (<i>note if estimated</i>)			H. Sheltering in Place		
I. Sheltering in Place (<i>note if estimated</i>)			I. Have Received Immunizations		
J. In Temporary Shelters (<i>note if est.</i>)			J. Require Immunizations		
K. Have Received Mass Immunizations			K. In Quarantine		
L. Require Immunizations (<i>note if est.</i>)					
M. In Quarantine					
<i>N. Total # Civilians (Public) Affected:</i>			<i>N. Total # Responders Affected:</i>		
33. Life, Safety, and Health Status/Threat Remarks:			*34. Life, Safety, and Health Threat Management:		
					A. Check if Active
			A. No Likely Threat		<input type="checkbox"/>
			B. Potential Future Threat		<input type="checkbox"/>
			C. Mass Notifications in Progress		<input type="checkbox"/>
			D. Mass Notifications Completed		<input type="checkbox"/>
			E. No Evacuation(s) Imminent		<input type="checkbox"/>
			F. Planning for Evacuation		<input type="checkbox"/>
			G. Planning for Shelter-in-Place		<input type="checkbox"/>
			H. Evacuation(s) in Progress		<input type="checkbox"/>
			I. Shelter-in-Place in Progress		<input type="checkbox"/>
			J. Repopulation in Progress		<input type="checkbox"/>
			K. Mass Immunization in Progress		<input type="checkbox"/>
			L. Mass Immunization Complete		<input type="checkbox"/>
			M. Quarantine in Progress		<input type="checkbox"/>
N. Area Restriction in Effect		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern):					

36. Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

37. Strategic Objectives (define planned end-state for incident):

Incident Status Summary – cont. (ICS 209) (Items 38-47)

*1. Incident Name:	2. Incident Number:
<p>38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.</p> <p>12 hours:</p> <p>24 hours:</p> <p>48 hours:</p> <p>72 hours:</p> <p>Anticipated after 72 hours:</p>	
<p>39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:</p> <p>12 hours:</p> <p>24 hours:</p> <p>48 hours:</p> <p>72 hours:</p> <p>Anticipated after 72 hours:</p>	
<p>40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:</p> <ol style="list-style-type: none"> 1) critical resource needs identified above, 2) the Incident Action Plan and management objectives and targets, 3) anticipated results. <p>Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.</p>	
<p>41. Planned Actions for Next Operational Period:</p>	
<p>42. Projected Final Incident Size/Area (use unit label – e.g., “sq mi”):</p>	
<p>43. Anticipated Incident Management Completion Date:</p>	
<p>44. Projected Significant Resource Demobilization Start Date:</p>	
<p>45. Estimated Incident Costs to Date:</p>	
<p>46. Projected Final Incident Cost Estimate:</p>	
<p>47. Remarks (or continuation of any blocks above – list block number in notation):</p>	
ICS 209, Page 3 of	* Required when applicable.

ICS 209 - Directions

Purpose. The ICS 209 is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention. The ICS 209 contains basic information elements needed to support decisionmaking at all levels above the incident to support the incident. Decisionmakers may include the agency having jurisdiction, but also all multiagency coordination system (MACS) elements and parties, such as cooperating and assisting agencies/organizations, dispatch centers, emergency operations centers, administrators, elected officials, and local, tribal, county, State, and Federal agencies. Once ICS 209 information has been submitted from the incident, decisionmakers and others at all incident support and coordination points may transmit and share the information (based on its sensitivity and appropriateness) for access and use at local, regional, State, and national levels as it is needed to facilitate support.

Accurate and timely completion of the ICS 209 is necessary to identify appropriate resource needs, determine allocation of limited resources when multiple incidents occur, and secure additional capability when there are limited resources due to constraints of time, distance, or other factors. The information included on the ICS 209 influences the priority of the incident, and thus its share of available resources and incident support.

The ICS 209 is designed to provide a “snapshot in time” to effectively move incident decision support information where it is needed. It should contain the most accurate and up-to-date information available at the time it is prepared. However, readers of the ICS 209 may have access to more up-to-date or real-time information in reference to certain information elements on the ICS 209. Coordination among communications and information management elements within ICS and among MACS should delineate authoritative sources for more up-to-date and/or real-time information when ICS 209 information becomes outdated in a quickly evolving incident.

Reporting Requirements. The ICS 209 is intended to be used when an incident reaches a certain threshold where it becomes significant enough to merit special attention, require additional resource support needs, or cause media attention, increased public safety threat, etc. Agencies or organizations may set reporting requirements and, therefore, ICS 209s should be completed according to each jurisdiction or discipline’s policies, mobilization guide, or preparedness plans. It is recommended that consistent ICS 209 reporting parameters be adopted and used by jurisdictions or disciplines for consistency over time, documentation, efficiency, trend monitoring, incident tracking, etc.

For example, an agency or MAC (Multiagency Coordination) Group may require the submission of an initial ICS 209 when a new incident has reached a certain predesignated level of significance, such as when a given number of resources are committed to the incident, when a new incident is not completed within a certain timeframe, or when impacts/threats to life and safety reach a given level.

Typically, ICS 209 forms are completed either once daily or for each operational period – in addition to the initial submission. Jurisdictional or organizational guidance may indicate frequency of ICS 209 submission for particular definitions of incidents or for all incidents. This specific guidance may help determine submission timelines when operational periods are extremely short (e.g., 2 hours) and it is not necessary to submit new ICS 209 forms for all operational periods.

Any plans or guidelines should also indicate parameters for when it is appropriate to stop submitting ICS 209s for an incident, based upon incident activity and support levels.

Preparation. When an Incident Management Organization (such as an Incident Management Team) is in place, the Situation Unit Leader or Planning Section Chief prepares the ICS 209 at the incident. On other incidents, the ICS 209 may be completed by a dispatcher in the local communications center, or by another staff person or manager. This form should be completed at the incident or at the closest level to the incident.

The ICS 209 should be completed with the best possible, currently available, and verifiable information at the time it is completed and signed.

This form is designed to serve incidents impacting specific geographic areas that can easily be defined. It also has the flexibility for use on ubiquitous events, or those events that cover extremely large areas and that may involve many jurisdictions and ICS organizations. For these incidents, it will be useful to clarify on the form exactly which portion of the larger incident the ICS 209 is meant to address. For example, a particular ICS 209 submitted during a statewide

outbreak of mumps may be relevant only to mumps-related activities in Story County, Iowa. This can be indicated in both the incident name, Block 1, and in the Incident Location Information section in Blocks 16–26.

While most of the “Incident Location Information” in Blocks 16–26 is optional, the more information that can be submitted, the better. Submission of multiple location indicators increases accuracy, improves interoperability, and increases information sharing between disparate systems. Preparers should be certain to follow accepted protocols or standards when entering location information, and clearly label all location information. As with other ICS 209 data, geospatial information may be widely shared and utilized, so accuracy is essential.

If electronic data is submitted with the ICS 209, do not attach or send extremely large data files. Incident geospatial data that is distributed with the ICS 209 should be in simple incident geospatial basics, such as the incident perimeter, point of origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. Any attached data should be clearly labeled as to format content and collection time, and should follow existing naming conventions and standards.

Distribution. ICS 209 information is meant to be completed at the level as close to the incident as possible, preferably at the incident. Once the ICS 209 has been submitted outside the incident to a dispatch center or MACS element, it may subsequently be transmitted to various incident supports and coordination entities based on the support needs and the decisions made within the MACS in which the incident occurs.

Coordination with public information system elements and investigative/intelligence information organizations at the incident and within MACS is essential to protect information security and to ensure optimal information sharing and coordination. There may be times in which particular ICS 209s contain sensitive information that should not be released to the public (such as information regarding active investigations, fatalities, etc.). When this occurs, the ICS 209 (or relevant sections of it) should be labeled appropriately, and care should be taken in distributing the information within MACS.

All completed and signed original ICS 209 forms MUST be given to the incident’s Documentation Unit and/or maintained as part of the official incident record.

Notes:

- To promote flexibility, only a limited number of ICS 209 blocks are typically required, and most of those are required only when applicable.
- Most fields are optional, to allow responders to use the form as best fits their needs and protocols for information collection.
- For the purposes of the ICS 209, responders are those personnel who are assigned to an incident or who are a part of the response community as defined by NIMS. This may include critical infrastructure owners and operators, nongovernmental and nonprofit organizational personnel, and contract employees (such as caterers), depending on local/jurisdictional/discipline practices.
- For additional flexibility only pages 1–3 are numbered, for two reasons:
 - Possible submission of additional pages for the Remarks Section (Block 47), and
 - Possible submission of additional copies of the fourth/last page (the “Incident Resource Commitment Summary”) to provide a more detailed resource summary.

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date: Date	6. Time HHMM
7. Message:		
8. Approved by: Name:	Signature: _____	Position/Title:
9. Reply:		
10. Replied by: Name:	Position/Title:	Signature: _____
ICS 213	Date/Time: Date	

ICS 213 - Directions

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

ICS 214 - Directions

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.



ESF 14 - VOLUNTEERS & DONATIONS

City/LFA Emergency Operations Plan 2016

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LAST UPDATE ON _____

ESSENTIAL SUPPORT FUNCTION 14 - VOLUNTEERS AND DONATIONS

ESF 14 - VOLUNTEER AND DONATION LEAD AGENCIES	
Lead Agencies	Lane Fire Authority or Red Cross
Supporting Agencies	Lane Fire Authority or Red Cross
Supporting County and State Agencies	LCSARO, SVdP, Volunteer Firefighters, CERTS, SAR, MidLane Cares, Food for Lane County, Salvation Army
Volunteers and Donation functions will be conducted from the location of the lead Volunteer Agency.	

PURPOSE

The purpose of this annex is to explain the responsibilities for coordinating volunteers, donated goods, and financial contributions whether solicited or unsolicited, in the event of an emergency or disaster. This plan outlines a system for managing the use of non-designated goods, financial contributions and volunteers which may make their way to the disaster area.

SITUATION

Emergent volunteers may come to disaster areas seeking to help, or volunteers may be solicited to perform specific tasks. Volunteers are an excellent resource that can provide a great variety of skills, talents, and eagerness to assist with a disaster event. This influx of resources requires a united and cooperative effort by local, state and federal governments, public, private and faith based volunteer organizations, and the private sector and the donor community.

Out of area support should not be encouraged unless absolutely necessary as the City has limited support resources for lodging, health care, and meals for volunteers.

ASSUMPTIONS

- The City/LFA will utilize volunteer resources to help mitigate the impacts of disaster events.
- Donated goods may arrive without warning and without being packed appropriately. The amount of donated goods could be sizeable, which may create problems for storage and distribution.
- Spontaneous volunteers will show up at a disaster scene to offer their skills, which may or may not be helpful. Volunteers will be discouraged from going directly to any disaster site.
- Any financial contributions made will be managed and distributed to support disaster response and recovery operations only.

DIRECTION AND CONTROL

Volunteer agencies providing services are generally coordinated by the American Red Cross and in most cases assigned to shelter and mass care functions or public health services. A government liaison specialist from the American Red Cross may be assigned to the EOC during major disasters to help coordinate volunteer organization efforts.

The Lane Fire Authority has 120 volunteer fireman, some of which are also trained as EMT’s. In the event that the Red Cross is overtaxed due to a widespread disaster, such as an earthquake, the Lane Fire Authority will take the lead because of its access and experience with managing volunteers in an emergency situation.

The IC will designate a Volunteer & Donations Management Unit Leader as needed in collaboration with the Logistics Chief.

Request for Volunteers

Volunteer organizations involved in the disaster may request public volunteers, as needed, through the Logistics Section Chief. In addition, the EOC may need to identify potential volunteers with specific technical skills. The IC and Logistics Chiefs' Volunteer & Donation Unit Leader designee will work with the Public Information Officer to recruit those volunteers.

Additional roles that may be required in a disaster situation:

- Volunteer Resource Manager
- Intake Coordinator - sign waivers, registration forms
- Transportation Coordinator to direct them to their work site
- Mental and emotional support professional

Specific volunteer activities may be assigned to an emergency function during a disaster event, such as:

TASK	FUNCTION TITLE	ANNEX
Filling sand bags	Public Works	ESF 3
Recycling debris	Public Works	ESF 3
Search & Rescue	Search & Rescue	ESF 9
Ham radio operator	Communications	ESF 2
Sorting and distribution of donated goods	Logistics & Resource Management	ESF 7

CONCEPT OF OPERATIONS

Rules and Procedures for Volunteer Management (People)

Volunteer Support

In the absence of the Red Cross, the IC may identify a Volunteer Center, depending on the disaster needs and the numbers of offers to volunteer that are received. The Volunteer Center preferably should be within a one mile radius from the disaster. Facilities could be schools, churches, town halls, etc. Support for these volunteers may include arranging for lodging, food, restrooms, and medical care.

Arrangements for feeding of volunteers and staff will be made when necessary. This coordination will take place in the Emergency Operations Center. Mass feeding and shelter may be available through volunteer agencies, local churches, or MidLane Cares -The Love Project, which is a partner with Food for Lane County.

Volunteer Registration, Supervision & Credentials

All emergent and solicited volunteers used in a disaster event will be required to complete a volunteer registration form prior to beginning work in the disaster area or with disaster victims. Time worked by volunteers may be eligible toward local match dollars. Volunteer time must be kept and signed off by them even though they do not receive compensation.

Supervision will be required for unaffiliated volunteers assisting with disaster response and recovery. A team leader will be required to accompany all teams that will be providing volunteer services. Affiliated volunteers will work under their organizational structure under the direction of the Logistics Chief or the designee. A volunteer staging area will be established at a safe location where volunteers check-in, receive assignments,

and check out at the end of their shift. Volunteers will work assigned shifts in assigned locations. Any changes to the original assignment must be documented.

Certification and credentials will be required of some volunteers such as doctors, nurses and certain other specialists to ensure volunteers chosen are qualified to provide the services they offer. Construction contractors providing both residential and commercial construction must be licensed by the State and show proof of license, insurance and bonding. All trades, including plumbing, heating and electrical contractors, must be licensed, bonded and insured either by the State or as applicable by the local municipality.

Businesses and people offering their paid services will be put on a list for future services.

Emergency Services Organizations

Service or Function	Organization	Contact Number
Disaster Welfare Inquiry	American Red Cross	(541) 344-5244
Emotional Support	American Red Cross	
Food-Shelter Feeding	American Red Cross	
Shelter-Mass Care	American Red Cross	
Transportation/Warehouse	St. Vincent DePaul	(541) 687-5820
Volunteers	United Way of Lane County	(541) 741-6000
Animal Rescue/Shelter/Supplies	Greenhill Human Society	(541) 689-1503
Clothing	Salvation Army	(541) 343-3341
Meals	Food for Lane County	(541) 343-2822
Volunteers	Volunteers Active in Disaster Nat'l org., faith-based network for resources	Dean Alby -OR VOAD, President 503-862-3604
Emergency Response	Community Emergency Response Team (CERT) Volunteers have received basic training in disaster survival and rescue skills, and are trained to help family and neighbors survive until emergency responders or other assistance arrives.	Susan Kellogg -(541) 935-2226

Rules and Procedures for Management of Donated Goods

For the proper management of un-solicited and non-designated donations, operating facilities will include checkpoints, staging areas, donations coordination centers, distribution centers, and storage warehouses as needed. Veneta has the following storage vendors:

Broadway Mini Storage	88188 6th St	541 935-2735
Fern Ridge Self Storage	25115 Luther Lane	541 935-3900
Lock-up Mini Storage	88250 Huston	541 344-3476
West Lane Storage	24945 HWY 126	541 935-3546

1. The Volunteer & Donations Management Unit Leader will coordinate with Lane County Sheriff's Office (LCSO) to identify and manage checkpoints and staging areas for incoming donations. Parking lots and city parks will be considered for this use. LCSO or their designees will be required to ensure twenty-four hour security of facilities and personnel is available.
2. The Volunteer & Donations Management Unit Leader will coordinate with Public Works, ODOT and LCSO to direct vehicles and trucks bringing donations into the City. Road signs should be posted and clearly marked.
3. Distribution centers will be coordinated by the Volunteer & Donations Management Unit Leader in collaboration with Red Cross. When necessary, the City/LFA will coordinate with the Red Cross to provide personnel to assist in managing donation facilities, distribution centers and donation phone lines.
4. The EOC will make every effort to ensure that information about offers of goods and services are available to volunteer/non-profit agencies.
5. Donors will be encouraged to make their own decision in choosing which organization the donation is to be designated. Donors will be advised to properly package and label all goods and to provide a detailed inventory list with shipments.
6. Donors will be discouraged from sending unsolicited donations directly to the disaster site.
7. Goods not requested but which can be used will be made available to all public, private, faith-based and non-profit organizations. When possible, unneeded goods such as clothing shall be recycled or redistributed to others in need.
8. Public Works ESF 3 will work with the appropriate county and state agencies to coordinate waste disposal operations. It may be necessary to maintain a waste disposal contract to effectively dispose of a considerable amount of cardboard, paper, metal and spoiled or unsafe containers of goods.
9. Corporate offers of bulk items will be accepted if the items can be used in the disaster response and relief efforts. Information concerning corporate offers of bulk items will be entered in the resource database. Corporate donors will be advised to label all goods and to provide a detailed inventory list with all shipments.

Rules and Procedures for Management of Monetary Donations

1. In most cases, the City/LFA will encourage the public to contribute cash donations to established, recognized disaster relief organizations of their choice involved in the response and recovery. All inquiries concerning donations for a specified organization will be referred to that organization. The organization accepting/receiving designated donations will follow its own policies and procedures for handling the logistics involved.
2. In circumstances where the donor is undecided or is unaware of which organizations are involved in disaster relief activities, the individual responding to the inquiry may provide a list of those organizations that are in need of and will accept the particular goods or services being offered, but will offer no recommendation.
3. If monetary donations arrive at the EOC, the Finance Section Chief will deposit the funds in to a separate account. The Emergency Management Organization will determine how the funds will be held and distributed.

Documentation

Records will be maintained on the use of all equipment, whether owned, leased, rented or borrowed. These records/contracts will be used as basis for possible recovery of emergency operations expenses from a responsible party or for potential reimbursement from the State or Federal Government. All records/contracts generated by the Volunteer & Donation Management Unit Leader should be provided to the Finance and Administration Section Chief for cost recovery and reimbursement documentation.

Each department, agency or service of government will provide for the maintenance of records during an emergency. These records include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment. All records generated during an emergency will be collected and maintained in an orderly manner so a record of actions taken is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

INCIDENT CHECK-IN LIST (ICS 211)

1. Incident Name:	2. Incident Number:	3. Check-In Location (complete all that apply):					4. Start Date/Time:
		<input type="checkbox"/> Base	<input type="checkbox"/> Staging Area	<input type="checkbox"/> ICP	<input type="checkbox"/> Helibase	<input type="checkbox"/> Other	Date: _____ Time: HHMM

Check-In Information (use reverse of form for remarks or comments)

5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:							6. Order Request #	7. Date/Time Check-In	8. Leader's Name	9. Total Number of Resources	10. Incident Contact Information	11. Home Unit or Agency	12. Departure Point, Date and Time	13. Method of Travel	14. Incident Assignment	15. Other Qualifications	16. Data Provided to Resources Unit
State	Agency	Category	Kind	Type	Resource Name or	ST or TF											

ICS 211	17. Prepared by: _____	Name: _____	Position/Title: _____	Signature: _____	Date/Time: _____
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ICS 211 - Directions

Purpose. Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211). The ICS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.

Preparation. The ICS 211 is initiated at a number of incident locations including: Staging Areas, Base, and Incident Command Post (ICP). Preparation may be completed by: (1) overhead at these locations, who record the information and give it to the Resources Unit as soon as possible, (2) the Incident Communications Center Manager located in the Communications Center, who records the information and gives it to the Resources Unit as soon as possible, (3) a recorder from the Resources Unit during check-in to the ICP. As an option, the ICS 211 can be printed on colored paper to match the designated Resource Status Card (ICS 219) colors. The purpose of this is to aid the process of completing a large volume of ICS 219s. The ICS 219 colors are:

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

Distribution. ICS 211s, which are completed by personnel at the various check-in locations, are provided to the Resources Unit, Demobilization Unit, and Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

Notes:

- Also available as 8½ x 14 (legal size) or 11 x 17 chart.
- Use reverse side of form for remarks or comments.
- If additional pages are needed for any form page, use a blank ICS 211 and repaginate as needed.
- Contact information for sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

ICS 214 - Directions

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.



ESSENTIAL SUPPORT FUNCTION 15 - PUBLIC INFORMATION

CITY/LFA Emergency Operations Plan 2016

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LAST UPDATE ON: _____

ESSENTIAL SUPPORT FUNCTION 15 – PUBLIC INFORMATION

ESF 15 – PUBLIC INFORMATION LEAD AGENCIES	
Lead Agencies	Incident Commander designee
Supporting Agencies	Lane Fire Authority, Lane County Sheriff’s Office
Supporting County Agency	Lane County Public Information Officer
Public Information will be conducted from the EOC or Joint Information Center (JIC).	

PURPOSE

The purpose of ESF 15 – Public Information is to gather, verify, prepare, coordinate, and disseminate information about the incident to the public in a timely, accurate and professional manner.

SITUATION AND ASSUMPTIONS

1. The Integrated Public Alert & Warning System is the primary method for public disaster information dissemination. Others are: print, radio, media, websites, social media, e-mail, amateur radio systems, and the Community Emergency Notification System (AlertSense).
2. Depending on the severity of the emergency or disaster, communication infrastructure may be hampered or damaged, or without emergency power.
3. Public information during an incident can reduce accidents and anxiety.
4. The public will demand information about the emergency situation, instruction on proper response actions, and detailed information regarding protective action toward life and property.
5. In major emergency or disaster situations, media representatives may seek information about the situation and response actions. It is the policy of the City/LFA to cooperate fully with the media in all phases of Emergency Management.
6. The Public Information Officer (PIO) is a part of the Incident Command staff and operates within the Incident Command System.
7. The Public Information Office will react using the best resources (site, equipment, personnel) available at the time.
8. Hearsay or lack of information may cause rumors, fear and unnecessary confusion.

DIRECTION AND CONTROL

The role of the Public Information Officer (PIO) is activated by an unusual surge in media or public requests for information, or by activation of the Emergency Operations Center, or for a public health emergency. All contact with the news media will be limited to the Public Information Officer and JIC staff or others by special arrangement. Requests for information during the emergency situation shall be referred to the Lead Public Information Officer and JIC as appropriate. All messaging coming from the PIO and JIC will have IC approval, unless otherwise authorized. Designated personnel, public officials, and/or response staff will inform and involve appropriate stakeholders, Subject Matter Experts (SME), and other technical staff during the initial stages of a response.

PIOs should have direct involvement in public warnings and instructions for personal safety. In major emergencies or disasters, the PIO should work closely with the communications staff in issuing lifesaving or emergency information on the EAS or other means of alerting the public. Public Information Officers must have full knowledge of emergency alert and notification systems (ESF 2 – Communications).

If an incident involves a criminal investigation, specific procedures are established to manage and control security-sensitive information. All media inquiries about an ongoing criminal investigation are referred to the Lane County Sheriff or the Lane County District Attorney.

CONCEPT OF OPERATIONS

Line of succession

Line of succession of authority regarding Public Information responsibilities are:

- Public Information Officer
- Government and Legislative Manager
- JIC PIO Member designee, or IC designee

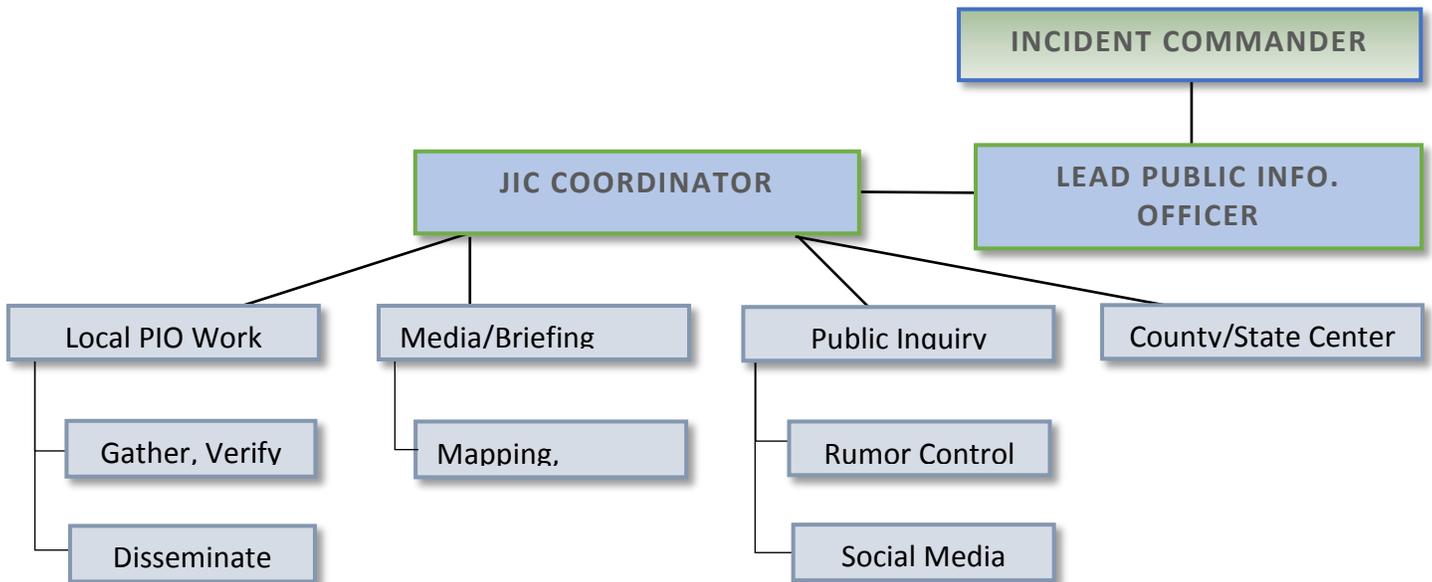
Response Priorities

The PIO will report to Incident Command to begin dissemination of emergency instructions to the public in the following order of priority:

1. Lifesaving/health preservation instructions.
2. Emergency status information.
3. Other useful information, originated by the government, or in response to media inquiries.

Lines of Authority

When using a JIC and/or multiple locations, the line of authority is as follows:



JOINT INFORMATION CENTER

Function & Guidelines

The JIC is intended to meet the needs of public information officials in a wide variety of settings and provide for a pooling of communications assets for faster, more accurate information to the public. Individuals represented at the JIC continue to represent their respective agencies. During JIC operations, agency spokespersons are autonomous, and are expected to collaborate with one another. Other functions include:

- Ensures that non-English-speaking populations receive accurate and timely information through appropriate news media and to the extent possible, in their languages.
- Maintains contact with and gathers information from federal, state, local, and voluntary organizations taking part in emergency response operations.
- Coordinates with logistics staff to provide basic facilities to assist the news media in disseminating information to the public and to credential media representatives (if deemed necessary)

Locations

The locations used by the PIO will be conditional upon the scope of the incident:

- Upon activation of the EOC and without the presence of other agencies, the PIO will conduct communications from the EOC.
- Upon activation of the EOC and with the presence of one or more other public information agencies, the public information function may be conducted from a Joint Information Center (JIC), located near but separate from the EOC. The decision to activate a Joint Information Center (JIC) will be made by the Incident Commander.
- In a major emergency or disaster, additional outlets (separate but close locations) may be established as needed for a 1) Local PIO Center, 2) Media Center 3) Public Inquiry Center 4) County/State Liason Center. Each outlet will have a coordinator appointed by the Lead PIO.
- Due regard will be given to the agency of initial or primary jurisdiction.

INITIAL LOCATION	EXPANDING INCIDENT LOCATION	ALTERNATE LOCATION
Emergency Operations Center Lane Fire Authority 88050 Territorial Hwy.	Lane Fire Authority Downstairs classroom Internet, projector, phone	Veneta Public Library 88026 Territorial Hwy Phone: 935-7512

Equipment

- Room(s) to accommodate up to 5 public information officers in a shared working environment.
- Phone lines and Internet access, technical support
- Conference call ability
- Area for news conferences and interviews
- Adequate parking space for satellite trucks
- Area for media to file stories

PUBLIC INFORMATION OFFICER ROLE & RESPONSIBILITIES

Initials	Task	Date/Time/Notes
Lead Public Information Officer Role in EOC		
	Obtain briefing from IC or operations. Verify release authority and determine limits on information release.	
	Establish sources of incoming information. Verify accuracy.	
	Establish contact with media representatives.	
	Establish ground rules for media site access, stress safety.	
	Provide consultation to elected officials, incident leadership and other representatives prior to news conferences. Provide ongoing reporting.	
	Prepare initial information summary asap. Establish schedule for timely and updated news briefings.	
	Monitor media for accuracy. Record releases and interviews. Follow up as necessary.	
	Post released info in the EOC and other locations for employees and responders.	
	Send emergency reports immediately to the EOC.	
	Staff public information function to operate 24/7 in 12 hour shifts until the crisis and recovery are under control.	
	Exchange information with the Planning Section Chief.	
	Save copies of all public information for inclusion in the final incident package.	
	Debrief with IC prior to demobilization	
	Maintain an Activity Log (ICS 214)	
When there is a Joint Information Center (in addition to above):		
	Activates, oversees management of the JIC with JIC Coordinator	
	Resolves conflicts of information and opinion.	
	Clears written releases.	
	Handles coordination with agencies not present in JIC.	
	Coordinates media presentations with JIC Coordinator.	
Joint Information Center Coordinator		If there is no JIC, these are PIO tasks as appropriate.
	Manages overall JIC operations under the Lead PIO.	

ESSENTIAL SUPPORT FUNCTION 15 - PUBLIC INFORMATION

	If set up, coordinates the PIO Work Center, Media/Briefing Center and Public Inquiry Center.	
	Receives information updates from Lead PIO.	
	Supervise (or develop) material for use in media briefings and releases. Sets parameters (length, content, Q & A, etc.)	
	Monitor media reports and public perception of the event to ensure accuracy, corrects erroneous information.	
	Supervise information flow within the JIC.	
	Files copies of all releases and briefings.	
	Conduct media briefings and inform media of future briefings.	
	Arrange for tours and interviews as required	
PIO Work Center - Manager		
	Gather information directly from scene, IC or PIO	
	Verify information. Determine method of dissemination: Interviews, news conference, briefings, releases, websites, Alertsense, KOCF, social media, phone teams	
Media and Briefing Center – Manager		
	Reports requests for information to Lead PIO or JIC Coordinator	
	Ensures media needs for equipment and other items are addressed.	
	Reports requests for information to Lead PIO or JIC Coordinator	
Public Inquiry Center - Manager		
	Answers phone calls, scans social media	
	Delivers rumors to PIO	
	Maintain Activity Log	
	Give out approved messaging, confirm or deny rumors.	

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date: Date	6. Time HHMM
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: Date	

ICS 213 - Directions

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.

A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.

Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

ICS 214 - Directions

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

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- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Public Information Officer Guide

MEDIA FORMS AND CHECKLISTS

CITY/LFA EMERGENCY OPERATIONS PLAN ESF 15 – PUBLIC INFORMATION

OVERVIEW

The following forms, checklists and releases are intended to assist a new or ad-hoc Public Information Officer.

This guide contains the following:

1. PIO PROCEDURES FOR EMERGENCY INCIDENTS
2. WRITING A MEDIA RELEASE GUIDELINE & CHECKLIST
3. MEDIA RELEASE FORM
4. HAZARDOUS MATERIALS SPILL / RELEASE
5. FOREST/WILDLAND FIRE RELEASE
6. WINTER STORM RELEASE
7. FLOOD RELEASE
8. SHELTER-IN-PLACE PUBLIC NOTICE
9. EVACUATION PUBLIC NOTICE
10. PUBLIC AND MEDIA INQUIRY & INFORMATION FORM
11. PRE-SCRIPTED, IMMEDIATE RESPONSE TO MEDIA INQUIRIES BY NEWS DESK
12. PIO "GO-KIT" CHECKLIST

PIO PROCEDURES FOR EMERGENCY INCIDENTS

The following checklist is to help someone who is new or filling the role for an emergency incident.

- Maintain updated media contact list.
- Provide adequate on-scene staffing to handle media requests.
- PIO's need to be prepared for immediate deployment. PIO's should always have "Go Kit". A sample of what could be included follows in this guide.
- As part of the Incident Command staff, the PIO takes directions from the IC only. Contact with the IC must be maintained at all times
- Establish what information you can release on your own and what must be approved. Get business cards so can notify them of update.
- Prepare to brief the media as soon as the Information Officer function is established. The media will more than likely already be on-scene when you arrive.
- Allow television and print photographers to get as close to the scene as possible safely and in an organized manner. Develop a staging point, as PIO's need to be mobile.
- Consider a pool set-up if that is the only way access to the scene can be arranged.
- Do not use danger as an excuse for keeping the media completely at bay - in most cases you will be able to arrange for footage and pictures to be taken near the actual scene of the incident.
- Know which media you have on the scene with you.
- Remember that normal procedures change during emergency situations - Mistakes are often magnified during emergency situations. Rely on the relationship you have built during normal (day-to-day) activities.
- Preparation is key when dealing with the media at the scene of an incident. Although you may be under extremely difficult time factors - make sure the Incident Commander has briefed you on all happenings at the incident. Take the time to make sure you have everything you need before you release any information.
- The media may want to talk to the Incident Commander at some point in the operation. This may prove to be quite difficult. Be prepared to free up a few minutes of the IC's time for a media briefing.
- Emergency incidents can often evolve into major emergencies or disasters - PIO's need to be prepared to change modes of operation when necessary.
- If assigned as an Information Officer on-scene it is important to keep other members of the Public Information Organization informed of what is going on.
- Review the written reports of past incidents - this will prevent the possibility of repeating mistake

WRITING A MEDIA RELEASE GUIDELINE & CHECKLIST

Media releases should be used if the information can get to the broadcast stations on time. Media releases are used if and when there's a lot of information to be relayed and if there is adequate time for delivery. The phone or fax is the best way to get information to the broadcast people quickly, so they can release the information to the public as soon as possible.

Items to cover:

- Cover the Who, What, When, Where, Why and How portions of information as soon as you can in the release.
- Double-space with one-inch margins. Print only on one side of the paper.
- Releases should be numbered for tracking purposes.
- Releases should be dated. Also include time of release.
- Make sure releases include a contact person - "For more information"...
- Insert "For immediate release" unless the release is of a preparedness or awareness nature and needs to be dated.
- Multi-paged releases need to have numbered pages.
- Insert "more" at the bottom of continued pages. Insert "end" after the last paragraph.
- Get the release out as soon as possible - make sure your system for signing off on releases is smooth and quick!
- Follow-up releases should contain new information!
- Keep a file on all released information so you can refer back to them when needed.
- Make sure everyone who needs to know about the release is informed ahead of time - don't catch your boss off guard!
- Remember media deadlines - write them down! Use of fax machines can help you meet deadlines.
- Remember that releases may generate requests for phone interviews, video and audiotape sessions, and news conferences. Be prepared!
- Clearly identify all quotes by name and title in the release. Keep the quotes short and avoid any technical jargon.
- Develop a comprehensive mailing list for the releases.
- Have all background information related to the release prepared - so when questions come up you are ready!

The purpose of the media release form (next page) is to gather information needed in an orderly and reproducible fashion to brief and update all media groups on the current situation. It also gives the PIO a formal record of all information released to the media.

It is suggested that one of these forms be prepared for every release of information to the media. Any announcement formats used should have copies attached to this form for the record.

MEDIA RELEASE FORM

1. NAME OF LEAD PIO:	2. LOCATION (EOC, JIC):
3. DATE, TIME OF RELEASE:	4. INCIDENT NAME:
5. INCIDENT NUMBER:	6. INCIDENT COMMANDER:
7. JURISDICTIONS INVOLVED:	
8. COOPERATION RESPONSE AGENCIES	
9. TYPE OF INCIDENT:	10. AREA INVOLVED IN INCIDENT (river, school, etc.):
11. INCIDENT START TIME & DATE:	12. EST. DATE/TIME OF CONTAINMENT:
13. GEOGRAPHIC BOUNDARIES:	
14. PERCENT OF CONTAINMENT:	15. CONTROL DECLARED (Wildland fires):
16. CURRENT THREATS (General):	
17. CURRENT PROBLEMS / POTENTIAL THREATS (Wind, rain, equipment, etc.):	
18. ESTIMATED LOSS VALUE:	
19. INJURIES (#, type):	20. DEATHS (#, type):
21. CURRENT WEATHER:	22. NEXT 24 HOURS (NWS):
23. # OF RESPONSE PERSONNEL:	24. # OF EQUIPMENT INVOLVED:
25. PREPARED NARRATIVE / REMARKS: Formal comments, general remarks or continued information from any of the above boxes.	
26. PLANS FOR NEXT 24 TO 36 HOURS:	
27. PREPARED BY (Name, date, time):	28. I/C APPROVAL:
29. RELEASE AUTHORIZED FOR (Date, time, conditions):	

HAZARDOUS MATERIALS SPILL / RELEASE

Citizens should do the following in the event of an industrial / transportation chemical accident:

- Stay out of the area.
- If near the area, don't panic. Follow the directions of those in charge.
- Leave instantly to avoid breathing the toxic fumes.
- Wash any chemicals off your skin. CAREFULLY discard contaminated clothing.
- Don't attempt to rescue someone who has been overcome by fumes unless you have proper respiratory equipment. Be aware that moving the victim also moves the contamination.
- Stay tuned to radio and television for directions from public officials.
- If directed to evacuate, move quickly, via designated routes, out of the area or to specified shelters.
- If directed to shelter-in-place, stay in-doors, seal windows and doors with tape, newspapers, plastic, or other similar material. Shut off any appliances, air- conditioners, etc. that take in air from the outside. Remain calm and await further direction.

If you have been contaminated (skin):

- Treatment will depend on the chemical. If the chemical is a spray, mist, or drops, dilute with low impact water supply for 3 minutes, including eyes. Discard clothing in a plastic bag.
- If it is a dry chemical, do not wash off.
- Call 911 OR CHEMTREC 1-800-424-9300 (U.S. and Canada)
- Poison Control 1 800-222-1222

FOREST/WILDLAND FIRE RELEASE

Citizens should do the following if they are trapped in a forest / wildland fire:

- Never attempt to outrun the fire.
- Look for nearby water and crouch down in it. Use wet clothing to cover head.
- If water cannot be found, lie flat on the ground. Cover body with wet or reflective material or soil, such as dirt, gravel, or rock.
- If possible, breathe through a wet cloth.
- Stay calm. Heavy exertion increases oxygen demand. Breathe the air close to the ground.

Citizens should do the following when forest / wildland fires threaten populated areas:

- Stay tuned to radio and television so fire location is known.
- Have family members stay inside house.
- Extinguish any fires in home or on property - campfires, burning trash, etc.
- Clear property of brush, litter and flammable vegetation up to 30 feet from home.
- Hook up hoses and prepare other water supplies.
- Evacuate immediately if ordered. Forest / wildland fires move quickly. Use designated escape routes.
- Once home is secured, assist community firefighters, if possible.

WINTER STORM RELEASE

During a winter storm, citizens should do the following:

- If outdoor activity is necessary - don't overwork; dress warmly in loose-fitting, layered, lightweight clothing. Wear a hat. Mittens will keep hands warmer than gloves.
- Watch for signs of cold weather exposure when outdoors. These include uncontrollable shivering, vague, slow, slurred speech, memory lapses, immobile or fumbling hands, frequent stumbling, lurching walk, drowsiness, exhaustion and inability to get up after a rest.
- Cold weather exposure can be treated in the following ways: get victim into dry clothing; put victim in a warm bed with a hot water bottle, warm towels, heating pad, or some heat source; concentrate heat on the trunk of the body first; keep the head low and feet up; give victim warm drinks; never give the victim alcohol, sedatives, tranquilizers, or pain relievers; keep the person quiet, don't massage or rub; call for professional help if symptoms persist.

If house is without heat do the following:

- Use alternate heat source such as wood stove or fireplace.
- Use just one or two rooms. Close off the rest of house.
- Hang blankets over windows. Stuff cracks around doors with rugs or newspapers.
- Have all members of family dress warmly in layers. Eat well-balanced meals and quick-energy food such as raisins or other dried fruit.
- Wear hats, especially when sleeping.
- Sleep with several light blankets rather than one heavy one.

Travel only if essential. If travel is essential - keep a full tank of gas, travel in pairs, convoy with other vehicles, plan travel before starting and select alternate routes, travel during the day, keep radio on for the latest weather information, and seek shelter immediately if the storm becomes worse.

If you need water, call/contact: _____

FLOOD RELEASE

As conditions for flooding arise (increased rainfall, snow melt, etc.), do the following:

- Stock food that requires little cooking and no refrigeration.
- Keep portable radio, flashlights, spare batteries, etc. available.
- Keep first aid and critical medical supplies at hand.
- Keep automobile fueled.
- Keep materials like sandbags, plywood, plastic sheeting and lumber handy for emergency waterproofing.
- Store drinking water in closed, clean containers. (water service may be interrupted)
- If time permits, and flooding is likely, move essential items and furniture to upper floors of home.
- If forced to evacuate, move to a safe area as quickly as possible, before roads are closed.
- Shut off electric and water service to home and follow public announcements on what to do about gas service.

During flooding conditions, do the following:

- Monitor flooding / weather conditions on radio and television.
- Get to high ground and stay there.
- Don't try to cross a flowing stream or travel through flooded intersections/roads in a vehicle. (many flood-related deaths have occurred in vehicles)
- Avoid areas subject to flooding.
- If your vehicle stalls, abandon it immediately and seek higher ground.
- During evacuation, take warm clothing and blankets, flashlights, radio, personal documents and identification and necessary emergency supplies to include special food and medicine.

- During evacuation, follow recommended routes. (Continued)

(Continued)

Immediately after a flood, do the following:

- Use flashlights instead of lanterns, matches or torches in damaged buildings.
 - Report broken utility lines, etc. to proper authorities.
 - Clean, dry, and check appliances and other equipment before use.
 - Purify all water before drinking.
 - Discard all food contaminated by floodwaters.
 - Stay away from flood damaged areas. Sightseeing interferes with rescue efforts.
 - Keep tuned to radio and TV for advice and instructions. Government should be providing information on where medical attention can be obtained, where to go for emergency assistance such as housing, clothing, food, etc. and other ways in which a citizen can recover from the flood emergency.
-
- SANDBAGS CAN BE OBTAINED AT:
-
- WATER CAN BE OBTAINED AT:

SHELTER-IN-PLACE PUBLIC NOTICE

This is *(name and title)* _____
of *(jurisdiction)* _____

Emergency services personnel are responding to *(describe the emergency)*

at *(location)*_____.

Public safety officials request that all persons in *(affected area – be specific)*

stay indoors in a closed building for the next *(estimated time)*_____.

Please tune to local news for further information.

EVACUATION PUBLIC NOTICE

This is *(your name & title)* _____

of *(your jurisdiction)* _____

Emergency Services personnel are responding to *(describe the emergency – flood, wildfire, etc.)*

at *(location)* _____

Public safety officials request that all persons in *(effected area)* _____

evacuate the area in an orderly manner.

Please take the following actions to secure your home before you leave *(instructions – shut-off gas and water, etc.)* _____

_____.

Drive, or walk toward *(describe evacuation route)* _____

Emergency response personnel will assist in directing you out of the area. Please observe normal traffic laws. Failure to leave the area may result in injury or death. Please tune to local news for further information

PUBLIC AND MEDIA INQUIRY & INFORMATION FORM

PERSON TAKING INQUIRY OR INFORMATION _____

CALLER _____ CONTACT NUMBER _____

INFORMATION REQUESTED OR SUPPLIED:

INFORMATION GIVEN:

ROUTE TO FOLLOWING AGENCIES FOR VERIFICATION/CONFIRMATION, ETC.

- | | |
|--|---|
| <input type="checkbox"/> LANE FIRE AUTHORITY | <input type="checkbox"/> LAW ENFORCEMENT |
| <input type="checkbox"/> PUBLIC WORKS | <input type="checkbox"/> UTILITIES |
| <input type="checkbox"/> RED CROSS | <input type="checkbox"/> ELECTED OFFICIALS/ADMINISTRATION |
| <input type="checkbox"/> EMS | <input type="checkbox"/> OTHER |

RESOLUTION: CALL BACK NEWS RELEASE STATEMENT

PUBLIC AND MEDIA INQUIRY & INFORMATION FORM

PERSON RECEIVING INQUIRY OR INFORMATION _____

CALLER _____ CONTACT NUMBER _____

INFORMATION REQUESTED OR SUPPLIED:

INFORMATION GIVEN:

ROUTE TO FOLLOWING AGENCIES FOR VERIFICATION/CONFIRMATION, ETC.

- | | |
|--|---|
| <input type="checkbox"/> LANE FIRE AUTHORITY | <input type="checkbox"/> LAW ENFORCEMENT |
| <input type="checkbox"/> PUBLIC WORKS | <input type="checkbox"/> UTILITIES |
| <input type="checkbox"/> RED CROSS | <input type="checkbox"/> ELECTED OFFICIALS/ADMINISTRATION |
| <input type="checkbox"/> EMS | <input type="checkbox"/> OTHER |

PRE-SCRIPTED, IMMEDIATE RESPONSE TO MEDIA INQUIRIES BY NEWS DESK

Use this template if the media is "at your door" and you need time to assemble the facts for the initial press release statement. The following are responses which give you the necessary time to collect the facts. Use "News Release Template" for providing an initial press release statement after the facts are gathered.

By phone to media:

- "We've just learned about the situation and are trying to get more complete information now. How can I reach you when I have more information?"
- "All our efforts are directed at bringing the situation under control, so I'm not going to speculate about the cause of the incident." How can I reach you when I have more information?"
- "I'm not the authority on this subject Let me have XXXX call you right back."
- "We're preparing a statement on that now. Can I email it to you in about two hours?"
- "You may check our web site for background information and I will fax/e-mail you with the time of our next update."

FREQUENTLY USED BRIDGING STATEMENTS

Getting the message across to the intended audience is the ultimate aim of message-delivery activities. During media exchanges it is crucially important to focus on a few key messages that are timely, accurate, clear, concise, credible and memorable.

One technique for ensuring this is to use "bridging statements" that link one message to another. Such bridging is a powerful means of gaining back control during interactions with reporters. If done well, bridging significantly increases the probability that the key messages will appear in the final story. By using bridging techniques, a spokesperson can focus the interview on what is most important, relevant and critical. It also gives the spokesperson a strong sense of control and ownership.

1. And what's most important to know is...
2. However, what is more important to look at is...
3. However, the real issue here is...
4. And what this all means is...
5. And what's most important to remember is...
6. With this in mind, if we look at the bigger picture...
7. With this in mind, if we take a look back...
8. If we take a broader perspective...
9. If we look at the big picture...
10. Let me put all this in perspective by saying...
11. What all this information tells me is...
12. Before we continue, let me take a step back and repeat that...
13. Before we continue, let me emphasize that...
14. This is an important point because...
15. What this all boils down to is...
16. The heart of the matter is...
17. What matters most in this situation is...
18. And as I said before...
19. And if we take a closer look, we would see...

20. Let me just add to this that...

PIO "GO-KIT" CHECKLIST

Every PIO should be prepared to be self-sufficient and have a go-kit with the following items provided by them:

- Laptop/Tablet
- Smart phone
- Power source
- Storage device (thumb drive)
- Pens, highlighters
- Paper, letterhead
- Sticky notes, paper clips, stapler
- Battery or wind up radio
- Batteries for flashlights, cameras
- File folders, expandable folders, binders

Personal items:

- Layers for warmth
- Rain gear
- Head protection, gloves
- Comfortable, heavy shoes, socks
- Toiletries (toothpaste, brush, deodorant, etc.)
- Snacks, water
- Prescription medications



ESSENTIAL SUPPORT FUNCTION 16- MASS FATALITY MANAGEMENT

City/LFA Emergency Operations Plan 2016

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ESSENTIAL SUPPORT FUNCTION 16 - MASS FATALITY MANAGEMENT

ESF 16 - MASS FATALITY MANAGEMENT LEAD AGENCIES	
Lead Department	District Attorney and Medical Examiner
Supporting Agencies	LCSO and LFA
Mass Fatality Management will be coordinated from the location of the Lead Agency/Dept. or the EOC, if applicable	

PURPOSE and SCOPE

ESF 16 describes steps to be taken in the care and handling of individuals who are deceased due to the occurrence of a disaster. The disaster may be at a single site such as a plane crash or terrorist incident or widespread such as an earthquake or flood. The handling of fatalities in a mass casualty disaster is the jurisdiction of the medical examiner

Mass fatality management includes care and management of the deceased, tagging of bodies, identification of deceased individuals, establishing cause and manner of death, execution of the evidentiary process, transportation of bodies, notifying of next of kin, and coordination with mortuary facilities.

SITUATION AND ASSUMPTIONS

This Annex will closely follow Lane County’s ESF 13.2 Care and Management of the Deceased, as the City of Veneta does not have a public health department, a hospital or a mortuary. The Lane County Medical Examiner’s Office is a division of the Lane County District Attorney’s Office located in Eugene:

Lane County District Attorney’s Office
 125 East 8th Avenue, Room 400
 Eugene, Oregon 97401
 541-682-4261

- Personnel from the medical examiner’s office, Lane County Sheriff’s Office, and Lane Fire Authority will be able to handle most emergency situations, utilizing on-duty resources and emergency call out in addition to the use of existing mutual aid agreements. If additional support is required, assistance will be requested from other county agencies and state agencies.
- A disaster involving significant loss of life may also impact the road system, utility systems and communication systems limiting the ability to respond to a mass-casualty event.
- A large disaster event may impact the lives of medical examiner staff, police staff and fire department staff preventing or limiting their ability to respond to a mass-casualty event.
- Funeral directors countywide will be available to provide assistance during an emergency situation.

DIRECTION AND CONTROL

All response to mass-casualty incidents will be managed using the Incident Command System (ICS). The care and management of the deceased function will be part of the Law Enforcement Branch.

To maintain care and management of the deceased responsibilities and to ensure orderly continuation of leadership in an emergency situation the following order of succession is established for the medical examiner's office:

1. Medical Examiner
2. Chief Deputy Medical Examiner
3. Deputy Medical Examiner
4. Morgue Supervisor

General Procedures and Responsibilities

It is the intent of the medical examiner's office to work within its jurisdiction and cooperate fully with the numerous other agencies that would be activated during a disaster. The Lane County Emergency Operations Plan, City of Eugene Emergency Plan, and the Eugene Airport Emergency Operations Plan are local emergency plans that include a role for the medical examiner's office.

The mission of the medical examiner in a mass casualty disaster is to:

1. Recover the dead.
2. Identify the dead.
3. Determine the causes and manners of the death.
4. Identify and preserve their personal property.

To accomplish this the medical examiner's office will work within the authority of the Lane County Emergency Operations Plan (LCEOP). The medical examiner's office will enlist additional resources established by the LCEOP as needed to perform these primary missions. This includes using local, state, and wider-based resources outside the normal scope of the medical examiner's office.

Designation of Mass Fatality Incidents (Per LCEOP):

1. Level I—Locally Declared Emergency

Definition: Events that can be assimilated into typical office operation with assistance from local resources.

- Presumes local resources are available and operating with uninterrupted communication, transportation, and power (electricity).
- Capacity is limited by instantaneous capacity of hospital morgue and refrigerated mortuary spaces in Eugene/Springfield area. Total refrigerated morgue cooler capacity in metro area of Lane County is about 45 spaces (09/14/12).
- Upper limit of LCME capacity without a temporary central morgue equals 12-24 fatalities; RiverBend hospital morgue holds 8. LCME normal state disaster capacity limited by staff in office and multiplying effects on resources for security, autopsies, communication with families, and efficient administration of a mass of cases from one event.

2. Level II—State Declared Emergency

Definition: Event occurs taxing local resources, but within available resources designated with the state (i.e., Oregon State Medical Examiner's Office, DMORT, and National Guard).

- Presumes local resources are available but operating with temporary interruptions in communication, transportation and power.

- Presumed event is focal in nature and not spread out in effect outside of county, state, or region.
- Will need a temporary morgue facility with 100-person capacity with additional professional personnel.
- Upper limit equals up to 100 fatalities, or those from an instantaneous focal disaster such as a commercial plane crash.

3. Level III---National Disaster

Definition: Events beyond state resources, which require regional or national resources.

- Presumes local resources are available but operating with disrupted transportation, communication systems, and utilities that are severely disrupted or inoperable.
- Presumed possibility of effects of disaster beyond local, state, or regional boundaries.
- Will need a temporary central morgue facility with >100 person capacity.
- Will need additional professional personnel such as pathologists, dental experts, and mortuary personnel.

ASSIGNMENT OF RESPONSIBILITIES

The operation of the medical examiner’s office during a mass fatality incident is divided into three parts to accomplish the described mission of the medical examiner, and to cooperate with the goals of other agencies and persons involved in such a disaster. A detailed model for the operation of three divisions is presented in the Oregon Mass Fatalities Plan prepared by C.C. Nelson, M.D., Deputy State Medical Examiner, January 1997.

The three divisions are:

1. Scene—Investigation and body recovery.
2. Morgue—Examination center for body identification, autopsy and storage.
3. Family Assistance Center—Site for receiving next of kin, and dispersing official information.

These three operations should be conducted at three separate locations.

1. Scene—Investigation and body recovery.

The scene responsibility is the law enforcement agency whose jurisdiction is charged with investigating potential criminal aspects of the incident. The agency provides investigators, evidence technicians, and security personnel to manage the scene investigation. These personnel also assist the medical examiner in identifying and securing human remains, their property, and evidence relating to each individual identity.

Victims that are pronounced dead should be immediately tagged as dead. Dead bodies are not to be moved and turned over to the jurisdiction of the Lane County Medical Examiner.

2. Morgue—Examination center for body identification, autopsy and storage.

The morgue operation is the responsibility of the medical examiner’s office, which will manage the process of transporting and securing human remains, making individual identifications, and determining each individual’s cause of death. The process will be complete after identification is made, autopsy or external examinations are performed, and a death certificate is issued for each person.

3. Family Assistance Center—Site for receiving next of kin, and dispersing official information.

The family assistance center (FAC) will operate to console, protect, and inform family members of victims of the disaster. Lead responsibility for coordinating the center will be assigned to the Director of Health and Human Services and will be provided for in the Health Services Annex. Based on the nature of the emergency, the site will be located at a convenient site to allow public access to large numbers of people. Law enforcement agents will control site access, particularly with respect to news media. Medical investigators and detectives will conduct death investigation interviews with family members to facilitate the identification and disposition of the individuals involved. Professional mental health counselors and clergy will be recruited to assist in the consolation of grief stricken families. The Sheriff's Office chaplain may also be utilized if additional assistance is needed. Mortuary and Victim Advocate personnel will assist families in making arrangements for their loved ones and getting assistance. Company representatives (i.e. airline spokesperson) may also be asked to be present in the FAC.



APPENDIX

City/LFA Emergency Operations Plan

LAST UPDATED ON: _____

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I. ACRONYMS

AAR After Action Report	ICS Incident Command System
ARC Red Cross American Red Cross	IDA initial damage assessment
ARES Amateur Radio Emergency Services	IMT Incident Management Team
CSZ Cascadia Subduction Zone	JIC Joint Information Center
CBRNE Chemical, biological, radiological, nuclear, or explosive	LCEM Lane County Emergency Management
CERT Community Emergency Response Team	LFA Lane Fire Authority
CIKR Critical Infrastructure and Key Resources	MOU Memorandum of Understanding
COAD Community Organizations Active in Disaster	MAA Mutual Aid Agreement
COOP Continuity of Operations	NIMS National Incident Management System
County Lane County	NGO Non-governmental organization
CWPP Community Wildfire Protection Plan	NRF National Response Framework
DHHS Department of Health & Human Services	NTSB National Transportation Safety Board
EAS National Emergency Alert System	ODOT Oregon Department of Transportation
EMO Emergency Management Organization	ODF Oregon Department of Forestry
EOC Emergency Operations Center	OEM Office of Emergency Management
EOP Emergency Operations Plan	OERS Oregon Emergency Response Service
EPUD Emerald People’s Utility District	OHA Oregon Health Authority
ESF Emergency Support Function	OPHD Oregon Public Health Division
EWEB Eugene Water & Electric Board	ORS Oregon Revised Statutes
FEMA Federal Emergency Management Agency	OSFM Oregon State Fire Marshal
FRSD Fern Ridge School District	OTFC Oregon Terrorism Information Threat Assessment Network Fusion Center
GETS Gov’t Emergency Telecommunications System	PDA Preliminary Damage Assessment
GIS geographical information system	PIO Public Information Officer
HMP Hazard Mitigation Plan	POD point of distribution
IA Incident Annex	SAR Search and Rescue
IAP Incident Action Plan	SOP Standard Operating Procedure
	USDA United States Department of Agriculture

II. GLOSSARY

Acquisition Procedures: A process used to obtain resources to support operational requirements.

Agency: In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Administrator/Executive: The official responsible for administering policy for an agency or jurisdiction, and usually makes the decision to establish an Area Command.

Agency Representative: A person that has been delegated authority to make decisions affecting that agency's participation in incident management.

All-Hazards: Describing planning for an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety.

Allocated Resource: Resource dispatched to an incident.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple Incident Management Teams engaged.

Assigned Resource: Resource checked in and assigned work tasks on an incident.

Assignment: Task given to a personnel resource to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management.

Available Resource: Resource assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Badging: The assignment of physical incident-specific credentials to establish legitimacy and limit access to various incident sites.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations.

Cache: A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Categorizing Resources: The process of organizing resources by category, kind, and type, including size, capacity, capability, skill, and other characteristics.

Certifying Personnel: The process of authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Check-In: The process through which resources first report to an incident. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander

Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: The staff who report directly to the Incident Commander including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

Common Operating Picture: An overview of an incident by all relevant parties that provides

incident information enabling the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.

Common Terminology: Normally used words and phrases-avoiding the use of different words/phrases for same concepts-to ensure consistency and to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Communications: The process of transmission of information through verbal, written, or symbolic means.

Communications/Dispatch Center: Agency or interagency dispatch centers, 911call centers, emergency control or command dispatch centers, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel.

Continuity of Government: A coordinated effort within the Federal Government's executive branch to ensure that National Essential Functions continue to be performed during a catastrophic emergency (as defined in National Security Presidential Directive 51/Homeland Security Presidential Directive 20).

Continuity of Operations: An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Corrective Actions: The implementation of procedures that are based on lessons learned from actual incidents or from training and exercises.

Credentialing: The authentication and verification of the certification and identity of designated incident managers and emergency responders.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or to perform a specific task.

Director: The Incident Command System title for individuals responsible for supervision of a Branch.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission, or an administrative move from one location to another.

Division: The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See Group.

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected State can request and receive assistance from other member States quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency Management/Response Personnel:

Includes Federal, State, territorial, tribal, sub state regional, and local governments, nongovernmental organizations, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction.

Emergency Operations Plan: An ongoing plan for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of or during an emergency. In addition to providing situational information to the public, it frequently provides directive actions required to be taken by the general public.

Evacuation: The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: See Planned Event.

Federal: Of or pertaining to the Federal Government of the United States of America.

Field Operations Guide: Durable pocket or desk guides that contain essential information required to perform specific assignments or functions.

Finance/Administration Section: The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.

Function: The five major activities in the Incident Command System: Command, Operations, Planning, Logistics, Finance/Administration.

General Staff: The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section

Chief, and Finance/Administration Section Chief.

Group: An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. See Division.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence, natural or manmade, that requires a response to protect life or property.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident.

Incident Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident.

Incident Command: The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications

operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Management Team (IMT): An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Interoperability: Ability of systems, personnel, and equipment to provide and receive functionality, data, information and/or services to and from other systems, personnel, and equipment, between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real time, when needed, and when authorized.

Job Aid: Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

Joint Field Office (JFO): The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the

coordination of Federal, State, tribal, and local governments and private sector and nongovernmental organizations with primary responsibility for response and recovery.

Joint Information Center (JIC): A facility established to coordinate all incident related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal, local boundary lines) or functional (e.g., law enforcement, public health).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Key Resource: Any publicly or privately controlled resource essential to the minimal operations of the economy and government.

Letter of Expectation: See Delegation of Authority.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

Logistics: The process and procedure for providing resources and other services to support incident management.

Logistics Section: The Incident Command System Section responsible for providing facilities,

services, and material support for the incident.

Management by Objectives: A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

Manager: Individual within an Incident Command System organizational unit who is assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities.

Mobilization: The process and procedures used by all organizations-Federal, State, tribal, and local-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination (MAC) Group: A group of administrator's or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise

defined by the Multiagency Coordination System.

Multiagency Coordination System (MACS): A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. MACS assist agencies and organizations responding to an incident. The elements of a MACS include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are Emergency Operations Centers and MAC Groups.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under Unified Command.

Mutual Aid Agreement or Assistance Agreement: Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services.

National Incident Management System: A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework: A guide to how the Nation conducts all-hazards response.

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith based charity organizations and the American Red Cross.

Officer: The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12 to 24 hours.

Operations Section: The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operations Section normally includes subordinate Branches, Divisions, and/or Groups.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, nongovernmental organizations, and the private sector.

Personnel Accountability: The ability to account for the location and welfare of incident personnel.

Plain Language: Communication that can be understood by the intended audience and meets the purpose of the communicator.

Planned Event: A scheduled nonemergency activity (e.g., sporting event, concert, parade, etc.).

Planning Meeting: A meeting held as needed before and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

Planning Section: The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Portability: An approach that facilitates the interaction of systems that are normally

distinct. Portability of radio technologies, protocols, and frequencies among emergency management/response personnel will allow for the successful and efficient integration, transport, and deployment of communications systems when necessary.

Pre-Positioned Resource: A resource moved to an area near the expected incident site in response to anticipated resource needs.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response.

Preparedness Organization: An organization that provides coordination for emergency management and incident response activities. These organizations represent a wide variety of committees, planning groups, and other organizations (e.g., Citizen Corps, Local Emergency Planning Committees).

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring.

Primary Mission Essential Functions:

Government functions that must be performed in order to support or implement the performance of National Essential Functions before, during, and in the aftermath of an emergency.

Private Sector: Organizations and individuals that are not part of any governmental structure.

Protocol: A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident related information requirements.

Recovery: The development, coordination, and execution of service- and site restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed to restore an affected area or community.

Reimbursement: A mechanism to recoup funds expended for incident-specific activities.

Resource Management: A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid agreements and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.

Resource Tracking: A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an Emergency Operations Center.

Response: Activities that address the short-term, direct effects of an incident.

Retrograde: To return resources back to their original location.

Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident

Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Section: The Incident Command System organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration)

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.

Situation Report: Confirmed or verified information regarding the specific details relating to an incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5.

Special Needs Population: A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care.

Staging Area: Temporary location for available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

Standard Operating Guidelines: A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

Standard Operating Procedure: A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

Strategy: The general plan or direction selected to accomplish incident objectives.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.

Supervisor: The Incident Command System title for an individual responsible for a Division or Group.

Supporting Agency: An agency that provides support and/or resource assistance to another agency. See Assisting Agency.

System: Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.

Tactics: The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Specialist: Person with special skills that can be used anywhere within the Incident Command System organization.

Technology Support: Assistance that facilitates incident operations and sustains the research and development programs that underpin the long-term investment in the Nation's future incident management capabilities.

Threat: Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Type: An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of Incident Management Teams) experience and qualifications.

Unified Approach: The integration of resource management, communications and information management, and command and management in order to form an effective system.

Unified Area Command: Version of command established when incidents under an Area

Command are multijurisdictional. See Area Command.

Unified Command (UC): An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit: The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unit Leader: The individual in charge of managing Units within an Incident Command System (ICS) functional Section.

Unity of Command: An Incident Command System principle stating that each individual involved in incident operations will be assigned to only one supervisor.

Vital Records: The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).

Volunteer: For purposes of the National Incident Management System, any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C.

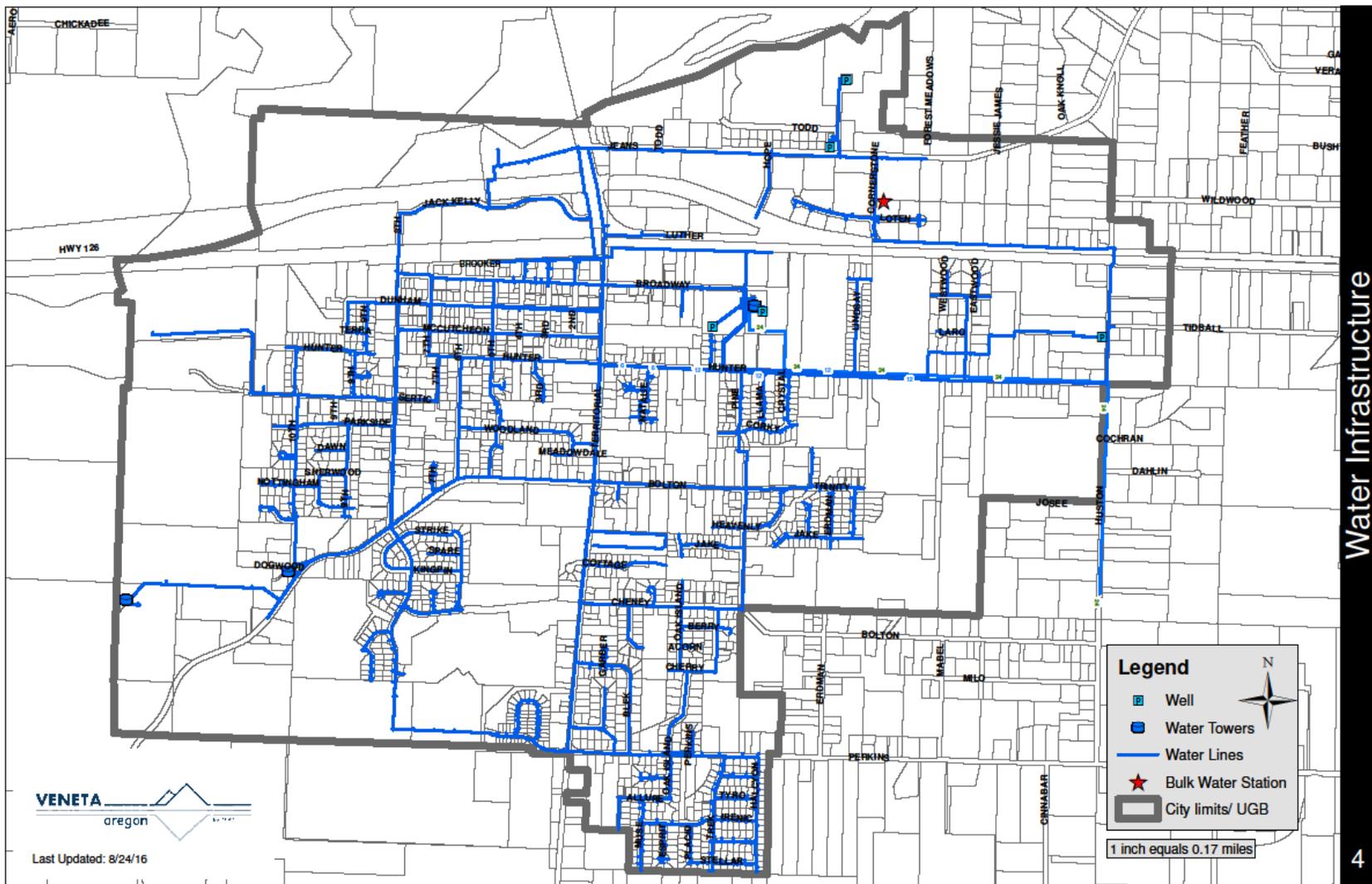
742f(c) and 29 CFR 553.10

Source:

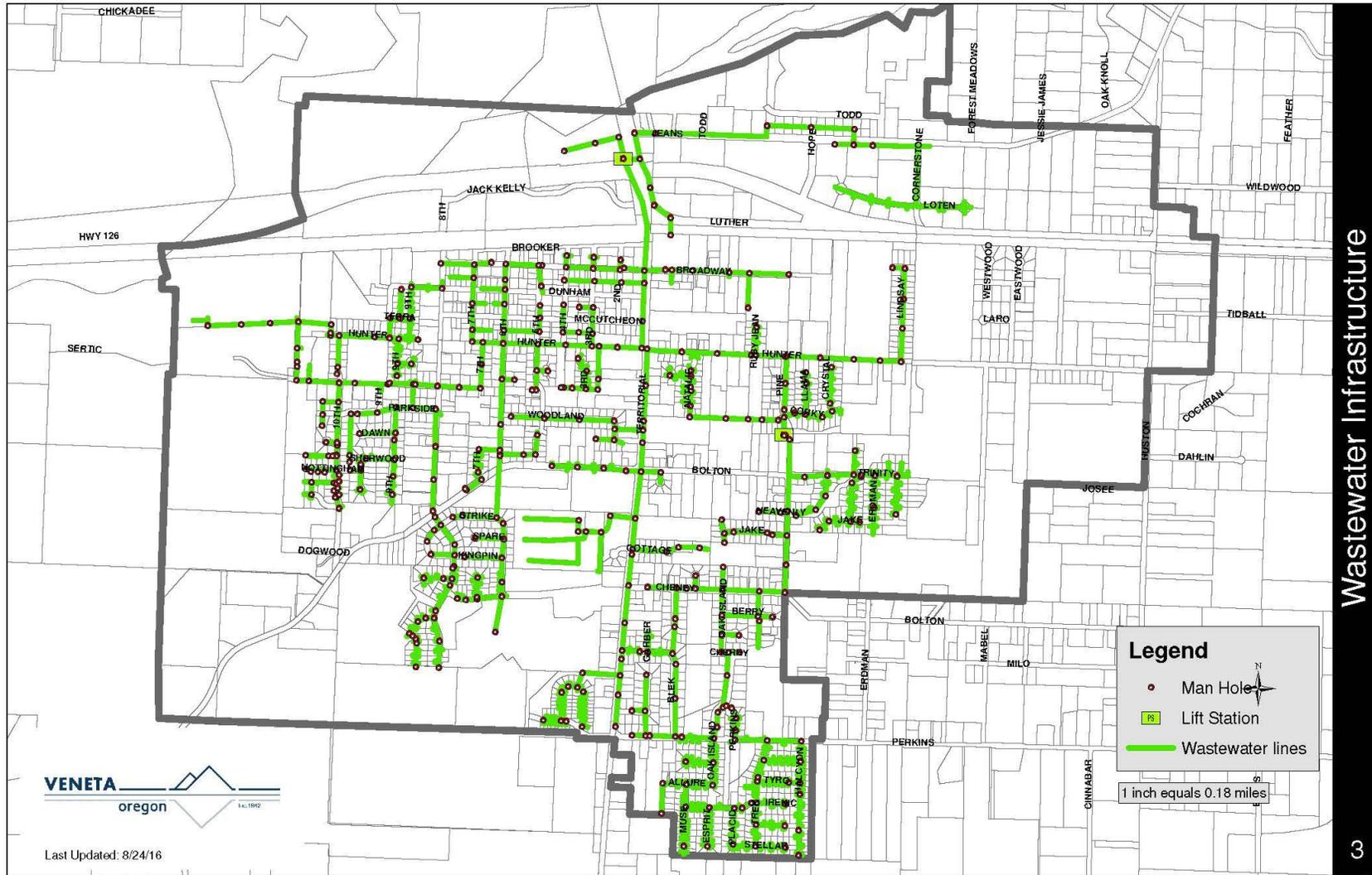
<https://nimcast.fema.gov/nimscast/index.jsp>

III. MAPS

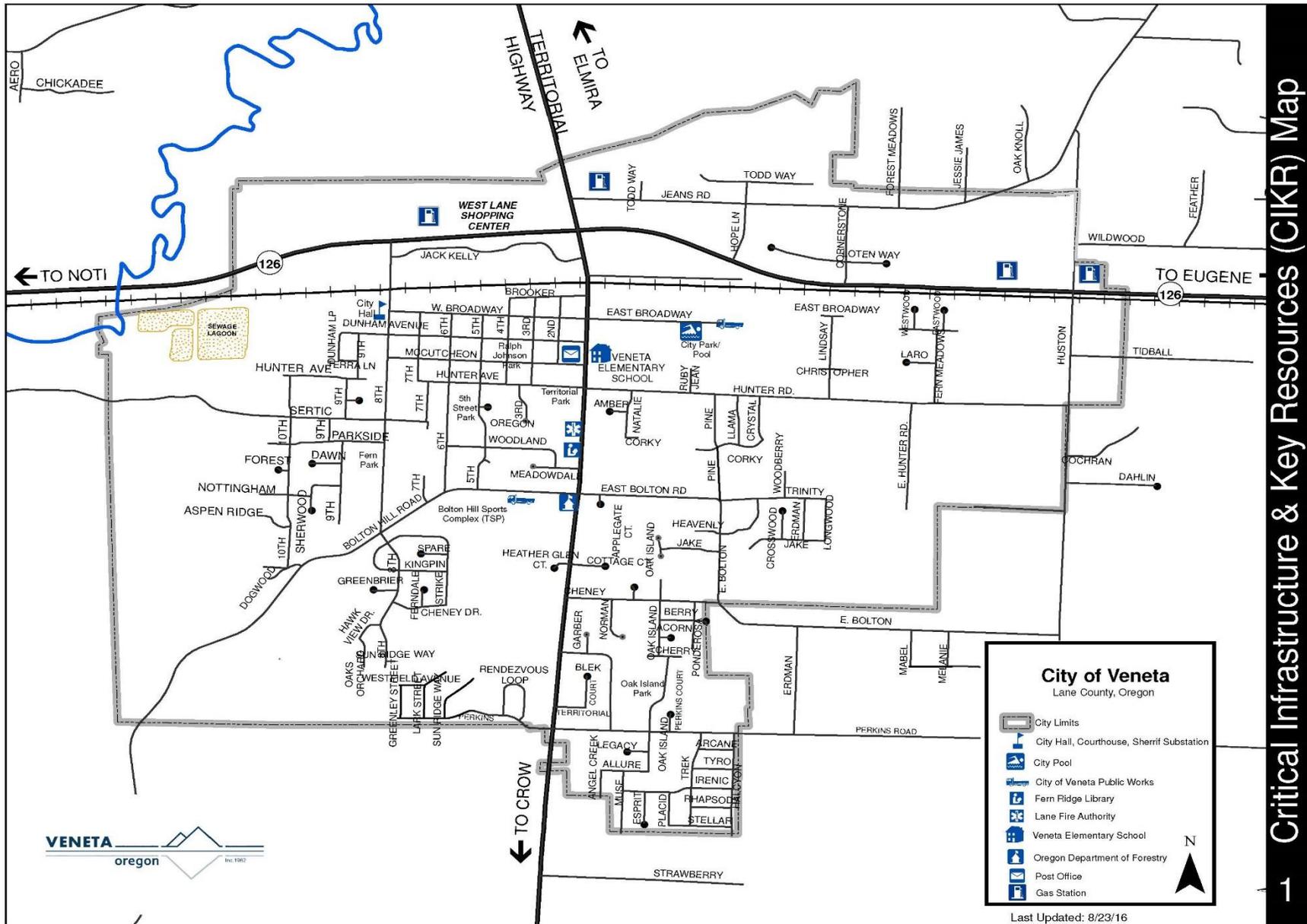
a. Water Infrastructure



b. Wastewater Infrastructure

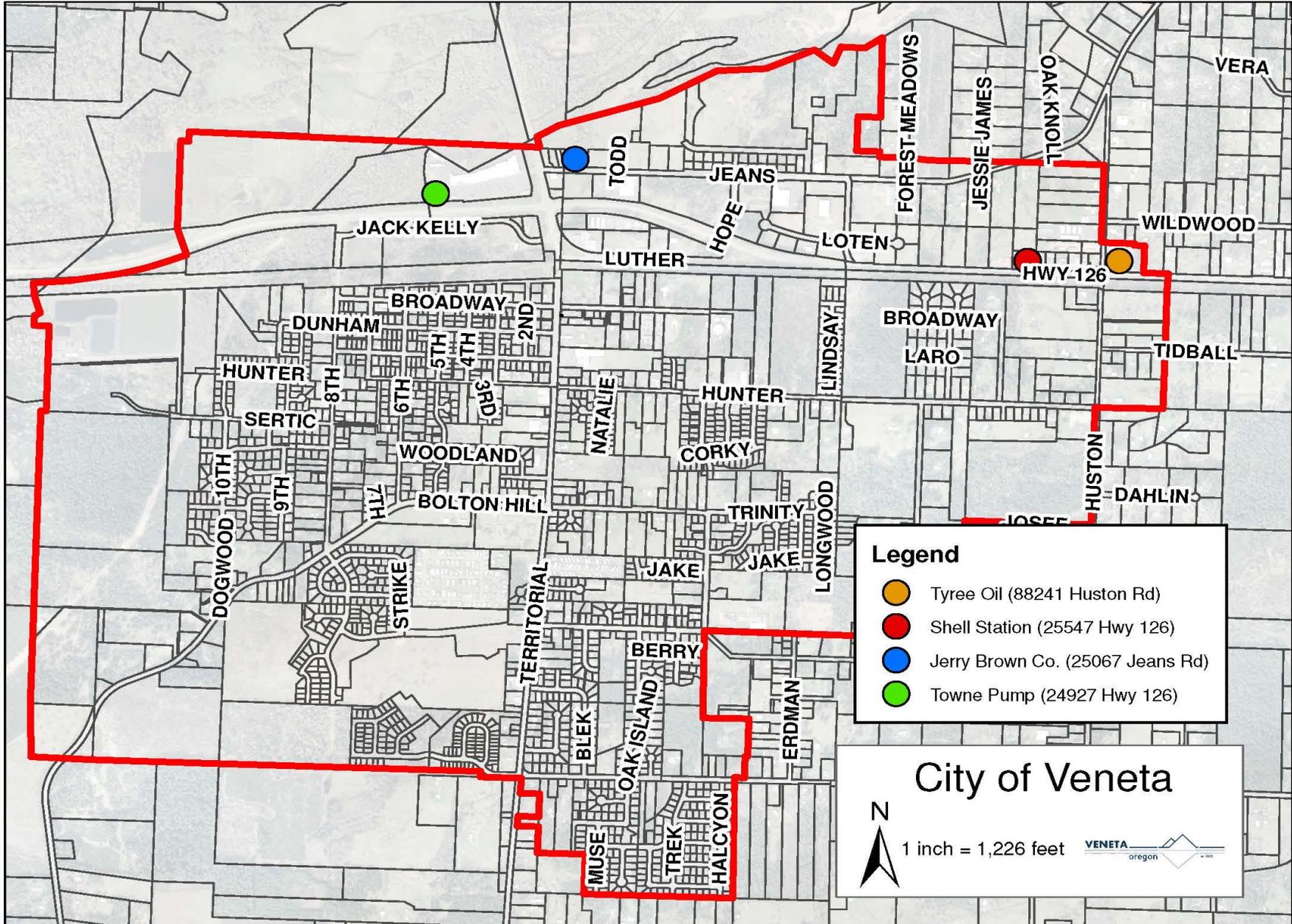


c. Critical Infrastructure and Key Resources

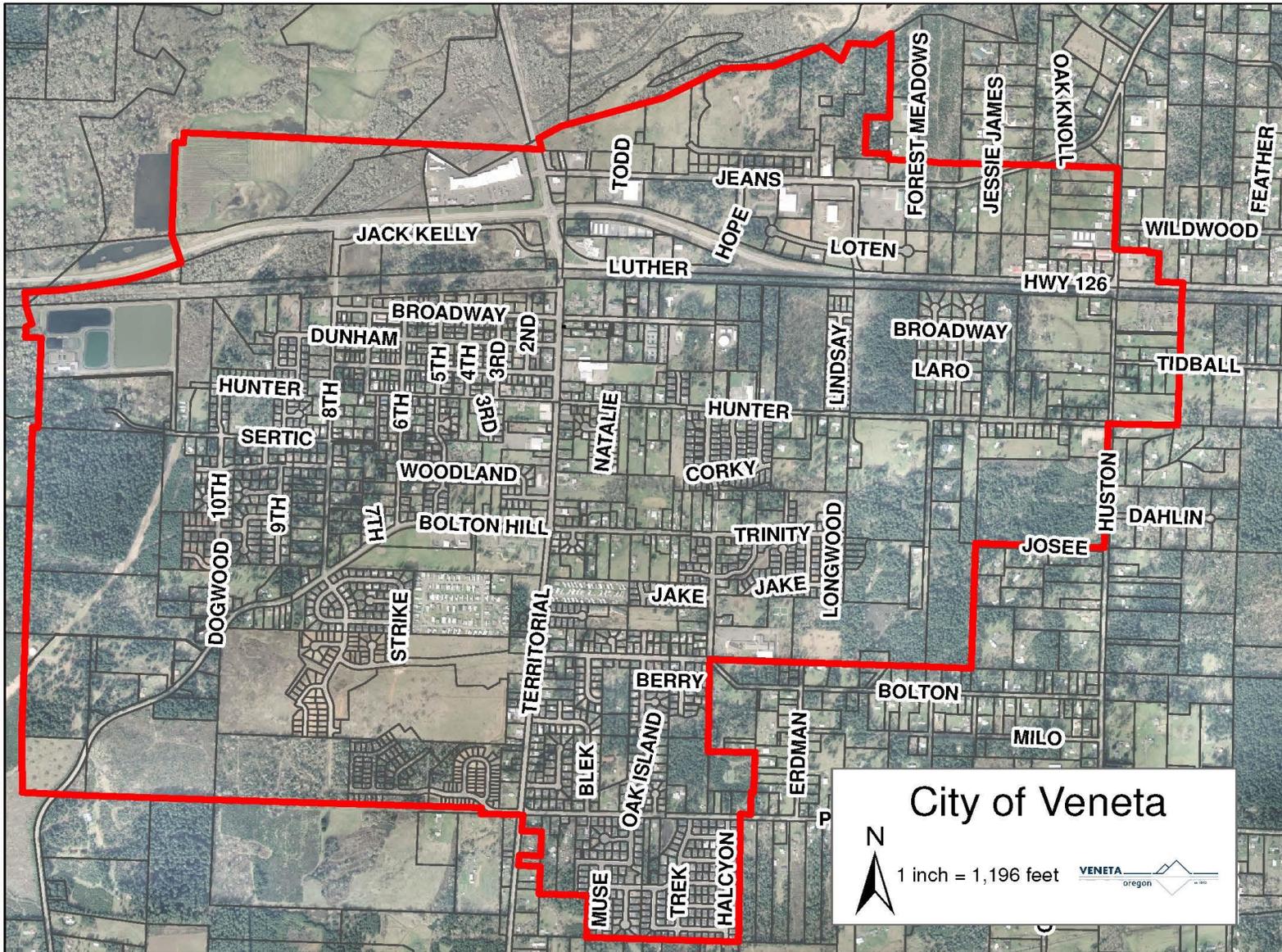


Critical Infrastructure & Key Resources (CIKR) Map

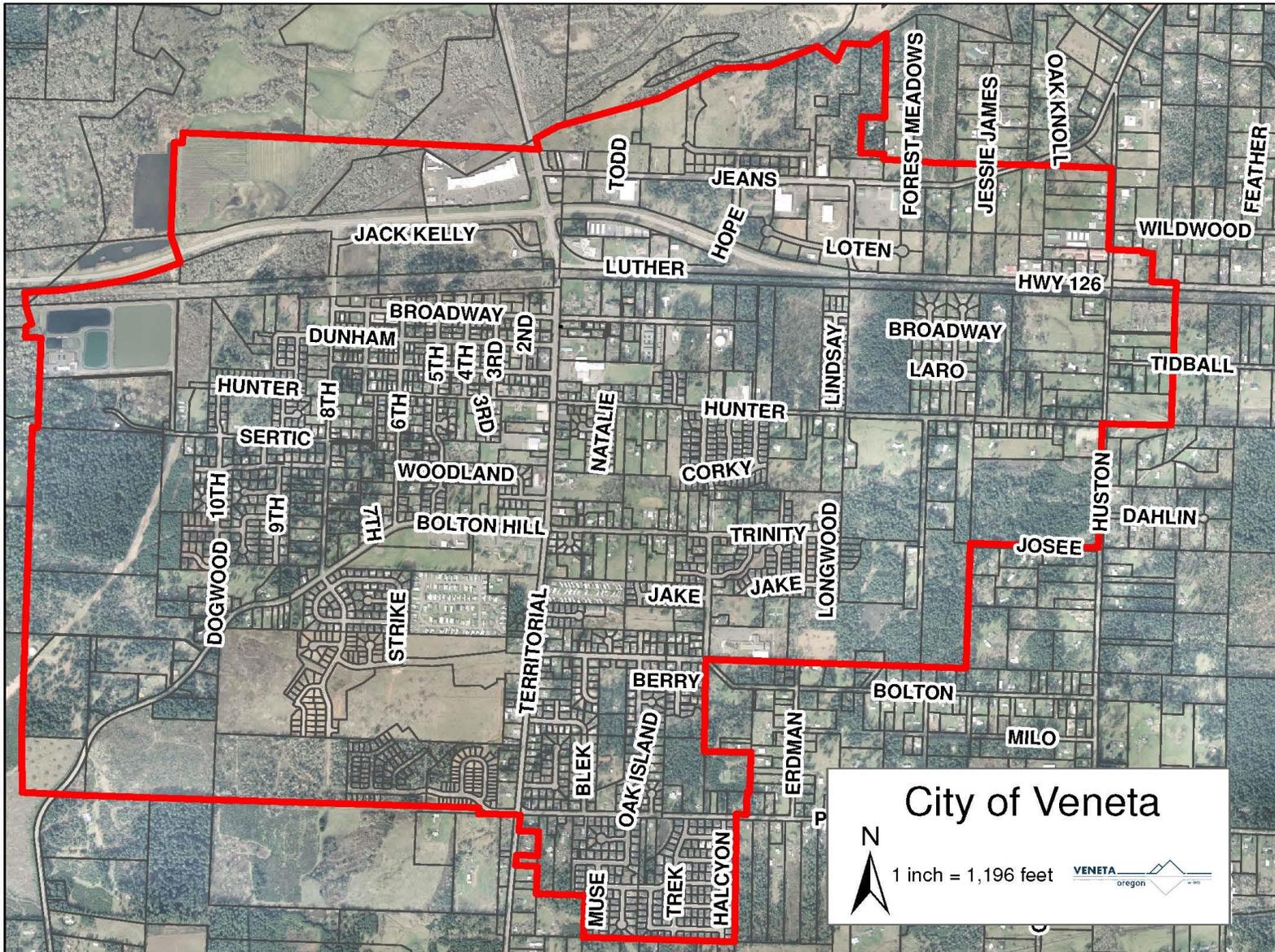
d. Local Fuel Sources



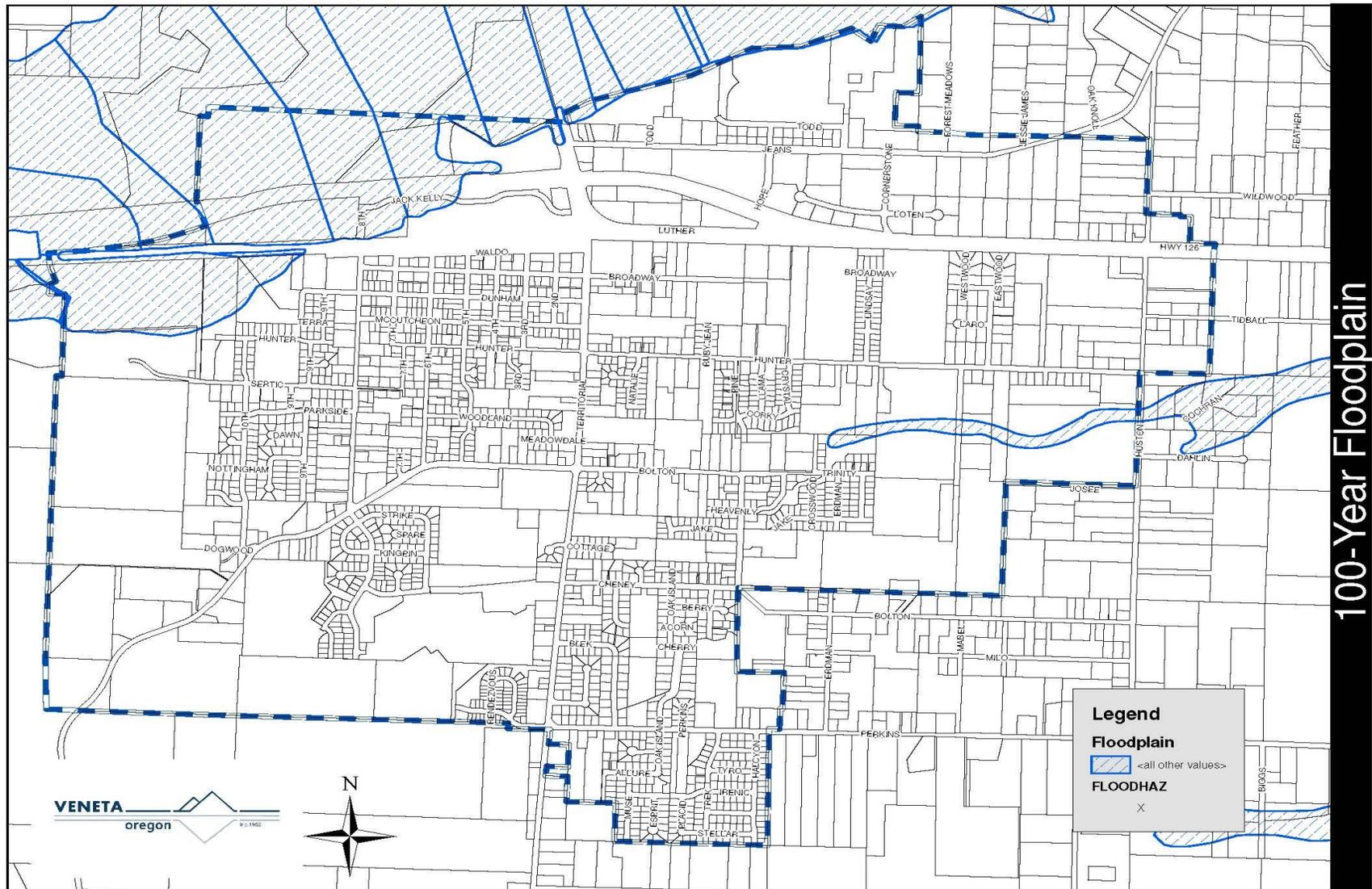
f. Surface Map



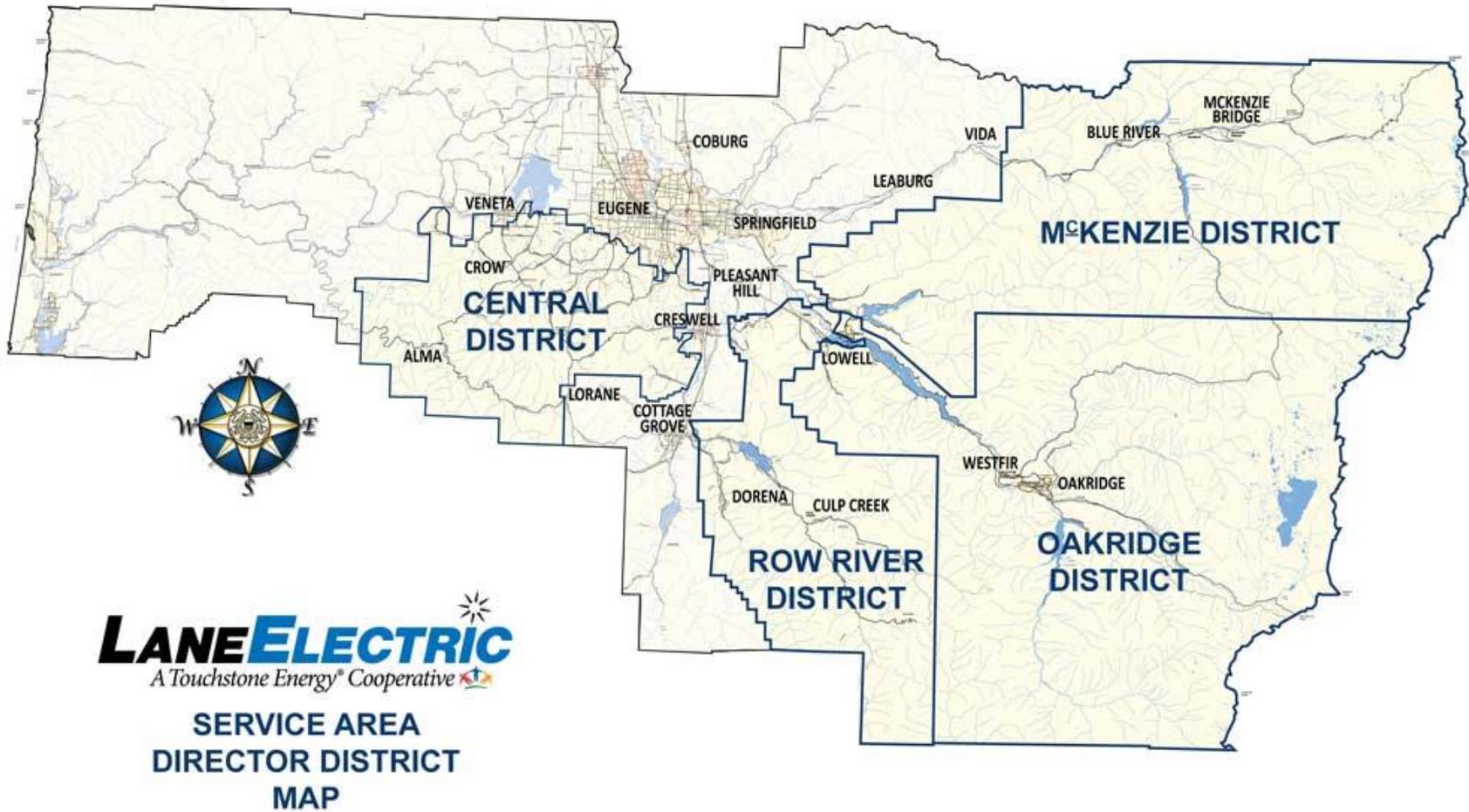
a. Shelter Locations (Placeholder)



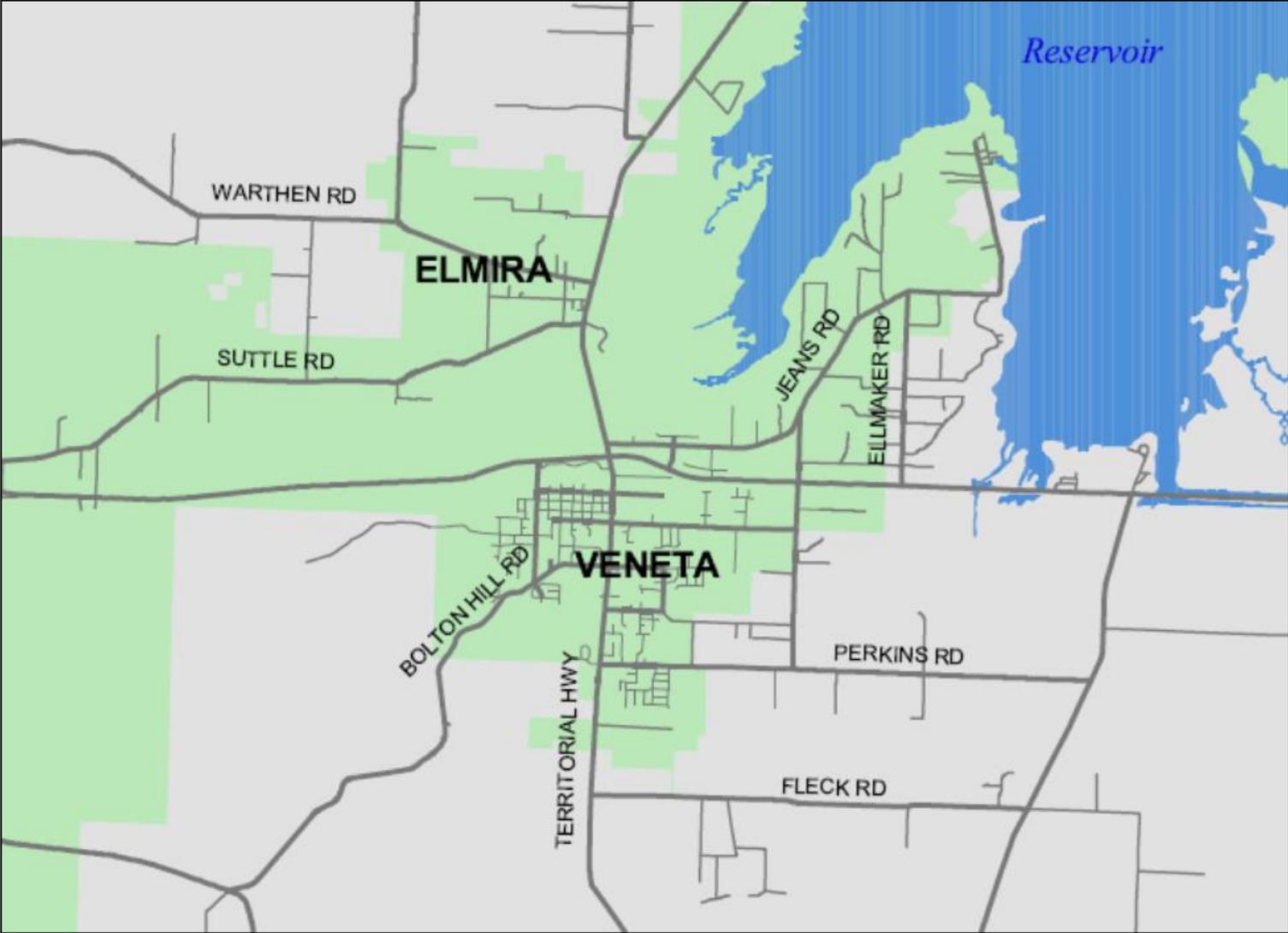
h. Flooding and Inundation



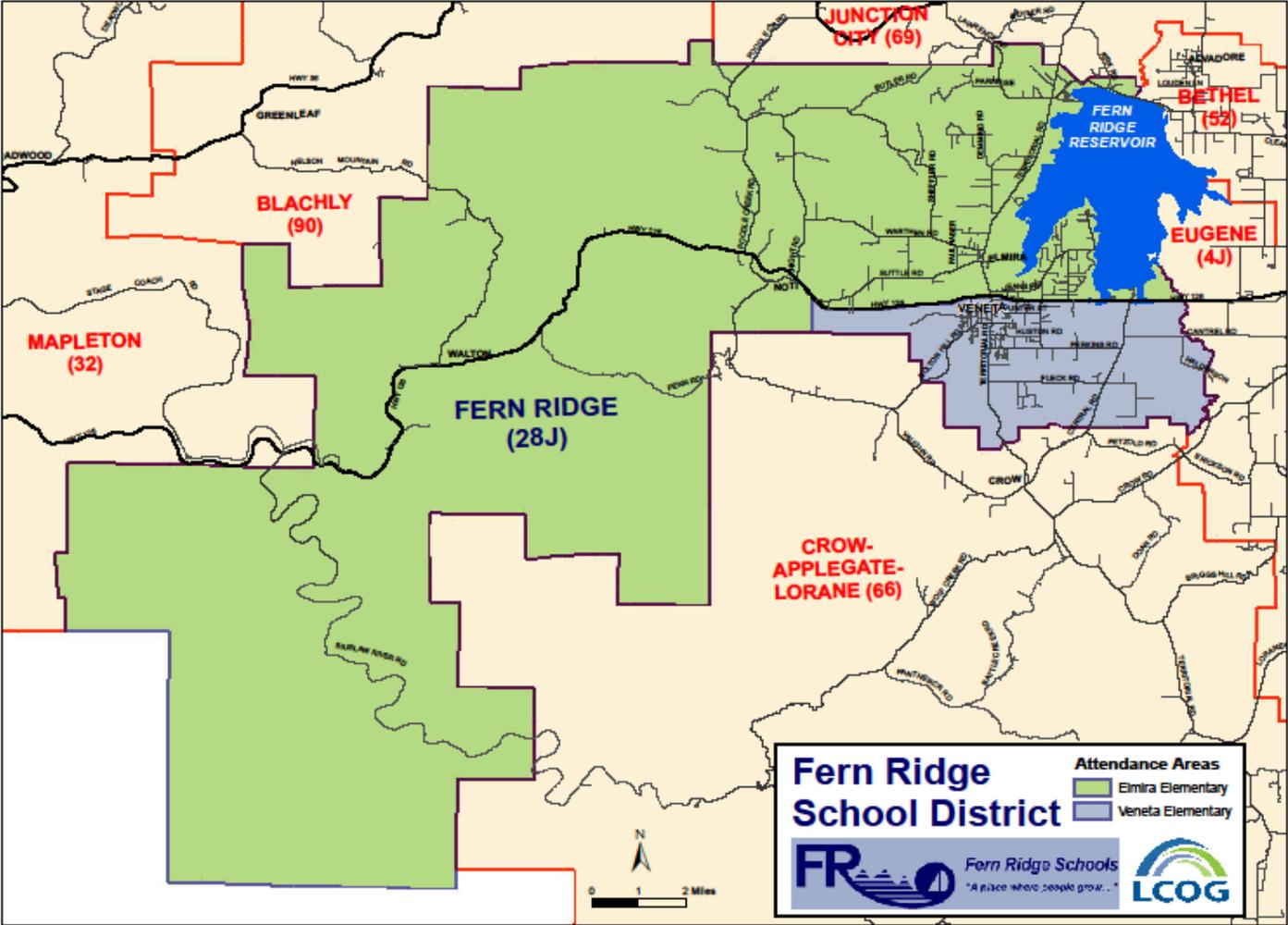
i. Lane Electric Service Area



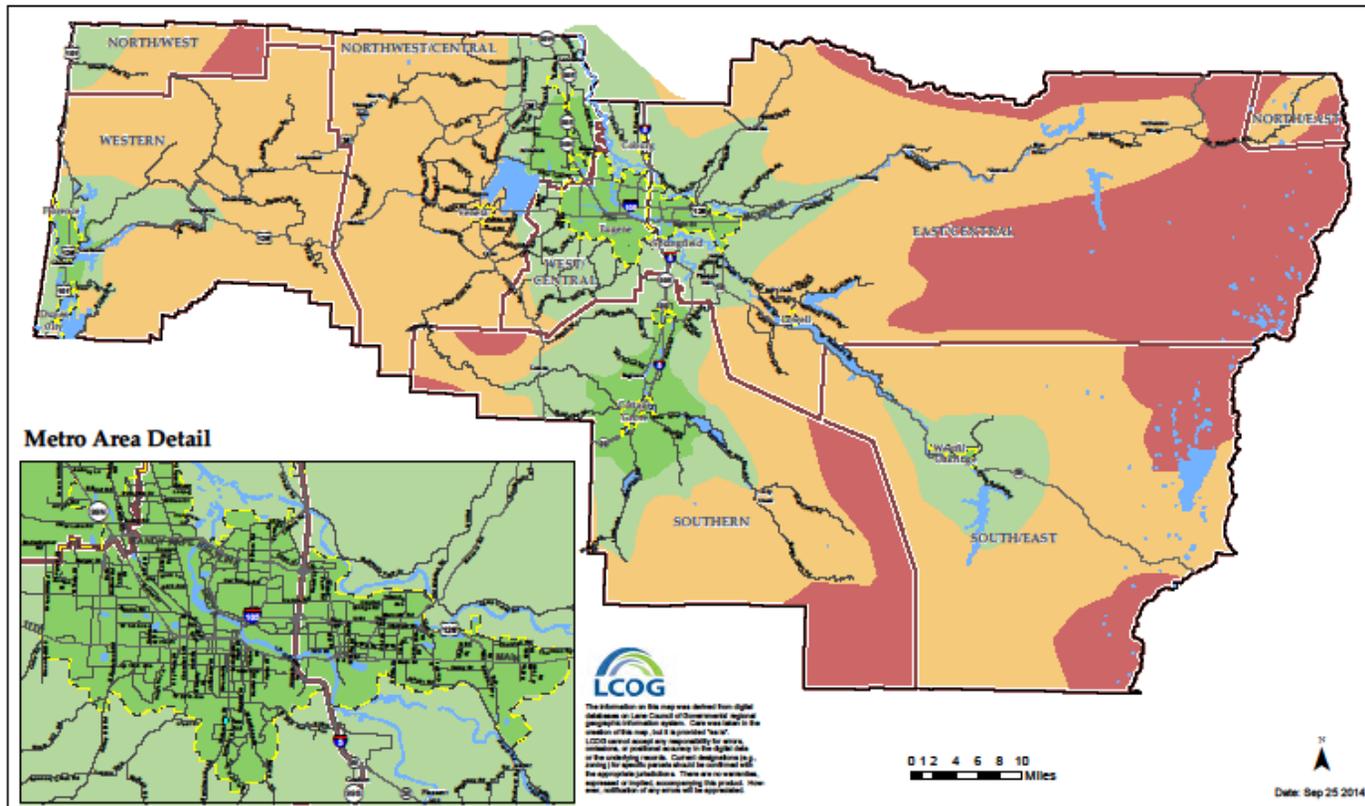
j. Emerald People's Utility District Service Area



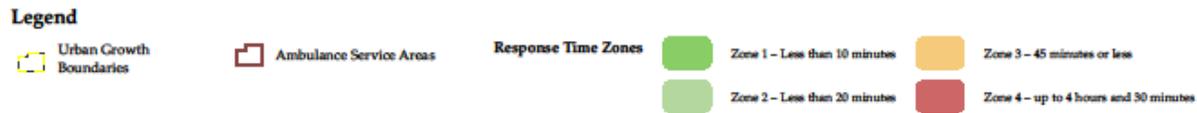
k. Fern Ridge School District



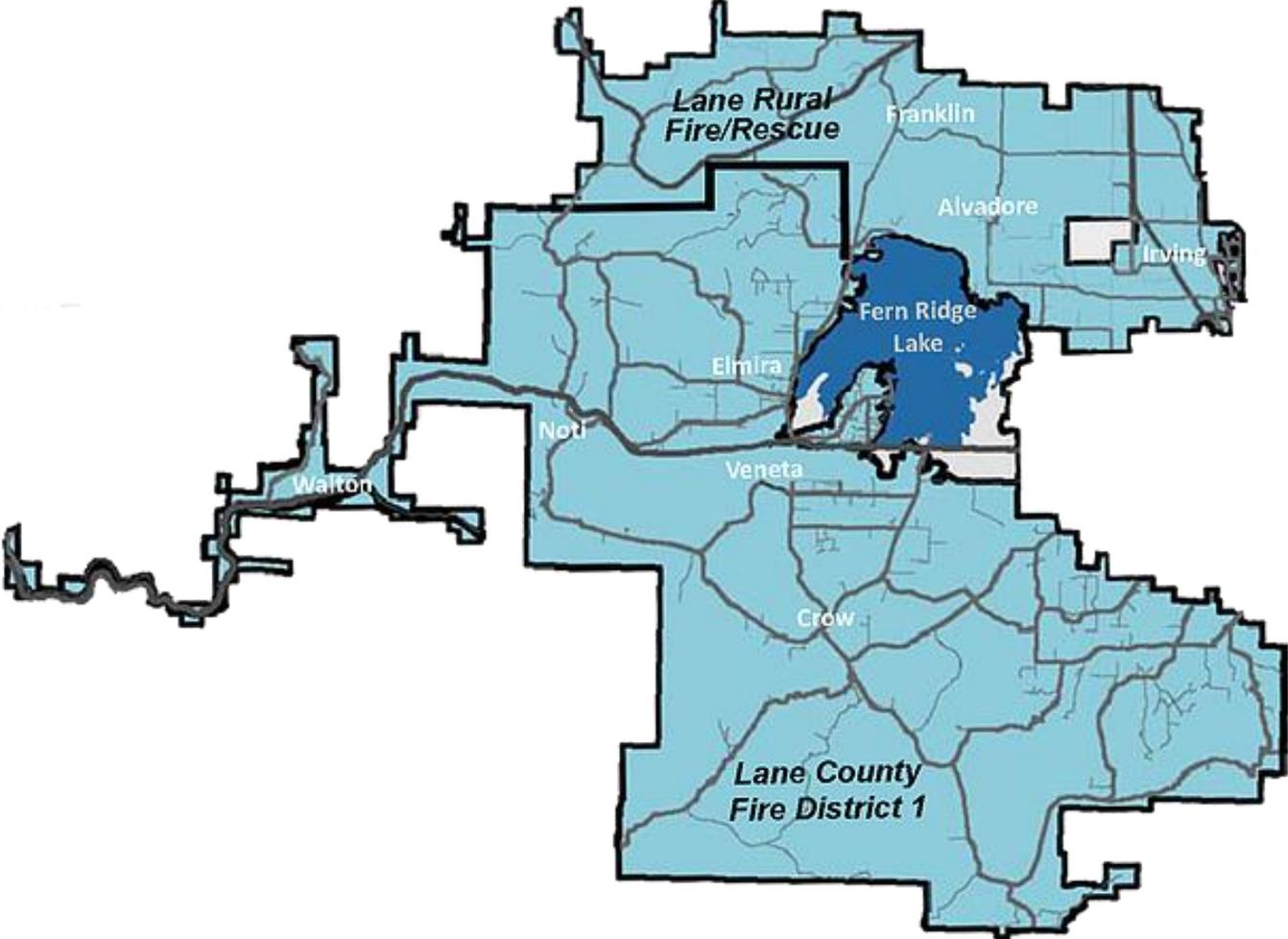
I. Ambulance Service Response Times



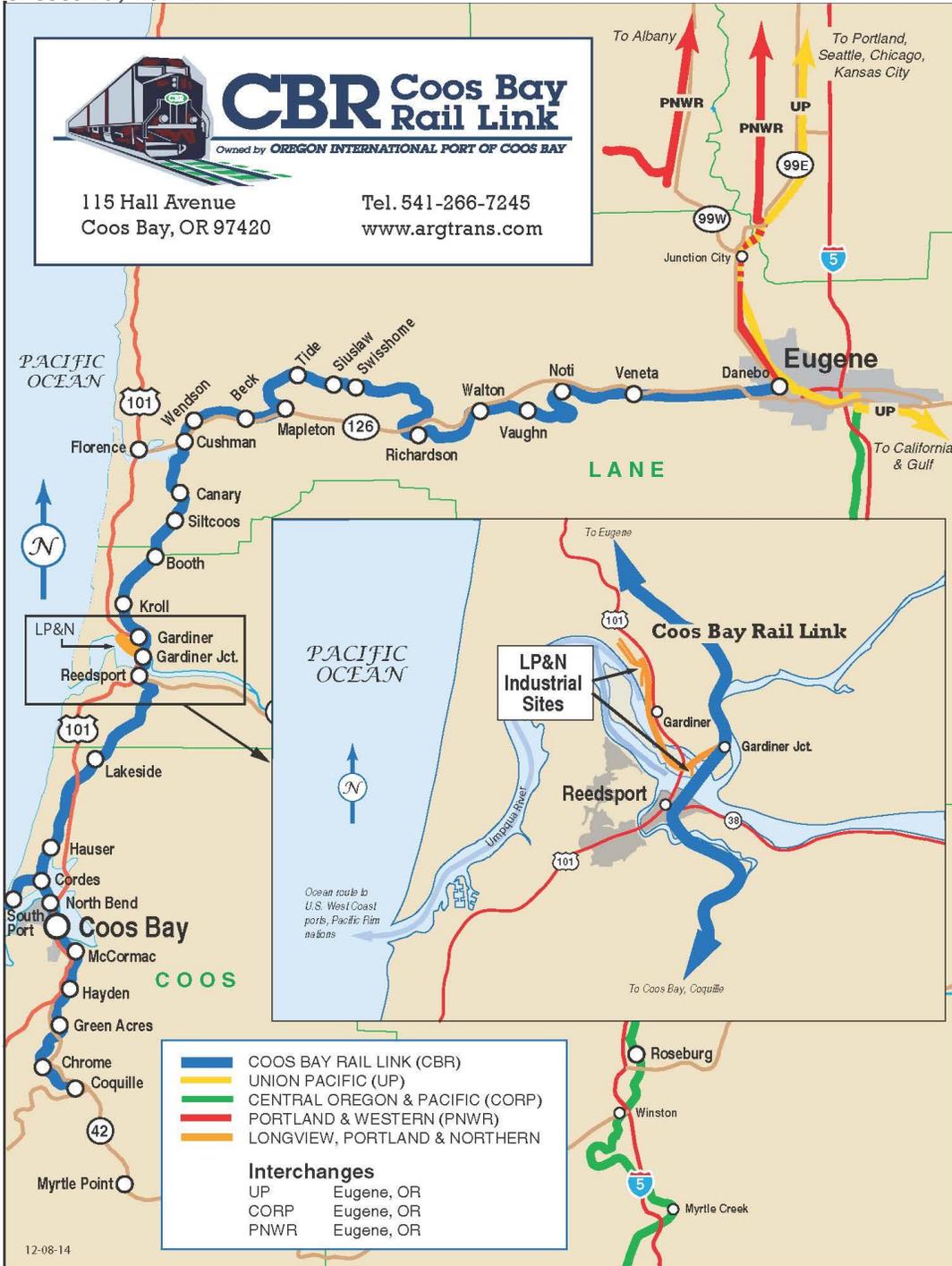
Lane County Ambulance Service Areas and Response Time Zones



m. Lane Fire Authority District

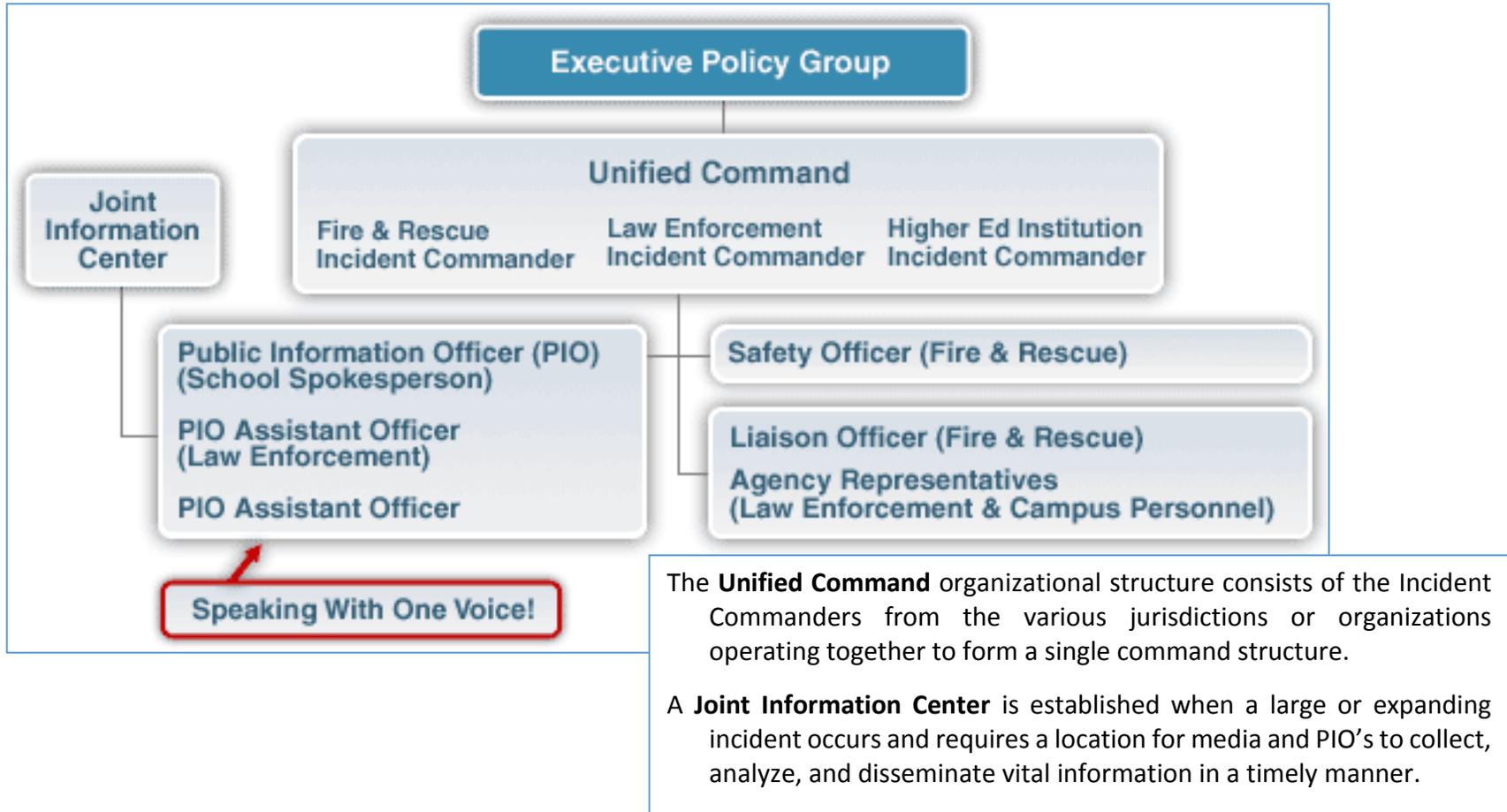


o. Coos Bay Rail Link

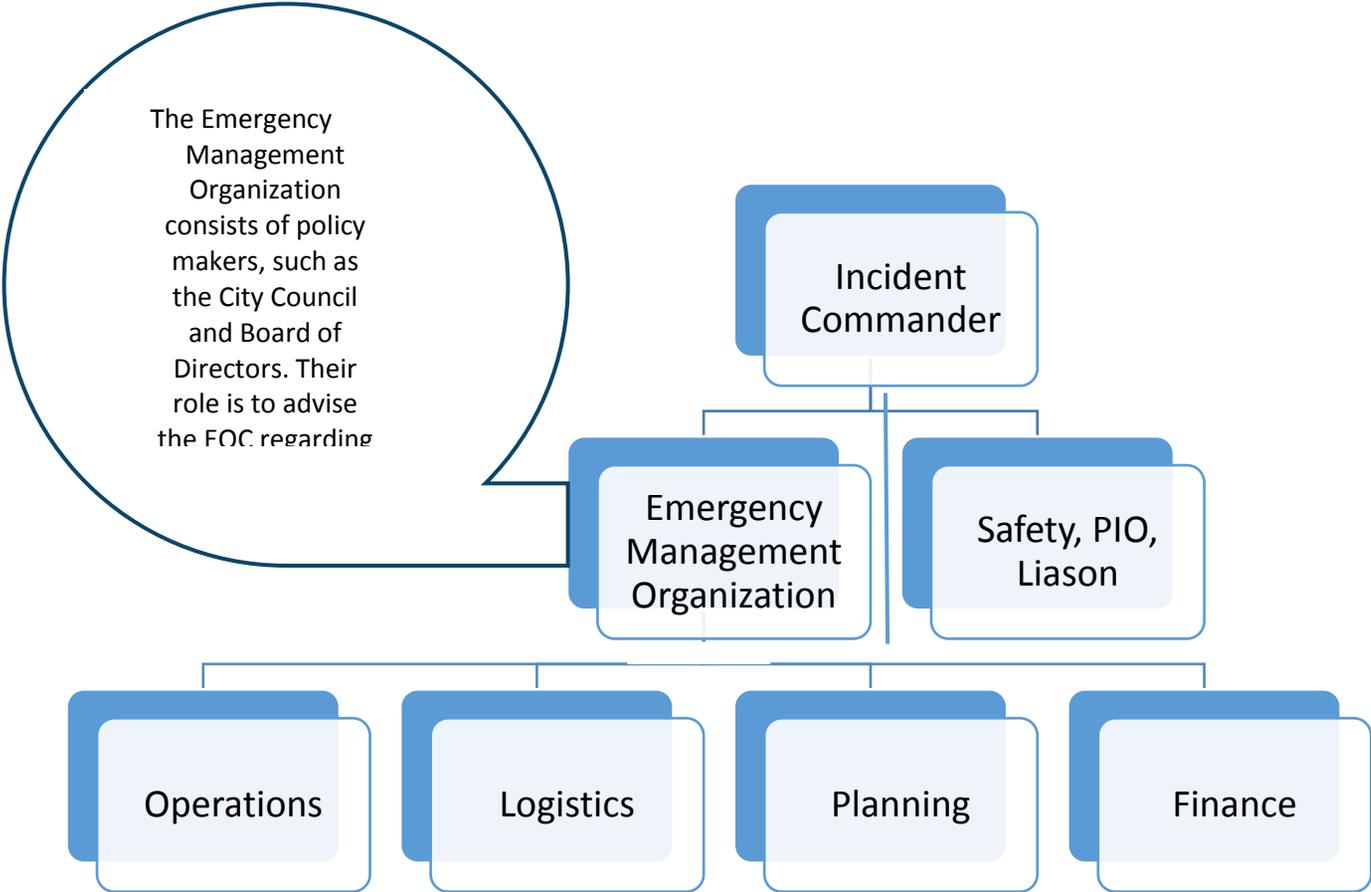


IV. CHARTS

a. JIC and Unified Command Structure



b. Emergency Management Organization Structure



V. FORMS

a. Sample Local Disaster Declaration

SAMPLE LOCAL DISASTER DECLARATION

A Disaster Declaration must be issued prior to requesting state or federal assistance.

The following is a sample of the language that should be retyped onto the jurisdiction's official letterhead before submitting. Language should be changed to accurately describe current incident.

WHEREAS, _____ County (or affected city/town) has suffered from a _____ (i.e., tornado, flood, severe storm, etc.) that occurred on _____ (include date(s) and time).

WHEREAS, extensive damage was caused to public and private property, disruption of utility service, and endangerment of health and safety of the residents of _____ County (or city/town) within the disaster area.

WHEREAS, all locally available public and private resources available to mitigate and alleviate the affects of this disaster have been insufficient to meet the needs of the situation,

Therefore, the Chair of the _____ County Commissioners (or the Mayor of _____) has declared a state of emergency on behalf of _____ County (or city/town), and will execute for and on behalf of _____ County (or city/town), the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and the requesting assistance from the State.

Chair, _____ County Commissioners

(or Mayor of affected jurisdiction
Or appointed authorized representative)

WITNESS my hand and the seal of my office
This _____ day of _____, 20____.

County (or City/Town) Clerk

Note: Do not include specific dollar amounts in the Resolution. This Resolution does not guarantee that the jurisdiction or any potential applicants will qualify to receive state or federal funding assistance.

b. Evacuation Order

**CITY OF VENETA AND LANE FIRE AUTHORITY DISTRICT
EVACUATION ORDER**

An emergency condition exists in the City of Veneta. The City has determined that there is the need to evacuate portions of the City. Such evacuation is needed to ensure the safety of the public.

Therefore:

A. The City of Veneta orders the immediate evacuation of:

B. Please proceed to the assembly point closest to your home. The assembly points are as follows:

C. The City of Veneta and Lane Fire Authority request that those needing special assistance call _____ . This number has been established to respond to evacuation assistance requests only.

D. The City of Veneta and Lane Fire Authority is restricting all entry into the hazard area. No one will be allowed to re-enter the area after _____ am/pm.

E. Information and instructions from the City and LFA will be transmitted by radio from KOCF 92.5 FM, and _____ . Public information will also be available from the American Red Cross representatives at facilities now being opened to the public for emergency shelter.

F. The City of Veneta and Lane Fire Authority will advise the public of the lifting of this order when public safety is assured.

Mayor

Fire Chief

City Administrator

Supervising Sargent, LCSO

c. Mutual Aid Agreement 1

Example Mutual Aid Agreement (Non-Monetary)

THIS AGREEMENT, entered into this _____ day of _____ by the participating parties hereto:

WHEREAS, each of the parties hereto desires to furnish mutual aid to each other in the event of a disaster, for which neither party might have sufficient equipment or personnel to cope, and,

WHEREAS, such a mutual aid agreements are authorized by (Site Statutory Agency).

NOW THEREFORE, the parties do mutually agree as follows:

ARTICLE I - TERM

This agreement shall commence at 12:01 a.m. on _____, and continue through _____, subject to the right of each party to terminate sooner as provided herein.

ARTICLE II - SERVICES

A. In the event of a disaster that requires aid of equipment and personnel beyond that which each party is able to provide for itself, all parties hereto agree that at the request of any party Hereto the others will loan such equipment and personnel as the respective officials of the lending jurisdiction, in their discretion, shall determine can be reasonably spared at the time without placing their own community in jeopardy.

B. Since time is of the essence during emergencies as herein referred to, the authority to dispatch equipment and personnel or call for in accordance with the terms and conditions of this agreement shall be delegated specifically to the chief official or acting chief official of the parties hereto.

C. The lending party shall be responsible for the delivery of said equipment and personnel to the location specified by requesting party.

D. Upon arrival at said location, the officer in charge of the said equipment and personnel shall report to the officer in charge at the location of the disaster, who shall assume full charge of all operations at a disaster or emergency location.

E. All equipment and personnel loaned hereunder shall be returned upon demand of the lending party or when released by the requesting party upon the cessation of the emergency.

ARTICLE III - PAYMENT

No charge shall be assessed for services rendered by any party hereto.

ARTICLE IV - WAIVER OF CLAIMS

Each party hereto hereby waives all claims against the other for compensation for any loss, damage, personal injury, or death occurring in consequence of the performance of either party, their agents, or employees hereunder.

ARTICLE V - TERMINATION

This Agreement may be terminated by either party upon at least thirty days prior written notice to the other.

ARTICLE VI - INTEGRATION

This Agreement contains the entire understanding between the parties, and there are no understandings or representations not set fourth or incorporated by reference herein. No subsequent modifications of this Agreement shall be of any force or effect unless in writing signed by the parties.

ARTICLE VII - COMPLIANCE WITH LAWS

In the performance of this Agreement, each party shall comply with all applicable Federal, State, and Local laws, rules, and regulations.

SIGNATURES OF AGREEING OFFICIALS

d. Mutual Aid Agreement 2

Mutual Aid Agreement Sample Template- Reimbursable

(This document is a Sample Template to be used as a guide in drafting an Mutual Aid Agreement and is not intended to represent a mandatory format or to encompass every potential contract clause. Such document is intended merely to serve as a guide and should be tailored to each municipality's circumstances and requirements)

INTRASTATE MUTUAL AID AND ASSISTANCE AGREEMENT FOR DISASTERS AND OTHER RELATED EMERGENCIES

WHEREAS, the safety of the citizens of the State of **XXXX** is of the utmost importance to all levels of state and local government;

WHEREAS, the Jurisdiction of _____ (the "Jurisdiction") and _____ ("XXXX") seek to enter a Mutual Aid and Assistance Agreement in order to provide for the sharing of resources, personnel, and equipment in the event of a local disaster or other emergency;

WHEREAS, the State of **XXXX** and the Federal Emergency Management Agency (FEMA) have recognized the importance of the concept of written mutual aid agreements between all levels of government to facilitate reimbursement; and

WHEREAS, pursuant to the Constitution of the State of **XXXX**, municipalities are allowed to enter into mutual aid and assistance agreements, which may include provisions for the furnishing and exchanging of supplies, equipment, facilities, personnel, and services during a natural or human- made disaster and/or other emergency; now

THEREFORE, the parties agree as follows:

SECTION I. DEFINITIONS

- A. "Agreement" shall mean this document, the "Intrastate Mutual Aid Agreement for Disasters and Other Emergencies."
- B. "Aid and Assistance" shall include, but not be limited to, personnel, equipment, facilities, services, supplies, and other resources.
- C. "Authorized Representative" shall mean an official of a party to this Agreement who has been authorized in writing by that party pursuant to the terms of this Agreement, to request, offer, or provide assistance under the terms of this
- D. "Disaster or other emergency" shall mean the occurrence or imminent threat of widespread or severe damage, injury, loss of life or property resulting from an intentional, accidental, or unintended release of any substance in or material in any form or quantity which poses an unreasonable risk to the safety and health and to the property when released, natural incidents, explosions, fires, collapses, or any other incident which directly affects public safety.
- E. "Provider" means a party to this Agreement that has received a request to furnish aid and assistance to the party in need ("Recipient").
- F. "Recipient" means a party to this Agreement receiving aid and assistance from another party.

SECTION II. OBLIGATIONS OF THE PARTIES

- A. Provision of Aid and Assistance – Pursuant to the terms and conditions set forth in this Agreement, the parties hereto shall provide each other with aid and assistance in the event of a local disaster or emergency. It is mutually understood that each party's foremost responsibility is to its own citizens. This Agreement shall not be construed to impose an absolute obligation on any party to this Agreement to provide aid and assistance pursuant to a request

APPENDIX - EOP

from another party. Accordingly, when aid and assistance have been requested, a party may deem itself unavailable to respond and shall so inform the party setting forth the request.

- B. Procedures for Requesting Assistance – Requests for assistance shall be made by the Authorized Representative of a party to the Authorized Representative of the other party. Such request must indicate that it is made pursuant to this Agreement. Such request may be made by telephone, to be followed as soon as practicable by a written confirmation of that request.
- C. Designation of Authorized Representative – Each party to this Agreement shall designate an Authorized Representative. Such designation shall be communicated, in writing, to the Chief Executive Officer of the other party upon the execution of this Agreement. Such designation may be amended at any time by the Chief Executive Officer of a party upon timely notice.
- D. Traveling Employees – Unless otherwise specified by Recipient or agreed by the parties in writing, it is mutually understood that Recipient will provide for the needs of the Provider’s traveling employees. Recipient shall pay for all reasonable out-of-pocket costs and expenses of Provider’s personnel, including, without limitation, transportation expenses for travel to and from the disaster area, food, and, if necessary, lodging. If Recipient cannot provide such food and/or lodging at or near the disaster area, the Recipient shall so advise the Provider, and
- E. Shall specify in its request for assistance that only personnel who can provide for their own needs are requested. Supervision and Control – The Provider shall designate supervisory personnel amongst its employees sent to render aid and assistance to the Recipient. Recipient shall provide necessary credentials to the Provider’s personnel authorizing them to operate on behalf of the Recipient. Recipient shall assign work tasks to Provider’s supervisory personnel, and unless specifically instructed otherwise, Recipient shall have the responsibility for coordination between Provider’s supervisory personnel and Recipient. Based upon such assignments set forth by Recipient, Provider’s supervisory personnel shall have the authority to:
- Assign work and establish work schedules for Provider’s personnel;
 - Maintain daily personnel time records, material records, and a log of equipment hours;
 - Report work progress to Recipient at regular intervals as specified by Recipient.
- F. Period of Service; Renewability; Recall – Unless agreed otherwise, the duration of the Provider’s assistance shall be for an initial period of twenty-four (24) hours, starting from the time of arrival. Thereafter, assistance may be extended in increments agreed upon by the Authorized Representatives of Provider and Recipient. Provider’s personnel, equipment, and other resources shall remain subject to recall by Provider to provide for its own citizens if circumstances so warrant. Provider shall make a good faith effort to provide at least eight (8) hours advance notification to Recipient of Provider’s intent to terminate such assistance, unless such notice is not practicable, in which case as much notice as is reasonable under the circumstances shall be provided.

SECTION III. REIMBURSEMENT

- A. Except as otherwise provided below, it is understood that Recipient shall reimburse Provider for the following documents costs and expenses incurred by Provider as a result of extending aid and assistance to Recipient.
1. Personnel – During the period of assistance, Provider shall continue to pay its employees according to its then prevailing ordinances, rules, regulations, and agreements.
 2. Equipment – Provider shall be reimbursed by Recipient for the use of its equipment during the period of assistance according to established FEMA equipment rates.
 3. Material and Supplies – Provider shall be reimbursed for all materials and supplies furnished by it, used, or damaged during the period of assistance. The Recipient shall not be responsible for reimbursing Provider for the costs of any damage caused by gross negligence, willful and wanton misconduct, intentional misuse, or recklessness of Provider’s personnel. Provider’s personnel shall use reasonable care at all times

APPENDIX - EOP

in the use and control of all materials and supplies used by them during the period of assistance. The measure for reimbursement for materials and supplies shall be determined in accordance with FEMA and ~~XXXX~~ State reimbursement policies. In the alternative, the parties may agree in writing that Recipient will replace the materials and supplies used or damaged, with materials and supplies of like kind and quality.

- B. Record Keeping – Recipient shall provide information, directions, and assistance for record keeping to Provider’s personnel; Provider shall maintain records and invoices for reimbursement.
- C. Billing and Payment – Provider shall send an invoice for reimbursable costs and expenses, together with appropriate documentation as required by Recipient, as soon as practicable after said costs and expenses are incurred, but not later than forty-five (45) days following the period of assistance. Recipient shall pay the bill, or advise of any disputed items, not later than forty-five (45) days following the billing date.
- D. Inspection of Records – Provider agrees that it shall make its records regarding costs and expenses for assistance provided under this Agreement available for audit and inspection upon request by the Recipient, ~~XXXX~~ State, and the federal government, and shall maintain such records for at least seven (7) years after the date of final payment under this Agreement.

SECTION IV. PROVIDER’S EMPLOYEES

- A. Rights and Privileges - Whenever Provider’s employees are rendering aid and assistance pursuant to this Agreement, such employees shall remain the responsibility of the Provider and retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographic limits of the Provider.
- B. Workers’ Compensation - Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider’s employees due to personal injury or death occurring during the periods of time such employees are engaged in the rendering of aid and assistance under this Agreement. It is mutually understood that Recipient and Provider shall be responsible for payment of such workers’ compensation benefits only to their own respective employees.

SECTION V. NONDISCRIMINATION

In accordance with Article 15 of the Executive Law (“Human Rights Law”) and all other applicable local, State, and Federal constitutional, statutory, and administrative nondiscrimination provisions, the parties to this Agreement shall not discriminate against any employee or the region for employment on account of race, creed, color, sex, national origin, disability, Vietnam Era Veteran status, or marital status.

SECTION VI. HOLD HARMLESS

To the extent permitted by law, each party (as Indemnitor) agrees to protect, defend, indemnify, and hold the other party (as Indemnitee), and its offices, employees, and agents, free and harmless from and against any and all losses, penalties, damages, assessments, costs, charges, professional fees, and other expenses or liabilities of every kind and nature arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of Indemnitor’s negligence, acts, errors and/or omissions. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in what amounts, it should carry. Each party understands and agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify, keep, and save harmless the other parties to this Agreement.

SECTION VII. AMENDMENTS

This Agreement may be modified at any time upon the mutual written consent of the parties. Additional municipalities may become parties to this Agreement upon the acceptance and execution of this Agreement.

SECTION VIII. DURATION OF AGREEMENT

- A. Term – This Agreement shall be for a term of five (5) years from the date of execution by both parties, unless the Agreement is renewed or terminated as set forth in this section.

APPENDIX - EOP

- B. Renewal – This Agreement may be extended for an additional five (5) year term by written agreement of the parties hereto.
- C. Termination – Any party may terminate this Agreement upon thirty (30) days written notice. A termination shall not affect the obligation of any party to reimburse the other for the costs and expenses of rendering aid and assistance incurred prior to the effective date of termination.

SECTION IX. HEADINGS

The headings of various sections and subsections of this Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement.

SECTION X. SEVERABILITY

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement. In the event that parties to this Agreement have entered into other aid and assistance agreements, those parties agree that, to the extent a request for aid and assistance is made pursuant to this Agreement, those other aid and assistance agreements are superseded by this Agreement.

SECTION XI. EFFECTIVE DATE

This Agreement shall take effect upon its execution by both parties.

e. Intergovernmental Agreement

INTERGOVERNMENTAL EMERGENCY MUTUAL AID SAMPLE AGREEMENT

STATE OF _____

CITY / COUNTY _____

WHEREAS, (State Name) law authorizes local governments to contract with each other to provide services, and

WHEREAS, (State Name) law and state policy also provides for certain reimbursements or financial aid to local government for certain natural disasters or emergency conditions declared by the Governor, and

WHEREAS, the (City or County Name) finds it to be in its best interest to have such mutual aid agreements with other local governmental bodies in the state and region,

NOW, THEREFORE, in consideration of the above recitals and the covenants contained herein, the parties hereto agree as follows:

1. The (City or County Name) hereby agrees to provide through its Director of Public Works such mutual aid as may be requested by a governmental unit, which has emergency conditions of a natural disaster as defined by (State Name) law. The aid rendered shall be to the extent of available personnel and equipment not required for minimum needs of the (City or County Name). The judgment of the Director of Public Works or his designee shall be final as to the personnel and equipment so available.
2. Personnel dispatched to aid another jurisdiction shall remain employees of the (City or County Name), but shall work under the supervision of the Director of Public Works of the requesting jurisdiction. The (City or County Name) retains the right to withdraw any and all aid rendered upon direction of the Director of Public Works.
3. The Director of Public Works will provide a list of hourly rates and equipment costs, and hours worked for all such aid rendered to the requesting jurisdiction for all actual costs, and the requesting jurisdiction agrees to compensate such claim for costs incurred as expeditiously as possible.
4. The (City or County Name) will maintain workers compensation coverage for its employees and liability coverage for its vehicles and equipment. Any uninsured or extraordinary expenses may be a part of claimed costs for reimbursement. The requesting jurisdiction agrees to maintain adequate liability insurance under state law and to hold harmless and indemnify the (City or County Name) for any and all claims occurring while its personnel and equipment are working under the direction of the Director of Public Works of the requesting jurisdiction. These indemnities shall include attorney's fees and costs that may arise from providing aid pursuant to this agreement.
5. The purpose of these recitals is to insure that the (City or County Name) is reimbursed all costs and assumes no additional liabilities as a result of this agreement. Neither party to this agreement shall be liable, for its failure to refusal to render aid pursuant to this agreement. The Director of Public Works shall in his sole discretion determine the manner which such emergency aid may be used. (or his/her designee in charge of operations)

IN WITNESS WHEREOF, this Agreement has been duly executed by the parties subscribed below and is binding upon the _____ and the requesting jurisdiction.

Date signed _____ CITY / COUNTY OF _____ by:

Date signed _____ REQUESTING JURISDICTION _____ by: