



# City/LFA Emergency Operations Plan



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*Prepared for:*  
The City of Veneta &  
Lane Fire Authority



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Funding for this plan is 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. Preparation was done by Julie Reid, MPH - 2016 UO RARE Participant.

# Letter of Proclamation

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## 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

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## 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

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November, 2016

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.

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Ric Ingham, City of Veneta Administrator

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Chief Terry Ney, Lane Fire Authority

# Emergency Operations Plan

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# Part I – Basic Plan

# Content Summary

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## 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

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## 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-8<sup>1</sup>: 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.

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<sup>1</sup> 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
11/2016	Original EOP	City Administrator’s Office	No Prior EOP
11/2016	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 Sergeant
<b>Agencies with the EOP on File:</b>	
Lane County Emergency Management	Emergency Manager
OMD, Office of Emergency Management	Operations & Preparedness Section Manager
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**

<b>Essential Support Functions</b>	<b>City/LFA ESF's by Lead Department</b>
ESF 1 Transportation	<b>Lane Fire Authority</b>
ESF 2 Communication	ESF 2 – Communication
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	<b>Public Works</b>
ESF 7 Logistics & Resource Management	ESF 3 – Public Works/Water
ESF 8 Public Health	ESF 7 – Logistics & Resource Management
ESF 9 Search & Rescue	<b>City/LFA EMO</b>
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	<b>ESF's by Other Lead Agencies</b>
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

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### 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 Ridge 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 <sup>th</sup> St. (8 <sup>th</sup> and Broadway)	541-935-2161
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 <sup>th</sup> St. Bridge near City Hall	
Post Office	1	25042 Dunham Ave.	541-935-9533
Railways	1	Coos Bay Rail Link (541) 266-7245 (Lumber, sawdust)	

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

Table 7–Medical

Medical				
<b>Medical Centers</b>	2	Applegate Medical	25045 Dunham Ave.	541 935-2035
		Veneta Medical Clinic	87983 Territorial Rd.	541 935-2200
<b>Pharmacies</b>	2	Coastal Pharmacies, LLC	24991 Hwy 126	541 935-2201
		Bi–Mart	25126 Jeans Rd.	541 935–0903
<b>Ambulance Service</b>	1	See LFA		
<b>Veterinary Centers</b>	1+	Veneta Veterinary Hospital	88233 Territorial Rd. (Moving to Jeans Rd. 2017)	541-935-4151
		Veterinary Housecall Service	24733 Dogwood Ln	541 935-7169

Table 8–Access and Functional Needs Populations

Access and Functional Needs and Populations				
	SCHOOL	ADDRESS	PHONE	STUDENTS
<b>SCHOOLS</b> <b>Total Enrollment:</b> <b>1,323</b> <b>(2016/17)</b>	Elmira High School	24936 Fir Grove Lane Elmira, 97437	541-935-8200	483 Grades 9-12
	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

<b>School District Office</b>	88834 Territorial Rd. Elmira, OR 97437	541-935-2253
<b>Assisted Living Residences</b>	Sherwood Pines Memory Care 87986 Sherwood St.	541-935-0653
<b>Community Center</b>	25190 E. Broadway Veneta 97487	541-935-2191 (City Hall)
<b>Library</b>	88026 Territorial Rd. Veneta 97487	541-935-7512
<b>Social Services</b>	MidLane Cares 25035 W. Broadway	541-935-4555
<b># Residences in Hazard Prone Areas</b>	Flood map	See Appendix for Map
<b>Locations of Past Flooding</b>	Flood map	See Appendix for Map
<b>Major Employers</b>	FCR Call Center, Rays Food Place, School Dist., Holt Mfg.	
<b>Homeless Population</b>	Fern Ridge Homeless Coalition	Dennis Maricle 541-525-1174 Dennismaricle1@gmail.com

Table 9–Human Resources

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

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### 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 (EMO<sup>2</sup>) 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 activate 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.

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<sup>2</sup> 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. Example: Fire requiring help from another Fire District	An incident requiring multiple agencies but perhaps not life-threatening. Example: Severe flooding, extended power outage	An incident requiring coordination among multiple agencies across jurisdictional boundaries. Example: 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**

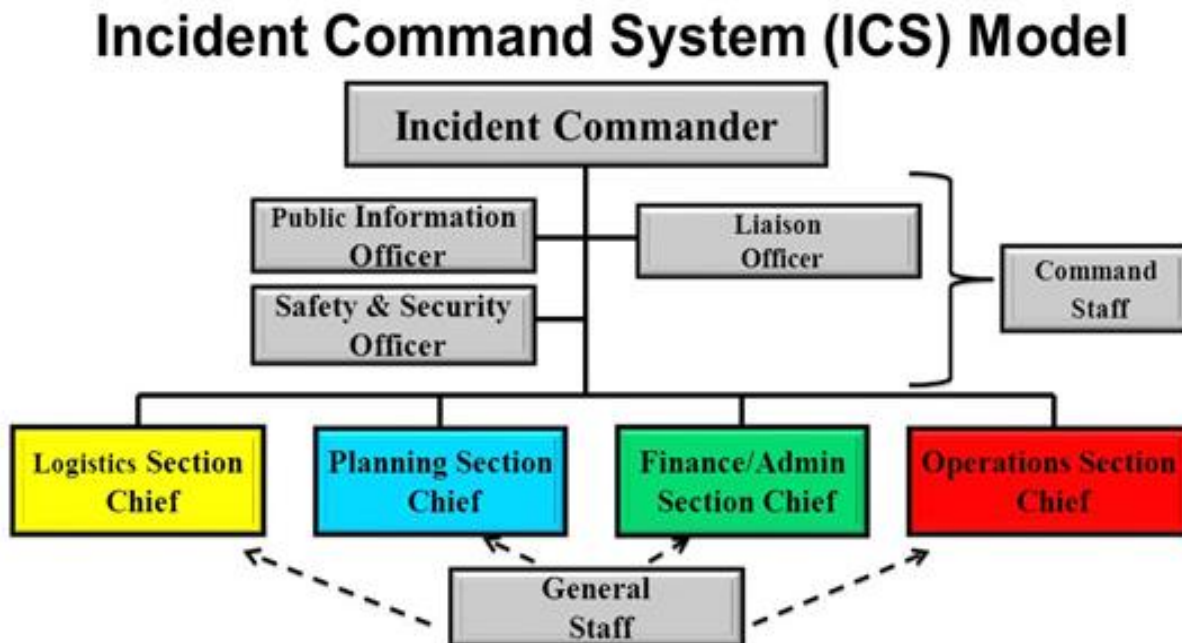
The City/LFA’s Incident Levels are the same as those of the County and the State, but not the Federal Incident levels. The FEMA Incident Levels range from 1 to 5, with 5 meaning relatively minor incidents, and 1 meaning major disaster. Incident levels identified in this EOP will switch to the FEMA incident 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 emphasizing that 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 authority<sup>3</sup>. 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 use resource typing consistent with the NIMS Incident Resource Inventory System (IRIS) in future revisions.

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<sup>3</sup> 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 <sup>th</sup> 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* – City/LFA non-response personnel receiving emergency information will call 9-1-1 and relay 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 <sup>st</sup> 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

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### 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 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 Records Packet Access**

Essential Records Packet 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	<a href="http://www.orwarn.org/equipment-teams">http://www.orwarn.org/equipment-teams</a>	Public Works Director
ODOT	Transportation		Public Works Director

### 8.2 Legal Authorities

Table 19–Legal Authorities

<b>FEDERAL LAW &amp; POLICY<sup>4</sup></b>
Public Law 93-288 - Robert T. Stafford Disaster Relief and Emergency Assistance Act Amended April 2013
<b>The Stafford Act</b> 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
<b>Other Key Federal Laws and Policies:</b>
- Disaster Mitigation Act of 2000
- Post Katrina Emergency Management Reform Act
- Homeland Security Act
- National Oil and Hazardous Substances Pollution Contingency Plan
<b>Presidential Directives:</b>
- Homeland Security PD 5 (December 2008)
- Homeland Security PD 8 (February 2003), Amended March 2011)
<b>OREGON LAW &amp; POLICY</b> is included at the end of the Appendix

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

End of Basic Plan