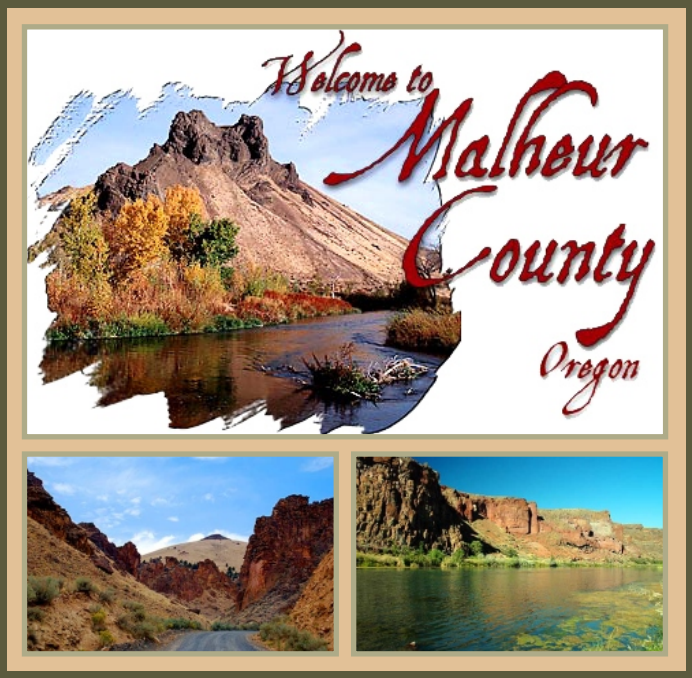
002247.OR05.15

MALHEUR COUNTY, OREGON

Emergency Operations Plan

December 2009



Prepared for:

Malheur County

Prepared by:

ecology and environment, inc.
International Specialists in the Environment

Malheur County, Oregon

EMERGENCY OPERATIONS PLAN

December 2009

Prepared for:

Malheur County

Prepared by:

Ecology and Environment, Inc.
333 SW Fifth Avenue, Suite 600
Portland, OR 97204

This document was prepared under a grant from the Office of Grants and Training, United States Department of Homeland Security. 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 Grants and Training or the U.S. Department of Homeland Security.

Preface

This Emergency Operations Plan is an all-hazard plan that describes how Malheur County will organize and respond to emergencies and disasters in the community. It is based on, and is compatible with, Federal, State of Oregon, and other applicable laws, regulations, plans, and policies, including the National Response Framework and the State of Oregon Emergency Management Plan. Malheur County has adopted the principles of the National Incident Management System and the Incident Command System.

Consisting of a Basic Plan, Emergency Support Function Annexes, and Incident Annexes, this EOP provides a framework for coordinated response and recovery activities during a large-scale emergency. The plan describes how various agencies and organizations in the County will coordinate resources and activities with other Federal, state, local, tribal, and private-sector partners.

THIS PAGE LEFT BLANK INTENTIONALLY

Letter of Promulgation

To all Recipients:

Promulgated herewith is the revised Emergency Operations Plan for Malheur County. This plan supersedes any previous plans. It provides a framework in which Malheur County can plan and perform its respective emergency functions during a disaster or national emergency.

This Emergency Operations Plan attempts to be all-inclusive in combining the four phases of Emergency Management, which are (1) mitigation: activities that eliminate or reduce the probability of disaster; (2) preparedness: activities that governments, organizations, and individuals develop to save lives and minimize damage; (3) response: activities that prevent loss of lives and property and provide emergency assistance; and (4) recovery: short and long-term activities that return all systems to normal or improved standards.

This plan has been approved by the Malheur County Court. It will be revised and updated as required. All recipients are requested to advise the Malheur County Director of Emergency Services of any changes which might result in its improvement or increase its usefulness. Plan changes will be transmitted to all addressees on the distribution list.

Dan Joyce County Judge	**Lou Wettstein** County Commissioner
Jim Nakkano County Commissioner	**Stephanie Williams** County Counsel
Andrew P. Bentz Sheriff	Date

THIS PAGE LEFT BLANK INTENTIONALLY

Plan Administration

The Malheur County Emergency Operations Plan, including appendices and annexes, will be reviewed annually or as appropriate after an exercise or incident response. The EOP will be formally re-promulgated by the County Court once every five years.

Record of Plan Changes

All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated and implemented by emergency response personnel.

Date	Change Number	Summary of Changes
2008	Original Release	

Plan Distribution List

Copies of this plan have been provided to the following jurisdictions, agencies, and persons. Updates will be provided. The recipient will have the responsibility for updating the Emergency Operations Plan when changes are received. The Malheur County Director of Emergency Services is ultimately responsible for all plan updates.

Date	Number of Copies	Jurisdiction/Agency/Person

Annex Assignments

Unless otherwise stated, the following table identifies agencies responsible for the review of specific plan sections and annexes. Changes will be forwarded to the Emergency Management Director for revision and dissemination of the plan. This does not preclude other departments and agencies with a vital interest in the annex from providing input to the document; such input is, in fact, encouraged.

Section/Annex	Assignment
Basic Plan	Malheur County Emergency Services Malheur County Court Malheur County Counsel
Emergency Support Function (ESF) Annex Assignments	
ESF 1 Transportation	Malheur County Road Department
ESF 2 **Communications**	Malheur County Emergency Services
ESF 3 Public Works and Engineering	Malheur County Road Department
ESF 4 Fire Fighting	Malheur County Fire Defense Board
ESF 5 Emergency Management	Malheur County Emergency Services
ESF 6 Mass Care, Housing, and Human Services	Malheur County Health Department American Red Cross
ESF 7 Resource Support	Malheur County Emergency Services Malheur County Administrative Office
ESF 8 Public Health and Medical Services	Malheur County Health Department Malheur County EMS Coordinator
ESF 9 Search and Rescue	Malheur County Fire Defense Board Malheur County Sheriff's Office Malheur County EMS Coordinator
ESF 10 Oil and Hazardous Materials	Malheur County Emergency Services Region 10 HazMat Coordinator
ESF 11 Food and Agriculture	Malheur County Sanitarian Malheur County Extension Service
ESF 12 Energy	Malheur County Emergency Services Local Utilities
ESF 13 Public Safety and Security	Malheur County Sheriff's Office
ESF 14 Long-Term Community Recovery and Mitigation	Malheur County Court Malheur County Emergency Services County Assessor

Section/Annex	Assignment
ESF 15 External Affairs	Malheur County Court Malheur County Emergency Services
Incident Annex (IA) Assignments	
IA 1 Severe Weather	Malheur County Emergency Services
IA 2 Flood (Including Dam Failure)	Malheur County Emergency Services
IA 3 Drought	Malheur County Emergency Services
IA 4 Wildfire	Malheur County Fire Defense Board
IA 5 Hazardous Materials	Malheur County Emergency Services
IA 6 Earthquake/Seismic Activity	Malheur County Emergency Services
IA 7 Terrorism	Malheur County Sheriff's Office
IA 8 Public Health-Related	Malheur County Health Department
IA 9 Animal and Agriculture-Related	Malheur County Sanitarian

Table of Contents

Preface iii

Letter of Promulgation v

Plan Administration vii

Table of Contents xi

List of Tables and Figures xvii

Basic Plan

1 Introduction 1-1
1.1 General 1-1
1.2 Purpose and Scope 1-1
1.2.1 Purpose 1-1
1.2.2 Scope 1-2
1.3 Relationship to Other Plans 1-3
1.3.1 State of Oregon Emergency Management Plan 1-3
1.3.2 Continuity of Operations and Continuity of Government Plans 1-5
1.3.3 Natural Hazard Mitigation Plan 1-5
1.4 Authorities 1-6
1.4.1 Legal Authorities 1-6
1.4.2 Mutual Aid and Intergovernmental Agreements 1-7
1.5 Emergency Powers 1-7
1.5.1 Declaration of Emergency 1-7
1.5.2 Lines of Succession 1-8
1.5.3 Request, Allocation, and Distribution of Resources 1-8
1.5.4 Financial Management 1-9
1.5.5 Liability Issues 1-10
1.6 Safety of Employees and Family 1-10

2 Situation and Planning Assumptions 2-1
2.1 Situation 2-1
2.1.1 Community Profile 2-1
2.1.2 Hazards and Threats 2-2
2.1.2.1 Flooding 2-2
2.1.2.2 Severe Weather 2-3
2.1.2.3 Drought 2-3

2.1.2.4 Hazardous Materials Incidents....2-3
2.1.2.5 Earthquake....2-4
2.1.2.6 Nuclear Attack....2-4
2.1.2.7 Volcano....2-4
2.1.3 Hazard Analysis....2-4
2.2 Assumptions....2-5

3 Roles and Responsibilities....3-1
3.1 General....3-1
3.2 Emergency Management Organization....3-1
3.2.1 Executive Group....3-2
3.2.1.1 County Court....3-2
3.2.1.2 City Manager or Mayor....3-3
3.2.1.3 Emergency Program Manager....3-3
3.2.1.3 County Department Heads....3-4
3.2.2 Responsibilities by Function....3-4
3.2.2.1 Transportation....3-4
3.2.2.2 Communications....3-4
3.2.2.3 Public Works and Engineering....3-5
3.2.2.4 Firefighting....3-6
3.2.2.5 Emergency Management....3-6
3.2.2.6 Mass Care, Emergency Assistance, Housing, and Human Services....3-6
3.2.2.7 Logistics Management and Resource Support....3-7
3.2.2.8 Public Health and Emergency Medical Services....3-8
3.2.2.9 Search and Rescue....3-8
3.2.2.10 Oil and Hazardous Materials Response....3-8
3.2.2.11 Agriculture and Natural Resources....3-9
3.2.2.12 Energy and Utilities....3-9
3.2.2.13 Law Enforcement Services....3-9
3.2.2.14 Recovery....3-9
3.2.2.15 External Affairs....3-10
3.2.2.16 Legal Services....3-10
3.2.2.17 Financial Management....3-11
3.2.2.18 Worker Safety and Health....3-11
3.2.2.19 Volunteer and Donation Management....3-11
3.3 Local and Regional Response Partners....3-11
3.3.1 Private Sector....3-11
3.3.2 Nongovernmental Organizations....3-12
3.3.3 Individuals and Households....3-12
3.4 State Response Partners....3-13
3.5 Federal Response Partners....3-13

4 Concept of Operations....4-1
4.1 General....4-1
4.2 Phases of Emergency Management....4-2

4.3 Incident Levels 4-3
4.3.1 Emergency Incident 4-3
4.2.2 Special Emergency 4-3
4.3.3 Major Emergency 4-3
4.3.4 Disaster 4-3
4.3.5 State of Emergency 4-4
4.4 Response Priorities 4-4
4.5 Incident Management 4-5
4.5.1 Activation 4-5
4.5.2 Initial Actions 4-6
4.6 Inter-jurisdictional Coordination 4-6
4.6.1 Municipalities 4-6
4.6.2 Special Service Districts 4-7
4.6.3 Private Sector 4-7
4.6.4 State Government 4-7
4.6.5 Federal Government 4-8
4.7 Transition to Recovery 4-8
4.7.1 Demobilization 4-8
4.7.2 Recovery 4-8

5 Command and Control 5-1
5.1 General 5-1
5.2 Emergency Operations Center 5-1
5.2.1 EOC Activation 5-1
5.2.2 EOC Location 5-2
5.3 Coordination 5-2
5.4 Incident Command System 5-3
5.5 Command Staff 5-6
5.5.1 Incident Commander 5-6
5.5.2 Safety Officer 5-6
5.5.3 Public Information Officer 5-7
5.5.4 Liaison Officer 5-7
5.6 General Staff 5-7
5.6.1 Operations Chief 5-7
5.6.2 Planning Chief 5-8
5.6.3 Logistics Chief 5-8
5.6.4 Finance/Administration Chief 5-9
5.7 Unified Command 5-9

6 Plan Development, Maintenance and Implementation 6-1
6.1 Plan Review and Maintenance 6-1
6.2 Training Program 6-1
6.3 Exercise Program 6-2
6.4 Event Critique and After Action Reporting 6-3
6.5 Community Outreach and Preparedness Education 6-3

A Sample Disaster Declaration Forms A-1

B Incident Command System Forms B-1

C Emergency Operations Center Position Checklists C-1

D Mutual Aid Agreements D-1

E Agency/Organization-to-ESF Cross-Reference Matrix E-1

F References F-1

G Acronyms and Glossary G-1

Emergency Support Functions

ESF 1 – Transportation
ESF 2 – Communications
ESF 3 – Public Works and Engineering
ESF 4 – Fire Fighting
ESF 5 – Emergency Management
ESF 6 – Mass Care, Housing, and Human Services
ESF 7 – Resource Support
ESF 8 – Public Health and Medical Services
ESF 9 – Search and Rescue
ESF 10 – Oil and Hazardous Materials
ESF 11 – Food and Agriculture
ESF 12 – Energy
ESF 13 – Public Safety and Security
ESF 14 – Long-Term Community Recovery and Mitigation
ESF 15 – External Affairs

Incident Annexes

IA 1 – Severe Weather/Landslides
IA 2 – Flood (Including Dam Failure)
IA 3 – Drought
IA 4 – Wildfire
IA 5 – Hazardous Materials (Accidental Release)
IA 6 – Earthquake/Seismic Activity
IA 7 – Volcanic Activity
IA 8 – Terrorism

IA 9 – Public Health-Related
IA 10 – Animal and Agriculture-Related

THIS PAGE LEFT BLANK INTENTIONALLY

List of Tables and Figures

Figures

Figure 2-1 Map of Malheur County 2-2

Figure 5-1 Example of an ICS for the County 5-4

Figure 5-2 Example of Unified Command for the County 5-10

Tables

Table 1-1 Legal Authorities 1-6

Table 1-2 Malheur County Emergency Lines of Succession 1-8

Table 2-1 Malheur County Hazard Analysis Matrix 2-5

Table 3-1 Response Partners by ESF 3-14

Table 4-1 Malheur County Incident Action Levels 4-4

Table 5-1 Emergency Support Function Assignments Within the Incident Command System 5-3

Table 6-1 Malheur County Minimum Training Requirements 6-2

THIS PAGE LEFT BLANK INTENTIONALLY

Basic Plan

1 Introduction

1.1 General

This Emergency Operations Plan (EOP) establishes guidance for Malheur County's (County) actions during response to, and short-term recovery from, major emergencies or disasters. It promulgates a framework within which the County will bring a combination of technical capabilities and resources, plus the sense, judgment, and expertise of its emergency response personnel, department directors, and other decision makers. Specifically, this EOP describes the roles and responsibilities of Malheur County departments and personnel when an incident occurs, and it establishes a strategy and operating guidelines that support implementation of the National Incident Management System (NIMS), including adherence to the concepts and principles of the Incident Command System (ICS).

The County views emergency management planning as a continuous process that is linked closely with training and exercises to establish a comprehensive preparedness agenda and culture. The Emergency Manager will maintain the EOP through a program of continuous improvement, including ongoing involvement of County departments and of agencies and individuals with responsibilities and interests in these plans.

1.2 Purpose and Scope

1.2.1 Purpose

The Malheur County EOP provides a framework for coordinated response and recovery activities during an emergency. This plan is primarily applicable to extraordinary situations and is not intended for use in response to typical, day-to-day, emergency situations. This EOP complements the State of Oregon Emergency Management Plan (EMP) and the National Response Framework (NRF). It also identifies all Emergency Support Functions (ESFs) and critical tasks needed to support a wide range of response activities.

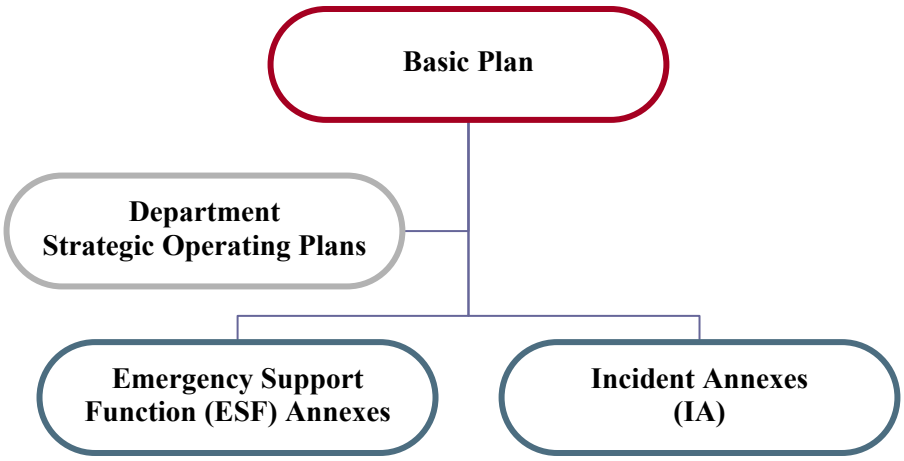
The purpose of the Basic Plan is to:

- Provide a description of the legal authorities upon which Malheur County has structured its emergency management organization, including the emergency declaration process, activation of mutual aid agreements, and request for resources and emergency spending powers;

- Describe the context under which Malheur County will respond to an incident, including a community profile and discussion of hazards and threats facing the community;
- Assign and describe roles and responsibilities for County agencies tasked with emergency preparedness and response functions;
- Describe a concept of operations for Malheur County that provides a framework upon which the County will conduct its emergency operations and coordinate with other agencies and jurisdictions;
- Describe Malheur County's emergency response structure, including activation and operation of the County EOC and implementation of the ICS; and
- Discuss the County's protocols to maintain and review this EOP, including training, exercises, and public education components.

The Basic Plan is supplemented by Emergency Support Function (ESF) Annexes and Incident Annexes (IA)s:

- ESF Annexes focus on critical operational functions and is the positions responsible for carrying them out. These annexes clearly describe the policies, processes, roles, and responsibilities that agencies and departments carry out before, during, and after any emergency.
- IAs focus on the special planning needs generated by the a particular hazard and contain unique and regulatory response details that apply to a single hazard.



1.2.2 Scope

The Malheur County EOP is intended to be invoked whenever the County must respond to an unforeseen incident or planned event, the size or complexity of

which is beyond that normally handled by routine operations. Such occurrences may include natural or man-made disasters and may impact unincorporated areas of the County, incorporated municipalities, or a combination thereof. Notwithstanding its Countywide reach, this Plan is intended to guide only Malheur County's emergency operations, complementing and supporting implementation of the emergency response plans of the various local governments, special districts, and other public- and private-sector entities within Malheur County but not supplanting or taking precedence over them.

The primary users of this Plan are elected officials, department heads and their senior staff members, emergency management staff, leaders of local volunteer organizations that support emergency operations, and others who may participate in emergency response efforts. The general public is also welcome to review non-sensitive parts of this plan in order to better understand the processes by which Malheur County manages the wide range of risks to which the County is subject.

1.3 Relationship to Other Plans

Homeland Security Presidential Directive-5 directed the Secretary of Homeland Security to develop, submit for review by the Homeland Security Council, and administer NIMS and NRF. NIMS, including ICS, enhances the management of emergency incidents by establishing a single comprehensive system and coordinated command structure to help facilitate a more efficient response among departments and agencies at all levels of government and, if necessary, spanning across jurisdictions.

The National Response Plan, which complements the NRF, organizes the types of Federal response assistance a state is most likely to need into 15 ESFs. Each ESF has a primary agency assigned for maintaining and coordinating response activities. Oregon's EMP, Volume II, follows the ESF format in designating similar State Support Functions (SSFs).

1.3.1 State of Oregon Emergency Management Plan

The Oregon EMP is developed, revised, and published by the Director of Oregon Emergency Management (OEM) under the provisions of Oregon Revised Statutes (ORS) 401.270, which are designed to coordinate the activities of all public and private organizations that provide emergency services within this state and to provide for and staff a State Emergency Coordination Center to aid the Governor of Oregon (Governor). ORS 401.035 makes the Governor responsible for the emergency services system within the State of Oregon. The Director of OEM advises the Governor and coordinates the State's response to an emergency or disaster.

The Oregon EMP includes three volumes:

- Volume I: *Preparedness and Mitigatio*n includes plans and guidance necessary for State preparation to resist a disaster's effects. Sections include: disaster hazard assessment, the Emergency Management

Training and Exercise Program, and plans to mitigate (or lessen) a disaster's physical effects on citizens, the environment, and property.

- Volume II: *Emergency Operations Plan*, referred to as the Basic Plan, broadly describes how the State uses organization to respond to emergencies and disasters. It delineates the emergency management organization and includes a Hazard Specific Plans and Procedures appendix. Volume II describes management functional areas common to most major emergencies or disasters, such as communications, public information, and others.

- Volume III: *Relief and Recover*y provides State guidance, processes, and rules for assisting Oregonians with recovery from a disaster's effects. It includes procedures for use by government, business, and citizens.

Activation and implementation of the Oregon EMP (or specific elements of the plan) may occur under various situations. The following criteria would result in activation of the EMP, including the EOP:

- The Oregon Emergency Response System (OERS) receives an alert from an official warning point or agency, indicating an impending or probable incident or emergency.

- The Governor issues a "State of Emergency."

- A statewide disaster is imminent or occurring.

- Terrorist activities or Weapons of Mass Destruction (WMD) incidents are occurring or imminent.

- An alert, site emergency, or general emergency is declared at the Washington Hanford Nuclear Reservation in Washington State or at the research reactors at Oregon State University and/or Reed College.

- A community emergency (or other appropriate Chemical Stockpile Emergency Preparedness Program Emergency Classification Level) involving the Umatilla Chemical Depot occurs.

- A localized emergency escalates, adversely affecting a larger area or jurisdiction and exceeding local response capabilities.

- A geographically-limited disaster requires closely coordinated response by more than one state agency.

- An affected city or county fails to act.

1.3.2 Continuity of Operations and Continuity of Government Plans

Planning for continuity of operations is a key component of Malheur County's emergency management program. The County has not currently developed formal Continuity of Operations (COOP) plans. When developed, these plans may be used in conjunction with the EOP during various emergency situations. The COOP/continuity of government (COG) plans detail the processes for accomplishing administrative and operational functions during emergencies that may disrupt normal business activities. Parts of these plans identify essential functions of local government, private sector businesses, and community services and delineate procedures developed to support their continuation. COOP/COG plan elements may include, but are not limited to:

- Identification and prioritization of essential functions;
- Establishment of orders of succession for key positions;
- Establishment of delegations of authority for making policy determination and other decisions;
- Identification of alternate facilities, alternate uses for existing facilities, and, as appropriate, virtual office options, including telework;
- Development of interoperable communications systems;
- Protection of vital records needed to support essential functions;
- Management of human capital;
- Development of a Test, Training, and Exercise Program for continuity situations;
- Devolution of Control planning; and
- Reconstitution and resumption of normal operations.

1.3.3 Natural Hazard Mitigation Plan

Since 2000, the Oregon Partnership for Disaster Resilience (OPDR) at the University of Oregon has been working with OEM, Federal Emergency Management Agency (FEMA) Region Ten, and local governments statewide to coordinate the OPDR's activities in a manner consistent with FEMA's Interim Final Rule 44 CFR Part 201, published in February 2002, which requires states and communities to develop natural hazard mitigation plans to apply for FEMA Pre-Disaster Mitigation project funding and other hazard mitigation grant programs. The Malheur County Multi-Jurisdictional Natural Hazards Mitigation Plan (which also covers the incorporated cities of Adrian, Jordan Valley, Nyssa,

Ontario and Vale) was completed in 2007. It can be accessed on the County Emergency Services website at www.malheurco.org/emergencyservices.

1.4 Authorities

The following section highlights significant County and State regulations and plans governing activities for responding to major emergencies and disasters.

Under the provisions of Homeland Security Presidential Directive–5, the Secretary of Homeland Security is the principal Federal official for domestic incident management.

1.4.1 Legal Authorities

In the context of the County EOP, a disaster or major emergency is considered an incident requiring the coordinated response of all government levels to save the lives and protect the property of a large portion of the population. This plan is issued in accordance with, and under the provisions of, Oregon Revised Statutes (ORS), Chapter 401, which establishes the authority for the County Court to declare a state of emergency.

As approved by the Malheur County Court, the Sheriff's Office has been identified as the lead agency in the Emergency Management Organization (EMO). The Sheriff, given the collateral title of Emergency Program Manager, has the authority and responsibility for the organization, administration, and operations of the Emergency Services Organization (ESO).

Table 1-1 sets forth the Federal, state, and local legal authorities upon which the organizational and operational concepts of this EOP are based.

Table 1-1 Legal Authorities

Federal
– Federal Civil Defense Act of 1950, PL 81-950 as amended – The Disaster Relief Act of 1974, PL 93-288 as amended – Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707 – Title III, of the Superfund Amendments and Reauthorization Act of 1986, PL 99-499 as amended – Code of Federal Regulations (CFR), Title 44. Emergency Management Assistance – EO 12656, Assignment of Emergency Preparedness Responsibilities, of November 18, 1988 – EO 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, of April 3, 1984
State Of Oregon
– Oregon Revised Statutes 401.305 through 401.335. – Executive Order of the Governor
Malheur County
– Malheur County Emergency Management Ordinance #95-11-21-95 of November 22, 1995.

1.4.2 Mutual Aid and Intergovernmental Agreements

State law (ORS 401.480 and 401.490) authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs (e.g., the Omnibus Mutual Aid Agreement). Personnel, supplies, and services may be used by a requesting agency if the granting agency cooperates and extends such services. However, without a

mutual aid pact, both parties must be aware that state statutes do not provide umbrella protection except in the case of fire suppression pursuant to ORS 476 (the Oregon State Emergency Conflagration Act).

Existing Mutual Aid Agreements are identified in Appendix E of this plan. Copies of these documents can be accessed through the County Emergency Manager. During an emergency situation, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

1.5 Emergency Powers

1.5.1 Declaration of Emergency

Under ORS 401.309, a local state of emergency may be declared by any two Malheur County officials listed by the Malheur County Emergency Management Ordinance. The effect of the declaration is to activate the recovery and rehabilitation aspects of the plan and to authorize the furnishing of aid and assistance. When the emergency exceeds local government capability to respond, assistance will be requested from neighboring jurisdictions in accordance with existing mutual aid agreements and then through state government.

If the emergency area is within a City, the Chief Executive(s) of that city must process requests for assistance through the County Emergency Management Office. Requests for a State Declaration shall be made by the Executive Officer(s) of the County in which the emergency event is occurring. State assistance will be provided only after a “good faith” effort has been made, local resources are exhausted or nearing depletion, and mutual aid agreements have been initiated. Local resources include those available under mutual aid or through the County.

The following documents need to be forwarded to the Court for action:

- County Court Order declaring an emergency, including a description of the disaster event, impacted area(s), loss of life and injuries, damages to property, special powers enacted, and local resources applied to the disaster;
- Supporting documentation or findings as determined necessary by the Chair of the County Court, or successor; and

- Letter to the Governor advising of the County's declaration and the request for a state declaration as appropriate, as well as any requests for assistance.

Requests for state assistance will be forwarded to Oregon Emergency Management (OEM) as soon as practical. These requests may be sent via FAX as the most expedient (if operable and available) method accessible. The OEM FAX number is 503-588-1378. The original, signed copy will be either mailed or hand delivered, whichever is most secure and appropriate in a given situation.

If circumstances prohibit timely action by the Court, the County Judge or the succeeding Commissioner may verbally declare a state of emergency. For purposes of the immediate emergency, a single Commissioner's signature will carry full authority for the County's Emergency Declaration. A formal review before the County Court will follow as soon as prudently possible, with a signed order replacing the emergency order.

1.5.2 Lines of Succession

Table 1-2 provides the policy and operational lines of succession during an emergency for Malheur County.

Table 1-2 Malheur County Emergency Lines of Succession

Emergency Policy and Governance	Emergency Operations
County Judge	Emergency Management Director
Commissioners in order of seniority	Emergency Services Lieutenant
Emergency Management Director	Any person designated by the Sheriff

Each County department is responsible for pre-identifying lines of succession in management's absence. All employees must be trained on the protocols and contingency plans required to maintain leadership within the department. The County ESO will provide guidance and direction to department heads to maintain continuity of government and operations during an emergency. Individual department heads within Malheur County are responsible for developing and implementing Continuity of Operations (COOP)/Continuity of Government (COG) plans to ensure continued delivery of vital services during an emergency.

1.5.3 Request, Allocation, and Distribution of Resources

Resource requests and emergency/disaster declarations must be submitted by the County EM to the Director of OEM according to provisions outlined under ORS Chapter 401. Refer to ESF 7 for more detailed information regarding available resources and coordination procedures established for the County.

The executives of Malheur County's incorporated cities are responsible for the direction and control of their communities' resources during emergencies and are responsible for requesting additional resources required for emergency operations. In times of declared disasters, all assistance requests will be made through the County EM via the County EOC. The County EMO processes subsequent assistance requests to the State.

In the case of emergencies involving fires threatening life and structures, the Conflagration Act (ORS 476.510) can be invoked by the Governor through the Office of State Fire Marshal, in close coordination with the local Fire Chiefs. The Act allows the State Fire Marshal to mobilize and fund fire resources throughout the State during emergency situations. The local Fire Chiefs assess the status of the incident(s) and, after determining that all criteria have been met for invoking the Conflagration Act, notify the State Fire Marshal via the Oregon Emergency Response System (OERS). The State Fire Marshal reviews the information and notifies the Governor, who authorizes the act. More information about wildfires in Malheur County can be found in the Malheur County Community Wildfire Protection Plan.

Resource Typing

Resource typing is a method for standardizing nomenclature used when requesting equipment and managing resources during an incident; NIMS approves this method for ordering supplies and providing mutual aid to partners during an emergency.

Within many of the resource types are divisions for size, power, or quantity. These are commonly listed as Type I, Type II, Type III, and so on. If interpreted properly, a resource typing list can increase the usefulness of the tools requested in an emergency and may reduce costs by eliminating orders for equipment inaccurate or inappropriate for the situation. Response personnel and support staff should practice using resource typing lists and become familiar with the standard terminology for commonly requested resources.

1.5.4 Financial Management

Expenditure reports should be submitted to the County Administrative Office and managed through the County Treasurer to identify budgetary shortfalls. The County Administrative Office will support procurement issues related to personnel, both volunteer and paid. In addition, copies of expense records and all supporting documentation should be submitted for filing Federal Emergency Management Agency (FEMA) Public Assistance reimbursement requests.

Refer to ESFs 5 and 14 for additional information regarding financial management procedures to be used throughout the duration of an emergency or disaster.

1.5.5 Liability Issues

Liability issues and potential concerns among government agencies, private entities, other response partners, and across jurisdictions, are addressed in existing mutual aid agreements and other formal memoranda established for Malheur County and its surrounding areas.

Under Oregon law, all local jurisdictions are members of a statutorily created mutual assistance compact (ORS 190.155-170). This compact, meant to streamline the mutual aid process, allows local jurisdictions to request assistance from another local government to prevent, mitigate, respond to, or recover from an event that overwhelms the requesting jurisdiction's available resources. Assistance may also be requested for training, drills, or exercises.

Requests may be either written or oral, although if a request for assistance is made orally the responding government must document its response within 30 days of the request. Under these provisions, employees from another jurisdiction providing assistance to Malheur County are agents of the County. The County must defend, save harmless, and indemnify these employees as it would its own employees. Should an employee of a responding government sustain injury in the course of providing requested assistance, the person is entitled to all applicable benefits, including workers' compensation, normally available to the employee while performing regular duties for the responding local government. Malheur County is not obligated to provide resources to the requesting jurisdiction.

This language supplements other State law authorizing local governments to enter into cooperative assistance agreements with public or private entities for reciprocal emergency aid and resources. Malheur County may request and utilize the services, equipment, supplies, and facilities of departments, offices, and agencies of the State and local governments (ORS 401.480,490). Except in cases of willful misconduct, gross negligence, or bad faith, emergency service workers acting under these provisions will not be held liable for the death or injury of any person, or damage or loss of property, as a result of that activity (ORS 401.515).

Note that under the Emergency Conflagration Act (ORS 476.510-610), the Governor (or other authorized State officer) may make available for use and duty in any county, city, or district, any part of the local fire-fighting forces and equipment in response to fire, a heightened danger of fire, or a significant reduction in available fire-fighting resources. Response personnel acting under these provisions will be considered agents of the State and will not be held liable for any injury to person or property resulting from the performance of their duties.

1.6 Safety of Employees and Family

All department heads or designees are responsible for the safety of employees. Employees should attempt to make contact with their supervisors and managers within the first 24 hours following an incident. Emergency 9-1-1 should be used solely for emergency assistance or resources and not as a common communication mechanism. Agencies and departments with developed COOPs

will establish alternate facilities and staff locations, as applicable. Notification procedures for employee duty assignments will follow proper protocol established by each agency and department.

During biological incidents or public health emergencies such as influenza pandemics, maintaining a resilient workforce is essential to the overall response activities required to protect the community from significant impacts to human lives and the economy. Thus, personnel should be provided with tools to protect themselves and their families while they provide health and medical services during a pandemic or other type of public health emergency. Currently, plans formally addressing the safety and protection of medical personnel and response staff during a biological incident and/or contagious outbreak have not been developed. Safety precautions and personal protective equipment decisions will be specific to the type of incident occurring and will require just-in-time training among the first responder community and other support staff to implement appropriate procedures.

If necessary, the Oregon Occupational Safety and Health Administration may provide assistance and guidance on worker safety and health issues. Information regarding emergency procedures and critical tasks involved in a biological emergency incident or disease outbreak is presented in ESF 8 and in this EOP's IAs.

THIS PAGE LEFT BLANK INTENTIONALLY

2 Situation and Planning Assumptions

2.1 Situation

Malheur County is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. Possible natural hazards include droughts, floods, range land fires, and winter storms. There is also the threat of a war-related incident such as a nuclear, biochemical or conventional attack. Other disaster situations could develop from hazardous material accidents, health related incidents, conflagrations, major transportation accidents, or acts of terrorism.

This section provides a high level overview of the hazards and threats faced by Malheur County. Additional information can be accessed in the Malheur County Multi-Jurisdictional Natural Hazards Mitigation Plan

2.1.1 Community Profile

Malheur County is located along the Idaho-Oregon state line to the east, and the Nevada-Oregon state lines to the south. Much of the Idaho-Oregon border is the Snake River. Along with the interstate borders already mentioned, Malheur County is bordered on the North by Baker County, the Northwest by Grant County, and on the west by Harney County.

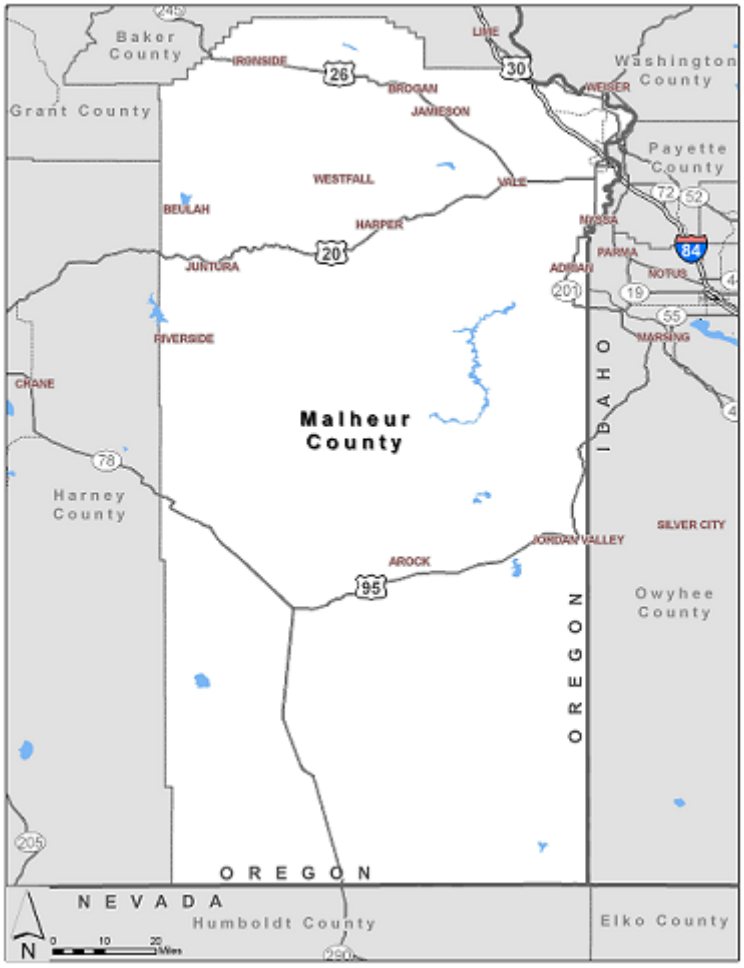
Malheur County encompasses an area of 9,926 square miles, with a 2007 population of 31,620. Located within Malheur County are five incorporated cities. Approximately 72% of the County is in the form of federal lands managed by the Bureau of Land Management. Several rivers and numerous streams run throughout Malheur County.

Malheur County's lowest elevation is Ontario at 2,240 feet, the highest point is Ironside Mountain at 6,550 feet. All of Malheur County is arid high desert. Most of the County is still sparsely populated, unclaimed rangeland, except for those areas in the northeastern portion of the county which are within reach of irrigation water.

Malheur County is bisected by Interstate 84 from Ontario, to south of Huntington in Baker County, by highway 20-26 from Ontario to Vale, where 20-26 separates, highway 26 going northwest to Unity in Baker County. Highway 20 heads west and south towards Burns in Harney County.

Located within Malheur County are 743 irrigation dams. 43 of these dams are large enough to meet Bureau of Reclamation dam safety standards. The greatest majority of these dams form small seasonal, livestock ponds, of one or two acre feet of water on BLM lands. There are six (6) large irrigation dams within Malheur County the largest being Owyhee dam, which impounds 1,120,000 acre feet of irrigation water, and powers a small electrical generation station.

Figure 2-1 Map of Malheur County



2.1.2 Hazards and Threats

Malheur County is exposed to a wide range of natural and human-caused hazards and threats, all of which have the potential to disrupt the community, causing casualties and/or damaging property and the environment. These are discussed in the following sections.

2.1.2.1 Flooding

This hazard generally involves a rise in rivers or creeks caused by three distinct factors: (1) Spring and summer Flash Floods. Malheur County experiences flash flood warnings every year. However these have all occurred in remote sparsely

populated areas of the County, which have resulted in no major property damage in recent history; (2) Ice Jams on the Snake River, are caused by severe freezing weather. These types of floods have occurred frequently and have caused extensive damage to property along the river. According to an Army Corps of Engineers report on the problem, these types of flooding are predictable. The most predictable factor being a daily high temperature at Glenns Ferry, Idaho of 5 Degrees F. for five consecutive days, will result in ice jams in the Ontario area; (3) Spring run-off flooding has caused major flooding, resulting in damage along the Malheur River (1957,&1993), Owyhee River (1983,84,85&,86). Most flooding in these areas have been precipitated by a combination of criteria such as; Ground saturation, followed by a heavy ground freeze, a heavy snowpack, then spring rains and Chinook winds causing sudden snow melt. Major flooding could also result from failure of man made structures constructed to restrict the flow of water, either impounding reservoirs, or diversion dams.

2.1.2.2 Severe Weather

Winter storms generally involve severe snow and ice storms which can result in power outages and disrupt transportation. The characteristics of this hazard are determined by a variety of meteorological factors such as amount of snow or rainfall, air temperature, wind velocity and temperature, ground saturation or snowpack conditions. Malheur County has experienced severe winter storms in the past, however since Malheur County is primarily frontier, and agricultural in nature, no major disruption of services have been encountered in recorded history.

2.1.2.3 Drought

This hazard is a result of a prolonged period of inadequate precipitation, resulting in insufficient irrigation water for agricultural use. Malheur County has experienced this problem many times, most recently the statewide drought of 1987-1994. Since Malheur County is an arid, high desert agricultural community it is dependent upon irrigation water. The major effects of drought are economic in nature affecting not only farmers, but due to a trickle down effect it can affect all commercial economics, including loss of taxable income to the local municipalities.

2.1.2.4 Hazardous Materials Incidents

This hazard results from the ever increasing use of materials which pose a serious threat to life, property and the environment. These products, which are used in agricultural, industrial, and other modern technologies, are becoming increasingly more complex with many new products developed and introduced annually. Incidents involving the release of hazardous materials may occur during handling at industrial or commercial facilities using such materials or during the transportation of such materials by rail or highway. The Union Pacific Railroad's mainline carries thousands of rail cars of hazardous materials through the County each year, including a significant number of shipments of high level radioactive waste to both INEL in Idaho, and Hanford in Washington State. Interstate 84 is a

major route of hazardous materials with major radioactive waste shippers and destinations again being INEL, Hanford, and New Mexico.

2.1.2.5 Earthquake

Earthquakes are created by tectonic movement within the earth's crust. This movement is manifested as localized ground shaking and or soil liquification. After the initial seismic event, tremors or after shocks can occur for an extended period of time resulting in continuing structural damage. There are several known fault lines in and around Malheur County. In 1983 the Borah Peak earthquake occurred in north central Idaho and measured 7.3 magnitude which resulted in damage in Vale and Ontario. Recent evaluation of earthquake potential in the Pacific Northwest indicates that the earthquake threat has been underestimated, and that the area could experience a subduction zone earthquake measuring in excess of 7 on the Richter scale.

2.1.2.6 Nuclear Attack

While the probability of a nuclear incident occurring is low, the maximum threat posed by an accidental or intentional detonation of a nuclear device is extremely high. Risk is posed not only by the direct effects, such as blast and heat, but also by the lingering effects of radioactive fallout.

2.1.2.7 Volcano

There are no volcanoes in Malheur County that have been active for the last 1,000 + years, and as such do not pose a great risk to the County, though there are dormant volcanoes in neighboring counties in Oregon, Idaho, and California that could have an effect on Malheur County. The Mt. St. Helens eruption caused no direct effects on the County, only due to wind direction. Mountains such as Mt. Bachelor, and the Three Sisters in Deschutes County in all probability would have a major impact on Malheur County. The major effects that would be seen here are from volcanic ash fall

2.1.3 Hazard Analysis

In the Hazard Analysis, each of the hazards and threats described above is scored using a formula that incorporates four independently weighted rating criteria (history, vulnerability, maximum threat, probability) and three levels of severity (low, moderate, and high). For each hazard, the score for a given rating criterion is determined by multiplying the criterion's severity rating by its weight factor. The four rating criteria scores for the hazard are then summed to provide a total risk score for that hazard. Note that while many hazards may occur together or as a consequence of others (e.g., dam failures cause flooding, and earthquakes may cause landslides), this analysis considers each discrete hazard as a singular event.

Table 2-1 Malheur County Hazard Analysis Matrix

Hazard	Rating Criteria with Weight Factors				Total Score
	History [1] (WF=2)	Vulnerability [2] (WF=5)	Max Threat [3] (WF=10)	Probability [4] (WF=7)	
Score for each rating criteria = Rating Factor (High = 10 points; Moderate = 5 points; Low = 1 point) X Weight Factor (WF)					
Flooding	20	50	100	70	**240**
Severe Weather	10	25	100	70	**190**
Drought	20	50	50	70	**190**
Hazmat	20	50	50	70	**190**
Earthquake	2	50	100	7	**159**
Nuclear Attack	2	50	100	7	**159**
Volcano	2	25	100	7	**134**

Notes:

1. History addresses the record of previous major emergencies or disasters. Weight Factor is 2. Rating factors: high = 4 or more events in last 100 years; moderate = 3 events in last 100 years; low = 1 or 0 events in last 100 years.
2. Vulnerability addresses the percentage of population or property likely to be affected by a major emergency or disaster. Weight Factor is 5. Rating factors: high = more than 10% affected; moderate = 1%-10% affected; low = less than 1% affected.
3. Maximum Threat addresses the percentage of population or property that could be affected in a worst case incident. Weight Factor is 10. Rating factors: high = more than 25% could be affected; moderate = 5%-25% could be affected; low = less than 5% could be affected.
4. Probability addresses the likelihood of a future major emergency or disaster within a specified period of time. Weight Factor is 7. Rating factors: high = one incident within a 10-year period; moderate = one incident within a 50-year period; low = one incident within a 100-year period.

2.2 Assumptions

The assumptions upon which this EOP is predicated are:

- Malheur County will continue to be exposed to the hazards noted above as well as others which may develop in the future.
- Outside assistance will be available in most emergency situations affecting Malheur County. Although this plan defines procedures for coordinating such assistance, it is essential for Malheur County to be prepared to carry out disaster response and short term actions on an independent basis.
- It is possible for a major disaster to occur at any time, and at any place in the county. In some cases, dissemination of warning and increased readiness measures may be possible. However, many disasters and events can, and will, occur with little or no warning.
- Local government officials recognize their responsibilities for the safety and well being of the public and will assume their responsibilities in the implementation of this emergency plan.
- Proper implementation of this plan will reduce or prevent disaster related losses.

THIS PAGE LEFT BLANK INTENTIONALLY

3 Roles and Responsibilities

3.1 General

Local and County agencies and response partners may have various roles and responsibilities throughout an emergency's duration. Therefore, it is particularly important that the local command structure established to support response and recovery efforts maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the severity of impacts, size of the incident(s), and availability of local resources. Thus, it is imperative to develop and maintain depth within the command structure and response community.

Malheur County has developed a plan to implement NIMS and to assist with training and preparing essential response staff and supporting personnel to incorporate ICS/NIMS concepts in all facets of an emergency. Each agency and department is responsible for ensuring that critical staff are identified and trained at a level enabling effective execution of existing response plans, procedures, and policies

3.2 Emergency Management Organization

The Emergency Program Manager is responsible for emergency management planning and operations for that area of the county outside the corporate limits of the incorporated municipalities of the county. The Mayor or other designated official, pursuant to city charter or ordinance, of each incorporated municipality is responsible for emergency management planning and operations for that jurisdiction. (Those responsibilities may be shared with County Emergency Management under agreement.)

Most of the departments within Malheur County have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures. Specific responsibilities are outlined below as well as in individual annexes.

The emergency management organization for Malheur County is divided into two general groups – the Executive Group and Emergency Response Agencies organized by function.

3.2.1 Executive Group

The Executive Group is referred to in this plan as a single body but in fact may have several components with representation from each local political jurisdiction within the emergency management program. Each group is responsible for the activities conducted within their respective jurisdiction. The members of the Executive Group include both elected and appointed executives with certain legal responsibilities. Key general responsibilities for local elected and appointed officials include:

- Establishing strong working relationships with local jurisdictional leaders and core private-sector organizations, voluntary agencies, and community partners.
- Leading and encouraging local leaders to focus on preparedness by participating in planning, training, and exercises.
- Supporting participation in local mitigation efforts within the jurisdiction and, as appropriate, with the private sector.
- Understanding and implementing laws and regulations that support emergency management and response.
- Ensuring that local emergency plans take into account the needs of:
  - The jurisdiction, including persons, property, and structures.
  - Individuals with special needs, including those with service animals.
  - Individuals with household pets.
- Encouraging residents to participate in volunteer organizations and training courses.

3.2.1.1 County Court

The Malheur County Court is primarily responsible for:

- Directing the overall preparedness program fro Malheur County.
- Making emergency policy decisions.
- Declaring a state of emergency when necessary.
- Implementing emergency powers of local government.
- Keeping the public and the State Emergency Management Office informed of the situation (through the assistance of the Public Information Officer).

- Requesting outside assistance when necessary (either in accordance with existing Mutual Aid Agreements and/or then through the State Office of Emergency Management)
- Serving as controller of the County Emergency Operations Center during its activation.

3.2.1.2 City Manager or Mayor

The City Manager or Mayor (pursuant to the city's charter or ordinances) is responsible for the following actions:

- Assuring that all city departments develop, maintain, and exercise their respective service annexes to this plan.
- Supporting the overall preparedness program in terms of its budgetary and organizational requirements.
- Serving as controller of the city EOC during its activation.
- Implementing the policies and decisions of the governing body.
- Directing the emergency operational response of city services.

3.2.1.3 Emergency Program Manager

The Malheur County Emergency Program Manager has the day-to-day authority and responsibility for overseeing emergency management programs and activities. The Emergency Program Manager works with the Executive Group to ensure that there are unified objectives with regard to the County's emergency plans and activities including coordinating all aspects of the County's capabilities.

The Emergency Program Manager coordinates all components of the local emergency management program, to include assessing the availability and readiness of local resources most likely required during an incident and identifying and correcting any shortfalls.

In particular, the Emergency Program Manager is responsible for:

- Serving as staff advisor to the County Court on emergency matter.
- Coordinating the planning and general preparedness activities of the government and maintenance of this EOP.
- Analyzing the emergency skills required and arranging the training necessary to provide those skills.
- Preparing and maintaining a resource inventory.
- Ensuring the operational capability of the County EOC.

- Activating the County EOC.
- Keeping the governing body apprised of the Malheur County preparedness status and anticipated needs.
- Serving as day-to-day liaison between Malheur County and the State Office of Emergency Management.
- Maintaining liaison with organized emergency volunteer groups and private sector partners.
- Maintaining the Community Shelter Plan for Malheur County.

3.2.1.3 County Department Heads

Department and agency heads collaborate with the Executive Group during development of local emergency plans and provide key response resources. County department and agency heads and their staffs develop, plan, and train to internal policies and procedures to meet response and recovery needs safely. They should also participate in interagency training and exercise to develop and maintain the necessary capabilities. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the County Judge or City Manager.

3.2.2 Responsibilities by Function

This group includes those services required for an effective emergency management program of which response is a key element. These agencies include; Fire Departments, Law Enforcement, EMS agencies, Public Health, Environmental Health, and Public Works Departments. This section is organized by function with the primary responsibility assigned to the appropriate County agency.

3.2.2.1 Transportation

County Road Department

3.2.2.2 Communications

Alert and Warning

Emergency Program Manager

Once an emergency has occurred the following tasks are necessary to ensure that the proper agencies are notified that the emergency has occurred in order to facilitate a quick and coordinated response:

- Disseminate emergency public information as requested.
- Receive and disseminate warning information to the public and key County and City officials.

- Prepare and maintain ESF 2 – Communications to this plan and supporting SOPs along with the County Sheriff and city police chiefs.

Communications Systems

Malheur County Sheriff/City Police Chiefs

The following tasks are necessary to ensure that Malheur County maintains reliable and effective communications among responders and local government agencies during an emergency.

- Establish and maintain emergency communications systems.
- Coordinate use of all public and private communication systems necessary during emergencies.
- Manage and coordinate all emergency communication operated within the EOC once activated.
- Prepare and maintain ESF 2 – Communications to this plan and supporting SOPs.

3.2.2.3 Public Works and Engineering

County Road District Supervisor/City Public Works Director

County and city public works agencies are responsible for the following tasks in an emergency:

- Barricading of hazardous areas.
- Priority restoration of streets and bridges.
- Protection and restoration of waste treatment and disposal systems.
- Augmentation of sanitation services.
- Assessment of damage to streets, bridges, traffic control devices, waste water treatment system, and other public works facilities.
- Debris removal.
- Assessment of damage to County (City) owned facilities.
- Condemnation of unsafe structures.
- Direct temporary repair of essential facilities.
- Prepare and maintain the ESF 3 to this plan and supporting Standing Operating Procedures.

3.2.2.4 Firefighting

Fire Defense Board

County fire services are responsible for the following tasks:

- Fire prevention and suppression.
- Inspection of damaged areas for fire hazards.
- Hazardous spills containment.
- Inspection of shelters for fire hazards.
- Maintenance of ESF 4 to this EOP.

3.2.2.5 Emergency Management

Emergency Operations Center (EOC)

Emergency Program Manager/City Managers

The following tasks are necessary for Malheur County to activate and utilize its EOC to support and coordinate response operations during an emergency.

- Direct and control local operating forces.
- Maintain contact with support EOCs, neighboring jurisdictions, and the State Emergency Coordination Center.
- Maintain the EOC in an operating mode at all times or be able to convert EOC space into an operating condition.
- Assign representatives (by title) to report to the EOC and develop procedures for crisis training.
- Develop and identify duties of staff, use of displays and message forms, and procedures for EOC activation.

3.2.2.6 Mass Care, Emergency Assistance, Housing, and Human Services

Evacuation and Population Protection

Emergency Program Manager

These procedures are followed to implement and support protective actions by the public and coordinate an evacuation.

- Define responsibilities of County (or City) departments and private sector groups.
- Identify high hazard areas and corresponding number of potential evacuees.

- Coordinate evacuation planning to include:
  - Movement control.
  - Health and medical requirements.
  - Transportation needs.
  - Emergency Public Information materials.
  - Shelter and reception location.
- Develop procedures for sheltering-in-place.

Shelter and Mass Care

Malheur County Health Department/American Red Cross

These procedures are necessary to implement sheltering and mass care operations for evacuees.

- Maintain the Community Shelter Plan.
- Supervise the shelter management program (stocking, marking, and equipping, etc.) for natural disaster.
- Coordinate support with other city and County departments, relief agencies, and volunteer groups.
- Identify emergency feeding sites.
- Identify sources of clothing for disaster victims.
- Secure source of emergency food supplies.
- Coordinate operations of shelter facilities, whether they are operated by the County or cities, local volunteers, or organized disaster relief agencies such as the American Red Cross.
- Coordinate special care requirements for vulnerable populations.
- Prepare and maintain ESF 6 and supporting SOPs.

3.2.2.7 Logistics Management and Resource Support

Emergency Program Manager

The following tasks are necessary to identify and acquire resources before and during and emergency:

- Establish procedures for employing temporary personnel for disaster operations.
- Establish and maintain a manpower reserve.

- Coordinate deployment of reserve personnel to County (City) departments requiring augmentation.
- Establish emergency purchasing procedures and/or a disaster contingency fund.
- Maintain records of emergency related expenditures for purchases and personnel.
- Prepare and maintain ESF 7 to this EOP and supporting SOPs.

3.2.2.8 Public Health and Emergency Medical Services

Malheur County Health Department/EMS Coordinator

County health and medical services are responsible for the following tasks:

- Coordinate planning efforts of hospital and other health facilities with County (or City) planning requirements.
- Coordinate patient loads of health facilities during emergencies.
- Coordinate triage and first aid activities immediately after disaster strikes.
- Prepare and maintain ESF 8 to this plan and supporting SOPs.

3.2.2.9 Search and Rescue

3.2.2.10 Oil and Hazardous Materials Response

Radiological Protection

Region 14 HazMat Coordinator/Emergency Program Manager

In the event of a radiological incident, the following tasks should be performed:

- Establish and maintain a radiological monitoring and reporting network.
- Secure initial and refresher training for instructors and monitors.
- Provide input to the statewide monitoring and reporting system.
- Under fallout conditions, provide city and County officials and department heads with information on fallout rates, fallout projections, and allowable doses.
- Coordinate radiological monitoring throughout the County.
- Provide monitoring services and advice at the scene of accidents involving radioactive materials.

3.2.2.11 Agriculture and Natural Resources

County Sanitarian

3.2.2.12 Energy and Utilities

3.2.2.13 Law Enforcement Services

Malheur County Sheriff's Office/City Police Departments

County law enforcement services are responsible for the following tasks:

- Law enforcement.
- Traffic control, crowd control, site security.
- Isolation of damaged area.
- Damage reconnaissance and reporting.
- Disaster area evacuation.
- Prepare and maintain ESF 13 to this plan and supporting Standing Operating Procedures.
- Gather, maintain and share intelligence relating to individuals or groups that are suspected or known to be involved in terrorist activity.
- Apprehension of suspect(s).
- Evidence Collection.

3.2.2.14 Recovery

Damage Assessment

County Assessor

These procedures are necessary to determine the extent of damage caused by the disaster to private and public property and facilities:

- Establish a damage assessment team from among county and city departments with assessment capabilities and responsibilities.
- Train and provide damage plotting team to EOC.
- Develop systems for reporting and compiling information on deaths, injuries, dollar damage to tax-supported facilities and to private property.
- Assist in determining geographic extent of damaged area.

- Compile estimates of damage for use by County or city officials in requesting disaster assistance.
- Evaluate effect of damage on County or city economic index, tax base, bond ratings, insurance ratings, etc., for use in long-term recovery planning.
- Prepare and maintain SOPs for Damage Assessment.

3.2.2.15 External Affairs

Emergency Program Manager

The following tasks are necessary to ensure provision of reliable, timely, and effective information/warnings to the public at the onset and throughout a disaster:

- Conduct on-going hazard awareness and public education programs.
- Compile and prepare emergency information for the public in case of emergency
- Arrange for media representatives to receive regular briefings on the County status during extended emergency situations.
- Secure printed and photographic documentation of the disaster situation.
- Handle unscheduled inquiries from the media and the public.
- Prepare and maintain the ESF 15 to this plan and supporting SOPs.
- Appoint a Public Information Officer.

3.2.2.16 Legal Services

County Counsel/City Attorney

The County Counsel is responsible for the following tasks in the event of an emergency:

- Advise County officials on emergency powers of local government and necessary procedures for invocation of measures to:
    - Implement wage, price and rent controls.
    - Establish rationing of critical resources.
    - Establish curfews.
    - Restrict or deny access.
    - Specify routes of egress.

- Limit or restrict use of water or other utilities.
- Remove debris from publicly or privately owned property.

- Review and advise County (city) officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.
- Prepare and recommend local legislation to implement the emergency powers which are required during an emergency.
- Advise County (city) officials and department heads on record keeping requirements and other documentation necessary for the exercising of emergency powers.

3.2.2.17 Financial Management

3.2.2.18 Worker Safety and Health

3.2.2.19 Volunteer and Donation Management

Responding to incidents frequently exceeds Malheur County's resources. Volunteers and donors can support response efforts in many ways, and it is essential that Malheur County plan ahead to effectively incorporate volunteers and donated goods into its response activities.

3.3 Local and Regional Response Partners

Malheur County's emergency organization is supported by a number of outside organizations, including the incorporated cities, service organizations, and the private sector. A list of supporting local and regional agencies can be found in the individual ESF Annexes to this EOP.

3.3.1 Private Sector

Private sector organizations play a key role before, during, and after an incident. First, they must provide for the welfare and protection of their employees in the workplace. In addition, the Malheur County Emergency Services must work seamlessly with businesses that provide water, power, communication networks, transportation, medical care, security, and numerous other services upon which both response and recovery are particularly dependent. Essential private sector responsibilities include:

- Planning for the protection of employees, infrastructure, and facilities;
- Planning for the protection of information and the continuity of business operations;
- Planning for responding to, and recovering from, incidents that impact their own infrastructure and facilities;

- Collaborating with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how they can help;
- Developing and exercising emergency plans before an incident occurs;
- Where appropriate, establishing mutual aid and assistance agreements to provide specific response capabilities, and
- Providing assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.

3.3.2 Nongovernmental Organizations

NGOs play enormously important roles before, during, and after an incident. In Malheur County, NGOs such as the American Red Cross provide sheltering, emergency food supplies, counseling services, and other vital support services to support response and promote the recovery of disaster victims. NGOs collaborate with responders, governments at all levels, and other agencies and organizations.

The roles of NGOs in an emergency may include:

- Training and managing volunteer resources;
- Identifying shelter locations and need supplies;
- Providing critical emergency services to those in need, such as cleaning supplies, clothing, food and shelter, and assistance with post-emergency cleanup; and
- Identifying those whose needs have not been met and helping coordinate the provision of assistance.

3.3.3 Individuals and Households

Although not formally a part of Malheur County's emergency operations, individuals and households play an important role in the overall emergency management strategy. Community members can contribute by:

- Reducing hazards in their homes;
- Preparing an emergency supply kit and household emergency plan;
- Monitoring emergency communications carefully;
- Volunteering with an established organization; and
- Enrolling in emergency response training courses.

3.4 State Response Partners

Under the provisions of ORS 401.055 through 401.155, the Governor has broad responsibilities for the direction and control of all emergency activities in a State-Declared Emergency. The administrator of OEM is delegated authority by ORS 401.260 to 401.280 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.

Under the direction and control of department heads, agencies of State government represent the State emergency operations organization. Responsibility for conducting emergency support functions is assigned by the Governor to the department best suited to carry out each function applicable to the emergency situation. Some State agencies may call upon their Federal counterparts to provide additional support and resources following established procedures and policies for each agency.

3.5 Federal Response Partners

Federal response partners are typically requested by OEM in the event that State resources become limited or specialized services are needed. In most instances, Federal resources become available following a formal declaration of emergency by the Governor. Thus, procedures and policies for allocating and coordinating resources at the Federal level follow the Oregon EMP and, if necessary, the NRF.

Table 3-1 provides a matrix, by ESF, of the local, State, and Federal primary organizations that Malheur County may rely on in the event of an emergency.

Table 3-1 Response Partners by ESF

ESF	Scope (Federal)	Primary Local Agency	Primary State of Oregon Agency	Primary Federal Agency
ESF 1 Transportation	■ Aviation/airspace management and control ■ Transportation safety ■ Restoration and recovery of transportation infrastructure ■ Movement restrictions ■ Damage and impact assessment		Department of Transportation	Department of Transportation
ESF 2 Communications	■ Coordination with telecommunications and information technology industries ■ Restoration and repair of telecommunications infrastructure ■ Protection, restoration, and sustainment of national cyber and information technology resources ■ Oversight of communications within the Federal incident management and response structure		Office of Emergency Management	Department of Homeland Security (National Communications System)
ESF 3 Public Works and Engineering	■ Infrastructure protection and emergency repair ■ Infrastructure restoration ■ Engineering services and construction management ■ Emergency contracting support for life-saving and life-sustaining services		Department of Transportation	Department of Defense (U.S. Army Corps of Engineers)
ESF 4 Firefighting	■ Coordination of Federal firefighting activities ■ Support to wildland, rural, and urban firefighting operations		Department of Forestry, Office of the State Fire Marshal	Department of Agriculture (U.S. Forest Service)
ESF 5 Emergency Management	■ Coordination of incident management and response efforts ■ Issuance of mission assignments ■ Resource and human capital ■ Incident action planning ■ Financial management		Office of Emergency Management	Department of Homeland Security (FEMA)
ESF 6 Mass Care, Emergency Assistance, Housing and Human Services	■ Mass care ■ Emergency assistance ■ Disaster Housing ■ Human services		Department of Human Services	Department of Homeland Security (FEMA)

Table 3-1 Response Partners by ESF

ESF	Scope (Federal)	Primary Local Agency	Primary State of Oregon Agency	Primary Federal Agency
ESF 7 Logistics Management and Resource Support	▪ Comprehensive, national incident logistics planning, management, and sustainment capability ▪ Resource support (facility space, office equipment and supplies, contracting services, etc.)		Department of Administrative Services	General Services Administration Department of Homeland Security (FEMA)
ESF 8 Public Health and Medical Services	▪ Public health ▪ Medical ▪ Mental health services ▪ Mass fatality management		Department of Human Services – Public Health Division	Department of Health and Human Services
ESF 9 Search and Rescue	▪ Life-saving assistance ▪ Search and rescue operations		Office of Emergency Management, Office of the State Fire Marshal	Department of Homeland Security (FEMA)
ESF 10 Oil and Hazardous Materials	▪ Oil and hazardous materials (chemical, biological, radiological, etc.) response ▪ Environment short- and long-term cleanup		Department of Environmental Quality, Office of the State Fire Marshal	Environmental Protection Agency
ESF 11 Agriculture and Natural Resources	▪ Nutrition assistance ▪ Animal and plant disease and pest response ▪ Food safety and security ▪ Natural and cultural resources and historic properties protection ▪ Safety and well-being of household pets		Department of Agriculture	Department of Agriculture
ESF 12 Energy	▪ Energy infrastructure assessment, repair, and restoration ▪ Energy industry utilities coordination ▪ Energy forecast		Department of Administrative Services, Department of Energy, Public Utility Commission	Department of Energy
ESF 13 Public Safety and Security	▪ Facility and resource security ▪ Security planning and technical resource assistance ▪ Public safety and security support ▪ Support to access, traffic, and crowd control		Department of Justice, Oregon State Police	Department of Justice
ESF 14 Long-Term Community Recovery	▪ Social and economic community impact assessment ▪ Long-term community recovery assistance to States, tribes, local governments, and the private sector ▪ Analysis and review of mitigation program implementation		Economic and Community Development, Office of Emergency Management	Department of Homeland Security (FEMA)

Table 3-1 Response Partners by ESF

ESF	Scope (Federal)	Primary Local Agency	Primary State of Oregon Agency	Primary Federal Agency
ESF 15 External Affairs	■ Emergency public information and protective action guidance ■ Media and community relations ■ Congressional and international affairs ■ Tribal and insular affairs		Office of Emergency Management	Department of Homeland Security

4 Concept of Operations

4.1 General

Primary roles in initial emergency response will be played by first responders such as fire and police departments and may involve hospitals, local health departments, Regional HAZMAT Teams, and Oregon Department of Forestry Incident Management Teams as well. Typically, as the emergency situation evolves and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for active coordination of the response to agencies or organizations involved with recovery operations. In all emergency situations and circumstances, saving and protecting human lives receives priority.

The basic concept of emergency operations centers on managing and using all available resources in the County for effectively responding to all types of emergencies. Local government has the primary responsibility for emergency management functions and for protecting life and property from the effects of hazardous events. This EOP should be used when County municipalities or emergency response agencies are reaching or have exceeded their abilities to respond to an emergency incident.

When emergency situations arise, and it is determined that the normal organization and functions of County government are insufficient to effectively meet response activities' needs, the EM, in collaboration with the County Court, will activate and implement all or part of this plan. In addition, the County Court or EM may partially or fully activate and staff the County EOC, based on an emergency's type, size, severity, and duration.

Responsibilities include management and coordination of large-scale events, as well as identifying and obtaining additional assistance and resources for emergency response agencies from the State and/or Federal government through the County Emergency Management.

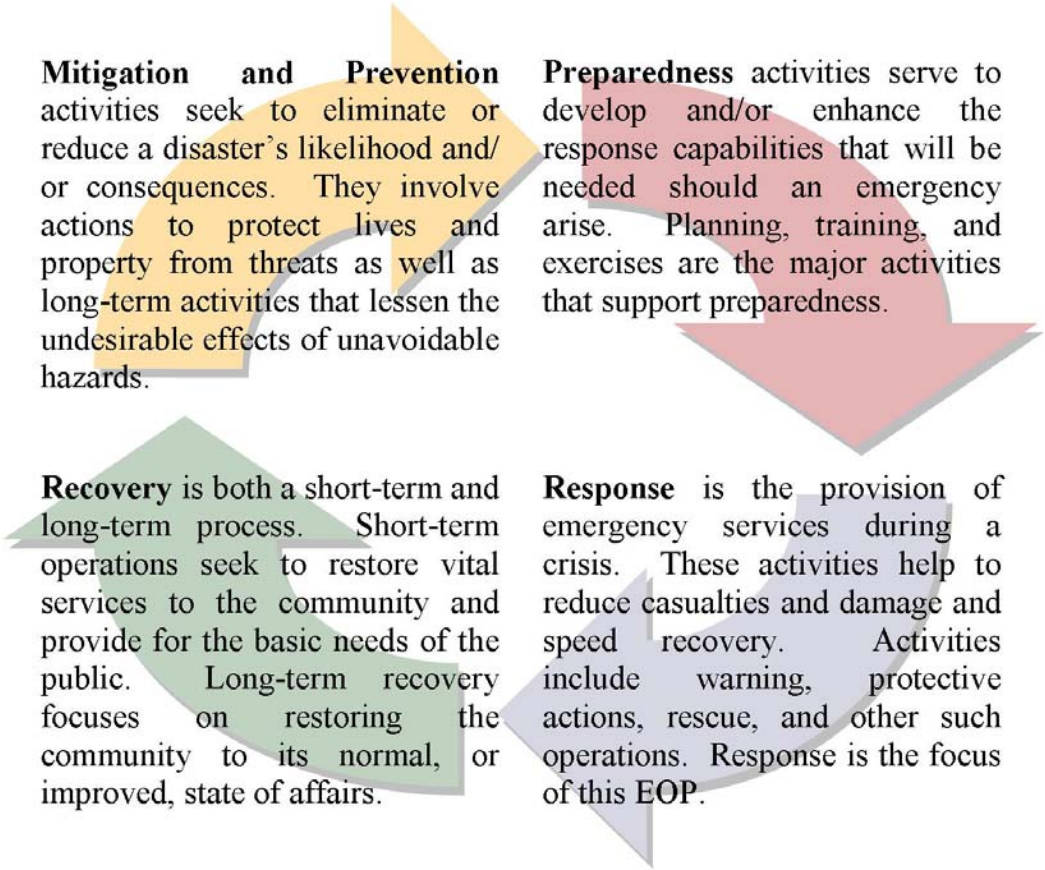
All involved County emergency services will implement individual EOPs, standard operating procedures (SOPs), and supporting processes for the County emergency operations. These include providing the County EMO with the following information throughout an incident's duration:

- Operational status;
- Readiness and availability of essential resources;

- Changing conditions and status of resources (personnel, equipment, facilities, supplies, etc.); and
- Significant concerns and issues dealing with potential or actual loss of life or property.

4.2 Phases of Emergency Management

This plan adheres to the emergency management principle of all-hazards planning, which is predicated on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. It should be noted that this is an *emergency operations* plan rather than a *comprehensive emergency management* plan, as its emphasis is on *incident* management rather than on *program* management. That said, an emergency operations plan is impacted by prevention, preparedness, and recovery activities; consequently, a brief description of the four phases of emergency management is provided below.



Additionally, this plan is implemented within the context of a continuous stream of incidents, events, and occurrences, any of which may develop into an emergency. Maintaining situational awareness is essential to facilitating rapid response. Situational awareness refers to the ongoing process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

Situational awareness comprises an interactive process of sharing and evaluating information from multiple sources, integrating communications and reporting activities, and forecasting incidents to detect and monitor threats and hazards. These activities are the basis for advice, alert and warning, intelligence and information-sharing, technical assistance, consultations, notifications, and informed decision-making at all interagency and intergovernmental levels, as well as on the part of the private sector and the public.

4.3 Incident Levels

In response to the events of September 11, 2001 and the continued terrorist threat to the United States, the Federal Government, Oregon State Police Office of Public Safety and Security and the Malheur County Sheriff's Office adopted a system of rating terrorist threat levels that are equivalent to the types of emergency situations defined in this section.

4.3.1 Emergency Incident

An emergency incident is generally handled within the normal organizational procedures of a county department or agency, such as a response to an armed robbery call by the Police Department. Such an occurrence would not require implementation of this plan.

4.2.2 Special Emergency

A special emergency is an incident that has special or unusual characteristics requiring response and/or support by more than one department or agency. Such an incident may require partial implementation of this plan and/or a local declaration of emergency to access state resources or to enact emergency ordinances. An example of a special emergency would be a hazardous material spill that occurred on the boundary of two jurisdictions and required the evacuation of a fairly large area.

4.3.3 Major Emergency

A major emergency is an occurrence that requires multi-agency response, allocation of resources, and emergency services and support not normally serving the area, and one that affects a large portion of the population, property and critical services in Malheur County. Additional resources and coordination would be provided through the Emergency Operations plan and may require a request for State and Federal aid through a State declaration of emergency.

4.3.4 Disaster

Disasters are determined by a measurement of total impact of a "state of emergency" in a community and demand a crisis response beyond the capability of local government.

4.3.5 State of Emergency

A state of emergency exists whenever any part or all of Malheur County is suffering or is in danger of suffering an event that may cause injury, death, damage, or destruction to the extent that extraordinary measures must be taken.

Table 4-1 Malheur County Incident Action Levels

Level	Color	Definition
LEVEL 1 Normal Operations	**Green**	Level 1 status indicates normal conditions. No known threats or warnings, routine patrol functions.
LEVEL 2 Guarded Operations	**Blue**	General information about a potential threat, absent indication of potential target type, location and time. May include weather advisories and minor storm warnings.
LEVEL 3 Elevated Security	**Yellow**	Credible source information of specific or potential threat, suggesting target type, time, or geographic location. May include, but not limited to, major weather situations like flood or storm warnings, planned civil disturbances, strikes or labor disputes.
LEVEL 4 High Security	**Orange**	Credible source information of threat to a specific asset or target. Natural disasters including earthquakes, wildfires, flooding, etc. May include large-scale industrial accidents, fires and/or explosions.
LEVEL 5 Severe Security	**Red**	A terrorist attack has occurred or based on credible and corroborated intelligence is imminent. A natural disaster or industrial accident has occurred of such scale as to warrant a level five response.

4.4 Response Priorities

1. **Self-Preservation.** Protection of County employees (including dependents) from the effects of a disaster would be the first priority in the event of an emergency. The expectation would be that the employee's family would be prepared to be self-reliant after the initial incident in order for the employee to provide timely, lifesaving services and other critical operations as effectively and with as little interruption as possible. Self-preservation includes actions taken immediately before, during, and after an event.
2. **Lifesaving/Protection of Property.** This aspect of response focuses on efforts to save lives of persons other than County employees and their dependents. It may include prevention or mitigation of major property

damage if results of such damage would likely present an immediate danger to human life.

3. **Unit Reconstitution.** Unit reconstitution is the recall of critical employees, (if the incident occurs during non-working hours while employees are off-duty) and the collection, inventory, temporary repair, and allocation of County assets in order to provide maximum prompt, sustained operations in response to a disaster. This would include activation of the County EOC for the purpose of coordinating emergency response activities.
4. **Emergency Food and Temporary Housing Plan.** Provision of immediate food and temporary housing for disaster victims would become an immediate priority and would be done primarily through the American Red Cross with coordination of the EOC.
5. **Restoration of Infrastructure.** Restoration of the County's critical infrastructure (utilities, roads, bridges, buildings, etc.) would be a prime concern that would require the coordination of local, State, and Federal agencies with the private sector.
6. **Statutory Response.** Statutory Response involves providing a partial or full range of County services beyond that of lifesaving, security, and law enforcement during a disaster. Included under statutory response (ORS 401.305) is County support to other units of local government in their assigned missions, i.e., coordinating additional resources, declaring a state of emergency, and requesting State and Federal assistance.
7. **Recovery.** Recovery involves the restoration of lost or impaired capabilities caused by the effects of the disaster or other emergency; return to normal operating conditions, and providing non-emergency services to the public.

4.5 Incident Management

4.5.1 Activation

When an emergency situation arises, and it is determined that the normal organization and functions of County government are insufficient to effectively meet response requirements, the EM will activate and implement all or part of this plan. In addition, the EM may partially or fully activate and staff the County EOC based on an emergency's type, size, severity, and anticipated duration. Concurrently, all involved County emergency services will implement their respective plans, procedures, and processes and will provide Malheur County EMO with the following information:

- Operational status;
- Readiness and availability of essential resources;
- Changing conditions and status of resources (personnel, equipment, facilities, supplies, etc.); and

- Significant concerns and issues dealing with potential or actual loss of life or property.

4.5.2 Initial Actions

Upon activation of all or part of this plan, the EM or designee will implement the following actions immediately:

- Alert threatened populations and initiate evacuation as necessary in accordance with Annex ESF-2, Emergency Communications and Warning;
- Initiate emergency sheltering procedures with the American Red Cross and other community partners if evacuation procedures are activated. Refer to Annex ESF-6, Housing and Human Services, for more detailed information and specific procedures associated with sheltering, mass care, and related human services;
- Instruct appropriate County emergency services to activate necessary resources.
- Assign radio frequencies and communications equipment, implement a communications plan, and confirm interoperability among EOC staff and response agencies. Refer to Annex ESF-2, Emergency Telecommunications and Warning, for more detailed information and specific procedures;
- When local resources will not meet the need of local and County emergency operations, request the County Court to prepare and submit a formal declaration of emergency to Oregon Emergency Management. The official declaration may be preceded by a verbal statement. Refer to Annex ESF-7, Resource Support, for more detailed information and specific procedures; and
- Prepare to staff the County EOC on 12-hour shifts

4.6 Inter-jurisdictional Coordination

4.6.1 Municipalities

The Chief Executive(s) of the incorporated cities within the County are responsible for the direction and control of their local resources during emergencies, including requesting additional resources not covered under mutual aid for emergency operations. Such requests will be directed to Malheur County EMO. Should the County be unable to support the request, a County Declaration of Emergency will be forwarded to the State

Under the provisions of ORS 401.305, each City may establish an emergency management agency and appoint an emergency program manager. Cities that do

so shall notify the County of the individual responsible for emergency management activities in their respective jurisdictions. Any city not choosing to establish an emergency management agency may develop a cooperative intergovernmental agreement with the County, specifying the emergency management activities to be accomplished at each level. If a City takes no action to increase its emergency management capability, it will be covered under County planning, and County response resources will be deployed under the direction of the County should emergency conditions arise that threaten that city's residents.

4.6.2 Special Service Districts

Special Service Districts provide services such as fire protection and water delivery systems that are not available from county governments. Each is governed by an elected Board of Directors and has policies separate from city and county governments. They often overlap city and county boundary lines and thus may serve as primary responders to emergencies within their service districts.

4.6.3 Private Sector

Disaster response by local government agencies may be augmented by business, industry, and volunteer organizations. The EM will coordinate response efforts with the private sector, to include providing assistance as appropriate. Schools, hospitals, assisted living facilities, and other institutional facilities are required by Federal, State, or local regulations to have disaster plans.

The EM will work with voluntary organizations to provide certain services in emergency situations, typically through previously established agreements. In the preparedness context, essential training programs will be coordinated by the sponsoring agencies of such organizations as American Red Cross, Salvation Army, faith-based groups, amateur radio clubs, and Community Emergency Response Teams.

Finally, the EM shall provide the public with educational and instructional materials and presentations on subjects regarding safety practices and survival tactics for the first 72 hours of a disaster.

4.6.4 State Government

The State emergency organization, as defined in the State of Oregon Emergency Management Plan, can be activated through the Oregon Military Department, Emergency Management Division. This division provides a duty officer at all times. The State provides direct State agency support to the local level and serves as a channel for obtaining resources from within and outside the State structure, including the assistance provided by Federal agencies. Local resources (personnel, equipment, funds, etc.) should be exhausted or projected to be exhausted before a county requests State assistance.

4.6.5 Federal Government

The County shall make requests for Federal disaster assistance to the State of Oregon Emergency Management Division. Federal resources may be requested and provided prior to the formal declaration of a disaster in emergency response situations. A Presidential Disaster Declaration makes available extensive disaster response and recovery assistance, including financial support to governments, businesses, and individual citizens.

4.7 Transition to Recovery

4.7.1 Demobilization

As the emergency situation progresses and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for active coordination of the response to agencies or organizations involved with near- and long-term recovery operations.

4.7.2 Recovery

Recovery comprises steps the County will take after an emergency to restore government function and community services to levels existing prior to the emergency. Recovery is both a short- and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public, such as bringing necessary lifeline systems (e.g., power, communication, water and sewage, disposal of solid and hazardous wastes, or removal of debris) to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter). Once stability is achieved, the County can concentrate on long-term recovery efforts, which focus on restoring the community to a normal or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. This is also the phase for reassessing applications, processes, and functions of all annexes of this disaster plan for deficiencies. Restoration to upgrade damaged areas is possible if it can be shown that extra repairs will mitigate or lessen the chances of, or damages caused by, similar disaster in the future.

Annex ESF-14, Community Recovery, Mitigation, and Economic Stabilization, summarizes specific procedures and plans to support recovery, mitigation, and economic stabilization for the County following a disaster.

5 Command and Control

5.1 General

The County Sheriff, as the Emergency Manager for Malheur County, is responsible for ensuring that coordinated and effective emergency response systems are developed and maintained. Existing agencies of government will perform emergency activities closely related to those they perform routinely. Specific positions and agencies are responsible for fulfilling their obligations as presented in the Basic Plan and its annexes. As the EOC controller, the Sheriff will provide overall direction of response activities of all Malheur County departments. Department heads will retain control over their employees and equipment unless directed otherwise by the Emergency Manager. Each agency will be responsible for having its own standing operating procedures to be followed during response operations.

Outside assistance, whether from other political jurisdictions or from organized volunteer groups, will be requested and used only as an adjunct to existing Malheur County services, and then only when the situation threatens to expand beyond Malheur County response capabilities.

5.2 Emergency Operations Center

Response activities will be coordinated from an Emergency Operations Center (EOC). The EOC will be activated upon notification of a possible or actual emergency. EOC responsibilities and activation procedures are addressed in the Basic Plan portion of this EOP and ESF 5–Emergency Management. During large scale emergencies the EOC will in fact become the seat of government for the duration of the crisis. The EOC will serve as a multiple agency coordination system (MACS) if needed.

5.2.1 EOC Activation

During emergency operations and upon activation, the EOC staff will assemble as outlined in ESF 5 – Emergency Management and exercise Direction and Control as outlined below.

- The EOC will be activated by the Emergency Manager or his designee. He will assume responsibility for all operations and Direction and Control of response functions.

- The Emergency Manager will determine the level of staffing required and will alert the appropriate personnel, agencies and organizations.
- The Sheriff will serve as the overall EOC controller
- Emergency operations will be conducted by County departments augmented as required by trained reserves, volunteer groups, and forces supplied through mutual aid agreements. State and Federal support will be requested if the situation dictates.
- Communications equipment in the EOC will be used to receive information, disseminate instructions, and coordinate emergency operations.
- The Emergency Manager may establish an on-scene command post at the scene to maintain close contact and coordination with the EOC.
- The Malheur County Sheriff's Mobile Command Post / Entry Team Van may be utilized for on scene command post
- Department heads and organization leaders are responsible for emergency functions assigned to their activity as outlined in their appropriate annex.
- The EOC will normally operate on a 24-hour basis, rotating on 12-hour shifts, or as needed.
- The Emergency Manager will immediately notify the State Emergency Management office upon activation. Periodic updates will be made as the situation requires.

5.2.2 EOC Location

The primary location for the County EOC is:

Malheur County _____
_____
_____

If the primary EOC is unusable for any reason, a secondary EOC will be established in the _____ or in a public building in the city or town nearest the disaster site. To avoid jeopardizing operations, care must be taken to locate the EOC away from dangers associated with the event.

5.3 Coordination

Other agencies may activate and staff individual Agency Operations Center (AOC) facilities for various types of emergencies; for example, if a biological incident such as pandemic influenza occurs, the Malheur County Health

Department and area medical centers may jointly staff a Medical EOC, which will coordinate closely with the Malheur County Health Department's AOC and the Malheur County EOC. In all cases, however, the County EOC will serve as the central point for coordinating response operations, resource requests and tracking, public information, and overall incident management.

The ESF annexes attached to this plan contain general guidelines for Malheur County governmental entities, organizations, and County officials/departments to carry out responsibilities assigned at the County EOC or other designated facility where response efforts will be coordinated. Table 5-1, below, summarizes typical assignments for each ESF that may be necessary during an emergency incident. These assignments may be adopted for local and agency operations centers as well. Note that the lead agency designated for each ESF is responsible for updating, maintaining, and disseminating appropriate plans, procedures, and guidance prior to, during, and following an emergency incident.

Table 5-1 Emergency Support Function Assignments Within the Incident Command System

ESF No.	Title	Section
ESF-1	Transportation	Logistics
ESF-2	Emergency Telecommunications and Warning	Operations
ESF-3	Public Works and Engineering	Operations
ESF-4	Fire Services	Operations
ESF-5	Emergency Management	Incident Command
ESF-6	Housing and Human Services	Operations, Logistics, and Liaison
ESF-7	Resource Support	All
ESF-8	Public Health and Medical Services	Operations and Liaison
ESF-9	Search and Rescue	Operations
ESF-10	Hazardous Material	Operations
ESF-11	Agriculture and Natural Resources	Operations
ESF-12	Energy	Logistics
ESF-13	Public Safety and Security	Operations
ESF-14	Community Recovery, Mitigation, and Economic Stabilization	Administration/Finance and Planning
ESF-15	Emergency Public Information and External Affairs	Incident Command and Liaison

5.4 Incident Command System

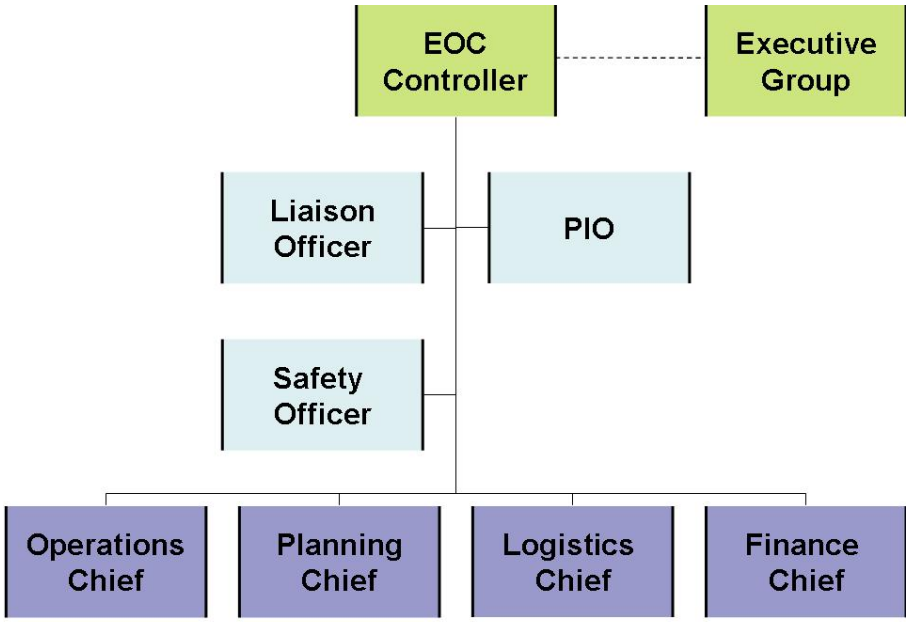
In Oregon, implementation of NIMS and ICS is mandatory during an emergency incident. NIMS is a comprehensive, national approach to incident management applicable to all jurisdictional levels and across functional disciplines. ICS, a standardized, flexible, scalable all-hazard incident management system, is

designed to be active from the time an incident occurs until the requirement for management and operations no longer exists.

The ICS structure can be expanded or contracted, depending on the incident's changing conditions. ICS positions can be staffed and operated by qualified personnel from any emergency service agency and may involve personnel from a variety of disciplines. As such, the system can be utilized for any type or size of emergency, ranging from a minor incident involving a single unit to a major emergency involving several agencies and spanning numerous jurisdictions. The ICS allows agencies to communicate using common terminology and operating procedures and allow for effective coordination and allocation of resources throughout an incident's duration.

The ICS organization is built around an IC and the command and general staff positions. The four primary general staff positions are: Operations, Logistics, Planning, and Finance, which apply in a routine emergency, organizing for a major event, or managing a major response to a disaster. In small incidents, these general staff positions may be managed by the IC. Larger incidents usually require being set up as separate sections within the ICS organization, with each section overseen by a general staff member (commonly referred to as a "Section Chief") who reports directly to the IC. The Malheur County EOC has established a command structure, supporting activation and operational procedures, and position checklists compliant with NIMS/ICS. This information is available through the Emergency Management Director and is located at the EOC in hardcopy format. A typical ICS organizational chart for Malheur County is presented in Figure 5-1.

Figure 5-1 Example of an ICS for the County



In certain instances, more than one ICS position may be managed by a single staff person due to limited personnel and resources available in the County. Thus, it is imperative that all primary and alternate EOC staff are trained on ICS functions other than those in the area of their expertise. Regularly exercising ICS, including sub-functions and liaison roles with volunteers and other support staff, will improve overall EOC operation efficiency and add depth to existing County emergency management and response organizations.

Additional information regarding the Malheur County's EMO command structure is provided in Annex ESF-5, Emergency Management.

Plain language will be used during any multi-jurisdictional emergency response occurring in Malheur County and is essential to public safety, especially the safety of first responders and those affected by the incident. The use of common terminology enables area commanders, State and local EOC personnel, Federal operational coordinators, and responders to communicate clearly with each other and effectively coordinate response activities, regardless of the size, scope, or complexity of the incident. The ability of responders from different jurisdictions and different disciplines to work together depends greatly on their abilities to communicate with each other.

Current training and operational requirements set forth under NIMS has been adopted and implemented by Malheur County. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle managers, and command and general staff.

NIMS identifies these positions as:

- Emergency medical service personnel,
- Firefighters,
- Hospital staff,
- Law enforcement personnel,
- Public health personnel,
- Public works/utility personnel,
- Skilled support personnel,
- Other emergency management response personnel, and
- Support, volunteer personnel at all levels.

5.5 Command Staff

5.5.1 Incident Commander

In most cases, the initial IC will be the first responder managing the response. As the incident progresses to the recovery phase, a different agency representative or appointed official may transition into the IC role. Additional information on typical ICS assignments for Malheur County regarding lead and support roles during emergency response are provided in the ESFs and the IAs attached to this plan.

In general, the IC is responsible for all functions not assigned to one of the primary sections and for the following specific tasks:

- Determining incident objectives and strategies;
- Approving and supporting implementation of an Incident Action Plan (IAP);
- Coordinating all activities supporting the incident or event;
- Approving release of information through the PIO; and
- Performing the duties of the following command staff if no one is assigned to the position:
    - Safety Officer
    - PIO
    - Liaison Officer

5.5.2 Safety Officer

Safety Officers are generally responsible for:

- Identifying initial hazards and personal protective equipment requirements and defining decontamination areas;
- Implementing site control measures;
- Monitoring and assessing the health and safety of response personnel and supporting staff (including EOC staff);
- Preparing and implementing a site Health and Safety Plan and updating the IC on safety issues or concerns as necessary; and
- Exercising emergency authority to prevent or stop unsafe acts.

5.5.3 Public Information Officer

A lead Public Information Officer (PIO) will coordinate and manage a larger public information network representing local, county, regional, and state agencies, tribal entities, political officials, and stakeholders if needed. These duties include:

- Developing and coordinating release of information to incident personnel, media, and the general public;
- Coordinating information sharing among the public information network through the use of a JIS and, if applicable, establishing and staffing a JIC;
- Implementing information clearance processes with the IC; and
- Conducting and/or managing media briefings and implementing media-monitoring activities.

5.5.4 Liaison Officer

Specific liaison roles may be incorporated into the command structure established at the local and/or County EOC, depending on the type of emergency incident that has occurred. Liaisons represent entities and organizations such as hospitals, school districts, tribes, public works/utility companies, and volunteer services (American Red Cross). Responsibilities typically included in a liaison role include:

- Serving as the contact point for local government officials, agency or tribal representatives, and stakeholders;
- Coordinating information and incident updates among interagency contacts, including the public information network; and
- Providing resource status updates and limitations among personnel, capabilities, equipment, and facilities to the IC, government officials, and stakeholders.

The ESF annexes attached to this plan contain general guidelines for Malheur County governmental entities, organizations, and County officials/departments to carry out responsibilities assigned at the County EOC or other designated facility where response efforts will be coordinated.

5.6 General Staff

5.6.1 Operations Chief

The Operations Chief position is typically filled by the lead agency managing response activities for a specific type of incident. The Operations section is typically organized into functional units representing agencies involved in tactical

operations. Thus, typical agencies included in the Operations Section are: fire (emergencies dealing with fire, earthquake with rescue, or hazardous materials); law enforcement (incident(s) involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal investigations); public health (contamination issues, disease outbreaks, and/or emergency incidents posing threats to human, animal, and environmental health); and public works (incidents resulting in major utility disruptions, damage to critical infrastructure, and building collapse). Private entities, companies, and non-governmental organizations may also support the Operations section.

The Operations Chief is responsible for:

- Providing organizational support and directing implementation of unit operational plans and field response activities;
- Developing and coordinating tactical operations to carry out the IAP;
- Managing and coordinating various liaisons representing community response partners and stakeholders;
- Directing IAP tactical implementation; and
- Requesting resources needed to support the IAP.

5.6.2 Planning Chief

The Planning section is responsible for forecasting future needs and events of the response effort while ensuring that implementation of appropriate procedures and processes are accomplished. This section is typically supported by four primary units: Resources, Situation, Documentation, and Demobilization. The Planning Chief is responsible for:

- Collecting, evaluating, and distributing information on the incident and providing a status summary;
- Preparing and disseminating the IAP;
- Conducting planning meetings and developing alternatives for tactical operations; and
- Maintaining resource status.

5.6.3 Logistics Chief

The Logistics section is typically supported by the following units: Supply, Food, Communications, Medical, Facilities, and Ground Support. Depending on the incident's type and size, these units can be divided into two branches: Service and Support. The Logistics Chief is responsible for:

- Providing and managing resources to meet the needs of incident personnel;
- Managing various coordinators of particular resources, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel;
- Estimating future support and resource requirements; and
- Assisting with development and preparation of the IAP.

5.6.4 Finance/Administration Chief

The Finance/Administration section is specific to the incident type and severity of resulting impacts. In some instances, agencies may not require assistance, or only a specific function of the section may be needed, which can be staffed by a technical specialist in the Planning section. Potential units assigned to this section include: Compensation/Claims, Procurement, Cost, and Time. The Finance and Administration Chief is responsible for:

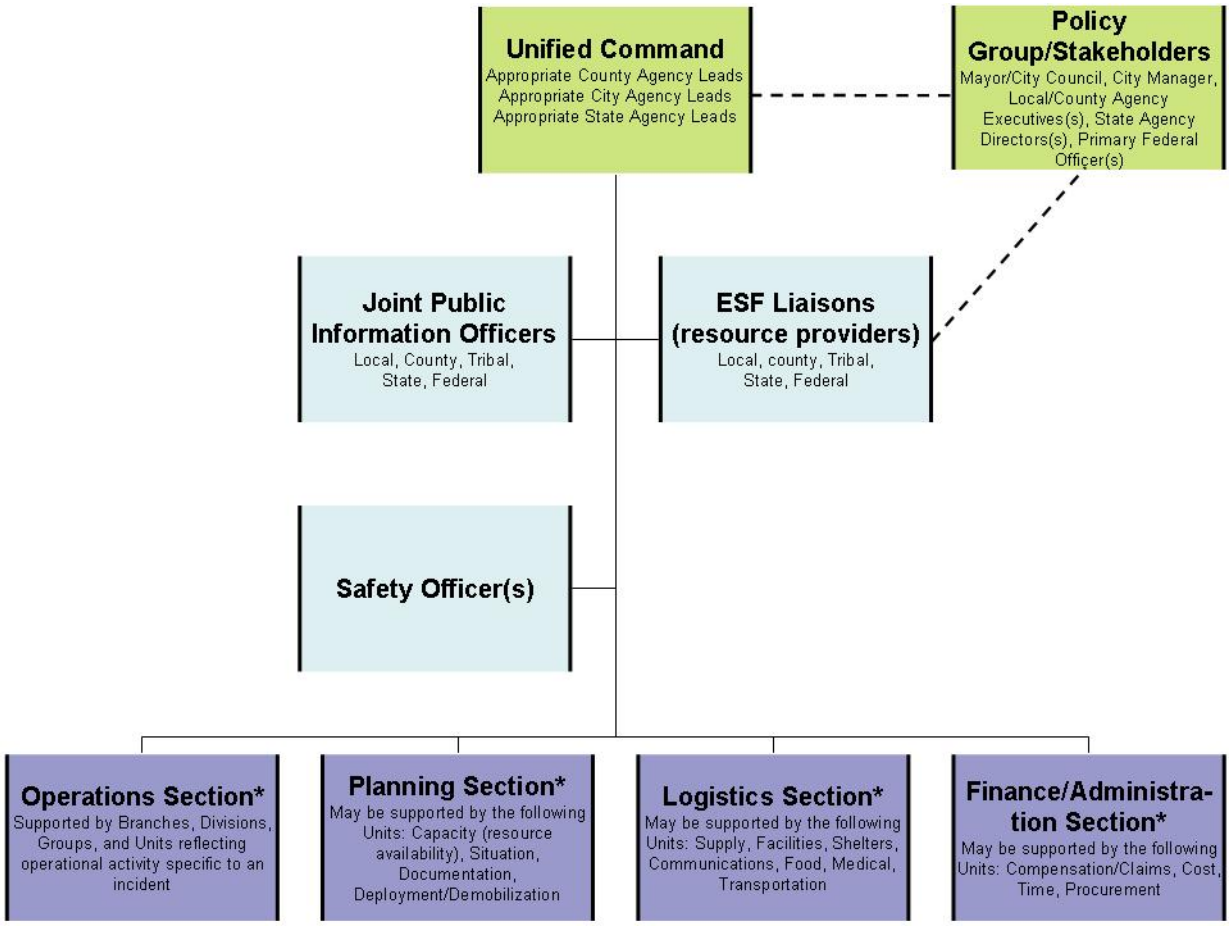
- Monitoring costs related to the incident;
- Maintaining accounting, procurement, and personnel time records; and
- Conducting cost analyses.

5.7 Unified Command

In some incidents, several organizations may share response authority. ICS has the advantage of combining different local, county, regional, state, and Federal agencies into the same organizational system, maximizing coordination of response activities, and avoiding duplication of efforts. A structure called Unified Command (UC) allows the IC position to be shared among several agencies and organizations that maintain jurisdiction. UC members retain their original authority but work to resolve issues in a cooperative fashion to enable a more efficient response and recovery.

In a large incident involving multiple jurisdictions and/or regional, state, and Federal response partners, a UC may replace a single organization IC. Each of the four primary ICS sections may be further subdivided, as needed. In smaller situations, where additional persons are not required, the IC will directly manage all aspects of the incident organization. Figure 5-2 is an example of a UC organizational chart for Malheur County, providing operational flexibility to expand or contract staffing depending on the incident's nature and size.

Figure 5-2 Example of Unified Command for the County



*Note: In any type of incident a Section Chief may be assigned a Deputy. In addition, an Intelligence Section would be incorporated into the command structure in response to incidents of national significance or those presumed or confirmed to be terrorist-related.

6 Plan Development, Maintenance and Implementation

6.1 Plan Review and Maintenance

At a minimum, this EOP will be formally reviewed and re-promulgated every five years to comply with State requirements. This review will be coordinated by the Malheur County Emergency Services and will include participation by members from each of the departments assigned as lead agencies in this EOP and its supporting annexes. This review will:

- Verify contact information;
- Review the status of resources noted in the plan; and
- Evaluate the procedures outlined in this plan to ensure their continued viability.

In addition, lead agencies will review the annexes and appendices assigned to their respective departments. A more frequent schedule for plan review and revision may be necessary.

Recommended changes should be forwarded to:

Rob Hunsucker, Director
151 "B" St. West
Vale, OR 97918
rhunsucker@malheurco.org

6.2 Training Program

Malheur County Emergency Services specifically coordinates training for City personnel and encourages them to participate in trainings hosted by other jurisdictions throughout the region.

Current training and operational requirements set forth under NIMS have been adopted and implemented by Malheur County. County Emergency Services maintains records and lists of training received by County personnel. Training requirements apply to all first responders and disaster workers, including first-line

supervisors, middle management, and command and general staff. NIMS identifies these positions as follows:

- Emergency Medical Service (EMS) personnel,
- Firefighters,
- Law enforcement personnel,
- Public works/utility personnel,
- Skilled support personnel,
- Other emergency management response personnel, and
- Support/volunteer personnel at all levels.

Table 6-1 provides the minimum training requirements for Malheur County emergency personnel.

Table 6-1 Malheur County Minimum Training Requirements

Emergency Personnel	Training Required
Emergency Managers and Incident Commanders	ICS-100, -200, -300, -400 IS-700, -800
Other Command Staff, Section Chiefs, and Deputy Section Chiefs	ICS-100, -200, -300 IS-700
All other EOC personnel and first responders	ICS-100, -200 IS-700
All other emergency response personnel, including volunteers	ICS-100 IS-700
Independent study courses can be found at http://training.fema.gov/IS/crslist.asp.	

6.3 Exercise Program

Malheur County will conduct exercises throughout the year to continually test and evaluate this EOP. Whenever feasible, the County will coordinate with neighboring jurisdictions and State and Federal government, to participate in joint exercises. These exercises will consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises.

As appropriate, the County will use Homeland Security Exercise and Evaluation Program (HSEEP) procedures and tools to develop, conduct, and evaluate these exercises. Information on the HSEEP program can be found at http://hseep.dhs.gov.

County Emergency Services will work with other County departments to identify and implement corrective actions and mitigation measures, based on exercises conducted through the Department of Emergency Services.

6.4 Event Critique and After Action Reporting

In order to document and track lessons learned from exercises, the Department of Emergency Services will conduct a review, or "hot wash," with exercise participants after each exercise. Malheur County Emergency Services will also coordinate an After Action Report (AAR), which will describe the objectives of the exercise and document the results of the evaluation.

Similarly, reviews and AARs will be facilitated after an actual disaster that will document activities of the incident to improve the readiness of Malheur County.

6.5 Community Outreach and Preparedness Education

Educational tools are used to teach the public about threats and disasters and what to do when an emergency occurs. Malheur County maintains an active community preparedness program and recognizes that citizen preparedness and education are vital components of the County's overall readiness.

Information about the County's public education programs, hazard and mitigation information, and other emergency management and emergency services can be found on the County's Emergency Services website at http://www.malheurco.org/emergencyservices.

THIS PAGE LEFT BLANK INTENTIONALLY

A Sample Disaster Declaration Forms

THIS PAGE LEFT BLANK INTENTIONALLY

DECLARATION OF STATE OF EMERGENCY

BEFORE THE COUNTY COURT
FOR MALHEUR COUNTY, OREGON

In the Matter of Declaring)
A State of Emergency within)
Malheur County)

RESOLUTION

This matter came before the County Court at an emergency meeting on

_____, involving an emergency situation created by_____

_____; and

WHEREAS,_____

_____

_____;and (Date/time of occurrence; cause of incident)

WHEREAS,_____

_____

_____

_____;and (Specify location of incident and effects)

WHEREAS,_____

_____

_____

_____;and (Specify location of incident and effects)

WHEREAS, the following conditions,_____ exist in the impact area.

WHEREAS, the county EOC has been implemented and emergency service responders are_____

_____;and

BE IT RESOLVED that the County Court, under the emergency powers granted by ORS 401.305, declares that a State of Emergency exists within Malheur County due to the fact that local resources have been exhausted. Further, Malheur County's Emergency Services is hereby directed to take all necessary steps

authorized by law to secure the persons and property of the citizens of Malheur County. State assistance is requested immediately and includes the following:

* _____

* _____

* _____

Dated at Salem, Oregon, this _____ day of _____

MALHEUR COUNTY COURT

_____	_____	_____
County Judge	Commissioner	Commissioner

DECLARATION OF EMERGENCY

BEFORE THE CITY COUNCIL
FOR THE COUNTY OF_____, OREGON

In the Matter of Requesting the Board of Commissioners of Malheur County and the Governor of the State of Oregon to Declare the City of _____An Emergency/Disaster Area.	))))))	RESOLUTION

WHEREAS,

(incident/date/time of occurrence)

has affected the County of _____, specifically:

_____

_____, and

(specify N, E, W, S boundaries of impacted area, entire city limits)

WHEREAS, this emergency/disaster was caused _____

_____; and

(describe cause of incident more specifically)

WHEREAS, the following conditions, _____ _____exist in the impacted area.

WHEREAS, there have been _____ fatalities and _____ injuries, and residents of the City of _____are at risk of _____ _____ because of this emergency. Initial estimates of costs and losses total $ ____ _____ as summarized on the attached Initial Damage Assessment report form. (This paragraph is optional depending upon needs and type of emergency.)

WHEREAS, the City Ordinance _____, serves as a basis for an emergency declaration and shall be an exercise of police power and emergency control in the public's interest.

WHEREAS, the City of _____has declared the area described in the first paragraph above, to be in a "State of Emergency" on the __ day of _____ _____, _____ at _____ o'clock am/pm.

WHEREAS, the City of _____ has expended all its own resources and resources of its mutual aid/cooperative assistance agencies in response to the emergency and further response to the emergency is beyond the City of _____ _____ 's capability.

IT IS HEREBY RESOLVED that:

1. A "State of Emergency" exists in the

   City of _____, and

2. All appropriate and available resources have been expended and further response is beyond the capability of the

   City of _____.

Appendix A. Declaration of State of Emergency

I respectfully request appropriate support from County, State, and/or Federal agencies, as provided in ROS 401.115, for the following forms of assistance. (State needs or support, not agencies: _____
_____

_____

_____

BE IT FURTHER RESOLVED, that it is respectfully requested that the Board of Commissioners of Malheur County and the Governor of the State of Oregon declare a "State of Emergency" for the City of_____, as provided in ORS 401.055.

DATED THIS _____day of _____

CITY OF _____, OREGON

By _____

Authorized Official

REVIEWED

By _____

City Attorney

(This request may be passed to the County via radio, telephone, or fax. Hard copies must be sent to the County Office of Emergency Management with a copy placed in the final incident package.)

THIS PAGE LEFT BLANK INTENTIONALLY

B Incident Command System Forms

THIS PAGE LEFT BLANK INTENTIONALLY

Index of Incident Command System (ICS) Forms

The following ICS forms are included in this appendix.

ICS Form No.	Form Title
ICS Form 201	Incident Briefing
ICS Form 202	Incident Objectives
ICS Form 203	Organization Assignment List
ICS Form 204	Assignment List
ICS Form 205	Incident Radio Communications Plan
ICS Form 206	Medical Plan
ICS Form 207	Organizational Chart
ICS Form 209	Incident Status Summary
ICS Form 210	Status Change Card
ICS Form 211	Check-in List
ICS Form 213	General Message
ICS Form 214	Unit Log
ICS Form 215	Operational Planning Worksheet
ICS Form 215a	Incident Action Plan Safety Analysis
ICS Form 216	Radio Requirements Worksheet
ICS Form 217	Radio Frequency Assignment Worksheet
ICS Form 218	Support Vehicle Inventory
ICS Form 219-2	Green (Crew)
ICS Form 219-4	Blue (Helicopter)
ICS Form 219-6	Orange (Aircraft)
ICS Form 219-7	Yellow (Dozer)
ICS Form 220	Air Operations Summary
ICS Form 221	Demobilization Plan
ICS Form 226	Individual Performance Rating
ICS Form 308-1	Resource Order Form (front)
ICS Form 308-2	Resource Order Form (back)
ICS Form 308-3	Resource Order Form (example)

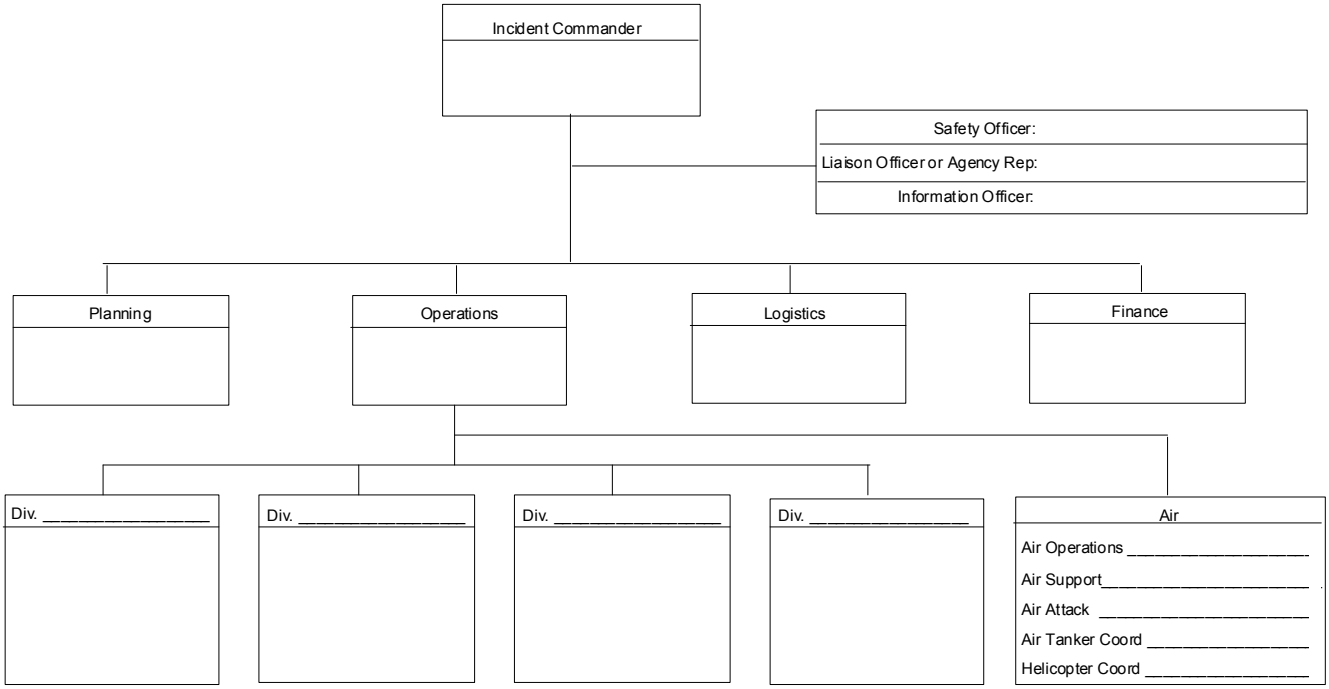
** Copies of these ICS forms are kept in the Malheur County Emergency Operations Center.*

THIS PAGE LEFT BLANK INTENTIONALLY

INCIDENT BRIEFING	1. Incident Name	2. Date	3. Time

4. Map Sketch

5. Current Organization



Page 1 of	6. Prepared by (Name and Position)

6. Resources Summary				
Resources Ordered	Resource Identification	ETA	On Scene	Location/Assignment

7. Summary of Current Actions

Page 2 of	

INCIDENT OBJECTIVES	1. Incident Name	2. Date	3. Time

4. Operational Period

5. General Control Objectives for the Incident (include alternatives)

6. Weather Forecast for Period

7. General Safety Message

8. Attachments (mark if attached)

☐ Organization List - ICS 203	☐ Medical Plan - ICS 206	☐ (0ther)
☐ Div. Assignment Lists - ICS 204	☐ Incident Map	☐
☐ Communications Plan - ICS 205	☐ Traffic Plan	☐

9. Prepared by (Planning Section Chief)	10. Approved by (Incident Commander)

ICS 202

THIS PAGE LEFT BLANK INTENTIONALLY

ORGANIZATION ASSIGNMENT LIST

1. Incident Name	
2. Date	3. Time
4. Operational Period	

Position	Name
5. Incident Commander and Staff	
Incident Commander	
Deputy	
Safety Officer	
Information Officer	
Liaison Offier	
6. Agency Representative	
Agency	Name
7. Planning Section	
Chief	
Deputy	
Resources Unit	
Situation Unit	
Documentation Unit	
Demobilization Unit	
Technical Specialists	
Human Resources	
Training	
8. Logistics Section	
Chief	
Deputy	
Supply Unit	
Facilities Unit	
Ground Support Unit	
Communications Unit	
Medical Unit	
Security Unit	
Food Unit	

9. Operations Section		
Chief		
Deputy		
a. Branch I - Division/Groups		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
b. Branch II - Division/Groups		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
c. Branch III - Division/Groups		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
d. Air Operations Branch		
Air Operations Branch Director		
Air Attack Supervisor		
Air Support Supervisor		
Helicopter Coordinator		
Air Tanker Coordinator		
10. Finance Section		
Chief		
Deputy		
Time Unit		
Procurement Unit		
Compensation/Claims Unit		
Cost Unit		

Prepared by (Resource Unit Leader)

THIS PAGE LEFT BLANK INTENTIONALLY

DIVISION ASSIGNMENT LIST	1. Branch	2. Division/Group
3. Incident Name	4. Operational Period Date: Time:	

5. Operations Personnel			
Operations Chief		Division/Group Supervisor	
Branch Director		Air Attack Supervisor No.	

6. Resources Assigned this Period

Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time

7. Control Operations

8. Special Instructions

9. Division/Group Communication Summary

Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command		King NIFC		Logistics		King NIFC	
Tactical Div/Group		King NIFC		Air to Ground		King NIFC	

Prepared by (Resource Unit Leader)	Approved by (Planning Section Chief)	Date	Time

THIS PAGE LEFT BLANK INTENTIONALLY

INCIDENT RADIO COMMUNICATIONS PLAN	1. Incident Name	2. Date/Time Prepared	3. Operational Period Date/Time

4. Basic Radio Channel Utilization

Radio Type/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks
King NIFC					
King NIFC					
King NIFC					
King NIFC					
King NIFC					
King NIFC					
King NIFC					
King NIFC					

5. Prepared by (Communications Unit)

THIS PAGE LEFT BLANK INTENTIONALLY

MEDICAL PLAN	1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period

5. Incident Medical Aid Station

Medical Aid Stations	Location	Paramedics Yes	No

6. Transportation

A. Ambulance Services

Name	Address	Phone	Paramedics Yes	No

B. Incident Ambulances

Name	Location	Paramedics Yes	No

7. Hospitals

Name	Address	Travel Time Air	Ground	Phone	Helipad Yes	No	Burn Center Yes	No

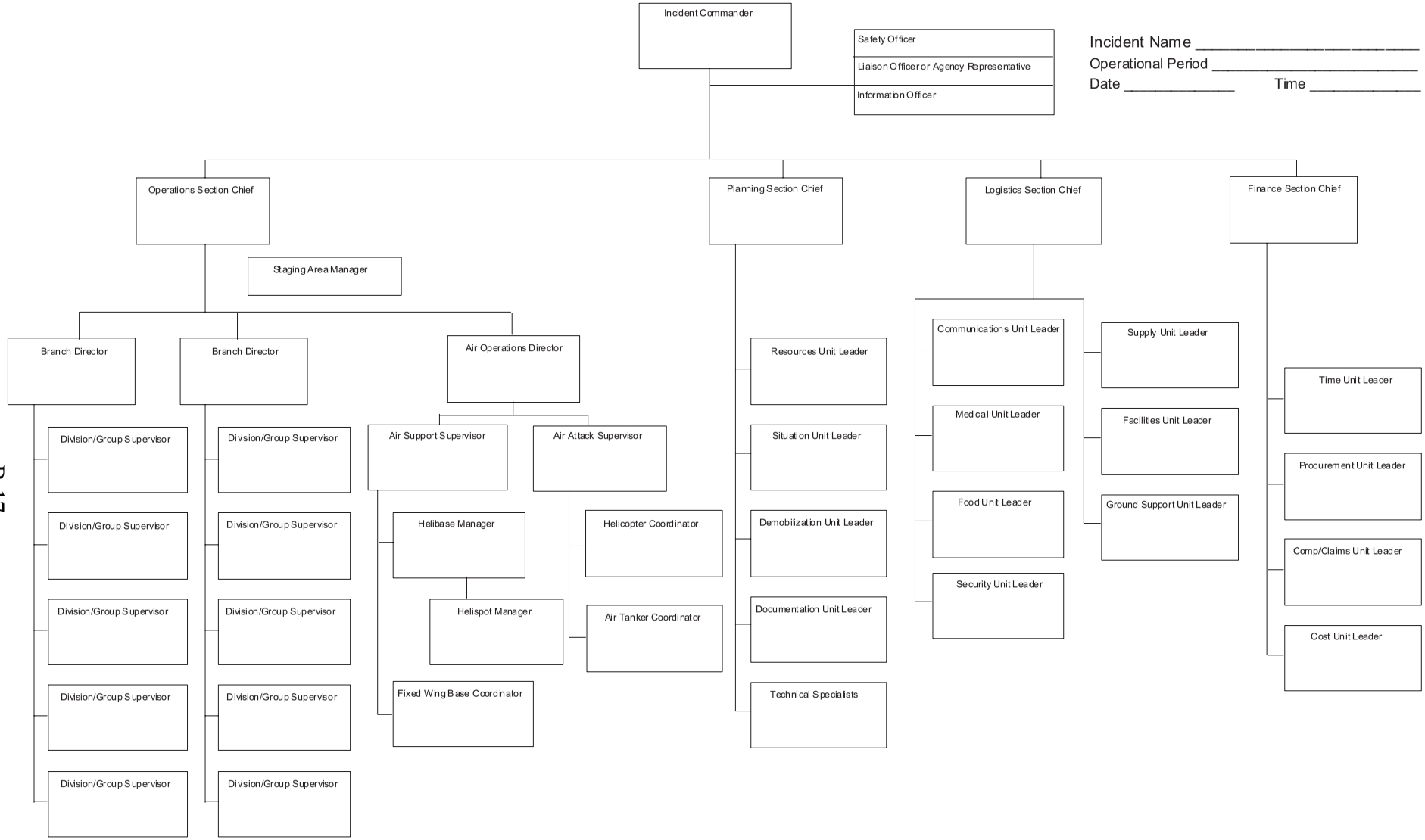
8. Medical Emergency Procedures

Prepared by (Medical Unit Leader)	10. Reviewed by (Safety Officer)

ICS 206

THIS PAGE LEFT BLANK INTENTIONALLY

Incident Name _____
Operational Period _____
Date _____ Time _____



ICS 207

NFES 1332

THIS PAGE LEFT BLANK INTENTIONALLY

INCIDENT STATUS SUMMARY
FS-5100-11

1. Date/Time	2. Initial ☐ Update ☐ Final ☐	3. Incident Name	4. Incident Number

5. Incident Commander	6. Jurisdiction	7. County	8. Type Incident	9. Location	10. Started Date/Time

11. Cause	12. Area Involved	13. % Controlled	14. Expected Containment Date/Time	15. Estimated Controlled Date/Time	16. Declared Controlled Date/Time

17. Current Threat	18. Control Problems

19. Est. Loss	20. Est Savings	21. Injuries	Deaths	22. Line Built	23. Line to Build

24. Current Weather	25. Predicted Weather	26. Cost to Date	27. Est. Total Cost
WS Temp	WS Temp		
WD RH	WD RH		

28. Agencies

29. Resources																							TOTALS	
Kind of Resource	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST
ENGINES																								
DOZERS																								
CREWS Number of Crews:																								
Number of Crew Personnel:																								
HELICOPTERS																								
AIR TANKERS																								
TRUCK COS.																								
RESCUE/MED.																								
WATER TENDERS																								
OVERHEAD PERSONNL																								
TOTAL PERSONNEL																								

30. Cooperating Agencies

31. Remarks

32. Prepared by	33. Approved by	34. Sent to: Date Time By

General Instructions

Completion of the Incident Status Summary will be as specified by Agency or municipality. Report by telephone, teletype, computer, or facsimile to the local Agency or municipality headquarters by 2100 hours daily on incidents as required by Agency or municipality (reports are normally required on life threatening situations, real property threatened or destroyed, high resource damage potential, and complex incidents that could have political ramifications). Normally, wildland agencies require a report on all Class D (100 acres plus) and larger incidents (unless primarily grass type in which case report Class E (300 acres or larger). The first summary will cover the period from the start of the incident to 2100 hour the first day of the incident, if at least four hours have elapsed; thereafter the summary will cover the 24 hour period ending at 1900 (this reporting time will enable compilation of reporting data and submission of report to local agency or municipality headquarters by 2100 hours) daily until incident is under control. Wildland fire agencies will send the summary to NIFC by 2400 hours Mountain Time.

1. Enter date and time report completed (mandatory).
2. Check appropriate space (mandatory).
3. Provide name given to incident by Incident Commander or Agency (mandatory).
4. Enter number assigned to incident by Agency (mandatory).
5. Enter first initial and last name of Incident Commander (optional).
6. Enter Agency or Municipality (mandatory).
7. Enter County where incident is occurring (optional).
8. Enter type of incident, e.g. wildland fire (enter fuel type), structure fire, hazardous chemical spill, etc. (mandatory).
9. Enter legal description and general location. Use remarks for additional date if necessary (mandatory).
10. Enter date and zulu time incident started (mandatory - maximum of six characters for date and four characters for time).
11. Enter specific cause or under investigation (mandatory).
12. Enter area involved, e.g. 50 acres, top three floors of building, etc. (mandatory).
13. Enter estimate of percent of containment (mandatory).
14. Enter estimate of date and time of total containment (mandatory).
15. Enter estimated date and time of control (mandatory).
16. Enter actual date and time fire was declared controlled (mandatory).
17. Report significant threat to structures, watershed, timber, wildlife habitat or other valuable resources (mandatory).
18. Enter control problems, e.g. accessibility, fuels, rocky terrain, high winds, structures (mandatory).
19. Enter estimated dollar value of total damage to date. Include structures, watershed, timber, etc. Be specific in remarks (mandatory).
20. Enter estimate of values saved as result of all suppression efforts (optional).
21. Enter any serious injuries or deaths which have occurred since the last report. Be specific in remarks (mandatory).
22. Indicate the extent of line completed by chains or other units of measurement (optional).
23. Indicate line to be consturcted by chains or other units of measurement (optional).
24. Indicate current weather conditions at the incident (mandatory).
25. Indicate predicted weather conditions for the next operational period (mandatory).
26. Provide total incident cost ot date (optional).
27. Provide estimated total cost for entire incident (optional).
28. List agencies which have resources assigned to the incident (mandatory).
29. Enter resource information under appropriate Agency column by singe resource or stike team (mandatory).
30. List by name those agencies which are providing support (e.g. Salvation Army, Red Cross, Law Enforcement, National Weather Service, etc. mandatory).
31. The Remarks space can be used to (1) list additional resources not covered in Section 28/29; (2) provide more information on location; (3) enter additional information regarding threat control problems, anticipated release or demobilization, etc.(mandatory).
32. This will normally be the Incident Situation Status Unit Leader (mandatory).
33. This will normally be the Incident Planning Section Chief (mandatory).
34. The ID of the Agency entering the report will be entered (optional).

DESIGNATOR
NAME/ ID. NO. _____

_____

STATUS

☐ ASSIGNED ☐ AVAILABLE ☐ O/S REST
☐ O/S MECHANICAL ☐ O/S MANNING
_____ ETR (O/S= Out of Service)

FROM	LOCATION	TO
	DIVISION/GROUP	
	STAGING AREA	
	BASE/ICP	
	CAMP	
	ENROUTE	ETA
	HOME AGENCY	

MESSAGES

RESTAT
TIME_____ PROCESS ☐

ICS STATUS CHANGE CARD
FORM
210 6/83 NFES 1334

THIS PAGE LEFT BLANK INTENTIONALLY

INCIDENT CHECK-IN LIST

Check one:

☐ Personnel ☐ Handcrew ☐ Misc.
☐ Engines ☐ Dozers
☐ Helicopters ☐ Aircraft

1. Incident Name

2. Check-In Location (complete all that apply)

☐ Base ☐ Camp ☐ Staging Area ☐ ICP Restat ☐ Helibase

3. Date/Time

Check-In Information

4. List Personnel (overhead) by Agency & Name -OR- List equipment by the following format:					5.	6.	7.	8.	9.		10.	11.	12.	13.	14.	15.	16.
Agency	Single	Kind	Type	I.D. No/Name	Order/Request Number	Date/ Time Check-In	Leader's Name	Total No. Personnel	Manifest Yes	Manifest No	Crew or Individual's Weight	Home Base	Departure Point	Method of Travel	Incident Assignment	Other Qualifications	Sent to RESTAT Time/Int

Page 2 of				17. Prepared by (Name and Position) *Use back for remarks or comments*													

GENERAL MESSAGE		
TO:	POSITION:	
FROM:	POSITION:	
SUBJECT:	DATE:	TIME:
MESSAGE:		
SIGNATURE:	POSITION:	
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

THIS PAGE LEFT BLANK INTENTIONALLY

UNIT LOG	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Unit Name/Designators	5. Unit Leader (Name and Position)		6. Operational Period

7. Personnel Roster Assigned		
Name	ICS Position	Home Base

8. Activity Log	
Time	Major Events

9. Prepared by (Name and Position)

ICS 214

THIS PAGE LEFT BLANK INTENTIONALLY

OPERATIONAL PLANNING WORK SHEET

1. Incident Name	2. Date Prepared Time Prepared	3. Operational Period (Date/Time)

4. Division/ Group or Other Location	5. Work Assignments		Resource by Type (Show Strike Team as ST)																		Other	6. Reporting Location	7. Requested Arrival Time
			1	2	3	4	1	2	1	2	1	2	3	1	2	3	4	1	2	3			
		Req																					
		Have																					
		Need																					
		Req																					
		Have																					
		Need																					
		Req																					
		Have																					
		Need																					
		Req																					
		Have																					
		Need																					
		Req																					
		Have																					
		Need																					
		Req																					
		Have																					
		Need																					
9. Total Resources - Single		Req																					
		Have																					
		Need																					
Total Resources - Strike Teams		Req																				Prepared by (Name and Position)	
		Have																					
		Need																					

THIS PAGE LEFT BLANK INTENTIONALLY

INCIDENT ACTION PLAN SAFETY ANALYSIS	1. Incident Name	2. Date	3. Time

Division or Group	Potential Hazards								Mitigations (e.g. PPE, buddy system, escape routes)
	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard	
Prepared by (Name and Position)									

ICS 215A

THIS PAGE LEFT BLANK INTENTIONALLY

RADIO REQUIREMENTS WORKSHEET

1. Incident Name	2. Date	3. Time

4. Branch	5. Agency	6. Operational Period	7. Tactical Frequency

8. Division/Group	Division/Group	Division/Group	Division/Group
Agency	Agency	Agency	Agency

9. Agency	ID No.	Radio Requirements	Agency	ID No.	Radio Requirements	Agency	ID No.	Radio Requirements	Agency	ID No.	Radio Requirements

Page 1 of	10. Prepared by (Name and Position)

THIS PAGE LEFT BLANK INTENTIONALLY

RADIO FREQUENCY ASSIGNMENT WORKSHEET

1. INCIDENT NAME	2. DATE	3. OPERATIONAL PERIOD (DATE/TIME)

3. RADIO DATA / 4. INCIDENT ORGANIZATION				BRANCH	DIVISION	DIVISION	DIVISION	BRANCH	DIVISION	DIVISION	DIVISION	BRANCH	DIVISION	DIVISION	DIVISION	INCIDENT COMMANDER	SAFETY OFFICER	OPERATIONS SECTION CHIEF	AIR OPERATIONS	AIR TACTICAL GROUP SUPERVISOR	PLANNING SECTION CHIEF	GROUND SUPPORT UNIT	BASE UNIT								COMM CENTER	TOTAL BY REQ.
SOURCE	FUNCTION	CH#	FREQUENCY																														

5. AGENCY	ID.		CH#	FREQUENCY

6. TOTAL RADIOS REQUIRED

7. PREPARED BY (NAME/POSITION)

217 ICS (1/99) NFES 1340

THIS PAGE LEFT BLANK INTENTIONALLY

SUPPORT VEHICLE INVENTORY (Use separate sheet for each vehicle category)	1. Incident Name	2. Date Prepared	3. Time Prepared

Vehicle Category: ☐ Buses ☐ Dozers ☐ Engines ☐ Lowboys ☐ Pickups/Sedans ☐ Tenders ☐ Other

Vehicle/Equipment Information

Resource Order No. "E" Number	Incident ID No.	Vehicle Type	Vehicle Make	Capacity Size	Agency/Owner	Vehicle License Rig Number	Location	Release Time

Page ___of ____	5. Prepared by (Ground Support Unit)

THIS PAGE LEFT BLANK INTENTIONALLY

GREEN CARD STOCK (CREW)

AGENCY	ST	KIND	TYPE	I.D. NO.

ORDER/REQUEST NO.	DATE/TIME CHECK IN

HOME BASE

DEPARTURE POINT

LEADER NAME

CREW ID NO./NAME (FOR STRIKE TEAMS)

NO. PERSONNEL	MANIFEST	WEIGHT
	☐ YES ☐ NO	

METHOD OF TRAVEL

☐ OWN ☐ BUS ☐ AIR

OTHER

DESTINATION POINT	ETA

TRANSPORTATION NEEDS

☐ OWN ☐ BUS ☐ AIR

OTHER

ORDERED DATE/TIME	CONFIRMED DATE/TIME

REMARKS

ICS 219-2 (Rev. 4/82) CREW NFES 1344

AGENCY	TF	KIND	TYPE	I.D. NO./NAME

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

*U.S. GPO: 1990-794-001

THIS PAGE LEFT BLANK INTENTIONALLY

BLUE CARD STOCK (HELICOPTER)

AGENCY	ST	KIND	TYPE	I.D. NO.

ORDER/REQUEST NO.	DATE/TIME CHECK IN

HOME BASE

DEPARTURE POINT

PILOT NAME

DESTINATION POINT	ETA

REMARKS

INCIDENT LOCATION

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

ICS 219-4 (Rev. 4/82) HELICOPTER NFES 1346

AGENCY	TYPE	MANUFACTURER	I.D. NO.

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

*U.S. GPO: 1988-594-771 NFES 1346

THIS PAGE LEFT BLANK INTENTIONALLY

ORANGE CARD STOCK (AIRCRAFT)

AGENCY	TYPE	MANUFACTURER	I.D. NO.

ORDER/REQUEST NO.	DATE/TIME CHECK IN

HOME BASE

DATE TIME RELEASED

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

ICS 219-6 (4/82) AIRCRAFT

AGENCY	TYPE	MANUFACTURER NAME/NO.	I.D. NO.

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

*U.S. GPO: 695-162-1986 NFES 1348

THIS PAGE LEFT BLANK INTENTIONALLY

YELLOW CARD STOCK (DOZERS)

AGENCY	ST	TF	KIND	TYPE	I.D. NO.

ORDER/REQUEST NO.	DATE/TIME CHECK IN

HOME BASE

DEPARTURE POINT

LEADER NAME

RESOURCE ID. NO.S/NAMES

DESTINATION POINT	ETA

REMARKS

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

ICS 219-7 (Rev. 4/82) DOZERS NFES 1349

AGENCY	ST	TF	KIND	TYPE	I.D. NO.

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

INCIDENT LOCATION	TIME

STATUS

☐ ASSIGNED ☐ O/S REST ☐ O/S PERS.

☐ AVAILABLE ☐ O/S MECH ☐ ETR

NOTE

*U.S. GPO: 1990-794-006

THIS PAGE LEFT BLANK INTENTIONALLY

AIR OPERATIONS SUMMARY	1. Incident Name	Helibases Fixed Wing Bases	

4. Personnel and Communications	Name	Air/Air Frequency	Air/Ground Frequency	5. Remarks (Spec. Instructions, Safety Notes, Hazards, Priorities)
Air Operations Director				
Air Attack Supervisor				
Helicopter Coordinator				
Air Tanker Coordinator				

6. Location/Function	7. Assignment	8. Fixed Wing		9. Helicopters		10. Time		11. Aircraft Assigned	12. Operating Base
		No.	Type	No.	Type	Available	Commence		
13. Totals									

14. Air Operations Support Equipment	15. Prepared by *(include Date and Time)*

THIS PAGE LEFT BLANK INTENTIONALLY

DEMOBILIZATION CHECKOUT

1. Incident Name/Number	2. Date/Time	3. Demob. No.
4. Unit/Personnel Released		
5. Transportation Type/No.		
6. Actual Release Date/Time	7. Manifest? ☐ Yes ☐ No Number	
8. Destination	9. Notified: ☐ Agency ☐ Region ☐ Area ☐ Dispatch Name: Date:	
10. Unit Leader Responsible for Collecting Performance Rating		

11. Unit/Personnel

You and your resources have been released subject to sign off from the following:
Demob. Unit Leader check the appropriate box

Logistics Section

- ☐ Supply Unit
- ☐ Communications Unit
- ☐ Facilities Unit
- ☐ Ground Support Unit Leader

Planning Section

- ☐ Documentation Unit

Finance Section

- ☐ Time Unit

Other

- ☐
- ☐

12. Remarks

13. Prepared by (include Date and Time)

Instructions for completing the Demobilization Checkout (ICS form 221)

Prior to actual Demob Planning Section (Demob Unit) should check with the Command Staff (Liaison Officer) to determine any agency specific needs related to demob and release. If any, add to line Number 11.

Item No.	Item Title	Instructions
1.	Incident Name/No.	Enter Name and/or Number of Incident.
2.	Date & Time	Enter Date and Time prepared.
3.	Demob. No.	Enter Agency Request Number, Order Number, or Agency Demob Number if applicable.
4.	Unit/Personnel Released	Enter appropriate vehicle or Strike Team/Task Force ID Number(s) and Leader's name or individual overhead or staff personnel being released.
5.	Transportation	Enter Method and vehicle ID number for transportation back to home unit. Enter N/A if own transportation is provided. *Additional specific details should be included in Remarks, block # 12.*
6.	Actual Release Date/Time	To be completed at conclusion of Demob at time of actual release from incident. *Would normally be last item of form to be completed.*
7.	Manifest	Mark appropriate box. If yes, enter manifest number. *Some agencies require a manifest for air travel.*
8.	Destination	Enter the location to which Unit or personnel have been released. *i.e. Area, Region, Home Base, Airport, Mobilization Center, etc.*
9.	Area/Agency/ Region Notified	Identify the Area, Agency, or Region notified and enter date and time of notification.
10.	Unit Leader Responsible for Collecting Performance Ratings	Self-explanatory. *Not all agencies require these ratings.*
11.	Resource Supervision	Demob Unit Leader will identify with a check in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release. Blank boxes are provided for any additional check, (unit requirements as needed), i.e. Safety Officer, Agency Rep., etc.
12.	Remarks	Any additional information pertaining to demob or release.
13.	Prepared by	Enter the name of the person who prepared this Demobilization Checkout, including the Date and Time.

INDIVIDUAL PERFORMANCE RATING

INSTRUCTIONS: The immediate supervisor will prepare this form for a subordinate person. Rating will be reviewed with the individual who will sign and date the form. The completed rating will be given to the Planning Section Chief before the rater leaves the incident.

1. NAME	2. INCIDENT NAME AND NUMBER — START DATE OF INCIDENT
3. HOME UNIT ADDRESS	4. INCIDENT AGENCY AND ADDRESS

5. POSITION HELD ON INCIDENT	6. TRAINEE POSITION	7. INCIDENT COMPLEXITY	8. DATE OF ASSIGNMENT
	☐ YES ☐ NO	☐ I ☐ II ☐ III	FROM: TO:

9. List the main duties from the Position Checklist, on which the position will be rated.

Enter X under the appropriate column indicating the individuals level of performance for each duty listed.

	PERFORMANCE LEVEL				
	Did not apply on this Incident	Unacceptable	Need to Improve	Fully Successful	Exceeds Successful
	EXPLAIN IN REMARKS				

10. REMARKS

11. THIS RATING HAS BEEN DISCUSSED WITH ME (Signature of individual being rated.)	12. DATE

13. RATED BY (Signature)	14. HOME UNIT	15. POSITION HELD ON THIS INCIDENT	16. DATE

*U.S. GPO: 1991-594-696/40141

NFES 2074 ICS FORM 226 (6/89)

THIS PAGE LEFT BLANK INTENTIONALLY

INCIDENT/PROJECT ORDER NUMBER

RESOURCE ORDER

INITIAL DATE/TIME

2. INCIDENT/PROJECT NAME

3. INCIDENT /PROJECT ORDER NUMBER

4. OFFICE REFERENCE NUMBER

5. DESCRIPTIVE LOCATION/RESPONSE AREA

6. SEC. | TWN | RNG | Base MDM

7. MAP REFERENCE

8. INCIDENT BASE/PHONE NUMBER

9. JURISDICTION/AGENCY

10. ORDERING OFFICE

11. AIRCRAFT INFORMATION

LAT.

LONG.

BEARING	DISTANCE	BASE OR OMNI	AIR CONTACT	FREQUENCY	Ground Contact	FREQUENCY	RELOAD BASE	OTHER AIRCRAFT/HAZARDS

12. Request Number	Ordered Date/Time	From / To	QTY	RESOURCE REQUESTED	Needed Date/Time	Deliver To	To / From	Time	Agency ID	RESOURCE ASSIGNED	ETD / ETA	RELEASED Date	RELEASED To	Time / ETA

13. ORDER RELAYED Req. No.	Date	Time	To/From	ACTION TAKEN	ORDER RELAYED Req. No.	Date	Time	To/From	ACTION TAKEN

ICS 259-3 (7/87) NFES 2202

CONTINUATION SHEET NO._____ OF _____

Order No.	RESOURCE ORDER	2. INCIDENT/PROJECT NAME	3. INCIDENT /PROJECT ORDER NUMBER	4. OFFICE REFERENCE NUMBER

12. Request Number	Ordered Date/Time	From / To	Q T Y	RESOURCE REQUESTED	Needed Date/Time	Deliver To	To / From	Time	Agency ID	RESOURCE ASSIGNED	ETD / ETA	RELEASED Date	RELEASED To	Time / ETA

NFES 2203 (7/87)

RESOURCE ORDER

Personnel

INITIAL DATE/TIME: 04-05-03

INCIDENT/PROJECT ORDER NUMBER: ID-03-E6-12 34

2. INCIDENT/PROJECT NAME: Mormon Cricket #1

3. INCIDENT /PROJECT ORDER NUMBER: 10-03-E6-1234

4. OFFICE REFERENCE NUMBER: USDA-APHIS-I4

5. DESCRIPTIVE LOCATION/RESPONSE AREA: Southern Elmore County

6. SEC. | TWN | RNG | Base MDM

7. MAP REFERENCE

8. INCIDENT BASE/PHONE NUMBER: 208-123-4567

9. JURISDICTION/AGENCY: ID - Dept. of Ag.

10. ORDERING OFFICE: ID - Dept. of Ag.

11. AIRCRAFT INFORMATION

LAT.

LONG.

BEARING	DISTANCE	BASE OR OMNI	AIR CONTACT	FREQUENCY	Ground Contact	FREQUENCY	RELOAD BASE	OTHER AIRCRAFT/HAZARDS

12. Request Number	Ordered Date/Time	From / To	QTY	RESOURCE REQUESTED	Needed Date/Time	Deliver To	To / From	Time	Agency ID	RESOURCE ASSIGNED	ETD / ETA	RELEASED Date	RELEASED To	Time / ETA
0-1	04/05 1000	10 M. Smith/ T. Able	1	Entomologist	04-07 1200	see action taken	T. Pole/ C. Davis	1030	PPQ 05	Bill Paxton	0800/ 1030			
0-2	04/05 1000	10 M. Smith/ T. Able	1	Entomologist	04-07 1200	see action taken	T. Pole/ C. Davis	1030	PPQ 06	Martha Hill	0800/ 1030			
0-3	04/06 1300	10 T. Fray/ T. Able	1	Operations S.C.	04-08 0800	ICP	T. Pole/ C. Davis	1310	PPQ 25	Brent Woods	4-7 1500/ 4-7 1900			

13. ORDER RELAYED Req. No.	Date	Time	To/From	ACTION TAKEN	ORDER RELAYED Req. No.	Date	Time	To/From	ACTION TAKEN
0-1/2	04/05	1030	T. Pole/C. Davis	Request filled. ETA 04-07					Will be met in BOI by Kelly
				1030 UA 235 departs LAX					Phone#: 208-344-7825.
				0800 arrives BOI 1100. Plane.		04/05	1030	M. Smith/T.Pole	Relayed. Confirmed phone #.

ICS 259-3 (7/87) NFES 2202

THIS PAGE LEFT BLANK INTENTIONALLY

C

Emergency Operations Center Position Checklists

THIS PAGE LEFT BLANK INTENTIONALLY

EOC Position Checklists: Document Index

1.	Communication Unit Leader Checklist
2.	Compensation/Claims Unit Leader Checklist
3.	Cost Unit Leader Checklist
4.	Demobilization Unit Leader Checklist
5.	Documentation Unit Leader Checklist
6.	Facilities Unit Leader Checklist
7.	Finance-Administration Section Chief Checklist
8.	Food Unit Leader Checklist
9.	Ground Support Unit Leader Checklist
10.	Incident Commander Checklist
11.	Liaison Officer Checklist
12.	Logistics Section Chief Checklist
13.	Medical Unit Leader Checklist
14.	Operations Branch Director Checklist
15.	Operations Section Chief Checklist
16.	Planning Section Chief Checklist
17.	Procurement Unit Leader Checklist
18.	Public Information Officer Checklist
19.	Resources Unit Leader Checklist
20.	Safety Officer Checklist
21.	Service Branch Director Checklist
22.	Situation Unit Leader Checklist
23.	Staging Area Manager Checklist
24.	Supply Unit Leader Checklist
25.	Support Branch Director Checklist
26.	Time Unit Leader Checklist

THIS PAGE LEFT BLANK INTENTIONALLY

Communication Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	Task
☐	1. Obtain briefing from the Logistics Section Chief or Service Branch Director.
☐	2. Organize and staff Unit as appropriate: ▪ Assign Communications Center Manager and Lead Incident Dispatcher. ▪ Assign Message Center Manager and ensure adequate staff is assigned to answer phones and attend fax machines.
☐	3. Assess communications systems/frequencies in use; advise on communications capabilities/limitations.
☐	4. Develop and implement effective communications procedures (flow) internal and external to the incident/Incident Command Post.
☐	5. Assess Incident Command Post phone load and request additional lines as needed.
☐	6. Prepare and implement Incident Communications Plan (ICS Form 205): ▪ Obtain current organizational chart. ▪ Determine most hazardous tactical activity; ensure adequate communications. ▪ Make communications assignments to all other Operations elements, including volunteer, contract, or mutual aid. ▪ Determine Command communications needs. ▪ Determine support communications needs. ▪ Establish and post any specific procedures for use of Incident Command Post communications equipment.

☐ 7. Include cellular phones and pagers in Incident Communications Plan (ICS Form 205), if appropriate:

- Determine specific organizational elements to be assigned telephones.
- Identify all facilities/locations with which communications must be established (shelters, press area, liaison area, agency facilities, other governmental entities' Emergency Operations Centers (EOCs), etc.), identify and document phone numbers.
- Determine which phones/numbers should be used by what personnel and for what purpose. Assign specific telephone numbers for **incoming** calls, and report these numbers to staff and off-site parties such as other local jurisdictions, State and Federal agencies.
- **Do not publicize OUTGOING call lines**.

☐ 8. Activate, serve as contact point, and supervise the integration of volunteer radio organizations into the communications system.

☐ 9. Ensure radio and telephone logs are available and being used.

☐ 10. Determine need and research availability of additional nets and systems:

- Order through Supply Unit after approval by Section Chief.
- Federal systems:
  - Additional radios and other communications devices, including repeaters, radio-telephone interconnects and satellite down-link capabilities may be available through FEMA or the USDA Forest Service.

☐ 11. Document malfunctioning communications equipment, facilitate repair.

☐ 12. Establish and maintain communications equipment accountability system.

☐ 13. Provide technical information, as required, on:

- Adequacy of communications system currently in use.
- Geographic limitation on communications equipment.
- Equipment capabilities.
- Amount and types of equipment available.
- Anticipated problems in the use of communications equipment.

- [ ] 14. Estimate Unit needs for expected operations; order relief personnel.
- [ ] 15. Provide briefing to relief on current activities and unusual situations.
- [ ] 16. Document all activity on Unit Log (ICS Form 214).

THIS PAGE LEFT BLANK INTENTIONALLY

Compensation/Claims Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	Task
☐	1. Obtain briefing from Finance/Administration Section Chief: ▪ Determine accidents/injuries to date. ▪ Determine status of investigations.
☐	2. Establish contact with incident Safety Officer and Liaison Officer or department/agency representatives.
☐	3. Determine the need for Compensation for Injury and Claims Specialists, request additional personnel, as necessary.
☐	4. Establish procedures with Medical Unit Leader on prompt notification of injuries or deaths.
☐	5. Ensure that volunteer personnel have been appropriately registered.
☐	6. Ensure written authority for persons requiring medical treatment.
☐	7. Ensure correct billing forms for transmittal to doctor and/or hospital.
☐	8. Ensure all witness statements and statements from Safety Officer and Medical Unit are reviewed for completeness.
☐	9. Coordinate with Safety Officer to: ▪ Provide liaison with Occupational Safety and Health Administration (OSHA). ▪ Provide analysis of injuries. ▪ Ensure appropriate level of personal protective equipment (PPE) is being used, and that personnel have been trained in its use.
☐	10. Maintain copies of hazardous materials and other medical debriefings; ensure they are included as part of the final incident package.
☐	11. Provide briefing to relief on current activities and unusual events
☐	12. Document all activity on Unit Log (ICS Form 214).

Compensation/Claims Unit Leader Position Checklist

Claims Specialist:

- [ ] 1. Work closely with Operations and Planing for information from the field.
- [ ] 2. Some agencies/Units have "Claims Teams" who are trained to do claims investigation and documentation for large incidents.
- [ ] 3. Coordinate with FEMA, private aid organizations (Red Cross), and other Government agencies for claims documentation and their needs (the Liaison Officer can often be a help coordinate and obtain information from other agencies or private entities).
- [ ] 4. "Damage assessment" for ongoing disaster recovery is normally not the responsibility of the Compensation and Claims Unit. However, information gathered by the Unit may be forwarded to the agency as part of its recovery effort.

Compensation for Injury Specialist:

- [ ] 1. Determine accidents/injuries to date.
- [ ] 2. Coordinate with incident Safety Officer, Liaison Officer and/or department/agency representatives.
- [ ] 3. Work with Safety Officer to determine trends of accidents and provide analysis of injuries.
- [ ] 4. Work with local agency representatives to find treatment options for injuries.
- [ ] 5. Establish procedures with Medical Unit Leader on prompt notification of injuries or deaths.
- [ ] 6. Prepare written authority for persons requiring medical treatment, and correct billing forms for transmittal to doctor and/or hospital. Ensure all witness statements are reviewed for completeness.
- [ ] 7. Keep informed and report on status of hospitalized personnel.
- [ ] 8. Maintain log of all injuries occurring on incident.
- [ ] 9. Arrange for notification of next of kin for serious injuries and deaths (this will be done through Command).

Cost Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	Task
☐	1. Obtain briefing from Finance/Administration Section Chief: ▪ Determine reporting time-lines. ▪ Determine standard and special reports required. ▪ Determine desired report format.
☐	2. Obtain and record all cost data: ▪ Agency Equipment costs. ▪ Contract or mutual aid equipment costs. ▪ Contract or mutual aid personnel costs. ▪ Damage to facilities, infrastructure, equipment or vehicles. ▪ Supplies. ▪ Food. ▪ Facility rental.
☐	3. Identify in reports all equipment/personnel requiring payment.
☐	4. Prepare incident cost summaries by operational period, or as directed by the Finance/Administration Section Chief.
☐	5. If cost share agreement is done, determine what costs need to be tracked. They may be different than total incident costs.
☐	6. Prepare resources use cost estimates for Planning: ▪ Make sure estimates are updated with actual costs as they become available. ▪ Make sure information is provided to Planning according to Planning's schedule.

☐ 7. Make recommendations on cost savings to Finance/Administration Section Chief. This must be coordinated with Operations and Planning Sections—use of high cost equipment may have justifications unknown to Finance/Administration.

☐ 8. Maintain cumulative incident cost records. Costs should reflect each individual entity (individual or crew personnel, individual pieces of equipment, food, facilities) the entity's agency or contractor, pay premiums (overtime/hazard). These records should reflect:

- Agency, contract, and/or mutual aid equipment costs.
- Agency, contract, and/or mutual aid personnel costs and pay premiums (straight, hazard, and overtime).
- Contract or mutual aid equipment costs.
- Contract or mutual aid personnel costs.
- Damage to agency facilities, infrastructure, equipment or vehicles.
- Supplies.
- Food.
- Facility rental.

☐ 9. Ensure that all cost documents are accurately prepared.

☐ 10. Enter data into an agency cost analysis system (Incident Cost Analysis Reporting System (ICARS) or similar system, if appropriate).

☐ 11. Provide briefing to relief on current activity and unusual events.

☐ 12. Document all activity on Unit Log (ICS Form 214).

Demobilization Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	Task
☐	1. Obtain briefing from Planning Section Chief: ▪ Determine objectives, priorities and constraints on demobilization.
☐	2. Review incident resource records to determine scope of demobilization effort: ▪ Resource tracking system. ▪ Check-in forms. ▪ Master resource list.
☐	3. Meet with agency representatives to determine: ▪ Agencies not requiring formal demobilization. ▪ Personnel rest and safety needs. ▪ Coordination procedures with cooperating-assisting agencies.
☐	4. Assess the current and projected resource needs of the Operations Section.
☐	5. Obtain identification of surplus resources and probable release times.
☐	6. Determine logistical support needs of released resources (rehab, transportation, equipment replacement, etc.).
☐	7. Determine Finance/Administration, Communications, Supply, and other incident check-out stops.
☐	8. Determine de-briefing requirements.
☐	9. Establish communications links with off-incident organizations and facilities.

☐ 10. Prepare Demobilization Plan (ICS Form 221):

- General - Discussion of demobilization procedure.
- Responsibilities - Specific implementation responsibilities and activities.
- Release Priorities - According to agency and kind and type of resource.
- Release Procedures - Detailed steps and process to be followed.
- Directories - Maps, telephone numbers, instructions and other needed elements.
- Continuity of operations (follow up to incident operations):
  - Public Information.
  - Finance/Administration.
  - Other.
- Designate to whom outstanding paperwork must be submitted.
- Include demobilization of Incident Command Post staff. In general, Incident Command Post staff will not be released until:
  - Incident activity and work load are at the level the agency can reasonably assume.
  - Incident is controlled.
  - On-scene personnel are released except for those needed for final tactical assignments.
  - Incident Base is reduced or in the process of being shut down.
  - Planning Section has organized final incident package.
  - Finance/Administration Section has resolved major known finance problems and defined process for follow-up.
  - Rehabilitation/cleanup accomplished or contracted.
  - Team has conducted or scheduled required debriefings.

☐ 11. Obtain approval of Demobilization Plan (ICS Form 221) from Planning Section Chief.

☐ 12. Distribute Demobilization Plan (ICS Form 221) to processing points both on and off incident.

☐ 13. Monitor implementation of Demobilization Plan (ICS Form 221).

- [ ] 14. Assist in the coordination of the Demobilization Plan (ICS Form 221).
- [ ] 15. Provide briefing to relief on current activities and unusual events.
- [ ] 16. Document all activity on Unit Log (ICS Form 214).
- [ ] 17. Give completed incident files to Documentation Unit Leader for inclusion in the final incident package.

THIS PAGE LEFT BLANK INTENTIONALLY

Documentation Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	Task
☐	1. Obtain briefing from Planning Section Chief.
☐	2. Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.
☐	3. Establish work area: ▪ Ensure adequate duplication capability for large-scale operations and adequate staff to assist in the duplication and documentation process.
☐	4. Establish and organize incident files.
☐	5. Establish duplication services, and respond to requests.
☐	6. Determine number needed and duplicate Incident Action Plan (IAP) accordingly.
☐	7. Retain and file duplicate copies of official forms and reports.
☐	8. Accept and file reports and forms submitted by incident personnel.
☐	9. Check the accuracy and completeness of records submitted for files.
☐	10. Ensure that legal restrictions on public and exempt records are observed.
☐	11. Provide briefing to relief on current activities and unusual events.
☐	12. Document all activity on Unit Log (ICS Form 214).
☐	13. Give completed incident files to Planning Section Chief.

THIS PAGE LEFT BLANK INTENTIONALLY

Facilities Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**Task**
☐	1. Obtain briefing from Logistics Section Chief or Support Branch Director: ▪ Expected duration and scope of the incident. ▪ Facilities already activated. ▪ Anticipated facility needs.
☐	2. Obtain a copy of the Incident Action Plan (IAP) and determine: ▪ Location of Incident Command Post. ▪ Staging Areas. ▪ Incident Base. ▪ Supply/Receiving/Distribution Centers. ▪ Information/Media Briefing Center. ▪ Other incident facilities.
☐	3. Determine requirements for each facility to be established: ▪ Sanitation. ▪ Sleeping. ▪ Feeding. ▪ Supply area. ▪ Medical support. ▪ Communications needs. ▪ Security needs. ▪ Lighting.

☐ 4. In cooperation with other incident staff, determine the following requirements for each facility:

- Needed space.
- Specific location.
- Access.
- Parking.
- Security.
- Safety.

☐ 5. Plan facility layouts in accordance with above requirements.

☐ 6. Coordinate negotiation for rental office or storage space:

- < 60 days - Coordinate with Procurement Unit.
- > 60 days - Coordinate with Procurement Unit, agency Facilities Manager, and agency Finance Department.

☐ 7. Video or photograph rental office or storage space prior to taking occupancy.

☐ 8. Document all activity on Unit Log (ICS Form 214).

Finance / Administration Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader.

✓	**Task**
☐	1. Obtain briefing from Incident Commander: ▪ Incident objectives. ▪ Participating/coordinating agencies. ▪ Anticipated duration/complexity of incident. ▪ Determine any political considerations. ▪ Obtain the names of any agency contacts the Incident Commander knows about. ▪ Possibility of cost sharing. ▪ Work with Incident Commander and Operations Section Chief to ensure work/rest guidelines are being met, as applicable.
☐	2. Obtain briefing from agency administrator: ▪ Determine level of fiscal process required. ▪ Delegation of authority to Incident Commander, as well as for financial processes, particularly procurement. ▪ Assess potential for legal claims arising out of incident activities. ▪ Identify applicable financial guidelines and policies, constraints and limitations.

☐ 3. Obtain briefing from agency Finance/Administration representative:

- Identify financial requirements for planned and expected operations.
- Determine agreements are in place for land use, facilities, equipment, and utilities.
- Confirm/establish procurement guidelines.
- Determine procedure for establishing charge codes.
- Important local contacts.
- Agency/local guidelines, processes.
- Copies of all incident-related agreements, activated or not.
- Determine potential for rental or contract services.
- Is an Incident Business Advisor (IBA) available, or the contact information for an agency Financial/Administration representative?
- Coordinate with Command and General Staff and agency Human Resources staff to determine the need for temporary employees.
- Ensure that proper tax documentation is completed.
- Determine whether hosting agency will maintain time records, or whether the incident will document all time for the incident, and what forms will be used.

☐ 4. Ensure all Sections and the Supply Unit are aware of charge code.

☐ 5. Attend Planning Meeting:

- Provide financial and cost-analysis input.
- Provide financial summary on labor, materials, and services.
- Prepare forecasts on costs to complete operations.
- Provide cost benefit analysis, as requested.
- Obtain information on status of incident; planned operations; changes in objectives, use of personnel, equipment, aircraft; and local agency/political concerns.

Sample Planning Meeting 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	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

☐ 6. Gather continuing information:

- Equipment time – Ground Support Unit Leader and Operations Section.
- Personnel time – Crew Leaders, Unit Leaders, and individual personnel.
- Accident reports – Safety Officer, Ground Support Unit Leader, and Operations Section.
- Potential and existing claims – Operations Section, Safety Officer, equipment contractors, agency representative, and Compensation/Claims Unit Leader.
- Arrival and demobilization of personnel and equipment – Planning Section.
- Daily incident status – Planning Section.
- Injury reports – Safety Officer, Medical Unit Leader, and Compensation/Claims Unit Leader.
- Status of supplies – Supply Unit Leader and Procurement Unit Leader.
- Guidelines of responsible agency – Incident Business Advisor, local administrative personnel.
- Use agreements – Procurement Unit Leader and local administrative personnel.
- What has been ordered? – Supply Unit Leader.
- Unassigned resources – Resource Unit Leader and Cost Unit Leader.

☐ 7. Meet with assisting and cooperating agencies, as required, to determine any cost-share agreements or financial obligation.

☐ 8. Coordinate with all cooperating agencies and specifically administrative personnel in hosting agency.

☐ 9. Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services:

- Labor - with breakdown of work locations, hours and rates for response personnel, contract personnel, volunteers, and consultants.
- Equipment - with breakdown of work locations, hours and rates for owned and rented aircraft, heavy equipment, fleet vehicles, and other equipment.
- Materials and supplies purchased and/or rented, including equipment, communications, office and warehouse space, and expendable supplies.

☐ 10. Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage. (Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel).

☐ 11. Ensure that all personnel time records reflect incident activity and that records for non-agency personnel are transmitted to home agency or department according to policy:

- Notify incident management personnel when emergency timekeeping process is in effect and where timekeeping is taking place.
- Distribute time-keeping forms to all Sections-ensure forms are being completed correctly.

☐ 12. Ensure that all obligation documents initiated by the incident are properly prepared and completed.

☐ 13. Assist Logistics in resource procurement:

- Identify vendors for which open purchase orders or contracts must be established.
- Negotiate ad hoc contracts.

☐ 14. Ensure coordination between Finance/Administration and other Command and General Staff.

☐ 15. Coordinate Finance/Administration demobilization.

☐ 16. Provide briefing to relief on current activities and unusual events.

- [ ] 17. Ensure all Logistics Units are documenting actions on Unit Log (ICS Form 214).
- [ ] 18. Submit all Section documentation to Documentation Unit.

THIS PAGE LEFT BLANK INTENTIONALLY

Food Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	Task
☐	1. Obtain briefing from Logistics Section Chief or Service Branch Director: ▪ Determine potential duration of incident. ▪ Number and location of personnel to be fed. ▪ Last meal provided. ▪ Proposed time of next meal.
☐	2. Determine food service requirements for planned and expected operations.
☐	3. Determine best method of feeding to fit situation and obtain bids if not done prior to incident (coordinate with Procurement Unit).
☐	4. Determine location of working assignment.
☐	5. Ensure sufficient potable water and beverages for all incident personnel.
☐	6. Coordinate transportation of food and drinks to the scene with Ground Support and Operations Section Chief.
☐	7. Ensure that appropriate health and safety measures are taken and coordinate activity with Safety Officer.
☐	8. Supervise administration of food service agreement, if applicable.
☐	9. Provide copies of receipts, bills to Finance/Administration Section.
☐	10. Let Supply Unit know when food orders are complete.
☐	11. Provide briefing to relief on current activities and unusual situations.
☐	12. Document all activity on Unit Log (ICS Form 214).

THIS PAGE LEFT BLANK INTENTIONALLY

Ground Support Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	Task
☐	1. Obtain briefing from Logistics Section Chief or Support Branch Director: ▪ Fueling needs of apparatus on incident. ▪ Transportation needed for responders. ▪ Location of Supply Unit receiving and distribution point(s). ▪ Incident transportation maps and restrictions on transportation routes. ▪ Need for vehicle repair services, and policy toward repair and fueling of mutual aid and rental equipment.
☐	2. Staff Unit by the above considerations, as indicated.
☐	3. Consider the need to use agency pool vehicles or rental vehicles to augment transportation resources.
☐	4. Support out-of-service resources according to agreement for mutual aid and rental equipment.
☐	5. Notify Resources Unit of all changes on support and transportation vehicles.
☐	6. Arrange for and activate towing, fueling, maintenance, and repair services.
☐	7. Maintain fuel, parts, and service use records and cost summaries. Forward to Finance/Administration Section.
☐	8. Maintain inventory of support and transportation vehicles.

☐ 9. Provide transportation services:

- Review Incident Action Plan (IAP) for transportation requirements.
- Review inventory for needed resources.
- Request additional resources through Supply Unit. Give type, time needed, and reporting location.
- Schedule use of support vehicles.
- Document mileage, fuel consumption, and other costs.

☐ 10. Implement Transportation Plan:

- Determine time-lines.
- Identify types of services required.
- Assign resources required to implement Transportation Plan.

☐ 11. Ensure that the condition of rental equipment is documented prior to use and coordinate with Procurement Unit Leader.

☐ 12. Document all activity on Unit Log (ICS Form 214).

Incident Commander Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	Task
☐	1. Ensure welfare and safety of incident personnel.
☐	2. Supervise Command and General Staff.
☐	3. Obtain initial briefing from current Incident Commander and agency administrator.
☐	4. Assess incident situation: ▪ Review the current situation status and initial incident objectives. Ensure that all local, State and Federal agencies impacted by the incident have been notified.
☐	5. Determine need for, establish, and participate in Unified Command.
☐	6. Authorize protective action statements, as necessary.
☐	7. Activate appropriate Command and General Staff positions. Safety Officer must be appointed on hazardous materials incidents: ▪ Confirm dispatch and arrival times of activated resources. ▪ Confirm work assignments.
☐	8. Brief staff: ▪ Identify incident objectives and any policy directives for the management of the incident. ▪ Provide a summary of current organization. ▪ Provide a review of current incident activities. ▪ Determine the time and location of first Planning Meeting.
☐	9. Determine information needs and inform staff of requirements.
☐	10. Determine status of disaster declaration and delegation of authority.

☐ 11. Establish parameters for resource requests and releases:

- Review requests for critical resources.
- Confirm who has ordering authority within the organization.
- Confirm those orders that require Command authorization.

☐ 12. Authorize release of information to the media:

- If operating within a Unified Command, ensure all Incident Commanders approve release.

☐ 13. Establish level of planning to be accomplished:

- Written Incident Action Plan (IAP).
- Contingency planning.
- Formal Planning Meeting.

☐ 14. Ensure Planning Meetings are conducted as indicated:

Sample Planning Meeting 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	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

☐ 15. Approve and authorize implementation of the IAP:

- Review IAP for completeness and accuracy.
- Verify that objectives are incorporated and prioritized.
- Sign ICS Form 202.

☐ 16. Ensure Command and General Staff coordination:

- Periodically check progress on assigned tasks of Command and General Staff personnel.
- Approve necessary changes to strategic goals and IAP.
- Ensure that Liaison Officer is making periodic contact with participating agencies.

☐ 17. Work with agency staff to declare state of emergency according to agency protocol.

☐ 18. Keep agency administrator informed on incident-related problems and progress.

THIS PAGE LEFT BLANK INTENTIONALLY

Liaison Officer Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**Task**
☐	1. Obtain briefing from Incident Commander: ▪ Obtain summary of incident organization (ICS Forms 201 and 203). ▪ Determine companies/agencies/non-governmental organizations already involved in the incident, and whether they are assisting (have tactical equipment and/or personnel assigned to the organization), or cooperating (operating in a support mode "outside" the organization).
☐	2. Obtain cooperating and assisting agency information, including: ▪ Contact person(s). ▪ Radio frequencies. ▪ Phone numbers. ▪ Cooperative agreements. ▪ Resource type. ▪ Number of personnel. ▪ Condition of personnel and equipment. ▪ Agency constraints/limitations.
☐	3. Establish workspace for Liaison function and notify agency representatives of location.
☐	4. Contact and brief assisting/cooperating agency representatives and mutual aid cooperators.
☐	5. Interview agency representatives concerning resources and capabilities, and restrictions on use-provide this information at planning meetings.
☐	6. Work with Public Information Officer and Incident Commander to coordinate media releases associated with inter-governmental cooperation issues.

☐ 7. Monitor incident operations to identify potential inter-organizational problems. Keep Command apprised of such issues:

- Bring complaints pertaining to logistical problems, inadequate communications, and strategic and tactical direction to the attention of Incident Management Team (IMT).

☐ 8. Participate in Planning Meetings:

Sample Planning Meeting 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	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

☐ 9. Document all activity on Unit Log (ICS Form 214).

Logistics Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Branch Director or Unit Leader.

✓	**Task**
☐	1. Obtain briefing from Incident Commander: ▪ Review situation and resource status for number of personnel assigned to incident. ▪ Review current organization. ▪ Determine which incident facilities have been/should be activated.
☐	2. Ensure Incident Command Post and other incident facilities are physically activated, as appropriate.
☐	3. Confirm resource ordering process.
☐	4. Assess adequacy of current Incident Communications Plan (ICS Form 205).
☐	5. Organize and staff Logistics Section, as appropriate, and consider the need for facility security, and Communication and Supply Units.
☐	6. Assemble, brief, and assign work locations and preliminary work tasks to Section personnel: ▪ Provide summary of emergency situation. ▪ Provide summary of the kind and extent of Logistics support the Section may be asked to provide.
☐	7. Notify Resources Unit of other Units activated, including names and location of assigned personnel.

☐ 8. Attend Planning Meetings:

Sample Planning Meeting 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	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

☐ 9. Participate in preparation of Incident Action Plan (IAP):

- Provide input on resource availability, support needs, identified shortages, and response time-lines for key resources.
- Identify future operational needs (both current and contingency), in order to anticipate logistical requirements.
- Ensure Incident Communications Plan (ICS Form 205) is prepared.
- Ensure Medical Plan (ICS Form 206) is prepared.
- Assist in the preparation of Transportation Plan.

☐ 10. Review IAP and estimate section needs for next operational period; order relief personnel if necessary.

☐ 11. Research availability of additional resources.

☐ 12. Hold Section meetings, as necessary, to ensure communication and coordination among Logistics Branches and Units.

☐ 13. Ensure coordination between Logistics and other Command and General Staff.

☐ 14. Ensure general welfare and safety of Section personnel.

- [ ] 15. Provide briefing to relief on current activities and unusual situations.
- [ ] 16. Ensure that all personnel observe established level of operational security.
- [ ] 17. Ensure all Logistics functions are documenting actions on Unit Log (ICS Form 214).
- [ ] 18. Submit all Section documentation to Documentation Unit.

THIS PAGE LEFT BLANK INTENTIONALLY

Medical Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	Task
☐	1. Obtain briefing from Service Branch Director or Logistics Section Chief: ▪ Obtain information on any injuries that occurred during initial response operations. ▪ Name and location of Safety Officer.
☐	2. Determine level of emergency medical activities performed prior to activation of Medical Unit: ▪ Number and location of aid stations. ▪ Number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident. ▪ Potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc. ▪ Medical supplies needed.
☐	3. Respond to requests for medical treatment and transportation.
☐	4. Request/supervise ambulance support. Order through established Incident chain of command.
☐	5. Prepare the Medical Plan (ICS Form 206), including procedures for major medical emergency. **This plan should be coordinated with the medical organization within the Operations Section**. Plan should include: ▪ Medical Assembly Area. ▪ Triage Area. ▪ Ambulance Traffic Route. ▪ Landing Zone for Life flight (incident and hospital). ▪ Aid Station Location(s). ▪ Hazard specific information (HAZMAT treatment, etc.). ▪ Closest hospitals. ▪ Consideration should be given to separate treatment areas for responders and victims, as well as sending all responders to a single hospital.

- [ ] 6. Obtain Safety Officer approval for Medical Plan.
- [ ] 7. Coordinate Medical Plan with local hospitals.
- [ ] 8. Respond to requests for medical aid.
- [ ] 9. Notify Safety Officer and Logistics Section Chief of all accidents and injuries.
- [ ] 10. Respond to requests for medical supplies.
- [ ] 11. Prepare medical reports; provide copies to Documentation Unit.
- [ ] 12. Submit reports as directed; provide copies to Documentation Unit Leader.
- [ ] 13. Provide briefing to relief on current activities and unusual circumstances.
- [ ] 14. Document all activity on Unit Log (ICS Form 214).

Operations Branch Director Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	Task
☐	1. Obtain briefing from Operations Section Chief or Incident Commander: ▪ Determine resources assigned to the Branch, current location, and activities. ▪ Review assignments for Divisions and/or Groups within Branch and modify based on effectiveness of current operations. ▪ If modification requires re-assignment or changes of status of resources, provide resource information to the Operations Section Chief or Incident Commander. ▪ Determine general organizational structure, including identification of other Branches, Divisions, and Groups operating on the incident.
☐	2. Attend Operations Briefing.
☐	3. Develop tactical assignments, with subordinates, for Branch control operations.
☐	4. Assign specific work tasks to Division/Group Supervisors.
☐	5. Resolve logistical problems reported by subordinates: ▪ Monitor radio transmissions and cell phone use to assess communications needs. ▪ Ensure resources receive adequate food, liquids, and rehabilitation. ▪ Request additional resources through approved ordering channels.
☐	6. Report to Operations Section Chief whenever: ▪ Incident Action Plan (IAP) is to be modified. ▪ Additional resources are needed. ▪ Surplus resources are available. ▪ Hazardous situations or significant events occur.
☐	7. Coordinate activities with other Branch Directors.

- [ ] 8. Attend Planning Meetings at the request of the Operations Section Chief.
- [ ] 9. Debrief on shift activities, prior to leaving shift, with Operations Section Chief and Planning Section Chief or Situation Unit Leader.
- [ ] 10. Ensure Branch fiscal record-keeping.
- [ ] 11. Document all activity on Unit Log (ICS Form 214).

Operations Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	Task
☐	1. Obtain briefing from Incident Commander: ▪ Determine incident objectives and recommended strategies. ▪ Determine status of current tactical assignments. ▪ Identify current organization, location of resources, and assignments. ▪ Confirm resource ordering process. ▪ Determine location of current Staging Areas and resources assigned there.
☐	2. Organize Operations Section to ensure operational efficiency, personnel safety and adequate span of control.
☐	3. Establish operational period.
☐	4. Establish and demobilize Staging Areas.
☐	5. Attend Operations Briefing and assign Operations personnel in accordance with Incident Action Plan (IAP): ▪ Brief Staging Area Manager on types and numbers of resources to be maintained in Staging. ▪ Brief tactical elements (Branches, Divisions/Groups, Task Force/Strike-Team Leaders) on assignments, ordering process, protective equipment, and tactical assignments.
☐	6. Develop and manage tactical operations to meet incident objectives.

☐ 7. Assess life safety:

- Adjust perimeters, as necessary, to ensure scene security.
- Evaluate and enforce use of appropriate protective clothing and equipment.
- Implement and enforce appropriate safety precautions.

☐ 8. Evaluate situation and provide update to Planning Section:

- Location, status, and assignment of resources.
- Effectiveness of tactics.
- Desired contingency plans.

☐ 9. Determine need and request additional resources.

☐ 10. Notify Resources Unit of Section Branches, Divisions/Groups, Strike Teams/Task Forces, and single resources which are staffed, including location of resources and names of leaders.

☐ 11. Keep Resources Unit up to date on changes in resource status.

☐ 12. Write formal Operations portion of IAP with the Planning Section Chief, if so directed by the Incident Commander:

- Identify assignments by Division or Group.
- Identify specific tactical assignments.
- Identify resources needed to accomplish assignments.

☐ 13. Ensure coordination of the Operations Section with other Command and General Staff:

- Ensure Operations Section time-keeping, activity logs, and equipment use documents are maintained and passed to Planning, Logistics, and Finance/Administration Sections, as appropriate.
- Ensure resource ordering and logistical support needs are passed to Logistics in a timely fashion-enforce ordering process.
- Notify Logistics of communications problems.
- Keep Planning up-to-date on resource and situation status.
- Notify Liaison Officer of issues concerning cooperating and assisting agency resources.
- Keep Safety Officer involved in tactical decision-making.
- Keep Incident Commander apprised of status of operational efforts.
- Coordinate media field visits with the Public Information Officer.

☐ 14. Attend the Tactics Meeting with Planning Section Chief, Safety Officer, and Incident Commander prior to the Planning Meeting to review strategy, discuss tactics, and outline organization assignments.

☐ 15. Attend Planning Meetings:

Sample Planning Meeting 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	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

☐ 16. Hold Section meetings, as necessary, to ensure communication and coordination among Operations Branches, Divisions, and Groups.

THIS PAGE LEFT BLANK INTENTIONALLY

Planning Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader

✓	**Task**
☐	1. Obtain briefing from Incident Commander: ▪ Determine current resource status (ICS Form 201). ▪ Determine current situation status/intelligence (ICS Form 201). ▪ Determine current incident objectives and strategy. ▪ Determine whether Incident Commander requires a written Incident Action Plan (IAP). ▪ Determine time and location of first Planning Meeting. ▪ Determine desired contingency plans.
☐	2. Activate Planning Section positions, as necessary, and notify Resources Unit of positions activated.
☐	3. Establish and maintain resource tracking system.
☐	4. Complete ICS Form 201, if not previously completed, and provide copies to Command, Command Staff, and General Staff.
☐	5. Advise Incident Command Post (ICP) staff of any significant changes in incident status.
☐	6. Compile and display incident status summary information. Document on ICS Form 209, Incident Status Summary (or other approved agency forms): ▪ Forward incident status summaries to Agency Administrator and/or other designated staff once per operational period, or as required. ▪ Provide copy to Public Information Officer.
☐	7. Obtain/develop incident maps.
☐	8. Establish information requirements and reporting schedules for ICP and field staff.

☐ 9. Prepare contingency plans:

- Review current and projected incident and resource status.
- Develop alternative strategies.
- Identify resources required to implement contingency plan.
- Document alternatives for presentation to Incident Commander and Operations, and for inclusion in the written IAP.

☐ 10. Meet with Operations Section Chief and/or Command, prior to Planning Meetings, to discuss proposed strategy and tactics and diagram incident organization and resource location.

☐ 11. Conduct Planning Meetings according to following agenda:

Sample Planning Meeting 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	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

☐ 12. Supervise preparation and distribution of the written IAP, if indicated. Minimum distribution is to all Command, Command Staff, General Staff, and Operations personnel to the Division/Group Supervisor level:

- Establish information requirements and reporting schedules for use in preparing the IAP.
- Ensure that detailed contingency plan information is available for consideration by Operations and Command.
- Verify that all support and resource needs are coordinated with Logistics Section prior to release of the IAP.

- 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.

☐ 13. Coordinate development of Incident Traffic Plan with Operations and the Ground Support Unit Leader.

☐ 14. Coordinate preparation of the Safety Message with Safety Officer.

☐ 15. Coordinate preparation of the Incident Communications Plan and Medical Plan with Logistics.

☐ 16. Instruct Planning Section Units in distribution of incident information.

☐ 17. Provide periodic predictions on incident potential.

☐ 18. Establish a weather data collection system, when necessary.

☐ 19. Identify need for specialized resources; discuss need with Operations and Command; facilitate resource requests with Logistics.

☐ 20. Ensure Section has adequate coverage and relief.

☐ 21. Hold Section meetings as necessary to ensure communication and coordination among Planning Section Units.

☐ 22. Ensure preparation of demobilization plan, if appropriate.

☐ 23. Ensure preparation of final incident package and route to Agency Administrator for archiving or follow-up after Incident Management Team (IMT) demobilization.

☐ 24. Provide briefing to relief on current and unusual situations.

☐ 25. Ensure that all staff observe established level of operational security.

☐ 26. Ensure all Planning functions are documenting actions on Unit Log (ICS Form 214).

☐ 27. Submit all Section documentation to Documentation Unit.

THIS PAGE LEFT BLANK INTENTIONALLY

Procurement Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	Task
☐	1. Obtain briefing from Finance/Administration Section Chief: ▪ Determine charge code, and delegation of authority to commit agency funds. If the agency cannot delegate procurement authority to the Procurement Unit Leader, they will need to assign one of their procurement people to the incident. ▪ Determine whether a buying team has been assigned to purchase all equipment, supplies, etc. for the incident. The Procurement Unit Leader will coordinate closely with this group. ▪ Determine status of bid process. ▪ Determine current vendor list. ▪ Determine current blanket Purchase Order (PO) list. ▪ Determine time-lines established for reporting cost information.
☐	2. Contact Supply Unit on incident needs and any special procedures or requirements.
☐	3. Prepare and sign offers for rental, as necessary.
☐	4. Develop Incident Procurement Plan. This plan should address/include: ▪ Spending caps. ▪ Necessary Forms. ▪ Identify who has purchasing authority. ▪ Process for obtaining approval to exceed caps. ▪ Coordination process with Supply Unit. ▪ Supply of emergency purchase orders.

☐ 5. Review equipment rental agreement and use statements for terms and conditions of use within 24 hours after equipment arrival at incident. Provide hourly rates and associated costs to Cost Unit.

☐ 6. Prepare and sign contracts, land-use agreements, and cost-share agreements, as necessary.

☐ 7. Draft Memorandums of Understanding as needed (obtain legal review and Incident Commander's signature prior to implementation).

☐ 8. Establish contact with supply vendors, as needed.

☐ 9. Determine whether additional vendor-service agreements will be necessary.

☐ 10. Interpret contracts/agreements, and resolve claims or disputes within delegated authority.

☐ 11. Provide cost data from rental agreements, contracts, etc. to Cost Unit Leader according to reporting time frames established for operational period.

☐ 12. Verify all invoices.

☐ 13. It is imperative that all contractors are accounted for and their time documented:

- Coordinate with all Sections.
- It may be helpful to hire one person (or more) to simply travel the incident and document everything they see being used.
- Ensure that all equipment rental documents and inspections are complete (coordinate inspection information with Ground Support Unit and/or Operations) before signing.

☐ 14. Complete final processing and send documents for payment.

☐ 15. Maintain final incident receiving documents:

- Obtain copies of all vendor invoices.
- Verify that all equipment time records are complete.
- Maintain comprehensive audit trail for all procurement documents.
- Check completeness of all data entries on vendor invoices.
- Compare invoices against procurement documents.
- Assure that only authorized personnel initiate orders.

- [ ] 16. Provide briefing to relief on current activities and unusual events.
- [ ] 17. Document all activity on Unit Log (ICS Form 214).

THIS PAGE LEFT BLANK INTENTIONALLY

Public Information Officer Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**Task**
☐	1. Obtain briefing from Incident Commander: ▪ Determine current status of Incident (ICS Form 209 or equivalent). ▪ Identify current organization (ICS Forms 201 and 203, resource lists, etc.). ▪ Determine point of contact for media (scene or Command Post). ▪ Determine current media presence.
☐	2. Participate in Administrative Officer's briefing: ▪ Determine constraints on information process. ▪ Determine pre-existing agreements for information centers, Joint Information Centers (JICs), etc.
☐	3. Assess need for special alert and warning efforts, including the hearing impaired, non-English speaking populations, and industries especially at risk for a specific hazard, or which may need advance notice in order to shut down processes.
☐	4. Coordinate the development of door-to-door protective action statements with Operations.
☐	5. Prepare initial information summary as soon as possible after activation. If no other information is available, consider the use of the following general statement:

Sample Initial Information Summary

We are aware that an *[accident/incident]* involving *[type of incident]* occurred at approximately *[time]*, in the vicinity of *[general location]*. *[Agency personnel]* are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at *[location]*, and will notify the press at least ½ hour prior to the briefing. At this time, this briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance.

☐ 6. Arrange for necessary work space, materials, telephones, and staff. Consider assigning Assistant Public Information Officers to:

- Joint Information Center (JIC).
- Field (scene) Information.
- Internal Information.

☐ 7. Establish contact with local and national media representatives, as appropriate.

☐ 8. Establish location of Information Center for media and public away from Command Post.

☐ 9. Establish schedule for news briefings.

☐ 10. Coordinate, with Logistics, the activation and staffing of message center "rumor control" lines to receive requests and answer questions from the public. Provide statement to operators.

☐ 11. Obtain current incident status reports from Planning Section; coordinate a schedule for updates.

☐ 12. Observe constraints on the release of information imposed by the Incident Commander and according to agency guidance.

☐ 13. Obtain approval for information release from Incident Commander:

- Confirm details to ensure no conflicting information is released.
- Identify site and time for press briefings, and confirm participation by other Incident Management Team (IMT) members.

☐ 14. Release news to media, and post information in Command Post and other appropriate locations.

☐ 15. Record all interviews and copy all news releases:

- Contact media to correct erroneous or misleading information being provided to the public via the media.

☐ 16. Update off-incident agency personnel on a regular basis:

- Utilize electronic mail for agency updates.
- Establish phone line in the Command Post dedicated to internal communications to update agency personnel.
- Provide standard statement which can be given to general requests for information.

☐ 17. Coordinate information releases with information staff from other impacted agencies and jurisdictions:

- Ensure that information provided to the public is consistent across jurisdictional boundaries, when appropriate.

☐ 18. Attend Planning Meetings:

Sample Planning Meeting 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	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

☐ 19. Respond to special requests for information.

☐ 20. Provide all news releases, bulletins, and summaries to Documentation Unit to be included in the final incident package.

☐ 21. Confirm the process for the release of information concerning incident-related injuries or deaths.

☐ 22. Document all activity on Unit Log (ICS Form 214).

THIS PAGE LEFT BLANK INTENTIONALLY

Resources Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	Task
☐	1. Obtain briefing from Planning Section Chief.
☐	2. Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.
☐	3. Establish check-in function at incident locations (ICS Form 211).
☐	4. Establish contact with incident information sources such as Staging Area Manager, Operations Section Chief, and initial Incident Commander to determine what resources have been assigned to the incident, their status, and location.
☐	5. Compile, maintain, and display resource status information on: 1) all tactical and support personnel and apparatus (including agency-owned, mutual aid, or hired), and 2) transportation and support vehicles: ▪ Review ICS Form 201 for resource information. ▪ Review Check-In List (ICS Form 211). ▪ Confirm resources assigned to Staging. ▪ Confirm resources assigned to tactical Operations organization. ▪ Confirm resources assigned to other Command and General Staff functions.
☐	6. Establish and maintain resource tracking system.
☐	7. Maintain master roster of all resources at the incident: ▪ Total number of personnel assigned to the incident. ▪ Total number of resources assigned to each Section and/or Unit. ▪ Total number of specific equipment/apparatus types.

☐ 8. Assist in preparation of the Incident Action Plan (IAP):

- Prepare Organization Chart (ICS Form 207) and post in each room of the Incident Command Post (ICP).
- Assist in preparing the Organizational Planning Worksheet (ICS Form 215).
- Prepare Organization Assignment List (ICS Form 203).
- Prepare Division/Group Assignment Sheets (ICS Form 204).

☐ 9. Participate in Planning Meetings, as assigned.

☐ 10. Provide briefing to relief on current and unusual situations.

☐ 11. Assist in identification of additional and special resources:

- Other disciplines.
- Technical Specialists.
- Resources needed to implement contingency plans.

☐ 12. Document all activity on Unit Log (ICS Form 214).

Safety Officer Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**Task**
☐	1. Obtain briefing from Incident Commander and/or from initial on-scene Safety Officer.
☐	2. Identify hazardous situations associated with the incident. Ensure adequate levels of protective equipment are available, and being used.
☐	3. Staff and organize function, as appropriate: ▪ In multi-discipline incidents, consider the use of an Assistant Safety Officer from each discipline. ▪ Multiple high-risk operations may require an Assistant Safety Officer at each site. ▪ Request additional staff through incident chain of command.
☐	4. Identify potentially unsafe acts.
☐	5. Identify corrective actions and ensure implementation. Coordinate corrective action with Command and Operations.
☐	6. Ensure adequate sanitation and safety in food preparation.
☐	7. Debrief Assistant Safety Officers prior to Planning Meetings.
☐	8. Prepare Incident Action Plan Safety and Risk Analysis (USDA ICS Form 215A).
☐	9. Participate in Planning and Tactics Meetings: ▪ Listen to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics. ▪ Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions.
☐	10. Attend Planning meetings:

Sample Planning Meeting 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	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

☐ 11. Participate in the development of Incident Action Plan (IAP):

- Review and approve Medical Plan (ICS Form 206).
- Provide Safety Message (ICS Form 202) and/or approved document.
- Assist in the development of the “Special Instructions” block of ICS Form 204, as requested by the Planning Section.

☐ 12. Investigate accidents that have occurred within incident areas:

- Ensure accident scene is preserved for investigation.
- Ensure accident is properly documented.
- Coordinate with incident Compensation and Claims Unit Leader, agency Risk Manager, and Occupational Safety and Health Administration (OSHA).
- Prepare accident report as per agency policy, procedures, and direction.
- Recommend corrective actions to Incident Commander and agency.

☐ 13. Coordinate critical incident stress, hazardous materials, and other debriefings, as necessary.

☐ 14. Document all activity on Unit Log (ICS Form 214).

Service Branch Director Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	Task
☐	1. Obtain briefing from Logistics Section Chief: ▪ Determine number of personnel to be fed. ▪ Determine communications systems in use. ▪ Determine medical support needs of the incident. ▪ Confirm personnel already requested for Branch.
☐	2. Assemble, brief, and assign work locations and preliminary work tasks to Branch personnel: ▪ Provide summary of emergency situation. ▪ Provide summary of the communications, food, and medical needs of the incident.
☐	3. Ensure establishment of effective Incident Communications Plan (ICS Form 205).
☐	4. Ensure that incident personnel receive adequate food and water.
☐	5. Coordinate with Operations to ensure adequate medical support to incident personnel.
☐	6. Participate in organizational meetings of Logistics Section personnel.
☐	7. Coordinate activities of Branch Units.
☐	8. Keep Logistics Section Chief apprised of Branch Activities.
☐	9. Document all activity on Unit Log (ICS Form 214).

THIS PAGE LEFT BLANK INTENTIONALLY

Situation Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**Task**
☐	1. Obtain briefing from Planning Section Chief. ▪ Review ICS Form 201 for incident status. ▪ Determine incident objectives and strategy. ▪ Determine necessary contingency plans. ▪ Identify reporting requirements and schedules-both internal and external to the incident.
☐	2. Organize and staff Unit, as appropriate: ▪ Assign Field Observers. ▪ Request Technical Specialists, as needed.
☐	3. Supervise Technical Specialists as assigned (on very complex incidents, it may be necessary to assign a supervisor to oversee Technical Specialists): ▪ Brief Technical Specialists on current incident status. ▪ Assign analysis tasks. ▪ Notify staff of time lines and format requirements. ▪ Monitor progress.

☐ 4. Compile, maintain and display incident status information for Incident Command Post (ICP) staff:

- Sort data into required categories of information (i.e. geographic area, population, facilities, environmental values at risk, location of facilities, etc.).
- Determine appropriate map displays.
- Review all data for completeness, accuracy, and relevancy prior to posting.
- Plot incident boundaries, location of perimeters, facilities, access routes, etc. on display maps in Planning area.
- Develop additional displays (weather reports, incident status summaries, etc.), as necessary.
- Ensure displays and maps are kept up to date.

☐ 5. Provide photographic services and maps:

- Photographic services may be used to document operations and intelligence activities, public information activities, and accident investigations.
- Issue disposable or digital cameras to Field Observers and Operations personnel as appropriate.
- Ensure photographs are processed at the end of each operational period.
- Request or develop additional and specialized maps as required.
- Provide Incident Map(s) for Incident Action Plan (IAP).

☐ 6. Provide situation evaluation, prediction and analysis for Command and Operations; prepare information on alternative strategies:

- Review current and projected incident and resource status.
- Develop alternative strategies.
- Identify resources required to implement contingency plan.
- Document alternatives for presentation to Incident Commander and Operations and inclusion in the written IAP, using the ICS Form 204, Contingency Plan.

☐ 7. Interview Operations personnel coming off duty to determine effectiveness of strategy and tactics, work accomplished and left to be accomplished.

- [ ] 8. Request weather forecasts and spot weather forecasts, as necessary, directly from the National Weather Service.
- [ ] 9. Prepare Incident Status Summary (ICS Form 209) and other status reports, as assigned prior to each Planning Meeting:
    - Provide copies to Command and General Staff.
    - Forward to agency administrator and to other entities, as directed.
- [ ] 10. Participate in Planning Meetings, as required.
- [ ] 11. Prepare predictions at periodic intervals, or upon request of the Planning Section Chief. Notify Command and General Staff if unforeseen changes occur.
- [ ] 12. Provide briefing to relief on current and unusual situations.
- [ ] 13. Document all activity on Unit Log (ICS Form 214).

THIS PAGE LEFT BLANK INTENTIONALLY

Staging Area Manager Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	Task
☐	1. Obtain a briefing from Incident Commander or Operations Section Chief: ▪ Determine types and numbers of resources to be maintained in Staging. ▪ Confirm process for requesting additional resources for Staging. ▪ Confirm process for reporting status changes.
☐	2. Proceed to Staging Area; establish Staging Area layout (apparatus and vehicles in Staging should face outward to ensure quick response, general principle of "first in, first out" should be maintained).
☐	3. Ensure efficient check-in and coordinate process with Planning Section Resources Unit Leader.
☐	4. Identify and track resources assigned to staging; report resource status changes to Operations or Command and Resources Unit.
☐	5. Determine any support needs for equipment, feeding, sanitation and security; request through Logistics.
☐	6. Post areas for identification and traffic control.
☐	7. Respond to requests for resources: ▪ Organize Task Forces or Strike Teams, as necessary.
☐	8. Request additional tactical resources for Staging through Logistics, according to established staffing levels.
☐	9. Obtain and issue receipts for radio equipment and other supplies distributed and received at the Staging Area.
☐	10. Maintain Staging Area in orderly condition.
☐	11. Demobilize Staging Area in accordance with instructions.
☐	12. Document all activity on Unit Log (ICS Form 214).

THIS PAGE LEFT BLANK INTENTIONALLY

Supply Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**Task**
☐	1. Obtain briefing from Logistics Section Chief or Support Branch Director: ▪ Determine charge code for incident. ▪ Confirm ordering process. ▪ Assess need for 24-hour staffing. ▪ Determine scope of supply process.
☐	2. Organize and staff Unit, as appropriate: ▪ Consider need for "lead agency" representation in ordering process. ▪ Consider dividing ordering responsibilities either by discipline or by category (equipment, personnel, supplies).
☐	3. Determine ordering parameters, authorities and restrictions. Ensure that Unit staff observes ordering system and chain of command for ordering: ▪ Establish clearly defined time when the Supply Unit will assume responsibility for all ordering. This will require close coordination with Operations and Planning staff. ▪ Confirm process for coordinating contract related activities with the Procurement Unit. ▪ Confirm process for emergency purchase orders with Finance Section.
☐	4. Determine type and amount of supplies and equipment on hand and en route: ▪ Contact Resources Unit to determine resources on order.

☐ 5. Receive resource orders from authorized incident staff. Document on Resource Order Form (ICS Form 208):

- Determine qualifying specifications (size, extra equipment, personnel protective equipment, qualifications, etc.).
- Desired delivery time and location, person ordering, and person to whom the resource should report or be delivered.
- Obtain estimated price for resources which expect reimbursement.
- Coordinate delivery of rented equipment to Ground Support Unit for inspection before use.

☐ 6. Arrange to receive ordered supplies and equipment. Work with Facilities Unit to identify and activate appropriate facilities for supply storage.

☐ 7. Order, receive, distribute, and store supplies and equipment:

- Obtain resource name, number, identifiers, etc., along with Estimated Times of Arrival (ETA's).
- Relay this information to appropriate staff.

☐ 8. Advise affected Unit or Section of changes in arrival times of requested resources. Advise immediately if order cannot be filled.

☐ 9. Alert Section Chief to changes in resource availability which may affect incident operations.

☐ 10. Develop and implement safety and security requirements for supply areas.

☐ 11. Review Incident Action Plan (IAP) for information affecting Supply Unit.

☐ 12. Maintain inventory of supplies and equipment.

☐ 13. Service re-usable equipment.

☐ 14. Keep and submit copies of all orders and related documentation to the Documentation Unit.

☐ 15. Provide briefing to relief on status of outstanding orders, current activities, and unusual situations.

☐ 16. Document all activity on Unit Log (ICS Form 214).

Support Branch Director Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	Task
☐	1. Obtain briefing from Logistics Section Chief: ▪ Determine facilities activated in support of the incident. ▪ Determine ground support and transportation needs. ▪ Determine resource ordering process. ▪ Confirm personnel already requested for Branch.
☐	2. Confirm resource ordering process and who is authorized to order with Command and Logistics Section Chief.
☐	3. Confirm facilities in use and determine the potential for additional facilities.
☐	4. Determine need for fuel delivery and vehicle support.
☐	5. Determine whether or not mutual aid and contract equipment are in use. Confirm method of inspection.
☐	6. Staff Branch appropriately.
☐	7. Assemble, brief, and assign work locations and preliminary work tasks to Branch personnel: ▪ Provide summary of emergency situation. ▪ Provide summary of the facility, supply, and ground support needs of the incident.
☐	8. Participate in organizational meetings of Logistics Section personnel.
☐	9. Coordinate activities of Branch Units.
☐	10. Keep Logistics Section Chief apprised of Branch Activities.
☐	11. Document all activity on Unit Log (ICS Form 214).

THIS PAGE LEFT BLANK INTENTIONALLY

Time Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	Task
☐	1. Obtain briefing from Finance/Administration Section Chief: ▪ Determine incident requirements for time recording. ▪ Determine required time-lines for reports. ▪ Determine location of timekeeping activity. ▪ Determine number of personnel and rental equipment for which time will be kept.
☐	2. Organize and staff Unit, as appropriate.
☐	3. Advise Ground Support Unit, Air Support Group (if applicable), Facilities Unit (and other users of equipment) of the requirement of a daily record of equipment time.
☐	4. Establish contact with appropriate agency personnel representatives: ▪ Determine time-keeping constraints of individual agencies. ▪ Time records should be maintained for volunteer and mutual aid resources regardless of whether time will be reimbursed.
☐	5. Ensure that daily personnel and equipment time recording documents are prepared, and compliance with time policy is maintained.
☐	6. Establish files for time records, as appropriate.
☐	7. Provide for records security.
☐	8. Ensure that all records are complete or current prior to demobilization.
☐	9. Time reports from assisting agencies should be released to the respective agency representatives prior to demobilization.
☐	10. Brief Finance/Administration Chief on current problems, recommendations, outstanding issues, and follow-up requirements.

- [ ] 11. Provide briefing to relief on current activity and unusual events.
- [ ] 12. Document all activity on Unit Log (ICS Form 214).

D

Mutual Aid Agreements

THIS PAGE LEFT BLANK INTENTIONALLY

Date:
Who:
MC will:
_____ will:

Date:
Who:
MC will:
_____ will:

Date:
Who:
MC will:
_____ will:

Date:
Who:
MC will:
_____ will:

Date:
Who:
MC will:
_____ will:

Date:
Who:
MC will:
_____ will:

THIS PAGE LEFT BLANK INTENTIONALLY

E

Agency/Organization-to-ESF Cross-Reference Matrix

THIS PAGE LEFT BLANK INTENTIONALLY

Appendix E. Agency/Organization-to-ESF Cross-Reference Matrix

During a major emergency or disaster affecting Malheur County or a portion thereof, County and city emergency response agencies, special districts, and private organizations may be asked support the larger response. The request for assistance would come from Malheur County Emergency Management. The following matrix outlines the ESFs each agency/organization may be requested to support.

Malheur County Emergency Support Functions															
Key: **P – Primary** S – Support	ESF-1 – Transportation	ESF-2 – Communications	ESF-3 - Public Works and Engineering	ESF-4 – Fire Fighting	ESF-5 – Emergency Management	ESF-6 – Mass Care, Housing, and Human Services	ESF-7 – Resource Support	ESF-8 – Public Health and Medical Services	ESF-9 – Search and Rescue	ESF-10 – Oil and Hazardous Materials	ESF-11 – Food and Agriculture	ESF-12 – Energy	ESF-13 – Public Safety and Security	ESF-14 – Long-Term Community Recovery and Mitigation	ESF 15 –External Affairs
Malheur County Agencies															
Administrative Office															
Ambulance Service District															
Assessor															
Commission on Children and Families															
Community Corrections															
County Clerk															
County Counsel															
County Court															
District Attorney															
Economic Development															
Emergency Services															
Environmental Health															
Extension Service															
Fair															
Health Department															
GIS															
Jail															
Juvenile Justice															
Malheur County Justice Court															
Parks Department															
Planner															
Road Department															

Appendix E. Agency/Organization-to-ESF Cross-Reference Matrix

Malheur County Emergency Support Functions															
Key: **P – Primary** S – Support	ESF-1 – Transportation	ESF-2 – Communications	ESF-3 - Public Works and Engineering	ESF-4 – Fire Fighting	ESF-5 – Emergency Management	ESF-6 – Mass Care, Housing, and Human Services	ESF-7 – Resource Support	ESF-8 – Public Health and Medical Services	ESF-9 – Search and Rescue	ESF-10 – Oil and Hazardous Materials	ESF-11 – Food and Agriculture	ESF-12 – Energy	ESF-13 – Public Safety and Security	ESF-14 – Long-Term Community Recovery and Mitigation	ESF 15 –External Affairs
Sheriff's Office															
State Water Master															
Surveyor															
Tax Office															
Treasurer															
Veterans Services															
Weed Inspector															
City Agencies															
Mayor/City Council					S		S							S	S
City Administrator					S		S							S	S
Emergency Management	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Police Department		S		S	S	S	S		S	S			S	S	S
Public Works Department	S	S	S	S	S		S			S		S	S	S	S
Fire Department							S			**P**					S
Special Districts															
Education Services District	S					S	S								S
State Agencies															
Oregon Department of Environmental Quality										S					
Oregon Department of Forestry				S											
Oregon Department of Transportation	S	S	S												S
Oregon Emergency Management		S			S		S	S						S	S
Oregon Health Resources and Services Administration							S	S							S
Oregon State Fire Marshal				S						S				S	
Oregon State Police		S			S		S						S		S
Federal Agencies															
Emergency Alert System		S													
National Warning System		S													
National Weather Service		S													
U.S. Army Corps of Engineers			S				S								
U.S. Bureau of Land Management				S											

Appendix E. Agency/Organization-to-ESF Cross-Reference Matrix

Malheur County Emergency Support Functions															
Key: **P – Primary** S – Support	ESF-1 – Transportation	ESF-2 – Communications	ESF-3 - Public Works and Engineering	ESF-4 – Fire Fighting	ESF-5 – Emergency Management	ESF-6 – Mass Care, Housing, and Human Services	ESF-7 – Resource Support	ESF-8 – Public Health and Medical Services	ESF-9 – Search and Rescue	ESF-10 – Oil and Hazardous Materials	ESF-11 – Food and Agriculture	ESF-12 – Energy	ESF-13 – Public Safety and Security	ESF-14 – Long-Term Community Recovery and Mitigation	ESF 15 –External Affairs
U.S. Environmental Protection Agency										S					
U.S. Forest Service				S											
Private/Non-Profit Organizations															
Ambulance Service Providers	S							S							
American Red Cross (Oregon Trail Chapter)						**P**	S							S	S
Cable Companies		S				S									S
Citizen Corps Council						S									
Hospitals								**P**							S
Amateur Radio Emergency Service		S				S									
N.W. Natural Gas Company										S		**P**			S
Portland General Electric										S		**P**			S
Radio Stations		S				S									S
Salvation Army						S									S
Television Stations		S				S									S
Volunteer Organizations Active in Disaster	S					S									S

THIS PAGE LEFT BLANK INTENTIONALLY

F References

THIS PAGE LEFT BLANK INTENTIONALLY

Federal

Public Law 93 234, as amended, Flood Disaster Protection Act of 1973.

Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.

Code of Federal Regulations, Title 44, Part 206.

Federal Emergency Management Agency, FEMA 64, Emergency Action Planning Guidelines for Dams, 1985.

Federal Emergency Management Agency, State and Local Guide 101.

National Response Plan, 2004.

National Incident Management System, 2004.

State

Office of State Fire Marshal. Oregon Fire Services Mobilization Plan. March 2004.

Oregon Emergency Management. State of Oregon Emergency Declaration Guidelines for Local Elected and Appointed Officials. March 2005.

Oregon Revised Statutes 401.305 through 401.335.

Local

Memoranda of Agreement / Understanding

Other

All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.

THIS PAGE LEFT BLANK INTENTIONALLY

G Acronyms and Glossary

THIS PAGE LEFT BLANK INTENTIONALLY

Acronyms

AOC	Agency Operations Center
ARC	American Red Cross
ARES	Area Radio Emergency Services
BOC	Board of Commissioners
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CFR	Code of Federal Regulations
COG	Continuity of Government
COOP	Continuity of Operations Plan
County	Malheur County
DEQ	Oregon Department of Environmental Quality
DSHS	Department of Social and Health Services
EAS	Emergency Alert System
ECC	Oregon Emergency Coordination Center
EM	Emergency Management
EMBD	Emergency Management Board Designee
EMD	Emergency Management Director
EMP	State of Oregon Emergency Management Plan
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
Governor	Governor of Oregon
GRP	Geographic Response Plans
HazMat	Hazardous Materials
HPP	Hospital Preparedness Plan
IA	Incident Annex
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post

ICS	Incident Command System
JIC	Joint Information Center
JIS	Joint Information System
MC	Malheur County
MCSO	Malheur County Sheriff's Office
MOC	Medical Operations Center
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NOAA	National Oceanographic Atmospheric Administration
NORCOM	North Malheur County Communications
NRF	National Response Framework
ODA	Oregon Department of Agriculture
ODOT	Oregon Department of Transportation
OEM	Oregon Emergency Management
OERS	Oregon Emergency Response System
OR-OSHA	Oregon Occupational Safety and Health Division
ORS	Oregon Revised Statute
OSU	Oregon State University
PIO	Public Information Officer
PNP	Private Nonprofit
POD	Point of Dispensing
PSAP	Public Service Answering Point
SAR	Search and Rescue
SAT	Salem Area Transit
SCCC	Santiam Canyon Communications Center
Sheriff	Malheur County Sheriff
SOP	Standard Operating Procedures
SSF	State Support Function
SWAT	Strategic Weapons and Tactical Team
UC	Unified Command
U.S.	United States
USACE	Unites States Army Corps of Engineers

USDA	United States Department of Agriculture
UHF	Ultra High Frequency
VCOAD	Valley Community Organizations Active in Disasters
VHF	Very High Frequency
WVCC	Willamette Valley Communications Center
WMD	Weapons of Mass Destruction

Glossary of Key Terms

Actual Event: A disaster (natural or man-made) that has warranted action to protect life, property, environment, public health, or safety. Natural disasters include earthquakes, hurricanes, tornadoes, floods, etc.; man-made (either intentional or accidental) incidents can include chemical spills, terrorist attacks, explosives, biological attacks, etc.

After Action Report: The After Action Report documents the performance of exercise related tasks and makes recommendations for improvements. The Improvement Plan outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the After Action Report.

Agency: A division of government with a specific function offering a particular kind of assistance. 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 Representative: A person assigned by a primary, assisting, or cooperating state, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

All Hazards: Any incident caused by terrorism, natural disasters, or any Chemical, Biological, Radiological, Nuclear, or Explosive accident. Such incidents require a multi-jurisdictional and multi-functional response and recovery effort.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an Incident Command System organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-

jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the Incident Action Plan.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

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

Audit: Formal examination of an organization's or individual's accounts; a methodical examination and review.

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

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The Incident Command System title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (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: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an Emergency Operations Center. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

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

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Corrective Action: Improved procedures that are based on lessons learned from actual incidents or from training and exercises.

Corrective Action Plan: A process implemented after incidents or exercises to assess, investigate, and identify and implement appropriate solutions to prevent repeating problems encountered.

Critical Infrastructure: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters (Department of Homeland Security, National Response Plan (December 2004), 64).

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

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

Disciplines: A group of personnel with similar job roles and responsibilities. (e.g. law enforcement, firefighting, Hazardous Materials, Emergency Medical Services).

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the Incident Command System organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidential declared emergency, any incident(s), human-caused or natural, 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: The Emergency Management Assistance Compact is an interstate mutual aid agreement that allows states to assist one another in responding to all kinds of natural and man-made disasters. It is administered by the National Emergency Management Association.

Emergency Management Board Designee: The Emergency Management Board Designee is the chairman of the Malheur County Policy Group when the EOC is activated. This position is empowered to assume executive control over all departments, divisions, and offices of Malheur County during a state of emergency. The Emergency Management Board Designee, with support from County legal staff and the Chief Administrative Officer, will make an Emergency Declaration stating that an emergency exists and will specify a location or description of the affected area and jurisdictions included in the declaration.

Emergency Management Director: The Malheur County Emergency Management Director is responsible for the overall coordination and management of County resources during any type of event, while ensuring that support is provided to all Emergency Support Function coordinators and command staff throughout the duration of an incident.

Emergency Operations Center: The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An Emergency Operations Center 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 Centers may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, state, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan: The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

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

Emergency Response Provider: Includes state, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

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

Evaluation: The process of observing and recording exercise activities, comparing the performance of the participants against the objectives, and identifying strengths and weaknesses.

Event: A planned, non-emergency activity. The Incident Command System can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Exercise: Exercises are planned and coordinated activities allowing homeland security and emergency management personnel (from first responders to senior officials) to demonstrate training, exercise plans, and practice prevention, protection, response, and recovery capabilities in a realistic but risk-free environment. Exercises are a valuable tool for assessing and improving performance, while demonstrating community resolve to prepare for major incidents.

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

Federal Preparedness Funding: Funding designated for developing and/or enhancing state, territorial, local, and tribal preparedness capabilities. This includes all funding streams that directly or indirectly support Homeland Security initiatives, e.g. Center for Disease Control and Health Resources and Services Administration preparedness funds.

Function: Function refers to the five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: 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. Groups, when activated, are located between branches and resources in the Operations Section.

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

Homeland Security Exercise and Evaluation Program: A capabilities- and performance-based exercise program that provides a standardized policy, methodology, and language for designing, developing, conducting, and evaluating all exercises. Homeland Security Exercise and Evaluation Program also facilitates the creation of self-sustaining, capabilities-based exercise programs by providing tools and resources such as guidance, training, technology, and direct support. For additional information please visit the Homeland Security Exercise and Evaluation Program toolkit at http://www.hseep.dhs.gov.

Improvement Plan: The After Action Report documents the performance of exercise related tasks and makes recommendations for improvements. The Improvement Plan outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the After Action Report.

Incident: An occurrence or event, natural- or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post: The field location at which the primary tactical-level, on-scene incident command functions are performed. The Incident Command Post may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System: A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The Incident Command System 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. The Incident Command System is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander: The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The Incident Commander has overall authority and

responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team: The Incident Command System and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting 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.

Incident-Specific Hazards: Anticipated events that may or may not occur that require coordinated response to protect life or property, e.g., pandemic flu, avian flu, etc.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Interagency: An organization or committee comprised of multiple agencies.

Interoperability & Compatibility: A principle of the National Incident Management System that holds that systems must be able to work together and should not interfere with one another if the multiple jurisdictions, organizations, and functions that come together under the National Incident Management System are to be effective in domestic incident management. Interoperability and compatibility are achieved through the use of such tools as common communications and data standards, digital data formats, equipment standards, and design standards. (Department of Homeland Security, National Incident Management System (March 2004), 55.)

Inventory: An itemized list of current assets such as a catalog of the property or estate, or a list of goods on hand.

Joint Information Center: A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media

at the scene of the incident. Public information officials from all participating agencies should collocate at the Joint Information Center.

Joint Information System: Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the Joint Information System 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; advising the Incident Commander 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., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Lessons Learned: Knowledge gained through operational experience (actual events or exercises) that improve performance of others in the same discipline. For additional information please visit https://www.llis.dhs.gov/

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.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is "any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven

water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."

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

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

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

Multi-Agency Coordination Entity: A multi-agency coordination entity functions within a broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-Agency Coordination Systems: Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment, Emergency Operations Centers, specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the National Incident Management System.

Multi-Jurisdictional 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: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the state, local, and tribal aspects of governance and policy.

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. National Disaster Medical System provides resources for meeting the continuity of care and mental health services requirements of the ESF 8 in the Federal Response Plan.

National Incident Management System: A system mandated by Homeland Security Presidential Directive-5 that provides a consistent nationwide approach for state, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among state, local, and tribal capabilities, the National Incident Management System includes a core set of concepts, principles, and terminology. Homeland Security Presidential Directive-5 identifies these as the Incident Command System; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Plan: A plan mandated by Homeland Security Presidential Directive-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

National Response Framework: A guide to how the United States conducts all-hazards incident management. It is built upon flexible, scalable, and adaptable coordinating structures to align key roles and responsibilities across the nation. It is intended to capture specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters. The National Response Framework replaces the former National Response Plan.

Non-Governmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of non-governmental include faith-based charity organizations and the American Red Cross.

No-Notice Events: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property (i.e. terrorist attacks and threats, wildland and urban fires, floods, hazardous materials spills, nuclear accident, aircraft accident, earthquakes, hurricanes, tornadoes, public health and medical emergencies etc.)

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 not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Plain Language: Common terms and definitions that can be understood by individuals from all responder disciplines. The intent of plain language is to ensure the clear and accurate communication of information during an incident. For additional information, refer to http://www.fema.gov/pdf/emergency/nims/plain_lang.pdf.

Planning: A method for developing objectives to be accomplished and incorporated into an Emergency Operations Plan.

Planning Meeting: A meeting held as needed prior to 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: 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.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and non-governmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the National Incident Management System, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Preplanned Event: A preplanned event is a non-emergency activity. The Incident Command System can be used as the management system for events such as parades, concerts, or sporting events, etc.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention includes actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations.

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

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

Public Information Systems: The processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of National Incident Management System materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of Incident Action Plans, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, non-governmental, 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 by a state, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

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 EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely 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; the use of special state, local, and tribal teams; and resource mobilization protocols.

Resource Typing: Resource typing is the categorization of resources that are commonly exchanged through mutual aid during disasters. Resource typing definitions help define resource capabilities for ease of ordering and mobilization during a disaster. For additional information please visit http://www.fema.gov/emergency/nims/rm/rt.shtm.

Resource Typing Standard: Categorization and description of response resources that are commonly exchanged in disasters through mutual aid agreements. The Federal Emergency Management Agency/National Incident Management System Integration Center Resource typing definitions provide emergency responders with the information and terminology they need to request and receive the appropriate resources during an emergency or disaster.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Scalability: The ability of incident managers to adapt to incidents by either expanding or reducing the resources necessary to adequately manage the incident, including the ability to incorporate multiple jurisdictions and multiple responder disciplines.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, 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.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Standard Operating Procedures: A complete reference document that details the procedures for performing a single function or a number of independent functions.

Standardization: A principle of the National Incident Management System that provides a set of standardized organizational structures (such as the Incident Command System, multi-agency coordination systems, and public information systems) as well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various area,

including: training; resource management; personnel qualification and certification; equipment certification; communications and information management; technology support; and continuous system improvement. (Department of Homeland Security, National Incident Management System March 2004, 2.)

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

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

Supporting Technologies: Any technology that may be used to support the National Incident Management System is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

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 Assistance: Support provided to state, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Training: Specialized instruction and practice to improve performance and lead to enhanced emergency management capabilities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) (43 U.S.C.A. and 1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS 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 Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional.

Unified Command: An application of Incident Command System used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command, often the senior person from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer: For purposes of the National Incident Management System, a volunteer is 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, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

Source: https://nimcast.fema.gov/nimscast/index.jsp

Emergency Support Functions

1 ESF 1 – Transportation

THIS PAGE LEFT BLANK INTENTIONALLY

Table of Contents

1 Purpose and Scope 1

2 Policies and Agreements 1

3 Situation and Assumptions 2
3.1 Situation 2
3.2 Assumptions 2

4 Roles and Responsibilities 3
4.1 Organization 3
4.2 Emergency Manager 3
4.3 Transportation Officer 5
4.4 County Sheriff's Office/Police Departments 6
4.5 County Road Department/Public Works 6
4.6 Fire Services 6
4.7 Public Information Officer 7
4.8 Shelter Officer/Volunteer Resource Officer 7
4.9 County Health Department 7
4.10 Emergency Medical Services 7
4.11 American Red Cross 7

5 Concept of Operations 8
5.1 General 8
5.2 Phases of Emergency Management 8
5.2.1 Mitigation 8
5.2.2 Preparedness 8
5.2.3 Response 8
5.2.4 Recovery 9
5.3 Hazard Specific Evacuation 9

6 Direction and Control 9
6.1 Evacuation 9
6.2 Evacuation Notice 9
6.3 Evacuation Area Definition 10
6.4 Public Notification 10
6.4.1 Pre-Evacuation Warning 10
6.4.2 Evacuation Warning 10
6.4.3 Emergency Public Information 11

6.5 Special Facilities 11
6.6 Movement 11
6.7 Access Control 11
6.8 Re-Entry 12

7 Continuity of Government 12

8 Administration and Support 12
8.1 Communications 12
8.2 Report and Records 12
8.3 Support 12

9 ESF Development and Maintenance 13

10 Supporting Plan and Procedures 13

11 Appendices 14

ESF 1 Tasked Agencies	
Primary Agencies	Malheur County Road Department Malheur County Sheriff's Office
Supporting Agencies	
Adjunct Agencies	

1 Purpose and Scope

Emergency Support Function (ESF) 1 focuses on transportation plans, procedures, and resources needed to evacuate people (including special needs populations) and animals (including pets, service animals, and potentially livestock) from a disaster area to an emergency sheltering location. It is inclusive of all transportation modes. This ESF also incorporates established procedures and identifies resources for:

- Supporting distribution of medical supplies/pharmaceuticals to designated medical care facilities/POD sites;
- Transporting/transferring victims to medical care facilities; and
- Including identification, mobilization, and coordination activities residing with government and private sector transportation vendors available to supply equipment/vehicles, personnel, and technical expertise during an emergency.
- Providing for the orderly and coordinated evacuation of all or any part of the population of Malheur County if it is determined that such action is the most effective means available for protecting the population from the effects of any disaster.

2 Policies and Agreements

Agreements in support of ESF 1 include:

- [INSERT TRANSPORTATION/EVACUATION AGREEMENTS HERE]

Under ORS 401.309 (3), a county, city, or municipal corporation may authorize an agency or official to order mandatory evacuations of residents and other individuals after a declaration of a state of emergency within the jurisdiction is 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.

Effective October 2006, the House and the Senate have approved the Pets Evacuation and Transportation Standards Act of 2005 (H.R. 3858). This bill amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to

require the Director of the Federal Emergency Management Agency (FEMA) to ensure that state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency. Currently, no funding has been provided to state and local governments to produce these plans. The bill has been presented to the President for signature.

3 Situation and Assumptions

3.1 Situation

- Local transportation resources would be stressed during certain major emergencies and could be overstressed during a major population relocation implemented because of international tensions.
- For major natural disasters, normal transportation systems may be disrupted leaving many people, especially the elderly, infirm, and handicapped without transportation
- In many major disasters, it may be necessary to rapidly evacuate hospital patients, nursing home residents, the elderly and handicapped, and others from the hazard area
- There are several emergency situations that might require an evacuation of part or all of Malheur County. Small scale, localized evacuations might be needed as a result of a riverine flood, hazardous materials accident, major fire, or transportation accident. Mass evacuation could be required in the event of a dam failure, mass flooding, or an enemy attack. Additionally, evacuation planning is necessitated for site specific hazards such as chemical facilities.
- For National Defense Planning, the federal government has designated Malheur County as a low risk area. In the event of an enemy attack on Mountain Home AFB. Malheur County could see an influx of evacuees from the Mountain Home-Boise, Idaho area

3.2 Assumptions

- The primary transportation mode for most evacuating persons will be private vehicles; however, transportation must be provided for some persons.
- When the need arises, both public and privately-owned local transportation resources will be made available for the duration of the emergency

- Additional transportation resources will be available if needed from sources outside Malheur County, through mutual aid agreements and requests to state/federal officials.
- In the event of population relocation from nuclear attack designated high risk areas, there would be an alerting period to prepare for the arrival of relocates.
- 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 local government authorities. Some individuals however may refuse to evacuate.
- While some disaster events are slow moving providing ample reaction time, the worst case assumption is that there will be little or no warning of the need to evacuate.
- The decision to evacuate could occur day or night, and there could be little control over the start time.
- There would not normally be time to obtain manpower support from outside resources. Local government resources could be severely stressed.
- Many evacuees may seek shelter with relatives or friends rather than use designated shelter facilities.
- Most evacuees will use private transportation means; however transportation may need to be provided for some evacuees.

4 Roles and Responsibilities

4.1 Organization

The Emergency Manager maintains overall responsibility for transportation. The Transportation Officer will coordinate the activities of this function.

The evacuation function is organized around the Emergency Manager who has overall authority. The Emergency Manager serves as a planning coordinator between the agencies identified in below.

4.2 Emergency Manager

- Ensure transportation resources are identified
- Ensure agreements exist for utilization of other public and private transportation assets

- Ensure the distribution of essential goods and services
- Ensure the public is informed of transportation routing and assembly areas.
- Decide which areas of Malheur County should be evacuated and which reception areas should be used to receive and care for the evacuees
- Advise citizens to evacuate, when appropriate
- Make Emergency Public Information (EPI) and press releases to the media on what areas are being evacuated and what areas are being used as reception areas
- Coordinate evacuation effort with local governments as well as with selected reception area governments
- Direct the relocation of essential resources (personnel, equipment, supplies) to reception areas.
- Establish a Disaster Assistance Center (DAC), as needed
- Provide reception centers with Liaison Officers to coordinate the needs of the evacuees
- Identify high hazard areas and number of potential evacuees to include the number of people requiring transportation to reception areas.
    - Coordinate evacuation planning to include:
    - Movement Control
    - Health/medical requirements
    - Transportation needs
        - Ensure transportation resources are identified
        - Ensure agreements exist for utilization of other public and private transportation assets.
    - EPI materials
    - Shelter/reception
    - Coordinate and develop agreements with schools, churches, neighboring jurisdictions, and private industry on use of their assets

- Identify available transportation resources and develop resource list

4.3 Transportation Officer

- Identify available transportation resources and develop resource list
- Coordinate and develop agreements with schools, churches, neighboring jurisdictions, and private industry on use of their assets
- Coordinate with Public Information Officer and Law Enforcement on evacuation routes and assembly areas
- Coordinate the transportation and delivery of consumables to designate mass feeding facilities
- Coordinate the use of transportation assets for crisis stocking of fallout shelters
- Coordinate with all other emergency services (i.e. health and medical, public works, law enforcement, fire and rescue, etc) to augment transportation for medicine, equipment, construction materials, workers, etc
- Coordinate and allocate resources needed for all transportation requirements to include relocation of essential resources to reception areas.
- Provide the Emergency Manager with location(s) where people are to go to await needed transportation in the evacuation area in order that the location may be announced to the public.
- Coordinate with Public Information Officer and Law Enforcement on evacuation routes and assembly areas
- Coordinate the transportation and delivery of consumables to designate mass feeding facilities
- Coordinate the use of transportation assets for crisis stocking of fallout shelters
- Coordinate with all other emergency services (i.e., health and medical, public works, law enforcement, fire and rescue, etc.) to augment transportation for medicine, equipment, construction materials, workers, etc.

4.4 County Sheriff's Office/Police Departments

- Security of roadways
- Traffic control
- Designate evacuation routes.
- Police Chiefs will develop specific written evacuation plans for their jurisdictions.
- Snake River Correctional Institution will develop a specific written evacuation plan for their facility.
- Assist in evacuation by providing perimeter and/or traffic control and road blocks
- Evacuate and relocate prisoners.
- MCSO Jail Commander will develop a specific written evacuation plan for their facility.
- Coordinate law enforcement activities with other emergency services
- Provide security for the vacated area
- Assist in warning the public
- Provide information to the Emergency Services Lt. for news releases to the public on the evacuation routes

4.5 County Road Department/Public Works

- Debris removal from roadways
- Provide traffic control devices
- Assist in keeping evacuation routes open
- Assist in recovery operations

4.6 Fire Services

- For hazardous materials and fire incidents, responsible for on scene control and for advising the Emergency Services Lt. for evacuation decision.
- Responsible for fire security in the vacated area
- Assist in warning the public

- Assist in evacuating the aged, handicapped, and other special population groups

4.7 Public Information Officer

- Disseminate emergency information from the Incident Commander (IC) advising the public of evacuation action to be taken
- Coordinate with area news media for news releases

4.8 Shelter Officer/Volunteer Resource Officer

- Coordinate with the American Red Cross, Salvation Army, and other service organizations for shelter/mass care operations
- Coordinate with the Superintendent of Schools, pastors of churches, administrators of government buildings and/or owners of private buildings that are to be used as lodging and/or feeding facilities, to acquire their permission and to have the facility open and ready to receive evacuees
- Provide food or feeding and other welfare assistance to evacuees
- Coordinate special care requirements for unaccompanied children, the aged, handicapped, and others requiring special consideration
- Provide first aid, counseling, and other assistance
- Manage government disaster assistance programs.

4.9 County Health Department

- Coordinate evacuation of all medical facilities.

4.10 Emergency Medical Services

- Provide evacuation of hospitals and nursing homes

4.11 American Red Cross

- Coordinate opening of mass care facilities when evacuation begins
- Coordinate operations with the EOC
- Local School Districts will assist with evacuations by providing school buses for evacuation.
- Requests for school bus usage WILL be coordinated only through the EOC.

5 Concept of Operations

5.1 General

There are several factors that must be considered when planning for evacuation. Among these are the characteristics of the hazard itself. Magnitude, intensity, spread of onset, and duration are all significant elements. These will determine the number of people to be evacuated and the time and distance of travel necessary to ensure safety.

Other important facets are the availability of evacuation routes, their capacities, and their vulnerability to the hazard. Mode of transportation is also significant and provision must be made for those people unable to supply their own transportation.

Executive direction, control and allocation of evacuation resources for the incident and any ensuing evacuation WILL be conducted from the Emergency Operating Center (EOC), as outlined in Basic Plan Appendix 1 (Incident Command System)

5.2 Phases of Emergency Management

5.2.1 Mitigation

- Identification of areas potentially in need of evacuation (i.e., flood plains, areas near hazardous materials, etc.).
- Discourage development in hazard zones, particularly residential development.
- Develop a public information program to increase citizen awareness of reasons for possible evacuation, routes to travel, availability of transportation, reception locations, appropriate food, clothing and other essential items to pack when evacuating, etc.

5.2.2 Preparedness

- Identify population groups who may require special assistance during evacuation (senior citizens, disabled, hospital, nursing homes, etc.)
- Plan evacuation routes, taking into account traffic capacities and likely road conditions
- Educate the public about evacuation procedures
- Coordinate with reception areas

5.2.3 Response

- Advise citizens to evacuate when necessary

- Arrange to evacuate special populations needing assistance
- Provide traffic and perimeter control, as needed
- Activate shelter operations or contact emergency management officials in reception area, as appropriate
- Keep the public informed about emergency conditions and other vital information
- Arrange for continued operation or rapid restart of essential services in hazard area

5.2.4 Recovery

- Initiate return, where possible
- Provide traffic control for return
- Conduct public information activities
- Establish Disaster Application Center (DAC), if appropriate

5.3 Hazard Specific Evacuation

Hazard specific evacuation information has been developed for certain known hazards and is included as appendices. These appendices describe the potential impact area(s) for known hazards, the number of people in the threatened area, and any special facilities affected. They also include preplanned traffic and access control points, evacuation routes, warning assignments, transportation requirements, evacuation assembly points, and pre-designated mass care facility locations. These appendices will be used for identifying the threatened areas and evacuating the affected population.

6 Direction and Control

The Emergency Manager will provide overall direction and control to the Transportation Officer who will be responsible for coordinating all transportation resources, both locally-owned and those provided through outside assistance.

6.1 Evacuation

The (Mayor/County Judge) is the overall authority for the evacuation effort. All activities will be coordinated through the EOC, which will serve as the source of all direction and control.

6.2 Evacuation Notice

The Mayor/County Judge will normally advise the public to evacuate a hazard area. In situations where rapid evacuation is critical to the continued health and safety of the population, the on scene senior official may advise the public in the

immediate vicinity to evacuate. In the case of hazardous material spills or fire, the evacuation recommendation will be made by the senior fire official. During floods, evacuation notice will generally be initiated after evaluation and recommendation of the Emergency Services Director. In the event of a radiological incident/accident, the extent of the evacuation area will be based on the recommendation of the Bureau of Radiation Control, State Department of Health.

6.3 Evacuation Area Definition

The definition of the area to be evacuated will be determined by those officials recommending the evacuation based on the advice of appropriate advisory agencies. In the case of hazardous materials incidents/accidents, evacuation information is available in DOT P 5800.4, Emergency Response Guidebook as well as provided by the Chemical Transportation Emergency Center (CHEMTREC). In all cases, the hazard situation will be continually monitored in case changing circumstances such as a wind shift requires redefinition of the actual potential affected area. The command authority will ensure that the evacuation area is defined in terms clearly understandable by the general public and that this information is provided to the Public Information Officer for rapid dissemination.

6.4 Public Notification

Persons to be evacuated should be given as much warning time as possible.

6.4.1 Pre-Evacuation Warning

On slow moving events, pre evacuation notice should be given to affected residents if it appears that hazardous conditions may warrant such action. Residents should be advised that they may have to evacuate upon thirty (30) minutes notice or less.

6.4.2 Evacuation Warning

All warning modes will be utilized to direct the affected population to evacuate. Wherever possible, the warning should be given on a direct basis as well as through the media. The use of law enforcement and fire emergency vehicles moving through the affected area with sirens and public address is usually effective. However, if used this procedure should be communicated to the public in advance so as to preclude public confusion concerning the use of these vehicles. When used, two vehicles should be employed. The first will get the attention of the people, and the second will deliver the evacuation message. Door to door notification should be considered, particularly in rural areas. Residential and health care institutions will be notified directly by the EOC or on scene authorities. Law enforcement personnel will sweep the evacuated area to insure all persons have been advised and have responded. Persons who refuse to follow evacuation instructions will be left alone until all who are willing to leave have

been provided for, then, time permitting, further efforts will be made to persuade the stay puts to evacuate.

6.4.3 Emergency Public Information

The Public Information Officer will ensure that evacuation information is disseminated to the media on a timely basis. Instructions to the public such as traffic routes to be followed, location of temporary reception centers as well as situation updates will be issued as that information becomes available. Specific PIO procedures are contained in Annex I (Emergency Public Information).

6.5 Special Facilities

Facilities which are expected to require special planning and resources to carry out evacuations include hospitals, day care centers, prisons, institutions for the handicapped or disabled, and nursing homes. All facilities of this type within the area to be evacuated will be warned of the emergency situation.

All special facilities located in predetermined hazard areas will be identified by facility name, address, phone number, and contact person(s) along with any unique support requirements.

6.6 Movement

It is anticipated that the primary evacuation mode will be in private vehicles. Actual evacuation movement efforts will be conducted by the law enforcement agencies involved.

Evacuation routes will be selected by law enforcement officials at the time of the evacuation decision. Movement instructions will be part of the warning and subsequent public information releases.

If at all possible, tw-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles.

Law enforcement communications will coordinate use of wrecker services needed to clear disabled vehicles.

Traffic control devices such as signs and barricades will be provided by Public Works Departments.

6.7 Access Control

In an evacuation, the problem of access control and area security become extremely important. Law enforcement agencies will establish a perimeter control to provide security and protection of property left behind. Disaster Area Permits (See Annex G, Appendix 2) will be used to limit sightseers. Fire departments will take measures to insure continued fire protection. Refer to the appropriate annex for detailed procedures.

6.8 Re-Entry

Reoccupation of an evacuated area requires the same consideration, coordination, and control of the items undertaken in the original evacuation. The re entry decision and order will be made by the County Judge/City Mayor after the threat has passed and the evacuated area has been inspected by fire, law, and utilities personnel for safety. Some specific re entry considerations are:

Ensure that the threat which caused evacuation is over.

Ensure that homes have been inspected to determine if they are safe to return to.

Determine the number of persons in shelter who will have to be transported back to their homes.

If homes have been damaged, determine the long term housing requirements.

Coordinate traffic control and movement back to the area.

Inform the public of proper re entry actions, particularly cautions they should take with regard to reactivating utilities. In addition, issue proper cleanup instructions, if necessary.

7 Continuity of Government

Lines of succession to the Transportation Officer will be according to existing standing operating procedures

8 Administration and Support

8.1 Communications

The Transportation Officer will use all available EOC communications networks to coordinate transportation requests

8.2 Report and Records

Records will be maintained on the use of all privately-owned equipment, to include the date equipment was acquired, whether or not operating personnel were furnished with the equipment, the date equipment/personnel was returned to the owner and remarks on any damage or repair to the vehicle that occurred. These records will be used to determine possible reimbursement to the owner and will be kept until a final decision is made concerning the disposition of disaster claims.

8.3 Support

Appropriate private sector agreements along with mutual aid agreements with neighboring jurisdictions will be invoked as required. Implementation of agreements will be coordinated through the EOCD. Requests for state or federal assistance will be made through County governmental channels. All requests will be made by authorized officials.

9 ESF Development and Maintenance

The Transportation Officer is responsible for the contents of this annex and for its maintenance. Each agency will develop SOPs that address assigned tasks

10 Supporting Plan and Procedures

- National Response Framework, ESF 1 – Transportation
- State of Oregon Emergency Operations Plan, ESF 1 - Transportation
- Federal Emergency Management Agency (FEMA), 1984. Transportation Planning Guidelines for the Evacuation of Large Populations, CPG 2-15
- Warning and Criterion Governing Eligibility of National Warning Systems (NAWAS) Terminals. CPG 1 14.
- FEMA, 1981. Disaster Operations. CPG 1 6.
- FEMA, 1981. Dynamic Evacuation Analysis: Independent Assessments of Evacuation Times from the Plume Exposure Pathway Emergency Planning Zones of 12 Nuclear Power Stations. FEMA REP 3.
- FEMA, 1981. Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis. CPG 1 7.
- FEMA, 1980. National Warning System (NAWAS) Operational Manual. CPG 1 16.
- FEMA, 1980. Outdoor Warning Systems Guide. CPG 1 17.
- FEMA, 1981. When You Return to a Storm Damaged Home. DR&R 16.
- FEMA, 1981. Your Disaster Assistance Center: Federal, State, and Local Aid. DR&R 10.
- Quarantelli, E. L. Evacuation Behavior and Problems: Findings from the Research Literature and Implications. Columbus: Disaster Research Center, 1980.
- U. S. Department of Transportation, 1974, Emergency Services Guide for Selected Hazardous Materials.
- Department of Transportation, 1987. Emergency Response Guidebook. DOT P 5800.4.

11 Appendices

None at this time.

2 ESF 2 – Communications

THIS PAGE LEFT BLANK INTENTIONALLY

Table of Contents

1 Purpose and Scope 1

2 Policies and Agreements 1

3 Situation and Assumptions 1
3.1 Situation 1
3.2 Assumptions 1

4 Roles and Responsibilities 2
4.1 Emergency Program Manager 2
4.2 Sheriff/Police Chief 2
4.3 City Fire Department/Rural Fire Protection District Fire Chiefs 3
4.4 9-1-1 Dispatchers 3
4.5 Public Information Officer 3
4.6 Local Ambulance Services 3
4.7 Media, Broadcast and Print 3
4.8 Special Locations 4

5 Concept of Operations 4
5.1 General 4
5.2 Natural Hazards 4
5.3 War Related/Homeland Security Related Events 4
5.4 Other Major Incidents 5
5.5 Phases of Management 5
5.5.1 Mitigation 5
5.5.2 Preparedness 5
5.5.3 Response 5
5.5.4 Recovery 6

6 Direction and Control 6

7 Continuity of Government 6

8 Administration and Support 6
8.1 Facilities and Equipment 6
8.2 Communications Protection 6
8.2.1 Radio 6
8.2.2 Telephone (Common Carrier) 6

8.2.3 Electricity 7
8.2.4 PSAP Evacuation 7
8.3 Security 7
8.4 Training 7
8.5 Support 7

9 ESF Development and Maintenance 7

10 Supporting Plans and Procedures 7

11 Appendices 8
Appendix 1 – Existing Communication Systems and Use 9
Appendix 2 – Malheur County Radio Frequencies 10
Appendix 3 – Emergency Response Agencies in Malheur County 11
Appendix 4 – Existing Warning Systems and Use 12

ESF 2 Tasked Agencies	
Primary Agencies	Malheur County Sheriff's Office
Supporting Agencies	
Adjunct Agencies	City Police Departments

1 Purpose and Scope

ESF 2 organizes, establishes, and maintains the communications capabilities among appropriate agencies/entities necessary to meet the County's operational requirements in preparing for, responding to, and recovering from emergencies and disasters. This ESF also outlines the structure and operation of the warning systems used to alert key officials and the general public of a potential or occurring emergency or disaster. Emphasis is placed on technical considerations of communication functions. Collection, control, and dissemination of emergency public information are covered by ESF 15 External Affairs.

2 Policies and Agreements

The National Warning System (NAWAS) is the primary method of communicating alert and warning messages from national authorities to state authorities and between state authorities and local authorities or warning points. The Emergency Alert System (EAS) is the primary method of communicating alert and warning messages to the public.

3 Situation and Assumptions

3.1 Situation

The Public Safety Answering Points are located in Vale and Ontario. They are staffed on a 24-hour basis by the (Sheriff/Police Department) dispatcher. Equipment is available to provide communications necessary for emergency operations.

The need to warn the public of impending danger could arise at any time. In order to reduce loss of life, adequate and timely warnings must be provided. Appropriate action oriented information must be supplied.

3.2 Assumptions

Adequate communications are vital for effective and efficient warning, response and recovery operations. Current communications may be neutralized by a particular hazard occurrence. Additional communications equipment required for emergency operations will be made available from citizens, business and/or other governmental agencies.

A warning period will be available for most emergency situations although the amount of lead time will vary from hazard to hazard. Proper use of adequate warning will save lives, reduce injuries and protect property.

4 Roles and Responsibilities

The emergency communications system is organized and coordinated within the Sheriff's Office Emergency Services Division and Ontario Police Department. Components of the system include groups from the public and private sector as outlined in SECTION VI. The Sheriff/Police Chief will ensure that warning information received through the Communications Center is disseminated to the (City/County) warning point. The responsibility of ensuring the communications system is operational and incorporates all available resources rests with the Sheriff/Police Chief.

4.1 Emergency Program Manager

- Develop and coordinate an adequate warning system.
- Issue all warnings through the local warning point (Ontario PSAP) and authorize the activation of the Emergency Alert System.
- Educate the public regarding the use of the warning system.

4.2 Sheriff/Police Chief

- Develop and maintain communications resource inventory .
- Ensure a communications capability exists between the PSAPs and the Emergency Operating Center to include coordination with the telephone company for installation of dedicated telephone lines into the Communications Center and/or EOC.
- Coordinate the inclusion of business/industry and amateur radio operators into the communications network.
- Develop and maintain SOP's to include a recall roster for essential personnel.
- Dispatch siren equipped mobile units to key locations to provide supplemental sound coverage.
- Maintenance and repair of all mobile siren units.
- Provide mobile public address units if necessary.
- Provide manpower for door to door warning if necessary.
- Develop and maintain hazard specific warning procedures covering warning receipt, verification and dissemination (See Appendix 2).
- Authorize the activation of warning systems including the Emergency Alert System (EAS).

4.3 City Fire Department/Rural Fire Protection District Fire Chiefs

- Provide additional siren equipped mobile units where necessary to supplement sound coverage.
- Provide mobile public address units if necessary.
- Provide manpower for door to door warning if necessary.
- Request or recommend activation of warning systems.

4.4 9-1-1 Dispatchers

- Responsible for proper screening and routing of all incoming telephone calls.
- Responsible for proper use of the equipment and for correct message handling.

4.5 Public Information Officer

- Responsible for checking commercial radio and television broadcasts for accuracy of public information.

4.6 Local Ambulance Services

- Provide additional siren equipped mobile units where necessary to supplement sound coverage.
- Provide mobile public address units if necessary.
- Provide personnel for door to door warning if necessary.
- Request or recommend activation of warning systems.

4.7 Media, Broadcast and Print

- Disseminate warning messages provided by authorized sources to the general public as rapidly as possible in the event of impending or actual disaster.
- Maintain a constant state of readiness to disseminate critical information.
- When instructed by authorized authorities, to activate the Emergency Alert System (EAS).
- Assist in an on-going public awareness program of life saving measures to be taken concerning all catastrophic events.

4.8 Special Locations

- Those schools, hospitals, nursing homes, major industries and places of public assembly equipped with warning system radio receivers will be responsible for monitoring the channel for warnings and taking appropriate action.
- Those schools, hospitals, nursing homes, major industries and places of public assembly not on the warning network will be contacted by telephone and will then take appropriate action.

5 Concept of Operations

5.1 General

Communications play a critical role in emergency operations. Extensive communications network and facilities are in existence through Malheur. A diagram of the communications network is as Appendix 1. When these capabilities are properly coordinated, response activities become more effective and efficient.

The existing Malheur communications network consisting of telephone, internet, teletype, and radio facilities will serve to perform the initial and basic communications effort for emergency operations. Land line circuits, when available, will serve as the primary means of communications with radio as a back up.

During emergency operations, all Malheur departments will maintain their existing equipment and procedures for communicating with their field operations. They will keep the EOC informed of their operations at all times.

The day to day operations are insufficient to meet the increased communications needs created by an emergency; therefore, various state agencies, amateur radio operators and business/industry radio systems will be asked to provide expanded communication capabilities.

5.2 Natural Hazards

The most common warnings are those issued for severe weather. Other events that may evoke local warnings are health related incidents, severe winter snow or wind storms, severe thunder storms, wildfire and localized flooding.

5.3 War Related/Homeland Security Related Events

In the event of an attack upon any part of the United States, warning will be issued through the National Warning System (NAWAS). The Ontario Public Safety Answering Point (PSAP) is the answering point for Malheur County. It is the responsibility of the Ontario PSAP to immediately notify Malheur County Sheriff's Office upon receipt of an emergency warning of any nature concerning Malheur County or any of its contiguous areas.

5.4 Other Major Incidents

Warnings may be issued when any other event might endanger life or property. Other events may include major hazardous materials incidents, Law Enforcement or any incident endangering a significant segment of the population.

5.5 Phases of Management

5.5.1 Mitigation

- An adequate communications system is developed. Periodic reviews of the system are made and plans for improvement formulated as necessary.
- A public awareness program may be developed outlining the use of the warning system.

5.5.2 Preparedness

- Equipment is kept under a schedule of testing, maintenance, and repair.
- Most replacement parts are kept on hand by the repair contractor. Arrangements have been provided for repairs on an emergency basis.
- Personnel are trained on the appropriate equipment as necessary.

5.5.3 Response

- When emergency operations are initiated the supervisors will determine which communications personnel will be required. Staff requirements will vary according to the incident.
- Arrangements will be made to ensure emergency equipment repair on a 24 hour basis.
- The primary warning point for most warnings is Oregon Emergency Management (OEM) in Salem. Upon notification of an emergency situation, OEM will notify the local warning point. The local warning point for Malheur County is the Ontario PSAP. The local warning point is manned on a 24-hour basis. It is the responsibility of the local warning point to immediately notify the Emergency Program Manager of a warning of any nature concerning Malheur County or any of its contiguous areas
- Upon receipt of information, and when indicated, the warning point will issue the appropriate warnings using all systems necessary. All warnings will continue until such time as they are no longer required.

5.5.4 Recovery

- The public will be informed through the use of any warning system when the crisis has passed. A termination of warning will be disseminated to the public when received from proper authority.

All activities in the emergency phase will continue until such time as emergency communications are no longer required.

6 Direction and Control

The Sheriff/Police Chief is the overall authority for the Emergency Communications Centers.

Radio operators from support agencies, while under control of their own office and operating their own equipment in the EOC, will be responsible for knowing and following the procedures outlined in this annex.

The Emergency Program Manager is responsible for maintaining the operation of the warning system until the emergency is declared over or resolved. All warning activities will be coordinated through the EOC staff.

7 Continuity of Government

Lines of succession to each department head are according to the standing operating procedures established by each department.

8 Administration and Support

8.1 Facilities and Equipment

A complete listing of equipment and capabilities is found in Appendix 2.

The location of all local repeaters is shown in Appendix 3.

8.2 Communications Protection

8.2.1 Radio

Lightning - Standard lightning protection is used including arrestors and the use of emergency power during severe weather.

8.2.2 Telephone (Common Carrier)

Jammed Circuits - During emergencies phone usage in a community increases dramatically. In order to prevent vital telephone circuits from jamming, a line load protection feature is utilized which cuts non vital users off of the circuit.

Priority Service Restoration - The EOC is on Malheur Bell Telephone Company's priority service restoration list.

8.2.3 Electricity

Malheur County PSAP is provided with back up electricity through on site natural gas powered generator. The duration of power generation is unlimited as long as natural gas is being supplied. The generator is tested weekly.

Ontario PSAP is provided with back up electricity through on site diesel powered generator. The duration of power generation is unlimited as long as natural gas is being supplied. The generator is tested weekly.

8.2.4 PSAP Evacuation

Each PSAP has a disaster recovery plan on file with OEM. Both Malheur County and Ontario PSAP's recovery plan stipulate how operations can be transferred to the other PSAP in the event of an evacuation or failure of either PSAP. This is accomplished with a simple switch installed by current phone provider. Activation of the switch in one PSAP Abrings at the 9-1-1 calls from the other PSAP. Malheur County and Ontario PD are working on making both PSAPs completely redundant for this purpose.

8.3 Security

Due to the vital role of communications during emergency operations, particularly for defense purposes, the Sheriff/Police Chief reserves the right to investigate the personal background of any amateur radio operator assigned to the EOC.

8.4 Training

Each organization assigning personnel to the EOC for communications purposes is responsible for making certain those persons are familiar with the agency's operating procedures.

Additional training on emergency communications equipment and procedures will be provided by the (Sheriff/Police Chief) as necessary.

8.5 Support

If requirements exceed the capability of local communications resources, support from state resources will be requested by the local governing body through proper channels to the State Emergency Management office in Salem.

9 ESF Development and Maintenance

The (Sheriff/Police Chief) will be responsible for maintaining this annex. Each agency will develop SOP's that address assigned tasks.

10 Supporting Plans and Procedures

- National Response Framework, ESF 2 – Communications
- State of Oregon Emergency Operations Plan, ESF 2 – Communications

- Federal Emergency Management Agency (FEMA), 1977. Emergency Communications, CPG 1 18.
- Federal Emergency Management Agency (FEMA), 1981. Civil Preparedness Principles of Warning, CPG 1-14.
- FEMA, 1982. FEMA Attack Environment Manual, Chapter 4, CPG 2 1A4.
- FEMA, 1983. Guidelines for Maintenance of Emergency Use Equipment, CPG 2 13.
- FEMA, 1984. State and Local Communications and Warning Systems Engineering Guidance, CPG 1 37.
- FEMA, 1984. Federal Assistance Handbook, CPG 1 3.

11 Appendices

- Appendix 1 – Existing Communication Systems and Use
- Appendix 2 – Radio Frequencies
- Appendix 3 – Emergency Response Agencies
- Appendix 4 – Existing Warning Systems and Use

Appendix 1 – Existing Communication Systems and Use

Malheur County Sheriff's Office and Ontario Police Department PSAPs

- Malheur County EMS agencies
- Malheur County Fire Services
- Malheur County Sheriff's Office units
- City Police Departments, Ontario, Vale, Nyssa
- Oregon State Fire Marshall's Net, used locally as SRV Fire Mutual aid frequency, and disaster frequency.
- Oregon State Police
- Teletype Net The Oregon Law Enforcement Data System (LEDS) is a statewide telecommunications network connecting all law enforcement agencies state wide, as well as interfacing with a nation wide teletype system
- NAWAS the State Warning Point (State ECC) other city, county, state, federal, agencies nation wide. Emergency communications between state, and local governments and federal agencies (FEMA, DOT, NWS etc) will be transmitted through this system.

Malheur County Public Works

- Located at County Road shop

City Public Works Department

- Ontario PD. Maintains Ontario PW freq. In Ontario PSAP
- Malheur County maintains Vale PW freq in County PSAP

Bureau of Land Management

- In County PSAP

ARES/RACES Amateur Radio Emergency Service

- In County EOC

Appendix 2 – Malheur County Radio Frequencies

CHANNEL & USERS	TRANSMIT	TONE	RECEIVE	TONE
FIRE DEPARTMENTS				
STATE FIRE MARSHAL'S OFFICE				
STATE FIRE NET (F-4)	154.280		154.280	
STATE TRAINING	154.830		154.830	
POLICE DEPARTMENTS				
Public Works				
MISC.				
HAM CHANNELS				
HOSPITAL/AMBULANCES				
SURROUNDING COUNTIES				
ODOT / 24-HR DISPATCH CENTER				
OREGON EMERGENCY MANAGEMENT				
Oregon Emergency Management	46.580		46.580	
Oregon National Guard	40.900, 41.500		40.900, 41.500	
Oregon State Forestry				
Oregon State Highway Department	47.060		47.060	
American Red Cross	47.420		47.420	
State Search and Rescue	155.805		155.805	
OREGON STATE POLICE				
UTILITIES				

Appendix 3 – Emergency Response Agencies in Malheur County

- Malheur County Sheriff's Office
- Adrian Rural Fire District
- Annex Rural Fire District
- Nyssa city/Rural Fire District
- Ontario city/Rural Fire District
- Vale City/Rural Fire District/Ambulance service
- Jordan Valley Fire Dept.
- Vale Police Dept.
- Nyssa Police Dept.
- Ontario Police Dept.
- Oregon State Police
- Treasure Valley Paramedics
- Treasure Valley Paramedics (Nyssa) Ambulance
- Jordan Valley Ambulance
- Adrian QRU
- Harper QRU
- Ironside QRU
- Juntura QRU
- Rome-Arock QRU

Appendix 4 – Existing Warning Systems and Use

National Warning System (NAWAS)

NAWAS is a nationwide dedicated telephone warning system. It operates on three levels; federal, state and local. When an enemy attack is confirmed by the North American Aerospace Defense Command (NORAD) a warning is disseminated to all warning points on the system.

Oregon Warning System

OEM (Oregon Emergency Management, 1-800-452-0311) is the state-level extension of NAWAS. Each county Area Warning Center is on the NAWAS network.

National Weather Service (NWS)

Current weather information and warnings are received over the NWS teletype circuit. OEM monitors this circuit and is responsible for the dissemination of all relevant information on a county by county basis. In addition, NWS will issue severe weather warnings over the NAWAS line.

Flood Warning System

The National Weather Service, the Corps of Engineers and River Authorities have established a network of rain and river flood sensing warning devices to collect data for flood warning purposes. If excessive rainfall occurs, the NWS and the River Forecast Center make flood predictions and if necessary warnings are issued.

Emergency Alert System (EAS)

The EAS provides a means for supplying emergency information to the public. It utilizes commercial radio and television broadcast services which are provided on a voluntary, organized basis. The system may be activated at the federal, state or local level.

3

ESF 3 – Public Works and Engineering

THIS PAGE LEFT BLANK INTENTIONALLY

Table of Contents

1 Purpose and Scope 1
2 Policies and Agreements 1

3 Situation and Assumptions 1
3.1 Situation 1
3.2 Assumptions 1

4 Roles and Responsibilities 2
4.1 Public Works 2
4.1.1 City Public Works Director 2
4.1.2 County Road Supervisor 2
4.1.3 Public Works 3
4.2 Damage Assessment 3
4.2.1 Emergency Manager 3
4.2.2 Assessor 4
4.2.3 Public Works Director 4
4.2.4 School Superintendant 5

5 Concept of Operations 5
5.1 Public Works 5
5.2 Public Works ESF Actions 5
5.2.1 Mitigation 5
5.2.2 Preparedness 5
5.2.3 Response 6
5.2.4 Recovery 6
5.3 Damage Assessment 7
5.4 Damage Assessment Actions 7
5.4.1 Mitigation 7
5.4.2 Preparedness 7
5.4.3 Response 7
5.4.4 Recovery 7

6 Direction and Control 8
6.1 Public Works 8
6.2 Damage Assessment 8
6.2.1 Records and Reports 8

7 Continuity of Government 9

8 Administration and Support 9
7.1 Administration 9
7.2 Supply and Support 9
7.3 Transportation and Equipment 9
7.4 Communications 9
7.5 Resource Management 9
7.6 Records 10

9 ESF Development and Maintenance 10

10 Supporting Plans and Procedures 10

11 Appendices 10

ESF 3 Tasked Agencies	
Primary Agencies	Malheur County Road Department
Supporting Agencies	
Adjunct Agencies	

1 Purpose and Scope

Emergency Support Function (ESF) 3 provides a mechanism for coordinating infrastructure and engineering services during all phases of emergency management.

This annex describes procedures to be followed in the assessment and reporting of damage resulting from a natural disaster, enemy attack, or other major incident.

2 Policies and Agreements

The following policies and agreements are currently in place:

- [INSERT POLICIES AND AGREEMENTS]

3 Situation and Assumptions

3.1 Situation

Malheur County is subject to a number of disaster circumstances that could occur locally and would create a need for emergency public works services.

As identified in the Malheur County Hazard Analysis, many hazardous events have the potential for causing extensive property damage. In the event that such damage occurs, a planned damage assessment and reporting procedure is essential for response and recovery operations.

3.2 Assumptions

- All Public Works equipment and personnel will be available to cope with any anticipated disaster.
- Without assistance, the public works department does not have sufficient resources to cope with a disaster.
- County Road Districts and local contractors have resources to assist Public Works recovery efforts.
- Repair and restoration of essential services and vital facilities is possible and such that Public Works can reasonably be expected to assist this task.
- Public works will be able to accomplish debris clearance in an emergency.

- The timely and accurate assessment of damage to private property will be of vital concern to local officials following a disaster and will have great bearing upon the manner in which recovery is affected in Malheur County.

4 Roles and Responsibilities

4.1 Public Works

During emergencies, public works activities will be managed by the Public Works Director, with support provided by the Road Department. Agency-specific roles and responsibilities are outlined below.

4.1.1 City Public Works Director

- Coordinate emergency public works activities.
- Train personnel in emergency procedures.
- Develop and initiate mutual aid agreements.
- Identify local private contractors who can provide backup support.
- Develop resource lists.
- Review and update ESF 3 – Public Works and Engineering.
- Repair and restore essential services and vital facilities.
- Participate in development and execution of emergency preparedness exercises.
- Assist in damage assessment.
- Report to or maintain contact with EOC.
- Provide training of damage survey teams.
- Provide engineering services and advice.
- Assist Damage Assessment Team.
- Safeguard vital engineering records.

4.1.2 County Road Supervisor

- Provide emergency repair of essential streets, bridges, and storm drain systems.

- Remove debris from public rights-of-way, storm drains, and in or around those structures where public safety and/or health are endangered, and catalog any salvaged unclaimed property removed.
- Assist in decontamination.
- Place barricades when needed for public safety.
- Provide support in the collection and disposal of refuse
- Assist utilities in emergency repairs.
- Provide equipment as needed.
- Maintain contact with EOC.
- Assume Public Works Director duties if Public Works Director is unavailable.

4.1.3 Public Works

- Establish and maintain emergency power.
- Maintain and support other emergency communications.
- Maintain contact with EOC.
- Provide available personnel and equipment to support Road Supervisor.

4.2 Damage Assessment

Damage Assessment teams will consist primarily of local government employees and volunteers. When necessary private sector personnel from the fields of engineering, building trades, property assessment, and other related areas, may be used to supplement existing team members.

The team composition should include those possessing the necessary expertise such as personnel from the following agencies: Assessor; Public Works; School District, Economic Development, and from Inspections Inc.

When an operation such as a hazardous material accident is in need of specialized assistance, appropriate personnel will be added to the teams.

4.2.1 Emergency Manager

- Ensure the mitigation activities of building codes and land use regulation are followed
- Identify a Damage Assessment Team

- Ensure team members are trained.
- Ascertain the number of deaths resulting from disaster
- Determine the number of injuries and classify according to severity
- Develop Standing Operating Procedures for obtaining information and for reporting the information to the Assessor

4.2.2 Assessor

- Gather and compile information from Damage Assessment Team members
- Estimate dollar loss to the County (or City)
- Assimilate information on damage to private structures and businesses
- Evaluate effect of damage on tax base and economy
- Evaluate effect of damage on school districts tax base and economy
- Develop Standing Operating Procedures for compiling information and for reporting information and assessments to the County Judge.

4.2.3 Public Works Director

- Evaluate extent of damage suffered by County (City) owned buildings, with highest priority on buildings which are critical to public safety and continuity of government
- Evaluate approximate costs of restoration
- Develop Standing Operating Procedures for gathering and reporting information to the Assessor
- Survey and evaluate damage sustained by County (City) streets and bridges, with highest priority on main arteries and routes to medical facilities
- Evaluate damage to waste water and sanitation systems
- Determine damage to traffic control devices
- Devise Standing Operating Procedures to collect and report information to the Assessor or Finance Director
- Evaluate damage to County (City) Owned electrical and water distribution systems

- Secure damage estimates of damage to privately owned utilities systems from those companies
- Evaluate cost of restoring County (City) facilities
- Develop Standing Operating Procedures for gathering and reporting damage information to the Assessor.

4.2.4 School Superintendant

Determine extent of damage inflicted upon facilities owned by the system

Develop estimate of cost of restoration

Devise Standing Operating Procedures for collecting and reporting information to the Assessor

5 Concept of Operations

5.1 Public Works

Overall responsibility for providing public works services during emergencies rests with the City Public Works Director/ County Road Dept. supervisor. The appropriate Public Works Director will manage their resources and equipment and coordinate public works activities for their jurisdiction, through the Emergency Operating Center.

5.2 Public Works ESF Actions

5.2.1 Mitigation

- Train personnel in emergency procedures.
- Work with legislative body to ensure that ordinances are created to protect public works systems.
- Identify vulnerabilities in public works.
- Provide input into after-action reviews to improve preparedness, response, and recovery capabilities.
- Work with planning commission to ensure that new constructions do not increase hazard or vulnerability threat.
- Work with legislative body to improve building codes.

5.2.2 Preparedness

- Ensure that storm sewers are in good repair.
- Ensure that debris removal equipment is in good repair.

- Ensure that adequate barrier and road block materials and equipment are available.
- Review and update all active public works maps of jurisdiction.
- Review emergency staffing plans.
- Take action to protect equipment.
- Organize damage survey teams.
- Place standby equipment in operational readiness.
- Coordinate communications procedures with EOC.
- Review contingency plans and coordinate task assignments with other agencies and volunteer groups.
- Develop procedures to support accomplishment of tasks outlined in this ESF.

5.2.3 Response

- Survey disaster areas and evaluate in terms of engineering estimates.
- Maintain contact with EOC.
- Repair EOC facilities and equipment, as necessary, and where possible.
- Assess damage.
- Clear roads, effect emergency repair of water and sewer systems, as necessary, and where applicable.
- Barricade damage areas, as directed.
- Call out Road Districts and private contractors and other assistance, as necessary.
- Assist in search and rescue operations, as directed.

5.2.4 Recovery

- Repair public works and facilities.
- Support decontamination work, as necessary.
- Participate in compiling after-action report and critiques. Make necessary changes and improvements in emergency management plan.

- Make recommendations to legislative body about changes in planning, zoning, and building code ordinances to mitigate impact of future disasters.

5.3 Damage Assessment

Building codes and land use regulations can reduce much of the structural damage which would otherwise result from a disaster. Nevertheless, damage will usually occur and a fast and accurate assessment of conditions is very useful in response operations. In addition, an extensive damage assessment is a necessary part of most recovery programs at the state and federal levels.

The Malheur County Assessor is responsible for compiling the necessary information regarding the loss of life, injuries, property damage, and appraised value information. The Assessor or his designee will accomplish the damage assessment function by creating and coordinating a Damage Assessment Team from existing City/County personnel and from Inspections INC., A private inspection service, contracted to provide inspection services for Malheur County.

5.4 Damage Assessment Actions

5.4.1 Mitigation

- Develop and enforce adequate building codes
- Develop and enforce adequate land use regulation

5.4.2 Preparedness

- Identify damage assessment team members
- Train personnel in damage assessment techniques
- Maintain pre disaster maps, photos, and other documents for damage assessment purposes.
- List critical facilities requiring priority repairs if damaged.

5.4.3 Response

- Collect damage information
- Compile damage assessment reports
- Complete disaster summary outline

5.4.4 Recovery

- Identify unsafe structures and recommend condemnation
- Monitor restoration activities

- Review building codes and land use regulations for possible improvements

6 Direction and Control

6.1 Public Works

The usual supervisors will exercise operational control of public works forces with the Public Works Director maintaining overall management of equipment and personnel. The director will set priorities for resources and coordinate activities with the EOC.

The Public Works Director will coordinate the call-up and deployment of mutual aid forces and volunteer/auxiliary forces. Mutual aid forces will operate under the direct supervision of their own supervisors while volunteer/auxiliary forces will work under the supervision of the senior public works official in the jurisdiction where they are deployed.

6.2 Damage Assessment

Following emergency situations, the appropriate local officials will coordinate all Damage Assessment activities. When deemed necessary, the Assessor will notify Damage Assessment team members. Once surveys of the affected areas have been completed, the results should be reported to the Emergency Manager. It is imperative that accuracy be maintained in compiling Damage Assessment Reports so that local officials can judge the need for requesting State and Federal assistance. If a determination is made that State and Federal assistance is needed, then a Disaster Summary Outline should be forwarded to Oregon Emergency Management.

6.2.1 Records and Reports

- **Survey Team Reports**
  - Each damage survey team will collect field data using the attached Initial Damage Assessment (IDA) report form. These reports will be forwarded to the appropriate personnel.
- **Damage Assessment Report**
  - The Damage Assessment Report should be utilized to determine priorities for beginning repairs and evaluating the need for requesting State and Federal assistance.
- **Release of Assessment Information**
  - Private appraisers, insurance adjusters, and others may obtain damage assessment reports from the authorized coordinator with the consent of local authorities. Accurate information will

be provided to the State for necessary release to the Federal agencies in a timely and effective manner.

7 Continuity of Government

Lines of succession within each division and department will be according to the established standing operating procedures.

8 Administration and Support

7.1 Administration

The timely and efficient response of public works forces will require extraordinary coordination between field forces and the EOC. Priorities assigned by the Public Works Director will facilitate an orderly use of public works forces.

The Public Works Director shall develop procedures for the emergency hiring of private contractors and individuals to assist in response and recovery.

7.2 Supply and Support

During periods of increased readiness, supplies should be stockpiled to the extent that independent operations could be sustained for at least four days. A preplanned list will be prepared with stock-level requirements.

Emergency requests shall be coordinated with the EOC. The Emergency Manager, and the Public Works Director are authorized to purchase equipment, supplies, and personnel services as necessary to support response and recovery efforts, subject to the approval of the County Court. Adequate records of all purchases will be maintained.

7.3 Transportation and Equipment

During periods of increased readiness, full fuel loads, extra fuel tanks and appropriate check-outs of essential transportation and heavy equipment will be accomplished. The EOC will be provided with a list of available equipment (See Appendix 1).

Any request for additional heavy equipment will be relayed to the EOC where outside support will be pursued.

7.4 Communications

An internal recall roster will be maintained. All public Works agencies will maintain communications with the EOC.

7.5 Resource Management

A listing of available equipment is found in Appendix 1.

7.6 Records

All records generated during the emergency will be collected and filed in an orderly fashion so a chronology of events can be reviewed for future planning, settlement of claims, and lessons learned.

9 ESF Development and Maintenance

The Public Works Directors are responsible for the development and maintenance of this annex.

10 Supporting Plans and Procedures

- National Response Framework, ESF 3 – Public Works and Engineering
- State of Oregon Emergency Operations Plan, ESF 3 – Public Works and Engineering
- Brouillet, John R. The Department of Public Works: A Community Emergency Organization. Columbus: Disaster Research Center, Ohio State University, 1968.
- Federal Emergency Management Agency (FEMA), 1981. A Climatological Oil Spill Planning Guide, No. 2. P&P-10.
- FEMA, 1980. Decontamination Considerations for Architects and Engineers. TR-71.
- FEMA, 1981. Design Guidelines for Flood Damage Reduction. FEMA-15.
- FEMA, 1981. Disaster Operations: A Handbook for Local Governments. CPG 1-6.
- FEMA, 1981. Industrial Protection Guide. TD-8.
- FEMA, 1982. Local Government Emergency Planning CPG 1-8.
- National Response Team (NRT), 1987. Hazardous Materials Emergency Planning Guide. NRT-1.

11 Appendices

None at this time.

4 ESF 4 – Firefighting

THIS PAGE LEFT BLANK INTENTIONALLY

Table of Contents

1 Purpose and Scope 1
2 Policies and Agreements 1

3 Situation and Assumptions 1
3.1 Situation 1
3.2 Assumptions 1

4 Roles and Responsibilities 1
4.1 City Fire Departments 1
4.2 Rural Fire Service 2
4.3 Bureau of Land Management 2
4.4 U.S. Forest Service 3

5 Concept of Operations 3
5.1 General 3
5.2 ESF Actions by Phase of Emergency 3
5.2.1 Mitigation 3
5.2.2 Preparedness 3
5.2.3 Response 3
5.2.4 Recovery 4

6 Direction and Control 4

7 Continuity of Government 4

8 Administration and Support 4
8.1 Communications 4
8.2 Resources 4

9 ESF Development and Maintenance 4

10 Supporting Plans and Procedures 5

11 Appendices 5

THIS PAGE LEFT BLANK INTENTIONALLY

ESF 4 Tasked Agencies	
Primary Agencies	Fire Defense Board
Supporting Agencies	City Fire Departments Rural Fire Service Bureau of Land Management U.S. Forest Services

1 Purpose and Scope

The purpose of this annex is to provide Malheur County and cities with a fire fighting plan to meet the demands of a disaster situation. In addition to firefighting, responsibilities in rescue, warning, and radiological protection operations are addressed.

2 Policies and Agreements

The following policies and agreements are currently in place:

- [INSERT POLICIES AND AGREEMENTS]

3 Situation and Assumptions

3.1 Situation

Fire prevention and control are daily problems faced by fire services personnel. These problems become more significant during emergency situations. Several hazards present difficulties with regard to fire protection including conflagrations, wild land fires, nuclear attack, and hazardous materials accidents. Severe structural damage from these hazards could result in people being trapped in damaged and collapsed structures, missing persons and the dead.

3.2 Assumptions

Existing fire personnel and equipment will be able to handle most emergency situations through the use of existing mutual aid agreements. When additional support is required, assistance can be obtained from state and federal agencies. A trained, equipped, organized rescue service will provide the capability to conduct rescue operations. All agencies involved in Malheur County and its cities will use the Incident Command System (ICS).

4 Roles and Responsibilities

The organizational arrangements followed on a day-today basis will also be adhered to during an emergency.

4.1 City Fire Departments

- Coordinate all fire services activities within the city.
- Fire Control.

- Fire Prevention.
- Assist with warnings (See ESF 2).
- Support for shelter/mass care operations (See ESF 6).
- Assist evacuation (See ESF 6).
- Control of hazardous materials (See ESF 10).
- Fire code enforcement.
- Preparation of appropriate mutual aid agreements.
- Support for other public safety operations.
- Rescue operations.

4.2 Rural Fire Service

- Coordinate all fire services activities within the County.
- Fire Control.
- Fire Prevention.
- Assist with warnings (See ESF 2).
- Support for shelter/mass care operations (See Annex C).
- Assist evacuation (See Annex D).
- Control of hazardous materials (See Annex T).
- Fire code enforcement.
- Preparation of appropriate mutual aid agreements.
- Support for other public safety operations.
- Rescue operations.

4.3 Bureau of Land Management

- Primary responsibility for fires on federal land
- Support for local fire control operations
- The BLM may provide resources to the County in the event of a local emergency or disaster that threatens life or property.

4.4 U.S. Forest Service

- Primary responsibility for fires on federal land
- Support for local fire control operations

5 Concept of Operations

5.1 General

The responsibilities of fire services in disaster situations are basically the same as in daily operations. Their primary responsibility is fire control. They are also involved on a regular basis with rescue operations, hazardous materials, and support for radiological protection activities.

5.2 ESF Actions by Phase of Emergency

5.2.1 Mitigation

- Fire code enforcement.
- Provide public fire safety information programs.

5.2.2 Preparedness

- Maintain equipment.
- Train fire personnel.
- Develop communications procedures.
- Train rescue and EMS personnel on a regular basis.
- Test, maintain and repair equipment on a scheduled basis.
- Revise and update response plans at regular intervals.

5.2.3 Response

- Contain, control and extinguish fires.
- Initiate rescue missions as necessary.
- Operate local warning system (see ESF 2).
- Perform radiological protection measures as necessary.
- Control hazardous materials incidents within capability request assistance as needed (See ESF 10).

5.2.4 Recovery

- Perform inspection of restored or reconstructed buildings.
- Perform or assist in decontamination.
- Recommend condemnation of unsafe buildings.

6 Direction and Control

Routine operations will be handled by standard procedures, utilizing the ICS. During major emergency or disaster situations, which require (City/County) EOC activation, the County Fire Chief will be responsible for coordinating all emergency fire service operations within the jurisdiction from the (City/County) EOC, utilizing the ICS / EOC interface. An on-scene ICS shall be established at the site(s) of a disaster situation in conjunction with other responding agencies, such as law enforcement, EMS, public works, etc. Fire service personnel on-scene will be in command of fire suppression activities and report to the County Fire Chief in the EOC utilizing the ICS / EOC interface. The County Fire Chief will establish and maintain communications with the on-scene ICS and direct emergency operations from the EOC in coordination with other responding agency representatives at the EOC. If local capabilities are exceeded, the County Fire Chief will request outside assistance utilizing the State Fire Marshall Fire Service Mobilization plan. Outside assistance will be provided from mutual aid agreements, state or federal sources.

7 Continuity of Government

Lines of succession to each department head are according to the standing operating procedures established by each department.

8 Administration and Support

8.1 Communications

The fire communications network is shown in Appendix 1. The Fire Service will operate a base station in the EOC communications center during response operations. An internal recall roster will be maintained. All communications shall utilize the ICS. All responding Fire Departments will use their own radio frequencies within the ICS, to avoid overloading the Mutual Aid Fire frequency.

8.2 Resources

A listing of available fire department resources is found in Appendix 2.

9 ESF Development and Maintenance

It is the responsibility of each fire department to ensure its own operational capabilities. The County Fire Chief will coordinate the planning of all fire

services related to emergency management operations and ensure the maintenance of this annex. Each agency will develop SOP's that address assigned tasks.

10 Supporting Plans and Procedures

- National Response Framework, ESF 4 – Firefighting
- State of Oregon Emergency Operations Plan, ESF 4 – Firefighting
- State Fire Services Mobilization Plan
- Federal Emergency Management Agency (FEMA), 1981. Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis, CPG 1-7.
- FEMA, 1982. FEMA Attack Environmental Manual, Chapter 3; What the Planner Needs to Know About Ignition and Spread, CPG 2-1A3.
- FEMA, 1981. Support Assistants for Fire Emergencies, SM-9.2 A.
- FEMA, 1981. Support Assistants for Fire Emergencies, SM-9.2 B.
- FEMA, 1980. Fire Suppression Assistance Handbook, DR & R-4.

11 Appendices

None at this time.

THIS PAGE LEFT BLANK INTENTIONALLY

5

ESF 5 – Emergency Management

THIS PAGE LEFT BLANK INTENTIONALLY

Table of Contents

1 Purpose and Scope 1

2 Policies and Agreements 1

3 Situation and Assumptions 1
3.1 Situation 1
3.2 Assumptions 1

4 Roles and Responsibilities 1

5 Concept of Operations 2
5.1 General 2
5.2 Actions by Phase of Emergency 2
5.2.1 Mitigation 2
5.2.2 Preparedness 2
5.2.3 Response 3
5.2.4 Recovery 3
5.3 Execution 3

6 Direction and Control 4

7 Continuity of Government 4

8 Administration and Support 4
8.1 Emergency Operations Center 4
8.2 Alternative Emergency Operations Center 5
8.3 Mobile Emergency Operations Center 5
8.4 On-Scene Command Post 5
8.5 Reports and Records 5
8.6 Security 6
8.7 Media 6

9 ESF Development and Maintenance 6

10 Supporting Plan and Procedures 6

11 Appendices 7

THIS PAGE LEFT BLANK INTENTIONALLY

ESF 5 Tasked Agencies	
Primary Agencies	Malheur County Emergency Management
Supporting Agencies	
Adjunct Agencies	

1 Purpose and Scope

ESF 5 provides for direction, control, and management of County and municipal emergency operations and allocation/coordination of resources to support local response and recovery activities. ESF 5 also includes a detailed description of the incident management system and command structure in place for the jurisdiction (inclusive of all types of hazards), as well as designation of primary and alternate County EOC.

2 Policies and Agreements

The following policies and agreements are currently in place:

- [INSERT POLICIES AND AGREEMENTS]

3 Situation and Assumptions

3.1 Situation

To provide the most effective response to an emergency, all efforts should be coordinated through a central office. The Malheur County Emergency Operations Center has been designated as the base for all emergency management organization (EMO) activities.

3.2 Assumptions

The response activities are based on an all-hazards approach to emergency management utilizing the National Incident Management System and will direct comprehensive and coordinated emergency management.

4 Roles and Responsibilities

Roles of Malheur County Emergency Management during all phases of emergency operations include the following.

- Develop and maintain the County Comprehensive Emergency
- Management Plan, including the EOP;
- Coordinate the development, revision, and dissemination of ESF annexes, agency-specific operational procedures, and supporting documentation to the County emergency operations and management plans;

- Offer seminars, exercises, and training courses in emergency management subjects for County personnel and support agencies;
- Maintain and update a countywide emergency resource list, including copies of supporting intergovernmental and mutual aid agreements
- Review EOPs and standard operating procedures (SOPs);
- Confirm interoperability and available capabilities for communication with local response partners, tribal entities, regional response partners, state government, neighboring jurisdictions, and other support services;
- Activate County EOC, and implement a command and control structure appropriate to the emergency situation at hand; and
- Provide ICS/NIMS training and exercise programs incorporating all response partners.

5 Concept of Operations

5.1 General

The EOC is the key to successful response operations where decision-makers gather at one location to coordinate manpower and resources efficiently and effectively. Coordination of activities will insure that all tasks are accomplished with little duplication of effort. During incidents that involve multiple jurisdictions, a multi-agency coordination center (MAC) will be established to best coordinate response efforts.

5.2 Actions by Phase of Emergency

5.2.1 Mitigation

- Develop the EMO and EOC
- Provide adequate communications capabilities
- Keep EOC operational

5.2.2 Preparedness

- Instruct official on EOC operations
- Stock adequate food and water supplies
- Stock adequate administrative supplies
- Maintain a constant schedule of testing, maintenance and repair of equipment to insure an advanced state of readiness

5.2.3 Response

- Activate the EOC as necessary
- Initiate response activity
- Coordinate all operations through the EOC

5.2.4 Recovery

- Continue response operations as needed
- Begin recovery activities
- Release unnecessary personnel and begin to deactivate the EOC

5.3 Execution

- The Emergency Manager, under the direction of the Malheur County Court will activate the EOC.
- The Emergency Manager, or designee, will assume responsibility for coordination of emergency operations/actions via the EOC and will provide overall Direction and Control of the EOC.
- When multiple cities are involved in the emergency incident, a MAC will be established.
- The Emergency Manager will determine the level of staffing required based on the situation, and will alert the appropriate personnel, agencies and organizations.
- Emergency operations will be conducted by government forces and augmented as required by trained auxiliaries, volunteer groups, and forces supplied through mutual aid agreements. State and/or Federal support will be requested if a disaster situation so dictates.
- Communication equipment in the EOC will be used to receive information, disseminate instructions and coordinate emergency operations.
- The IC may establish an On-Scene Command Post at the scene and will maintain close contact and coordination with the EOC.
- Heads of agencies, departments, and organizations are responsible for emergency functions assigned to their activity as outlined in the appropriate annex to the emergency management plan.
- The EOC may operate on a 24-hour basis during the emergency, and the staff may be required to work 12-hour shifts. Department heads

shall identify two additional designees to participate in emergency operations due to an emergency or disaster.

- The Emergency Manager will notify Oregon Emergency Management in Salem via OERS (1-800-452-0311) upon activation of the EOC due to an emergency or disaster

6 Direction and Control

During emergency operations, the EOC staff is organized into four groups as shown below and in Appendix 1. The County Emergency Manager will serve as EOC manager and will ensure the operational effectiveness of the EOC.

- **Planning (Executive) Section** consists of the Emergency Manager, Commissioner(s)/City Council representative, County Sheriff, County Fire Chief, and jurisdictions legal counsel. This group is responsible for all major operational decisions.

- **Operations Section** and their field personnel are responsible for conducting response activities. The Operations Section may be folded in with the Planning Section during small-scale incidents.

- **Logistics (Communications) Section** is responsible for tasks like food and porta-potties and all communications activities. Communications includes EOC radio operation, EAS, liaison with 911 Communications Center, public warning and information and media relations.

- **Finance (Administrative) Section** includes all EOC support staff such as fiscal management, message coordinators, security services, legal services, County/City Clerks, damage assessment teams, etc.

7 Continuity of Government

During most large-scale emergency responses, the EOC/MAC will become the center for all local government control. From there, all major emergency decisions will be made. Lines of succession for personnel have been established and are presented in the Basic Plan and may also appear in individual departmental standing operating procedures. Each department head shall indentify two additional designees to participate in emergency operations as backup.

8 Administration and Support

8.1 Emergency Operations Center

The Primary Emergency Operations Center is located at the _____. The facilities include the following:

- Wood framed structure.
- Backup emergency generator and necessary supply of fuel.
- Working area includes one room known as the Sheriff's Conference room.
- All communication equipment necessary for conducting emergency operations shall be monitored and updated per the Strategic Communications Plan (2005).
- Kitchen facilities for the provision of food and water for EOC staff during EOC activation.

8.2 Alternative Emergency Operations Center

Should the primary EOC become unusable, emergency operations will continue at the _____ located at _____.

8.3 Mobile Emergency Operations Center

The Search and Rescue Communications Trailer can also serve as an alternative or mobile EOC with a reduced staff.

8.4 On-Scene Command Post

During emergency operations, it may be necessary to set up an on-scene command post to coordinate response activities at the scene. Should such a situation arise, the Emergency Manager, in conjunction with the IC, will appoint an individual to direct the command post. Pending availability, a mobile command post may be used in accordance with existing mutual aid agreements.

8.5 Reports and Records

The use of reports and records will vary according to the type of emergency being handled.

- **Messages** – All requests for assistance and all general messages will be handled using the procedures and forms found in the following Appendices.
- **Initial Disaster Report** – This short report is designed to provide state officials with basic information about an emergency situation.
- **Operational Situation Report** – These reports are compiled daily and forwarded to Oregon Emergency Management to keep State officials informed about the current status of operations.
- **Duty Officer Log** – A record of major events during EOC operations will be compiled by a member of the support staff under the direction of the Planning Section Chief.

- **Security Log** – The security personnel at the entrance will maintain a record of all persons entering and leaving the EOC.
- **Other Reports** – Additional operational reports may be necessary.

8.6 Security

All persons entering the EOC may be required to check in at a Security Desk located at the main entrance. Personnel will be issued a pass to be work while in the EOC and returned when leaving the premises. There are three types of passes, as shown.

8.7 Media

A media room will be established near the EOC. Scheduled news conferences will be held at regular intervals. Media personnel may be allowed entrance into the EOC in small groups accompanied by the Public Information Officer with prior approval.

9 ESF Development and Maintenance

While the Emergency Manager will be responsible for the overall contents of this ESF, all EOC staff will be responsible for being familiar with its contents. The Malheur County Emergency Manager will be responsible for the development and maintenance of this Annex. Each participant group shall develop internal SOP that address assigned tasks.

10 Supporting Plan and Procedures

- National Response Framework, ESF 5 – Emergency Management
- State of Oregon Emergency Operations Plan, ESF 5 – Emergency Management
- Federal Emergency Management Agency (FEMA), 1984. Emergency Operating Centers Handbook. CPG 1-20
- FEMA, 1981. Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis. CPG 1-7.
- FEMA, 1983. Guidelines for Maintenance of Emergency Use Equipment. CPG 2-13
- FEMA, 1984. State and Local Communications and Warning Systems Engineering Guidance. CPG 1-37
- FEMA, 1984. Federal Assistance Handbook. CPG 1-3.

11 Appendices

None at this time.

THIS PAGE LEFT BLANK INTENTIONALLY

6

ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services

THIS PAGE LEFT BLANK INTENTIONALLY

Table of Contents

1 Purpose and Scope 1

2 Policies and Agreements 1

3 Situation and Assumptions 1
3.1 Situation 1
3.2 Assumptions 2

4 Roles and Responsibilities 3
4.1 Emergency Manager 3
4.2 Human Services Officer 3
4.3 Law Enforcement 4
4.4 Fire Services 4
4.5 Transportation 4
4.6 Health and Medical 4
4.7 Human Services Officer (County Mental Health) 4
4.8 EMS Coordinator 4
4.9 American Red Cross (through agreement) 4
4.10 Salvation Army (through agreement) 5

5 Concept of Operations 5
5.1 General 5
5.2 Phases of Emergency Management 6
5.2.1 Mitigation 6
5.2.2 Preparedness 6
5.2.3 Response 6
5.2.4 Recovery 7
5.3 Mass Care 7
5.3.1 Registration 7
5.3.2 Temporary Lodging and Feeding Facilities 7
5.3.3 Protective Shelters 7
5.4 Human Services 8
5.4.1 Crisis Counseling 8
5.4.2 Emergency Assistance 8
5.4.3 Special Needs Groups 8
5.4.4 Disaster Application Centers (DAC) 8

6 Direction and Control 8

7 Continuity of Government 8

8 Administration and Support 8
8.1 Records 9
8.2 Training 9
8.3 Inquiries 9
8.4 Support 9
8.5 Communications 9

9 ESF Development and Maintenance 9
9.1 Implementation 9
9.2 Development and Maintenance 10

10 Supporting Plan and Procedures 10

11 Appendices 11

ESF 6 Tasked Agencies	
Primary Agencies	Malheur County Emergency Management
Supporting Agencies	American Red Cross

1 Purpose and Scope

Emergency Support Function 6 provides non-medical mass care/sheltering, housing, and human services support for victims of natural and technological emergencies and disasters. Emergency shelter includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities or shelters, and use of other facilities outside the incident area, should evacuation be necessary.

Victims are fed through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care/sheltering facilities. Bulk distribution of emergency relief items, such as food, water, and ice, is managed and coordinated via established sites within the County. If applicable to the situation, coordination and management of volunteer services and donated goods is necessary to maximize benefits without hindering response activities.

Additional functions of ESF 6 include:

- Providing assistance for victims' short- and long-term housing needs;
- Supporting and coordinating resources required for crisis counseling and other mental health-related services immediately following an emergency, particularly as services are needed at shelters; and
- Coordinating and identifying individuals with special needs within the impacted area. Special needs may be characterized by age (children and elderly), physical and/or mental disabilities, language (non-English speaking), existing disease/medical conditions, dependency on service animals, and any other condition or threat that could warrant special considerations under emergency circumstances.

2 Policies and Agreements

The following policies and agreements are currently in place:

- [INSERT POLICIES AND AGREEMENTS]

3 Situation and Assumptions

3.1 Situation

- Facilities may be needed in Malheur County for both the direct effects and indirect effects of a hazard.

- Mass care facilities, i.e., indirect effects facilities, are life supporting. They are needed for support from the effects of hazards causing evacuations of areas flooded, near an explosion or chemical spill, etc. These facilities are designated as Reception and Care (RAC) facilities.

- The Malheur County Hazard Identification process identifies hazards that could cause an evacuation of some portion of Malheur County. Malheur County has a resident population of approximately 32,000. The most likely scenarios requiring sheltering, range from a few families to a large segment of an outside jurisdictions population. This could occur with severe weather along I-84 or from severe flooding, wildland fires, or Haz-mat accidents/incidents in or near Malheur County.

3.2 Assumptions

- Although local government has the overall responsibility, the American Red Cross (ARC) will manage and coordinate shelter and mass care operations within their capability.

- Until such time that the Red Cross arrives on-scene, local government will manage and coordinate all shelter and mass care activities.

- Other professional and volunteer organizations which normally respond to disaster situations will do so.

- Assistance from outside Malheur County through mutual aid agreements, and from state and federal level emergency agencies will be available.

- Facilities planned for shelter and mass care use will be available at the time of need.

- Experience has shown that under localized emergency conditions, a high percentage of evacuees will seek lodging with friends or relatives rather than go to established facilities.

- If the threat of an evacuation is due to a visible hazard, or has been discussed in the media, some spontaneous evacuation will occur prior to an implementing order. Therefore, mass care operations may have to commence early in any disaster period.

- There will be instances where the complete shelter/mass care operation will not be implemented; however, people who would not normally be clients of local and state human service agencies will require some form of public assistance under emergency conditions.

- The American Red Cross and Salvation Army will provide assistance to disaster victims.
- Other professional/volunteer organizations which normally respond to emergency/disaster situations will do so.
- Churches and church groups are a vital community resource and will function as support organizations to provide assistance to disaster victims.

4 Roles and Responsibilities

The ultimate responsibility for the care of evacuees and displaced disaster victims rests with the Emergency Manager. A designated member of the EOC staff will serve as the Malheur County Shelter Coordinator. Services will be provided through the coordinated efforts of staff members, Red Cross, Salvation Army, other state supported agencies, volunteer agencies, and mutual-aid agreements with various support groups.

4.1 Emergency Manager

- Coordinate with the ARC in the development of the shelter and mass care program
- Notify the ARC of a need for shelters, estimated persons affected, and evacuation routes
- Keep the public informed of disaster, mass care issues
- Establish American Red Cross contacts
- Identify volunteer agencies to develop agreements (see Appendix 1) Check reference section
- Identify potential protective shelters and mass care facilities
- Ensure mass care facilities are staffed and feeding is available
- Coordinate with local food bank officials for supplementary food stocks
- Develop human service programs

4.2 Human Services Officer

- Solicit and coordinate the distribution of clothing and food from various agencies and individuals
- Assist registration of evacuees/victims

- Assist shelter managers by providing special care for sheltered groups such as unaccompanied children, the aged, and others
- Coordinate crisis counseling assistance for disaster victims/workers
- Staff Disaster Application Centers (DAC), as required

4.3 Law Enforcement

- Provide security and law enforcement at shelters and mass care facilities where possible
- Assist evacuees with transportation to shelters

4.4 Fire Services

- Inspect shelter and mass care sites for fire safety
- Train shelter personnel in fire safety

4.5 Transportation

- Provide and coordinate public transportation to emergency feeding sites, and food distribution points.

4.6 Health and Medical

- Coordinate medical assistance at Mass Care Facilities. Designated EMS officer will coordinate medical care in selected Mass Care Facilities.
- The County Environmental Health Dept. will inspect Mass Care Facilities for health safety concerns.

4.7 Human Services Officer (County Mental Health)

- Coordinate crisis counseling

4.8 EMS Coordinator

- Provide and coordinate transportation of special needs groups

4.9 American Red Cross (through agreement)

- Staff and operate shelter and mass care facilities
- Register evacuees
- Provide emergency food
- Process inquiries from concerned families outside the disaster area

- Process inquiries from concerned families outside the disaster area
- Provide temporary home repairs

4.10 Salvation Army (through agreement)

- Assist in mass feeding operations
- Collect and distribute food, clothing, and other supplies
- Collect and distribute food, clothing, and other supplies
- Perform counseling and morale building services
- Provide specialized skills, such as interpreters and social workers
- Perform repairs to homes

5 Concept of Operations

5.1 General

- The Emergency Management Director, has the overall responsibility for ensuring the protection and welfare of citizens residing in Malheur County.
- In cooperation with available volunteer disaster assistance organizations, Malheur County will make available shelter and lodging for people displaced from their residences.
- The ARC and other private disaster assistance organizations will be called upon to provide management and support of shelters for the displaced population and to care for their emergency needs by organizing shelter teams, providing services necessary to support the sheltered population, registration, or other life support assistance.
- The ARC will have agreements in place for use of specific shelters that can be activated by calling the local ARC representative. These shelters may be utilized for specific events associated with Malheur County as well as housing evacuees from neighboring counties when and if the need should arise. A listing of possible shelters are listed in Appendix 2 of this annex.
- 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.

5.2 Phases of Emergency Management

5.2.1 Mitigation

- Pre-plan sheltering agreements in coordination with the ARC
- Identify and organize volunteer groups within the community
- Encourage shelter considerations in architectural design
- Develop a shelter and mass care capability
- Identify population groups requiring special assistance during an emergency (i.e. senior citizens, handicapped)

5.2.2 Preparedness

- In cooperation with the ARC, identify mass care facilities (temporary lodging and emergency feeding sites) and protective shelters
- Assist the ARC in obtaining cooperation of facility owners for use as mass care facilities and protective shelters
- Identify emergency feeding supplies
- Coordinate responsibilities with other agencies and volunteer groups
- Identify population groups requiring special assistance during an emergency (i.e., senior citizens, handicapped) to ensure assistance is provided.
- Identify sources of food and clothing

5.2.3 Response

- Insure facilities are opened and staffed by ARC representatives
- Identify distribution sources for food and clothing
- Maintain communications between facilities and EOC
- Provide assistance with registration of evacuees and victims
- Provide information for victims needing additional services
- Provide food and clothing as needed
- Assist registration of evacuees/victims
- Provide information for victims needing additional services

5.2.4 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 location of Disaster Application Center (DAC).
- Inform public of extended care availability
- Staff Disaster Application Center (DAC)

5.3 Mass Care

Mass care includes 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.

5.3.1 Registration

The American Red Cross will coordinate the registration of evacuees.

5.3.2 Temporary Lodging and Feeding Facilities

- 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. Agreements for use of some facilities have been obtained by the Red Cross.
- 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.
- As needed, meals and snacks will be provided to evacuees and workers through both mobile and fixed feeding sites. The ARC will be responsible for meal planning, coordination of mobile feeding, identifying feeding sites and resources for the procurement of food and related supplies.
- The ARC will maintain listings of qualified and trained shelter and lodging facility managers.

5.3.3 Protective Shelters

In the context of this annex, protective shelters are facilities designated as able to withstand the ravages of a specific hazard. These are life protecting and may or may not include the life supporting features associated with mass care facilities.

5.4 Human Services

In addition to the provision of shelter and mass care, unique demands will be placed upon the delivery of human services to include the care of special needs groups and crisis counseling.

5.4.1 Crisis Counseling

Disaster victims will be provided emergency counseling services by the Malheur County Mental Health Department. These services may be augmented by local mental health professionals and members of the local ministerial association.

5.4.2 Emergency Assistance

Some emergencies will occur that will not entail mass care assistance; however, a limited amount of emergency food and clothing will be needed and provided. This assistance will be coordinated by the Human Services Officer through existing County/City staff, volunteer organizations, and church groups.

5.4.3 Special Needs Groups

Disaster victims and special needs groups may require assistance to meet their necessary expenses and serious needs (food, clothing, housing, medical, and financial). Local and state human service organizations will identify any special needs groups (elderly, handicapped, and non-English speaking), and in the event of a disaster, ensure that their needs are met.

5.4.4 Disaster Application Centers (DAC)

Upon a Presidential Disaster Declaration, Disaster Application Centers will be established. In addition to numerous grant and assistance programs available through the DAC, the Individual and Family Grant Program provides grants to meet those disaster-related necessary expenses or serious needs for which assistance for other means is either unavailable or inadequate.

6 Direction and Control

All activities will be coordinated through the Shelter Officer and Human Services Officer in the EOC. Shelter or lodging facility managers will be responsible for the operation of their individual facilities.

7 Continuity of Government

Lines of succession will be determined by Malheur County Court and Departmental SOPs.

8 Administration and Support

Requests for state and/or federal assistance will be made by the County Court to the State Office of Emergency Management in Salem.

8.1 Records

The Red Cross will maintain records of all expenses incurred by their mass care activities. The Emergency Manager will ensure that adequate records of local government expenses are maintained.

8.2 Training

The Shelter Manager will ensure appropriate training is made available to officials and volunteers who would participate in mass care activity. Training programs in Shelter Management are available through the American Red Cross program.

8.3 Inquiries

The Red Cross will establish a Disaster Welfare Inquiry Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. Welfare inquiries, will be coordinated with the EOC and law enforcement agencies for comparison with missing persons lists.

8.4 Support

- The status of shelter and mass care facilities will be coordinated with the EOC.
- Use of public school facilities will be a prime consideration for use as emergency mass care facilities. Utilization of these will be coordinated with school officials.
- The permission to use facilities for disaster operations will be secured from the owner or managers of facilities.

8.5 Communications

- The primary communications link between shelter facilities and the EOC will be telephone. If telephones cannot be used or are overloaded, ARES/RACES personnel may provide radio assistance when available.
- Shelter facility managers should arrange for persons in their facility to monitor prescribed communication sources for guidance and announcements.

9 ESF Development and Maintenance

9.1 Implementation

- Provisions of this annex concerning mass care will be implemented as soon as a need for temporary lodging or feeding is noted. While a

coordinated Malheur County/Red Cross decision is desirable, the ARC may independently activate their operations.

- Communications will be established with all agencies. In the event of an evacuation, essential personnel including volunteers will be alerted. Pre-positioned material resources (cots, blankets, food, etc.) will be made ready. Medical facilities will be alerted by County Emergency Manager Coordinator, or the local Health Department Administrator, to the possibility of receiving evacuee patients.
- Once the evacuation decision has been made, preparations will begin to receive evacuees at selected facilities.

9.2 Development and Maintenance

The Malheur County American Red Cross representative working in conjunction with the Emergency Manager, will be responsible for the development and maintenance of this annex. As such, extensive coordination with support agencies and volunteer groups will be accomplished.

10 Supporting Plan and Procedures

- National Response Framework, ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services
- State of Oregon Emergency Operations Plan, ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services
- American Red Cross (ARC), 1975. Family Service: Referral and Followup. ARC #3047.
- ARC, 1976. Family Service: Additional Assistance to Families. ARC #3046
- Federal Emergency Management Agency (FEMA), 1981. Disaster Operations: A Handbook for Local Governments. CPG 1-6.
- FEMA, 1981. Guide for Increasing Local Government Civil Defense Readiness During Period of International Crisis. CPG 1-7
- FEMA, 1981. Effects of Cultural Differences on Face-to-Face Relationships Between Disaster Victims and Disaster Workers, TD-7
- FEMA, 1984. Shelter Management Handbook, FEMA-59.
- FEMA, 1981. How to Manage Congregate Lodging Facilities and Fallout Shelters, SM-11.
- U.S. National Institute for Mental Health, 1978. Field Manual for Human Service Workers in Major Disasters. ADM-78-537.

Rockville, Marilyn: National Clearinghouse for Mental Health Information.

- U.S. National Institute for Mental Health, 1978. Human Problems in Disasters. ADM-78-539. Rockville, Marilyn: National Clearinghouse for Mental Health Information.

- U.S. National Institute for Mental Health, 1978. Manual for Child Health Workers in Major Disasters. ADM-81-1070. Rockville, Marilyn: National Clearinghouse for Mental Health Information.

11 Appendices

None at this time.

THIS PAGE LEFT BLANK INTENTIONALLY

7

ESF 7 – Logistics Management and Resource Support

THIS PAGE LEFT BLANK INTENTIONALLY

Table of Contents

1 Purpose and Scope 1

2 Policies and Agreements 1

3 Situation and Assumptions 1
3.1 Situation 1
3.2 Assumptions 1

4 Roles and Responsibilities 2
4.1 Emergency Program Manager 2
4.2 County Administrative Officer 2
4.3 Department Heads 3

5 Concept of Operations 3
5.1 General 3
5.2 ESF Actions by Phase of Emergency 4
5.2.1 Mitigation 4
5.2.2 Preparedness 4
5.2.3 Response 4
5.2.4 Recovery 4

6 Direction and Control 5

7 Continuity of Government 5

8 Administration and Support 5
8.1 Administration 5
8.2 Resources 6

9 ESF Development and Maintenance 6

10 Supporting Plans and Procedures 6

11 Appendices 6

THIS PAGE LEFT BLANK INTENTIONALLY

ESF 7 Tasked Agencies	
Primary Agencies	Malheur County Emergency Management
Supporting Agencies	
Adjunct Agencies	

1 Purpose and Scope

ESF 7 focuses on procedures for activating, dispatching, distributing, allocating, and deactivating resources needed for emergency and disaster operations from government, private, or volunteer sources. In addition, ESF 7 describes available resource tracking systems, including databases or basic equipment/supply lists for personnel, facilities, equipment, and supplies in the County or region.

Formal pre-incident agreements (i.e., mutual aid agreements or memos of understanding) between government agencies and private sector and/or other nongovernmental entities may be necessary to support ESF 7 to facilitate acquisition of resources, pre-purchasing agreements (such as implementation of pre-disaster pricing when applicable), and the adoption of standardized interoperable equipment during emergency response activities. Procedures outlined in this support function include both medical and non-medical resources.

2 Policies and Agreements

The following policies and agreements are currently in place:

- [INSERT RESOURCE MANAGEMENT POLICIES AND AGREEMENTS]

3 Situation and Assumptions

3.1 Situation

Malheur County is subject to a number of emergency or disaster circumstances that could occur locally or be part of a national crisis, and would require inventorying resources on a continuing basis and to have procedures to use these resources in a timely manner during an emergency or disaster.

3.2 Assumptions

- Shortages in the Malheur County response resources will occur very quickly in any emergency or disaster that lasts longer than 24 hours, or in certain types of disasters, such as prolonged drought conditions.
- Private contractors and volunteer agencies will be willing and able to assist the community during an emergency or disaster.
- Mutual aid agreements with neighboring counties or communities will be invoked as needed.

- Evacuees being cared for will volunteer to assist as needed.
- Support is available through requests to state and federal agencies once local capacity to respond is imminent.
- Malheur County agencies will support emergency actions pertaining to resource management.

4 Roles and Responsibilities

During emergencies and disasters, the resource management activities will be managed by individual department heads. These activities will be coordinated through the EOC. For coordination purposes, the Logistics Chief, has authority to fulfill requests for additional resources from department heads and will serve as a clearing house for resources made available to Malheur County.

4.1 Emergency Program Manager

- During an emergency or disaster, utilize all physical resources within the county.
- Ensure resource surveys are conducted and maintained.
- Resolve resource priority issues.
- Authorize emergency purchase requests through respective department heads.
- Identify potential resource providers by major category (i.e. Heavy equipment, hardware, transportation, fuel, food, and manpower).
- Develop agreements with outside sources for use of resources, including public sector, personnel, equipment, services and supplies.
- Institute resource controls.

4.2 County Administrative Officer

- Fulfill the function of Finance Section Chief in the EOC.
- Coordinate departmental requests for additional resources.
- Screen offers for resources.
- Establish emergency purchasing procedures.
- Maintain records for emergency purchases of goods, services, and personnel.

4.3 Department Heads

- Develop and maintain appropriate resource lists of personnel, equipment, and supplies
- Coordinate emergency utilization of resources
- Prepare records of emergency expenditures and submit to the County Administration Officer.
- Identify resource needs for special or critical facilities and submit lists to the Purchasing officer.
- Develop procedures for the movement of equipment and critical supplies for various emergency situations
- Identify additional emergency resource requirements for personnel, equipment, and supplies peculiar to specific emergencies.

5 Concept of Operations

5.1 General

- During an emergency or disaster, all physical resources within Malheur County, will be utilized when deemed necessary by the Emergency Manager
- The County assumes no financial or civil liability for the use of publicly or privately owned resources. However, accurate records will be maintained for possible reimbursement.
- Pre-emergency planning dictates that each department assigned responsibilities in the basic plan will identify personnel, equipment, material, and other assigned resources.
- During emergencies each department head will manage their resources to include the resources available through existing mutual aid agreements. If additional equipment, personnel, and material are required, those requests will be relayed to the EOC where outside support will be pursued. Emergency purchase requests are subject to the approval of the EOC manager and will be coordinated through the EOC.
- Emergency purchasing procedures will be established and records maintained of expenditures for goods, services, and personnel.
- Resources will be typed using NIMS standards.

5.2 ESF Actions by Phase of Emergency

5.2.1 Mitigation

- Analyze resource requirements.
- Train personnel on effective use of available resources.
- Designate areas of responsibility for providing resources management support.

5.2.2 Preparedness

- Identify sources of equipment, manpower and transportation.
- Prepare and update resources list.
- Coordinate resources with other agencies and volunteers in order to maintain adequate reserves.
- Initiate letters of understanding with private sector organizations and mutual aid agreements with neighboring jurisdictions.
- Establish emergency purchasing procedures.

5.2.3 Response

- Establish priorities and allocate resources.
- Coordinate delivery of resources to response teams and disaster victims.
- Identify resource distribution centers.
- Identify staging areas for out of town emergency response personel, equipment and supplies.
- Coordinate local efforts with other agencies.
- Maintain records of emergency-related expenditures, services and resources rendered during emergencies.

5.2.4 Recovery

- Assess recovery needs
- Estimate costs of providing resources
- Assess impact of emergency on available resources and identify repair, maintenance, and replenishment needs

- Set priorities and coordinate available resource utilization.
- Maintain appropriate records
- Disseminate public information regarding resource availability

6 Direction and Control

- The Logistics Chief serves as the overall authority for resource management.
- The department heads and supervisors continue their day-to-day responsibilities during an emergency, exercising operational control of their work forces. They will keep the Logistics Chief informed of resource requirements and coordinate emergency resource requests. To the extent practical, potential resource shortages will be projected, identified and made known to the Logistics Chief.
- Priorities for resource allocation will be established by the EOC staff.
- The Emergency Program Manager may designate private citizens to coordinate resources obtained from the private sector, but retain overall responsibility.

7 Continuity of Government

- Lines of Succession. Lines of Succession to each department head are according to the standing operating procedures established by each department.
- Preservation of Records. Vital records of each department will be protected to the maximum extent feasible. All records generated during an emergency will be collected and filed in an orderly manner so a chronology of events can be reviewed for future plans, settlement of claims and lessons learned.

8 Administration and Support

8.1 Administration

- Emergency requests shall be coordinated through the EOC.
- Through the Department Heads, the Finance Chief, shall maintain and retain adequate records of all emergency related purchases, costs, and expenses incurred in order to support subsequent reimbursement claims and to critique the operation. Conventional accounting methods will be used.

8.2 Resources

- The County Emergency Program Manager is responsible for agreements and understandings with private organizations.
- The Emergency Program Manager with assistance from Emergency Services Providers may initiate mutual aid agreements pertaining to resource support with neighboring jurisdictions.
- The Emergency Program Manager will advise the Court on the need and timeliness of requests for state or federal resource assistance.

9 ESF Development and Maintenance

The Malheur County Emergency Program Manager is responsible for the development, exercise, and maintenance of this annex. Each agency will develop SOPs that address assigned tasks.

10 Supporting Plans and Procedures

The following plans and procedures are currently in place:

- National Response Framework, ESF 7 – Logistics Management and Resource Support
- State of Oregon Emergency Operations Plan, ESF 7 – Logistics Management and Resource Support

11 Appendices

None at this time.

8

ESF 8 – Public Health and Medical Services

THIS PAGE LEFT BLANK INTENTIONALLY

Table of Contents

1 Purpose and Scope 1

2 Policies and Agreements 1

3 Situation and Assumptions 1
3.1 Situation 1
3.2 Assumptions 1

4 Roles and Responsibilities 2
4.1 Medical Services 2
4.1.1 Emergency Medical Services 2
4.1.2 County Health Officer 2
4.1.3 Malheur County Health Department 3
4.1.4 EMS Coordinator 3
4.2 Public Health 3
4.2.1 General Responsibilities 3
4.2.2 Public Health Notification 4
4.2.3 Public Health Activation 4
4.2.4 Public and Media Information 5

5 Concept of Operations 5
5.1 General 5
5.2 ESF Actions by Phase of Emergency 5
5.2.1 Mitigation 5
5.2.2 Preparedness 5
4.2.3 Response 5
5.2.4 Recovery 6
5.3 Public Health 6
5.3.1 Disease/Health Threat Investigation 6
5.3.2 Specific Environmental Responsibilities 8
5.3.3 Evacuation Plans and Quarantine 11
4.3.4 Patient Health Care Facilities 11
4.3.5 Strategic National Stockpile (SNS)/Chempack 11

6 Direction and Control 12
6.1 Damage Assessment 12
6.2 Disaster Area Medical Support 12

7 Continuity of Government 12
7.1 Medical Services 12
7.2 Public Health 12

8 Administration and Support 12

9 ESF Development and Maintenance 13

10 Supporting Plans and Procedures 13

11 Appendices 13
Appendix 1 – Authorities 14

ESF 8 Tasked Agencies	
Primary Agencies	County Health Department EMS Coordinator
Supporting Agencies	County Health Officer County Medical Examiner Local EMS Supervisors

1 Purpose and Scope

To provide coordinated public health and medical services during emergency situations to reduce death and injury. Additionally they will serve to assist in damage assessment and restoration of essential health and medical services within the disaster area.

2 Policies and Agreements

The following policies and agreements are currently in place:

- [INSERT POLICIES AND AGREEMENTS]

3 Situation and Assumptions

3.1 Situation

- Residents of Malheur County are vulnerable to a large number of disaster occurrences which could result in a need for emergency health or medical support.
- A mass casualty incident that produces a large number of patients all needing stabilization at the same time and place can occur in the absence of similar or related occurrences in surrounding areas.

3.2 Assumptions

- Although many health-related problems are associated with disasters, there is an adequate local capability to meet most disaster situations. When necessary, support will be available from mutual aid agreements, the Oregon Health Division, and federal agencies through the Emergency Operations Center (EOC).
- The public may require guidance concerning how best to avoid health hazards created by the disaster or arising from conditions existing in the affected area during the recovery and rehabilitation phase.
- The Public Health Administrator, or designee, will be at the County Emergency Operations Center (EOC) and coordinate, as necessary, with the County Health Officer, Holy Rosary Hospital, Malheur County School Districts, American Red Cross, Public Works, Fire, Law Enforcement, and others to assure that adequate support services

are available in meeting the health and welfare needs created by the incident.

- The Public Health Administrator will assign at least one person to work within the County Joint Information Center that will act as Health Public Information Officer to help disseminate health information to the media or public.

4 Roles and Responsibilities

4.1 Medical Services

The Health Officer for Malheur County or designee represents the public health on the Emergency Operating Center (EOC) Staff. The EMS Coordinator represents the Emergency Medical Services on the Emergency Operating Center (EOC) Staff. Response activities may be coordinated from the EOC.

Upon receipt of official notification of an actual or potential emergency condition, it is the responsibility of the EMS Coordinator to receive and evaluate all requests for out of hospital emergency medical services and to disseminate such notification to all appropriate EMS providers.

4.1.1 Emergency Medical Services

Under the Malheur County Emergency Operations Plan (EOP), the EMS providers of the county have primary responsibility to provide the following services in response to emergency situations.

- Essential out of hospital medical care and treatment for persons whose illnesses or injuries are a result of a disaster or where care and treatment are complicated by a disaster.
- Plan and provide for transportation of casualties to suitable emergency care facilities.

4.1.2 County Health Officer

Under the Malheur County Emergency Operations Plan, the County Health Officer has the primary responsibility to provide the following services in response to emergency situations.

- Public health protection for the affected population.
- Mortuary and vital records services.
- Damage assessment for public health and medical facilities and systems.

4.1.3 Malheur County Health Department

The Health Department will be primarily responsible for directing and coordinating emergency programs relating to health operations. Malheur County has contracted with a physician, (County Health Officer) to reside as the authority relating to disaster planning. These duties may be shared jointly with the Health Department Administrator. Those responsibilities inherent to the position may include:

- Issuing health instructions to the general public.
- Directing and coordinating emergency public health programs.
- Determining the management, distribution and use of health resources such as personnel, materials and facilities.
- In a mass casualty situation, implementing the collection, identification, storage and dispatch of deceased victims.
- Transmitting pertinent related health care information to the Public Information Officer (PIO) for dissemination to the media.

4.1.4 EMS Coordinator

The County has an EMS Coordinator. Those responsibilities inherent to the position may include:

- Evaluating the ability of the existing medical care facilities to handle the emergency situation;
- Determining the need for emergency treatment stations and, if deemed necessary, implementing such stations;
- Determining the need for EMS teams and triage stations and, if deemed necessary, implementing such stations;
- Directing and coordinating EMS response.
- Transmitting pertinent related medical care information to the Public Information Officer (PIO) for dissemination to the media.

4.2 Public Health

4.2.1 General Responsibilities

Under the Emergency Support Function 8, Malheur County Health Department has primary responsibility to provide the following services in response to emergency situations (Agencies involved with the Health Department are in parentheses):

- Public health protection for the affected population

- Mortuary and vital records services (Mortuary)
- Damage assessment for public health and medical facilities and systems. (Hospital)
- Public and media information programs dealing with public health, personal health and personal hygiene (County PIO)
- Coordinate disease surveillance and control operations including mass prophylaxis / vaccination.
- Coordinate Environmental Health activities including:
- Solid Waste and Wastewater Disposal;
- Food and Water Safety
- Vector Control (Health Department)
- Potable Water Supply (Public Works / EMS)
- Collect Vital Statistics / Assessments
- Compile health reports for state and federal officials (Hospital)
- Identify potential or continuing hazards affecting public health and offer appropriate guidance for mitigation of harmful effects.
- Maintenance of medical supplies (Hospital)

4.2.2 Public Health Notification

- Malheur County Health Department personnel shall utilize established communication facilities and networks that are used in normal day-to-day operations.
    - Day- to- Day communications include the Health Alert Network (HAN) and the employee notification system embedded in the program.
- Malheur County Health Department personnel will be available 24-hours a day and 7-days a week. A designated staff member will carry a cell phone that can be contacted through 9-1-1 or the Public Health 24/7 emergency line (541-889-7279).

4.2.3 Public Health Activation

- For a large- scale event, Malheur County Health Department shall operate within the Emergency Operation Center (EOC) located in the Malheur County Sheriff's office, 251 B Street West Vale, OR. The EOC shall provide a centralized management center to facilitate policy

making, coordination and control of operating forces. The Health Department Administrator shall be responsible for developing policies relating to health and welfare services.

- For smaller incidents that only affect the health department, the department will operate out of the public health building unless a prior agreement has be adopted between the health department and EOC to always co-locate.

4.2.4 Public and Media Information

- Public information related to an emergency event shall be coordinated in the EOC by the Public Information Officer and released only with the approval of the Incident Commander.
- The Health Department will provide a PIO to support the county PIO on health related issues.

5 Concept of Operations

5.1 General

This ESF is based upon the concept that emergency functions for the public health, medical, and mortuary services will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

Those day-to-day functions which do not contribute directly to the emergency operation may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be re-directed to the accomplishment of emergency tasks by the agency concerned.

5.2 ESF Actions by Phase of Emergency

5.2.1 Mitigation

- Report presence of contagious infections in the jurisdiction.

5.2.2 Preparedness

- Maintenance of medical supplies
- Prepare and train EMS personnel for Mass Casualty and disaster response.

4.2.3 Response

- Coordinate EMS response to provide treatment and transport of the sick and injured.
- Collect vital statistics.

5.2.4 Recovery

- Continue response activities, as needed

5.3 Public Health

5.3.1 Disease/Health Threat Investigation

- Primary responsibility for conducting the investigation of a public health disaster rests with Malheur County Public Health and Environmental Health services. In a terrorism event, public health investigation will be coordinated with the criminal justice system, including the FBI. The county sheriff or a designated law enforcement official will act as the liaison between public health and the criminal justice system officials conducting the investigations.

- Local environmental health staff may be responsible for sample collection and analysis. In some situations, a contractor may collect the samples and analyze them. The Oregon Department of Agriculture (ODA) will be involved if there is a contamination of grocery stores, farm animals or crops.
    - Public Health Emergency Assessment
        - Detection of Exposure
            - Malheur County Health Department will coordinate the investigation. In situations where the Health Department lacks the capacity to provide coordination, State Public Health may take over this role. Wherever possible, written agreements describing respective roles will be completed before an emergency situation occurs.
    - Disease Exposure Assessment
        - The Health Department officials will determine the protocols for active surveillance. If active surveillance is needed, local public health will notify area physicians/clinics, hospitals, nursing homes and other agencies concerning the surveillance plan. This will include the need to report disease and instructions about the collection and transport of samples and specimens for laboratory analysis to be evaluated by the Oregon State Public Health Laboratory (OSPHL) and other appropriate state agencies.
        - If environmental contaminants are suspected, Malheur County Emergency Management and Malheur County

Environmental Health Department will coordinate sample collection and analysis with the State, Center for Environmental Health Systems (CEHS) to identify environmental contaminants, including contamination of groundwater, drinking water supplies and food and beverages. The CEHS in conjunction with local public health will be responsible for providing the protocols for continuing environmental monitoring as needed.

- Conducting the Epidemiological Investigation
  - The epidemiological investigation will characterize the outbreak emergency, including source and spread of the disease as well as the agent and the at-risk population. Based on this investigation and available assessment data, recommendations will be made to the appropriate Public Health Officer regarding prevention/mitigation plans, including treatment and prophylaxis of at-risk population.
  - Epidemiological Investigations
    - The State office of Disease Prevention and Epidemiology (ODPE) will have primary responsibility for coordinating the investigation efforts unless the health department has the capability and resources to conduct the epidemiological investigation.
    - Malheur County Public Health officials will coordinate with the State, area providers/clinics, hospitals and other involved agencies when conducting epidemiological investigations to determine the source and spread, populations at risk and to develop a prevention plan. This may include providing staff, phone banks, cell phones and other assistance, as needed.
    - Malheur County Health Department will have primary responsibility for coordination of investigation logistics, including communications with emergency operations planning staff at the local level.
- Environmental Health Investigations
  - Food and Water: Malheur County Health and Environmental Health Departments will work with the CEHS to investigate food and water-borne outbreaks.

This includes an environmental evaluation of the food facility or water source suspected of causing the disease outbreak. For outbreaks at grocery stores and meat packing plants, this will be coordinated with the ODA and the United States Department of Agriculture (USDA), as appropriate.

- Private Well Management: Malheur County Environmental Health Department and Emergency Management will work with the State Drinking Water Program and the public to mitigate threats to wells. Workplace exposure will involve the Occupational Safety and Health Administration (OSHA) and other agencies that have regulatory authority for individual workplace sites.
- Indoor Air Program: Malheur County Health and Environmental Health Departments in conjunction with State Public Health and the Oregon Department of Environmental Quality (DEQ) will be responsible for investigating illness related to indoor and outdoor air quality. As with other types of public health investigations, activities will be coordinated with local emergency management.
- Radiological Emergencies: Malheur County Health and Environmental Health Departments will work with the State, Radiation Protections Services (RPS) and local emergency management regarding radiological incidents.

5.3.2 Specific Environmental Responsibilities

- Determine the availability of a safe reliable drinking water supply for areas affected by disaster. This includes public systems, care facilities, shelters and private sources.
  - Minimum water requirements - supply sources
  - Storage
  - Private wells & springs
  - Home disinfection
  - Large volume disinfection
  - Emergency pipe lines & line disinfection
  - Hauling of water

- Source of contamination; sewage, radioactive, etc.
- Advise the public on modes of communication
- Inspection

- Ensure safe food sanitation at shelters and other temporary facilities involved in food production, transportation, storage and preparation.
  - Selection of emergency feeding centers
  - Food preparation
  - Food storage
  - Food service workers
  - Cleaning dishes and utensils
  - Hand washing facilities
  - Examination and salvage of food supplies and food serving equipment
  - Denaturant materials
  - Cleaning and sanitizing
  - Inspection
- Coordinate with Malheur County Department of Public Works to determine safe solid waste collection disposal, storage, incineration and/or burial in affected areas.
  - Home garbage disposal
  - Garbage disposal for institutions
  - Disposal of dead animals
  - Hospital waste - double bagged
  - Inspection
- Coordinate sanitation at shelters with Emergency Services and Red Cross.
  - Space requirement
  - Water
  - Feeding facilities
  - Toilet facilities

- Laundry facilities
- Lighting
- Ventilation
- Heating
- Safety & fire
- Janitorial supplies
- Inspection

■ Coordinate vector control effects in affected areas.

- Insect Control
  - Elimination of fly breeding
  - Fly control by screening
  - Chemical treatment
  - Interior spraying
  - Outside spraying

■ Rodent Control

- Protection of human food
- Removal of the rodents' food supply
- Elimination of rat harborage
- Poisoning of rodents
- Snakes

■ Coordinate use and services of laboratory facilities with:

- Public Health Department Services
- Health Officer
- State Department of Human Services/Health Services

■ Malheur County Environmental Health Department, in conjunction with the State CEHS and other responsible agencies will establish which water supplies and food supplies have been affected by a disaster and are considered unsafe. Once a water or food supply has been listed as unsafe, the supply will no longer be considered useable until approved for use.

- Malheur County Health and Environmental Health Departments are responsible to notify the public of the contaminated facility/utilities.
- Protocols for clean-up will be developed and provided to the affected facility/utility by local environmental health services or the State CEHS. Once a facility/utility is safe, the local health department shall notify the public.

5.3.3 Evacuation Plans and Quarantine

- Malheur County Emergency Management will be responsible for the coordination of the evacuation procedures. Local and State public health are responsible to advise the county on issues related to infectious disease, infection control procedures and quarantine issues.
- Local and State public health shall make recommendations on the necessity for evacuation when a biologic/chemical agent is involved in the emergency.
- Evacuation of health care facilities (e.g., hospitals and long-term care facilities…) shall be accomplished through the required evacuation plan for each facility. Assistance for evacuation should be coordinated with local law enforcement and not public health.

4.3.4 Patient Health Care Facilities

- Local public health and emergency management will work with local physicians, clinics and hospitals in establishing alternate health care sites for system overflow or overload. Services may include, but not be limited to, items such as medical emergencies, basic first aid and mental health issues.

4.3.5 Strategic National Stockpile (SNS)/Chempack

- Malheur County Health Department, in coordination with Malheur County Emergency Management, will decide if the SNS/Chempack system should be deployed to the local area. If the decision is made to deploy the SNS/Chempack system, then the local public health department shall submit the proper paperwork through the emergency management channels. The paperwork must flow from:
  - Local public health to;
  - Local emergency management agency to;
  - State Emergency Coordination Center to;
  - State Public Health Agency Operations Center
  - State RSS Warehouse

6 Direction and Control

6.1 Damage Assessment

Injuries and Fatalities: The County's EMS Providers have primary responsibility for gathering information concerning injuries and fatalities resulting from disaster occurrences. Since accurate information concerning casualties is essential in identifying required levels of medical support, information of this type must be forwarded to the EOC as soon as it is available.

6.2 Disaster Area Medical Support

The Health Department must be prepared to receive damage assessment reports from the various Malheur County medical facilities. Each operation area will report its operational capability status and assistance required to the person designated by the Medical Director. Those reports will be forwarded to the EOC for evaluation and action.

7 Continuity of Government

7.1 Medical Services

To ensure continuity of medical activities during threatened or actual disasters, the following line of succession is established:

- County EMS Medical Director
- EMS Coordinator
- Local EMS Supervisors

7.2 Public Health

- To ensure continuity of public health activities during threatened or actual disasters, the following line of succession is established as:
- Health Department Administrator
- County Health Officer
- County Medical Examiner

8 Administration and Support

The medical and health services will participate as required in drills and exercises conducted by Malheur County Ambulance Service District (ASD). Additional drills and exercises may be conducted by various agencies and services for the purpose of developing and testing abilities to make effective response to various types of emergency.

9 ESF Development and Maintenance

The Malheur County Health Department and EMS Coordinator, in cooperation with the EMS Medical Director, and the County ASD Advisory Board, is responsible for this annex's periodic review, and updating. Each service with emergency assignments is responsible for developing and maintaining their own appendix, and protocols for assigning personnel and equipment, and providing training necessary to carry out emergency functions.

10 Supporting Plans and Procedures

- National Response Framework, ESF 8 – Public Health and Medical Services
- State of Oregon Emergency Operations Plan, ESF 8 – Public Health and Medical Services

11 Appendices

- Appendix 1 Authorities

Appendix 1 – Authorities

A. General

1. Emergency response is primarily a local responsibility ORS 401.015 (2). The State Department of Human Services (DHS) expects that the local health department is an active part of the local response. Therefore it is a basic assumption of this plan that the DHS primary effort will be to support the local health departments. In the absence of a functional local health department, DHS may assume direct responsibility to the best of its ability. If state resources are exhausted, DHS will request federal support in coordination with the ECC in accordance with the State Emergency Operations Plan. It is the assumption of DHS that local health departments will have, or have immediate access to, plans that are annually reviewed and exercised.
2. Public health law governs public health duties and responsibilities, the authority of public health officials, and legal restraints on the exercise of public health authority.
3. It is important to emphasize that in Oregon, counties are directly responsible for protecting the public's health. The local Health Administrator can and often delegates the duty and authority to enforce State statue and County and City codes and ordinances to the local county Health Officer (LHO). State law does not give the State Department of Human Services' Public Health Division the same degree of responsibility to act in the public's health interests that is assigns to local county government. Selected public health authorities include but are not limited to:
   a) Powers of local government in an emergency response – ORS401
   b) Authority of the Health Department and Health Officer – ORS 431
   c) Investigation and Control Measures; Isolation & Quarantine – ORS 431/433
   d) Emergency Preparedness – OAR 333.014.0050; ORS 401; 488.160; 469.611
   e) Confidentiality of Information – ORS 192
   f) Federal Privacy Rule (HIPAA)
   g) Policies Governing Acquisition of the Strategic National Stockpile.
   h) Regulations -Packaging and Shipping of Diagnostic Specimens and Infectious Substances

B. CHAPTER 401. POWERS OF LOCAL GOVERNMENT

1. 431.015 **Statement of policy and purpose**. (2) It is declared to be the policy and intent of the Legislative Assembly that preparations for emergencies and governmental responsibility for responding to emergencies be placed at the local government level. The state shall

prepare for emergencies, but shall not assume authority or responsibility for responding to such an event unless the appropriate response is beyond the capability of the city and county in which it occurs, the city or county fails to act, or the emergency involves two or more counties. [1983 c.586 s.1]

2. 401.035 **Responsibility for Emergency Services Systems.** (1) The Governor is responsible for the emergency services system within the State of Oregon. (2) The executive officer or governing body of each county or city of this state is responsible for the emergency services system within that jurisdiction.
3. 401.65 **Police powers during state of emergency; suspension of agency rules**. During a state of emergency, the Governor shall: (1) Have complete authority over all executive agencies of state government and the right to exercise, within the area designated in the proclamation, all police powers vested in the state by the Oregon Constitution in order to effectuate the purposes of ORS 401.015 to 401.105, 401.260 to 401.355 to 401.580; (2) Have authority to suspend provisions of any order or rule of any state agency, if the Governor determines and declares that strict compliance with the provisions of the order or rule would in any way prevent, hinder or delay mitigation of the effects of the emergency; and (3) Have authority to direct any agencies in the state government to utilize and employ state personnel, equipment and facilities for the performance of any activities designed to prevent or alleviate actual or threatened damage due to the emergency, and may direct the agencies to provide supplemental services and equipment to local governments to restore any services in order to provide for the health and safety of the citizens of the affected area. [1983c.586 s.5]
4. 401.515 **Non-liability for emergency services; exception.** (1) During the existence of an emergency, the state and any local government, any agent thereof or emergency service worker engaged in any emergency services activity, while complying with or attempting to comply with ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580 or any rule promulgated under those sections, shall not, except in cases of willful misconduct, gross negligence or bad faith, be liable for the death or injury of any person, or damage or loss of property, as a result of that activity. (Note: This is section 1 of 6 sections)

C. OREGON REVISED STATUES-----CHAPTER 431----AUTHORITY OF THE HEALTH DEPARTMENT AND HEALTH OFFICER

1. 431.110 **General powers of Department of Human Services**; Subject to ORS 417.300 and 417.305, the Department of Human Services shall: (1) Have direct supervision of all matters relating to the preservation of life and health of the people of the state. (2) Keep the vital statistics and other health related statistics of the state. (5) Have full power in the control of

all communicable diseases. (6) Have authority to send a representative of the department to any part of the state when deemed necessary.

2. 431.120 **The Department of Human Services shall**: (1) Enforce state health policies and rules.
3. 431.150 **Endorsement of health laws generally.** (1) The local public health administrators are charged with the strict and thorough enforcement of the public health laws of this state in their districts, under the supervision and direction of the Health Division. They shall make an immediate report to the division of any violation of such laws coming to their notice by observation, or upon the complaint of any person, or otherwise. (2) The Health Division is charged with the thorough and efficient execution of the public health laws of this state in every part of the state, and with supervisory powers over all local public health administrators, to the end that all the requirements are complied with. (3) The health Division may investigate cases of irregularity or violation of law. All local public health administrators shall aid the division, upon request, in such investigation. (4) When any case of violation of the public health laws of this state is reported to any district attorney or official acting in said capacity, such official shall forthwith initiate and promptly follow up the necessary proceedings against the parties responsible for the alleged violations of law. (5) Upon request of the Health Division, the Attorney General shall like wise assist in the enforcement of the public health laws of this state. [Amended by 1959 c.314 s.22; 1971 c.650 s.12; 1973 c.833 s.43; 1973 c.835 s.165; 1974 c.36 s.12; 1977 c.582 s.11]
4. 431.155 **Restraining violation of public health laws**. (1) Whenever it appears to the Health Division that any person engaged or about to engage in any acts or practices which constitute a violation of any statute administered by the division or its assistant director, or any rule or order issued thereunder, the division may institute proceedings in the circuit courts to enforce obedience thereto by injunction, or by other processes, mandatory or otherwise, restraining such person, or its statute, rule or order, and enjoining upon them obedience thereto. (2) The provisions of this section are in addition to and not in substitution of any other enforcement provisions contained in any statute administered by the Health Division or its assistant director. [1967 c.94 s.2; 1971 c.650 s.13; 1977 c.582 s.12]
5. 431.157 **County authority to restrain violation of public health laws.** Pursuant to ORS 448.100 (1),
6. 446.425 (1) and 624.510 (1), the county is delegated the authority granted to the Assistant Director for Health in ORS 431.155. [1983 c.370 s.4]
7. 431.416 **Local public health authority or health district; duties.** The local public health authority or health district shall: (1) Administer and enforce the rules of the local public health authority or the health district and public health laws and the rules of the Health Division. (2) Assure activities necessary for the preservation of health or prevention of disease in the area under its jurisdiction as provided in the annual plan of the

authority or district are performed. These activities shall include but not be limited to:

(1) Epidemiology and control of preventable diseases and disorders;
(2) Parent and child health services, including family planning clinics as described in ORS 435.205;
(3) Collection and reporting health statistics;
(4) Health information and referral services; and
(5) Environmental health services. [1961 c.610 s.8; 1973 c.829 s.23; 1977 c.582 s.28; 1983 c.398 s.4]

8. 431.418 **Local public health administrator; health officer; duties;** salary.
   a) Each district board of health shall appoint a qualified public health administrator to supervise the activities of the district in accordance with law. Each county governing body in a county that has created a county board of health under ORS 431.412 shall appoint a qualified public health administrator to supervise the activities of the county health department in accordance with law. In making such appointment, the district or county board of health shall consider standards for selection of administrators prescribed by the Health Division.
   b) Where the public health administrator is a physician licensed by the Board of Medical Examiners for the State of Oregon, the administrator shall serve as health officer for the district or county board of health. Where the public health administrator is not a physician licensed by the Board of Medical Examiners for the State of Oregon, the administrator will employ or otherwise contract for services with a health officer who shall be licensed physician and who will perform those specific medical responsibilities requiring the services of a physician and shall be responsible to the public health administrator for the medical and paramedical aspects of the health programs.
   c) The public health administrator shall:
      (1) Serve as the executive secretary of the district or county health board, act as the administrator of the district or county health department and supervise the officers and employees appointed under paragraph (b) of this subsection.
      (2) Appoint with the approval of the health board, administrators, medical officers, public health nurses, sanitarians and such other employees as are necessary to carry out the duties and responsibilities of the office.
      (3) Provide the board at appropriate intervals information concerning the activities of the department and submit an annual budget for the approval of the county governing body except that, in the case of the district public health administrator, the budget shall be submitted to the governing bodies of the participating counties for approval.

(4) Act as the agent of the Health Division in enforcing state public health laws and rules of the Health Division, including such sanitary inspection of hospitals and related institutions as may be requested by the Health Division.
(5) Perform such other duties as may be required by law.

9. 431.440 **Public health administrators have police powers.** All district and county public health administrators shall possess the powers of constables or other peace officers in all matters pertaining to the public health. [Amended by 1961 c.610 s.11; 1973 c.829 s.27]
10. 431.530 **Authority of local health administrator in emergency.**
    a) The local public health administrator may take any action which the Health Division or its assistant director could have taken, if an emergency endangering the public health occurs within the jurisdiction of any local public health administrator and:
        (1) The circumstances of the emergency are such that the Health Division or its assistant director cannot take action in time to meet the emergency; and
        (2) Delay in taking action to meet the emergency will increase the hazard to public heath.
        b) Any local public health administrator who acts under subsection (1) of this section shall report the facts constituting the emergency and any action taken under the authority granted by subsection (1) of this section to the Assistant Director for Health by the fastest possible means. [1973 c.829 s.9; 1977 c.582 s.31]

D. OREGON REVISED STATUTES----CHAPTER 433---- INVESTIGATION AND CONTROL MEASURES

1. 433.006 **Investigation and control measures.** In response to each report of a reportable disease, the local public health administrator shall assure that investigations and control measures, as prescribed by Health Division rule, shall be conducted. [1987 c.600. s.4]
2. 433.106 **Power to impose public health measures.** (1) When compliance with a necessary control measure is not voluntarily obtained or where noncompliance is imminently threatened, the assistant director or any local public health administrator, in the manner described in ORS 433.019 and 433.022, may impose a public health measure on a person or property in order to prevent the spread of or exposure to a disease or a contaminant that is a threat to the public.
3. (2) Nothing in this section or in ORS 433.019 or 433.022 prohibits excluding any person from any occupation or from attendance in any school or facility as is otherwise authorized by law.
4. [1973 c.259 s.9 (enacted in lieu of 433.105); 1987 c.600 s.9]
5. 433.135 **Providing for quarantined persons**. When a person is quarantined on account of a communicable disease, the local board of

health having jurisdiction may provide for such person confined the necessities of like, including medical care when necessary. [1973 c.259 s.12]

6. 433.150 Quarantine hospital; seizure, control of and compensation for emergency hospital. (1) Any city or municipality may establish a quarantine hospital within or without its own limits, but if within its own limits, consent of the municipality within which it is proposed to establish such hospital shall be first obtained. Such consent shall not be necessary if the hospital is more than 800 feet from any occupied house or public highway. (2) When a great emergency exits the board of health may seize and occupy temporarily for such quarantine hospital any suitable vacant house or building within its jurisdiction and the board of health of any city or municipality having a quarantine hospital shall have control over the same. However, in case of use of such house or premises, due compensation shall be tendered for their use.
7.

E. OREGON ADMINISTRATIVE RULES----COMMUNITY HEATLH AND EMERGENCY RESPONSE

1. ORS 333.014.0050 (3) In addition, each county and district health department should include or provide for programs in the following areas (according to the community's health needs):
2. (b) Emergency preparedness including participation in the development of the county's emergency response plans and internal procedures necessary to carry out the health department's role in the plans;
3.

F. OREGON ADMINISTRATIVE RULES------CONFIDENTIALITY OF INFORMATION

1. ORS 192.502 (3) EXEMPTS FROM DISCLOSURE "**public body employee (except elected officials) or volunteer addresses, dates of birth and telephone numbers** contained in personnel records maintained by the public body" unless the party seeking disclosure shows by clear and convincing evidence that the public interest requires disclosure in a particular instance."
2. ORS 192.501 (22) Exempts from disclosure "records or information that, if disclosed, would allow a person to "identify those **areas of structural or operational vulnerability** that would permit unlawful disruption to, or interference with, the services provided by a public body" or "disrupt, interfere with or gain unauthorized access to communication systems."
3. ORS 192.501 (18) Exempts from disclosure "**specific operational plans in connection with an anticipated threat to individual or public safety** for deployment and use of personnel and equipment, prepared and used by a law enforcement agency, if public disclosure thereof would endanger the life or physical safety of a citizen or law enforcement officer or jeopardize the law enforcement activity involved."

4. ORS 192.501 (18) Exempts form disclosure "**records or information that would reveal the security measures taken or recommended** to be taken to protect an officer or employee of a public body;" "buildings or other property used or owned by a public body" or "information processing, communication or telecommunications systems, included in the information contained therein, that are used or operated by a public body."

G. FEDERAL PRIVACY RULE----(HIPPA) AND PUBLIC HEALTH

1. The Health Insurance Portability and Accountability Act of 1996, (HIPAA) privacy rule establishes national standards for the use and management of protected health information IPHI). This policy has thus proven to be of specific interest to public health preparedness planners. The April 11, 2004 issue of CDC's Morbidity and Mortality Weekly Report (MMWR) serves as formal guidance from the Department of Health and Human Services on the implementation and application of the HIPAA Privacy Rule.
2. The HIPAA Privacy Rule is written both to protect an individual citizen's privacy and the effective function of the public health system in order to "**accomplish essential public health objectives and to meet certain other societal needs (e.g., administration of justice and law enforcement).*** Selected provisions and definitions of HIPAA specific to public health activities follow: *Emphasis added.
3. Protected Health Information
   a) PHI is defined in an April 11 issue of the CDC's Morbidity and Mortality Weekly Report (MMWR) as" generally individually identifiable health information that is transmitted by, or maintained in, electronic media or any other form or medium. This information must relate to:
      (1) the past, present or future physical or mental health, or condition of an individual;
      (2) provision of health care to an individual; or
      (3) payment for the provision of health care to an individual
      (4) If the information identifies or provides a reasonable basis to believe it can be used to identity an individual, it is considered individually identifiable health information."
      (5) Public Health Authority, Defined under HIPAA
      (6) Per the same MMWR, "A public health authority is broadly defined as including agencies or authorities of the United States, territories, political subdivisions of states or territories, American Indian tribes, or an individual or entity acting under a grant of authority from such agencies and responsible for public health matters as part of an official mandate."
      (7) Covered Entity, Defined under HIPAA

(8) Covered entities are those that are required to conform to HIPAA rule when handling protected health information (PHI). Entities include health plans, health care clearinghouses, and health care providers. The MMWR of April 11, 2004 acknowledges that some public health agencies may perform covered functions such as providing health care and may be subject to the privacy rule for those covered activities. Per the MMWR, such agencies may wish to designate themselves hybrid agencies, thus "*a public health authority can carve out its non-covered functions, so that the majority of Privacy Rule provisions apply only to its health-care component*…"

(9) Public Health Activities under Memoranda or Agreement

(10) *The HIPAA Privacy Rule provides that the* "other entities" identified in contracts, letters and memoranda of agreement that frequently used by public health "are public health authorities under the Privacy Rule with respect to the activities they conduct under a grant of authority from such a public health agency."

(11) Permitted PHI Disclosures without Authorization

(12) *Per the MMWR*, "The Privacy Rule permits covered entities to disclose PHI< without authorization, to public health authorities or other entities who are legally authorized to receive such reports for the purpose of preventing or controlling disease, injury, or disability." *Further, the MMWR states that* "PHI can be disclosed to public health authorities and their authorized agents for public health purposes including but not limited to public health surveillance, investigations, and interventions."

(13) Minimum Necessary Standard

(14) *With regard to the amount of information that may be disclosed to a public health or other non-covered entity, the MMWR states that* "The Privacy Rule usually directs covered entities to limit the amount of information disclosed to the minimum necessary to achieve the specific goal [45CFR s. 164.514(d)(1)]. This requirement usually applies to disclosures to a public health agency. It would not apply, however, if the disclosure were required by law, authorized by the individual, or for treatment purposes.* A covered entity may also reasonably rely on a public official's determination that the information requested is the minimum necessary for public health purposes." *Emphasis added.

(15) The HIPAA Privacy Rule and State Laws

(16) According to the MMWR the Privacy Rule preempts less stringent state laws that related to privacy of PHI. Further, according to the MMWR, the Department of Health and

Human Services "may, upon specific request from a state of other entity or person, determine that a provision of state law that is contrary to the federal requirements and that meets certain additional criteria, will not be preempted by the federal requirements." *The MMWR identifies several possible reasons for such a determination, including that the state law* "is necessary to serve a compelling public health, safety or welfare need and, if a Privacy Rule provision is at issue, if the Secretary determines that the intrusion into privacy is warranted when balanced against the need

(17) to be served." Finally, *the MMWR notes that the Privacy Rule* "specifically does not preempt contrary state public health laws that provide for the reporting of disease or injury, child abuse, birth or death, or for the conduct of public health surveillance, investigation or intervention [45 CFR s. 160.202]."* *Emphasis added.

H. STATE OF OREGON----POLICIES GOVERNING ACQUISITON OF THE STRATEGIC NATIONAL STOCKPILE

1. Refer to: Oregon DHS interim SNS Plan "*Emergency Support Function 8, Appendix 1, National Pharmaceutical Stockpile Reception and Distribution Plan, II Policy; and TAB A Roles and Responsibilities, II Policy; TAB D, II Policy D" (*for clarity in this document, National Pharmaceutical Stockpile (NPS) is changed to National Strategic Stockpile (SNS).
2. POLICY
   a) the State of Oregon will request deployment of the SNS 12-hour Push Package from CDC as soon as state officials (in consultation with local officials) determine that it is necessary to do so to protect the public health. ESF 8, appendix 1, II. Policy A.
   b) Within the State of Oregon, only the Governor, or in his absence, the officers who may succeed him as described in the State Constitution or statute, Director of the Department of Human Services or the State Public Health Officer may formally request the deployment of the SNS 12-hour Push Package from the CDC. ESF 8, appendix 1, II. Policy B.
   c) Oregon Emergency Management Plan lists detailed roles and responsibilities for state agencies in support of specific State Support Functions (SSF) that closely follow the Emergency Support Function (ESF) organization of the Federal Response Plan. This allows for consistency of language and the coordination of federal, state and local entities in deploying the Strategic National Stockpile. ESF 8, appendix 1, TAB A, II. Policy A.
   d) The *Department of Human Services' Emergency Response Plan* describes how DHS will respond to major emergencies or disasters

affecting public health in the State of Oregon. ESF 8, appendix 1, TAB A, II. Policy B.

e) Nothing in this tab should be construed as independent of or as bypassing regular emergency

3. Management procedures. ESF 8, appendix 1, TAB A, II. Policy C.
   a) Safety is the responsibility of all supervisors and workers. Safe operations will be a priority at all times. All safety violations will be reported or corrected immediately. ESF 8, appendix 1, TAB D, II.Policy D.
   b) "State and federal laws related to patient treatment, confidentiality, record retention, prescriptive, and dispensing practice may apply to dispensing antibiotics in an emergency situation. ESF 8, Appendix 1, TAB E: This plan employs efficiencies to expedite the dispensing process without jeopardizing adherence to these laws.

C. OREGON HEALTH DIVISION-----REGULATIONS FOR PACKAGING AND SHIPPING OF DIAGNOSTIC SPECIMENS AND INFECTIOUS SUBSTANCES

1. World Health Organization Guidelines for the Safe Transport of Infectious Substances and Diagnostic Specimens -1997, Page 1: http://www.who.int/emc/pdfs/emc97_3.pdf
2. International Air Transport Association (IATA) Dangerous Goods Regulations DGR's -44th edition-2003, at this site: http://www.iata.org/dangerousgoods/products/index IATA 3.6.2.1.4
3. U.S. Government Federal Agencies Regulations:
4. CDC: (Health)
5. 42 CFR Part 72- Minimum packaging and labeling for infectious and diagnostic specimens
6. 42 CFR Part 73 – New Select Agent Regulation
7. Department of Transportation (DOT): Regulations enforced by the (FAA)
8. 49 CFR Parts 171 through 178
9. United States Postal Service (USPS)
10. 39 CFR Part 111
11. Domestic Mail Manual (DMM) CO23

Regulations for Packaging & Shipping of Diagnostic Specimens and Infectious Substances Manual **is located at the MALHEUR County Public Health Department (policies, procedures, instructions and all forms needed for collection and shipping are included in this document).**

THIS PAGE LEFT BLANK INTENTIONALLY

9

ESF 9 – Search and Rescue

THIS PAGE LEFT BLANK INTENTIONALLY

Table of Contents

1 Purpose and Scope 1

2 Policies and Agreements 1

3 Situation and Assumptions 1

3.1 Situation 1

3.2 Assumptions 2

4 Roles and Responsibilities 3

4.1 Personnel 3

4.2 Missions 3

4.3 Volunteer Organizations and Contact Procedures 3

4.4 Outside Resources and Contact Procedures 3

4.5 Minimum Standards for Personnel 3

5 Concept of Operations 4

6 Direction and Control 4

7 Continuity of Government 5

8 Administration and Support 5

9 ESF Development and Maintenance 5

10 Supporting Plans and Procedures 5

11 Appendices 5

THIS PAGE LEFT BLANK INTENTIONALLY

ESF 9 Tasked Agencies	
Primary Agencies	Malheur County Fire Defense Board Malheur County Sheriff's Office County EMS Coordinator
Supporting Agencies	

1 Purpose and Scope

The purpose of ESF 9 is to coordinate SAR operations and resources during emergency response and recovery. Emergency Support Function 9 describes the use of resources in support of both Urban SAR and Wilderness SAR during actual or potential emergencies, and also addresses mass casualty and mass fatality incidents. The scope of this function includes Urban SAR challenges generated as the result of an earthquake or building collapse, the search for persons lost in wilderness or other recreational or natural environments, the search for escaped prisoners and detainees, the search for downed aircraft, and the extrication of accident victims.

ORS 401.560 provides that the Sheriff of Malheur County is responsible for search and rescue activities within Malheur County. The Sheriff has delegated that authority to the UNDERSHERIFF who is the Search and Rescue Coordinator. The UNDERSHERIFF may create policies and procedures governing the appointment, training, certification and deployment of personnel and the purchase, the use of facilities, purchase, care and use of equipment. The SAR Coordinator may respond to mutual aid requests as necessary and notify the Sheriff. The SAR Coordinator may enter into informal agreements with other counties and agencies, but formal memorandums of understandings must be approved by the Sheriff. Malheur County Sheriff's Posse. is a private non-profit organization that accepts contributions, purchases materials and services for its members and maintains ownership of some vehicles and equipment

2 Policies and Agreements

The following policies and agreements are currently in place:

- [INSERT POLICIES AND AGREEMENTS]

3 Situation and Assumptions

3.1 Situation

ORS 401.560 provides that the Sheriff of Malheur County is responsible for search and rescue activities within Malheur County. The Sheriff has delegated that authority to the UNDERSHERIFF who is the Search and Rescue Coordinator. The UNDERSHERIFF may create policies and procedures governing the appointment, training, certification and deployment of personnel and the purchase, the use of facilities, purchase, care and use of equipment. The SAR Coordinator may respond to mutual aid requests as necessary and notify the

Sheriff. The SAR Coordinator may enter into informal agreements with other counties and agencies, but formal memorandums of understandings must be approved by the Sheriff. Malheur County Sheriff's Posse is a private non-profit organization that accepts contributions, purchases materials and services for its members and maintains ownership of some vehicles and equipment

ORS 401.615 Assumption of risk of wilderness travel or mountain climbing, provides that "a individual who engages in wilderness travel or mountain climbing accepts and assumes the inherent risks---". People become lost, and/or injured, or in need of rescue from remote and inaccessible areas or from natural and man made hazards. Malheur County has a number of recreational and hazardous venues that represent opportunities for people to require search and rescue services. Those venues include mountains, cliffs, snow, forests, canyons, rivers, lakes, caves, lava fields and deserts. Fire evacuation and body recoveries from remote and inaccessible areas are also SAR responsibilities.

3.2 Assumptions

- Search and Rescue will have adequate facilities, equipment, personnel, training and budget to meet the mandate of the Sheriff to provide search and rescue services.
- Volunteers will meet the OSSA minimum standards for certification and the Malheur County Search and Rescue training and certification standards.
- Search and Rescue will be notified on all incidents of lost, missing or overdue persons and those in need of rescue services.
- Search and Rescue will maintain an open communication with all of the Fire Districts in the county to establish responsibilities, authority, policies, procedures and communications.
- Search and Rescue will place a high priority on children who are reported overdue, lost, missing or injured.
- Search and Rescue will not knowingly place staff and volunteers in positions of unreasonable risks to provide service to those in trouble.
- Volunteer Coordinators may be appointed to act in the capacity of SAR Coordinator.
- SAR staff and volunteers will not accept gifts or gratuities personally, but contributions may be made to the Sheriff' posse.
- Volunteers under the age of 21 will not operate vehicles or snowmobiles.

- Emergency response conditions will be authorized by the coordinator only in life-threatening situations where time is clearly a life-saving factor.
- SAR personnel will not be deployed to actively fight fires.

4 Roles and Responsibilities

4.1 Personnel

- SAR Coordinator (UNDERSHERIFF)
- Other sworn staff, Deputies, and Reserves, as dictated by the mission, the availability and the training of the staff
- Patrol Sgt. who will act as the SAR Coordinator when assigned
- Logistics Coordinator (Emer. Services Lt.)

4.2 Missions

- Overdue, missing, and lost persons.
- Injured or ill persons for medical evacuations not accessible by conventional emergency medical responses.
- Body recoveries from remote or inaccessible areas and rivers and lakes.
- Fire evacuations of campgrounds and residences.
- ELT response
- Public education on backcountry planning and survival.

4.3 Volunteer Organizations and Contact Procedures

- Malheur County Sheriff's Posse

4.4 Outside Resources and Contact Procedures

- Other counties
- Life Flight- available directly or through 911

4.5 Minimum Standards for Personnel

- SAR Coordinator- UNDERSHERIFF, State and County SAR certified
- Patrol Sgt.- 2 years with SAR, State and County certified

- Logistics Officers
- Specialty teams- Certified or in training for certification, completion of minimum team training, passed proficiency demonstrations.
- Members- valid Oregon Driver's License, passed background examination, passed interview process, completion of SAR Academy, completed or in process of completion of summer survival, Emergency First Responder or Outdoor Emergency Care courses (or EMT, paramedic, or nurse), winter survival and the certification exam

5 Concept of Operations

- Calls for SAR assistance will be referred to 911 who will locate the Search and Rescue Coordinator. That Coordinator will make contact with the reporting party and determine whether a response is appropriate, when a response in appropriate, what resources need to be deployed and what outside resources are necessary.
- The 9-1-1 dispatcher will notify Oregon Emergency Management of the mission and request an incident number.
- The 9-1-1 dispatcher will at the instruction of the Coordinator, initiate the posse telephone tree identifying the type of mission, the personnel needed, location of the mission and special conditions.
- The Coordinator will notify appropriate outside resources such as local EMS units, Life Flight, and the Fire Districts, as needed.
- Search and rescue members will respond to the Emergency Operations Center, or the incident scene for assignment and deployment. The Coordinator will determine where SAR members are to meet.
- The SAR Coordinator will be responsible for the incident including personnel, vehicles, equipment, tactics, outside resources.
- If the response is in the Malheur National Forest, the USFS will be notified as soon as practical.
- If the response is on Bureau of Land Management (BLM) land , the BLM will be notified as soon as practical.
- Incident Command System will be used when appropriate

6 Direction and Control

To be developed.

7 Continuity of Government

SAR lines of succession are according to the standing operating procedures established by the Sheriff's SOP manual.

8 Administration and Support

To be developed.

9 ESF Development and Maintenance

The Undersheriff, in the capacity of the SAR Coordinator is responsible for working with the agencies specified in this annex, in the development, maintenance and improvement of this annex. Each agency will develop SOPs that address assigned tasks.

10 Supporting Plans and Procedures

- National Response Framework, ESF 9 – Search and Rescue
- State of Oregon Emergency Operations Plan, ESF 9 – Search and Rescue

11 Appendices

None at this time.

THIS PAGE LEFT BLANK INTENTIONALLY

10

ESF 10 – Oil and Hazardous Materials Response

THIS PAGE LEFT BLANK INTENTIONALLY

Table of Contents

1 Purpose and Scope 1

2 Policies and Agreements 1

3 Situation and Assumptions 1
3.1 Situation 1
3.2 Assumptions 3

4 Roles and Responsibilities 4
4.1 First Arriving 4
4.2 Law Enforcement 6
4.3 Emergency Manager 6
4.4 County Judge/Mayor 7
4.5 County Road Department/Public Works 7
4.6 American Red Cross 8
4.7 Fixed Site Hazardous Material Facility (Private Industry) 8
4.8 State Government Role 9
4.9 Federal Environmental Protection Agency 10
4.10 Federal Emergency Management Agency (FEMA) 11
4.11 Relationship to Other Plans 11

5 Concept of Operations 12
5.1 General 12
5.2 Reporting and Notification 13
5.2.1 Reporting 13
5.2.2 Notification 13
5.3 Protective Actions 13
5.4 Incident and Ongoing Assessment 14
5.5 ESF Actions by Phase of Emergency 14
5.5.1 Mitigation 14
5.5.2 Preparedness 14
5.5.3 Response 14
5.5.4 Recovery 14

6 Direction and Control 15
6.1 General 15
6.2 Specific 16

7 Continuity of Government 16

8 Administration and Support 16
8.1 Support 16
8.2 Communications 16
8.3 Documentation and Investigative Follow-up 17
8.4 Hazardous Materials Incident Report 17
8.5 Resources 17
8.6 Training 17
8.7 Exercising 18

9 ESF Development and Maintenance 18
9.1 General 18
9.2 Updates 18

10 Supporting Plans and Procedures 18

11 Appendices 19

ESF 10 Tasked Agencies	
Primary Agencies	Malheur County Emergency Management
Supporting Agencies	Local Fire Departments and Districts Regional HazMat Team

1 Purpose and Scope

- This annex establishes the policies and procedures under which Malheur County will operate in the event of a hazardous material incident.
- It defines the roles, responsibilities and inter/intra organizational relationships of government and private entities in response to a hazardous material incident.
- It provides assurance of appropriate response to protect the population of Malheur County in the event of a hazardous material incident involving the transport, use, storage and processing of hazardous materials.

2 Policies and Agreements

The following policies and agreements are currently in place:

- [INSERT POLICIES AND AGREEMENTS]

3 Situation and Assumptions

3.1 Situation

- Hazardous materials are commonly used, transported and stored in Malheur County. Hazardous materials incidents may occur as the result of natural disasters, human error or accident. Radiological accidents or incidents are covered in the Radiological Protection "hazard specific" annex.
- The identification of facilities and routes within Malheur County is found in the appendices to this annex.
- The following planning factors apply:
  - Malheur County is primarily a rural agricultural county of about 29,000 people with five incorporated cities within the county.
    - City of Vale (County seat), population 1,500
    - City of Nyssa, population 2,900

- City of Ontario, population 11000
- City of Jordan Valley, population 500
- City of Adrian, population 150
- Unincorporated Malheur County , population 12,315

- There are 5 main thoroughfares that bisect the county:
  - Interstate I-84 enters Malheur County at the Oregon / Idaho boarder outside of the city of Ontario and exits the County on the Malheur / Baker County lines south of Huntington Oregon.
  - Oregon highway 201 runs north and south beginning approximately three miles south of the Baker/Malheur county line near the Snake river. Highway 201 continues south along the Snake river through the cities of Ontario, Nyssa, and Adrian. This highway exits Malheur County at the Oregon / Idaho state line 10 miles south of Adrian and enters Idaho highway 19.
  - U.S. highway 95 enters Malheur county at the Oregon / Idaho state line approximately 18 miles north of Jordan Valley, and continues south-west through Jordan Valley to Burns Junction then south to the Oregon / Nevada state line in the Nevada city of McDermitt Nevada.
  - Oregon highway 78 begins at the intersection of U.S. 95 in Burns junction and travels north-west and exits Malheur county at the Malheur / Harney County line.
  - U.S. highway 20 begins at the intersection of highway 201 at Cairo Junction between Ontario and Nyssa. Highway 20 travels north-west through the city of Vale, and the community of Harper, through Malheur canyon, and through the community of Juntura. Highway 20 exits Malheur County at the Malheur / Harney county line at Drinkwater pass approximately 8 miles west of Juntura.
  - U.S. highway 26 begins in the City of Vale at the intersection of U.S. 20 and travels north-west through the communities of Brogan, and Ironside, and exits the county at the Malheur / Grant county line at ElDorado pass.

- Malheur County has two main rivers which bisect the county:
  - The first being the Malheur River which consists of the North Fork, Middle Fork, and the south fork. All three branches form a final confluence approximately 1 mile east of Juntura. The

Malheur River than enters Malheur canyon and travels eastward until it reaches the Snake River, approximately 1 mile northeast of the city of Ontario. The Malheur River is a controlled river with dams on the North, and the Middle forks. One dam being north of Juntura, and one south of Juntura.

- The Owyhee river consists of numerous forks, those being: the East fork, the Middle fork, the South Fork, the Little Owyhee, and the West Little Fork, all forks form the Owyhee in Southeast Malheur county and travel in a northern direction until meeting the Owyhee dam, which forms the Owyhee reservoir. Much of the Owyhee river is designated a wild and scenic river.
- Malheur county has numerous creeks throughout the County the most preeminent being Bully creek, Willow creek, Cow creek, and Jordan creek.
- Malheur County's eastern border from Adrian north to Farewell Bend south of Huntington is the Snake River. The Snake river is a controlled river with numerous irrigation and hydroelectric dams. The Snake river is subject to flooding especially from ice jams during prolonged subfreezing weather.

- Union-Pacific Railroad operates a spur line that enters the County from Payette Idaho through Ontario, and exits south of Adrian, into Idaho.
- The Oregon Eastern Railroad operates a short line from Ontario to an industrial plant just west of Vale, the trackage from this point west towards Burns has been abandoned and removed.
- Climate: The climate of Malheur County is generally mild, although temperature extremes are common and is subject only to light precipitation, approximately 9.6 inches annually mostly during the fall and winter months. Malheur County is located in a semiarid high desert area. Most of Malheur County is defined as frontier

3.2 Assumptions

- The existence of fixed hazardous materials facilities in Malheur County provide the potential for an major toxic air release hazard to the citizens located in the vulnerable zone of each fixed hazardous materials facility.
- The County & Cities will have the capability to make protective responses in the event of an incident involving the transport, storage, usage, or manufacture of hazardous materials.

- Protective action recommendations in the vulnerable zone include in-place sheltering, evacuation, and notification of contaminated water, milk, livestock, and food supply sources.
- The amount of time available to determine the scope and magnitude of the incident (lead time) will impact the protective action recommended.
- In the event of a serious fixed hazardous material facilities incident, many of the residents in the vulnerable zone will choose to evacuate spontaneously without official recommendation.
- In the event of an evacuation, at least 90% of the population at risk will relocate to private homes or motel facilities.
- A transportation hazardous materials incident may require the evacuation of residents along those routes within Malheur County.
- Hazardous materials entering the sewage system may necessitate the shutdown of sewage plants which may result in the release of untreated sewage.
- Wind shifts may occur that result in re-designating protective action measures.
- The resources of industry, local, state or federal government, separately or in combination, may be required to cope with the situation.

4 Roles and Responsibilities

Proper response to an incident involving the release of hazardous materials requires the coordinated actions of numerous city and county departments. Rapid communications must be utilized to inform responsible officials of the situation in order to facilitate decision making. The following tasks are not intended to be all inclusive or exclusive nor are they presented in order of execution priority. They represent a guide for actions to be taken when a hazardous materials incident occurs.

4.1 First Arriving

First arriving public safety agency will assume COMMAND until relieved by a properly trained responder.

If the incident is within a city or fire district, the senior fire official will be Command.

If the incident is not within a city or fire district, the senior representative of the Malheur County Sheriff Department Will be Command.

- The first arriving public safety agency present at the scene of an incident involving the release of hazardous materials will perform the following:
    - Take immediate steps to identify the nature of the hazardous material and report to the Communications Center.

- Initiate appropriate action to control and eliminate the hazard.
- Apply appropriate fire fighting techniques if the incident has resulted in fire.
- Ensure that no action is taken to flush or wash the contaminate into the storm drain system or irrigation systems until approval is obtained.
- Determine a safe route into the area and relay to the appropriate dispatch center.

■ The Incident Commander (IC)

- Ensure the appropriate Malheur County Fire District has been notified of the incident and given the available information. If incident is within a fire district
- Notify proper law enforcement personnel and other necessary responders as appropriate.
- Instruct the dispatch center to immediately notify Oregon Emergency Management 1-800-452-0311 to request State agency assistance or further instruction, including the Region 10 HAZ-MAT unit from Ontario.
- As Incident Commander ensure the following:
  - Determine response level of incident
  - Determine which public protective action shall prevail
  - Establish the hazardous area (hot line, contamination control area)
  - Establish staging areas upwind at a safe location
  - Designate an evacuation zone, if appropriate
  - Initiate public notification, if applicable
  - Request appropriate resources and support services
  - Coordinate all emergency and support activities
  - Maintain overall command of the emergency scene until the hazard is contained or until command can be passed to the proper agency.
- Establish an integrated on scene command post.

- Promptly identify the hazardous material and disseminate this information to appropriate emergency forces and citizens in the area of the incident.
- Obtain assistance from medical representatives to determine the hazards involved and the proper limits of an evacuation zone, if appropriate.

- Ensure that all department representatives at the integrated on scene command post are informed of the evacuation zone and of the need, where appropriate, for evacuation.
- Determine when the zone is safe for reentry.

4.2 Law Enforcement

The ranking law enforcement officer at the incident scene will report to the integrated on scene command post and perform the following in addition to the responsibilities and procedures outlined in the Law Enforcement Annex.

- Keep one radio equipped law enforcement officer at the integrated on scene command post until released by the IC.
- Evacuate citizens when requested to do so by the Incident Commander.
- Cordon off the incident scene for safety and exclude entry by unauthorized personnel.
  - Entry by non emergency personnel will be permitted on the basis of officer judgment or upon presentation of a Disaster Area Permit.
  - Questionable persons who insist on right of entry will be referred to the integrated on scene command post for determination of status.
- Provide assistance for identification of bodies.
- Protect sensitive and critical installations and prevent looting in the evacuation zone.
- Enforce traffic control in and around the scene of the incident.
- Disseminate information to the media and public as outlined in ESF 15 – External Affairs.

4.3 Emergency Manager

- Based on the response level and the Incident Commanders's input, initiate Emergency Operating Center (EOC) activation.

- When evacuation is directed by the IC, coordinate the evacuation operations through the EOC. See ESF 1.2 - Evacuation for pre-planned evacuation information.
- Inform the Mayor/County Judge as soon as possible regarding the evacuation. Request the assistance of the Fire Department if protective clothing and breathing apparatus is required.
- Secure and dispatch buses, vans, etc. to transport evacuees to appropriate holding areas or shelter facilities as needed.
- Select shelters/mass care facilities for evacuees from list of facilities provided by the Red Cross. Further detail is provided in ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services.

4.4 County Judge/Mayor

- Keep one radio equipped law enforcement officer at the integrated on scene command post until released by the IC.
    - The County Judge or Mayor will report to the EOC, when activated.
        - Based on the response level and the Emergency Manager's input, initiate Emergency Operating Center (EOC) activation.
        - If deemed necessary, ensure that the County Counsel or City Attorney is notified of the incident and the circumstances causing or surrounding it.

4.5 County Road Department/Public Works

The senior Public works personnel at the scene will report to the integrated on scene command post and perform the following in addition to the responsibilities and procedures outlined in ESF 3 – Public Works and Engineering

- Assist with appropriate heavy equipment for rescue or recovery operations or clearing access for emergency vehicles, etc.
- Provide barricades around the incident evacuation zone, and the integrated on scene command post as requested.
- Provide material for building dikes to contain liquids and adsorbing hazardous materials.
- Cooperate with law enforcement to establish an efficient detour with the appropriate signs, arrows, and law enforcement officers to expedite movement of traffic.

- Provide assistance to public utilities in checking for damage and restoring services.
- Coordinate with fire and law enforcement evidence gathering personnel in clearing or moving debris.
- Regulate the water supply for fire suppression and react to water main damage so as to restore service as necessary.
- React to the entry of any pollutant or contaminant into the water supply sources by shutting off appropriate intakes or switching to alternate sources.
- Cooperate with State Health Department engineers in determining and carrying out actions designed to neutralize or eliminate pollutants that have entered the water supply.
    - The Oregon Department of Environmental quality may be requested to send a representative to report to the integrated on scene command post and:
        - Assist in determining the identity of the hazardous material and establish the type and degree of the hazard involved.
        - Provide assistance or advice on actions required.
        - Determine the proper method for neutralizing, containing or removing the hazardous material.

4.6 American Red Cross

In most instances, it is not anticipated that evacuees would require shelter for an extended period. If such a requirement should develop, however, the Red Cross will be responsible for shelter management and for providing sleeping equipment and food service. The Red Cross will be notified of any anticipated requirement by the Director of Emergency Services as far in advance of the need as possible.

4.7 Fixed Site Hazardous Material Facility (Private Industry)

- Designate facility emergency coordinator
- Develops on site contingency plan which specifies notification and emergency response responsibilities, procedures, and methods.
- Provides technical support for the development of off site risk assessment.

- Provides planning support for off site release contingency planning to include vulnerable zone identification.
- Provides emergency response liaison to the Malheur County emergency operating center.
- Provides emergency service representative to the integrated on scene command post.
- Provides public information representative to the Public Information Officer, as required.
- Participates in exercises and drills.
- Coordinates on site emergency plans with the Director of Emergency Services, and the Region 10 Haz-Mat coordinator.
- Initiates emergency notification and written follow-ups as outlined in Section 304 of SARA Title III.
- Provides initial assessment.

4.8 State Government Role

- Oregon Emergency Management (OEM)
  - Develops and implements comprehensive emergency management programs that include mitigation preparedness, response, and recovery elements.
  - Coordinates requests for State/Federal assistance from local political subdivisions following a major incident. (OEM 1-800-452-0311)
  - Renders assistance to Federal Departments, Agencies or Commissions as requested in pre or post disaster operations.
- Department of Environmental Quality
  - Serves as primary on scene contact for State agencies
  - Serves in an advisory role to the Federal On Scene Coordinator (OSC).
  - Monitors all removal operations and coordinates all State activities.
  - Determines the adequacy of containment and cleanup operations.
- Oregon State Highway Department /Road Department

- The senior Road Dept./DOT personnel at the scene will report to the integrated on scene command post and perform the following in addition to the responsibilities and procedures outlined in ESF 3 – Public Works and Engineering.
- Provides, through interagency contract, personnel, equipment, and materials for a State sponsored cleanup
- Assist with appropriate heavy equipment for rescue or recovery operations or clearing access for emergency vehicles, etc.
- Provide barricades around the incident evacuation zone, and the integrated on scene command post as requested.
- Provide material for building dikes to contain liquids and adsorbing hazardous materials.
- Cooperate with law enforcement to establish an efficient detour with the appropriate signs, arrows, and law enforcement officers to expedite movement of traffic.
- Coordinate with fire and law enforcement evidence gathering personnel in clearing or moving debris.
- Cooperate with State Health Department engineers in determining and carrying out actions designed to neutralize or eliminate pollutants that have entered the water supply.

4.9 Federal Environmental Protection Agency

- Enforces toxic air chemical release notification and ensures appropriate fixed hazardous material facility record keeping of reportable quantity requirements.
- Maintains and updates a list identifying substances most likely to cause serious harm in the event of a large accidental release.
- Operates an air toxic information clearinghouse, which will facilitate the exchange of information on air toxins among state and local agencies.
- Coordinates Federal funding, equipment, personnel and expertise during major ground, air toxic incidents, and inland water spills.
- Provides toxic air contingency planning and exercise guidance and training.
- Provides technical assistance for developing site specific risk assessments.

4.10 Federal Emergency Management Agency (FEMA)

- Provides training and emergency planning and exercise guidance related to incidents involving transport, manufacture, storage and disposal of hazardous material.
- Coordinates Federal HAZMAT training programs.
- Participates in the National Response Team.
- Participates in the Regional Response Team.
- Provides technical assistance and resources to state and local government for HAZMAT program development.

4.11 Relationship to Other Plans

- The Malheur County Emergency Operations Plan creates an umbrella for protecting the health, safety, and property of the public from all hazards. This plan identifies mitigation, preparedness, response and recovery activities relevant to all hazards.
- The Hazardous Materials Response Annex of the Plan provides procedures to protect the public from transportation, storage, fixed site and transfer point hazardous material incidents. This Annex is supported by individual department standard operating procedures (SOPs) that address specific situations and operational concepts.
- Mutual Aid Agreements are formal signed documents with participating municipalities and emergency service organizations that increase response capability.
- The State of Oregon Emergency Management Plan provides the mechanism by which state supplies, equipment, personnel, and facilities are utilized to assist local governments when local resources are insufficient to cope with the effects of a disaster.
- ESF 10 of the State of Oregon Emergency Operations Plan describes the procedures, responsibilities and methodology by which the State of Oregon will respond to hazardous materials emergencies. This plan provides for the support of many State agencies in a large scale hazardous materials emergencies by establishing clear methods for interfacing with local government.

5 Concept of Operations

5.1 General

- Persons arriving at the scene of a hazardous material incident are to immediately establish communications with the Emergency dispatch facilities (Malheur County PSAP or Ontario PSAP). Initial notification, coordination, for containment and eventual removal of the threat will be handled at this level. This applies to owners, common carriers, operators, law enforcement, EMS, Public Works, and fire department personnel.
    - All public safety agencies responding to or on the scene of a haz-mat incident, will operate within the Incident Command System.
    - The first trained public safety agency representative on the scene will establish ICS, and assume Incident command(IC).
- Depending upon the seriousness of the incident, protective responses could include in place sheltering, evacuation, and notification of contaminated water supplies.
- Response Levels - To facilitate the proper incident response, three levels have been developed according to the threat posed. All incidents will be initially classified as a Level I response. Thereafter, the ranking on scene public safety official will determine the appropriate response level.
    - **Level I: Potential Emergency Condition**: An incident which can be controlled by the first responding agency and requires no evacuation other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.
    - **Level II: Limited Emergency Condition**: An incident involving a greater hazard or larger area which poses a potential threat to life or property. It may require a limited evacuation of the surrounding area.
    - **Level III: Full Emergency Condition**: Incident involving a severe hazard or large area, posing an extreme threat to life and property. It may require a large scale evacuation. This level may also require the expertise or resources of outside agencies, state, federal or private agencies/organizations.

5.2 Reporting and Notification

5.2.1 Reporting

- The first public safety response personnel arriving at an incident involving the release of hazardous materials will immediately notify their respective dispatch center, Vale or Ontario.

- If the situation obviously requires immediate action to cordon off the area or evacuate nearby residents or building occupants, the first public safety agency on the scene (either fire, EMS, law enforcement or public works/road department) should initiate such action immediately. Adjustment in the size of the evacuation zone can be made later after consultation with haz-mat response personnel.

5.2.2 Notification

Upon receiving a Hazardous Materials incident report and depending upon the response level (Level I, II, or III) the dispatch center will initiate staff activation and public warning in accordance with the procedures outlined in Annex A (Warning).

5.3 Protective Actions

Several protective action strategies are available to protect the public. These are discussed in detail in Appendix 4 and include the following options:

- **Evacuation**: Evacuation can be completely effective in protecting the public if it can be accomplished prior to the arrival of the toxic cloud at a particular location. The effectiveness of evacuation is dependent upon the time required to evacuate an area compared to the time available before the cloud arrives.

- **Shelter-in-Place**: In some cases, advising people to stay indoors and to attempt to reduce the flow of air into a structure may be the most effective protective option. This strategy has been used by emergency officials when it has been recognized that people could not be evacuated from an area prior to the arrival of a toxic cloud.

- **Ingestion Advisory**: Surface and ground water supplies can be contaminated by a hazardous chemical release. Planning must provide for the quick identification of a threat to the drinking water supply, and notification of the public.

- **Sewage**: A hazardous chemical entering the sewage system can cause serious and long term damage to a treatment plant. It may be necessary to divert sewage, creating another public health threat and environment problems.

5.4 Incident and Ongoing Assessment

- Initial Incident Assessment at a fixed facility will be the responsibility of the facility utilizing appropriate methods.
- After the notification that a release has occurred, the Oregon Department of Environmental Quality (DEQ) may be requested to send a representative to monitor the release and assess its impact, both on and off site.
- The DEQ is responsible for monitoring the size, concentration, and movement of leaks, spills, and releases. It will assist the on scene command post in decisions about response personnel safety, citizen protection, and the use of food and water in the area affected by the release and will also assist in decisions about containment and clean up based upon monitoring data.

5.5 ESF Actions by Phase of Emergency

5.5.1 Mitigation

- Conduct a Hazard Analysis
- Institute zoning/land use controls
- Enforce building codes
- Develop inspection procedures

5.5.2 Preparedness

- Develop public orientation/education programs
- Train emergency personnel
- Identify resources
- Develop procedures

5.5.3 Response

- Determine hazard potential
- Initiate public protective actions
- Contain and control the area

5.5.4 Recovery

- Monitor/survey to declare area safe
- Remove contaminants

- Document event
- Determine liability
- Develop reimbursement procedures

6 Direction and Control

6.1 General

- The on scene IC has overall responsibility of direction and control of all field forces
- The direction and control function is the combined capability of the emergency operating center and the integrated on scene command post. The exchange of critical information between these facilities such as requests for support and key decisions will enable first response efforts and support operations to be synchronized.
- An Emergency Operating Center (EOC) is the focal point for coordinating resource requirements in support of on scene activities and off site protective action decisions. EOC procedures are detailed in Annex A (Emergency Management Organization).
- The primary EOC is the Malheur County Sheriff=s Deputy Muster Room.
- An EOC is staffed with representatives from each department and private sector organization (as appropriate).
- The purpose of the integrated command post is to coordinate on scene support to deployed emergency service response elements.
- It is essential that the integrated on scene command post management team remain at their established position to coordinate the on scene response.
- The integrated on scene command post is supported by a communications system that can monitor and transmit on all Malheur County emergency service channels.
- If the incident is within a fire district the respective Fire District is in charge of the operation, maintenance and deployment of the integrated on scene command post.
- If the incident is not within City limits, the first trained public safety agency on the scene is in charge of the operation, maintenance and deployment of the integrated on scene command post. Until command

is passed to a representative of the Malheur County Sheriff's Department

6.2 Specific

- Upon the occurrence of an incident involving the release of hazardous materials, the control of the situation will become the responsibility of the initial responding public safety agency.
- The on scene public safety agency personnel will establish an integrated on scene command post. It will be established at a location consistent with the hazard, accessibility and space requirements, and response personnel safety.
- The local on scene public safety agency personnel is in total charge of the integrated on scene command post and, as such, will perform as the Incident Commander. All support units will report to the Incident Commander and operate under their direction from this fixed position.

7 Continuity of Government

Lines of succession to each department head are according to the standing operating procedures established in each department.

8 Administration and Support

8.1 Support

- When the situation exceeds the capability of local government, requests for assistance will be made to the Oregon Emergency Management Division in Salem at 1-800-452-0311 or 378-4124. All requests will be made by the Mayor/County Judge or by another official duly authorized by the Mayor/County Judge.
- Requests for assistance from local, private, and public sector groups will be made as appropriate by contacting agencies previously listed in mutual aid agreements.

8.2 Communications

- On scene radio communications at hazardous material incidents will use standard ICS procedures. Radio traffic will be relayed to the Incident Commander at the integrated on scene command post. When the EOC is activated all radio communications will follow the EOC / ICS Interface procedures. The Incident Commander will periodically update all agencies present at the command post and the EOC.
- All agencies involved will communicate on their assigned frequency.

- Interdepartment/Agency communications will be coordinated through the appropriate 9-1-1 Dispatch Center, until the EOC is activated. At that time communications will be coordinated through the EOC.
- Additional information about the Malheur County communications system, equipment, and procedures are contained in ESF 2 - Communications.

8.3 Documentation and Investigative Follow-up

- The fixed site responsibility for documentation of accidental releases are to prepare:
- Fixed site version of the incident including time, cause of spill, material and quantity released, location, response actions, etc.
- The 9-1-1 Dispatcher is responsible for preparing a report detailing the communications between the city/county and the fixed site to include initial specifics of spill, e.g., time, location, material and quantity spilled, spiller, source of spill, public health hazards, agencies contacted, comments, etc.
- The IC is responsible for preparing a report that summarizes the incident including cause of incident, incident critique, damage assessment, expenditures, and conclusions.
- The Sheriff/Police Chief is responsible for preparing an investigative report, witness statements, photographs, etc.

8.4 Hazardous Materials Incident Report

The form for collection and dissemination of incidents involving the release of hazardous materials is found in Appendix 2.

8.5 Resources

Every agency with response capabilities and task assignments is responsible for providing and maintaining equipment and supplies necessary for hazardous materials operations. Specific resources are addressed in ESF 7 – Resource Support.

8.6 Training

- In addition to existing local internal training programs, emergency response and medical personnel will attend HAZMAT related training courses offered by Federal and State agencies as well as by the private sector.
- Schedules for training of personnel will be according to existing procedures.

8.7 Exercising

- The Director of Emergency Services is responsible for scheduling, designing, conducting, and evaluating all exercises.
- An annual tabletop exercise will be conducted to train personnel on the use of this and other annexes. Each exercise will be followed by a critique to review the effectiveness of this annex and its support systems. The annex will be revised, based on the results of the exercise critiques.

9 ESF Development and Maintenance

9.1 General

- All agencies assigned responsibilities in this annex are responsible for developing or updating internal procedures that will assure a continuing acceptable degree of operational readiness to carry out their responsibilities.
- The Regional Haz-Mat coordinator will provide input to the Director of Emergency Services who is responsible for the overall development of this annex and will ensure proper annex distribution and changes thereto. Each Agency identified in Section V will develop SOP's that address assigned tasks.

9.2 Updates

- Recommended changes to the annex should be forwarded to the Director of Emergency Services.
- As revisions are made, revised and dated change pages will be provided to all individuals and agencies listed as holding copies. It is the responsibility of the copy holder to keep individual copies current. Each change should be recorded in the Record of Change sheet in the front of the annex.

10 Supporting Plans and Procedures

- National Response Framework, ESF 10 – Oil and Hazardous Materials
- State of Oregon Emergency Operations Plan, ESF 10 – Oil and Hazardous Materials
- National Response Team (NRT) of the National Oil and Hazardous Substances Contingency Plan, 1987. Hazardous Materials Emergency Planning Guide. NRT 1. Washington, D.C.

- Department of Transportation (DOT). Hazardous Materials Accident/Incident Prevention: An Outreach Guide for Emergency Response Personnel in Your Community.
- DOT, 1983. Community Teamwork: Working Together to Promote Hazardous Materials Transportation Safety A guide for Local Officials. Washington, D. C.
- U. S. Environmental Protection Agency (EPA). The National Oil and Hazardous Substances Pollution Contingency Plan. Washington, D. C.

11 Appendices

None at this time.

THIS PAGE LEFT BLANK INTENTIONALLY

11

ESF 11 – Agriculture and Natural Resources

THIS PAGE LEFT BLANK INTENTIONALLY

Table of Contents

1 Purpose and Scope 1

2 Policies and Agreements 1

3 Situation and Assumptions 2

4 Roles and Responsibilities 3

4.1 United States Department of Agriculture 3
4.2 Oregon Department of Agriculture 3
4.3 Malheur County Court 3
4.4 Malheur County Sheriff's Office Emergency Services Division 4
4.5 Private Veterinarian Practices 4
4.6 Malheur County Fire Chief 4
4.7 Law Enforcement – Sheriff's Office, Oregon State Police (OSP) 5
4.8 Oregon Department of Fish and Wildlife 5
4.9 OSU Extension Agent 5
4.10 Malheur County Road Department/ City Public Works Department 5
4.11 Farm Service Agency 6
4.12 Malheur County Public Health Department 6
4.13 Cattleman's Association 6
4.14 County Chapter of the Farm Bureau 6
4.15 Federal Bureau of Investigation (FBI) 6
4.16 Oregon Emergency Management (OEM) 6
4.17 Federal Emergency Management Agency 7

5 Concept of Operations 7

5.1 Foreign Animal Disease 7
5.2 Reportable Diseases 9
5.3 Disasters Where Animals Are Involved 10

6 Direction and Control 10

7 Continuity of Government 10

8 Administration and Logistics 10

8.1 Mutual Aid 10
8.2 Use of Volunteers 11

8.3 Expenditures during an Emergency and Resource Management . 11

9 ESF Development and Maintenance 11

10 Supporting Plan and Procedures 11

11 Appendices 12

ESF 11 Tasked Agencies	
Primary Agencies	
Supporting Agencies	
Adjunct Agencies	

1 Purpose and Scope

Emergency Support Function 11 focuses on protecting the food supply and ensures that victims of emergencies/disasters are provided with adequate nutrition. This support function also outlines procedures for control and eradication of disease or infestation potentially impacting plant and animal health while also introducing significant risk to the local economy (dairy and poultry operations, feedlots, auction yards, Christmas tree farms, timber/logging operations, agricultural crops, wildlife, etc). ESF 11 includes information regarding emergency animal sheltering and evacuation specific to livestock, such as dairy, cattle, poultry, sheep, goats, equine, and other production species. Procedures for evacuating and sheltering household pets and service animals are presented in ESF 6.

2 Policies and Agreements

The Oregon Department of Agriculture (ODA), in accordance with Oregon State law, specifically ORS, Chapter 596 (Disease Control Generally) and Oregon Administrative Rules 603 Division 11 has the authority to:

- Declare an animal health emergency;
- Impose restrictions on importations of animals, articles, and means of conveyance;
- Quarantine animals, herds, parts of the state, the entire state, and create quarantine areas;
- Stop the movement of animals;
- Require the destruction of animals, animal products, and materials;
- Specify the method for destruction and disposal of animals, products, and materials;
- Indemnify owners for animals destroyed; and
- Employ deputy state veterinarians and livestock inspectors.

Farm Service Agency programs are administered through the ODA and are subsequently activated by the U.S. Secretary of Agriculture in support of a natural hazard event, such as drought. Not all Farm Service Agency programs require a disaster declaration prior to activation. These include:

- Noninsured Assistance Program
- Emergency Conservation Program
- Emergency Haying and Grazing Assistance

The Farm Service Agency has local offices throughout the state that are often co-located with the Oregon State University (OSU) Extension Service, Natural Resources Conservation Service, and/or the local soil and water conservation district office. More info on programs administered by Farm Service Agency can be accessed via the following website http://disaster.fsa.usda.gov/fsa.asp

3 Situation and Assumptions

- While a quick identification of a disease agent is preferable, discovery may take some time, allowing for spread across a larger area.
- Information management is critical regardless whether a disease is present or not
- Media attention will be overwhelming in FAD events.
- The US economy will be significantly impacted by a disease outbreak regardless of the disease center.
- Domestic household pets are found in approximately 60% of households.
- People will refuse to evacuate or evacuation assistance unless their pet "family member" is also evacuated.
- A hoaxed event may impact economic markets.
- Investigation of animal disease occurs on a regular basis.
- When areas are evacuated planning should consider domestic animals left behind in the evacuation area.
- Reuniting companion animals to owners may become a major undertaking.
- The term "Domestic Animal", for purposes of this annex includes: Cattle, sheep, goats, pigs, llamas, horses, chickens, captive herds of elk (as allowed by ODFW), captive flocks of upland game birds (as allowed by ODFW), 4-H program animals or other animals commonly considered as livestock production.
- The term "Companion Animal" for purposes of this annex include: Dogs, cats, captive rats/mice/hamsters/ferrets, captive birds,

captive/non native fish, captive snakes, or other animals commonly considered as family pets.

4 Roles and Responsibilities

4.1 United States Department of Agriculture

- Issues Agriculture Secretary's Declaration of Disaster
- Oversees United States Forest Service
- Operates federal meat inspection program
- Operates Foreign Animal Disease Diagnostic Lab (FADDL)
- Coordinates animal disease testing

4.2 Oregon Department of Agriculture

- Direct the overall animal health activities in a FAD
- Develop statewide strategy and policy specific to disease eradication
- Issue hold orders, direct quarantines, develop destruction orders
- Arrange for individual indemnification in cooperation with USDA
- Coordinate deployment of state veterinary personnel, other animal health officials, and the Veterinarian Emergency Team Trailer
- Recruit, train, and hire reserve deputized veterinarians for emergency duty
- Coordinate activity among ODA headquarters and field operations
- Provide incident commanders, technical support, and liaison staff
- Communicate with the public through the Joint Information Center

4.3 Malheur County Court

- Serve as Policy Group for the EOC
- Oversees County Budget on day to day basis
- Declare a local emergency as needed
- Requests implementation of Mutual Aid Agreements
- Makes need requests to the State of Oregon, through OEM

- Requests assistance from other quarters as appropriate
- Under emergency authorization, direct county staff and resources to respond to the event
- Direct recovery effort

4.4 Malheur County Sheriff's Office Emergency Services Division

- Serve as key contact between participating agencies
- Provides notification to County Court and Emergency Response Group as needed
- EOC activation as warranted
- Responsible for notification of County Agencies involved in EOC
- Coordinate public information on County=s participation in event
- Serves at technical advisor to County Court
- Point of Contact for OEM
- Responsible for Disaster and Animals Annex revision work and distribution

4.5 Private Veterinarian Practices

- Follow state law regarding animal disease reporting
- Assist with emergency domestic companion care as possible
- Assist county with technical information on animal rescue, health and housing issues as possible
- Assist with reunification of domestic companion animals when possible

4.6 Malheur County Fire Chief

- When disinfection needs arise, coordinate disinfection program for public facilities
- Participate in EOC at administrative level
- Provide for day to day fire response to affected and non-affected areas
- Request State Fire Conflagration Act Declaration if necessary in support of event response

4.7 Law Enforcement – Sheriff's Office, Oregon State Police (OSP)

- Enforce livestock quarantine when requested by ODA - State Veterinarian or Deputy State Veterinarian
- Coordinate security for EOC, Media Information Center, and other facilities involved with disaster event
- Coordinate security activities around perimeter of quarantine area
- Participate in EOC at administrative level
- Provide ongoing law enforcement services
- Restrict areas of county for public safety reasons

4.8 Oregon Department of Fish and Wildlife

- Provide intelligence information on wildlife populations and movement during contagious animal disease events
- Assist with depopulation of wildlife populations as necessary
- Assist in collection and reunification of companion animals with owners as possible
- Assist in delivering emergency feed to domestic animals

4.9 OSU Extension Agent

- Provide intelligence information on numbers of domestic animals in county
- Assist ODA with identifying owners of contact herds
- Serve as a technical advisor to the Malheur County County Court for agricultural issues related to event

4.10 Malheur County Road Department/ City Public Works Department

- Assist Law Enforcement with traffic control and sign age.
- Maintain inventory of heavy equipment
- Participate in EOC at an administrative level

4.11 Farm Service Agency

- Assist in identifying affected producers in response and recovery efforts
- Provide livestock technical assistance as possible

4.12 Malheur County Public Health Department

- Provide correct health information to the public, during event.
- Facilitate human disease diagnostics as appropriate to presenting animal disease

4.13 Cattleman's Association

- Participate in education and information dispersal to livestock producers
- Assist in identifying affected producers in response and recovery efforts

4.14 County Chapter of the Farm Bureau

- Participate in education and information dispersal to livestock producers
- Assist in identifying affected producers for response and recovery efforts

4.15 Federal Bureau of Investigation (FBI)

- Work in connection with Malheur County Sheriff's Office, taking the lead on criminal investigation as appropriate

4.16 Oregon Emergency Management (OEM)

- Confirm notification with ODA, Animal Health & Identification Division (AHID) of the potential or suspected diseased case to determine location, scale, and stage of outbreak.
- Initiate contact with the respective County Emergency Manager.
- Notify the OEM Executive Duty Officer and partially activate the State Emergency Coordination Center (ECC) consistent with the extent of information received.
- Appraise the Governor and necessary State Government agencies (OSP, ODOT, ODFW) aware of developing issues.

- Assign an OEM County Liaison to work issues related to the incident with the county emergency management staff.
- Be the recipient of any request for state assistance and/or a county declaration request. Forward as appropriate.
- Act as liaison between FEMA, other federal agencies (USDA, FBI) and county government.
- Maintain contact with the county throughout the event to include recovery stages.

4.17 Federal Emergency Management Agency

- Coordinate with Department of Agriculture to determine situation and extent of request assistance (such as Federal Operations Support Assistance)
- Coordinate with impacted state(s) to determine unmet needs and whether state might seek major disaster declaration or other support from FEMA
- Report information on situation to FEMA HQ and seek direction
- Coordinate with Regions 8 and 9, as well as Emergency Preparedness Canada, to help ensure a consistent response and sharing of information
- Actions may result in ROC activation depending on circumstances.

5 Concept of Operations

Oregon Emergency Management (OEM) is guided by directives set forth in Oregon Revised Statutes (ORS) 401. As such, OEM will function to provide support to local government authorities and will coordinate state assets in situations where a State declaration of emergency has been made. Deployed state assets will depend on a declaration of emergency/disaster by the local county government.

5.1 Foreign Animal Disease

It is over simplistic to say that the organizational structure during an animal disease outbreak would be based on a multi-agency, unified command system. In reality there are two separate response operations going on simultaneously: One directly addressing the animal disease vector and resolution; The second, addressing the people side of this disaster, the recovery effort, and logistical support to both incidents.

Over the top of these two incidents may lay a law enforcement investigative case, requiring all involved agencies to coordinate and cooperate in their disaster response activities and attention paid to disruption of evidence.

To facilitate correct information and address the expected media attention, a Joint Information Center (JIC) should be established whereby all participating agencies can route press release and media contacts through the duration of the incident.

While specific state and federal agencies are charged with certain responsibilities in FAD outbreaks (foreign animal disease - USDA/ODA, terrorism- FBI), local government remains in charge of the overall disaster effort within its boundaries.

The general expected flow of any animal disease event would be as follows:

- Livestock producer contacts local veterinarian because of animal health issues; veterinarian detects potential disease during course of normal duties; disease indicators surface during slaughter; animal owner discovers abnormality and inquires through local veterinarian.
- Veterinarian (or meat inspector) makes report to USDA/State Veterinarian per State Law and quarantines animals (herd).
- Foreign Animal Disease Diagnostician (FADD) visits animals as part of investigation. Sample material taken for diagnosis. Coordination with other agencies and annex implementation may occur at this point if collaborating evidence of disease is present. Activate the County Emergency Operations Center (EOC) in conjunction with a signed local disaster declaration.
- Lab results returned to State Veterinarian. Coordination with other agencies and annex implementation only if lab result is positive for disease. County EOC is activated and local disaster declaration signed as appropriate.

General Local Response to animal disease event:

- Notification to the county Emergency Program Manager from OEM and/or ODA of positive test result, or a high degree of confidence that an animal disease is present in the county. Depending on the circumstances, the County Sheriff may be the first contact if ODA requires enforcement of a quarantine area.
- Emergency Program Manager notifies the County Court and the county Emergency Response Group of the event.
- The EOC (may) be activated depending on the specific disease agent, anticipated impact to county, or other factors at the time of the event. In cases where the EOC is not activated, incident management will be carried out through the emergency program manager.

- When notified of a county EOC activation, Oregon Emergency Response System (OERS) will notify adjacent county emergency managers of the activation and reason for activation.
- A combined public information effort between Malheur County and the lead animal health agency will be implemented. In the case of an animal disease that can spread to humans, the county Health Officer will participate for medical issues in this cooperative public information effort.
- The EOC will coordinate requests by the lead animal disease agency for local resources and mutual aid resources. If the request is beyond the county's capability to meet, the county will request assistance from adjacent mutual aid partners and/or the state.
- Local recovery efforts will occur simultaneously with the event response and, will be coordinated with the County Court.

5.2 Reportable Diseases

Any person practicing veterinary medicine in Oregon shall immediately notify the department by telephone (503-986-4680) of observing the following abnormalities:

- Any unidentified vesicular disease
- Any exotic disease or foreign animal disease, even if only suspected
- Any disease of unknown etiology exhibiting highly pathogenic or lethal effect

Any person practicing veterinary medicine in Oregon shall immediately notify the department by telephone (503-986-4680) of clinical evidence of any of the following diseases:

- Anthrax
- Avian Chlamydiosis/Psittacosis
- Avian Influenza
- Bluetongue
- Brucellosis (Brucella Abortus or Brucella melitensis or Brucella Suis)
- Equine erhlichiosis (including Potomac horse fever)
- Equine encephalomyelitis
- Equine infectious anemia

- Equine viral arteritis
- Foot and mouth disease
- Hog Cholera
- Laryngotracheitis in poultry
- Newcastle Disease
- Paratuberculosis (Johne's Disease)
- Pseudorabies (Aujesky's Disease)
- Pullorum-Typhoid Disease Rabies
- Scabies Psoroptes
- Scrapie
- Trichomoniasis in cattle
- Tuberculosis
- Vesicular Stomatitis.

5.3 Disasters Where Animals Are Involved

The organizational structure for the rescue, care and reuniting of animals with owners follows a more standard incident management system.

Once the need for domestic animal assistance is noted this annex should be implemented and coordinated through the Malheur County EOC.

6 Direction and Control

To be developed.

7 Continuity of Government

To be developed.

8 Administration and Logistics

The administration of this annex occurs through the Emergency Operations Center, or the Emergency Manager when appropriate.

8.1 Mutual Aid

Mutual Aid resources are intended to provide assistance during the time of critical need directly following a disaster. Or, in cases where specialized or specific

technical assistance is required for a set task. Accessing mutual aid resources requires a coordinated effort between the requestor and the requested agency.

Malheur County has signed off on a County Mutual Aid agreement. The Board of Commissioners enacts any request for mutual aid under this agreement.

Other department specific mutual aid agreements are in place. To provide a coordinated effort the requesting department should coordinate with the Board of Commissioners (Incident Commander) before enacting.

All resources activated through mutual aid agreements needs to be tracked by the Emergency Operations Center for cost and liability purposes.

8.2 Use of Volunteers

Individuals, organizations or groups wishing to volunteer their assistance during any phase of a disaster need to be registered by the County. Volunteers are signed up when a completed application form is signed off by the County Administrative Services Director.

Volunteers may be used in credentialed capacity only. Written proof is expected at the time of sign up.

8.3 Expenditures during an Emergency and Resource Management

All purchases made on the County's behalf need to be approved per county guidelines. Department heads with budget authority may not exceed their authority without the permission of the Board of Commissioners.

County equipment or property damaged during emergency conditions will be filed as such. Where private property or resources are used a claim against the county will be checked against receipt and authorization.

9 ESF Development and Maintenance

This plan is revised by the Malheur County Emergency Manager. Questions, suggestions, or revision materials should be forwarded to this position.

10 Supporting Plan and Procedures

- National Response Framework, ESF 11 – Agriculture and Natural Resources
- State of Oregon Emergency Operations Plan, ESF 11 – Agriculture and Natural Resources
- State of Oregon Department of Agriculture Animals in Disaster Plan
- Oregon Revised Statute 401

- Oregon Revised Statute 596
- Oregon Revised Statute 599
- Oregon Revised Statute 601
- OAR 603-011
- OIE Code Chapter 2.1.1
- Stafford Act as revised
- Homeland Security Presidential Directive/HSPD-9

11 Appendices

None at this time.

12 ESF 12 – Energy

THIS PAGE LEFT BLANK INTENTIONALLY

Table of Contents

1 Purpose and Scope 1

2 Policies and Agreements 1

3 Situation and Assumptions 1
3.1 Situation 1
3.2 Assumptions 1

4 Roles and Responsibilities 2
4.1 Utilities Director 2
4.2 Natural Gas Manager 3
4.3 Electric Power Manager 3
4.4 Water/Wastewater Manager 3

5 Concept of Operations 4
5.1 General 4
5.2 Action by Phase of Management 4
5.2.1 Mitigation 4
5.2.2 Preparedness 4
5.2.3 Response 5
5.2.4 Recovery 5

6 Direction and Control 6

7 Continuity of Government 6

8 Administration and Support 6
8.1 Administration 6
8.2 Support 6
8.3 Communications 7

9 ESF Development and Maintenance 7

10 Supporting Plans and Procedures 7

11 Appendices 7

THIS PAGE LEFT BLANK INTENTIONALLY

ESF 12 Tasked Agencies	
Primary Agencies	Malheur County Road Department
Supporting Agencies	Public and Private Utilities
Adjunct Agencies	

1 Purpose and Scope

Emergency Support Function 12 is responsible for the restoration of damaged energy utility infrastructure and accompanying systems within the County following a disaster. Also considered in this ESF is the provision of temporary emergency power generation capabilities to support critical facilities until permanent restoration is accomplished. All forms of energy production and transmission and its associated infrastructure should be considered, including electrical, natural gas, petroleum products, hydroelectric, wind, etc. Critical facilities may include primary and alternate EOCs, hospitals/critical care facilities, designated shelters, AOCs (if applicable), government offices/facilities, water/sewage systems, and other essential community services.

2 Policies and Agreements

The following policies and agreements are currently in place:

- [INSERT POLICIES AND AGREEMENTS]

3 Situation and Assumptions

3.1 Situation

Malheur County is subject to a number of emergency disaster circumstances that could occur locally and would create a need for emergency utilities services, and could have a general deterring effect on the safety and welfare of the people.

3.2 Assumptions

- All utility equipment and personnel will be available to cope with any anticipated disaster.
- Repair and restoration of essential services and vital facilities is possible and such that utilities can reasonably be expected to accomplish this task.
- The primary responsibility of utilities will be the maintenance and restoration of utility services.
- Utility services have the capability to accept increased demands.
- Private utility companies will cooperate with and assist Malheur County government services.

- In the event of a nuclear attack on the United States, the national electric power grids will go down, telephone service will not be reliable, and natural gas service will be interrupted.
- Utility responsibilities include:
  - Electric power services
  - Natural gas services
  - Telephone Services
  - Water and sewer services

4 Roles and Responsibilities

During emergencies, utilities activities will be managed by the Utilities Director through the existing divisions with existing organization structure.

4.1 Utilities Director

- Coordinate emergency utility activities
- Prepare and train personnel in emergency procedures
- Initiate mutual aid agreements
- Identify private sources of backup support (contractors, dealers)
- Develop resource lists
- Participate in planning, execution, and critique of exercises
- Provide engineering services
- Assess damage to utility system
- Safeguard vital records
- Maintain reasonable stockpiles of emergency materials
- Accomplish emergency repair of essential services
- Remove debris from and in or around utility service area
- Assist in decontamination
- Place barricades when needed for public safety
- Provide equipment as needed

4.2 Natural Gas Manager

- Consolidate gas requirements for local government, essential industry, and other essential users
- Regulate the supply of natural gas to meet all essential needs
- Ration, as necessary, natural gas to meet most essential needs
- Ensure cost accounting records are maintained

4.3 Electric Power Manager

- Review plans for continuation of services during emergencies
- Determine allocations and priorities for consumers, essential facilities and essential users within Malheur County
- Assist local officials in informing customers of any necessary curtailment and resolve any conflicts between essential users on the basis of state government policy directives which provide guidance
- Develop procedures for recovery, acquisition of materials necessary for emergency repair, and restoration of electrical service
- Ensure cost accounting records are maintained during all phases of an emergency
- Ensure that increased security measures safeguard against any increased probability of sabotage at power generating and distribution points; Request additional law enforcement protection, if needed

4.4 Water/Wastewater Manager

- Maintain water pressure (See Appendix 6)
- Provide potable water (See Appendix 6)
- Maintain sewage system (See Appendix 7)
- Provide temporary sanitary facilities as necessary
- Coordinate with Health Department on water testing
- Decontaminate water system
- Assess damages
- Maintain contact with EOC
- Maintain contact with EOC

5 Concept of Operations

5.1 General

Ultimate responsibility for providing utility services during emergencies rests with County Judge as the Emergency Manager

The Emergency Manager has designated the Utilities Director to manage his resources and equipment and coordinate activities through the Emergency Operating Center (EOC). The Utilities Director has the option of delegating authority for tasks and responsibilities as required.

5.2 Action by Phase of Management

5.2.1 Mitigation

- Train personnel in emergency procedures
- Participate in hazard analysis and identify vulnerabilities in utilities
- Accomplish mutual aid agreements
- Identify private contractors useful for support during emergencies
- Review and update this annex
- Review other annexes and clarify utilities role
- Participate in planning, execution and critique of exercises
- Work with planning commission to ensure new construction does not increase hazard or vulnerability threat

5.2.2 Preparedness

- Review emergency plans and procedures
- Review utility capabilities status; initiate made ready actions
- Ensure debris removal equipment is in good repair
- Ensure barrier and road block material and equipment is available
- Review and update utility emergency plans
- Review emergency staffing plan
- Secure equipment against damage
- Place standby equipment in operational readiness
- Review communications procedures with EOC

- Review contingency plans
- Review procedures to support accomplishment of task outlined in this annex
- Effect movement of equipment and critical supplies as anticipated necessary to ensure their survival

5.2.3 Response

- Maintain contact with EOC
- Maintain EOC utilities, as necessary
- Repair and restore essential services and vital utility services, as required
- Provide emergency power
- Conduct inspections required for restoration of service
- Clear debris as necessary
- Assess damage; survey disaster area and evaluate in terms of utility estimates
- Barricade damage areas, as necessary
- Secure assistance of private contractors, request aid from other jurisdictions and from the private sector as needed
- Make recommendations to alleviate problems
- Effect movement of equipment and supplies as required
- If shortages or overload conditions appear imminent, the Utilities Director, in coordination with the EOC executive group, will initiate curtailment procedures as outlined in utilities SOP's
- Install or restore service to refugee locations without utility service
- Ration utility usage if necessary

5.2.4 Recovery

- Repair plant
- Support decontamination work, as necessary
- Coordinate private and volunteer aid

- Replace damaged or destroyed utilities equipment
- Participate in after-action report and critiques; Update Emergency Management Plan
- Make recommendations to legislative body regarding changes in planning, zoning, and building code ordinances to mitigate impact of future emergencies
- Restore normal services
- Terminate services to vacated refugee locations

6 Direction and Control

The usual supervisors will continue their day-to-day responsibility during an emergency, exercising operational control of utility forces. Once the EOC is activated, a utilities representative will report to the EOC. The Utilities Director shall maintain overall management of equipment and personnel, and shall set priorities for resources and coordinate activities with the EOC.

The Utilities Director will coordinate the request for deployment of mutual aid forces and volunteer/auxiliary forces. Mutual aid forces will operate under the direct supervision of their own supervisors. Volunteer and auxiliary forces will work under the supervision of the senior utility official where they are deployed.

7 Continuity of Government

Lines of succession within each division and department will be according to the established Standing Operating Procedures (SOP's).

8 Administration and Support

8.1 Administration

The timely and efficient response of utility forces will require extraordinary coordination between field forces and the EOC. Priorities will be assigned by the Utilities Director to facilitate an orderly use of utility forces.

The Utilities Director shall develop procedures for requesting assistance from private contractors and private citizens during emergencies if needed.

8.2 Support

Emergency requests shall be coordinated through the EOC.

The Utilities Director may purchase equipment, supplies and personnel services to support response and recovery efforts, subject to approval by the Emergency Manager

Adequate records of all purchases, costs and expenses incurred in direct support of an emergency or disaster situation will be maintained to support subsequent reimbursement claims, and to critique the operation.

8.3 Communications

The utilities communications network is in Appendix 4. An internal recall roster will be maintained.

9 ESF Development and Maintenance

The Utilities Director is responsible for the development, exercise and maintenance of this annex. Each agency will develop SOP's that address assigned tasks.

10 Supporting Plans and Procedures

- National Response Framework, ESF 12 – Energy
- State of Oregon Emergency Operations Plan, ESF 12 - Energy
- FEMA, 1981. Disaster Operations: A Handbook for Local Governments. CPG 1-6.

11 Appendices

None at this time.

THIS PAGE LEFT BLANK INTENTIONALLY

13

ESF 13 – Public Safety and Security

THIS PAGE LEFT BLANK INTENTIONALLY

Table of Contents

1 Purpose and Scope 1

2 Policies and Agreements 1

3 Situation and Assumptions 1
3.1 Situation 1
3.2 Assumptions 1

4 Roles and Responsibilities 1
4.1 Malheur County Sheriff's Office 1
4.2 City Police Departments 2
4.3 Local Public Works 2

5 Concept of Operations 2
5.1 General 2
5.2 ESF Actions by Phase of Emergency 3
5.2.1 Mitigation 3
5.2.2 Preparedness 3
5.2.3 Response 3
5.2.4 Recovery 3

6 Direction and Control 3

7 Continuity of Government 4

8 Administration and Support 4
8.1 Passes 4
8.2 Communications 4
8.3 Resources 4
8.4 Key Facilities 5

9 ESF Development and Maintenance 5

10 Supporting Plans and Procedures 5

11 Appendices 5
Appendix 1 – Malheur County Law Enforcement Resources 6
Appendix 2 – Key Law Enforcement Facilities 8

THIS PAGE LEFT BLANK INTENTIONALLY

ESF 13 Tasked Agencies	
Primary Agencies	Malheur County Sheriff's Office
Supporting Agencies	City Police Departments

1 Purpose and Scope

This annex provides for proper coordination of law enforcement activities to ensure the safety of life and property during emergency situations.

2 Policies and Agreements

The following policies and agreements are currently in place:

- [INSERT POLICIES AND AGREEMENTS]

3 Situation and Assumptions

3.1 Situation

During times of emergency, law enforcement agencies will be called upon to expand their operations. Malheur County has several state and federal agencies which can provide support to local agencies as needed.

3.2 Assumptions

Local law enforcement personnel will generally be able to provide adequate police control through existing mutual-aid agreements. If local capabilities are exceeded, support will be available from any of several state and federal law enforcement groups.

4 Roles and Responsibilities

The organizational arrangements followed on a day-to-day basis will also be adhered to during an emergency.

4.1 Malheur County Sheriff's Office

- Coordinate all law enforcement activities in Malheur County
- Maintain law and order
- Provide security for key facilities resources and the disaster area
- Provide protection of property in damaged areas
- Provide traffic control
- Provide crowd control
- Coordinate warning and communications (See Annexes ESF 2)

- Support for shelter/mass care operations (See ESF 6)
- Assist evacuation (See ESF 6)
- Support for health/medical and rescue operations (See ESFs 8 & 9)
- Assist in hazardous materials incidents (See ESF 10)
- Preparation of appropriate mutual aid agreements
- Support other public safety activities

4.2 City Police Departments

- Coordinate all law enforcement activities in the city.
- Maintain law and order.
- Provide security for key facilities resources and the disaster area.
- Provide protection of property in damaged areas.
- Provide traffic control.
- Provide crowd control.
- Coordinate warning and communications (See ESF 2).
- Support for shelter/mass care operations (See ESF 6).
- Assist evacuation (See ESF 6).
- Support for health/medical and rescue operations (See ESF 8 & 9).
- Assist in hazardous materials incidents (See ESF 10).
- Preparation of appropriate mutual aid agreements.
- Support other public safety activities.

4.3 Local Public Works

- Position traffic control devices (i.e., barricades, covers, etc.) as per law enforcement instructions

5 Concept of Operations

5.1 General

Emergency operations for law enforcement agencies will simply be an expansion of their normal daily responsibilities. These responsibilities include maintenance

of law and order, traffic control, and crowd control. Local agencies will have the primary responsibility for routine law enforcement and support groups will assist in traffic and crowd control.

5.2 ESF Actions by Phase of Emergency

5.2.1 Mitigation

- Provide continuous plan review and updating.

5.2.2 Preparedness

- Prepare plans for traffic control.
- Develop adequate communications systems for emergencies.
- Provide training of primary and auxiliary personnel.

5.2.3 Response

- Maintain law and order.
- Operate a local warning system (See ESF 2).
- Provide mobile units for warning purposes (See ESF 2).
- Provide security for key facilities.
- Patrol evacuated areas.
- Support other public safety operations.
- Provide traffic and crowd control.
- Issue passes to restricted areas.

5.2.4 Recovery

- Continue response operations.
- Assist in damage assessment.

6 Direction and Control

Routine operations will be handled by standard procedures. During major emergency or disaster situations, which require Malheur County EOC activation, the Malheur County Sheriff will be responsible for coordinating all emergency law enforcement operations within the jurisdiction from the Malheur County EOC. An 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, and the senior law enforcement person on-scene will be in charge of law enforcement activities and report to the Malheur County Sheriff in the EOC. The

Malheur County Sheriff will establish and maintain communications with the on-scene command post and direct emergency operations from the EOC in coordination with other responding agency representatives at the EOC. If local capabilities are exceeded, the Malheur County Sheriff will request outside assistance through the governing body of the jurisdiction. Outside assistance may be provided from mutual aid agreements, state or federal sources.

7 Continuity of Government

Lines of succession to each department head are according to the standing operating procedures established by each department.

8 Administration and Support

8.1 Passes

Experience has indicated that there are cases where special passes are needed in a disaster area and if discretion and common sense are not used, a community can become paralyzed with over-enforcement or disaster relief action can be seriously hampered with under-enforcement. Only under extraordinary circumstances will passes be required after a disaster. The decision to require passes will rest upon the Malheur County Sheriff and the Emergency Program Manager, the order for requiring passes shall be issued from the EOC. The law enforcement agencies will be responsible for issuing passes upon the direction of the EOC. An effort has been made to issue in advance "Official Vehicle" cards to essential city and county personnel and key industries.

The following vehicles and their occupants are exempt from pass requirements; Marked utility company vehicles (power, phone, gas companies, etc.), military and government vehicles, marked city and county vehicles (water, sewer, trucks, etc.), relief agencies (Red Cross, Salvation Army, etc.). Common sense dictates that many emergency passes are already in existence (press cards, medical personnel, etc.). These passes will be honored, unless a reasonable question arises as to their authenticity. If such questions should arise, the party should be routed to the nearest law enforcement agency for consideration of a temporary pass.

8.2 Communications

The law enforcement communications network is shown in Appendix 1 to ESF 2 – Communications. The Sheriff's Office and City Police Department will operate a base station in the EOC Communications Center during response operations. An internal recall roster will be maintained.

8.3 Resources

A listing of available law enforcement resources is found in Appendix 3.

8.4 Key Facilities

A listing of facilities designated for police protection during an emergency may be found in Appendix 2. (To be developed)

9 ESF Development and Maintenance

It is the responsibility of each law enforcement agency to ensure its own operational capabilities. The (Sheriff's Office/City Police Department) will continue the planning of all law enforcement operations related to emergency management operations and ensure the maintenance of this annex. Each agency will develop SOP's that address assigned tasks.

10 Supporting Plans and Procedures

- National Response Framework, ESF 13 – Public Safety and Security
- State of Oregon Emergency Operations Plan, ESF 13 – Public Safety and Security
- Federal Emergency Management Agency (FEMA), 1981. Guide for Increasing Local Government Civil Defense Readiness of International Crises. CPG 1-7.
- FEMA, 1977. Law and Order Training for Civil Defense Emergency, Part A. SM-2.

11 Appendices

- Appendix 1 – Malheur County Law Enforcement Resources
- Appendix 2 – Key Law Enforcement Facilities

THIS PAGE LEFT BLANK INTENTIONALLY

Appendix 1 – Malheur County Law Enforcement Resources

[TO BE DEVELOPED]

THIS PAGE LEFT BLANK INTENTIONALLY

Appendix 2 – Key Law Enforcement Facilities

[TO BE DEVELOPED]

THIS PAGE LEFT BLANK INTENTIONALLY

14

ESF 14 – Long-Term Community Recovery

THIS PAGE LEFT BLANK INTENTIONALLY

Table of Contents

1 Purpose and Scope 1
1.1 Recovery 1
1.2 Mitigation 1

2 Policies and Agreements 2

3 Situation and Assumptions 2
3.1 Situation 2
3.2 Assumptions 3

4 Roles and Responsibilities 4
4.1 Recovery 4
4.1.1 Federal 4
4.1.2 State 4
4.1.3 County 4
4.2 Mitigation 5
4.2.1 Hazard Mitigation Coordinator 5
4.2.2 Hazard Mitigation Team Members 6

5 Concept of Operations 6
5.1 General 6
5.2 Recovery Phases of Management 6
5.2.1 Mitigation 6
5.2.2 Preparedness 6
5.2.3 Response 7
5.2.4 Recovery 7
5.3 Mitigation Definitions 7
5.3.1 Hazard Mitigation 7
5.3.2 Appropriate Mitigation Actions 7
5.3.3 Incident 7
5.3.4 Risk Factors 7
5.3.5 Disaster 8
5.3.6 General 8
5.4 Mitigation Phases of Management 9
5.4.1 General 9
5.4.2 Pre-Incident Mitigation 9
5.4.3 Post-Incident Mitigation 9

6 Direction and Control 10
6.1 Recovery 10
6.2 Mitigation 10

7 Continuity of Government 10
7.1 Recovery 10
7.2 Mitigation 10

8 Administration and Support 10
8.1 Records and Reports 10
8.2 Release and Distribution of Information 11

9 ESF Development and Maintenance 11

10 Supporting Plan and Procedures 11

11 Appendices 12
Appendix 1 – Mobile Home Parks in Malheur County 13
Appendix 2 – Copy of 44 CFR 206.226 15
Appendix 3 – Hazard Mitigation Team 17
Appendix 4 – Hazard Mitigation Team Report – Part 1 19
Appendix 5 – Hazard Mitigation Team Report – Part 2 & 3 20
Appendix 6 – Instructions for Completing Mitigation Reports 21
Appendix 7 – Incident Record 25
Appendix 8 – Mitigation Reference Record 27

ESF 14 Tasked Agencies	
Primary Agencies	Malheur County Emergency Management
Supporting Agencies	
Adjunct Agencies	

1 Purpose and Scope

1.1 Recovery

Emergency Support Function 14 provides an overview of the general process to be followed in recovering from the consequences of a disaster or other emergency affecting Wallowa County. It outlines the immediate steps to be taken to request state and Federal assistance and the type of assistance that may be available. To be most effective, this annex should be used in conjunction with the Oregon State Disaster Recovery Assistance Guidebook.

The recovery process begins during the response phase of the emergency.

Incident management must document all costs that are eligible for reimbursements from the Robert T. Stafford Act PL 277, CRF 44 as amended.

The Emergency Management Organization will coordinate the initial damage assessment in cooperation with the Building Inspection Division, the American Red Cross. The County Assessor's Office will calculate an estimated dollar amount for total loss and damages. There are two types of recovery assistance programs, the Public Assistance Program and the Individual and Family Assistance Program. A Presidential Declaration of Disaster determines what type of assistance is authorized. In most cases both programs are available.

The Department of Homeland Security and other Federal agencies offer several sources of recovery-oriented disaster relief. FEMA provides two types of recovery assistance programs, the Public Assistance Program and the Individual and Family Assistance Program. A Presidential Declaration of Disaster determines what type of assistance is authorized, although in most cases both programs are available. Additionally, the Small Business Administration can also declare a disaster and provide low interest loans for businesses and local residences. The USDA may declare an area to be eligible for the emergency feed program to assist farmers with additional assistance. The American Red Cross also provides a safety net for assisting individual and families with emergency assistance programs, which include grants and additional financial assistance.

1.2 Mitigation

This ESF also describes coordinated hazard mitigation planning and implementation measures to accomplish the long-term prevention or reduction of the adverse impacts of natural and man-made hazards on the citizens of Malheur County. To be most effective, this annex should be used in conjunction with the Malheur County Hazard Mitigation Plan.

2 Policies and Agreements

There are a number of policies and programs available to support recovery operations, financial reimbursement, and other types of assistance following an emergency or disaster. The following agencies/entities have established disaster programs that can assist with local recovery efforts:

- [INSERT RECOVERY POLICIES AND AGREEMENTS]

3 Situation and Assumptions

3.1 Situation

- Malheur County faces many potential natural and man-made disasters that may cause the loss of infrastructure, such as roads, bridges, water, and sewage treatment.
- The disaster recovery process has changed several times over the last few years. Planning, training and review will make this process easier and more through.
- During a disaster, Malheur County will expend a large amount of money and resources to respond. These costs can be recouped, during a presidentially declared disaster, if a through and accurate recovery program is developed.
- Disaster recovery can take months or years to achieve, depending on the type and magnitude of the disaster and damage to the infrastructure.
- Following a disaster declaration by the President, public assistance is made available to eligible applicants. Eligible applicants are those responsible for disaster-damaged facilities located within the disaster area. A facility is defined as any publicly or privately owned building, works, system or equipment, built or manufactured on an improved or maintained nature. Land used for agriculture purposes is not a facility. Applicants may be any of the following:
    - A State or State Agency;
    - Political subdivisions of States;
    - A local government (such as a city, county, or town) or;
    - An Indian tribe or authorized organization.

- Additionally, certain private, non-profit facilities may be eligible for public disaster assistance. Under FEMA Regulations 44 CFR Part 206, Subpart H, a private non-profit facility is defined as, any private non-profit educational, utility, emergency, medical, or custodial care facility, including a facility for the aged, or disabled, and other facilities providing essential governmental type service to the general public.

- For additional definitions, see the Public Assistance Program Workbook.

3.2 Assumptions

- The timely and accurate assessment of damage to both private and public property will be of vital concern to local and state officials following a disaster. This assessment will also have a great bearing upon the manner in which recovery is affected in Malheur County.

- Many different agencies will be called upon to render assistance following a disaster.

- Documentation of expenses incurred during the response phase will begin as soon as the first units are activated.

- Disaster recovery will begin before the active response has ended.

- An extensive damage assessment is a necessary part of most recovery programs at the state and federal levels.

- Exposure to risks from hazards exist, whether or not an incident actually occurs.

- The adverse impact of hazards can be directly affected by hazard mitigation actions accomplished prior to an incident occurrence. Effective post-incident mitigation actions an also reduce the risk of repeat disasters.

- Hazard mitigation planning and implementation activities are an on-going program/process and are an integral and complimentary part of an effective comprehensive emergency management program.

- Mitigation action to save lives and reduce damages can be achieved through properly coordinated group effort. This effort will require the cooperation of various levels of government and may be well served by the involvement of talented individuals with expertise in varying disciplines outside of government.

- The effective, long-term reduction of risks is a goal and responsibility shared by all residents of Malheur County.

4 Roles and Responsibilities

4.1 Recovery

Disaster recovery will be the responsibility of many varied agencies. The Emergency Management Coordinator will monitor and assist these agencies as needed. During a large scale emergency or a Presidentially declared disaster, FEMA and the State will take the lead in recovery operations.

4.1.1 Federal

The Federal Response Plan is intended to assure that Federal resources get to people who need them in a rapid and coordinated manner. It details how the Federal government will mobilize resources and conduct activities to assist State and local response efforts.

4.1.2 State

Within the State of Oregon, there is an emergency management organization, Oregon Emergency Management (OEM) that serves the Governor. During a disaster, OEM will assist a local government with a wide array of assistance through the State Emergency Operations Center. Typical forms of assistance would include:

- Technical Expertise
- Physical Resources(such as heavy equipment, barricades, sand/gravel)
- Human Resources
- Law Enforcement Assistance
- Fire Suppression Assistance
- Road/Highway repair assistance
- Health and Sanitation
- Environmental Protection/Clean-up

4.1.3 County

4.1.3.1 Emergency Management Coordinator

- Maintain information on State and Federal disaster recovery programs.
- Maintain information on local assets for the recovery process.
- Develop training exercises to keep selected Department Heads and Officials current on changes in the disaster recovery process.

- Coordinate disaster recovery operations between the county, state, and federal agencies.
- Be liaison between the county and the state.

4.1.3.2 County Department Heads

- Identify what state and federal resources are available for there department following a disaster.
- Maintain maps, resource inventories, or documents that will assist in the recovery process. These documents could be mobile home parks and numbers in each, blue prints or other documents of important facilities, etc.
- Request training to keep staff competent in disaster recovery operations.

4.2 Mitigation

- Hazard mitigation is a function which requires the coordination of a variety of multi-disciplined on-going activities. The Emergency Management Director is responsible for the overall emergency management program, however, the County or City Planning Director has been designated as the Hazard Mitigation Coordinator (HMC) and serves as the single manager/coordinator for this function.
- The Hazard Mitigation Team (HMT) consists primarily of representatives of local government but may also include representatives from industry and the private sector. Individual team members and functional areas of expertise are listed in Appendix 1 of this Annex. The HMT provides a pool of local people with skills in the wide variety of disciplines which may be needed to achieve effective hazard mitigation objectives. Team members are selected by the Hazard Mitigation Coordinator, who also serves as team leader and functional manager.

4.2.1 Hazard Mitigation Coordinator

- Coordinate all hazard mitigation related activities of this jurisdiction.
- Select individual members of the Hazard Mitigation Team, assign tasks.
- Ensure development, distribution, and retention of mitigation reports, records and associated correspondence, and monitor implementation of appropriate mitigation measures.
- Serve as point of contact and provide local assistance for Federal and State level mitigation planning activities.

- Develop Standing Operating Procedures (SOP) for compiling information, determining priority of efforts, preparing reports, and monitoring implementation of mitigation measures.
- Maintain this annex and ensure that all component parts of this annex are updated and contain current data.

4.2.2 Hazard Mitigation Team Members

- Assist in the accomplishment of team objectives as assigned by the Hazard Mitigation Coordinator.
- Provide technical assistance and functional expertise in disciplines as assigned in Appendix 1 of this annex.

5 Concept of Operations

5.1 General

This annex is not intended to describe in detail all aspects of the recovery program of Malheur County. The achievement of disaster recovery objectives is a high government priority, and all departments will assist with this goal.

Much of the information required to assist with recovery will be found in the appendix of this annex. Sections that contain Public Assistance information, trailer park location and numbers, and maps showing State, Federal and County roads will be apart of this section.

5.2 Recovery Phases of Management

5.2.1 Mitigation

- Develop files to keep current with changes in state and federal disaster recovery programs.
- Develop resource lists such as mobile home parks, county, state, and federal road systems, Public Non-Profit organizations within the county, and State agencies that may require assistance following a disaster.

5.2.2 Preparedness

- Identify disaster recovery organizations with the county, and state.
- Train personnel in Public Assistance Program Applicants procedures and requirements.
- Maintain pre-disaster photos, files and other documents to assist with recovery operations.

5.2.3 Response

- Complete Public Assistance Program Applicants briefing.
- Activate disaster recovery agencies within Malheur County, the Federal Government and the State of Oregon.
- Compile damage assessment reports for OEM.
- Collect damage information to public infrastructure.

5.2.4 Recovery

- Prioritize restoration activities.
- Monitor restoration activities.
- Review after action reports to look for possible improvements.

5.3 Mitigation Definitions

5.3.1 Hazard Mitigation

Any action taken to eliminate or reduce long-term risk to human life and property from natural and man-made hazards.

5.3.2 Appropriate Mitigation Actions

Mitigation measures which balance the cost of implementation against the potential cost of continued damages, if such measures are not taken. Mitigation measures should be less costly to implement than the damages they are intended to prevent. Floodplain management and the adoption and enforcement of safe land use regulations and construction standards, are considered as highly appropriate mitigation actions. Such actions are relatively inexpensive to implement, are long-term in nature, and are applicable on an area-wide basis.

5.3.3 Incident

Any event, or occurrence, in which people and/or property are placed at risk from the adverse impact of a natural or man-made hazard. The severity of an incident is determined by the degree (magnitude) of risk produced during the incident.

5.3.4 Risk Factors

A group of identifiable facts and assumptions concerning the impact of specific or associated hazards. An analysis of interrelated risk factors provides a means to determine the degree (magnitude) of risk produced by a particular hazard or an incident and, consequently, provides a means to determine priority of mitigation planning and implementation activities. Individual risk factors are as follows:

- Number of previous incidents involving this hazard.
- Probability of future incidents occurring which involve this hazard.

- Number of people killed or injured during previous incidents and number of people potentially at risk from future incidents involving this hazard.
- Damages to homes, businesses, public facilities, crops and livestock which have been caused by previous incidents or are potentially at risk from future incidents involving this hazard.
- Capabilities and shortfalls of emergency management organization to effectively respond to incidents involving this hazard.
- Recovery activities needed to return jurisdiction to pre-incident status. The recovery process involves not only time requirements, but also the associated costs to repair damages, restore services and return economic stability after an incident.

5.3.5 Disaster

A situation resulting from and incident which causes widespread or severe damage, injury or loss of life, property or resources, and exceeds the recovery capabilities of a jurisdiction. Disaster assistance provided by the Federal or State government is intended to supplement local government resources and so enhance recovery capabilities to achieve a speedy and efficient return to pre-incident conditions.

5.3.6 General

This annex is not intended to describe in detail all aspects of the mitigation program of this jurisdiction. The achievement of hazard mitigation objectives is a high governmental priority, and all departments will seek out and implement risk reduction measures.

The Hazard Mitigation Coordinator (HMC) is responsible for the coordination of all mitigation activities of this jurisdiction. To achieve mitigation objectives, the HMC will be assisted by a Hazard Mitigation Team (HMT) composed of representatives of the local population.

Members of the HMT provide a multi-disciplined local capability to identify mitigation opportunities and implement mitigation measures in either a pre-incident or post-incident situation.

The HMT is not viewed as a standing organization of rigid membership and regular duties, but rather one of flexible membership whose makeup and duties are dependent upon the particular mitigation activity under consideration. This flexibility allows the HMC to tailor the group to meet the situation while ensuring the involvement of appropriate individuals from the community.

The data collection process described in this annex provides a systematic means to identify hazards and assess their impact on this jurisdiction.

The Hazard Mitigation Team Report system described in this annex provides a means to develop a multi-disciplined, on-going mitigation planning and implementation process.

Consistent with capabilities, the State Division of Emergency Management

(OEM) will provide coordination, technical assistance and guidance to achieve effective risk reduction objectives.

In the event of a Presidential Major Disaster Declaration for this jurisdiction, the

Hazard Mitigation Coordinator and Team will provide assistance to the FEMA Disaster Team

This mitigation planning and implementation process is intended to facilitate the identification and implementation of appropriate mitigation actions. This process, in turn, facilitates the development of a joint Federal, State and Local government partnership dedicated to the achievement of effective risk reduction objectives.

5.4 Mitigation Phases of Management

5.4.1 General

Hazard mitigation activities are not only a response to an incident and a known hazard, but area also an active search for ways to prevent or reduce the impact from newly discovered hazards. The mitigation process is long-term in nature and, therefore, is an on-going element of the emergency management program which directly influences preparedness, response, and recovery requirements. Mitigation activities can be initiated at any time, but are classified as either pre-incident or post-incident activities because program objectives are hazard oriented.

These activities are not mutually exclusive and should be merged into a coordinated, continuous mitigation process.

5.4.2 Pre-Incident Mitigation

Activities that take place prior to the occurrence of an incident. This time frame provides a more relaxed atmosphere for the development and implementation of long-term, multi-hazard oriented mitigation measures. This time frame is preferred and is the most appropriate for reducing risks and potential damages.

5.4.3 Post-Incident Mitigation

Activities that take place after an incident has already adversely affected the jurisdiction. These activities are a response and are too late to prevent or reduce the impacts already suffered. Heightened hazard awareness and a desire for speedy recovery, provide and emphasis for conducting mitigation activities during

this time frame. Mitigation opportunities can be identified and implemented which can be very effective in reducing potential damages from future incidents.

6 Direction and Control

6.1 Recovery

The Emergency Management Director and or Coordinator will manage and coordinate the activities of the disaster recovery outside the incorporation boundaries.

6.2 Mitigation

The Hazard Mitigation Coordinator will manage the activities of the Hazard Mitigation Team and coordinate all hazard mitigation related activities of this jurisdiction.

7 Continuity of Government

7.1 Recovery

- Lines of succession for the disaster recovery managers will be in accordance with the direction of the Emergency Management Director.
- Lines of succession within each agency and department will be according to standard operating procedures within each agency.

7.2 Mitigation

- Lines of succession for the Hazard Mitigation Coordinator will be in accordance with the County or City Planning Department's Standing Operating Procedures (SOP)
- Lines of succession within each agency or department will be according to established Standing Operating Procedures (SOP's).

8 Administration and Support

8.1 Records and Reports

- Each department and agency will keep detailed and complete records of all expenses, damage, repairs, and recovery costs. The cornerstone of recouping losses following a disaster is documentation.
- Records of previous incidents and disaster declarations are stored at the Office of Emergency management. Both records contain data pertinent to risk factor analysis and, consequently, aid in determination of mitigation requirements. Risk factor analysis

provides a means to determine significant levels of risk or significant incidents that require initiation of a Hazard Mitigation Team Report.

- The Hazard Mitigation Team Report is a three-part, time-phased record of mitigation planning and implementation activities. The report is a management tool to facilitate the identification of mitigation opportunities and the development of an action plan and implementation schedule. This report system also provides a means to increase inter-governmental participation in the mitigation process through exchange of ideas, technical assistance, and guidance. Report components and instructions are contained in Appendices 2 through 4 of this annex..

- A listing of mitigation related documents on file which pertain to this jurisdiction is provided as Appendix 7 of this annex. This reference record is a listing of plans, programs, regulations, studies, maps, etc., which address hazards or mitigation activities unique to this jurisdiction. An example of items listed are flood control studies, levee improvement agreements, dam safety plans/guidance, local ordinances, Hazard Mitigation Plans, Flood Hazard Boundary Maps, Flood Insurance Rate Maps, drainage studies, etc. This record provides a listing of reference documents to be maintained and utilized as an aid to identify and accomplish mitigation objectives.

- Additional reports to monitor long-term implementation measures will be prepared as needed.

8.2 Release and Distribution of Information

- Completed Hazard Mitigation Team Reports will be prepared to the chief elected official of this jurisdiction for review and action as appropriate. Completed reports along with letter of transmittal will be provided to Malheur Emergency Management (Salem), ATTN: Hazard Mitigation Officer.

- Completed reports, historical records and associated correspondence will be maintained and utilized as a management tool for the continued development of a mitigation strategy for this jurisdiction.

9 ESF Development and Maintenance

The Emergency Management Coordinator will ensure the maintenance of all components of this annex, to include report, record, SOP's, and associated correspondence files.

10 Supporting Plan and Procedures

- National Response Framework, ESF 14 – Long-Term Community Recovery

- State of Oregon Emergency Operations Plan, ESF 14 – Long-Term Community Recovery
- Code of Federal Regulations (CFR) 44, Part 205, Subpart M (Hazard Mitigation), October 1985.
- FEMA, 1981, Floodplain Management Handbook. DR&R-11 (Change 1 dated 1/1982).
- FEMA, 1982. Survive Winter Wisely. FEMA-27.
- FEMA, 1983. Earthquake Safety Checklist. FEMA-46.
- FEMA, 1984. Financing Dam Safety Projects. FEMA-61.
- FEMA, 1987. Mitigation Program Development Guidance. FEMA-122.
- FEMA, 1984. Objectives for Local Emergency Management. CPG1-5.
- FEMA. Current "Flood Hazard Boundaries Maps" and "Flood Insurance Rate Maps" are available for most flood-prone areas.
- FEMA 1997 Disaster Response and Recovery Operations SM 385
- U.S. Army Corps of Engineers. "High Flood Hazard Area Studies" conducted under authority of Section 22 of Public Law 93-251 are available for many areas of Oregon.

11 Appendices

■ Appendix 1	Mobile Home Parks in Malheur County
■ Appendix 2	Copy of 44 CFR 206.226
■ Appendix 3	Hazard Mitigation Team
■ Appendix 4	Hazard Mitigation Team Report (Part I) (Survey)
■ Appendix 5	Hazard Mitigation Team Report (Part II & III) (Implementation Progress)
■ Appendix 6	Instructions for Completing Mitigation Reports
■ Appendix 7	Incident Record
■ Appendix 8	Mitigation Reference Record

Appendix 1 – Mobile Home Parks in Malheur County

[TO BE DEVELOPED]

THIS PAGE LEFT BLANK INTENTIONALLY

Appendix 2 – Copy of 44 CFR 206.226

[TO BE INSERTED]

THIS PAGE LEFT BLANK INTENTIONALLY

Appendix 3 – Hazard Mitigation Team

The implementation of effective hazard mitigation measures requires utilization of all resources available to this jurisdiction. Multi-disciplined, long-range mitigation planning requires a coordinated team of personnel with technical knowledge and expertise in a variety of functional areas which may be needed to achieve mitigation objectives. Hazard Mitigation Team membership and functional areas of responsibility for this jurisdiction are listed in this appendix. Team members will provide technical assistance for hazard mitigation activities as requested by the Hazard Mitigation Coordinator. Team members have been selected for all functional areas which apply to this jurisdiction and which may require local expertise.

Functional Area	Team Member/Agency
OPERATIONS & PLANNING	
Public Awareness/Education	County and Sheriff's Office PIO's
Emergency Preparedness & Response	Emergency Services Division
Disaster Recovery	Local / State E.M. Office FEMA
Floodplain Management	County / City Planning Director
Engineering Services	
Damage Assessment	County Assessor
Hazard Analysis	Emergency Services Division
Water Treatment	
Wastewater Treatment	
Drainage/Flood Control	County / Cty Road Department
Public Health	County Health Dept

	Functional Area	Team Member/Agency
REGULATIONS AND ADMINISTRATION		
	Legislative Representation/Liaison	
	Building Codes and Permits	
	Zoning Regulations	
	Legal Services	
	Development Planning	
	Subdivision Regulations	
	Fiscal/Funding Resources	
	Tax Assessment	
	Septic Tank/Sanitation Standards	
	Environmental Protection	
	Land Use Planning	
	Property Condemnation	
	Land Acquisition	
MISCELLANEOUS		
	Levee Management	
	Dam Safety/Reservoir Management	Bureau of Reclamation/ rrigation Dist.
	Agricultural Recovery Program	Local Farm Services Agency

Appendix 4 – Hazard Mitigation Team Report – Part 1

HAZARD MITIGATION TEAM REPORT (PART 1, SURVEY)

Impact Area: _____

Hazard Mitigation Coordinator: _____ Phone:_____

Hazard Identification: _____

Incident Period: _____

Number of Previous Incidents Involving This Hazard: _____

Number of Residents at Risk From This Hazard: _____

Disaster Summary Outline (DSO) (is/is not) Included With This Report.

Background and Discussion:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Hazard Mitigation Team recommendations and current implementation status.

Work Element #1:

Mitigation Action:

Lead Agency:

Approximate Cost of Action:

Funding Method:

Schedule:

Work Element #2:

Mitigation Action:

Lead Agency:

Cost of Action:

Funding Method:

Schedule:

Appendix 5 – Hazard Mitigation Team Report – Part 2 & 3

HAZARD MITIGATION TEAM REPORT
(PART 2 & 3, IMPLEMENTATION PROGRESS)

Impact Area: _____

Hazard Mitigation Coordinator: _____ Phone: _____

Hazard Identification: _____

Incident Period: _____

Date Part I Report Completed (Survey): _____

Date Part II Report Completed (Three Month Progress): _____

Date Part III Report Completed (Six Month Progress): _____

Comments concerning this report and/or activities which have occurred since last report are as follows:

_____

_____

_____

_____

_____

_____

Hazard Mitigation Team recommendations and current implementation status.

Work Element #1:

Mitigation Action:

Lead Agency:

Cost of Action:

Funding Method:

Schedule:

Work Element #2:

Mitigation Action:

Lead Agency:

Cost of Action:

Funding Method:

Schedule:

Appendix 6 – Instructions for Completing Mitigation Reports

1 General

The three-part Hazard Mitigation Team Reports discussed in this annex are all concerned with one basic goal. This goal is to assist in the identification and implementation of mitigation actions which will eliminate, or at least reduce, the potential for future losses. Part I of the report is an initial survey and provides a means to identify mitigation opportunities and develop a coordinated plan of action. Parts II and III are time phased status reports which indicate implementation progress and provide a means to identify additional mitigation opportunities. The mitigation reports are primarily a response action following a disaster or significant incident. This report system, however, should also be used at any time a hazardous condition exists, or a mitigation opportunity is identified.

2 Letter of Transmittal

A letter of transmittal should be prepared for each mitigation report submitted to DEM. The letter should include the name of the jurisdiction, the name and address of the Hazard Mitigation Coordinator, and should be signed in accordance with current local administrative procedures. Any additional information and/or attachments pertinent to hazard mitigation activities should also be included when reports are submitted to DEM.

3 Components of the Three-Part Hazard Mitigation

PART I (Survey):

This report contains initial identification of mitigation opportunities and addresses them as work elements to be accomplished. The various work elements contained in the report constitute an action plan to reduce risk levels in this jurisdiction. The report will be prepared no later than 15 working days following a significant incident. The report should also be prepared anytime an analysis of risk factors indicates a significant level of risk, or opportunities for mitigation action are identified.

ITEM:

- Impact Area: Identify area or areas impacted by incident/disaster or area at risk from potential hazards.
- Hazard Mitigation Coordinator: _____ Phone: _____ Provide name and phone number of coordinator to serve as point of contact for mitigation activities.

- Hazard Identification: Identify specific hazard(s) addressed in this report. For example – severe thunderstorms with flooding from Hurricane Allen; wind damage from tornadoes; dam failure and downstream flooding, etc.
- Incident Period: Identify time(s) and date(s) of incident/disaster. If report is prepared prior to an incident/disaster, use "Pre-Incident Report" for this entry.
- Number of Previous Incidents Involving This Hazard
- Self Explanatory
- Self Explanatory
- Background and Discussion: Briefly describe what happened, or what could possibly happen, and the real cause of the problem. A flood is a hazard, but what really caused the flood? – perhaps drainage ditches overflowed because excessive vegetation impeded water flow, or flood control gates were rusty and inoperable. If possible, identify specific conditions which directly contributed to impact of incident/disaster.
- This section of the report is a listing of specific actions to be accomplished which will eliminate, or at least reduce the impact of this hazard. This section is essentially a mitigation action plan to reduce risk and vulnerability levels of this jurisdiction. Each "Work Element" is numbered and consists of a specific mitigation action along with a discussion of the means to be employed to accomplish the action. The number of work elements (i.e., mitigation actions), developed for each report will be determined by the Hazard Mitigation Coordinator and will be based on the nature of the hazard, and the degree of risk to this jurisdiction.)

Mitigation Action

Identify a specific mitigation action to be accomplished. For example – develop and implement a master drainage plan of the jurisdiction; conduct public awareness campaign to increase flood insurance coverage; revise and implement building code standards to meet current recommended criteria; widen and straighten 2.5 miles of main drainage ditch to allow for increased flow of runoff, etc.

Lead Agency

Identify the local agency or organization which is best suited to accomplish this action. In most cases, the organizations represented on the Hazard Mitigation Team will be ideally suited to accomplish specific mitigation actions.) Cost of Action: (Indicate what the cost will be to accomplish this action. This amount will, of course, have to be estimated until the action is completed and an actual

final dollar amount is determined.) Funding Method: (Indicate how the costs to complete the actions will be funded. For example – funds may be provided for existing operating budget, or from a previously established contingency fund, or a cost sharing Federal or State grant, etc. Remember that various funding methods are available and that creative funding techniques may be necessary.) Schedule: (Indicate when action will begin, and when action is expected to be completed. Remember that some actions will require only a minimum time, while others may require a long-term continuing effort.)

PART II AND III (Implementation Progress):

These progress reports provide the current status of the various work elements identified in Part I and are prepared no later than three and six months following the initial Survey Report. These reports identify what has been accomplished during the previous three month period, and include any additional findings, discussions, or newly developed work elements which contribute to risk reduction objectives.

ITEM:

- (See Part I Explanation)
- (See Part I Explanation)
- (See Part I Explanation)
- (See Part I Explanation)
- (Self Explanatory)
- (Self Explanatory)
- (Self Explanatory)
- (Provide any comments or explanations which are pertinent to mitigation activities. The mitigation process is long-term in nature and changes which impact planning and implementation efforts are to be expected.)
- (Provide the current status of each of the numbered Work Elements identified in the Part I Report. This is a time phased progress report to identify what has been accomplished in a three month and six month time period. As time passes, some actions will be completed and actual implementation costs can be determined while other actions may be far from completed and have both actual and estimated implementation costs. It is also expected that additional Work Elements will be identified and added to the report. Remember that effect mitigation consists of a combination of both short-term and

long-term mitigation actions and in reality is an on-going, continuous process.)

Appendix 7 – Incident Record

[TO BE DEVELOPED]

THIS PAGE LEFT BLANK INTENTIONALLY

Appendix 8 – Mitigation Reference Record

Title/Subject	Date	Prepared by	File Location

THIS PAGE LEFT BLANK INTENTIONALLY

15

ESF 15 – External Affairs

THIS PAGE LEFT BLANK INTENTIONALLY

Table of Contents

1 Purpose and Scope 1

2 Policies and Agreements 1

3 Situation and Assumptions 1
3.1 Situation 1
3.2 Assumptions 1

4 Roles and Responsibilities 1
4.1 Emergency Program Manager 2
4.2 Public Information Officer (PIO) 2
4.3 Local Media 3

5 Concept of Operations 3
5.1 General 3
5.2 ESF Actions by Phase of Emergency 4
5.2.1 Mitigation 4
5.2.2 Preparedness 4
5.2.3 Response 4
5.2.4 Recovery 4

6 Direction and Control 4
6.1 General 4
6.2 Educational Programs 4
6.3 Emergency Public Information Programs 5

7 Continuity of Government 5

8 Administration and Support 5
8.1 Media Organizations 5
8.2 Films and Publications 5

9 ESF Development and Maintenance 5

10 Supporting Plans and Procedures 5

11 Appendices 6

THIS PAGE LEFT BLANK INTENTIONALLY

ESF 15 Tasked Agencies	
Primary Agencies	Malheur County Emergency Management
Supporting Agencies	
Adjunct Agencies	

1 Purpose and Scope

The purpose of this ESF is to provide a plan for the effective collection, control and dissemination of emergency public information (EPI) and for the minimization of confusion, misinformation and rumors during times of emergency. Long term public educational efforts related to hazard awareness are also outlined in this ESF.

2 Policies and Agreements

The following policies and agreements are currently in place:

- [INSERT POLICIES AND AGREEMENTS]

3 Situation and Assumptions

3.1 Situation

During periods of emergency, the public needs, and generally desires, detailed information regarding protective action to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason it is important that prior to the occurrence of an emergency the public be made aware of potential hazards and the protective measures that should be employed.

3.2 Assumptions

An effective program combining both education and emergency information will significantly reduce disaster related casualties and property damage. It is recognized, however, that people are generally unconcerned about hazards until affected despite educational programs. Thus, special emphasis must be placed on the effectiveness of the emergency information program.

4 Roles and Responsibilities

The overall responsibility for public information rests with the Emergency Program Manager. The Emergency Manager may appoint an Emergency Public Information Officer as deemed necessary, and if the situation warrants. This person will manage and coordinate all Emergency Public Information activities. This coordination will be accomplished through the EOC. The PIO will serve in a Joint information center (JIC), if one is established.

4.1 Emergency Program Manager

- Appoint an Emergency Public Information Officer (EPIO).
- Ensure that a public information and education program is developed and maintained.
- Provide official public information.
- Authorize release of information to the media.
- Conduct public education programs as an ongoing activity
- Based on all hazards likely to confront the jurisdiction, develop and maintain EPI guidance materials to include the following:
- General materials dealing with the nature of hazards and basic protective actions to take in the event of an emergency.
- Hazard specific instructions on "where to go and what to do" in an emergency including detailed instructions on protective actions such as shelter and evacuation.
- Meaning of warning signals.
- Develop methods (i.e., newspaper supplements, prepared TV/radio scripts for broadcast stations) for distribution of EPI materials to the public to include materials for the visually impaired and non-English speaking groups, as appropriate.
- Develop written agreements with broadcast media (i.e., radio stations, TV stations, cable TV, educational TV) to receive and disseminate warning messages and emergency information.
- Educate all department heads and administrative staff on media access.

4.2 Public Information Officer (PIO)

- Direct all emergency public information efforts
- Serve as the official Malheur County spokesperson and the sole source for dissemination of official EPI materials to the public
- Provide news releases for the media, after clearing with the Emergency Program Manager, and appropriate elected officials.
- Check all media for accuracy of reports. (TV, Radio, Print)
- Maintain a record of events

- Take action to maintain control rumors
- Authenticate sources of information and verify for accuracy, before releasing
- Provide for dissemination of emergency warnings with the media
- Secure printed and photographic documentation of the emergency/disaster situation
- Compile and prepare emergency information for the public during an emergency situation.
- Handle unscheduled inquiries from the media and the public
- Serve in the Joint Information Center when applicable.

4.3 Local Media

- Provide coverage of emergency management activities
- Work with Emergency Management on educational programs
- Check accuracy of information with Emergency Management

5 Concept of Operations

5.1 General

Emergency information efforts should focus on specific event-related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation, and shelter. It is also important to keep the public informed of the general progress of events.

A special effort should be made to report positive information regarding emergency response in order to reassure the community that the situation is under control. Rumor control must be a major aspect of the informational program. Public feedback should be used as a measure of the informational program's effectiveness.

Education efforts will be directed toward increasing public awareness about potential hazards and how people should deal with them. All information and education efforts will rely heavily on the cooperation of commercial media organizations.

5.2 ESF Actions by Phase of Emergency

5.2.1 Mitigation

- Conduct hazard awareness programs.
- Coordinate with media.

5.2.2 Preparedness

- Conduct public education programs.
- Prepare emergency information for release during emergencies.

5.2.3 Response

- Release public information.
- Coordinate rumor control.
- Schedule news conferences.

5.2.4 Recovery

- Provide public information.
- Compile record of events.
- Assess effectiveness of information and education program.

6 Direction and Control

6.1 General

The Emergency Program Manager is responsible for all education and information programs. During emergency/disaster incidents the Emergency Manager will appoint a person as the Emergency Public Information Officer (EPIO). The (EPIO) will direct all emergency information activities. All emergency public information activity will be coordinated through the public information section, in the Emergency Operating Center (EOC) where the EPIO will function as a member of the EOC staff. All departments and agencies shall coordinate with the EPIO for releasing of information to the public.

6.2 Educational Programs

There are many activities involved in the educational programs. The media is constantly provided with information on new developments affecting emergency management activities. Thus, much information reaches the public via television, radio and newspapers. Lectures and other presentations are often requested by various organizations, presenting another opportunity for public education. Tours

of the EOC are frequently conducted for many groups including schools, service organizations and the military. Educational brochures and films are also distributed to the general public and organizations.

6.3 Emergency Public Information Programs

Many of these activities are continuations of the educational programs. A limited number of audio-visual tapes are kept in the Office of Emergency Services and distributed to the public and media as necessary. In addition, television and radio stations maintain a selection of public service announcements related to emergency preparations. Specific measures related to warning are found in ESF 2 – Communications.

7 Continuity of Government

Lines of succession to each department head are according to the standing operating procedures established by each department.

8 Administration and Support

8.1 Media Organizations

A list of the media organizations that are involved in local emergency management programs is found in Appendix 1.

8.2 Films and Publications

Films and publications dealing with various aspects of emergency management are available from Oregon Emergency Management, and local emergency management offices.

9 ESF Development and Maintenance

The Emergency Program Manager is responsible for the development and maintenance of the entire education and information program. Other persons or organizations specified in the annex will work with the Manager as necessary. The Manager, with the assistance of the Administrative Assistant to the Sheriff is responsible for the maintenance of this annex and the development of SOP's.

10 Supporting Plans and Procedures

- National Response Framework, ESF 15 – External Affairs
- State of Oregon Emergency Operations Plan, ESF 15 – External Affairs
- Christensen, Larry, 1979. Review of Mass Media Campaigns. Boulder, Colorado: Natural Hazards Research and Applications Information Center, University of Colorado.

- Davenport, Sally S. and Penny Waterstone, 1979. Hazard Awareness Guidebook. Austin, Texas: Texas Coastal and Marine Council.
- Federal Emergency Management Agency (FEMA), 1981. Guide for Increasing Local Government, Readiness During Periods of International Crisis, CPG, 1-7.
- FEMA, 1981. Public Affairs Workshop, SM21
- Regulska, Joanna, 1979. Public Awareness Programs for Natural Hazards. Boulder, Colorado: Natural Hazards Research and Applications Information Center, University of Colorado
- FEMA, 1984. Formulating Public Policy in Emergency Management, SM51.

11 Appendices

None at this time.

Incident Annexes

1 IA 1 – Severe Weather/Landslides

THIS PAGE LEFT BLANK INTENTIONALLY

Severe Weather/Landslide Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
PRE-INCIDENT PHASE	❑ Continue to maintain and revise, as needed, applicable response plans pertaining to severe weather and landslides, including the County EOP, and supporting procedures/plans.	
	❑ Monitor weather and flood reports.	
	❑ Pre-designate evacuation routes and alternate routes for areas vulnerable to landslides or other hazards relating to severe weather.	
	❑ Conduct pre-incident planning for sheltering and evacuation related to severe weather and landslides. This information supplements ESF-1 and ESF-6.	
	- Prepare map(s) and scripts for use by local television station(s) during emergency broadcasts. Include release instructions.	
	- Prepare radio messages for use by local radio stations during emergency broadcasts. Include release instructions.	
	❑ Have personnel participate in necessary training and exercises, as determined by Malheur County Emergency Management in coordination with ESF-1 and ESF-6 Leads/Coordinators.	*County NIMS Implementation and Training Plan*
	❑ Participate in Malheur County severe weather and landslide preparedness activities, seeking understanding of interactions with participating agencies in a severe weather scenario.	
	❑ Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Malheur County EOC.	
	❑ Ensure landslide and flood response equipment and personnel inventories are current for Malheur County. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
	❑ Inform Malheur County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).	
	❑ Work with the County planning department for establishment of appropriate infrastructure protection measures in landslide/flood-prone areas.	
	❑ Provide public safety information and educational programs regarding emergency preparedness and response.	

Severe Weather/Landslide Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
RESPONSE PHASE	❑ Activate the Malheur EOP when severe weather, and/or landslides incidents pose threats to the County.	
	❑ Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. County and/or city EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	*ESF 5 Annex of the Malheur County EOP*
	❑ Estimate emergency staffing levels and request personnel support.	
	❑ Ensure that action is taken to protect personnel and emergency equipment from possible damage by severe weather, landslides, or floodwaters.	
	❑ Develop work assignments for ICS positions (*recurring*).	*ICS Form 203: Organization Assignment List*
	❑ Notify supporting agencies through ESF-1, ESF-5, and ESF-6 Leads/Coordinators as well as the County Judge and County Court.	
	- Identify local, regional, tribal, state, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.	
	❑ Determine the type, scope, and extent of the incident (*recurring*). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the County.	*ICS Form 209: Incident Status Summary*
	- Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes.	
	❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to preparing for shift change briefings.	*ICS Form 201: Incident Briefing*
	❑ Confirm or establish communications links among local and county EOCs, other AOCs, and the state ECC. Confirm operable phone numbers and verify functionality of alternate communications resources.	*ESF 2 of the Malheur County EOP*
	❑ Ensure all required notifications have been completed. Consider other local, regional, tribal, state, and Federal agencies/entities that may be affected by the incident. Notify them of the status.	*Established emergency contact lists maintained at the EOC*

Severe Weather/Landslide Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	
	❑ Implement local plans and procedures for severe weather, landslide, and/or flood operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and standard operating procedures.	*Local, agency, and facility-specific Standard Operating Procedures*
	❑ Obtain current and forecasted weather to project potential damage and determine the affected area (*recurring)*.	
	❑ Determine the need to conduct evacuations and sheltering activities (*recurring)*. Evacuation activities will be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF 15 (Public Information and External Affairs)	*ESF 1, ESF 5, ESF 6, and ESF 15 Annexes to the Malheur County EOP*
	❑ Determine the need for additional resources and request as necessary through appropriate channels (*recurring)*.	*ESF 7 Annex to the Malheur Count EOP*
	❑ Submit a request for an emergency/disaster declaration, as applicable.	*Section 1 of the Malheur County EOP*
	❑ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers with potential needs as well as current needs.	
	❑ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	*ICS Resource Tracking Forms* *ESF 7 Annex to the Malheur County EOP*
	❑ Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	❑ Establish a Joint Information Center and designate a lead PIO for the County.	*ESF 15 Annex to the Malheur County EOP*
	❑ Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (*recurring)*.	
	- Public information will be reviewed by the Incident Commander or designee. Information will be approved for release by the Incident Commander and Lead PIO before dissemination to the public.	*ESF 15 Annex to the Malheur County EOP*
	❑ Record all EOC and individual personnel activities (*recurring)*. All assignments, person(s) responsible, and actions taken should be documented in logbooks.	*EOC Planning Section job action guide*

Severe Weather/Landslide Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Record all incoming and outgoing messages (*recurring*). All messages and the person sending or receiving them should be documented as part of the EOC log.	
	❑ Develop situation reports (*recurring*). At regular intervals, the EOC Manager and staff will assemble a situation report.	
	❑ Develop and update the IAP (*recurring*). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	*ICS Form 202: Incident Objectives*
	❑ Implement objectives and tasks outlined in the IAP (*recurring*).	
	❑ Coordinate with private sector partners as needed.	
	❑ Ensure all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer.	
RECOVERY/ DEMOBILIZATION PHASE	❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	❑ Once the threat to public safety is eliminated, conduct cleanup and recovery operations.	
	❑ Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	*ESF 14 Annex to the Malheur County EOP*
	❑ Release mutual aid resources as soon as possible.	
	❑ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	❑ Deactivate/demobilize the EOCs, AOCs, and command posts.	
	❑ Correct response deficiencies reflected in the Improvement Plan.	
	❑ Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

2 IA 2 – Flood

THIS PAGE LEFT BLANK INTENTIONALLY

1 Purpose

- The purpose of this annex is to provide a framework of coordination between agencies to help ensure the safety of life and property during a flood in Malheur County.

- It defines roles, responsibilities and intra/inter organizational relationships of government and private agencies in response to a major flood.

2 Situation and Assumptions

2.1 Situation

- Malheur County is subject to flooding during certain times of the year. These situations could cause significant loss of life and property, as they could manifest themselves without warning.
- Malheur County has two main rivers which bisect the county:
    - The first being the Malheur River which consists of the North Fork, Middle Fork, and the South Fork. All three branches form a final confluence approximately 1 mile east of Juntura. The Malheur River than enters Malheur canyon and travels eastward until it reaches the Snake River, approximately 1 mile northeast of the city of Ontario. The Malheur River is a controlled river with dams on the North, and the Middle forks. One dam being north of Juntura, and one south of Juntura.
    - The Owyhee river consists of numerous forks, those being: the East fork, the Middle fork, the South Fork, the Little Owyhee, and the West Little Fork, all forks form the Owyhee in Southeast Malheur county and travel in a northern direction until meeting the Owyhee dam, which forms the Owyhee reservoir. Much of the Owyhee river is designated a wild and scenic river.
    - Malheur county has numerous creeks throughout the County the most prominent being Bully creek, Willow creek, Cow creek, and Jordan creek.
    - Malheur County's eastern border from Adrian north to Farewell Bend south of Huntington is the Snake River. The Snake river is a controlled river with numerous irrigation and hydroelectric dams. The Snake river is subject to flooding especially from ice jams during prolonged subfreezing weather.
- Malheur County is also subject to flash floods. These occurrences happen during the spring and summer months. Brief periods of intense rain and/or hail can deposit up to an inch of rain in just a few minutes. These can occur without warning.
- The following planning factors apply:
    - Malheur County is primarily a rural agricultural county of about 29,000 people with five incorporated cities within the county.

- City of Vale (County seat), population 1,600
- City of Nyssa, population 3,500
- City of Ontario, population 11,000
- City of Jordan Valley, population 410
- City of Adrian, population 135
- Unincorporated Malheur County , population 13,000

2.2 Assumptions

- All public works, county road equipment and personnel will be available to cope with any anticipated disaster.
- Assistance through mutual aid agreements may be necessary.
- Resource assistance may be necessary through local and private contractors.
- Stabilization of emergency conditions must be met before restoration takes place.
- Protection of life and property is PARAMOUNT in the decisions relating to flood fight procedures.

3 Concept of Operations

3.1 General

Primary responsibility for operations during disaster situations rests with each department head. Overall guidance is provided by the EOC Manager (Director of Emergency Services) as to the deployment of departmental resources. Each department will maintain constant communications with the EOC to ensure proper coordination to maximize efforts and eliminate duplicity.

3.2 Phases of Management

3.2.1 Mitigation

- Continually review and update emergency planning and SOP's.
- Lobby sound land use planning concepts to reduce potential vulnerability of homeowners and business.
- Identify expected shortfalls in manpower and equipment.
- Identify areas that were prone to flooding in the past and take appropriate measures to prevent or minimize future flooding.

3.2.2 Preparedness

- Implement changes identified in the mitigation process.
- Be familiar with requirements for requesting State and Federal Disaster Assistance.
- Identify and strategically place (if appropriate) resources and heavy equipment.

- Pre-plan and coordinate communications and frequency usage.
- Identify vulnerable areas and plan for their defense or evacuation.
- Review Appendix 2 – Pre-Flood Checklist
- Train, test, exercise; review and update

3.2.3 Response

- Implement Appendix 2 – Pre-Flood Checklist.
- Maintain contact with the EOC
- Clear roads. Effect emergency repairs of water and sewer systems
- Defend or evacuate population at risk
- Assist in search and rescue operations as needed
- Assess damage
- Call out private contractors as needed

3.2.4 Recovery

- Repair public works and buildings
- Participate in after action reports and critiques. Make necessary changes in the County EOP
- Help communities return to normal pre-flood routine
- Make recommendations about changes in planning, zoning, and building code ordinances to mitigate impact of future disaster events

4 Organization and Assignment of Responsibilities

4.1 General

Organization response procedures adhered to on a day to day basis will also be followed during a flood disaster situation augmented as necessity demands.

4.2 Task Assignments

4.2.1 Emergency Services Commander

4.2.1.1 Preparedness activities

- Develop and initiate mutual aid agreements
- Identify local contractors who may provide backup support
- Develop resource lists
- Participate in development and execution of emergency exercises
- Develop and maintain this annex
- Develop Public information packet, press releases

4.2.1.2 Response activities

- Assume position of Incident Command in EOC
- Activate the EOC
- Initiate the Warning

- Provide direction and support for other response departments and public safety agencies
- Coordinate emergency public works activities

4.2.2 Malheur County Sheriff

- Activate the EOC
- Initiate the Warning
- Assume position as Operations Chief in EOC
- Coordinates activities in those areas pertaining to law enforcement.
- Provide direction and support for all evacuation activities.
- Provide traffic control
- Provide communications
- Provide wilderness search and rescue operations
- Assist with flood watch
- Provide public information to media

4.2.3 County Public Works / Road Department

- Provide road management and heavy equipment
- Assist with alternate routes, signs, and sandbagging efforts
- Assist with flood watch
- Coordinate all emergency public works and road department functions within the jurisdictional boundaries
- Maintain communications link with the EOC
- Maintain debris removal from storm drains, bridge viaducts, main arterial routes public right of ways, and in and around those structures where public safety and/or health are endangered
- Provide assistance to the Damage Assessment team
- Assist utilities in essential emergency repairs
- Assist other public safety agencies in search and rescue, evacuation, site area security, and other pertinent response functions as time and man power permit
- Place barricades where needed to ensure public safety

4.2.4 State Highway Department

- By Mutual Aid Agreement the State Highway Department will assist with emergency road maintenance and debris removal
- Assist with road closures, signs etc.
- Assist with flood watch
- Conduct bridge evaluations

4.2.5 9-1-1 Communications

- Establish and maintain emergency power
- Maintain two-way radio capabilities
- Maintain and support other emergency communications.
- Assist with staffing the EOC

4.2.6 Administrative Officer

- Assume position as Finance Chief in EOC
- Provide clerical support staff as needed
- Assist in providing fiscal management and expenditure documentation.
- Establish emergency purchasing procedures.

4.2.7 Assessor

- Provide county maps and aerial photos.
- Coordinate Damage Assessment team and activities.

4.2.8 County Court

- Declare local state of emergency if required
- Establish policies.
- Confer with local / state officials

4.2.9 County Counsel

- Provide legal advice to county
- Resolve legal issues

4.2.10 Environmental Health

- Provide septic system evaluation
- Provide water and health hazard evaluation
- Coordinate removal of dead livestock from waterways, and public areas

4.2.11 Planning Department

- Supply county maps and property information

4.2.12 Ambulance Services

- Provide emergency medical care and transportation to the sick and injured.
- Assist with evacuations
- Assist with search and rescue as needed
- Assist with flood watch

4.2.13 Corps of Engineers

- Provide technical and resource assistance
- Supply inundation maps

4.2.14 EMS Quick Response Units

- Provide emergency medical care to the sick and injured.
- Assist with evacuations
- Assist with search and rescue as needed
- Assist with flood watch

4.2.15 Fire Departments

- Provide fire and rescue activities
- Assist with evacuations
- Provide Urban search and rescue operations
- Assist with flood watch

4.2.16 Local Hospitals

- Provide medial care

4.2.17 Local Officials

- Participate in emergency management functions
- Provide technical resource assistance
- Establish policies

4.2.18 Oregon Emergency Management

- Provide technical resource assistance
- Act as liaison to FEMA

4.2.19 Oregon State / Local Police

- Assist Sheriff with law enforcement services,
- Provide traffic control
- Provide communications
- Assist with evacuation
- Assist with flood watch

4.2.20 Red Cross

- Provide shelter and food for displaced residents
- Establish a referral service for relatives contacting family members

4.2.21 Utility companies

- Provide emergency power / phone systems
- Check gas, phone, and power systems
- Cooperate with county officials in establishing restoration priorities.

5 Local Recovery Effort

Recovery efforts for Malheur County government will be to rebuild damaged infrastructure, provide assessment for structural damage, provide analysis for water and sewer / septic systems, provide long term health hazard analysis, and participate in any state or federal recovery programs.

6 Direction and Control

- Routine operations will be handled by individual departmental standard operating procedures. During heightened emergency conditions requiring

activation of the EOC, the department head of each of the departments will coordinate activities from the EOC. Each department will name one alternate to cover any shift change or the absence of the primary responder.

- It may also be necessary to staff individual disaster site Command Posts (incident command) with supervisory personnel. The major activity at the site will dictate overall departmental responsibility for the incident command. Each departments ranking person at the IC will establish and maintain communications, direct emergency operations, and coordinate all requests for assistance through agency representatives at the EOC. When on scene capabilities are exceeded, outside assistance will be requested and coordinated from this point.

7 Continuity of Government

Lines of succession within each department and division are according to the already established lines of command.

- Should the ranking department head be unavailable for any reason, incapacitated to the degree of being unable to fill the position, departmental responsibilities will be assumed by the next ranking official
- During a declared disaster event, consideration may be given to utilizing State personnel to fill vacant key positions
- Procedures must be followed to insure protection of all vital county records

8 Administration and Support

8.1 Communications

Communications play a vital role in each departments response mode and as such will be supported by the EOC

8.2 Administration

- The timely and efficient response of public safety agencies during emergency events requires extraordinary coordination between field units and the EOC. Priorities assigned by department heads will facilitate an orderly and efficient use of response personnel
- Records and bills generated during these events will be collected and filed chronologically. Good record keeping procedures are ESSENTIAL for review, planning, payment, and event reconstruction.
- See Resource listing for public and private equipment and personnel

9 Annex Development and Maintenance

It is the responsibility of each County and City agency to ensure its own personal capabilities. The Malheur County Director of Emergency Services will assume

responsibility for the maintenance of this "hazard specific" annex, and will coordinate input from department heads of each agency having a response function.

10 Appendices

Appendix 1 Key Facilities
Appendix 2 Pre-Flood Checklist

APPENDIX 1 KEY FACILITIES

Facility	Location	Reason for Key Facility

APPENDIX 2 PRE-FLOOD CHECKLIST

- When weather conditions warrant, or upon notification of possible flood conditions, check and maintain watch with Bureau of Reclamation Hydro-net, and National Weather Service in Boise, ID.
- Initiate river watch as indicated.
- Notify media of potential flooding, issue press releases. Advisories, Watches, and Warnings.
    - Activate EBS if indicated
- Activate EOC, if threat warrants. Review disaster plan. Establish damage assessment section.
- Warn and brief key officials.
    - Make contact with sand suppliers
    - Advise Road Dept of possible need for the sandbags
- Notify officials of all cities within Malheur County.
- Alert hospitals.
    - Holy Rosary Medical Center, Ontario.
    - Weiser Memorial Hospital, Weiser Idaho.
- Alert school officials, and determine policy regarding students.
- Notify Red Cross of possible need for assistance.
- Advise Oregon Emergency Management.
- Test communications by testing all communications equipment.
    - Radios
    - Telephones
    - Cellular phones
    - Fax machines
    - Modems

- Analyze flood plain based on predicted maximum flood stage.
  - Plan appropriate countermeasures
  - Deploy resources.

- Anticipate any sanitation problems due to flooded sewers.

- Anticipate need for supplying potable water for affected areas.

- Mobilize necessary personnel for evacuation action, revetment work, rip-rap fill, security, and similar actions.

- Alert and coordinate with all utility providers.

Response Measures

- Activate EOC if not already done.

- Notify media of potential flooding, issue press releases. Advisories, Watches, and Warnings.
  - Activate EBS if indicated
  - Update media on a regular basis

- Conduct flood operations based upon situation status (SIT-STAT) reports.
  - Priorities will be:
    FIRST; human life
    SECOND; key facilities, infrastructure, housing.
    THIRD; environment
    *Maheur county will take no responsibility for personal property.

- Assess and reassess resource status (RE-STAT)

- Maintain contact with OEM, and provide SITUATION STATUS and RESOIUCE-STATUS reports.

- Give highest priority to rescue work.

- If indicated declare local state of emergency

- Initiate mutual aid assistance if necessary

Recovery

- Initiate search and rescue operations as needed.

- Assess damage and invoke state of emergency if not already declared, based on damage assessment.
- Mobilize personnel for debris clearance, temporary bridge and road repair, and other flood damage. These actions will be coordinated from the EOC.
- Initiate mutual aid assistance if necessary.
- Call on Red Cross to assist in mass care of displaced persons.
- Supply necessities on an emergency basis until other resources are made available.
- Supply potable water to affected area, as needed.
- Initiate necessary sanitary and health actions.
- Advise Health agencies to watch for outbreak of epidemic type diseases and be ready to request outside health and medical assistance if warranted.
- Establish security system to prevent looting in affected areas.
- Continue emergency public information service to the public.
- Coordinate with utility providers on reestablishing utility services.
- Coordinate recovery operations with appropriate state and federal agencies.

Flood Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
PRE-INCIDENT PHASE	❑ Arrange for personnel to participate in necessary training and develop exercises relative to flood events.	*County NIMS Implementation and Training Plan*
	❑ Coordinate Malheur County preparedness activities, seeking understanding of interactions with participating agencies in flooding scenarios.	
	❑ Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support to the County EOC.	
	❑ Contact supporting emergency response agencies to review and determine if major developments have arisen that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).	*Local, regional, and state-specific plans*
	❑ Annually review and update EOP and Standard Operating Procedures, as needed.	*County EOP, ESF Annexes, and agency-specific Standard Operating Procedures*
	❑ Review and revise extent of flood prone areas.	*County Hazard Mitigation Plan*
	❑ Familiarize staff with requirements for requesting State and Federal Disaster Assistance.	*Stafford Act, FEMA guidance, and Oregon Emergency Management Plan (EMP)*
	❑ Ensure supplies, such as communications devices and sandbags, are prepared and ready for use. This includes primary and alternate communications and warning systems.	*ESF 2, 3, and 14 Annexes to the County EOP*
	❑ Identify and review local contractor lists to see who may provide support specific to flood response.	
	❑ Review, revise, and where necessary, establish mutual aid agreements with other County agencies and private contractors relative to multiple agency response to floods.	
RESPONSE PHASE	❑ EOC Manager/EMD will provide overall guidance for the deployment of resources.	
	❑ Activate mutual aid agreements.	
	❑ Activate the Malheur County EOC and implement appropriate staffing plans. Contact appropriate private partners or dam owners/operators to assign liaisons to the EOC for coordination of specific response activities.	*Section 5 of the County EOP, agency and company-specific plans*
	❑ Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors.	

Flood Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	*Standard Operating Procedures and command structure for county EOC*
	❑ Submit request for disaster/emergency declaration, as applicable.	*Section 1.4 of the County EOP*
	❑ Coordinate the evacuation of the affected area, if necessary. Assign appropriate ESF liaisons to the County EOC, as situation requires. The following ESFs may provide lead roles during various phases of evacuation: - ESF 1-Transportation - ESF 2- Emergency Communications and Warning - ESF 13 – Public Safety and Security - ESF 15 – Emergency Public Information	*ESF 1, 2, 13, and 15 Annexes of the County EOP*
	❑ Support Search and Rescue operations by coordinating resource requests outside of the jurisdiction.	*ESF 9 Annex of the County EOP*
	❑ Request American Red Cross to activate sheltering plans and open/staff shelters, if needed.	*American Red Cross Shelter Plans*
	❑ Establish a Joint Information Center. - Formulate emergency public information messages and media responses using "one voice, one message" concepts.	*ESF 15 Annex of the EOP*
	❑ Record all EOC activities, completion of personnel tasks, incoming and outgoing messages. - These should be documented in EOC logbooks.	*Existing ICS and EOC forms*
	❑ Begin damage assessments in coordination with the Public Works departments and County/local government.	*ESF 3 and 14 Annexes of the County EOP*
	❑ Assist with the coordination of Public Works activities, such as debris removal from: - Storm Drains - Bridge viaducts - Main arterial routes - Public right-of-ways - Dams (via established liaisons at the County EOC) - Other structures, as needed	*ESF 3 Annex of the EOP*
	❑ Contact local contractors for support, if necessary. Establish contact with private sector partners and/or dam operators (if the flood is associated with dam failure or malfunction).	*Existing contact lists at EOC*
	❑ Coordinate with Malheur County Sheriff's Office and local police departments to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.).	*ESF 13 Annex of the County EOP*
	❑ Collect and chronologically file records and bills generated during the incident in order to ensure timely submittal of documents for reimbursement.	

Flood Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
RECOVERY/ DEMOBILIZATION PHASE	❑ Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards.	
	❑ Deactivate/demobilize the Malheur County EOC. Deactivate mutual aid resources as soon as possible.	*ESF 5 Annex of the County EOP*
	❑ Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored.	*ESF 14 Annex of the County EOP and agency-specific recovery plans*
	❑ Implement revisions to the Malheur County Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response.	
	❑ Offer recommendations to county government and Public Works departments for changes in planning, zoning, and building code ordinances.	
	❑ Participate in After Action Reports and critiques. Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov).	

THIS PAGE LEFT BLANK INTENTIONALLY

3 IA 3 – Drought

THIS PAGE LEFT BLANK INTENTIONALLY

Note: Ultimate responsibility for providing water service to the citizens lies with the local water districts. Each jurisdiction is responsible for its own water supplies and maintenance of facilities. Assistance from the County and State will be in the form of personnel and equipment as requested by the affected area.

Drought Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
PRE-INCIDENT PHASE	❑ Continue to maintain and revise, as needed, applicable response plans pertaining to drought including the Malheur County EOP and supporting procedures and plans.	
	❑ Pre-designate alternative sources of drinking water in case of drought or other water shortage event.	
	❑ Conduct pre-incident planning related to drought and determine vulnerabilities in various drinking water systems.	
	- Prepare scripts to be used on local television station(s) for emergency broadcast. Include release instructions.	
	- Prepare radio messaging to be used by local radio stations for emergency broadcast.	
	❑ Have personnel participate in necessary training and exercises, as determined by Malheur County Emergency Management in coordination with ESF-6 Lead.	
	❑ Participate in Malheur County drought preparedness activities, seeking understanding of interactions with participating agencies in a drought scenario.	
	❑ Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the County EOC.	
	❑ Identify local contractors and vendors that could assist during a drought and develop MOUs with those private businesses.	
	❑ Inform Malheur County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).	
	❑ Work with the local planning commission to ensure new construction does not increase hazards or vulnerability threat.	
	❑ Ensure city maps of water mains, valves, and public sewer systems are up-to-date and accessible.	
	❑ Provide public safety information and educational programs regarding emergency preparedness and response.	

Drought Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
RESPONSE PHASE	❑ When deemed necessary, activate the Malheur County EOP when drought and other water shortage incidents pose a threat.	
	❑ Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. Tribal and/or the County EOC may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	*ESF 5 Annex of the Malheur County EOP*
	❑ Estimate emergency staffing levels and request personnel support.	
	❑ Ensure that action is taken to protect personnel and emergency equipment from possible damage by drought.	
	❑ Develop work assignments for ICS positions (*recurring)*.	*ICS Form 203: Organization Assignment List*
	❑ Notify supporting agencies through ESF-5 and ESF-6 Leads/Coordinators as well as the County Court.	*ESF 4 Annex of the Malheur County EOP*
	- Identify local, regional, state, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.	
	❑ Determine the type, scope, and extent of the incident (*recurring)*. Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the County.	*ICS Form 209: Incident Status Summary.*
	- Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes.	
	❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to preparing for shift change briefings.	*ICS Form 201: Incident Briefing*
	❑ Confirm or establish communications links among local and county EOCs, other AOCs, and the State ECC. Confirm operable phone numbers and verify functionality of alternate communications resources.	*ESF 2 Annex of the Malheur County EOP*
	❑ Ensure all required notifications have been completed. Consider other local, regional, state, and Federal agencies/entities that may be affected by the incident. Notify them of the status.	*Established emergency contact lists maintained at the EOC*

Drought Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	
	❑ Implement local plans and procedures for drought and/or water shortage operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and standard operating procedures.	*Local, agency, and facility-specific Standard Operating Procedures*
	❑ Conduct and obtain current damage reports and determine the affected area (*recurring)*.	
	❑ Repair and restore essential services and vital systems as required.	
	❑ Secure assistance from private contractors/vendors as needed.	
	❑ Provide emergency power as needed to maintain service to the community.	
	❑ Initiate curtailment procedures if shortages or overload conditions appear imminent.	
	❑ Determine the need for additional resources and request as necessary through appropriate channels (*recurring)*.	*ESF 7 Annex of the Malheur County EOP*
	❑ Submit a request for emergency/disaster declaration, as applicable.	*Section 1 of the Malheur County EOP*
	❑ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.	
	❑ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	*ICS Resource Tracking Forms* *ESF 7 Annex of the Malheur County EOP*
	❑ Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	❑ Establish a Joint Information Center and designate a lead PIO for the County.	*ESF 15 Annex of the Malheur County EOP*
	❑ Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (*recurring)*.	
	- Public information will be reviewed by the Incident Commander or designee. Information will be approved for release by the Incident Commander and lead PIO with support from tribal liaison(s) prior to dissemination to the public.	*ESF 15 Annex of the Malheur County EOP*
	❑ Record all EOC and individual personnel activities (*recurring)*. All assignments, person(s) responsible, and actions taken should be documented in logbooks.	*EOC Planning Section job action guide*

Drought Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Record all incoming and outgoing messages (*recurring*). All messages, and the person sending/receiving them, should be documented as part of the EOC log.	
	❑ Develop and deliver situation reports (*recurring*). At regular intervals the IC/EOC Manager and staff will assemble a situation report.	
	❑ Develop and update the IAP (*recurring*). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	*ICS Form 202: Incident Objectives.*
	❑ Implement objectives and tasks outlined in the IAP (*recurring*).	
	❑ Ensure all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer.	
RECOVERY/ DEMOBILIZATION PHASE	❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	❑ Once the threat the public safety is eliminated, conduct and/or coordinate recovery operations.	
	❑ Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	*ESF 14 Annex of the Malheur County EOP*
	❑ Make recommendations to city and county governments regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future drought or water shortage emergencies.	
	❑ Release mutual aid resources as soon as possible.	
	❑ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	❑ Deactivate/demobilize EOCs, AOCs, and command posts.	
	❑ Correct response deficiencies reflected in the IP.	
	❑ Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

4 IA 4 – Wildland Fire

THIS PAGE LEFT BLANK INTENTIONALLY

Note: Additional information about wildfires can be found in the Malheur County Community Wildfire Protection Plan.

Wildland Fire Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
PRE-INCIDENT PHASE	❑ Arrange for personnel to participate in necessary training and exercises, as determined by Malheur County Emergency Management and ESF-4 Lead.	*County NIMS Implementation and Training Plan*
	❑ Participate in Malheur County preparedness activities, seeking understanding of interactions with participating agencies in a wildfire scenario.	
	❑ Ensure emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to Malheur County EOC.	
	❑ Inform Malheur County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).	
RESPONSE PHASE	❑ Activate the County EOC and establish Incident Command or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, Incident Commander, all Section Chiefs, Resource Coordinator, and management support positions.	*Section 5 of the County EOP, agency and company-specific plans*
	❑ Estimate emergency staffing levels and request personnel support.	
	❑ Develop work assignments for ICS positions (*recurring)*.	*ICS Form 203-Organization Assignment List*
	❑ Notify ESF-4 supporting agencies.	*ESF 4 Annex to county EOP.*
	– Identify local, regional, and/or state agencies that may be able to mobilize resources and staff to the County EOC for support.	
	❑ Determine scope and extent of wildfire (*recurring)*. Verify reports and obtain estimates of the area that may be affected.	*ICS Form 209-Incident Status Summary*
	– Notify command staff, support agencies, adjacent jurisdictions, ESF coordinators, and/or liaisons of any situational changes.	
	❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	– Dedicate time during each shift to prepare for shift change briefings.	*ICS Form 201-Incident Briefing.*
	❑ Confirm or establish communications links among county EOC, State ECC, and other AOCs, as applicable. Confirm operable phone numbers and verify functionality of alternative communication equipment/channels.	*ESF 2 Annex of county EOP*

Wildland Fire Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Ensure all required notifications have been completed. Consider other local, regional, state, and Federal agencies that may be affected by the incident. Notify them of the status.	*Section 4.2 of the County EOP; Established emergency contact lists at the County EOC*
	❑ Malheur Fire Defense Board Chief assumes duties as Fire Services Coordinator. In the event of multiple fire agencies responding to the incident, the Fire Services Coordinator will be integrated into the Operations Section of the County EOC.	*ESF 4 Annex of the County EOP*
	❑ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases.	
	- If forest or wild land is impacted, Oregon Department of Forestry will respond and a unified command system will be established.	
	- If Federal lands are impacted, a Unified Command will be established integrating the U.S. Forest Service and/or Bureau of Land Management.	
	- If Tribal lands are impacted, a unified command incorporating the Warm Springs Indian Reservation will be established.	
	❑ Implement local plans and procedures for wildfire operations. Ensure copies of the following documents are available to response personnel. Implement agency-specific protocols and standard operating procedures. - *Oregon State Fire Service Mobilization Plan* - *Malheur County Community Wildfire Protection Plan*	*Agency-specific Standard Operating Procedures*
	❑ Obtain current and forecasted weather to project potential spread of the wildfire (*recurring)*.	
	❑ Determine the need to conduct evacuations and sheltering activities (*recurring)*. Evacuation activities should be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF-15 (Public Information and External Affairs)	*ESF 1, ESF 5, ESF 6, and ESF 15 Annexes of the County EOP*
	❑ Determine the need for additional resources and request as necessary through appropriate channels (*recurring)*.	*ESF 7 Annex of county EOP*
	❑ Submit request for a local or county-wide disaster/emergency declaration, as applicable.	*Section 1.4 of county EOP*
	❑ Activate mutual aid agreements. Activation includes placing backup teams on standby, and alerting resource suppliers with potential needs as well as current needs.	
	❑ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include: equipment,	*ICS Resource Tracking Forms;*

Wildland Fire Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	*ESF 7 Annex of county EOP*
	❑ Develop plans and procedures for registration of task fire forces/strike teams as they arrive on scene and receive deployment orders.	
	❑ Establish a Joint Information Center.	*Refer to ESF 15 Annex of the County EOP*
	❑ Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (*recurring)*.	
	– Public information focusing on fire prevention, control, and suppression will be reviewed by the Malheur County Fire Defense Board Chief or designee. Information will be approved for release by the IC and Lead PIO prior to dissemination to the public.	*Refer to ESF 15 Annex of the County EOP*
	❑ Record all EOC and individual personnel activities (*recurring)*. All assignments, person(s) responsible, and actions taken should be documented in logbooks.	*EOC Planning Section job action guide*
	❑ Record all incoming and outgoing messages (*recurring*). All messages, and the person making/receiving them, should be documented as part of the EOC log.	
	❑ Produce situation reports (*recurring*). At regular periodic intervals, the EOC Manager and staff will assemble a Situation Report.	
	❑ Develop an Incident Action Plan (IAP) (*recurring*). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular periodic intervals and modified as the situation changes.	*ICS Form 202 – Incident Objectives*
	❑ Implement objectives and tasks outlined in the IAP (*recurring*).	
	❑ Coordinate with the private sector partners as needed.	
RECOVERY/ DEMOBILIZATION PHASE	❑ Ensure all reports of injuries, deaths, and major equipment damage due to wildfire response are communicated to the Incident Commander and/or Safety Officer.	
	❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	❑ Release mutual aid resources as soon as possible.	
	❑ Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored.	*ESF 14 Annex of the County EOP; Agency recovery plans*
	❑ Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	

Wildland Fire Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Deactivate/demobilize the County EOC.	*ESF 5 Annex of the County EOP*
	❑ Implement revisions to the Malheur County Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response.	
	❑ Correct response deficiencies reflected in the IP.	
	❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

5 IA 5 – Hazardous Materials

THIS PAGE LEFT BLANK INTENTIONALLY

Hazardous Materials Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
PRE-INCIDENT PHASE	❑ Have personnel participate in necessary training and exercises, as determined by Malheur County Emergency Management and the ESF-10 Lead (including the Regional Hazardous Materials Response Team – HazMat 14).	
	❑ Participate in Malheur County preparedness activities, seeking understanding of interactions with participating agencies in HazMat scenario.	
	❑ Ensure emergency contacts lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Malheur County EOC.	
	❑ Inform Malheur County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).	
RESPONSE PHASE	❑ In most incidents, the local fire district will initially respond, assume initial Incident Commander responsibilities, and request activation/deployment of the Regional Hazardous Materials Response Team – HazMat 14.	*ESF 10 Annex of the County EOP*
	❑ Determine the type, scope, and extent of the HazMat incident (*recurring)*. Verify reports and obtain estimates of the area that may be affected.	*ICS Form 209: Incident Status Summary*
	- Notify 9-1-1-dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation.	
	- Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment (PPE) requirements.	
	- Ensure that a health and safety plan is developed by the designated Safety Officer, including monitoring first responders in accordance with all applicable guidance.	
	❑ Provide support for implementation of applicable Geographic Response Plans established by the Oregon Department of Environmental Quality to guide activities throughout the duration of the incident.	
	❑ Ensure that proper containment methods have been implemented by the first responders until HazMat response teams arrive.	
	❑ Establish access control to the incident site through local law enforcement agencies.	

Hazardous Materials Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ If the situation warrants it, request activation of the Malheur County EOC via the Incident Commander through the County EMD.	*Section 5 of the Malheur EOP*
	❑ Activate the Malheur County EOC, coordinate response activities among AOCs and ICPs, and establish Incident Command or Unified Command as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions may be necessary.	*Section 5 of the County EOP; ESF 5 Annex of the County EOP.*
	❑ If applicable, establish immediate gross decontamination capability for victims.	
	❑ Estimate emergency staffing levels and request personnel support.	
	❑ Develop work assignments for ICS positions (*recurring).*	
	❑ Notify ESF-10 supporting agencies.	*ESF 10 Annex of the County EOP*
	- Identify local, regional, and/or state agencies that may be able to mobilize resources to the County EOC for support.	
	❑ Contact the OERS at 1-800-452-0311 for technical assistance and support in requesting the regional HazMat Team. *Note: The primary regional HazMat response team is located in Ontario.*	*OERS is available 24 hours a day.*
	❑ Assign liaisons to the County EOC representing government agencies, private entities (i.e., railroad companies, chemical manufacturers, etc.), and other stakeholders to the Malheur County EOC.	
	❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to prepare for shift change briefings.	*ICS Form 201: Incident Briefing.*
	❑ Confirm or establish communications links among primary and support agencies, the Malheur County EOC, and the State ECC. Confirm operable phone numbers and backup communication links.	*ESF 2 Annex to the County EOP*

Hazardous Materials Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Ensure that all required notifications have been completed. Consider other local, state, and Federal agencies that may be affected by the incident. Notify them of the status.	*Section 4.2 of the Malheur County EOP; Established emergency contact lists maintained at the Malheur County EOC*
	- For incidents affecting navigable waterways, ensure that the U.S. Coast Guard has been notified.	
	- For incidents occurring on State highways, ensure that the Oregon Department of Transportation (ODOT) has been notified.	
	- Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to state parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas.	
	- If agricultural areas and livestock are potentially exposed or impacted, notify local extension services (Oregon State University), Oregon Department of Agriculture, and the State Veterinarian.	*ESF 11 Annex of the County EOP*
	❑ A lead PIO will be designated by the County Court. The PIO will issue information individually or through the Joint Information Center, if established, in coordination with appropriate local, regional, and state agencies.	*ESF 15 Annex of the County EOP*
	❑ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by incident.	
	❑ Implement local plans and procedures for HazMat operations. Implement agency-specific protocols and standard operating procedures. Ensure copies of all documents are available to response personnel.	*ESF-10 of the Malheur County EOP*
	- For responses requiring assistance from the Oregon Department of Environmental Quality Regional Response Team, refer to the GRP applicable to the incident site and support procedures according to the Northwest Area Contingency Plan.	
	❑ Obtain current and forecasted weather to project potential spread of the plume (*recurring).*	*ESF 2 Annex of the County EOP*

Hazardous Materials Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Based upon the incident size, type of chemical/substance, and weather projections, establish a safe zone and determine a location for an on-site staging and decontamination. Re-evaluate as the situation changes.	
	❑ Determine the need for implementing evacuation and sheltering activities (*recurring)*. Evacuation assistance should be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), and ESF-6 (Mass Care, Housing, and Human Services).	*ESF 1, ESF 5, ESF 6, and ESF 15 Annexes of the County EOP*
	❑ Establish a victim decontamination and treatment area(s).	
	❑ Determine the need for additional resources and request as necessary through appropriate channels (*recurring)*.	*ESF 7 Annex of county EOP*
	❑ Submit a request for emergency/disaster declaration, as applicable.	*Section 1.4 of the County EOP*
	❑ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.	
	❑ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	*ICS Resource Tracking Forms; ESF 7 Annex of the County EOP*
	❑ Develop plans and procedures for registering regional HAZMAT teams as they arrive on the scene and receive deployment orders.	
	❑ Establish the Joint Information Center, as needed.	*ESF 15 Annex of the County EOP*
	❑ Formulate emergency public information messages and media responses using "one message, many voices" concepts *(recurring)*.	*ESF 15 Annex of the County EOP*
	- Public information will be reviewed and approved for release by the Incident Commander and the lead PIO before dissemination to the public and/or media partners.	
	❑ Record all EOC and individual personnel activities (*recurring)*. All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	*EOC Planning Section job action guide*
	❑ Record all incoming and outgoing messages (*recurring*). All messages, and the person sending or receiving them, should be documented as part of the EOC log.	
	❑ Develop and deliver situation reports (*recurring*). At regular intervals the IC/EOC Manager and staff will assemble a	

Hazardous Materials Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	Situation Report.	
	❑ Develop an IAP (*recurring*). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	*ICS Form 202: Incident Objectives*
	❑ Implement objectives and tasks outlined in the IAP (*recurring*).	
	❑ Coordinate with private sector partners as needed.	
	❑ Ensure all reports of injuries, deaths, and major equipment damage due to HazMat incidents are communicated to the Incident Commander and/or Safety Officer.	
	❑ As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the Malheur County EOC, the responsible party (if known), and the Oregon DEQ.	
RECOVER/ DEMOBILIZATION PHASE	❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	*ESF-14 Annex of the County EOP*
	❑ Consider long-term environmental decontamination and remediation needs and coordinate tasks with the appropriate state agencies and/or private sector partners.	
	❑ Release mutual aid resources as soon as possible.	
	❑ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	❑ Deactivate/demobilize the Malheur County EOC.	
	❑ Correct response deficiencies reflected in the IP.	
	❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

THIS PAGE LEFT BLANK INTENTIONALLY

6 IA 6 – Earthquake/Seismic Activity

THIS PAGE LEFT BLANK INTENTIONALLY

NOTE: This annex also includes landslides as a secondary hazard.

Earthquake/Seismic Activity Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
PRE-INCIDENT PHASE	❑ Continue to maintain and revise, as needed, applicable response plans pertaining to earthquakes and other seismic activity including the Malheur County EOP and supporting procedures and plans.	
	❑ Pre-designate evacuation routes and alternate routes for areas vulnerable to earthquakes.	
	❑ Conduct pre-incident planning for sheltering and evacuation related to earthquakes. This information will supplement ESF-1 and ESF-6.	
	- Prepare map(s) and script to be used on local television station(s) for emergency broadcast. Include release instructions.	
	- Prepare radio messaging to be used by local radio stations for emergency broadcast.	
	❑ Have personnel participate in necessary training and exercises, as determined by Malheur County Emergency Management in coordination with ESF-1 and ESF-6 Leads.	
	❑ Participate in Malheur County earthquake preparedness activities, seeking understanding of interactions with participating agencies in an earthquake scenario.	
	❑ Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the County and City EOCs.	
	❑ Ensure earthquake response equipment and personnel inventories for Malheur County are updated. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
	❑ Inform Malheur County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).	
	❑ Work with county planning department and local planning commissions for establishment of appropriate infrastructure protection measures in landslide-prone areas.	
	- Implement seismic inspection procedures on a regular basis and incorporate improvements to structures while also updating appropriate mitigation plans.	
	❑ Provide public safety information and educational programs regarding emergency preparedness and response.	

Earthquake/Seismic Activity Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
RESPONSE PHASE	❑ Activate the Malheur County EOP when earthquake and/or seismic incidents pose threats.	
	❑ Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. City and/or the County EOC may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	*ESF 5 Annex of the Malheur County EOP*
	❑ Estimate emergency staffing levels and request personnel support.	
	❑ Ensure that action is taken to protect personnel and emergency equipment from possible damage by earthquake, also being cognizant of aftershocks.	
	❑ Develop work assignments for ICS positions (*recurring).*	*ICS Form 203: Organization Assignment List*
	❑ Notify supporting agencies through ESF-1, ESF-5, and ESF-6 Leads/Coordinators as well as the County Court.	*ESF 4 Annex of the Malheur County EOP*
	- Identify local, regional, state, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.	
	❑ Determine the type, scope, and extent of the incident (*recurring).* Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the County.	*ICS Form 209: Incident Status Summary.*
	- Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes.	
	❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to preparing for shift change briefings.	*ICS Form 201: Incident Briefing*
	❑ Confirm or establish communications links among local and county EOCs, other AOCs, and the state ECC. Confirm operable phone numbers and verify functionality of alternate communications resources.	*ESF 2 Annex of the Malheur County EOP*
	❑ Ensure all required notifications have been completed. Consider other local, regional, tribal, state, and Federal agencies/entities that may be affected by the incident. Notify them of the status.	*Established emergency contact lists maintained at the EOC*
	❑ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	

Earthquake/Seismic Activity Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Implement local plans and procedures for earthquake operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and standard operating procedures.	*Local, agency, and facility-specific Standard Operating Procedures*
	❑ Conduct and obtain current damage reports and determine the affected area (*recurring)*.	
	❑ Determine the need to conduct evacuations and sheltering activities (*recurring)*. Evacuation activities will be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF-15 (Public Information and External Affairs)	*ESF 1, ESF 5, ESF 6, and ESF 15 Annexes of the Malheur County EOP*
	❑ Determine the need for additional resources and request as necessary through appropriate channels (*recurring)*.	*ESF 7 Annex of the Malheur County EOP*
	❑ Submit a request for emergency/disaster declaration, as applicable.	*Section 1 of the Malheur County EOP*
	❑ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.	
	❑ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	*ICS Resource Tracking Forms; ESF 7 Annex of the Malheur County EOP*
	❑ Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	❑ Establish a Joint Information Center and designate a lead PIO for the County.	*ESF 15 Annex of the Malheur County EOP*
	❑ Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (*recurring)*.	
	- Public information will be reviewed by the Incident Commander or designee. Information will be approved for release by the Incident Commander and lead PIO prior to dissemination to the public.	*ESF 15 Annex of the Malheur County EOP*
	❑ Record all EOC and individual personnel activities (*recurring)*. All assignments, person(s) responsible, and actions taken should be documented in logbooks.	*EOC Planning Section job action guide*
	❑ Record all incoming and outgoing messages (*recurring*). All messages, and the person sending/receiving them, should be documented as part of the EOC log.	
	❑ Develop and deliver situation reports (*recurring*). At regular intervals the IC/EOC Manager and staff will assemble a situation report.	

Earthquake/Seismic Activity Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Develop and update the Incident Action Plan (IAP) (*recurring*). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	*ICS Form 202: Incident Objectives.*
	❑ Implement objectives and tasks outlined in the IAP (*recurring*).	
	❑ Coordinate with private sector partners as needed.	
	❑ Ensure all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer.	
RECOVERY/ DEMOBILIZATION PHASE	❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	❑ Once the threat the public safety is eliminated, conduct and/or coordinate cleanup and recovery operations.	
	❑ Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	*ESF 14 Annex of the Malheur County EOP*
	❑ Release mutual aid resources as soon as possible.	
	❑ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	❑ Deactivate/demobilize EOCs, AOCs, and command posts.	
	❑ Correct response deficiencies reflected in the IP.	
	❑ Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

7 IA 7 – Volcano/Volcanic Activity

THIS PAGE LEFT BLANK INTENTIONALLY

Volcano/Volcanic Activity Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
PRE-INCIDENT PHASE	❑ Arrange for personnel to participate in necessary training and develop exercises relative to volcanic events.	*County NIMS Implementation and Training Plan*
	❑ Provide information and training on volcano-hazard response to emergency workers and the public. – Implement a public outreach program on volcano hazards. – Review public education and awareness requirements.	*ESF 15 of the County EOP*
	❑ Participate in Malheur County preparedness activities, seeking understanding of interactions with participating agencies in a volcano scenario.	
	❑ Ensure contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to Malheur County EOC.	
	❑ Familiarize staff with requirements for requesting State and Federal Disaster Assistance.	*Stafford Act, FEMA guidance, and Oregon Emergency Management Plan (EMP)*
	❑ Inform Malheur County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).	
RESPONSE PHASE	❑ Activate the County EOC and establish Incident Command or Unified Command, as appropriate. Contact appropriate private partners to assign liaisons to the EOC for coordination of specific response activities. Staffing levels vary with the complexity and needs of the response. At a minimum, Incident Commander, all Section Chiefs, Resource Coordinator, and management support positions.	*Section 5 of the County EOP, agency and company-specific plans*
	❑ Activate and implement the County EOP.	
	❑ Notify supporting agencies. – Identify local, regional, or state agencies that may be able to mobilize resources and staff to the County EOC for support	
	❑ Provide local warnings and information and activate appropriate warning/alert systems.	*ESF 2 Annex of the County EOP*
	❑ Support a Regional Coordination Center, if necessary.	
	❑ Establish a Joint Information Center. – Provide a Public Information Officer for the Joint Information Center. – Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (*recurring*).	*ESF 15 Annex of the County EOP*
	❑ Assist the USGS in establishing a temporary Volcano Observatory.	

Volcano/Volcanic Activity Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Install additional monitoring instruments to collect and analyze visual, seismic, lahar-detection, deformation, and gas-emission data.	
	❑ Initiate and coordinate local emergency declarations or requests for assistance from mutual aid partners, State, or Federal resources. If applicable, submit request for local disaster/emergency declaration following established county procedures.	*Section 1.4 of county EOP*
	❑ Estimate emergency staffing levels and request personnel support.	
	❑ Develop work assignments for ICS positions (*recurring*).	*ICS Form 203-Organization Assignment List*
	❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	*ICS Form 209-Incident Status Summary*
	- Dedicate time during each shift to prepare for shift change briefings.	
	❑ Confirm or establish communications links among primary and support agencies, the County EOC, and State ECC - confirm operable phone numbers and backup communication links.	
	❑ Ensure all required notifications have been completed. Consider other local, regional, state, and Federal agencies that may be affected by the incident. Notify them of the status.	*ICS Form 201-Incident Briefing*
	❑ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases.	*Established emergency contact lists maintained at the County EOC*
	❑ Obtain current and forecasted weather to project potential spread of ash, fires, and/or gases (*recurring*).	
	❑ Determine need to conduct evacuations and sheltering activities (*recurring*). Request that American Red Cross activate and implement local sheltering plans.	*ESF 6 Annex of the County EOP and American Red Cross Shelter Plans*
	❑ Coordinate evacuation of affected areas, if necessary. Assign appropriate ESF liaisons to the County EOC, as situation requires. The following ESFs may provide lead roles during various phases of evacuation: - ESF 1 - Transportation - ESF 2 - Emergency Communications and Warning - ESF 13 - Public Safety and Security - ESF 15 - Emergency Public Information	*ESF 1, 2, 13, and 15 Annexes of the County EOP*
	❑ Determine the need for additional resources and request as necessary through the County EOC (*recurring*).	*ESF 7 Annex of the County EOP*

Volcano/Volcanic Activity Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers with potential needs as well as current needs.	
	❑ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include: equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	*ESF 7 Annex of the County EOP*
	❑ Develop plans and procedures for registration of task forces/strike teams as they arrive on scene and receive deployment orders.	
	❑ Record all EOC activity and completion of individual personnel tasks (*recurring)*. All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	*ICS Resource Tracking forms and EOC forms*
	❑ Record all incoming and outgoing messages (*recurring*). All messages and the person making/receiving them should be documented as part of the EOC log.	*Existing EOC forms/templates*
	❑ Produce situation reports (*recurring*). At regular periodic intervals, the EOC Manager and staff will assemble a situation report.	*EOC Planning Section job action guide*
	❑ Develop an IAP (*recurring*). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular periodic intervals and modified as the situation changes.	
	❑ Implement elements of the IAP (*recurring*).	
	❑ Coordinate with private sector partners as needed.	*ICS Form 202 – Incident Objectives*
	❑ Ensure all reports of injuries, deaths, and major equipment damage due to volcano/earthquake response are communicated to the Incident Commander and/or Safety Officer.	
RECOVERY/ DEMOBILIZATION PHASE	❑ Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. Deactivate/demobilize the County EOC.	*ESF 14 Annex of the County EOP and agency-specific recovery*
	❑ Release mutual aid resources as soon as possible.	
	❑ Monitor secondary hazards associated with volcano eruption and/or significant activity (landslides, fires, contamination, damage to infrastructure, impacts to utility lines/facilities, air quality issues) and maintain on-call personnel to support potential response to these types of hazards.	
	❑ Assess volcanic risks and include information/findings as part of a comprehensive Hazard Identification and Vulnerability Analysis (HIVA) for the County.	*Existing HIVA*

Volcano/Volcanic Activity Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan (AAR/IP).	
	❑ Correct response deficiencies reflected in the IP.	
	❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

8 IA 8 – Terrorism

THIS PAGE LEFT BLANK INTENTIONALLY

Background Information
This annex can be applied to incidents involving Weapons of Mass Destruction and Chemical, Biological, Radiological, Nuclear, and Explosive materials.

Law enforcement agencies will normally take the lead role in incident management. Each City's police department has the lead role in terrorism crisis management within its jurisdiction, and the Malheur County Sheriff's Office has the lead role elsewhere in the County. The lead agencies for the state and Federal government are Oregon State Police and the Federal Bureau of Investigations.

The laws of the United States assign primary authority to state and local governments to respond to the consequences of terrorism; the Federal government provides assistance at required. The County EOC typically will be activated and have the lead role in terrorism consequence management for most types of terrorist incidents, but the Malheur County Public Health Department will be assigned the lead local role in terrorism consequence management for incidents involving biological agents. Oregon Office of Emergency Management and Federal Emergency Management Agency are the state and Federal consequence management leads.

Definitions for crisis management and consequence management can be found in Appendix C of this EOP.

Terrorism Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
PRE-INCIDENT PHASE	❑ Continue to maintain and revise, as needed, the appropriate emergency response plans relating to Terrorism response, including the Malheur County EOP and annexes.	
	❑ Have personnel participate in necessary training and exercises, as determined by Malheur County Emergency Management and the ESF-8 and ESF-10 Leads.	
	❑ Participate in Malheur County, regional, state, and Federal terrorism preparedness activities, seeking understanding of interactions with participating agencies in a terrorism scenario.	
	❑ Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Malheur County EOC. Include appropriate regional, state, and Federal emergency contacts for terrorism response.	*Existing emergency contact lists for Malheur County and response partners*
	❑ Ensure terrorism response equipment and personnel inventories for Malheur County, and the regional teams are updated. This includes response to chemical, biological, radiological, nuclear, and explosive agents. Test and maintain response and communications equipment. Keep a stock of necessary supplies.	

Terrorism Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Inform Malheur County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).	
	❑ Provide public safety information and educational programs for terrorism emergency preparedness and response.	
SURVEILLANCE PHASE (BIO ONLY)	❑ Activate Incident/Unified Command upon recommendation from Malheur County Public Health Department. Unified Command may consist of county, regional, state, and Federal crisis management and consequence management agencies.	
	❑ Mobilize appropriate emergency personnel and first responders. When deemed necessary, send fire, HazMat, law enforcement, public health and others to the site. Determine responder activities and establish non-contaminated areas prior to mobilizing resources.	
	❑ Evaluate the safety of emergency personnel. Initiate development of site and agent-specific health and safety plan.	
	❑ Assess the situation/confirm the WMD/CBRNE incident. Gather all available data regarding the status of the incident. Record the information using established forms, log sheets, and templates. Use of standard ICS forms may be necessary.	*ICS Form 209: Incident Status Summary*
	❑ Activate public notification procedures. Contact agency and partner emergency personnel to ensure they are aware of the incident status and are available and staffed to respond.	
	❑ Control the scene. Alert the public and consider shelter-in-place needs, relocation of people/animals, and special needs. This task should be coordinated with law enforcement.	
	❑ Conduct hazard assessment. In the case of a possible intentional release, begin addressing information needs for criminal investigation. For example, what is the ultimate purpose of the biological release? What is the target? Do further hazards and secondary threats exist? What is the source of release?	
	❑ Draft an IAP. Outline response goals and timelines and prepare for longer term (1-7 day) logistics, staffing, and operations.	
	❑ Maintain communication between field response crews, local/county EOCs, REOC, and state ECC, as applicable. Communication should be ongoing throughout the duration of the response and include incident status reports, resource requests, and projected staffing and equipment needs.	
	❑ Gather additional information. Include photographs and video recording.	

Terrorism Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Determine if the threat level for that area should be elevated and inform appropriate agencies.	
	❑ Determine if any advisories should be issued to the public.	
RESPONSE PHASE	❑ If an explosive devise is found, clear the immediate area and notify appropriate first responders. Be cognizant of any secondary devices that may be on site.	
	- Be cognizant of any secondary devices that may be on site.	
	- Be cognizant that CBRNE agents may be present.	
	❑ Investigate the crime scene and collect vital evidence.	
	❑ Activate the Malheur County EOP.	*Malheur County EOP*
	❑ Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. During Terrorism incidents, local and/or county EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	
	❑ Estimate emergency staffing levels and request personnel support.	
	❑ Develop work assignments for ICS positions (*recurring*).	*ICS Form 203: Organization Assignment List*
	- Establish an ICP near the incident location. The ICP should be uphill and upwind of the incident location.	
	❑ Notify ESF-10 and/or ESF-8 supporting agencies (dependent on the type of incident) and the County Court.	*ESF 10 and 8 Annex to the Malheur County EOP*
	- Identify local, regional, and/or state agencies that may be able to mobilize resources to the EOC for support.	
	❑ Determine the type, scope, and extent of the Terrorism incident (*recurring*). Verify reports and obtain estimates of the area that may be affected. Also verify the status of critical infrastructure.	*ICS Form 209: Incident Status Summary*
	- Notify the regional HazMat team, public health agencies, support agencies, dispatch centers/PSAP, adjacent jurisdictions, Federal agencies (including FBI), and ESF leads/coordinators of any situational changes.	
	- Verify that the hazard perimeter and hazard zone security have been established.	
	- Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance.	

Terrorism Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	- Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements.	
	❑ Determine if the threat level for that area should be elevated and inform appropriate agencies.	
	❑ Disseminate appropriate warnings to the public.	*ESF 2 Annex to the Malheur County EOP*
	❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to preparing for shift change briefings.	*ICS Form 201: Incident Briefing*
	❑ Confirm or establish communications links among primary and support agencies, the County EOC, and state ECC. Confirm operable phone numbers and backup communication links.	*ESF 2 Annex to the Malheur County EOP*
	❑ Ensure that all required notifications have been completed. Consider other local, regional, state, and Federal agencies that may be affected by the incident. Notify them of the status.	*"Notification and Activation" section of the Malheur County EOP; Established emergency contact lists maintained at the EOC*
	- Notification to the Oregon State Police and the FBI is required for all terrorism incidents.	
	- If an incident occurs on state highways, ensure that the Oregon Department of Transportation has been notified.	
	- Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to state parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas.	
	- If agricultural areas and livestock are potentially exposed, contact local Extension Services (Oregon State University), Malheur County Public Health Department, Oregon Department of Agriculture, and the State Veterinarian, as applicable to situation.	*ESF 11 Annex to the Malheur County EOP*
	❑ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident.	
	❑ Implement local plans and procedures for Terrorism operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and standard operating procedures.	

Terrorism Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Obtain current and forecasted weather to project potential HazMat vapor plumes (*recurring*). - *Note: Vapor plume modeling support may be obtained through regional HazMat teams, state, and/or Federal environmental protection agencies.*	*ESF 2 Annex to the Malheur County EOP*
	❑ Determine the need to implement evacuations and sheltering activities (*recurring*). Evacuation assistance should be provided through interactions with ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF-15 (Public Information and External Affairs). A determination of the use of shelter-in-place for surrounding residences and public facilities should be made. - *Note: Refer to the U.S. Department of Transportation Emergency Response Guidebook for determining the appropriate evacuation distance from the source.*	*ESF 1, ESF 5, ESF 6, and ESF 15 Annexes to the Malheur County EOP*
	❑ Determine the need for and activate emergency medical services (*recurring*). Medical services should be coordinated through ESF-8 (Public Health and Medical Services)	*ESF 8 Annex to the Malheur County EOP*
	❑ Determine the need for additional resources and request as necessary through appropriate channels (*recurring*).	*ESF 7 Annex to the Malheur County EOP*
	❑ Submit a request for emergency/disaster declaration, as applicable.	*Section 1 of the Malheur county EOP*
	❑ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.	
	❑ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	*ICS Resource Tracking Forms*
	❑ Develop plans and procedures for registering regional HAZMAT or health and medical teams as they arrive on the scene and receive deployment orders.	
	❑ Establish a Joint Information Center.	*ESF 15 Annex to the Malheur County EOP*
	❑ Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (*recurring*).	
	- Public information will be reviewed and approved for release by the Incident Commander and lead Public Information Officer before dissemination to the public and/or media partners.	*ESF 15 of the Malheur County EOP*

Terrorism Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Record all EOC activity and completion of individual personnel tasks (*recurring)*. All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	*EOC Planning Section job action guide*
	❑ Record all incoming and outgoing messages (*recurring*). All messages, and the person sending or receiving them, should be documented as part of the EOC log.	
	❑ Develop and deliver situation reports (*recurring*). At regular intervals, the EOC Manager and staff will assemble a situation report.	
	❑ Develop an Incident Action Plan (IAP) (*recurring*). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	*ICS Form 202: Incident Objectives*
	❑ Implement objectives and tasks outlined in the IAP (*recurring*).	
	❑ Coordinate with private sector partners as needed.	
	❑ Ensure all reports of injuries, deaths, and major equipment damage due to the terrorist incident are communicated to the Incident Commander and/or Safety Officer.	
RECOVERY/ DEMOBILIZATION PHASE	❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.	*ESF 14 Annex to the Malheur County EOP*
	❑ As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among Malheur County, the responsible party (if known), and the Oregon Department of Environmental Quality. Support from the EPA may be necessary.	
	❑ Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	
	❑ Release mutual aid resources as soon as possible.	
	❑ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	❑ Deactivate/demobilize the EOC.	
	❑ Correct response deficiencies reflected in the IP.	
	❑ Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

9

IA 9 – Public Health-Related Incident

THIS PAGE LEFT BLANK INTENTIONALLY

Public Health-Related Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
PRE-INCIDENT PHASE	❑ Have personnel participate in training and exercises, as determined by Malheur County Emergency Management and/or the Malheur- Public Health Department.	
	❑ Participate in Malheur County preparedness activities, seeking understanding of interactions with participating agencies in a public health emergency scenario.	
	❑ Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support.	
	❑ Engage the other county public health departments, Oregon Department of Human Services, Centers for Disease Control and Prevention and FEMA in public health planning and preparedness activities to ensure lines of communication and roles/responsibilities are clear across the participating entities.	
	❑ Inform Malheur County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).	
	❑ Monitor and report the presence of contagious infections within the County.	
	❑ Evaluate the ability of existing health care facilities to handle public health emergencies.	
	❑ Maintain medical supplies and equipment.	*Hospital Standard Operating Procedures*
	❑ Coordinate with the Malheur County Sanitarian to ensure drinking water quality.	*Water District Standard Operating Procedures*
	❑ Coordinate with the Malheur County Sanitarian to provide safe wastewater and sewage disposal.	*Water District Standard Operating Procedures*
RESPONSE PHASE	❑ Malheur County Public Health Department will initially respond, assume initial Incident Commander responsibilities, and determine the level of EOC activation necessary to manage the public health threat.	*ESF 5 Annex of the Malheur County EOP*
	❑ Determine the type, scope, and extent of the public health incident (*recurring)*. Verify reports and obtain estimates of the area that may be affected.	*ICS Form 209: Incident Status Summary*
	- Notify 9-1-1 dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation.	
	- Assess the type, severity, and size of incident. If possible, characterize the public health threat and determine appropriate personal protection equipment (PPE) requirements.	

Public Health-Related Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	- Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance.	
	❑ Ensure that area hospitals, including Malheur Memorial Hospital, have been notified.	*ESF 8 Annex of the Malheur County EOP*
	❑ Once the public health threat has been characterized, determine the appropriate methods needed to minimize the spread of disease through collaboration with other county public health departments and OSPHD.	*ESF 8 Annex of the Malheur County EOP*
	- If the pathogen or agent requires laboratory analysis, Malheur County Public Health may request analytical assistance from the Oregon State Public Health Laboratory.	
	- If animal health and vector control is required, these services are to be requested through Malheur County Emergency Management or from Malheur County Extension (Oregon State University).	
	- Coordinate sanitation activities and potable water supply provisions.	
	- Determine the need for emergency disease control stations and, if deemed necessary, implement such stations.	
	❑ If quarantine is in place, establish access control to the area through local law enforcement agencies.	
	❑ Collect and report vital statistics.	
	❑ Plan for transportation of mass casualties to suitable care facilities and mass fatalities to suitable emergency morgue facilities.	
	- Implement the collection, identification, storage, and disposition of deceased victims in a mass fatality situation.	
	❑ If necessary, conduct a damage assessment for public health facilities and systems.	
	❑ Malheur Memorial Hospital conducts an inventory of its HRSA cache. If more health resources are needed, requests for these supplies should be made through the Malheur County EOC.	*ESF 7 & 8 of the Malheur County EOP*
	❑ Activate the Malheur County EOC, coordinate response activities among AOCs and ICP, and establish Incident Command or Unified Command as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions may be necessary.	*ESF 5 Annex of the Malheur County EOP*

Public Health-Related Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Estimate emergency staffing levels and request personnel support.	
	❑ Develop work assignments for ICS positions (*recurring)*.	
	❑ Notify all other ESF-8 supporting agencies of the Malheur County response, requesting additional support as necessary.	*ESF 8 Annex of the Malheur County EOP*
	- Identify local, regional, state, and Federal agencies that may be able to mobilize resources to the County EOC for support.	
	❑ Assign a liaison to other County EOCs to facilitate resource requests.	
	❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to prepare for shift change briefings.	*ICS Form 201: Incident Briefing*
	❑ Confirm or establish communications links among primary and support agencies, other County EOCs, and state ECC. Confirm operable phone numbers and backup communication links.	*ESF 2 Annex of the Malheur County EOP*
	❑ The Malheur County Emergency Management Director, in collaboration with the Malheur County Public Health Department, designates a County PIO representative. The PIO will issue public health information individually or through the Joint Information Center, if established, in coordination with appropriate local, regional, and state agencies.	*ESF 8 & 15 Annex of the Malheur County EOP*
	❑ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident.	
	❑ Implement local plans and procedures for public health emergencies. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and standard operating procedures (Standard Operating Procedures).	*ESF 8 Annex of the Malheur County EOP*
	❑ Determine the need for implementing evacuation and sheltering activities (*recurring)*. Evacuation assistance should be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF-15 (Public Information and External Affairs)	*ESF 1, ESF 5, ESF 6, and ESF 15 Annexes of the Malheur County EOP*
	❑ Establish treatment area(s).	
	❑ Determine the need for additional resources and request as necessary through appropriate channels (*recurring)*.	*ESF 7 Annex of the Malheur County EOP*
	❑ Submit a request for emergency/disaster declaration, as applicable.	

Public Health-Related Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.	
	❑ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	*ICS Resource Tracking Forms; ESF 7 Annex of the Malheur County EOP*
	❑ Establish a Joint Information Center, as needed.	
	❑ Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (*recurring)*.	*ESF 15 Annex of the Malheur County EOP*
	- Public information will be reviewed and approved for release by the Incident Commander and the Public Information Officer prior to dissemination to the public and/or media partners.	
	- Develop and disseminate public information programs regarding personal health and hygiene.	
	❑ Record all EOC activity and completion of individual personnel tasks (*recurring)*. All assignments, person(s) responsible and significant actions taken should be documented in logbooks.	
	❑ Record all incoming and outgoing messages (*recurring*). All messages, and the person sending or receiving them, should be documented as part of the EOC log.	
	❑ Develop and deliver situation reports (*recurring*). At regular intervals the EOC Manager and staff will assemble a situation report.	
	❑ Develop an Incident Action Plan (IAP) (*recurring*). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	*ICS Form 202: Incident Objectives*
	❑ Implement objectives and tasks outlined in the IAP (*recurring*).	
	❑ Coordinate with private sector partners as needed.	
	❑ Ensure all reports of injuries and deaths due to a public health emergency are communicated to the Malheur County EOC for transmittal to the WSPHD as soon as it is available.	*ESF 8 Annex of the Malheur County EOP*
	❑ For handling of fatalities, coordination between the Malheur County Health Department and Malheur County EOC is needed for medical examiner services.	*ESF 8 Annex of the Malheur County EOP*

Public Health-Related Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
RECOVERY/ DEMOBILIZATION PHASE	❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.	
	❑ Release mutual aid resources as soon as possible.	
	❑ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	❑ Deactivate/demobilize the County EOC.	
	❑ Correct response deficiencies reflected in the IP.	
	❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

THIS PAGE LEFT BLANK INTENTIONALLY

10

IA 10 – Animal and Agriculture-Related incident

THIS PAGE LEFT BLANK INTENTIONALLY

1 Purpose

The purpose of this ANNEX is provide a comprehensive plan in all aspects of animal management in emergency and disaster situations, to provide information on specific procedures and available equipment, to provide guidelines for rapid response to disasters affecting the health, safety, and welfare of human beings and animals. Veterinary medicine and animal care resources in emergency preparedness, response, and recovery include, but are not limited to small and large animal care, facility usage, and displaced pet/livestock assistance.

2 Situations and Assumptions

A disaster or major emergency is any occurrence, natural or manmade that causes substantial suffering to human beings and animals, and catastrophic damage to property.

- Based on the American Veterinary Medical Associations 1992 studies, the following are the estimated number of pets per household:

	% of households with pets	# pets per household
Dogs	36.5	1.52
Cats	30.9	1.95
Birds	5.7	2.16

- 1999 Population figures for Malheur indicate has 30,700 persons living in 11,212 households. Based on these numbers the estimated pet population figures for Malheur County are:

Dogs	6,220
Cats	6,197
Birds	1,380

- Figures from the Malheur County Extension Office for 2000 indicate the number of livestock in Malheur county are:

Cattle	181,600
Dairy Cows	5,000
Sheep	10,700
Pigs	1,400

The HAZARD ANALYSIS for Malheur County identifies flooding, winter storms, drought, and hazardous materials incidents posing the greatest threat to the county. All four create a need to evacuate people from their homes, which would also displace companion animals. These hazards could also cause injury or death to animals, to allow animals to roam at will, and leave livestock and pets unattended.

It is not expected that all of these hazards would affect the entire county. Flooding could affect multi-communities but less than half the county. Winter storms, and drought can and has affected the entire county in the past, most often and most recently drought. The duration of these hazards is variable. Any one of them could cause death or separation of animals from their owners for several days or perhaps weeks. Secondary events such as power outages, could prolong the situation.

3 Concept of Operations

3.1 General

- The Emergency Management Director, has the overall responsibility for ensuring the protection and welfare of citizens residing in Malheur County. The Malheur County Sanitarian has the responsibility for managing the response and recovery for animals throughout Malheur County.
- In cooperation with available volunteer disaster assistance organizations, Malheur County will assist livestock owners with evacuation of livestock when possible.
- This will be accomplished based on the priorities of protecting, life, property, environment, and the economy.

3.2 Phases of Management

3.2.1 Mitigation

- Identify livestock at risk for disasters.
- Identify and organize volunteer groups within the community
- Develop a livestock evacuation and shelter plan.

3.2.2 Preparedness

- In cooperation with the Cattleman=s Association and local Vets identify mass care facilities (temporary lodging and emergency feeding sites).
- Assist the Cattleman=s Association in obtaining cooperation of facility owners for use as mass care facilities.
- Identify emergency feeding supplies
- Coordinate responsibilities with other agencies and volunteer groups

3.2.3 Response

- Insure facilities are opened and staffed by Cattleman=s Association representatives
- Identify distribution sources for food and water
- Maintain communications between facilities and EOC
- Provide assistance with registration of evacuated livestock

- Provide information for victims needing additional services

3.2.4 Recovery

- Coordinate for the removal and disposal of dead livestock on public property, or which poses public health risk.
- Deactivate evacuation/feeding facilities as necessary
- Assess continued humane needs of livestock
- Inform public of public health issues
- Coordinate with State and Federal officials on location of Disaster Application Center (DAC)

3.2.5 Mass Care

Mass care includes the registration of livestock, the opening and management of temporary lodging facilities, and the feeding of livestock and workers through both mobile and fixed feeding sites.

4 Alert and Notification

Alert and notification will be provided by the Emergency Management office on an as needed basis.

5 Organization and Assignment of Responsibilities

5.1 Organization

The evacuation function is organized around the Emergency Manager who has overall authority. The Emergency Manager serves as a planning coordinator between the agencies identified in B below.

5.2 Task Assignment

5.2.1 Emergency Management Director

- Activate the EOC as needed

5.2.2 Malheur County Sanitarian

- Advise livestock owners of impending hazard
- Make Emergency Public Information and press releases to the media
- Coordinate livestock evacuation effort with local governments as well as with the Cattleman=s Association.
- Direct the relocation of essential resources (personnel, equipment, supplies) to reception areas.
- Coordinate evacuation planning to include:
    - Movement Control
    - Health/medical requirements
    - Transportation needs

        - (a). Ensure transportation resources are identified
        - (b). Ensure agreements exist for utilization of other public and private transportation assets.
    - Emergency Public Information materials
    - Shelter/reception
    - Coordinate and develop agreements with Vets, Livestock owners, Rodeo Boards, and private industry on use of their assets
        - Identify available transportation resources and develop resource list

5.2.3 Public Works

- Provide traffic control devices
- Assist in keeping evacuation routes open
- Assist in recovery operations
- Assist in disposal of dead animals

6 Direction and Control

The (Mayor/County Judge) is the overall authority for Emergency Management activities. All activities will be coordinated through the EOC, which will serve as the source of all direction and control.

7 Continuity of Government

Lines of succession to each department head are according to the standing operating procedures established by each department.

8 Annex Development and Maintenance

The County Sanitarian is responsible the maintenance and improvement of this annex.

Animal and Agriculture-Related Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
PRE-INCIDENT PHASE	❑ Arrange for personnel to participate in necessary training and exercises, as determined by Malheur County Emergency Management and ESF 8 and 11 Leads.	*County NIMS Implementation and Training Plan*
	❑ Participate in Malheur County preparedness activities, seeking understanding of interactions with participating agencies in an animal disease or agriculture-related emergency.	
	❑ Ensure contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to Malheur County EOC. Contact lists should include the following agencies (notification procedures will depend on the nature of the incident): - Oregon Dept of Fish and Wildlife - Oregon Department of Agriculture - Malheur County Extension Service - Farm Service Agency - Malheur County Health Department - Oregon State Public Health Division - Local and State Veterinarians	*ESF 11 Annex to the County EOP*
	❑ Inform Malheur County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).	
RESPONSE PHASE	❑ Following positive laboratory results for an animal disease stemming from a significant animal/agriculture-related outbreak or contamination concern, activate the County EOC and establish Incident Command or Unified Command, as appropriate. Identify the lead animal/agriculture agency. Staffing levels will vary with the complexity and needs of the response. At a minimum, Incident Commander, all Section Chiefs, Resource Coordinator, and management support positions.	*ESF 5 and 11 Annexes of the County EOP*
	❑ Establish a site Health and Safety Plan and identify appropriate personal protective equipment to be implemented among response and support staff throughout the duration of the emergency. The Safety Officer will develop this plan, make changes to procedures/practices as deemed necessary by the situation, and provide regular scheduled safety briefings to the command staff.	
	❑ If incident response exceeds local capabilities and/or resources, submit a request for emergency/disaster declaration according to established county procedures.	*Section 1.4 of the County EOP*

Animal and Agriculture-Related Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Contact the County Sheriff if the Oregon Department of Agriculture requires enforcement of a quarantine area. The Emergency Management Director or designee will contact the County Court with information on required measures and resources. Local police departments and Oregon State Police may be called upon to provide additional resources.	*ESF 13 Annex of the EOP*
	❑ Impose animal movement restrictions by emergency order, if necessary (enforcement activities supported by law enforcement agencies).	*ESF 13 Annex of the EOP*
	❑ Estimate emergency staffing levels and request personnel support.	
	❑ Develop work assignments for ICS positions (*recurring)*.	*ICS Form 203-Organization Assignment List*
	❑ Notify appropriate ESF-11 and ESF-8 supporting agencies. Support agencies may include, but are not limited to: - US Department of Agriculture • Animal Plant Health Inspection Service • Foreign Animal Disease Diagnostic Lab • Food Safety Inspection Service - Oregon Department of Agriculture • State Veterinarian's Office • Regional Veterinary Emergency Response Teams - Private Veterinarians - Oregon Department of Fish & Wildlife - Oregon Department of Environmental Quality - Malheur County Health Department - Malheur County Extension Service - Farm Service Agency - Oregon State University , College of Veterinary Medicine - Malheur County Farm Bureau - Local volunteer organizations (SPCA, Humane Society)	*ESF 8 and 11 Annexes to County EOP*
	- Identify local, regional, or state agencies that may be able to mobilize resources and staff to the County EOC for supporting response operations.	
	❑ With support from the local health department, State Veterinarian, and Area Veterinarian In-Charge, determine the scope and extent of outbreak/disease (*recurring)*. Verify reports and obtain estimates of the areas/livestock operations in the County that may be affected.	*ICS Form 209-Incident Status Summary*
	- Notify command staff, support agencies, adjacent jurisdictions, ESF coordinators, and/or liaisons of any situational changes.	
	❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to prepare for shift change	*ICS Form 201-*

Animal and Agriculture-Related Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	briefings.	*Incident Briefing.*
	❑ Confirm or establish communications links among primary and support agencies, the County EOC, AOCs, and State ECC - confirm operable phone numbers and backup communication links. – *Note: Depending on the type and size of the incident, an Area Command Center may be instituted at the Oregon Department of Agriculture.*	*ESF 2 Annex of county EOP*
	❑ Ensure all required notifications have been completed. Consider other local, regional, state, and Federal agencies that may be affected by the incident. Notify appropriate industry groups and animal/plant agriculture businesses. Provide status of incident and conditions of actual or perceived disease threat.	*Section 4.2 of the County EOP; Established emergency contact lists at the County EOC*
	❑ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases.	
	❑ Implement local plans and procedures for responding to animal/agriculture-related emergencies. Ensure copies of the following documents are available to response personnel. Implement agency-specific protocols and standard operating procedures (Standard Operating Procedures). - *Oregon Animal Disease Emergency Management Plan (2004)* - *Applicable animal disease-specific protocols, including Public Health plans focusing on potentially contagious diseases*	*Agency-specific Standard Operating Procedures and ESF 11 Annex to the County EOP*
	❑ Determine need to conduct human and/or animal evacuations and sheltering activities (*recurring)*. Evacuation assistance should be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), ESF 11 (Agriculture and Natural Resources), and ESF-15 (Public Information and External Affairs)	*ESF 1, ESF 5, ESF 6, ESF 11, and ESF 15 Annexes of the County EOP*
	❑ Determine the need for additional resources and request as necessary through appropriate channels (*recurring),* including activation of intergovernmental agreements and memos of understanding. – *Note: All resources activated through mutual aid agreements needs to be tracked by the County EOC for cost and liability purposes.*	*ESF 7 Annex of county EOP*

Animal and Agriculture-Related Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers with potential needs as well as current needs. – *Note: The County EOC will coordinate requests by the lead animal disease/public health agency for local resources and mutual aid resources.*	
	❑ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include: equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	*ICS Resource Tracking Forms and ESF 7 Annex of county EOP*
	❑ Manage and coordinate volunteers through the County EOC via the Volunteer Coordinator. Individuals, organizations, or groups wishing to volunteer their assistance during any phase of a disaster need to be registered by the County. Volunteers may be used in credentialed capacity only. Written proof is expected at the time of sign up.	*ESF 5 and 7 Annexes of the County EOP*
	❑ Establish a Joint Information Center. In the case of animal disease that could spread or pose risk to humans, the County Health Officer, or designee will address medical and public health issues/concerns within the Joint Information System via the JIC, if it is activated.	*ESF 15 Annex of the County EOP*
	❑ Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (*recurring*).	*ESF 15 Annex of the County EOP*
	– Public information focusing on animal/agriculture-related incidents will be developed in conjunction with ODA (State Veterinarian's Office), local/state public health agencies, Malheur County Extension Services, and other support agencies. Public information dissemination will be coordinated through the County EOC and JIC and supported by Malheur County Court. Information will be approved for release by the (IC) and Lead PIO prior to dissemination to the public.	
	❑ Record all EOC activity and completion of individual personnel tasks (*recurring*). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	*EOC position checklists/forms and applicable ICS forms*
	❑ Produce situation reports (*recurring*). At regular periodic intervals, the EOC Manager/Emergency Management Director and staff will assemble a situation report.	
	❑ Develop, update, and implement an IAP (*recurring*) for each operational period. This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular periodic intervals and modified as the situation changes.	*ICS Form 202 – Incident Objectives*

Animal and Agriculture-Related Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Ensure all reports of injuries, illness, and deaths occurring during animal/agriculture emergency response are communicated to the IC and/or Safety Officer.	
RECOVERY/ DEMOBILIZATION PHASE	❑ Ensure an orderly demobilization of emergency operations in accordance with current county procedures and implement community recovery plans (including COOP/COG).	*ESF 14 Annex to the County EOP*
	❑ Coordinate with appropriate organizations for the deployment of inspectors and veterinarians to verify/certify viability of animals/plants following a disease outbreak or contamination incident.	*Specific Agency Standard Operating Procedures*
	❑ Release mutual aid resources as soon as possible.	
	❑ Coordinate disposal of infected livestock, contaminated animal carcasses/feed, and other potentially contaminated items following response procedures. Consult with Oregon Department of Environmental Quality for identification of disposal sites and appropriate procedures.	
	❑ Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	❑ Deactivate/demobilize the County EOC.	*ESF 5 Annex of the County EOP*
	❑ Correct response deficiencies reflected in the IP.	
	❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

THIS PAGE LEFT BLANK INTENTIONALLY