Deschutes County Board of Commissioners
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(541) 388-6570 - Fax (541) 385-3202 - www.deschutes.org

AGENDA REQUEST & STAFF REPORT

For Board Business Meeting of August 17, 2015

DATE: August 10, 2015

FROM: Nathan Garibay Sheriff's Office 541-617-3303

TITLE OF AGENDA ITEM:
Resolution 2015-094: A Resolution Adopting Updates to the Deschutes County Emergency Operations Plan (EOP).

PUBLIC HEARING ON THIS DATE? NO

BACKGROUND AND POLICY IMPLICATIONS:
Deschutes County is required to maintain a current Emergency Operations Plan to comply with grant requirements and to comply with Deschutes County Goal: *Protect the community through planning, preparedness, and coordinated public safety services.*

FISCAL IMPLICATIONS:
A current EOP is a condition of the Emergency Management Planning Grant.

RECOMMENDATION & ACTION REQUESTED:
Approve the resolution adopting the updated Deschutes County Emergency Operations Plan.

ATTENDANCE: Sgt. Nathan Garibay, Emergency Services Manager

DISTRIBUTION OF DOCUMENTS:
Sgt. Nathan Garibay will provide copies of the resolution to the State of Oregon.

REVIEWED
MM
LEGAL COUNSEL

For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

A Resolution Adopting Revisions/Updates to the Deschutes County Emergency Operations Plan, Including Emergency Support Function Annexes	* * *	RESOLUTION NO. 2015-094

WHEREAS, Deschutes County recognizes the threat that emergency events pose to people, property and infrastructure within our community; and

WHEREAS, undertaking emergency planning actions will reduce the potential for harm to people, property and infrastructure from future emergency events; and

WHEREAS, an adopted Emergency Operations Plan (with Emergency Support Function Annexes) is required by applicable federal and state laws and is also a condition of future funding for recovery payments from the Federal Emergency Management Agency ("FEMA"); and

WHEREAS, Deschutes County endeavors to undertake formal review and adoption of the Emergency Operations Plan (with Emergency Support Function Annexes) every five (5) years; and

WHEREAS, Deschutes County has undertaken extensive revision of the Emergency Operations Plan (with Emergency Support Function Annexes); now therefore,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON, as follows:

Section 1. Deschutes County adopts the Emergency Operations Plan (with Emergency Support Function Annexes) attached as Exhibit A and incorporated by reference herein, as an official plan of Deschutes County.

///

Section 2. Consistent with tracking and recording requirements provided for by the Emergency Operations Plan (with Emergency Support Function Annexes), and until future review and adoption by Deschutes County in 2020, the Emergency Manager is authorized to adopt Plan revisions and Plan updates.

Dated this _____ of _____, 2015

BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON

_____
ANTHONY DEBONE, Chair

_____
ALAN UNGER, Vice Chair

ATTEST:

_____
Recording Secretary

_____
TAMMY BANEY, Commissioner

To: Deschutes County Board of Commissioners

From: Sgt. Nathan Garibay

Date: June 30, 2015

Subject: Emergency Operations Plan Update and Approval

Commissioner/County Administrator Approval: _____

Date: _____

The Deschutes County Sheriff's Office is requesting the Board of Commissioners' approval of the Emergency Operations Plan.

Synopsis:

Deschutes County has recently made revisions to the county's Emergency Operations Plan (EOP) adopted in 2010. The plan was last updated in 2010 with the assistance of a contractor, Ecology and Environment, Inc (E&E). The revisions and updates to this latest EOP consist of ensuring the plan is consistent with the capabilities, responsibilities, and operational roles of the county departments.

The purpose of an EOP is to establish guidance for Deschutes 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 Deschutes 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 plan consists of 3 parts:

Basic Plan – Provides the basic framework for managing disasters, integrating with cities,state,federal, and non-governmental organizations

Emergency Support Functions (ESF) – Focus on operations pertaining to specific operational functions and the positions responsible for carrying them out. These annexes clearly describe the policies, processes, roles, and responsibilities for agencies and departments. Many of the ESFs have shared responsibility between more than one county department and other organizations.

ESF 1 – Transportation
ESF 2 – Communications
ESF 3 – Public Works and Engineering
ESF 3 – Public Works and Engineering
ESF 4 – Firefighting
ESF 5 – Emergency Management
ESF 6 – Mass Care
ESF 7 – Logistics Management and Resource
ESF 8 – Public Health and Medical Services
ESF 9 – Search and Rescue
ESF 10 – Oil and Hazardous Materials
ESF 11 – Agriculture and Natural Resources
ESF 12 – Energy
ESF 13 – Public Safety and Security
ESF 14 – Long-term Community Recovery
ESF 15 – External Affairs

	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15
Road Department	P		P	S	S		S	S	S	S		S	S	S	S
9-1-1 Service District		P			S		S			S					S
Emergency Services	S	S	S	S	P	P	P	S	S	S	S	P	S	S	P
Sheriff's Office	S	S		S	S	S	S	S	P	P			P	S	S
Health Services					S	P	S	P		S	S			S	S
County Forestry				S	S						P				S
Finance Department					S	S	P							S	
Community Development					S	S	S					S		P	
Administration		S	S		S	S	S							S	P
Fair & Expo Center						S	S								

Table 1: ESF and County Department Crosswalk (P = Primary, S= Support)

Incident Specific Annexes (IA) - Focus on the special planning needs generated by the particular hazard and contain unique and regulatory response details that apply to a single hazard.

Supporting documentation is reference throughout the EOP and may be included by appendix or maintained by agencies as a separate document.

The goal of this project is to develop a comprehensive document that not only meets state and federal requirements, but a useful document to facilitate decision making and project identification throughout Deschutes County as it relates to disaster mitigation.

Action Recommended: Approve and sign the latest revision of the Deschutes County Emergency Operations Plan.

Please contact Sgt. Garibay at 541-617-3303 if you have questions concerning this request.

Deschutes County, Oregon

EMERGENCY OPERATIONS PLAN

May 2015 DRAFT

Prepared for:

DESCHUTES COUNTY SHERIFF'S OFFICE
Emergency Services Division
63333 West Highway 20
Bend, OR 97701

Prepared by:

Ecology and Environment, Inc.
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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

The Deschutes County Emergency Services Program is governed by a wide range of laws, regulations, plans, and policies. The program is administered and coordinated by the Deschutes County Sheriff's Office under the supervision of the Emergency Services Program Manager. The program receives its authority from Oregon Revised Statutes, which are the basis for Oregon Administrative Rules. The National Response Framework, the National Contingency Plan, and the State of Oregon Emergency Management Plan provide planning and policy guidance to counties and local entities. Collectively, these documents support the foundation for this Deschutes County Emergency Operations Plan.

This Emergency Operations Plan is an all-hazard plan describing how Deschutes County will endeavor to organize and respond to events. It is based on and is compatible with the laws, regulations, plans, and policies listed above. 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. Use of the National Incident Management System/Incident Command System is a key element in the overall county response structure and operations.

It is recognized that response to emergency or disaster conditions in order to maximize the safety of the public and to minimize property damage is a primary responsibility of government. It is the goal of Deschutes County that responses to such conditions are done in the most organized, efficient, and effective manner possible. To aid in accomplishing this goal, Deschutes County has adopted the principles of the National Incident Management System, the National Response Plan, and the Incident Command System. Deschutes County also maintains this Emergency Operations Plan with supporting plans/annexes and an Emergency Operations Organization to address response to major emergency or disaster events.

Deschutes County public officials, departments, and employees that perform emergency and/or first response functions must be properly prepared. Department heads and elected officials shall, to the extent possible, ensure that necessary training is provided to themselves and their employees as to further prepare Deschutes County staff for successfully carrying out assigned emergency response roles. To the extent possible, procurement and maintenance of essential response equipment will also be accomplished in support of this goal.

All emergency response personnel and essential support staff in Deschutes County must be familiar with this plan and the supporting procedures and documents.

Signature of Acceptance

Date	County Sheriff, Deschutes County
Date	Commissioner, Chair, Deschutes County
Date	Commissioner, Deschutes County
Date	Commissioner, Deschutes County
Date	Emergency Services Manager, Deschutes County

We, the above-signed officials, acknowledge the responsibilities inherent in disaster response and emergency management planning within our respective jurisdictions. Through the acceptance of this plan, we will undertake reasonable measures to see that Deschutes County and its associated-entities are ready when and if disaster should strike. We are charged with the additional responsibility of keeping this Emergency Operations Plan (EOP) current and ensuring those persons within City and County government are made aware of their respective roles as described in this plan.

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Plan Administration

Record of Plan Changes

The Deschutes County Emergency Operations Plan, including appendices and annexes, will be reviewed and re-approved every five years. Plan revisions may also be necessary after actual incidents or exercising of the plan. All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure the most recent version of the plan is disseminated and implemented by emergency response personnel.

Record of Plan Changes

Date	Change Number	Summary of Changes
2010	Original Release	
2015	1	Update / Review

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 Deschutes County Emergency Services Program Manager is ultimately ensuring plan updates are completed as needed.

Record of Plan Distribution

Date	Plan Number	Jurisdiction/Agency/Person
		Deschutes County Board of Commissioners
		Deschutes County Administrator
		Deschutes County Emergency Management
		Deschutes County Sheriff's Office
		Deschutes County Community Development
		Deschutes County Road Department
		Deschutes County Health Department
		Deschutes County Risk Management
		Deschutes County Finance Department
		Deschutes County Waste/Sanitation Dept.
		Bend City Hall (City Administrator)
		Bend Fire Department
		Bend Police Department
		Redmond City Hall (City Administrator)
		Redmond Fire Department
		Redmond Police Department
		Sisters City Hall (City Administrator)
		Sisters-Camp Sherman Rural Fire Department
		La Pine City Hall (City Administrator)
		La Pine Fire Department
		La Pine Police Department
		Sunriver Fire Department
		Sunriver Police Department

Record of Plan Distribution

Date	Plan Number	Jurisdiction/Agency/Person
		St. Charles Hospital, Bend (Disaster Manager)
		Oregon State Police – Bend Sub-Station
		Oregon Department of Transportation - Bend
		Oregon Department of Forestry – Central Oregon
		U.S. Forest Service – Deschutes NE - Bend
		U.S. Bureau of Reclamation – Bend Office
		American Red Cross – Mountain River Chapter
		Oregon National Guard – Bend Armory

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 Services Program Manager 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.

Deschutes County EOP Assignments

Section/Annex		Assignment
Basic Plan		Deschutes County Emergency Services
Emergency Support Functions		
ESF 1	Transportation	Deschutes County Road Department
ESF 2	Communications	Deschutes County 911
ESF3	Public Works and Engineering	Deschutes County Road Department
ESF4	Fire Fighting	Deschutes County Fire Defense Board
ESF 5	Emergency Management	Deschutes County Emergency Services
ESF 6	Mass Care, Housing, and Human Services	Deschutes County Health Services Deschutes County Emergency Services
ESF 7	Resource Support	Deschutes County Emergency Services
ESF 8	Public Health and Medical Services	Deschutes County Health Services
ESF 9	Search and Rescue	Deschutes County Sheriff's Office
ESF 10	Oil and Hazardous Materials	Deschutes County Fire Defense Board
ESF 11	Food and Agriculture	Deschutes County Forestry

Deschutes County EOP Assignments

Section/Annex		Assignment
ESF 12	Energy	Deschutes County Emergency Services
ESF 13	Public Safety and Security	Deschutes County Sheriff's Office
ESF 14	Long-Term Community Recovery and Mitigation	Deschutes County Community Development Department
ESF 15	External Affairs	Deschutes County Board of County Commissioners Public Affairs/Communications
Incident Annexes		
IA 1	Severe Weather	Deschutes County Emergency Services
IA 2	Flood (Including Dam Failure)	Deschutes County Emergency Services
IA 3	Drought	Deschutes County Emergency Services
IA 4	Wildfire	Deschutes County Emergency Services
IA 5	Hazardous Materials	Deschutes County Emergency Services
IA 6	Earthquake/Seismic Activity	Deschutes County Emergency Services
IA 7	Volcanic Activity	Deschutes County Emergency Services
IA 8	Terrorism	Deschutes County Emergency Services
IA 9	Public Health-Related	Deschutes County Health Department
IA 10	Animal and Agriculture-Related	Deschutes County Emergency Services Deschutes County Forestry

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ESF 3 – Public Works and Engineering
ESF 4 – Firefighting
ESF 5 – Emergency Management
ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services
ESF 7 – Logistics Management and Resource Support
ESF 8 – Public Health and Medical Services
ESF 9 – Search and Rescue
ESF 10 – Oil and Hazardous Materials
ESF 11 – Agriculture and Natural Resources
ESF 12 – Energy
ESF 13 – Public Safety and Security
ESF 14 – Long-Term Community Recovery
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

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1 Introduction

This Emergency Operations Plan (EOP) establishes guidance for Deschutes 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 Deschutes 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.

1.1 Purpose and Scope

1.1.1 Purpose

The Deschutes County Emergency Operations Plan (EOP) provides a framework for coordinated response and recovery activities during any type or size of emergency. This plan is primarily applicable to extraordinary situations; it is not intended for use in response to typical, day-to-day, emergency situations. The plan also provides specific information on direction and control, with guidance for all first responders and governmental agencies on emergency tasks supporting all phases of an emergency. This EOP compliments the State Emergency Operations Plan and the National Response Framework (NRF). It also identifies all Emergency Support Functions (ESF) and critical tasks needed to support a wide range of response activities.

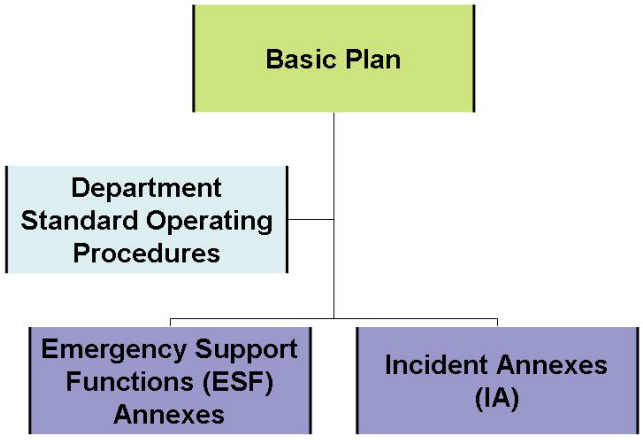
The objectives of this plan are to:

- Provide overarching operational structure to support the primary responsibilities of Deschutes County response agencies (the County) during all phases of an emergency;

- Integrate multi-agency, regional, and, if applicable, tribal coordination into emergency operations through implementation of the Incident Command System (ICS)/National Incident Management System (NIMS);
- Establish clear lines of authority and succession during any type of emergency;
- Define roles and responsibilities spanning various departments, agencies, divisions, and management levels in support of critical functions;
- Outline clear guidelines and procedures for ensuring consistent and timely release of emergency public information;
- Provide procedures and criteria for requesting and allocating essential resources to support overall emergency operations; and
- Provide a base for emergency operations plans developed by each incorporated municipality within Deschutes County.

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

- ESF Annexes focus on critical operational functions and are 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 a particular hazard and contain unique and regulatory response details that apply to a single hazard.



1.1.2 Scope

This plan incorporates procedures supporting all facilities, operations, and personnel to be relied on during any type of emergency. The Deschutes County EOP supports a program for emergency management consistent with and supplemental to the State of Oregon Emergency Management Plan (EMP). In addition, it functions as a bridge between local, State, and Federal emergency management systems.

Organized as a Basic Plan, the County EOP describes roles, responsibilities, and concepts of operations, command, and control, while clearly defining escalation pathways and legal authorities involved with critical decision making and resource allocation by local and county governments. Fifteen ESF Annexes supplement the information in the Base Plan and are consistent with support functions identified in State and Federal plans. Each ESF serves as an operational-level mechanism for identifying primary and support entities to maintain capabilities for providing resources and services most likely needed throughout all phases of an emergency. If capabilities or resources prove limited or unavailable to the County during an emergency or disaster, escalation pathways and resource request procedures are clearly defined in each ESF for seeking additional resources through State or Federal agencies.

Additionally, Incident Annexes (IA) are included with the Basic Plan to provide tactical information and critical tasks unique to specific natural and man-made/technological hazards that could pose a threat to Deschutes County. Incident types are based on the hazards identified in the most recent Hazard Identification and Vulnerability Assessment conducted for the County. Incident-specific annexes in support of the Deschutes County EOP include the following:

Deschutes County Incident Annexes (IAs)

Annex Number	Hazard
IA 1	Severe Weather
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 Incident
IA 10	Animal and Agriculture Related Incident

Note: Resource shortages and civil disobedience are considered secondary risks during any emergency situation.

The intent of the Deschutes County EOP is to provide guidance and procedural information necessary to respond to any type of incident impacting a significant portion of the County. Individual communities and incorporated cities may maintain similar plans or procedures for implementation in response to localized incidents or initial activities prior to escalation to the County. If the County EOP is activated during an incident or countywide emergency declaration, cities and communities will adopt command and control structure and procedures consistent with county response operations.

Procedures supporting NIMS implementation and training for the County have been developed and formalized by Deschutes County Emergency Services. When combined with the EOP, ESFs, and IAs, can be collectively referred to as a Comprehensive Emergency Management Plan for the County. Thus, each document lends a unique set of procedures and guidelines for supporting emergency preparedness, response, and recovery.

1.1.3 Mission

Deschutes County's mission in a disaster is to protect and maintain safety and to ensure the implementation of the following response actions:

- Determine and implement search and rescue, evacuation, and protective actions.
- Support disaster medical operations, including casualty management.
- Support requests for response resources.
- Coordinate terrorism response with local, State, and Federal agencies.
- Strive to maintain the availability of critical services in the absence of normal infrastructure.

1.2 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 Framework 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).

1.2.1 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) 401.092, 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 Mitigation 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 Recovery 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.

1.2.2 Continuity of Operations Plans

Deschutes County has not developed Continuity of Operations (COOP) to date. However, once they have been developed and implemented for the County, these plans may be used in conjunction with the EOP during various emergency situations. COOP plans detail the processes for accomplishing administrative and operational functions during emergencies that may disrupt normal business activities. Part of these plans identifies essential functions of county and local government, private sector businesses, and community services and delineates procedures developed to support their continuation. COOP elements may include but are not limited to:

- Ensuring the County's continuous functions and operations during an emergency;
- Maintaining clear lines of authority and, when necessary, implementing the approved line of succession and proper delegation of authority;
- Protecting critical facilities, equipment, vital records, and other assets;
- Reducing or mitigating disruptions to operations and essential community services;
- Reducing loss of life, minimizing property damage, and protecting the local economy from significant impacts; and
- Achieving a timely and orderly recovery from emergencies and resumption of full services to the public.

1.2.3 City Emergency Operations Plans

The Deschutes County EOP provides a basis of information for emergency operations plans developed by each incorporated municipality within Deschutes

County. The following incorporated municipalities are located in Deschutes County:

- City of Bend
- City of La Pine
- City of Redmond
- City of Sisters

Deschutes County also includes special districts such as the community of Sunriver and Black Butte Ranch. All city and special district EOPs are to be consistent with the County EOP and each should compliment the other resulting in streamlined emergency planning and response efforts within the County.

1.2.4 Agency and Organization-Specific Plans

A number of agency-specific plans and organizational procedures are available to support the County EOP and individual ESF. These plans and procedures are interrelated and have a direct influence on the County's preparation prior to a major emergency or disaster, its activities in response to such an emergency or disaster, and its ability to successfully recover from such incidents or events. These plans also provide local, county, regional, and state agencies and entities with a consolidated framework for coordinating activities and resources, thus promoting efficient use of resources during all phases of emergency management.

1.3 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.

1.3.1 Legal Authorities

This plan is issued in accordance with and under the provisions of ORS Chapter 401, and establishes the procedures outlined in Deschutes County Ordinance and adopted by the Deschutes County Board of Commissioners (BOC). It is compatible with the Deschutes County authorizing policy which established a County Emergency Management program, under the direction of the Emergency Services Program Manager and adopted the County's Emergency Operations Plan, as authorized in ORS 401.305.

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
– ORS Chapter 401 – Emergency Management and Services. – ORS Chapter 402 – Emergency Mutual Assistance Agreements – ORS Chapter 403 – Emergency Communications – ORS Chapter 404 – Search and Rescue – Executive Order of the Governor
Deschutes County
– Deschutes County Ordinance

1.3.2 Mutual Aid and Intergovernmental Agreements

State law (ORS Chapter 402) 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 Emergency Services Division. During an emergency situation, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

1.4 Emergency Powers

1.4.1 Declaration of Emergency

The Board of County Commissioners is responsible for declaring a state of emergency for Deschutes County. Based on local codes and state statutes, a local declaration can allow Deschutes County flexibility in managing resources under emergency conditions such as:

- Diverting funds and resources appropriated for other purposes in order to meet immediate needs.
- Authorizing activation of local emergency operations plans and implementation of extraordinary protective measures.
- Initiating mutual aid and cooperative assistance agreements, and receiving resources from other organizations or individuals, including additional funding.
- Providing specific legal protection for actions initiated under emergency conditions.
- Setting the stage for requesting state and/or federal assistance to augment local resources and capabilities.

OEM Criteria for Declaring a Local Emergency:

- Describe the circumstances impacting an identified area;
- Identify the problems for which assistance is needed; and
- Clearly state what has been done locally to respond to the impact and needs.

Requests for State/Federal assistance need to include:

- Language stating that local and county, mutual aid resources are depleted or nearly so.
- Specific assistance requirements to be requested (e.g., type and quantity of equipment needed, purpose for which it is needed, and location of the area in need. Multiple requests on the same declaration may be necessary. *Be as detailed as possible, and explain the requested mission, not "who" could provide the requested resources.*
- Time element: expected duration of event or expected time required to gain control

1.4.1.1 Initial Damage Assessment (IDA)

In order to receive assistance from the State, the County must prepare an Initial Damage Assessment. A sample IDA is included as an appendix to this Plan. The IDA and Declaration of a Local State of Emergency are attached to the County Request for State Assistance letter and form sent to the Governor to declare a State Emergency. This provides the basis of a Federal Disaster Declaration and Federal disaster funding.

1.4.1.2 Joint Preliminary Damage Assessment (PDA)

If Deschutes County has conducted an IDA and a request for federal assistance is anticipated, the Director of Oregon Emergency Management may request the FEMA regional office to conduct a joint Preliminary Damage Assessment. This involves a team of local, state, and federal personnel jointly reviewing the local IDA to verify and expand upon findings to further justify a request for federal assistance. Such an assessment will assist the Governor in determining whether federal assistance is necessary, and it will serve to support a request for a Presidential emergency or major disaster declaration.

The request and supporting information from local officials must be submitted to the Governor through the Director of Oregon Emergency Management as

prescribed under ORS 401. If it is determined that local and state resources are insufficient to meet the needs of the area impacted, the Governor may submit a request to the President through the FEMA Regional Director. Stafford Act disaster assistance generally follows a cost share of 75% federal and 25% non-federal.

1.4.2 Continuity of Government

The County Administrator is the chief executive local authority for the unincorporated area of the county and is principally responsible (unless otherwise prohibited) for assuming centralized control over all county departments, divisions, and offices once the Board declares a state of emergency. If circumstances prohibit the timely action of the Board of County Commissioners, the Chair of the Board of County Commissioners may declare such a state of emergency, provided the Chair seeks and obtains approval from a majority of the Board at the first available opportunity.

A state of emergency exists whenever the unincorporated area of the county or any part thereof is suffering or is in imminent danger of suffering an event that may cause injury or death to persons, or damage to or destruction of property to the extent that extraordinary measures must be taken to protect the public health, safety, and welfare. Such an event shall include, but not be limited to the following:

- A civil disturbance or riot;
- A disaster such as flood, windstorm, snow or ice storm, earthquake, volcanic eruption or related activity, fire, explosion or epidemic;
- The declaration of a war-caused national emergency;
- Any major disruption of community services such as transportation, power supply, water supply, sanitation or communications; and/or
- A health hazard, whether natural or manmade.

The Chair of the Board of County Commissioners is also responsible for performing the Board of County Commission's duties to declare a state of emergency, designate emergency area(s), and/or impose regulations when the Board of County Commissioners is unable or unavailable to perform such duties.

Table 1-2 shows the lines of succession for Deschutes County's Emergency Management Organization:

Table 1-2 Deschutes County Emergency Lines of Succession

Emergency Policy and Governance	Emergency Operations
Board Chair	Emergency Manager
Vice Chair	

Table 1-2 Deschutes County Emergency Lines of Succession

3rd Member of the Board	
Deschutes County Sheriff	
County Administrator	

Each County department is responsible for pre-identifying staff patterns showing a line 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 EMBD or designee identified above will provide guidance and direction to department heads to maintain continuity of government and operations during an emergency. Individual department heads within Deschutes County are responsible for developing and implementing COOP/COG Plans to ensure continued delivery of vital services during an emergency.

1.4.3 Request, Allocation, and Distribution of Resources

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.

Table 1-3 NIMS Resource Typing Classifications

NIMS Classification	Definition	Options
Category	Function that the resource supports.	■ Transportation ■ Communications ■ Public Works and Engineering ■ Firefighting ■ Information and Planning ■ Law Enforcement and Security ■ Mass Care ■ Resource Management ■ Health and Medical ■ Search and Rescue ■ Hazardous Materials Response ■ Food and Water ■ Energy ■ Public Information

Table 1-3 NIMS Resource Typing Classifications

NIMS Classification	Definition	Options
		■ Animals and Agricultural Issues ■ Volunteers and Donations
Kind	Refers to broad classes that characterize similar resources	■ Teams ■ Personnel ■ Equipment ■ Supplies ■ Vehicles ■ Aircraft
Components	Identifies separate capabilities or components contained within a single resource	For example, a search and rescue team may have the following components: two-person search teams, four search canines, and an equipment cache.
Metrics	Measurements that identify capability or capacity	Examples are gallons per hour, seats per bus, number of meals, etc.
Type	Refers to the level of resource capability	■ Type I (greatest capability) ■ Type II ■ Type III ■ Type IV (least/smallest capability)

Refer to ESF 7 for more detailed information on available resources and coordination procedures established for the County.

1.4.4 Financial Management

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 Liability Issues

It is impossible to anticipate all varying factors, which may occur in an emergency situation. This EOP and its annexes is a guide to approaching emergency situations. No provision in the EOP and its supporting chapters is intended to be mandatory. This plan may be carried out in a flexible manner. This plan should not be interpreted as a guarantee that any specific task will be done in a specific order or that any specific task will be done at all. The EOP represents, what appears to be, at the time of its adoption, an optimal approach to an emergency situation. It does not create a right to rely on the County, its employees, officers, or agents to carry out the plan in any particular manner or at all.

Property owners, citizens, and visitors should not rely on this plan to assure the operation or availability of any public service. Individual property owners should develop an emergency plan to prevent property damage or loss of life.

Property owners should not rely on this plan to protect their property from damage or destruction. Property owners should develop their own plan for dealing with emergency situations.

Any emergency situation will most likely involve other units of City, County, State, or Federal government. Other units of government should not rely on this plan to be implemented.

Liability of Response Partners

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 Deschutes County and its surrounding areas. Existing mutual aid agreements are identified in Appendix E of this plan. Copies of these documents can be accessed through the County Emergency Services Program. During an emergency situation, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

Under Oregon law, local jurisdictions are members of a statutorily created mutual assistance compact (ORS 402). 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. Liability and indemnification will be consistent with current state and federal law as well as any agreements entered into by the county. Deschutes 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. The Chair of the Deschutes County Board of Commissioners or the full Board may request and utilize the services, equipment, supplies, and facilities of departments, offices, and agencies of the State and local governments. Note that under the Emergency Conflagration Act (ORS 476.510-610), the Governor (or other authorized state officer), through the State Fire Marshal's Office, 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 Preservation of Vital Records

Each department in the County will identify, maintain, and protect its vital records. Vital records and documents which require safeguarding fall into three general categories:

- Records that protect the rights and interests of individuals; vital statistics, land and property records, financial and tax records, election records, license registers, articles of incorporation, etc.;
- Records required for effective emergency operations; plans, procedures, resource inventories, lists of succession, maps, memorandums of understanding, agreements, and lists of regular and auxiliary personnel;
- Records required to re-establish normal governmental functions and protect the rights and interests of government; federal and state laws, rules and regulations, official proceedings, financial and court records.

1.7 Safety of Employees and Family

All Deschutes County 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 not be utilized as a common communication mechanism unless it is reflective of a need for emergency assistance or resources. Agencies and bureaus with developed COOPs will establish alternate facilities and staff locations, as applicable. Notification procedures for employee duty assignments will follow required procedures established by each agency and department.

During biological incidents or public health emergencies such as influenza pandemics, maintaining a resilient workforce is essential to maintaining overall response activities required to protect the community and overall county from significant impacts to human lives and the economy. Thus, personnel should be provided with tools to protect themselves and their families while also providing health and medical services during a pandemic or other type of public health emergency. 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 (OSHA) may provide assistance and guidance on worker safety and health issues. Information on emergency procedures and critical tasks involved in a biological emergency incident or disease outbreak is presented in ESF 8 and in this EOPs Incident Annexes.

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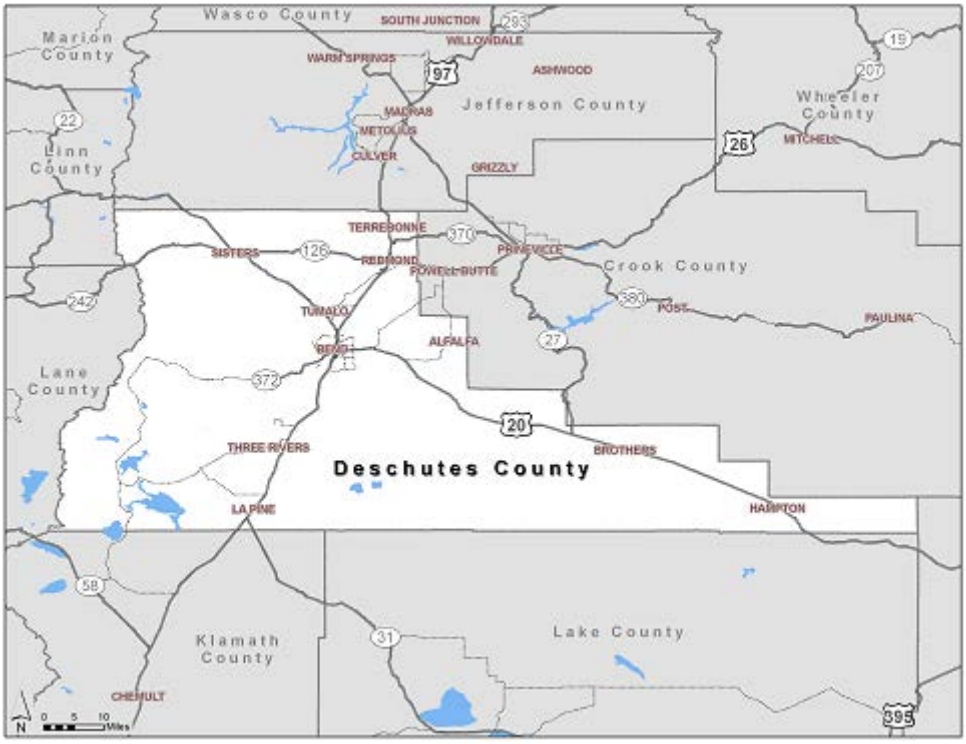
2 Situation and Planning Assumptions

2.1 Situation

Deschutes 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.

For more detailed information on natural hazard threats please see the current edition of the *Deschutes County Natural Hazards Mitigation Plan*.

Figure 2-1 Map of Deschutes County



2.1.1 County Profile

Located in Central Oregon, the high desert region of the state, Deschutes County has an area of 3,055 square miles and a population of 166,400 (2014). The largest city in the County is Bend with a population of 79,985. Other jurisdictions in the county include the incorporated cities Redmond, Sisters, and La Pine, as well as two special districts; Black Butte and Sunriver. Deschutes County also has a number of unincorporated communities including Terrebonne, Tumalo, Cloverdale, and Alfalfa. State Highway 97 is the main transportation route through the County running north to south.

The County's natural features make the environment and population vulnerable to natural disaster situations. The County is subject to occasional minor flooding, earthquakes, wildfires, severe winter storms, windstorms, and potential volcanic activity. It is impossible to predict exactly when these disasters will occur, or the extent to which they will affect the County. With careful planning and collaboration among public agencies, private sector organizations, and citizens within the community it is possible to minimize the losses that can result from natural disasters.

In addition, Deschutes County is subject to technological- and human-caused hazards such as fire, dam failure, industrial and transportation accidents, hazardous materials spills, acts of terrorism, and civil disorder.

According to the 2002 estimates, approximately 5.4% of Deschutes County's population over the age of five speaks a language other than English at home. An inability to speak or read English may present a challenge to County and city EMDs because instructions for self-protective action and general disaster information are usually provided only in English. In certain areas of Deschutes County, it may be advisable for EMDs and emergency response agencies to arrange for translation of the instructions and for providing information in different languages, primarily Spanish.

Wide variation exists in the vulnerability of the developmentally disabled population in Deschutes County. Some developmentally disabled individuals may have strong support networks and a high level of care provided by friends, family, and care providers, while others may not. Some individuals may be largely self-reliant; others may have additional disabilities in addition to their developmental disabilities.

A major disaster or emergency will cause environmental damage, injuries, property loss, and disruption of essential public services and could impact regional economic, physical, and social infrastructures. The extent of casualties and damage will reflect factors such as when the event occurs, how severe it is, weather conditions, population density, and the possible triggering of secondary risks, such as fires and floods. Initial emergency response activities focus primarily on minimizing loss of life, property, and damage to critical infrastructure, including cultural and economic assets. Historically, these

activities have been carried out by traditional first responders, such as fire services and law enforcement. Local governments develop, maintain, and implement EOPs and associated training programs that address all hazards. Agency-specific procedures and protocols established for support functions and critical tasks will be implemented in conjunction with the County EOP as needed or required.

It is likely that a large-scale emergency will result in overwhelming the capabilities and resources of local governments and jurisdictions during response operations. Thus, it is imperative this jurisdiction establish clear lines of authority, formalize resource request and allocation procedures, and activate contingency plans, including mutual aid agreements, to acquire additional regional, state, and Federal resources as needed.

2.2 Hazards and Threats

2.2.1 Wildland Fire

Wildland fire plays a large, reoccurring and high impact role as a natural hazard in Central Oregon. Deschutes County has been the setting for a significant number of large, fast-moving destructive wildland-urban interface wildfires in last quarter century. The rapidly expanding population and the associated demand for housing has pushed areas of high density residential development further into sites traditionally covered by wildland vegetation.

See Section 6 of the Deschutes County Natural Hazards Mitigation Plan and the Deschutes County Community Wildfire Protection Plan for detailed information on Wildland Fire.

2.2.2 Severe Winter Storm

Severe winter storms pose a significant risk to life and property in Deschutes County by creating conditions that disrupt essential regional systems including, but not limited to public utilities, telecommunications, and transportation routes. Severe winter storms can produce rain, freezing rain, ice, snow, cold temperatures, and wind. Severe winter storms involving heavy snow fall and cold temperatures occur more often than incidences of rain, freezing rain and ice storms. Increased population including new populations living in the high desert who are less familiar with cold snowy winters make Deschutes County more vulnerable to severe winter storms.

See Section 7 of the Deschutes County Natural Hazards Mitigation Plan for detailed information on Severe Winter Storms.

2.2.3 Volcanic Eruption

Much of Deschutes County lies in the potentially active portion of the Cascade volcanic arc—a feature that is part of the “Ring of Fire” that surrounds the Pacific

Ocean basin. Deschutes County and the region owes its scenic beauty to the landscape created by geologically recent eruptions.

Three long-lived volcanic centers, Three Sisters and Mount Bachelor to the west and Newberry Volcano to the south, and many tens of smaller volcanoes have hosted numerous eruptions in geologically recent times that range widely in size and character. Some covered sizable, currently developed areas with lava flows or swiftly moving flows of searing ash and pumice. Others only managed to produce small volumes of ash that blew downwind and were barely detectable in the geologic record, or they produced lava flows in areas now protected as Wilderness. Similar eruptions will occur in the future and, depending on their location and scale, will have minor to catastrophic effects on the County. In addition, an eruption of any one of the major Cascade range volcanoes could affect the county and the region with ash fall if the wind direction were favorable.

See Section 8 of the Deschutes County Natural Hazards Mitigation Plan for detailed information on Volcanic Eruptions.

2.2.4 Earthquake

Central Oregon includes portions of five physiographic provinces including High Cascades, Blue Mountains, Basin and Range, High Lava Plains, and Deschutes-Columbia Plateau. Consequently, its geology and earthquake susceptibility varies considerably. There have been several significant earthquakes in the region, however all have been located in Klamath and Lake counties. Additionally, faults have been located in Klamath and Lake counties. The region has also been shaken historically by crustal and intraplate earthquakes and prehistorically by subduction zone earthquakes centered outside the area as indicated in Figure 9.1. All considered, there is good reason to believe that the most devastating future earthquakes would probably originate along shallow crustal faults in the region.

Numerous fault lines are in Deschutes County. No definitive studies have been done to scientifically prove that future earthquakes won't occur. One of the most significant earthquake risks is the region's proximity to the Cascadia Subduction Zone stretching from Northern California to British Columbia.

See Section 9 of the Deschutes County Natural Hazards Mitigation Plan for detailed information on Earthquakes.

2.2.5 Flood

Generally, river flooding has not historically been a serious problem in Deschutes County. This is due to the porous nature of the rock, irrigation diversion canals and reservoir retention. Studies completed by the U.S. Army Corp of Engineers have resulted in designating a 100 year flood plain for the Little Deschutes River and Whychus Creek. Limited flooding has occurred along the Little Deschutes River, Whychus Creek and Tumalo Creek with the most significant event occurring in 1964.

A second area of concern focuses on the potential of flooding related to the failure of glacial moraine dams that impound high-altitude lakes around the Three Sisters and Broken Top. In the event of volcanic, earthquake or a large avalanche of rock or ice into the lakes, these dams could release floods of water and debris whose major impact would be restricted to the proximal hazard zone but which could inundate parts of distal hazard zones adjacent to streams. Carver Lake, which lies in the headwaters of the South Fork of Whychus Creek, and the lake on the east side of Broken Top that drains to Sparks Lake by way of Crater Creek and Soda Creek, are judged the most likely lakes to generate future floods or debris flows large enough to affect areas beyond the proximal hazard zone. Others of less hazard potential include several small lakes in the headwaters of Whychus Creek and the basin (currently with no lake) below Collier Glacier at the head of White Branch.

A third potential exists for sheet flooding occurring on frozen or impervious ground. These events are rare and generally found in localized areas and may occur during winter months and after significant rain.

Much of the Deschutes River Canyon is cut in basaltic lava flows, ash flows, or sedimentary rocks of the Deschutes formation. These rock types are generally stable, but in many places the canyon walls are steep to vertical. Mountain streams that begin in glacial lakes behind dams of ice or moraines can occasionally be emptied rapidly and result in flash floods with accompanying mud flows.

Flash flooding may occur in areas of moderate to steep slopes with sparse vegetation. With the occurrences of thunderstorms, these areas become susceptible to flooding and subsequent soil erosion. This situation would be typified by the eastern part of Deschutes County and areas without permanent streams such as the dry canyon west of Redmond. Because of new growth throughout the region, new areas may be at risk from localized flooding.

See Section 10 of the Deschutes County Natural Hazards Mitigation Plan for detailed information on Floods.

2.3 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.

Table 2-1 outlines Deschutes County's top-rated hazards as identified in the Hazard/Vulnerability Analysis conducted in December of 2014. Further information on these hazards can be found in that document as well as the Incident Annexes to this plan.

Table 2-1 Hazard Ratings for Deschutes County

Hazard	Event History	Vulnerability	Maximum Threat	Probability	Total Score
1. Winter Storm	H	H	H	H	230
2. Wildfire	H	H	H	H	220
3. Earthquake (Cascadia)	L	H	H	M	191
4. Windstorm	H	M	M	H	179
5. Volcano	L	H	H	L	173
6. Drought	M	M	M	H	149
7. Flood – Riverine	M	L	L	H	114
8. Earthquake – Crustal	L	L	H	L	94
9. Debris Avalanche/Landslide	L	L	M	L	54

Key
H = High (10 points)
M = Medium (5 points)
L = Low (1 point)

2.4 Assumptions

The assumptions upon which this EOP is predicated are:

- Essential County services will be maintained as long as conditions permit.
- An emergency will require prompt and effective response and recovery operations by county emergency services, disaster relief, volunteer organizations, and the private sector.
- All emergency response staffs are trained and experienced in operating under the NIMS/ICS.
- Each responding city and county agency will utilize existing directives and procedures in responding to major emergencies/disasters.
- Environmental, technological, and civil emergencies may be of a magnitude and severity that state and Federal assistance are required.
- State support of Deschutes County emergency operations will be based on the principal of self-help. The county will be responsible for utilizing all available local resources along with initiating mutual aid and cooperative assistance agreements before requesting assistance from the State.
- Considering shortages of time, space, equipment, supplies, and personnel during a catastrophic disaster, self-sufficiency will be necessary for the first hours or days following the event.
- As a “destination county,” Deschutes County’s population can increase dramatically throughout the year, reflecting an influx of

tourists, seasonal residents, daily visitors, and recreation enthusiasts. Local emergency planning efforts focus on accommodating residents while preparing for changes in population trends throughout the year. However, significant increases to the local population may introduce challenges in meeting the needs of non-residents and other travelers during an emergency or disaster.

- Parts or all of Deschutes County may be affected by environmental and technological emergencies within or near County lines.
- Even though Deschutes County has grown, the County is not "resource rich" and in a catastrophic disaster, may run out of vital emergency response resources quickly.
- The United States Department of Homeland Security provides threat conditions over the United States and identifies possible targets. A major power or country posturing for a nuclear attack would generally be recognized by a buildup of international tension to a crisis situation, allowing time for preparation.
- Outside assistance will be available in most major emergency/disaster situations affecting this county. Although this plan defines procedures for coordinating such assistance, it is essential for Deschutes County to be prepared to carry out disaster-response and short-term actions of an independent basis.
- Control over County resources will remain at the County level even though the Governor has the legal authority to assume control in a State Declaration of Emergency.
- County communication and work centers may be destroyed or rendered inoperable during a disaster. Normal operations can be disrupted during a general emergency; however, the County can still operate effectively if public officials, first responders, employees, volunteers, and residents are:
    - Familiar with established policies and procedures;
    - Assigned pre-designated tasks;
    - Provided with assembly instructions;
    - Formally trained in their duties, roles, and responsibilities required during emergency operations; and
    - Have alternate sites where the same functions can be performed.

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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 maintains 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.

Deschutes County has developed a plan for implementation of the 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 critical staff are identified and trained at a level enabling effective execution of existing response plans, procedures, and policies. A training roster that highlights levels and types of training completed by response personnel and essential support staff for the County must be maintained by individual agencies, volunteer organizations, private companies, and other community partners.

3.2 Emergency Management Organization

The Emergency Services 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 Deschutes 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 Deschutes County is divided into two general groups – the Executive Group and Emergency Response Agencies organized by function.

3.2.1 Deschutes County Board of Commissioners and Sheriff

The roles and responsibilities of the Deschutes County Board of Commissioners and elected Sheriff include:

- Oversee implementation of the County EOP and establish liaison relationships with local, state, and federal agencies.
- Evaluate the need for and issue an official state of emergency when necessary.
- Establish fiscal policies concerning the expenditure, allocation, and documentation of public funds for emergency situations.
- Monitor County financial resources to ensure emergency operations do not deplete funding for critical County services.
- Expropriate or reallocate current budgets, or appropriate reserves for emergency expenditures.

3.2.2 County Administrator

The roles and responsibilities of the Deschutes County Administrator include:

- Assist the Board of County Commissioners with their responsibilities.
- Evaluate emergency procedures to determine feasibility and consequences.
- Manage the contract and procurement of equipment, supplies, and services that are not available through County resources.
- Assist in the compilation, preparation, and presentation of supporting documentation of County requests for State and Federal disaster declarations and assistance.
- Coordinate the placement of personnel for the most effective work assignments through the emergency response and recovery framework. Manage the hiring of temporary personnel and contractual personnel service.

3.2.3 Emergency Management Services

During an emergency/disaster event, the primary role of Deschutes County Emergency Management remains emergency operations coordination and facilitation. As outlined in this EOP, DEM will facilitate incident management steps through the County's EOC, alternative EOC, or command post/center as necessary. DEM staff will ensure that EOC responders have the necessary resources and contacts to operate to the best of their ability

Beyond the command and general staff at the EOC are the Board of County Commissioners, the Sheriff, and Department Directors who will confer as necessary to aid in making the policy decisions needed and for the expedient recovery of the County as a whole. Key directors, representing bureaus playing primary roles and whose operations personnel are in the unified command seat of the event, such as police, fire, and transportation will be immediate advisors to the Board.

The **Emergency Services Program Manager** has the following responsibilities which include but are not limited to the following:

- Monitor actual and potential emergency conditions and open the EOC when appropriate
- Clarify the overall level of EOC response/activation for the incident
- Activate the EOC to an appropriate level to ensure satisfactory incident management.
- Process any declarations of disaster or emergency declarations to facilitate formal assistance requests from the state and federal government, and work with policy makers to apply emergency powers, and expedite decision-making efforts of the EOC staff and responders.
- Facilitate and coordinate the Implementation of city level continuity of operations and continuity of government procedures
- Facilitate and coordinate prioritization of response actions and resource allocation
- Through the JIC/JIS, disseminate Emergency Information and instructions to city officials, neighboring government jurisdictions, and the public
- Advise and/or assist the Board of Commissioners as appropriate.
- Serve as the resource ordering conduit to OEM for outside resources.

3.2.4 All Deschutes County Departments

Each department and organization has the following responsibilities:

- Develop and maintain internal plans, standard operating procedures, and checklists necessary for accomplishing assigned tasks. Department and agency plans may delegate authority and assign responsibility to divisions, bureaus, offices, or other components of the department/agency. Such plans and checklists will be written consistent with this EOP.

- Maintain a current resource database of all department/agency equipment, specialty personnel, and materials available to perform assigned functions.
- Coordinate plans, procedures, and preparations with participating agencies. As appropriate, enter into working agreements with these agencies in order to promote effective and efficient emergency response and recovery efforts.
- Coordinate emergency response activities with local, state, federal and other agencies as appropriate.
- Maintain separate detailed logs of hours worked and costs incurred while carrying out emergency operations for reimbursement.
- Identify a specific chain of command and ensure that everyone knows their level of responsibility within the organization.
- Identify functions to be performed during/after an emergency and assign responsibility for performing those functions to personnel in appropriate departments.
- Identify and protect valuable records that are essential for the operation of your department, agency or organization.
- Be prepared to provide a staff member to the County EOC to coordinate response functions with those of other agencies.
- Perform other duties as indicated.

3.3 Function-Specific Roles and Responsibilities

Task assignments for major emergency response operations are primarily an extension of services that are provided on a daily basis by any departments and agencies. This list should not necessarily be considered all-inclusive but should cover most major emergency operations and is generally consistent with the state and Federal response plans. Additional, detailed information is available in the respective ESF and Incident-Specific Annexes.

3.3.1 Transportation

Deschutes County Road Department

- Transportation safety.
- Restoration/recovery of transportation infrastructure.
- Movement restrictions.
- Damage and impact assessment.

Detailed information on Transportation is provided in the ESF 1 Annex to this EOP.

3.3.2 Communications

Alert and Warning

Emergency Services 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.

Communication Systems

Deschutes County 911

Deschutes County 911 will receive the initial notification of a potential emergency, obtain basic information about the emergency, provide initial advice to the caller, and notify and dispatch local emergency responders to the scene. 911 staff will conduct the required notifications and fulfill requests from the IC until the EOC is activated.

Deschutes County 911 staff will immediately dispatch local emergency first responders, such as law enforcement, fire services, and EMS, to the scene. Updates and additional call information will be provided to responders.

Deschutes County 911 will follow established Standard Operating Procedures (SOPs) for additional notifications and relay of essential incident related information.

Detailed information on Communications is provided in the ESF 2 Annex to this EOP.

3.3.3 Public Works and Engineering

Deschutes County Road Department

Coordination among the public works agencies, incident command, and operational EOCs is essential during an emergency/incident. Public works and transportation agencies may be called upon to support the activation of emergency facilities and any field emergency command post.

- Coordinate with ICS/Unified Command as required

- Clear debris
- Ensure adequate water supply for fire fighting operations
- Close and/or repair damaged segments of the transportation infrastructure
- Assist with traffic management, establish road closures and detours, and assist with large-scale evacuations
- Repair and restore damaged public systems (i.e., water, electrical, natural gas, sanitary sewage, storm water collection, generating, distribution systems)
- Coordinate with private utility owners to facilitate their performance of damage assessment and restoration of service to their customers
- Demolish or stabilize damaged public and private houses and structures to facilitate search and rescue and/or protect the public's health and safety
- Develop and initiate emergency collection, sorting, and disposal routes and sites for debris clearance and evidence collection from public and private property
- Determine the levels of damage to the following systems: transportation, water, electrical, natural gas, sewage, and hazardous materials and hazardous waste sites (generation, distribution, collection, storage, and disposal)
- Provide technical assistance to the incident commander with respect to flooding, structure integrity assessments, and impact assessments of infrastructure

Public works bureaus may be asked to provide backup utility services and backup trained responders with skills such as equipment operators or support personnel for activities such as debris removal and restoration of critical infrastructure. Requests for resources from public works bureaus could include the following:

- Equipment such as dump trucks, front end loaders, and other heavy equipment
- Support equipment such as barricades
- Equipment operators.
- Personnel and equipment to assist police in closing streets and detouring traffic

- Personnel to assist in evacuation as directed by the incident commander
- Personnel and equipment as needed by the incident commander
- Heavy equipment contractors
- Additional construction equipment
- Consultants, engineering resources

Detailed information on Public Works and Engineering is provided in the ESF 3 Annex to this EOP.

3.3.4 Firefighting

Deschutes County Fire Departments

Firefighting is provided by several fire departments located throughout Deschutes County. There are some geographic locations within the county that are not protected by a fire department. Additionally, wildland fires are suppressed through a cooperative effort of Federal, State, and Local fire agencies. Fire districts in Deschutes County are capable of responding to various impacts resulting from fires and explosions.

Within Deschutes County, Emergency Medical Services (EMS) is a function of fire services. Deschutes County fire services will provide emergency medical care in the field and prepare victims for transport by EMS from an incident.

When presented with an emergency, Fire and Rescue companies provide the following functions, regardless of the incident-specific release.

- Coordinate with IC/Unified Command
- Establish security at the scene, establish control zones -hot, warm and cold zones as appropriate
- Evaluate scene safety/security - Prioritize safety for responders
- Perform rapid detection and Identification of the nature, source, and location of the release and support for a potential criminal investigation
- Identify victims in need of care and rescue those in the hazard zone as soon as possible
- Conduct medical triage and treatment as appropriate. If needed or requested, set up Medical Care Points with equipment on CBRNE squads

- Initiate Notifications to hospitals, city, county and regional officials
- Through the IC/UC or EOC, request additional regional/state/federal resources agencies
- Stage incoming units
- Ensure appropriate self protective measures for responders and civilian populations
  - Proper PPE
  - Time, Distance, and Shielding
  - Protective Action Recommendations
- Conduct firefighting and hazardous materials operations
- Conduct fireground search and rescue operations
- Provide decontamination for first responders and civilians
- Provide the transport of decontaminated injured to care facilities

Detailed information on Firefighting is provided in the ESF 4 Annex to this EOP.

3.3.5 Emergency Management

Emergency Operations Center

Emergency Services Program Manager/City Managers

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

- Support 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 operating condition.
- Assign representatives (by title) to report to the EOC.
- Develop and identify duties of staff, use of displays and message forms, and procedures for EOC activation.

Detailed information on Emergency Management is provided in the ESF 5 Annex to this EOP.

3.3.6 Mass Care, Emergency Assistance, Housing and Human Services

Evacuation and Population Protection

Emergency Services 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

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 with the American Red Cross.

Deschutes County Emergency Services

- Responsible for Mega-Shelter management and oversight with assistance and consultation of American Red Cross.

Deschutes County Health Services

- Coordinate special care requirements for vulnerable populations.
- Prepare and maintain ESF 6 and supporting SOPs.

Detailed information on Mass Care, Emergency Assistance, Housing and Human Services is provided in the ESF 6 Annex to this EOP.

3.3.7 Logistics Management and Resource Support

Emergency Services Program Manager

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

- Follow established County procedures for employing temporary personnel for disaster operations.
- Follow established 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.

Detailed information on Logistics Management and Resource Support is provided in the ESF 7 Annex to this EOP.

3.3.8 Public Health and Emergency Medical Services

Deschutes County Health Services

Deschutes County public health activities include:

- Providing a liaison to the County EOC.
- Advising responding agencies regarding the health effects of exposure to the agents or substances that have been deployed.
- Coordinating and conducting epidemiological investigations and tracking, especially in the case of patients affected by biological releases.

- Providing support for the medical health system by assuring access to appropriate health care such as hospital inpatient, pre-hospital care, and behavioral health.
- Providing personnel and laboratory facilities to assist in identifying agents or substances.
- Recommending community-level and individual monitoring program and protocols for victims exposed to CBRNE agents.
- Providing PIOs or press releases to support public information regarding the CBRNE agent and the basic precautions and actions the public should take.
- Considering the needs of special populations (e.g., elderly and school-age children) that may be affected by the release and coordinating with law enforcement and fire agencies to provide specialized protection (e.g., shelter-in-place, minimum evacuations, bringing prophylaxes to those who cannot mobilize to a POD site).
- Managing medical volunteer placement, in coordination with the city, County EOC or State ECC.
- Conduct triage and decontamination at the medical centers throughout the region.
- Treatment of the victims of the CBRNE release.
- Identify and prepare alternate care sites if there is a surge of victims.

Detailed information on Public Health and Medical Services is provided in the ESF 8 Annex to this EOP.

3.3.9 Search and Rescue

Deschutes County Sheriff's Office

Search and Rescue (SAR) activities are a mandated function of the Sheriff's Office. Deschutes County SAR consists of five teams. These are: A general ground search team plus specialized teams for winter search and medical evacuation, mountain rescue (technical climbing), water operations (SCUBA, ice, swift water), and canine search. SAR responsibilities include:

- Life-saving assistance.
- Search and rescue operations.

Detailed information on Search and Rescue is provided in the ESF 9 Annex to this EOP.

3.3.10 Oil and Hazardous Materials Response

Regional HazMat Teams

Oil and Hazardous Materials responsibilities include:

- Oil and hazardous materials (chemical, biological, etc.) response.
- Environmental short- and long-term cleanup.

Radiological Protection

Regional HazMat Team

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.

Detailed information on Oil and Hazardous Materials Response is provided in the ESF 10 Annex to this EOP.

3.3.11 Agriculture and Natural Resources

Deschutes County Health Services/Environmental Health

Agriculture and Natural Resources related responsibilities include:

- Nutrition assistance.
- Animal and plant disease and pest response.
- Food safety and security.
- Natural and cultural resources and historic properties protection and restoration.
- Safety and well-being of household pets.

Detailed information on Agriculture and Natural Resources is provided in the ESF 11 Annex to this EOP.

3.3.12 Energy and Utilities

Public and Private Utilities

Energy and Utilities related responsibilities include:

- Energy infrastructure assessment, repair, and restoration.
- Energy industry and other utilities coordination.
- Energy forecast.

Detailed information on Energy and Utilities is provided in the ESF 12 Annex to this EOP.

3.3.13 Public Safety and Security

Deschutes County Sheriff's Office/City Police Departments

The roles and responsibilities of law enforcement services in Deschutes County include:

- Establish and maintain law and order with the Cities and unincorporated areas of Deschutes County.
- Utilize appropriate measures available to warn the public, government official, and emergency personnel of potentially threatening or actual emergencies. Initiate contact and call out of emergency personnel.
- Establish traffic control and traffic coordination.
- Coordinate evacuation of threatened or damaged areas.
- Provide assistance to municipal police departments as necessary.
- Provide special teams assistance (i.e. SWAT).
- Perform all regularly assigned duties relating to the protection of life and property.
- Participate in County-wide exercise training activities to promote coordination among agencies.
- Implement ICS.

Detailed information on Public Safety and Security is provided in the ESF 13 Annex to this EOP.

3.3.14 Recovery

Damage Assessment

Community Development

Community Development, American Red Cross and the Road Department will coordinate to perform damage assessment. 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.

Detailed information on Recovery is provided in the ESF 14 Annex to this EOP.

3.3.15 External Affairs

County Communications Officer

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 an EOC Public Information Officer. An on-scene PIO is appointed by the responding agency or Incident Commander.

Detailed information on External Affairs is provided in the ESF 15 Annex to this EOP.

3.3.16 Legal Services

County Counsel

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 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 officials and department heads on record keeping requirements and other documentation necessary for the exercising of emergency powers.

3.4 Local and Regional Response Partners

Incorporated cities within Deschutes County include: Bend, La Pine, Redmond, and Sisters. The executives of the incorporated cities within Deschutes County

are responsible for the direction and control of their community resources during emergencies.

Those cities without an EOP would be expected to work directly with the County, within the framework of this EOP.

Typically, the following agencies and entities maintain primary roles and responsibilities during an emergency situation impacting Deschutes County:

Emergency Management Services	
City of Bend	**City of Sisters**
City of La Pine	**Sunriver Service District**
City of Redmond	**Black Butte Service District**
Law Enforcement Services	
Deschutes County Sheriff's Office	**Black Butte Police Department**
Bend Police Department	**Sunriver Police Department**
Redmond Police Department	
Fire Services	
Deschutes County Fire Defense Board	**Sisters Fire Department**
Bend Fire Department	**La Pine Fire Department**
Redmond Fire & Rescue	**Sunriver Fire & Rescue**
Black Butte Fire Department	**Crooked River Ranch Fire &Rescue**
Public Health Services	
Deschutes County Health Department	
Hospital Services	
St. Charles Medical Center	
Emergency Medical Services	
Local Fire Services	
Emergency Communications Services	
Deschutes County 911	
Public Works Services	
Deschutes County Road Department	**City Public Works Departments**

3.4.1 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 Deschutes 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.

3.4.2 Nongovernmental Organizations

NGOs play enormously important roles before, during, and after an incident. In Deschutes 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.

3.4.3 Individuals and Households

Although not formally a part of Deschutes 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.

3.5 State Response Partners

Under the provisions of ORS 401.165 through 401.236 the Governor has broad responsibilities for the direction and control of all emergency activities in a state "declared emergency." The administrator of OEM is the delegated authority by ORS 401.052 to 401.109 for the coordination of all activities and organizations for emergency management within the State and for coordination 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.

3.6 Federal Response Partners

Federal response partners are typically requested by OEM in the event 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 NRP.

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	Deschutes County Road Department	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	Deschutes County Emergency Services Deschutes County 911 Operations	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	Deschutes County Road Department	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	Deschutes County Fire Defense Board	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	Deschutes County Emergency Services	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 6 Mass Care, Emergency Assistance, Housing and Human Services	▪ Mass care ▪ Emergency assistance ▪ Disaster Housing ▪ Human services	American Red Cross Deschutes County Emergency Services Deschutes County Health Services	Department of Human Services	Department of Homeland Security (FEMA)
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.)	Deschutes County Emergency Services	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	Deschutes County Health Services	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	Deschutes County Fire Defense Board	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	Deschutes County Fire Defense Board	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	Deschutes County Emergency Services	Department of Agriculture	Department of Agriculture
ESF 12 Energy	▪ Energy infrastructure assessment, repair, and restoration ▪ Energy industry utilities coordination ▪ Energy forecast	Deschutes County Emergency Services	Department of Administrative Services, Department of Energy, Public Utility Commission	Department of Energy

Table 3-1 Response Partners by ESF

ESF	Scope (Federal)	Primary Local Agency	Primary State of Oregon Agency	Primary Federal Agency
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	Deschutes County Sheriff's Office	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	Deschutes County Emergency Services	Economic and Community Development, Office of Emergency Management	Department of Homeland Security (FEMA)
ESF 15 External Affairs	▪ Emergency public information and protective action guidance ▪ Media and community relations ▪ Congressional and international affairs ▪ Tribal and insular affairs	Deschutes County Public Affairs Coordinator	Office of Emergency Management	Department of Homeland Security

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4 Concept of Operations

Primary roles involved during the initial emergency response will focus on first responders, such as fire and police departments, sometimes also involving hospitals, local health departments, and regional response teams. 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.

4.1 General

The basic concept of emergency operations focuses 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 ability to respond to an emergency incident.

When emergency situations arise and it is determined normal organization and functions of county government are insufficient to effectively meet response activities needs, the Sheriff or Emergency Services Program Manager will activate and implement all or part of this plan. In addition, these officials may partially or fully activate and staff the County EOC based on an emergency's type, size, severity, and duration.

Responsibilities include support and coordination for large-scale events, identifying and obtaining additional assistance/resources for emergency response agencies from the State and/or Federal government through the County Emergency Operations Organization.

All involved agencies and departments will implement individual emergency operating plans, standard operating procedures, and supporting processes in support of the County emergency operations. These include providing Deschutes County Emergency Services 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.

Upon activation of all or part of this plan, the Emergency Services Program Manager or designee will implement the following actions immediately:

- If appropriate, and at the direction of the on-scene Incident Commander, alert threatened populations and initiate evacuation as necessary. Refer to ESF 2 - Communications for more detailed information and specific procedures for issuing countywide warnings and alerts.
- Initiate emergency sheltering procedures with the American Red Cross and other community partners if evacuation procedures are activated. Refer to ESF 6 – Emergency Assistance, Mass Care, Housing and Human Services for more detailed information and specific procedures associated with sheltering, mass care, and related human services.
- Activate resources that are needed to support the incident(s).
- If it appears that local resources will not meet the need of local and county emergency operations, request the BOCC to prepare and submit a formal declaration of emergency to Oregon Emergency Management. The official declaration may be preceded by a verbal statement.
- In emergencies, evacuating people will primarily be done by families or individuals using private vehicles. The County population residing outside a risk area may be instructed to remain at home, improve their protection, and shelter-in-place. Any resident who decides to remain in a risk area following an evacuation order will be informed that services within that area will be severely limited or non-existent due to emergency-imposed regulations. The individuals who are sheltering-in-place should be ready to evacuate at a moment's notice in the event that conditions change.
- County personnel and support staff will be deployed to restore normal activity and provide essential community services as soon as possible following the emergency.

4.1 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.

Mitigation and Prevention activities seek to eliminate or reduce a disaster's likelihood and/or consequences. They involve actions to protect lives and property from threats as well as long-term activities that lessen the undesirable effects of unavoidable hazards.

Preparedness activities serve to develop and/or enhance the response capabilities that will be needed should an emergency arise. Planning, training, and exercises are the major activities that support preparedness.

Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs.

Response is the provision of emergency services during a crisis. These activities help to reduce casualties and damage and speed recovery. Activities include warning, protective actions, rescue, and other such operations. Response is the focus of this EOP.

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.

4.2 Incident Levels

The Deschutes County Emergency Services Office has not designated emergency response levels, except for terrorism response. During fire season the National Fire Danger Rating System is followed for awareness levels.

4.2.1 State of Emergency

A state of emergency exists whenever any part or all of Deschutes 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.

4.3 Response Priorities

1. **Self-Preservation:** Protection of County employees (including dependents) from the effects of a disaster would be the first priority. 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 is a focus 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, 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 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:** Providing a partial or full range of County services beyond that of lifesaving and security, 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:** 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.

4.4 Incident Management

4.4.1 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 Deschutes 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.

4.4.2 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 services to activate necessary resources;
- Assign radio frequencies (done by Incident Commander or the 9-1-1 Center) 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 Board of County Commissioners 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.

4.5 Inter-jurisdictional Coordination

4.5.1 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 Deschutes County EMO. Should the County be unable to support the request, and mutual aid at the county level has been exhausted, 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. 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.

4.5.2 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.

4.5.3 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, as well as Amateur Radio Emergency Services (ARES).

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.

4.5.4 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.

4.5.5 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.

4.6 Transition to Recovery

4.6.1 Demobilization

Demobilization will be initiated by the Incident Command based on the principles of “first in, first out.” If not necessary for continued response, the most expensive resources will be demobilized first. Functional heads are responsible for determining when assigned resources become a surplus to their needs.

4.6.2 Recovery

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.

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 Deschutes 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. The County Administrator provides direction to County departments. Department heads will retain control over their employees and equipment unless directed otherwise by the County Administrator. 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 Deschutes County services, and then only when the situation threatens to expand beyond Deschutes County response capabilities.

5.2 Emergency Operations Center

Activities to support incident response may be coordinated from an Emergency Operations Center (EOC). The EOC may 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 may 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 operate 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 support functions.
- The Emergency Manager will determine the level of staffing required and will alert the appropriate personnel, agencies and organizations.
- The Sheriff, or designee, will serve as the overall EOC controller.

- Emergency operations will be conducted by County departments and augmented as required by city personnel, 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 communicate with field operations.
- The Emergency Manager may establish an on-scene command post at the scene to maintain close contact and coordination with the EOC.
- The Deschutes County Sheriff's Mobile Command Post / Entry Team Van may be utilized for on scene command post or Mobile Emergency Operations Center.
- Department heads and organization leaders are responsible for emergency functions assigned to their activity as outlined in their appropriate annex.
- The EOC may 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. Incident Action Plans and periodic updates will be made as the situation requires.

5.2.2 EOC Location

The primary location for the County EOC is:

Deschutes County Sheriff's Office
63333 W. Highway 20
Bend, OR 97701

If the primary EOC is unusable for any reason, a secondary EOC will be established at the County Road Department, a City EOC 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 or Department Operations Center (AOC/DOC) facilities for various types of emergencies; for example, if a biological incident such as pandemic influenza occurs, the Deschutes County Health Services and area medical centers may jointly staff a Medical EOC, which will coordinate closely with the Deschutes County Health Services' DOC and the Deschutes County EOC. In all cases, however, the County EOC will serve as the central point for coordinating support to response

operations, resource requests and tracking, public information, and overall support to the incident(s).

The ESF annexes attached to this plan contain general guidelines for Deschutes 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.

5.4 Incident Command System

In Oregon, implementation of NIMS and ICS is mandatory. 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 Deschutes 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 Deschutes County is presented in Figure 5-1.

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. Deschutes County relies heavily upon Unified Command for incident management. The EOC setup and staffing will always be done in a way that works best for the County and management support of the incident.

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

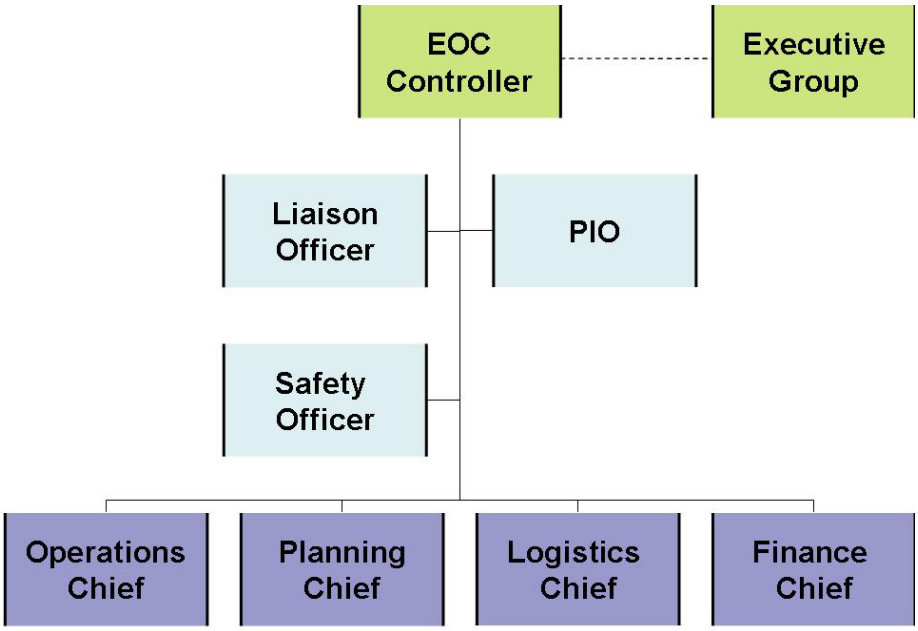
Plain language will be used during any multi-jurisdictional emergency response occurring in Deschutes County and is essential to public safety, especially the safety of first responders and those affected by the incident. The use of common terminology enables area commanders, State and local EOC personnel, 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 Deschutes 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.

Figure 5-1 Example of a Standard ICS for the County



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 Deschutes 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 (or EOC Controller in the EOC setting) 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 Deschutes 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.

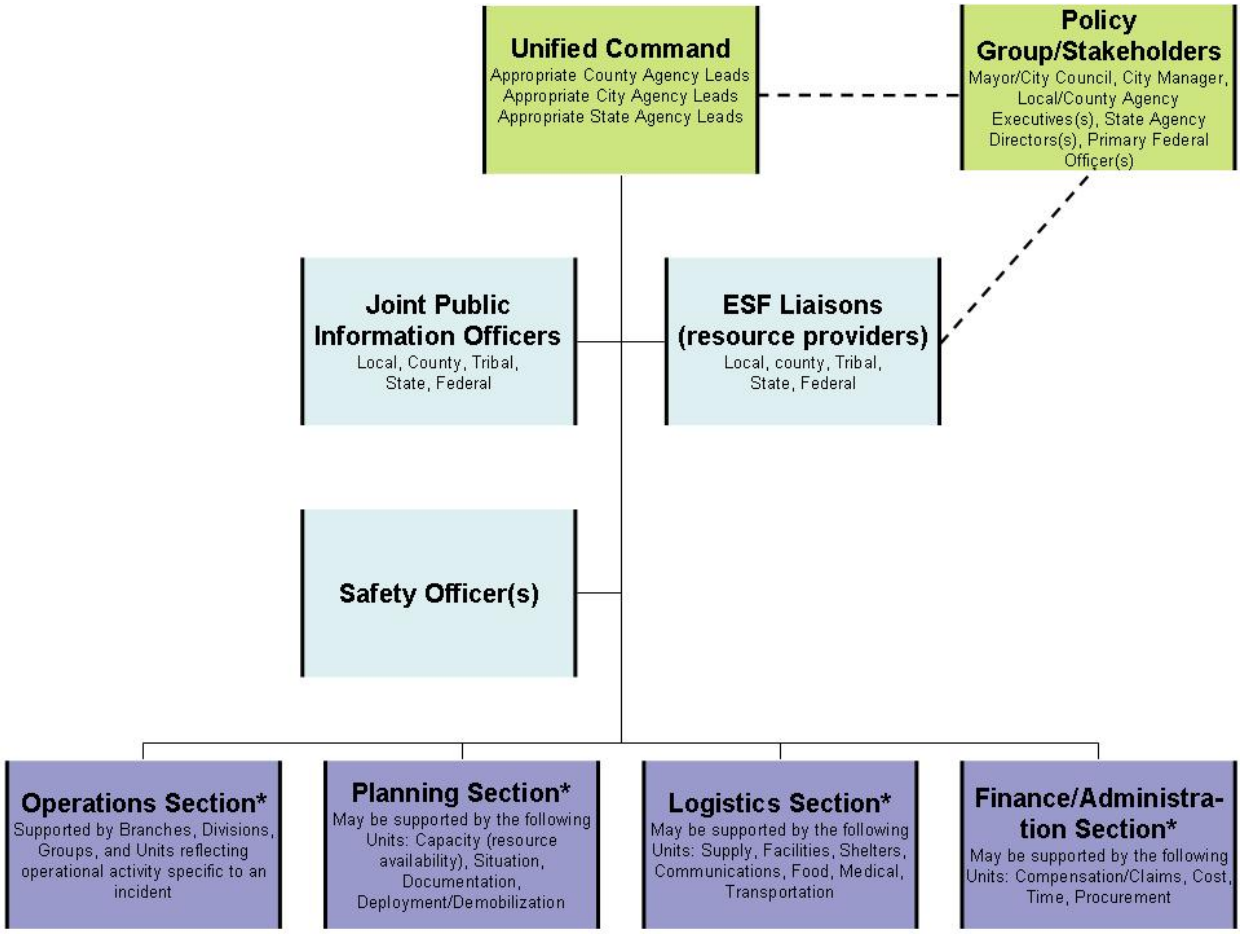
5.7 Unified Command

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 Deschutes 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.

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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 Deschutes 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:

Deschutes County Emergency Services
63333 W. Highway 20
Bend, OR 97701

6.2 Training Program

Deschutes County Emergency Services specifically coordinates training for County 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 Deschutes County. Each County department is responsible for maintaining training records for their staff. 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 Deschutes County emergency personnel.

Table 6-1 Deschutes County Minimum Training Requirements

Emergency Personnel	Training Required
Emergency Managers and Incident Commanders	ICS-100, -200, -300, -400 IS-700, -800 IS-701, -703, -704 AWR-160
Other Command Staff, Section Chiefs, and Deputy Section Chiefs	ICS-100, -200, -300, -400 IS-700 IS-701, -704 AWR-160
All other EOC personnel and first responders	ICS-100, -200 IS-700 AWR-160
All other emergency response personnel, including volunteers	ICS-100 IS-700 AWR-160
Independent study courses can be found at http://training.fema.gov/IS/crslist.asp.	

6.3 Exercise Program

Deschutes County will conduct exercises throughout the year to continually test and evaluate this EOP. This will include at least one full-scale or functional exercise annually. 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. Deschutes 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 Deschutes 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. Deschutes 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 Information webpage at http://www.co.deschutes.or.us/go/government/departments/sheriff's-office/emergency-management.

The Deschutes County Sheriff's Office also sponsors a "Citizens Academy" twice a year which allows citizens off the street to learn more about the Sheriff's Office. It also provides an opportunity to learn about emergency management, the hazards that are present in Deschutes County, and steps that they should take to become more prepared and to possibly assist in a disaster.

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A Sample Disaster Declaration Forms

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REVIEWED

_____

LEGAL COUNSEL

For Recording Stamp only

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON

A Resolution of Deschutes County, Oregon	*	
Declaring a State of Emergency Within	*	RESOLUTION NO.
Deschutes County	*	

WHEREAS, the County of Deschutes is faced with an emergency situation due to the _____ beginning at _____ hours during _____ of _____, 20_____, and

WHEREAS, the respective Mayor's/Administrators of the cities of _____ and _____ have determined that extraordinary measures must be taken to protect lives, road systems, and property and have contacted the county for assistance, and

NOW, THEREFORE, BE IT PROCLAIMED BY THE DESCHUTES COUNTY BOARD OF COMMISSIONERS OF DESCHUTES COUNTY, OREGON:

Section 1. A state of disaster is declared within Deschutes County.

Section 2. The joint Emergency Management Plan has been implemented.

Section 3. ORS 401.305 et. seq., regarding Powers of Local Government in Emergency Service procedures providing the basis for invoking this emergency declaration for a period of 7 days from the date hereof, unless the same is continued by consent for the Board of Commissioners of Deschutes County, Oregon.

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Section 4. That this Declaration of a State of Disaster Within Deschutes County shall take effect immediately upon execution.

DATED this _____ day of _____, 20____ at _____hours.

BOARD OF COUNTY COMMISSIONERS FOR
DESCHUTES COUNTY, OREGON

_____

_____, Chair

_____

Deschutes County Counsel

REVIEWED

_____

LEGAL COUNSEL

For Recording Stamp only

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON

A Resolution of Deschutes County, Oregon	*	
Declaring a State of Emergency Within	*	RESOLUTION NO.
Deschutes County	*	

WHEREAS, Deschutes County, Oregon has requested the declaration of an emergency due to _____, and

WHEREAS, the conditions necessitating declaration of a state of emergency continues to exist; and dire consequences of this emergency create an imminent threat to the safety, lives and property of the citizens of Deschutes County, and

WHEREAS, Deschutes County is unable to respond or recover from this emergency adequately, and

WHEREAS, ORS 401.305 et. seq., provides the authority for emergency response in emergency situations and that this proclamation shall remain in effect for a period not to exceed _____ days unless amended by consent of this governing body, and

WHEREAS, a quorum of the Deschutes County Board of Commissioners is not available to sign a resolution declaring said portion of Deschutes County to be in a state of emergency,

NOW, THEREFORE, AS CHAIR OF THE DESCHUTES COUNTY BOARD OF COMMISSIONERS OF DESCHUTES COUNTY, OREGON:

I hereby request the Governor to declare that portion of _____ (Map attached) to be in a state of emergency in accordance with ORS 401.165 and direct the appropriate State Agencies to take those steps necessary to assist the county with this problem,

Furthermore: The County of Deschutes requests the State to supply .

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Furthermore: This declaration is to take effect immediately in accordance with the provisions of ORS 401.165 and may only be terminated by consent from the State of Oregon and the County of Deschutes.

DATED this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
FOR DESCHUTES COUNTY, OREGON

_____
_____, Chair

_____
Deschutes County Counsel

REVIEWED

_____

LEGAL COUNSEL

For Recording Stamp only

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON

A Resolution of Deschutes County, Oregon	*	
Declaring a State of Emergency Within	*	RESOLUTION NO.
Deschutes County	*	

WHEREAS, due to _____ in Deschutes County; and

WHEREAS, the portion of Deschutes County lying _____ is affected; and

WHEREAS, that the County of Deschutes, having exhausted its resources; and

WHEREAS, the emergency situation appears to be of such a magnitude and severity, with the likelihood of continuing for the next several days, that it is beyond the County's response capability;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON, as follows:

Section 1. Under the emergency powers granted by ORS 401.305 et. seq., declare that a "State of Emergency" exists within Deschutes County due to the fact that local resources are being depleted and request the Governor declare Deschutes County a disaster area.

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Section 2. Further, the Deschutes County Office of Emergency Management and Sheriff's Office are hereby directed to take all necessary steps authorized by law to secure the persons and property of the citizens of Deschutes County.

Section 3. State assistance is requested immediately and includes the following: State and/or Federal financial assistance for the recovery phase.

DATED this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
FOR DESCHUTES COUNTY, OREGON

_____

_____, Chair

_____

ATTEST: _____, Commissioner

_____ _____

Recording Secretary _____, Commissioner

_____

Deschutes County Counsel

Forwarded to Oregon Emergency Management Office at _____ (time) on
_____, 20____

B

Succession and Emergency Declaration Ordinance #2003-037

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The following pages contain County Ordinance No. 2003-037, addressing county succession and authority to declare a local emergency.

REVIEWED
LEGAL COUNSEL

REVIEWED
CODE REVIEW COMMITTEE

For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

An Ordinance Amending the Deschutes County Code Chapter 2.04 by Adding Section 2.04.055 Establishing the Chain of Succession for Executive Responsibility in an Emergency, and Declaring an Emergency.	* * * *	ORDINANCE NO. 2003-037

WHEREAS, Deschutes County Code ("DCC") Chapter 2.04 sets out the workings of the Board of County Commissioners; and

WHEREAS, the Board of County Commissioners finds it in the best interest of the County to establish the chain of succession for executive responsibility for the county in the event of an emergency; now, therefore,

THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON, ORDAINS as follows:

Section 1. That Deschutes County Code Chapter 2.04, Board of County Commissioners, is amended by adding Section 2.04.055 to read as follows:

2.04.055 Executive Responsibility-Chain of Succession – State of Emergency.

A. The Chair of the Board of County Commissioners is the chief executive local authority for the unincorporated area of the county and is principally responsible for assuming centralized control over all county departments, divisions and offices once the Board declares a state of emergency. If circumstances prohibit the timely action of the Board of County Commissioners, the Chair of the Board of County Commissioners may declare such a state of emergency, provided the Chair seeks and obtains approval from a majority of the Board at the first available opportunity.

A state of emergency exists whenever the unincorporated area of the county or any part thereof is suffering or is in imminent danger of suffering an event that may cause injury or death to persons, or damage to, or destruction of property to the extent that extraordinary measures must be taken to protect the public health, safety and welfare. Such an event shall include, but not be limited to the following:

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1. A civil disturbance or riot;
2. A disaster such as flood, windstorm, snow or ice storm, earthquake, volcanic eruption or related activity, fire, explosion or epidemic;
3. The declaration of a war-caused national emergency;
4. Any major disruption of community services such as transportation, power supply, water supply, sanitation or communications; and/or
5. A health hazard, whether natural or manmade.

The Chair of the Board of County Commissioners is also responsible for performing the Board of County Commissioner's duties to declare a state of emergency, designate emergency area(s), and/or impose regulations when the Board of County Commissioners is unable or unavailable to perform such duties.

B. In the event that the Chair of the Board of County Commissioners is unable or unavailable to perform his/her duties under this section, the duties shall be performed by:

1. The vice chair of the Board of County Commissioners; or,
2. If the vice chair of the Board of County Commissioners is unable or unavailable to perform, the third member of the Board of County Commissioners; or
3. If no member of the Board of County Commissioners is able or available to perform, then the Sheriff of Deschutes County; or
4. If no member of the Board of County Commissioners is able or available to perform, and the Sheriff is unable or unavailable to perform, then the Undersheriff; or
5. If no member of the Board of County Commissioners is able or available to perform, and the Sheriff and Undersheriff are unable or unavailable to perform, then the County Administrator.

C. The powers of the successor to the Board of County Commissioners or the Chair of the Board shall be limited to those set forth in this section and the duration of succession shall be until such time as the person of higher priority as set out in this section is able and available to perform such duties.

Section 2. EMERGENCY. This Ordinance being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this Ordinance takes effect on its passage.

DATED this 29 day of October, 2003.

BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON

DENNIS R. LUKE, Chair

– absent –
TOM DEWOLF, Commissioner

MICHAEL M. DALY, Commissioner

Date of 1st Reading: 29 day of October, 2003.

Date of 2nd Reading: 29 day of October, 2003.

Record of Adoption Vote

Commissioner	Yes	No	Abstained	Excused
Dennis R. Luke	✓			
Tom DeWolf				✓
Michael M. Daly	✓			

Effective date: 29 day of October 2003.

ATTEST:

Bonnie Baker
Recording Secretary

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C Incident Command System Forms

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Index of Incident Command System (ICS) Forms

The following ICS forms are included in this appendix.

Index of Incident Command System Forms*

ICS Form Number	Form Title	Prepared By
ICS 201	Incident Briefing	Initial Incident Commander
ICS 202	Incident Objectives	Planning Section Chief
ICS 203	Organization Assignment List	Resources Unit Leader
ICS204	Assignment List	Resources Unit Leader and Operations Section Chief
ICS 204a	Assignment List Attachments	Operations and Planning Sections Staff
ICS 205	Incident Radio Communications Plan	Communications Unit Leader
ICS 205a	Communications List	Communications Unit Leader
ICS 206	Medical Plan	Medical Unit Leader
ICS 207	Organizational Chart	Resources Unit Leader
ICS 208	Site Safety Plan	Safety Officer
ICS 209	Incident Status Summary	Situation Unit Leader
ICS 210	Status Change Card	On-scene Incident Dispatcher
ICS 211	Check-In List	Resource Unit/Check-in Recorder
ICS 213	General Message	Any message originator
ICS 213 RR	Resource Request Message	Any Resource Requestor
ICS 214	Unit Log	All Sections and Units
ICS 215	Operational Planning Worksheet	Operations Section Chief
ICS215a	Hazard/Risk Analysis Worksheet	Safety Officer
ICS 218	Support Vehicle/Vessel Inventory	Group/Vessel Support Unit Leaders
ICS 219	Resource Status Card	Resources Unit Leader
ICS 220	Air Operations Summary Worksheet	Operations Section Chief or Air Branch Director
ICS 221	Demobilization Checkout	Demobilization Unit Leader
ICS 230	Daily Meeting Schedule	Situation Unit Leader
ICS 232	Resources at Risk Summary	Environmental Unit Leader
ICS 233	Open Action Tracking	Situation Unit Leader
ICS 234	Work Analysis Matrix	Operations and Planning Section Chiefs

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

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Emergency Operations Center Position Checklists

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Index of EOC Position Checklists

The following checklists are included in this appendix.

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E Mutual Aid Agreements

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Mutual Aid Agreements

The following Mutual Aid Agreement is in place for Deschutes County (DC) and its municipalities.

Date:	
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F Maps

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G References

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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, Comprehensive Planning Guide 101, 2009.
- National Response Framework, 2008.
- National Incident Management System, 2008.

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.

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H Acronyms and Glossary

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Acronym

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	Deschutes 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	Deschutes County
DCSO	Deschutes County Sheriff's Office
MOC	Medical Operations Center
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NOAA	National Oceanographic Atmospheric Administration
NORCOM	North Deschutes 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	Deschutes 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, fires, floods, droughts, 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 Director: The Deschutes 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

1 ESF 1 – Transportation

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ESF 1 Tasked Agencies	
Primary Agencies	Deschutes County Road Department
Supporting Agencies	Deschutes County Emergency Services Deschutes County Sheriff's Office City Public Works Departments
Adjunct Agencies	City departments/organizations School Districts Special Districts (Bend Transit) Oregon Department of Energy Oregon Department of Transportation (ODOT) Oregon Emergency Management Oregon State Police Federal Highway Administration U.S. Coast Guard U.S. Department of Transportation Airports Rail companies Transportation companies (e.g., Greyhound) Volunteer organizations

1 Purpose and Scope

This Emergency Support Function (ESF) annex provides information regarding monitoring the transportation infrastructure in the event of an emergency; assessing damage to it; restoring it; identifying alternative routes; and identifying and coordinating transportation resources useful to other ESFs.

ESF 1 also addresses Evacuation of the population.

This ESF 1 works together with certain aspects of ESF 3 – Public Works and Engineering, and ESF 14 – Long-Term Community Recovery, which also address damage assessments and restoration.

ESF 1 does not address debris management, even if associated with debris on roads and bridges (see ESF 3). ESF 1 does not directly address the movement of people, goods, equipment, and animals, which is addressed in other ESF annexes. However, ensuring the safety, security, and functionality of the local transportation system and vehicle/conveyance assets will help promote the emergency transport of people, goods, and animals and hasten recovery.

2 Policies and Agreements

- It is the policy of Deschutes County that county and state departments with transportation network assets (e.g., roads, bridges) and public transportation authorities are responsible for assessing and restoring transportation systems under their control.

- The decision to order an evacuation or a Shelter-In Place announcement is made by the Incident Commander.
- Law enforcement (Sheriff's Office) manages the evacuation of people from areas identified as hazardous or which pose an imminent threat or danger to life safety.
- ORS 401.309 (4) 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.

3 Situation and Assumptions

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

3.1 Emergency/Disaster Conditions and Hazards

Refer to the Deschutes County Hazard Analysis or the summary in the EOP Basic Plan.

3.2 Assumptions

- Damages to the transportation infrastructure will most likely occur in the event of a disaster.
- The type and degree of damage will determine the duration to complete recovery efforts, and potentially the effectiveness and efficiency of the response and recovery efforts.
- Initial response may be difficult to coordinate but will improve with the gradual clearing of access routes.
- The demand on the transportation system for response and recovery activities will most likely exceed the capabilities of the county thus requiring assistance from adjoining counties via mutual aid agreements or Oregon Emergency Management.
- Every effort will be made for all county-owned vehicles (not otherwise involved in the emergency response) to be available for use by the EOC.

4 Concept of Operations

4.1 General

- The Deschutes County Road Department is the lead agency for monitoring, assessing, and restoring transportation infrastructure in the county and will accomplish this through coordination with state, county, city, and private-sector emergency management partners.
- The coordination of transportation resources, via Unified Command, for emergency response under various ESFs will be accomplished by a combination of county/city departments and private-sector partners.
- State and federal resources may be available on a short-term basis to augment local capability.
- When transportation resources (e.g., buses, vans) are obtained, every attempt will be made to obtain drivers that are familiar with those vehicles (such as the owner or assigned driver). Risk Management will be notified when vehicles are used for personnel transport including driver information.

4.2 Evacuation

4.2.1 General

- City, county and state road maintenance agencies assist with establishing and maintaining roadblocks or detours via highway signing, barricades and use of personnel. Evacuations will be determined according to ORS 810.010 and the ODOT emergency plan.
- Jurisdictions along evacuation routes and jurisdictions receiving evacuees shall be informed of estimated arrival times.
- The Incident Commander, with assistance from technical units, will determine when the area is safe to re-enter and announces the lifting of the evacuation order to the public.

4.2.2 On-Scene Evacuation Actions

- Coordinate with on-scene Incident Commander to determine need for evacuation (fire, flood, landslide, WMD incident).
- Coordinate with on-scene Incident Commander to determine evacuation area (described by well-known geographic boundaries.
- Contact 9-1-1 Center to prepare EPN messages. See ESF 2 – Communications.

- Identify relocation areas. Contact EOC/MACC Mass Care Branch and American Red Cross to set up relocation shelters. See ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services.
- Drive through evacuation areas (if the situation permits) to announce evacuation. SAR teams may assist in this process.
- Drive through evacuation areas to assist evacuee and ensure evacuation. SAR teams may assist in this process.
- Contact EOC/MACC Transportation Unit to arrange assistance with evacuation.
- Contact EOC/MACC Construction and Engineering Branch for debris removal to keep designated evacuation routes clear.
- Secure and control access to evacuated areas. Issue order that individuals found looting will be arrested, detained and prosecuted.
- Coordinate site evacuations. (Hospitals, schools, prisons, private or public buildings)
- Provide security at relocation shelter centers.
- Contract EOC/MACC Medical Branch to arrange for relocation site monitoring and assistance with special/vulnerable populations.
- If the EOC/MACC is not activated contact the asset or responsible agency directly utilizing ICS.

4.3 Shelter-In-Place

In biological, chemical or radiological release incidents, the Incident Commander may order the public to shelter-in place: when evacuation can not be accomplished in a timely manner; or evacuation would result in increased exposures.

4.3.1 Initial Actions

- Perform public notification by EAS, EPN and radio/television.
- Consider special needs/vulnerable populations and provide additional instructions or translations of messages.
- The Incident Commander, with assistance from technical units, will determine when the area is safe to re-enter and announces the lifting of the shelter-in-place order to the public.

5 Direction and Control

- Public works activities related to assessment and restoration of the transportation infrastructure will be coordinated under the Operations Section in the EOC. The County Road Department will provide staff to report to the EOC to coordinate their activities.
- The management and allocation of transportation resources needed for the emergency response will likely be coordinated by a Ground Support Unit Leader (Logistics Section) and/or Transportation Coordinator (Logistics or Operations Section) at the EOC. This includes resources such as vehicles for responders, vehicles to ferry emergency response resources, vehicles to transport persons who are not responders, fuel for those vehicles, etc.
- Transportation resources known to be available to the county will be tracked under ESF 7, Logistics Management and Resource Support.
- The Deschutes County Sheriff's Office will provide a representative to the EOC to help coordinate the emergency transport of the public, as necessary.
- Priorities will be determined and coordinated by the EOC.
- State and federal resources will be requested through the State Emergency Coordination Center (ECC), except for local resources through mutual aid.
- Each agency and organization will perform their duties in accordance with their own plans and procedures.

6 Organization and Assignment of Responsibilities

6.1 Local

6.1.1 EOC/MACC Transportation Support	
Operations	
	Coordinate transportation resources needed for the emergency response. This could include resources such as vehicles for responders, vehicles to ferry emergency response resources, vehicles to transport persons who are not responders, fuel for those vehicles, etc.
	Notify appropriate agencies/organizations of the need for transportation resources and request the resources as necessary.
	Identify and arrange for emergency/alternative fuel sources in order to

6.1.1 EOC/MACC Transportation Support	
	Keep essential transportation systems running.
	Arrange for vehicle maintenance and support.
	Coordinate with County Road Department to understand safe routes that can be used for emergency transport.
	Provide record keeping of transportation expenses incurred under emergency conditions.
	Request supplemental transportation resources form the State ECC if local emergency transportation capabilities are exceeded.
Planning	
	Identify transportation resources needed for other ESFs (e.g., transportation resources for evacuation [ESF 13]; the mass transport of goods and materials). This could involve coordinating with school districts for school buses and with private transport services for buses, shuttles, and commuter vans.
	Prioritize, assign, and track transportation resources.

6.1.2 Deschutes County Road Department	
	Determine the safe and usable portions of the local county road network, including traffic signs and signals.
	Coordinate with ODOT, County Assessor's office, and city public works departments as needed.
	Provide for removal of wreckage and debris to permit vehicle access or movement.
	Perform damage assessments for the road and bridge network, with a priority for critical routes.
	Provide temporary repairs to critical arterial routes and bridges.
	Recommend priorities for restoration of county roads and bridges.
	Identify alternative transport routes while the road system is being repaired.
	Perform repair and restoration of the transportation system.
	Provide public information and instruction on safe routes, closed routes, and the status of repairs.

6.1.3 Deschutes County Sheriff's Office	
	Coordinate the emergency transport of people affected by the emergency, including those needing evacuation (also see ESF 13, Public Safety and Security, and Appendix 1 to this ESF, Evacuation

	and Shelter-in-Place).
	Provide a representative to the EOC to help coordinate people transportation needs, as necessary.
	Help coordinate with public transportation, school districts, and others for the use of school buses, vans, and other vehicles to support the emergency transport of the public.

6.1.4 Public Transportation Services (Cascades East Transit)	
	Provide assistance as requested for the emergency transport of people.
	Coordinate transportation availability and use.
	Send a representative to the EOC to serve as a transportation representative upon request of the EOC.

6.1.5 Deschutes County School Districts	
	Coordinate with the Transportation Coordinator for the provision of District transportation assets in meeting emergency transportation needs.

6.1.6 Area Airports	
	Advise the County EOC on air transport matters.
	Coordinate the provision of air transportation.
	Coordinate with the Transportation Security Administration for transportation issues, in particular aircraft disasters.

6.1.7 All County Departments	
	Provide transportation resources and support as requested and available.

6.2 State

- Oregon Department of Transportation (ODOT) - Determine the usable portions of the state transportation system, conduct damage assessments for state property, and effect repair and restoration of the system.
- Oregon Department of Energy (DOE) - Assist with providing information on the supply and availability of fuel needed for vehicles and the transportation system (also see ESF 12, Energy).
- Oregon Emergency Management - Coordinate state and federal response for transportation assistance when requested by local government.

6.3 Federal

- Federal Emergency Management Agency (FEMA) will, as needed, supplement local transportation requirements after disasters.
- Department of Defense will, as needed, provide urgent air transport/rescue services for known subjects in time-critical situations under existing military assistance to safety and traffic procedures.

7 Administration and Support

7.1 Administration

The transportation personnel assigned to the EOC/MACC will come under the direction of the EOC Manager and the Emergency Manager during the time of the emergency.

7.2 Support

If requirements exceed the capability of the local transportation resources, support from Oregon Emergency Management will be requested by the EOC Director in coordination with Deschutes County Emergency Services.

8 ESF Development and Maintenance

At a minimum, this ESF will be formally reviewed and updated every two years or as necessary after an event or exercise. This development and maintenance will be coordinated by Deschutes County Road Department and will include participation by all agencies that have a supporting role.

9 Supporting Plans, Procedures and Information

- National Response Framework, ESF 1 – Transportation
- State Emergency Operations Plan, ESF 1 - Transportation
- ODOT Emergency Operations Plan.

10 Appendices

- **Appendix 1** – Evacuation Procedures

ESF 1 – APPENDIX 1. EVACUATION PROCEDURES

Evacuation Options for Medical Facilities

General Public Shelter

General public shelters accept people with minor injuries or illnesses, or those with physical or emotional limitations, who do not require close monitoring, assistance, or equipment. Evacuees requiring skilled health or personal care will be referred to an appropriate health care facility or to a medical treatment unit/temporary infirmary. General public shelters cannot guarantee that there will be adequate medical or personal care staff or the necessary supplies or equipment for people who require such support.

Medical Treatment Unit/Temporary Infirmary

Medical treatment units are shelters intended to provide, to the extent practicable under emergency conditions, an environment in which medically fragile evacuees' current levels of health can be sustained. These facilities are staffed and supplied by the transferring agency and/or local health authorities and are administered by appropriate local governmental agencies in collaboration with the Red Cross or other sheltering agencies. Temporary infirmaries are portions of general public shelters intended to provide the same services. Local health authorities should determine the maximum population of medically fragile individuals that can be safely cared for in temporary infirmaries, and develop plans to open separate medical treatment units/shelters when the number of patients exceeds the capability of the public shelter temporary infirmary.

Individuals who should be directed to a medical treatment unit or temporary infirmary for care include the following:

- People who require assistance with medical care or treatments, such as routine injections, IV therapy, wound care, in-dwelling drainage or feeding tubes, respiratory hygiene or who are dependent upon electrical medical devices.

- People who are unable to care for themselves and require personal care assistance for activities of daily living (ADLs) and do not have a caregiver present, or those whose mental status requires continuous monitoring and/or a secure environment.

Evacuation Strategies

There are several strategies for evacuation which include:[1]

- Sheltering in place without moving clients
- Sheltering in place to a safe area on the same level
- Sheltering in place vertically (up or down)

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[1] [1] Excerpts from the California EMSA Shelter Medical Group Toolkit:- Local Emergency Preparedness Planners Guide for the Care and Sheltering of the Medically Fragile, published by the EMSA Shelter Medical Group, September 6, 2001

- Evacuating just outside the facility
- Evacuating to a nearby like facility
- Evacuating to a distant like facility
- Evacuating to a shelter designated as a medical treatment unit (and originating facility continues to provide all staff and support services)
- Evacuating to a shelter designated as a medical treatment unit (and local health officials provide all staff and support services)
- Evacuating to a general public shelter with a temporary infirmary

Sheltering in place without moving clients

Depending on the degree of risk, facility staff may decide to remain in place because the threat may have less impact on client health and safety than a voluntary evacuation.

Example: A facility becomes aware of a chemical release that will affect it within a short period of time and local government advises staying indoors or evacuating the area. Evacuation could expose patients/residents to greater risks than sheltering in place.

Sheltering in place to a safe area or refuge on the same level

An evacuation may be necessary from one side of a building to another based on an approaching threat. Staff would be expected to identify the path and speed of the threat to ensure the timely movement of patients and critical equipment.

Sheltering in place vertically (up or down)

For fast-moving, short-duration events it may be necessary to move residents above or below the ground floor. This is usually done because time in which to respond to a serious hazard is extremely limited. Lower-level sheltering may be required for high wind scenarios or during threats from some man-made threat (e.g., a nearby impending explosion). Upper-level sheltering may be required for scenarios involving very fast-moving waters or during the release of ground-hugging chemicals in the immediate area.

Example: A two-story facility has a fall-out shelter in the basement. The National Weather Service has announced a tornado warning in the area. A staff member's relative has already seen a funnel cloud touch down less than a mile from the facility. Staff should consider moving patients from the upper floor, and those near windows, to the security of the basement until the tornado warning has subsided.

Evacuating just outside the facility

There may be an internal emergency, which will require staff to evacuate patients from the building. This could be for an immediate problem or a long duration event. The evacuation plan should include locations where facility staff can perform an inventory of those who have left the building. The plan should also include contingencies for this occurring during inclement weather, and the possible need for further evacuation to nearby like facilities.

Example: Staff smells smoke in the facility and calls 9-1-1. They are directed to move patients out of the building. Upon authorization from the fire department, they return indoors.

Evacuating to a nearby like facility

Facilities with medically fragile residents should consider movement of patients/residents and staff to a nearby facility, with like capacity for care of patients/residents. This evacuation type might be considered during a voluntary or precautionary evacuation, and would definitely be appropriate during a mandatory evacuation order. It is critical that facilities have agreements with nearby *like* facilities to take clients. More than one facility should be identified, usually in opposite directions from the affected facility, in case the primary site is impacted by the same threat. Facilities should identify whether other medical and residential care facilities are also planning to use the same location to receive clients. In addition, plans should address accessible evacuation routes (depending on risks) and transportation logistics.

Example: Local government authorities have warned a facility that flood controls may fail within six hours. The facility has a high risk of being flooded within the next two days. Staff have been given adequate time to secure bed space and care at one of the predestinated like facilities. They have also been given time to arrange for transportation and verify a safe route for evacuation.

Evacuating to a distant like facility

Very serious conditions may require a facility to move all patients to a distant site. This can occur during regional events with massive impacts. Examples include events such as widespread flooding, earthquake, epidemic and civil unrest. This choice would be preferable to movement to a nearby medical shelter if the impact of the event will have a substantial duration (more than 3 or 4 days) and/or there are extensive equipment and personnel support needs for the care of the patients.

Example: A large earthquake has severely damaged a facility and staff determines that all *like* facilities with which they have agreements are also disabled and unable to receive additional patients.

Evacuating to a shelter designated as a medical treatment unit (and originating facility continues to provide all staff and support services)

A rapid onset of a disaster may severely limit evacuation and transfer options available to the local emergency authorities and facility. Under these conditions, the local disaster authority may instruct a facility to evacuate and transfer the entire operation to a temporary shelter (i.e., school gymnasium) and continue to provide all care and treatment. This option is desirable for short-term evacuations. However, depending on the duration of the event, this may be the first step before transferring patients to another *like* facility.

Evacuating to a shelter designated as a medical treatment unit (and local health officials provide all staff and support services)

When the scope of the disaster conditions are severe, facility planners may need to consider moving patients to a medical shelter before they can be moved to *like* facilities. Since they will have to be moved twice, this choice can create increased stress on patients, and the quality of care in the shelters may not be equal to the care available to them in the facility from which they are evacuating.

Example: An urban firestorm has burned down the neighborhood where a facility was located. Staff was able to evacuate all patients to a local community shelter for the medically fragile, but it has limited capabilities. Facility planners must arrange for movement of patients to a city that is in another county, as soon as the roads are passable and the fire threat is controlled.

Evacuating to a general public shelter with a temporary infirmary

In worst-case scenarios, facilities may have little choice but to evacuate to the nearest available general population shelter. This decision is made only when there is no other option available, and when there is an immediate peril to life and safety of clients if they are not immediately moved to the closest available shelter. The plan must recognize this as a temporary condition requiring immediate triage activities, in coordination with local government, to move the arriving patients to the closest like facility available, whether or not there exists any previous agreements.

Example: A massive earthquake has rendered a facility unsafe for occupation. Staff has used every method available to safely move the patients out of the building. The only available shelter is a school auditorium two miles away. There is a temporary infirmary as part of the general population shelter, with limited nursing staff, medical supplies and support. Facility staff will need to set up a working relationship with local government as soon as possible to arrange for the movement of the patients to a like facility.

Shelter-In-Place General Instruction Sheet

Hazardous materials may be released into the atmosphere without warning. In the event of a hazardous materials release you may be asked to either evacuate or shelter in-place by responding authorities.

Evacuation instructions may be provided through public address systems, the Emergency Preparedness Network (telephone) Emergency Alert System (EAS) or by door-to-door alerting.

If evacuation cannot be completed in time, or would increase the amount of exposure, the Incident Commander may decide it is safer to keep occupants indoors.

If You Are Asked To Shelter In-Place

- Monitor the Emergency Alert System Radio Station.
- Listen for instructions and updates and remain in shelter until authorities indicate it is safe to come out.
- Close all doors to the outside and close and **lock** all windows.
- Set all ventilation systems to 100 percent re-circulation so that no outside air is drawn into the structure. When this is not possible, **ventilation systems should be turned off.**
- Turn off all heating systems.
- **Turn off all air-conditioners** and switch inlets to the "closed" positions.
- Select a room in the building where occupants can be the most comfortable and which is easy to **seal off**. This room should, if possible, provide access to water, toilet facilities, and adequate room for people to sit or lie down. Ideally, the room should have a battery-powered radio, snack foods, and bottled water.
- **Seal any gaps** around windows, doors, and window type air-conditioners with tape and plastic sheeting, wax paper, aluminum wrap, or wetted towels or clothes.
- **Turn off all exhaust fans** in kitchens, bathrooms, and other spaces.
- Close all fireplace dampers.
- Close as many internal doors as possible in your home or other building.
- Use tape and plastic food wrapping or aluminum wrap to cover and seal exhaust fan grilles, range vents, dryer vents, and other openings to the outside to the extent possible.

- If the gas or vapor is soluble or even partially soluble in water -- hold a wet cloth or handkerchief over your nose and mouth if the gases start to bother you. For a higher degree of protection, go into the bathroom, close the door, and turn on the shower in a strong spray to "wash" the air. Seal any openings to the outside of the bathroom as best as you can.

- If an explosion is possible outdoors -- close drapes, curtains, and shades over windows. Stay away from external windows to prevent potential injury from flying glass.

- Minimize the use of elevators in buildings. These tend to "pump" outdoor air in and out of a building as they travel up and down.

- Tune into the Emergency Alert System Station on your radio for further information and guidance.

- Remain sheltered until advised by authorities that it is safe to come out.

2 ESF 2 – Communications

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ESF 2 Tasked Agencies	
Primary Agencies	Deschutes County 911
Supporting Agencies	Deschutes County Emergency Services Deschutes County Sheriff's Office Deschutes County Administrative Services
Adjunct Agencies	City Police Departments City/RFPD Fire Departments Oregon Emergency Management Oregon State Police Federal Communications Commission Early Alert System (EAS) FEMA National Warning System (NAWAS) National Oceanic and Atmospheric Administration, National Weather Service Amateur radio groups (ARES/RACES) Radio and television stations Volunteer organizations

1 Purpose and Scope

This Emergency Support Function (ESF) annex provides information about the communications equipment and capabilities available for emergency operations, including methods of alerting and notifying the emergency response community and the public about an emergency. This ESF works together with certain aspects of ESF 15, External Affairs, which addresses the collection, control, and dissemination of emergency public information.

2 Policies and Agreements

- Frequency management during emergencies is the responsibility of the 9-1-1-dispatch center and the Incident Commander. Either may request that a frequency be closed to all but incident related traffic.
- Only Emergency Management, Fire and Law Enforcement supervisors may make Emergency Preparedness Network (EPN) and the Emergency Alert System (EAS) activation requests.

3 Situation and Assumptions

3.1 Situation

Deschutes County 911 operations and emergency communications services are located at 20355 Poe Sholes Dr., and is staffed on a 24 hour basis by Deschutes County Emergency Communications 911 personnel. Equipment is available to provide communications necessary for emergency operations.

3.2 Assumptions

Adequate communications are vital for effective and efficient warning, response, and recovery operations. Current communications may be neutralized by a particular hazardous occurrence. Additional communications equipment required for emergency operations may be available from the state, other governmental agencies, and from citizens/businesses.

4 Concept of Operations

4.1 Communications Systems

4.1.1 General

- Mitigation
  - An adequate communications system is developed. Periodic reviews of the system are made and plans for improvement formulated as necessary.
- Preparedness
  - Personnel are trained on the appropriate equipment as necessary and available.
  - Equipment is repaired and maintained as necessary and available to keep it in working order.
- Response
  - When emergency operations are initiated the supervisors will determine which communications personnel will be required to report to the EOC. Staff requirements will vary according to the incident.
  - Arrangements will be attempted to ensure emergency equipment repair on a 24 hour basis.
- Recovery
  - All activities in the emergency phase will continue until such time as emergency communications are no longer required.

4.1.2 Emergency Communications Center

- The 9-1-1 Emergency Communications Center is located at the Deschutes County Sheriff's Office – 20355 Poe Sholes Dr., Bend, Oregon.

- The 9-1-1 district is the local NAWAS warning point for receipt of information from the State.
- The 9-1-1 Center is an access point for the Emergency Preparedness Network warning system and the Emergency Alert System (EAS).
- The 9-1-1 Center is also dispatch for emergency response groups in Deschutes County (Sheriff, City Police, Fire and EMS). Computer Aided Dispatch is used in these operations.
- Radio communications are the principal means of communication with field units. Presently (2015), all Law Enforcement agencies utilize 800 MHz radios and Fire Departments utilize VHF frequencies.
- Non-emergency calls to the 9-1-1 Center may be transferred to the Information Line once activated in the Sheriff's Office Conference Room. A release to media informing the public on the expanded non-emergency telephone capacity is made as the need is indicated.

4.1.3 Fire Services

- All Fire agencies use VHF radios.
- Fire Emergency Medical Services units maintain contact with hospitals using the HEAR frequency. Air Life also uses the HEAR frequency and aviation frequencies.

4.1.4 Law Enforcement

- Law Enforcement units have the capability to communicate with the Oregon State Police, Fire Departments, Search and Rescue and Air Life on VHF radios.
- Dial-A-Ride uses 800 MHz radios.
- The following agencies located within Deschutes County have access to the Law Enforcement Data System (LEDS):
    - Oregon DOT
    - Deschutes County Sheriff's Office
    - Black Butte Police Department
    - Deschutes County Sheriff's Office – La Pine Substation
    - Deschutes County Sheriff's Office – Sisters Substation
    - Sunriver Police Department
    - Bend Police Department

- Redmond Police Department
- U.S. Forest Services
- Oregon State Police
- State Corrections Department
- Deschutes County Jail
- Deschutes County District Court
- Deschutes County District Attorney
- Deschutes County District Attorney – Family Support Division
- Deschutes County 9-1-1 Service District
- Federal Bureau of Investigation

4.1.5 Health and Medical Services

- Deschutes County Health Services participates with the Oregon Health and Human Services Health Alert Network (HAN).
- Deschutes County Health Services communicates with clinicians through the St. Charles fax and distribution system.

4.1.6 Amateur Radio Services

- Amateur Radio Emergency Services (ARES) support communications capability in Deschutes County. The communications trailer is stored at the DCSO Special Services facility and is taken to incident scenes.
- ARES volunteers may be positioned at emergency response sties to assist in communications when telephone lines are not available or overwhelmed.
- Emergency response posts, which may require augmentation include: hospitals, shelters, command posts and the EOC/MACC.
- Everyday dispatch operations will still be handled out of the Communications Center during the incident.
    - During the time of the emergency/disaster, certain frequencies may be set aside to be used by the personnel involved in the incident.
    - There may be a need or necessity to use a Mobile Communications Center.

- Deschutes County will be assisted by ARES and HAM Radio Operators from various clubs in the area that will be utilized on an as-needed basis. These groups are a resource for communications equipment and ways to communicate with others in the area and outside the area in times of emergency.

4.2 Alert and Warning

4.2.1 Emergency Preparedness Network

- To activate the Emergency Preparedness Network (EPN) dial 9-1-1 or radio to dispatch.
- Officers should work with the 9-1-1 Supervisor to prepare EPN messages.
- All landline telephone numbers in Deschutes County are programmed into the automatic dial system. The system can dial 1200/minute in Bend; 500/minute in cities with smaller switches (i.e. La Pine, Sisters, Camp Sherman, Sunriver). The system will leave messages on answering machines. If the line is busy or there is no answer the system will call back every 5 minutes for 4 cycles. Members of the public may “opt-in” with cellular and VOIP phones.

4.2.2 Emergency Alert System

- To activate the Emergency Alert System officers must contact Dispatch.
- Officers should work with the 9-1-1 Supervisor to prepare EAS messages. The 9-1-1 Supervisor will record the message for radio broadcast. Recording goes over dedicated circuit to the OPB tower on Awbrey Butte. The message is then voluntarily broadcast on all area radio stations.
- As a backup, call station KNLR directly at 541.389.8873.

4.2.3 Door-to-Door Warning

- Deschutes County relies on the Sheriff’s Office, Local Law Enforcement, SAR Team volunteers, Fire Departments and Public Works to assist in door-to-door warning in the event of an emergency.

4.2.4 Information Line (Message Center)

- The Information Line serves the purpose of relieving 9-1-1 from an abundance of non-emergency calls; to provide clarification, re-iteration and updates to emergency information.

- The Information Line is established in the Sheriff's Office building near the EOC/MACC in the conference room. It may be used without full EOC/MACC activation and is coordinated/informed by the 9-1-1 Supervisor. During full EOC/MACC activation the Information Line may be coordinated and informed by the Public Information Officer. See ESF 15 for further information on External Affairs.
- 9-1-1 telephone transfer capability is limited. If need arises, media release of Information Line telephone number will be required.
- This group can also be the entry point for calls into the EOC/MACC. Requests for assistance or resources are recorded on the EOC/MACC Message Form and delivered to the EOC/MACC.

5 Direction and Control

5.1 General

The Communications personnel in the EOC will be under the direction of the Communications Manager. The Communications Manager is responsible for the activities and establishment of communications facilities in the EOC.

Additional personnel from support agencies, while under control of their own office, will be responsible for knowing and following the procedures outlined in this annex.

6 Organization and Assignment of Responsibilities

6.1 General

6.1.1 County Emergency Services	
	Ensure that warning information received through the communications center is disseminated to the warning points.

6.1.2 Deschutes County 9-1-1	
	Ensure that the communications system is operational and incorporates all available resources.

6.1.3 EOC/MACC Communications Officers	
	Coordinate communications systems needs.
	Ensure proper use of the equipment, correct message handling procedures, and expedient transmission of all pertinent communications

	in a reliable and accurate format.

7 Administration and Support

7.1 Administration

The communications personnel assigned to the EOC/MACC will come under the direction of the EOC Manager and the Emergency Manager during the time of the emergency.

7.2 Support

If requirements exceed the capability of the local communications resources, support from Oregon Emergency Management will be requested by the EOC Director in coordination with Deschutes County Emergency Services.

8 ESF Development and Maintenance

At a minimum, this ESF will be formally reviewed and updated every two years or as necessary after an event or exercise. This development and maintenance will be coordinated by Deschutes County Emergency Services and will include participation by all agencies that have a supporting role.

9 Supporting Plans, Procedures and Information

- National Response Framework, ESF 2 – Communications
- State Emergency Management Plan, ESF 2 – Communications
- Deschutes County 9-1-1 Service District Operations Manual

10 Appendices

- **Appendix 1** – Deschutes County Communications Systems Chart
- **Appendix 2** – Deschutes County Radio Frequency List
- **Appendix 3** – EAS Message Preparation Forms

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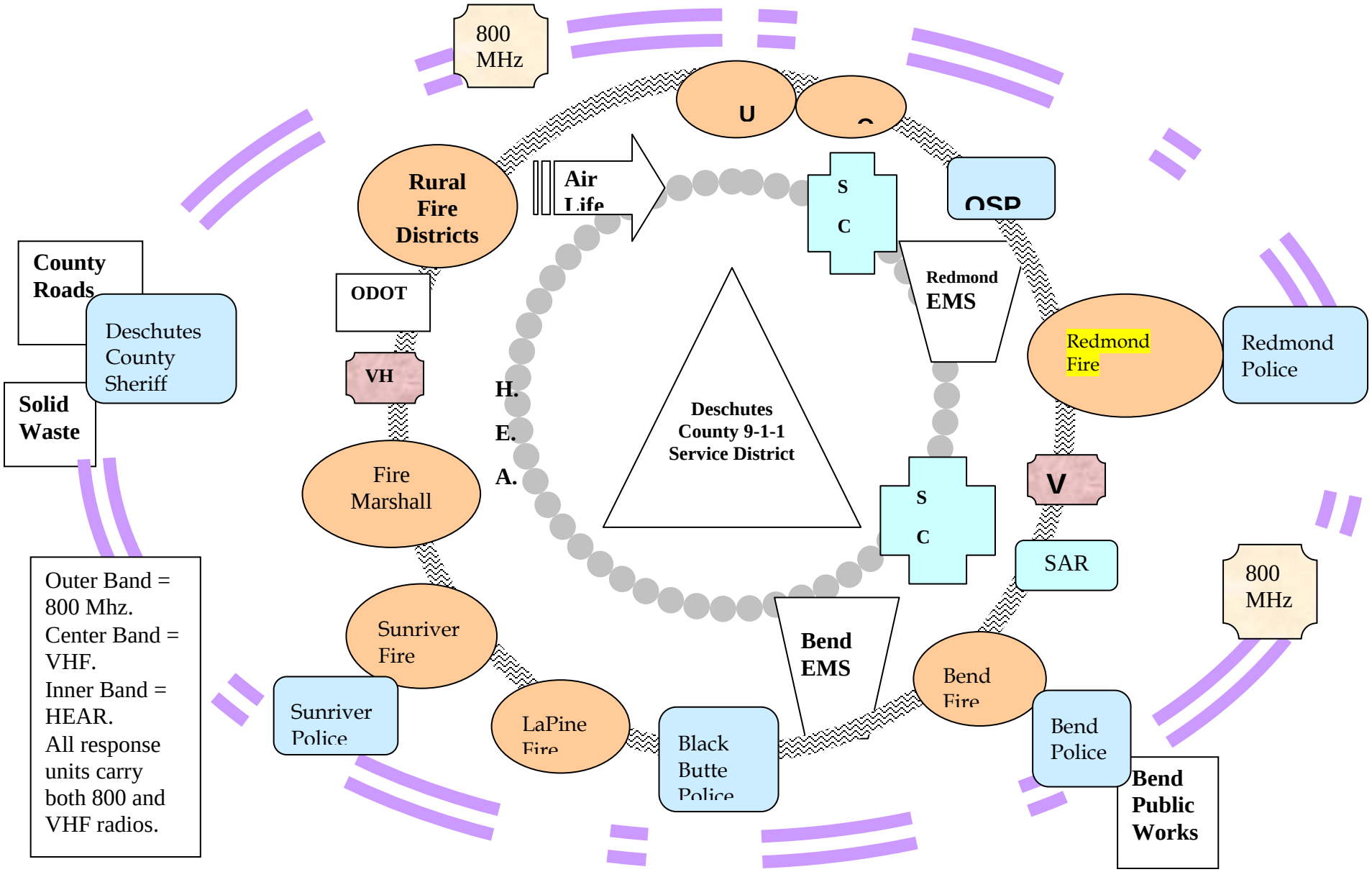
ESF 2 – APPENDIX 1. DESCHUTES COUNTY COMMUNICATIONS SYSTEMS CHART



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ESF 2 – APPENDIX 2. EAS MESSAGE PREPARATION FORMS

For use by 911 Supervisor, or Incident Command

Prepare message on this form, or use other incident specific samples on the following pages. Begin speaking when recording operator confirms recorder is running.

"Three, Two, One"

" **This is** (your name, and agency)

"On the Emergency Alert System"

(What is the emergency?)

(Who, what area is affected?)

(What should people do?)

(When, for how long)

(When and where will additional information be available?)

"Repeating…

(go to "This is…" and repeat message once.)

"This is the emergency alert system".

(Wait until recording operator advises you that the recording is OK before breaking contact)

DO NOT CALL 9-1-1 UNLESS YOU HAVE AN ACTUAL EMERGENCY

Emergency Alert System (EAS) Sample

Earthquake Protective Actions –

"This is _____ at the _____ on the Emergency Alert System"
"An earthquake of undetermined magnitude occurred in the _____ area.
At this time we have no confirmed reports of injuries or damages. Fire and Rescue and Law Enforcement units are responding to the area. Be prepared for further shocks. If shaking begins again, quickly seek shelter under a sturdy piece of furniture or strong doorway. If you smell gas, shut off the main gas valve. If you suspect damage to electrical wiring, switch off electrical power. Do not dial 9-1-1 or use the telephone unless you have an actual emergency." **REPEAT MESSAGE** "This is the Emergency Alert System"

Emergency Alert System (EAS) Sample

Hazardous Spill or Release – Evacuation Required

"This is _____ at the _____ on the Emergency Alert System"
"A Highly hazardous substance was spilled/released at _____ area.
Because of the potential health hazard, authorities are requesting/requiring all residents within _____ blocks/miles of the area to evacuate. If you are within (give evacuation zone boundaries), you and your family should/must leave as soon as possible/NOW. If you can drive a neighbor who can not, please do. Go immediately to the home of a friend or relative outside of the evacuation zone or the Red Cross shelter located at _____. Listen to this station for further instructions. To repeat, if you are in the area of _____ you should/must leave for your own safety. Do not dial 9-1-1 or use the telephone unless you have an actual emergency." "This is the Emergency Alert System"

Emergency Alert System (EAS) Sample

Hazardous Spill or Release – Shelter-in-Place Required

"This is _____ at the _____ on the Emergency Alert System"
"A Highly hazardous substance was spilled/released at _____ area.
Because of the potential health hazard, authorities are requesting/requiring all residents within _____ blocks/miles of the area to shelter-in-place. If you are within (give zone boundaries), you and your family or co-workers should: · Close and lock all outside doors and windows. · Turn off all air heating, cooling or circulating systems. Close fireplace dampers, turn off all exhaust fans. · Select an interior room with adequate space for people to lie down and which is easy to seal off. · Seal any gaps around windows, and doors. · Hold a wet cloth or handkerchief over your nose and mouth if the gases start to bother you. · Remain sheltered until advised by authorities that it is safe to come out. Listen to this station for further instructions. Do not call 9-1-1 or use the telephone unless you have an actual emergency." REPEAT MESSAGE "This is the Emergency Alert System"

Emergency Alert System (EAS) Sample

Dam Failure – Evacuation Required – Short Time Frame

"This is _____ at the _____ on the Emergency Alert System"
"The Wickieup Dam has failed.
All persons must immediately evacuate the downstream areas now. Wickieup Dam: LaPine, Sunriver, Bend: Move away from the river to high ground. If you are within (give evacuation zone boundaries), you and your family should/must leave as soon as possible/NOW. If you can drive a neighbor who can not, please do. Go immediately to the home of a friend or relative outside of the evacuation zone. Listen to this station for further instructions. To repeat, if you are in the area of _____ you should/must leave for your own safety. Do not call 9-1-1 or use the telephone unless you have an actual emergency." "This is the Emergency Alert System"

Sample Boil Water Order

Date:

FAILURE TO FOLLOW THIS ADVISORY COULD RESULT IN STOMACH OR INTESTINAL ILLNESS OR IN EXTREME CASES, DEATH.

Due to the recent event _____, the Deschutes County Department of Health is advising residents of the County to use boiled tap water or bottled water for drinking and cooking as a safety precaution.

The Department of Health recommends that all water used for drinking, oral hygiene, or food preparation should be brought to a rolling boil for at least one minute before use. This is the preferred method to ensure that the water is safe to drink.

Alternatively, the water can be disinfected by adding 8 drops of regular household bleach per gallon of water and allowing it to stand for 30 minutes before use. A chlorine-like taste and odor will result from this purification procedure and is an indication that adequate disinfection has taken place.

Water purification tablets may also be used. Follow the manufacturer's instructions.

Potable water is available at the following locations: _____. Please bring a clean water container (5 gallons maximum capacity). Emergency water treatment and quality testing are being conducted by the State Department of Environmental Quality to resolve this water quality emergency.

Customers will be notified when the water is again considered safe to drink.

For more information, contact the County Health Department at _____

3 ESF 3 – Public Works and Engineering

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ESF 3 Tasked Agencies	
Primary Agencies	Deschutes County Road Department Deschutes County Assessor's Office
Supporting Agencies	Deschutes County Emergency Services Deschutes County Community Development Department
Adjunct Agencies	City Public Works Departments City departments/organizations Special Districts (e.g., Drainage, Sanitary, Water) Oregon Department of Transportation (ODOT) Oregon Emergency Management Federal Emergency Management Agency U.S. Army Corps of Engineers Bureau of Reclamation Cleanup and construction contractors Wastewater treatment companies

1 Purpose and Scope

This Emergency Support Function (ESF) annex provides information regarding coordinating public works and engineering services to help protect life and property during the response to an emergency or disaster. Public works and engineering resources will be used to assist in the following activities associated with emergency management and response:

- Technical assistance for public areas before and during emergencies to minimize deleterious effects (such as sandbagging for flood waters, closing roads, rerouting drainage waters, etc.).
- Stabilization of damaged public and private structures to facilitate search and rescue and/or protect public health and safety.
- Removal and management of debris from public property.
- Damage assessment for critical infrastructure (such as transportation, water, wastewater, sewage, solid waste, stormwater, electrical, natural gas, and telecommunications) for the purposes of declaring a state of emergency, obtaining emergency funding, and facilitating repair and restoration of those systems.
- Repair/restoration of critical infrastructure.

This ESF 3 works together with certain aspects of ESF 1 - Transportation, ESF 12 - Energy, and ESF 14 - Long-Term Community Recovery, which also address damage assessments and restoration.

2 Policies and Agreements

- Deschutes County is a signatory to the Oregon Public Works Emergency Response

3 Situation and Assumptions

Most emergencies will require the direct involvement and support of public works agencies in the response and recovery phases. In a flood or earthquake response, public works agencies will generally be assigned or assume the lead agency role.

4 Concept of Operations

4.1 General

The Deschutes County Road Department will take the lead for public works-related activities in response to an emergency or disaster. They will coordinate their activities with other county departments, such as the Community Development Department, and emergency response partners that include city public works departments, ODOT, and private-sector cleanup and construction contractors.

When the EOC/MACC is activated, the following NIMS ICS Positions may be assigned to provide status information and coordinate resource requests and assets for damage assessment:

- EOC/MACC Operations Section Chief
- EOC/MACC Construction and Engineering Branch
- Damage Assessment/Building Safety Unit

Damage assessment is conducted to:

- Identify unsafe buildings and post them immediately to prohibit entry and ensure safety.
- Identify and post inspected (safe to enter) buildings.
- Determine damage cost estimates for State/Federal disaster recovery/public assistance programs.
- Prepare Project Worksheets for FEMA Public Assistance Projects.

4.2 Critical Facility Inspection

NOTE: Refer to the Deschutes county Critical Facility List to assign Building Safety Inspection Teams to priority inspections.

4.2.1 Methodology

Deschutes County may use the Applied Technology Council, ATC–20 methodologies to conduct safety evaluations of buildings and uses the "Inspected" "Restricted Use" and "Unsafe" placards recommended by ATC-20 to post building entry instructions. While ATC-20 inspection forms are designed for post-earthquake safety inspections, the placards can be used to post buildings damaged in any event.

The Building Inspection office will establish a process for re-inspection and re-classification of posted buildings during recovery phase operations.

County and City building inspectors and private structural engineers conduct building damage inspections. Inspection teams consist of at least two individuals with proper safety attire and equipment.

The ATC-20 Post-Earthquake Safety Evaluation of Buildings methodology and forms are used to inspect and post buildings following earthquakes.

The ATC-20 Building Posting Placards can be used to post buildings as "Inspected", "Restricted Use" or "Unsafe" following any kind of disaster.

A list of critical facilities is maintained by the County to prioritize disaster-related building inspections. The Building Inspection office will establish a process to assist in re-construction permitting during recovery phase operations.

4.2.2 Building Inspection Teams

Deschutes county Building Inspection teams will:

- Conduct initial damage surveys to identify and prioritize damaged buildings for inspection and posting.
- Assign Damage Inspection Teams (2-person) to conduct safety inspections. Team members may be engineers, architects, building inspectors, or other qualified individuals.
- In an earthquake, provide ATC-20 forms and placards to inspectors.
- In other disasters resulting in building damage, provide ATC-20 placards and determine a local methodology to post buildings "Inspected", "Restricted Use" or "Unsafe."
- Use the GIS database system to record damaged building addresses, inspection date, findings, and initial posting.
- Set up a procedure to re-inspect and re-classify buildings.
- Set up procedures for communication and coordination with building owners.

- Establish reconstruction permit processes to assist building owners with reconstruction.

4.2.3 Initial Damage Assessment for Disaster Declaration Process

The Local Emergency Declaration by the Board of County Commissioners is accompanied by an Initial Damage Assessment (IDA). The IDA is conducted using OEM/FEMA forms and is attached to the Request for Assistance to the Governor to declare a State Emergency and to obtain Federal disaster recovery funding. See ESF 14 for more detailed information.

4.2.4 Damaged Building Records

The County Building Department will maintain a list (GIS database) of inspected buildings, initial posting, re-evaluation and re-classification of posting, and damage cost estimates. This information is needed for reconstruction permitting and preparation of the Project Worksheets for FEMA Public Assistance funding.

4.2.5 Securing Property

The Public Works Director, County Administrator and County Commissioners may, when necessary, order demolition, repair, or vacation of property in order to prevent imminent harm to persons or property.

4.2.6 Property Retrieval

Community Development oversees coordination of retrieval of citizens' personal property from buildings posted as "Restricted Use" or "Unsafe."

4.2.7 Reconstruction Permitting/Re-Classifying Posted Buildings

- The Building Department may authorize emergency building permits to expedite repairs. Fees are established by the Building Department.
- The Building Department issues emergency shoring, bracing, and demolition permits.
- The Engineer of record may conduct inspections of building repairs. After completion of emergency repairs, as-built drawings and inspection reports are submitted to the Building Department. Documents are reviewed and fees assessed, if required.
- Upon acceptance of inspection reports and the engineer's final reports stating that all work was performed in accord with as-built drawings, buildings posted as "Unsafe" or "Restricted Use" will be re-classified.

4.3 Other Infrastructure Inspection

Actions to be taken include:

- Assign teams to assess area highways, roads and bridges.
- Contact Operations Section, Law Enforcement Branch or the Sheriff's Office for assistance in closing roads, highways or bridges.
- Inspection teams should call 9-1-1, or the EOC, if activated, to report potential or imminent dam failure.
- In a major earthquake, call Bureau of Reclamation or the Dam Tender to determine the status of the dams.

5 Direction and Control

- The Deschutes County Road Department Director, or the designated supervisor, will direct the County's public works response to an emergency and coordinate those activities with/from the county EOC.
- The County Road Department Director or designated representative will serve as the public works resource coordinator in the EOC, responsible for coordinating the flow of public works information, prioritizing response activities, and processing requests for and allocating additional public works resources.
- An Incident Command Post or Department Operations Center may be established at the county shops or other locations as necessary to assist the on-scene response.
- Communications between Incident Command Posts and the EOC will be established and regular updates will be provided on emergency response activities.
- Each public works agency will use their existing directives and procedures in responding to an emergency/disaster while working within the framework of their applicable Emergency Operations Plan (EOP).

6 Organization and Assignment of Responsibilities

6.1 Organization

The county public works group collectively consists primarily of county departments, city departments, and private-sector firms and vendors that work together to perform public works-related activities in response to an emergency.

6.2 Task Assignments

Specific ESF 3 task assignments outlined below by the phases of emergency management.

6.2.1 Deschutes County Road Department	
Mitigation and Preparedness	
	Develop and maintain an emergency notification list of department personnel.
	Develop and maintain operating procedures for disaster response.
	Provide appropriate training to personnel on the general concept of disaster response and self-preservation techniques and use of the Incident Command System (ICS) in disaster response.
	Develop and maintain photographic documentation of public buildings, facilities, roads, culverts, bridges, water supply and waste systems, etc., for repair and replacement purposes.
	Ensure that employees understand their obligation as emergency responders to report to work as soon as possible in the event of an emergency or disaster.
	Designate an emergency management program liaison who will be responsible for the department's mitigation and preparedness activities, including participating in the development, maintenance, and exercising of the county EOP.
	Designate a Road Department resource coordinator who will serve as a member of the county's EOC staff when the EOC is activated.
	Establish contracts and relationships with contractors and vendors important to repair and restoration of county infrastructure.
	Participate in annual exercises conducted by the Deschutes County Emergency Services to test the EOP.
Response	
	Provide a Public Works resource coordinator to serve as a member of the county EOC staff when the EOC is activated. This coordinator will identify and coordinate the allocation of resources available to Public Works through county, other local, state, and federal agencies. This position will also work with the utility companies, Community Development Department, other public works departments, ODOT, the U.S. Army Corps of Engineers, Bureau of Reclamation and local contractors to accomplish Public Works tasks.
	Immediately recall appropriate off-duty personnel.
	Provide technical assistance just before and during the emergency to minimize deleterious effects (e.g., deploying sand bags for areas in danger of flooding, closing roads, rerouting drainage waters).
	Inspect roads and bridges for damage and to determine the safe and usable portions. Make temporary repairs to critical arterial routes and bridges. Arrange for long-term repair and restoration. (Also see ESF

6.2.1 Deschutes County Road Department	
	1, Transportation).
	Clear debris on roads and streets, from waterways where debris is endangering bridges, and from other facilities and properties. Coordinate with the EOC regarding debris disposal. Establish staging sites for debris cleared from public and private property.
	Inspect and stabilize damaged public and private structures to facilitate search and rescue and/or determine safety for occupancy. In coordination with local fire departments and building inspectors, identify, label, and restrict access to unsafe public structures. Demolish unsafe structures. Coordinate repair and restoration of public buildings and facilities.
	In cooperation with Deschutes County Health Services and appropriate public utilities and organizations, coordinate inspection, damage assessment, and restoration of drinking water and sanitation systems. Identify shortfalls in water supply to the EOC. In coordination with the EOC, regulate water usage in times of shortages and establish priorities for use.
	Coordinate inspection, damage assessment, and restoration of other infrastructure systems, such as storm water and drainage.
	Coordinate with utilities for the inspection, damage assessment, and restoration of electrical, gas, and telecommunications supply and distribution systems (also see ESF 12, Energy).
	Document personnel and other costs related to the response for possible state/federal disaster assistance reimbursement or funding.
Recovery	
	Continue those response operations that are still necessary.
	Assist other agencies with recovery operations and damage assessment, as appropriate.
	Return focus of service to maintenance of the county infrastructure as soon as possible, releasing personnel and equipment for return to normal operations.

6.2.2 Incoporated Cities	
Mitigation and Preparedness	
	Public Works officials of incorporated cities should work with their local policy makers to perform mitigation/preparedness activities similar to those outlined above in conjunction with the city's EOP.

6.2.2 Incoporated Cities	
	Public Works officials of incorporated cities without their own EOP may use the mitigation/preparedness direction outlined above, as appropriate, and coordinate activities with the county Emergency Manager.
Response	
	Public works officials of incorporated cities may respond in accordance with their city EOP and coordinate public works response activities, and as appropriate, with the county's public works resource coordinator in the county EOC.
	Public works officials of incorporated cities without a city EOP should generally follow the response procedures as outlined above, coordinating activities with local policy makers and the county's public works coordinator in the EOC.
Recovery	
	Same as above.

7 Administration and Support

7.1 Administration

The public works and engineering personnel assigned to the EOC/MACC will operate as part of the Unified Command or MACC during the time of the emergency.

7.2 Support

If requirements exceed the capability of the local ESF 3 resources, support from Oregon Emergency Management will be requested by Deschutes County Emergency Services.

8 ESF Development and Maintenance

The Emergency Manager, in conjunction with the Deschutes County Road Department liaison for Emergency Management, is responsible for ensuring that this annex is updated and revised as necessary. The Deschutes County Road Department is responsible for developing and maintaining any related operational policies and procedures.

9 Supporting Plans and Procedures

- National Response Framework, ESF 3 – Public Works and Engineering
- State Emergency Operations Plan, ESF 3 – Public Works and Engineering

- ODOT Emergency Operations Plan
- Oregon Public Works Emergency Response Cooperative Assistance Agreement
- Wickiup Dam Emergency Operations Plan
- Crane Prairie Dam Emergency Operations Plan

10 Appendices

- **Appendix 1** – County Priority Facilities Lis
- **Appendix 2** – Sample Information for Building Inspection and Building Damage Database
- **Appendix 3** – Sample Order to Secure Property
- **Appendix 4** – Retrieval of Property Procedure
- **Appendix 5** – Building Inspection Forms
- **Appendix 6** – IDA Field Data Collection Form
- **Appendix 7** – IDA Summary Report Form

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ESF 3 – APPENDIX 1. COUNTY PRIORITY FACILITIES LIST

DESCHUTES COUNTY PRIORITY FACILITIES LIST FOR POST-DISASTER BUILDING INSPECTION
1. Hospitals
2. Fire Departments
3. Sheriff's Offices, Police Departments, 9-1-1 Center, Jail
4. Schools
5. County yards/storage
6. Transportation sites
7. Communications sites
8. Water and Sewer Systems
9. County Administration Building
10. Courthouses and Other Essential Government Buildings

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ESF 3 – APPENDIX 2. SAMPLE INFORMATION FOR BUILDING INSPECTION AND BUILDING DAMAGE DATABASE

SAMPLE INFORMATION FOR BUILDING INSPECTION AND BUILDING DAMAGE DATABASE
Building Address/Name/Intersection
Inspection Team (Names)
Date of Initial Inspection
Building Posting (Inspected, Limited Entry, Unsafe)
Building Owner (Contact name, address, phone)
Engineer of Record (Name, address, phone)
Building plans on file with Building Department (yes, no) or location of building plans
Repair/reconstruction permit issued (date)
As-built drawings submitted (date)
Building posting re-classified (date)
Public Assistance Project (yes, no)
If yes, Project Worksheet completed/submitted (yes, no)
Public Assistance Project cost estimate

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ESF 3 – APPENDIX 3. SAMPLE ORDER TO SECURE PROPERTY

SAMPLE ORDER TO SECURE PROPERTY
ORDER AUTHORIZING AND DIRECTING DEMOLITION, REPAIR, VACATION AND OTHER ACTIONS NECESSARY TO SECURE PROPERTY
Pursuant to the Declaration of a Local Emergency issued (_____ Date _____), and pursuant to the authority and the direction of the County Administrator or County Commissioners under ORS Chapter 401 and the Deschutes County EOP, the Director of Public Works is hereby authorized and directed to make such orders to residents, occupants, neighbors and other citizens regarding the demolition, repair, or vacation of property, or to take such other actions with respect to such property, that the Director has determined is necessary in order to prevent imminent harm to persons or property. Any person obstructing the Director or any designee of the Director in the implementation of this order shall be guilty of a misdemeanor pursuant to applicable ORS provisions.
Dated _____
Signed_____ County Commissioners and/or County Administrator

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ESF 3 – APPENDIX 4. RETRIEVAL OF PROPERTY PROCEDURE

RETRIEVAL OF PROPERTY
The Building Department oversees the coordination of retrieval of citizens' personal property from buildings, which are damaged and require demolition. There are three basic methods of retrieval: 1. The owner or tenant hires a civil or structural engineer to develop a plan/report stating how the building might be entered for tenants to remove their possessions. A licensed structural or civil engineer must prepare and submit a report detailing precautionary measures for building entry, engineer inspection of temporary mitigation measures, owner representative presence during retrieval operations, and required statements regarding safety and other issues. 2. The owner or tenant hires a contractor whose staff retrieves possessions for the tenants. The Building Department is not involved unless the building has been declared an imminent hazard, in which case the demolition contractor's personnel will be able to enter and remove furnishings for the tenants prior to and during demolition. 3. Owner or tenant of multi-unit apartment building posted Unsafe and determined to be extremely unsafe for entry may request assistance from Fire Department personnel who will enter the building to remove tenants' listed belongings or escort residents into the building for a prescribed time period (15 minutes) to collect belongings. 4. Police may be requested to assist at damaged building sites during property retrieval.

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ESF 3 – APPENDIX 5. BUILDING INSPECTION FORMS

INSPECTED

LAWFUL OCCUPANCY PERMITTED

This structure has been inspected (as indicated below) and no apparent structural hazard has been found.

☐ **Inspected Exterior Only**

☐ **Inspected Exterior and Interior**

Report any unsafe condition to local authorities; reinspection may be required.

Inspector Comments:

_____

_____

_____

_____

Facility Name and Address:

_____

_____

_____

Date _____

Time _____

(**Caution:** Aftershocks since inspection may increase damage and risk.)

This facility was inspected under emergency conditions for:

_____
(Jurisdiction)

Inspector ID / Agency

_____

_____

_____

Do Not Remove, Alter, or Cover this Placard until Authorized by Governing Authority

RESTRICTED USE

Caution: This structure has been inspected and found to be damaged as described below:

_____
_____
_____
_____

Entry, occupancy, and lawful use are restricted as indicated below:

_____
_____
_____
_____
_____
_____

Facility Name and Address:

_____
_____
_____

Date _____

Time _____

(**Caution:** Aftershocks since inspection may increase damage and risk.)

This facility was inspected under emergency conditions for:

_____
(Jurisdiction)

Inspector ID / Agency

_____
_____
_____

Do Not Remove, Alter, or Cover this Placard until Authorized by Governing Authority

UNSAFE

DO NOT ENTER OR OCCUPY
(THIS PLACARD IS NOT A DEMOLITION ORDER)

This structure has been inspected, found to be seriously damaged and is unsafe to occupy, as described below:

_____
_____
_____
_____
_____
_____

Do not enter, except as specifically authorized in writing by jurisdiction. Entry may result in death or injury.

Facility Name and Address:

_____
_____
_____

Date _____

Time _____

This facility was inspected under emergency conditions for:

_____
(Jurisdiction)

Inspector ID / Agency

_____
_____
_____

Do Not Remove, Alter, or Cover this Placard until Authorized by Governing Authority

ATC-20 Rapid Evaluation Safety Assessment Form

Inspection

Inspector ID: _____ Inspection date and time: _____ ☐ AM ☐ PM

Affiliation: _____ Areas inspected: ☐ Exterior only ☐ Exterior and interior

Building Description

Building name: _____

Address: _____

_____

Building contact/phone: _____

Number of stories above ground: ____ below ground: ____

Approx. "Footprint area" (square feet): _____

Number of residential units: _____

Number of residential units not habitable: _____

Type of Construction

☐ Wood frame ☐ Concrete shear wall
☐ Steel frame ☐ Unreinforced masonry
☐ Tilt-up concrete ☐ Reinforced masonry
☐ Concrete frame ☐ Other: _____

Primary Occupancy

☐ Dwelling ☐ Commercial ☐ Government
☐ Other residential ☐ Offices ☐ Historic
☐ Public assembly ☐ Industrial ☐ School
☐ Emergency services ☐ Other: _____

Evaluation

Investigate the building for the conditions below and check the appropriate column.

Observed Conditions:	Minor/None	Moderate	Severe
Collapse, partial collapse, or building off foundation	☐	☐	☐
Building or story leaning	☐	☐	☐
Racking damage to walls, other structural damage	☐	☐	☐
Chimney, parapet, or other falling hazard	☐	☐	☐
Ground slope movement or cracking	☐	☐	☐
Other (specify) _____	☐	☐	☐

Estimated Building Damage (excluding contents)

☐ None
☐ 0 –1%
☐ 1 –10%
☐ 10 – 30%
☐ 30 – 60%
☐ 60 – 100%
☐ 100%

Comments: _____

_____

Posting

Choose a posting based on the evaluation and team judgment. *Severe* conditions endangering the overall building are grounds for an Unsafe posting. Localized *Severe* and overall *Moderate* conditions may allow a Restricted Use posting. Post INSPECTED placard at main entrance. Post RESTRICTED USE and UNSAFE placards at all entrances.

☐ **INSPECTED** (Green placard) ☐ **RESTRICTED USE** (Yellow placard) ☐ **UNSAFE** (Red placard)

Record any use and entry restrictions exactly as written on placard: _____

_____

_____

Further Actions

Check the boxes below only if further actions are needed.

☐ Barricades needed in the following areas: _____

_____

☐ Detailed Evaluation recommended: ☐ Structural ☐ Geotechnical ☐ Other: _____

☐ Other recommendations: _____

Comments: _____

_____

ATC-20 Detailed Evaluation Safety Assessment Form

Inspection

Inspector ID: _____

Affiliation: _____

Inspection date and time: _____ ☐ AM ☐ PM

Final Posting
from page 2

☐ Inspected
☐ Restricted Use
☐ Unsafe

Building Description

Building name: _____

Address: _____

_____

Building contact/phone: _____

Number of stories above ground: ____ below ground: ____

Approx. "Footprint area" (square feet): _____

Number of residential units: _____

Number of residential units not habitable: _____

Type of Construction

☐ Wood frame
☐ Steel frame
☐ Tilt-up concrete
☐ Concrete frame
☐ Concrete shear wall
☐ Unreinforced masonry
☐ Reinforced masonry
☐ Other: _____

Primary Occupancy

☐ Dwelling
☐ Other residential
☐ Public assembly
☐ Emergency services
☐ Commercial
☐ Offices
☐ Industrial
☐ Other: _____
☐ Government
☐ Historic
☐ School

Evaluation

Investigate the building for the conditions below and check the appropriate column. There is room on the second page for a sketch.

	Minor/None	Moderate	Severe	Comments
Overall hazards:				
Collapse or partial collapse	☐	☐	☐	_____
Building or story leaning	☐	☐	☐	_____
Other_____	☐	☐	☐	_____
Structural hazards:				
Foundations	☐	☐	☐	_____
Roofs, floors (vertical loads)	☐	☐	☐	_____
Columns, pilasters, corbels	☐	☐	☐	_____
Diaphragms, horizontal bracing	☐	☐	☐	_____
Walls, vertical bracing	☐	☐	☐	_____
Precast connections	☐	☐	☐	_____
Other_____	☐	☐	☐	_____
Nonstructural hazards:				
Parapets, ornamentation	☐	☐	☐	_____
Cladding, glazing	☐	☐	☐	_____
Ceilings, light fixtures	☐	☐	☐	_____
Interior walls, partitions	☐	☐	☐	_____
Elevators	☐	☐	☐	_____
Stairs, exits	☐	☐	☐	_____
Electric, gas	☐	☐	☐	_____
Other_____	☐	☐	☐	_____
Geotechnical hazards:				
Slope failure, debris	☐	☐	☐	_____
Ground movement, fissures	☐	☐	☐	_____
Other_____	☐	☐	☐	_____

General Comments: _____

_____

Continue on page 2

ATC-20 Detailed Evaluation Safety Assessment Form — Page 2

Building name: _____ Inspector ID: _____

Sketch (optional)
Provide a sketch of the building or damaged portions. Indicate damage points.

Estimated Building Damage
If requested by the jurisdiction, estimate building damage (repair cost ÷ replacement cost, excluding contents).

- ☐ None
- ☐ 0–1%
- ☐ 1–10%
- ☐ 10–30%
- ☐ 30–60%
- ☐ 60–100%
- ☐ 100%

Posting
If there is an existing posting from a previous evaluation, check the appropriate box.

Previous posting: ☐ INSPECTED ☐ RESTRICTED USE ☐ UNSAFE Inspector ID: _____ Date:_____

If necessary, revise the posting based on the new evaluation and team judgment. *Severe* conditions endangering the overall building are grounds for an Unsafe posting. Local *Severe* and overall *Moderate* conditions may allow a Restricted Use posting. Indicate the current posting below and at the top of page one.

☐ **INSPECTED** (Green placard) ☐ **RESTRICTED USE** (Yellow placard) ☐ **UNSAFE** (Red placard)

Record any use and entry restrictions exactly as written on placard: _____

Further Actions Check the boxes below only if further actions are needed.

☐ Barricades needed in the following areas: _____

☐ Engineering Evaluation recommended: ☐ Structural ☐ Geotechnical ☐ Other: _____

☐ Other recommendations: _____

Comments: _____

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ESF 3 – APPENDIX 6. IDA FIELD DATA COLLECTION FORM

Oregon Emergency Management

INDIVIDUAL ASSISTANCE INITIAL DAMAGE ASSESSMENT (IDA) FIELD DATA COLLECTION FORM

For the purposes of this form, "Individual Assistance" may be thought of as potential assistance to individuals, families, and businesses which is tied to the structures they inhabit. This form is intended for use by local governments and their agents collecting IDA data on homes and businesses in the field. It may also be useful for collecting data being provided via "telephone-banks." The information collected on these forms should be summarized on the Initial Damage Assessment Summary Report Form.

JURISDICTION: _____ DATE: _____

AREA BOUNDARIES: North _____ East _____

West _____ South _____

STREET NAME: _____

Place a mark for each unit, and a diagonal line for every fifth unit. When assessing multi-family dwellings, and businesses co-located within one structure, make a mark for each individual unit within the appropriate category of damage. Where a dwelling or business is not damaged, but is significantly affected by the event (for example; no access, loss of potable water, anticipated long-term utility outage, etc.), place the mark for that unit in the affected row.

	Single Family Dwelling	Mobile Home	Multi-Family	Business	Total
Affected - Habitable					
Minor					
Major					
Destroyed					
Estimate % Insured					
Total					

INITIAL BY SUBMITTER: _____

ESF 3 – APPENDIX 7. INITIAL DAMAGE ASSESSMENT SUMMARY REPORT FORM

OREGON EMERGENCY MANAGEMENT

Initial Damage Assessment (IDA) Summary Report Form

OERS INCIDENT #: _____

JURISDICTION: NAME OF REPORTING OFFICIAL: _____

EMAIL: TITLE: _____

TELEPHONE: FAX: PAGER: _____

DATE AND TIME DATE AND TIME OF

OF THIS REPORT: START OF THE EVENT: _____

EOC/MACC ACTIVATED? DATE: TIME: _____

EOC/MACC CLOSED? DATE: TIME: _____

LOCAL EMERGENCY DECLARED?: DATE: TIME: _____

TYPE OF EMERGENCY: DESCRIBE THE GEOGRAPHIC BOUNDARIES (and attach a map if possible) _____

_____

DEATHS: INJURIES:

POP. STILL AT RISK:

CURRENT SITUATION AND EXISTING CONDITIONS_____

_____

IMPACTS OF THE DISASTER TO THE JURISDICTION:

IDENTIFY AND DESCRIBE CONDITIONS THAT CONSTITUTE A HEALTH OR SAFETY HAZARD TO THE GENERAL PUBLIC:

_____

_____

DESCRIBE THE POPULATION ADVERSELY AFFECTED DIRECTLY OR INDIRECTLY BY THE LOSS OF PUBLIC FACILITIES OR DAMAGES:

_____

_____

WHAT ECONOMIC ACTIVITIES ARE ADVERSELY AFFECTED BY THE LOSS OF PUBLIC FACILITIES OR DAMAGES?:

_____

_____

ACTIONS TAKEN/RESOURCES COMMITTED:

_____

_____

ASSISTANCE REQUESTED:
_____
_____

IDA Summary Report Form

Page 2

HOUSING COSTS & LOSS # $$s COMMENTS

Destroyed: _____ $_____ _____

Major damage: _____ $_____ _____

Minor damage: _____ $_____ _____

Affected habitable: _____ $_____ _____

"Second" homes: _____ $_____ _____

Personal property (not included above): _____ $_____ _____

Dollar loss estimate for housing: $_____

BUSINESS COSTS & LOSS # $$s COMMENTS

Destroyed: _____ $_____ _____

Major damage: _____ $_____ _____

Minor damage: _____ $_____ _____

Business interrupted: _____ $_____ _____

Dollar loss estimate for business: $_____

PRIVATE NONPROFIT COSTS & LOSS # $$s COMMENTS

Destroyed: _____ $_____ _____

Major damage: _____ $_____ _____

Minor damage: _____ $_____ _____

Service interrupted: _____ $_____ _____

Dollar loss estimate for PNPs: $_____

AGRICULTURE COSTS & LOSS # $$s COMMENTS

Crop loss (acres/$$s): _____ $_____ _____

Equipment lost/damaged: _____ $_____ _____

Livestock lost: _____ $_____ _____

Out-buildings damaged: _____ $_____ _____

Dollar loss estimate for agriculture: $_____

IDA Summary Report Form

Page 3

INFRASTRUCTURE

CITY(IES) COSTS & LOSS # $$s COMMENTS

A. Debris clearance: _____ $_____ _____

B. Protective measures: _____ $_____ _____

C. Transportation system damage:

Federal Aid System (FAS) _____ $_____ _____

non-Federal Aid System _____ $_____ _____

D. Water control facilities: _____ $_____ _____

E. Public buildings/equipment:

insured _____ $_____ _____

uninsured _____ $_____ _____

F. Public utility systems: _____ $_____ _____

G. Parks and other: _____ $_____ _____

Dollar loss estimate for the city(ies): $_____

SPECIAL DIST. COSTS & LOSS # $$s COMMENTS

A. Debris clearance: _____ $_____ _____

B. Protective measures: _____ $_____ _____

C. Transportation system damage:

Federal Aid System (FAS) _____ $_____ _____

non-Federal Aid System _____ $_____ _____

D. Water control facilities: _____ $_____ _____

E. Public buildings/equipment:

insured _____ $_____ _____

uninsured _____ $_____ _____

F. Public utility systems: _____ $_____ _____

G. Parks and other: _____ $_____ _____

Dollar loss estimate for special district(s): $_____

IDA Summary Report Form

Page 4

STATE FACILITIES COSTS & LOSS # $$s COMMENTS

A. Debris clearance: _____ $_____ _____

B. Protective measures: _____ $_____ _____

C. Transportation system damage:

Federal Aid System (FAS) _____ $_____ _____

non-Federal Aid System _____ $_____ _____

D. Water control facilities: _____ $_____ _____

E. Public buildings/equipment:

insured _____ $_____ _____

uninsured _____ $_____ _____

F. Public utility systems: _____ $_____ _____

G. Parks and other: _____ $_____ _____

Dollar loss estimate for state facilities: $_____

COUNTY COSTS & LOSS # $$s COMMENTS

A. Debris clearance: _____ $_____ _____

B. Protective measures: _____ $_____ _____

C. Transportation system damage:

Federal Aid System (FAS) _____ $_____ _____

non-Federal Aid System _____ $_____ _____

D. Water control facilities: _____ $_____ _____

E. Public buildings/equipment:

insured _____ $_____ _____

uninsured _____ $_____ _____

F. Public utility systems: _____ $_____ _____

G. Parks and other: _____ $_____ _____

Dollar loss estimate for county facilities: $_____

IDA Summary Report Form

Page 5

TOTALS - ALL GOVERNMENTS # $$s COMMENTS

A. Debris clearance: _____ $_____ _____

B. Protective measures: _____ $_____ _____

C. Transportation system damage:

Federal Aid System (FAS) _____ $_____ _____

non-Federal Aid System _____ $_____ _____

D. Water control facilities: _____ $_____ _____

E. Public buildings/equipment:

insured _____ $_____ _____

uninsured _____ $_____ _____

F. Public utility systems: _____ $_____ _____

G. Parks and other: _____ $_____ _____

Grand total estimate for all infrastructure in the jurisdiction: $_____

Estimated Total Dollar Cost to the Jurisdiction: $_____

(Grand total of housing, business, private nonprofit, agriculture, and infrastructure)

SIGNATURE OF SUBMITTING OFFICIAL:_____

TRANSMIT TO: Oregon Emergency Management

PO Box 14370 (3225 State St.)

Salem, OR 97309-5062

FAX: 503-588-1378 (24 hours)

TELEPHONE: 503-378-6377 (24 hours)

AMATEUR RADIO PACKET: KC7KFi, OKC7KFi.#Salem.or.usa.noam

(call sign KC7KFI) 3.993.5 & 7.228 (hf)

[Please notify OEM via telephone or radio prior to sending this form.]

INSTRUCTIONS FOR THE INITIAL DAMAGE ASSESSMENT SUMMARY REPORT FORM

GENERAL INFORMATION

Above all else, remember that the Initial Damage Assessment (IDA) Summary Report is an *estimate*. While accuracy is desirable, with this report give an edge to speed over accuracy.

Only those lines on the form which are not self-explanatory are further described in these instructions.

Counties should include in their IDA Summary Report to OEM damage and costs associated with the event throughout the county. Depending on how your county damage assessment method is established, this may include collecting IDA Summary Reports from the municipalities and special districts within the county, and summarizing their reports into one countywide report. State agency costs associated with the event, and the costs associated with repairs to damaged state facilities within your jurisdiction should also be included in the county report.

FIRST PAGE OF THE FORM

"Name of reporting official" is the name of the person filing the report. Her or his title goes on the line below.

Next to "EOC/MACC activated?", answer "Yes", "No", or "Partial." Note the date and time the EOC/MACC was first activated for this event. If the EOC/MACC has been closed, please note this as well. Next to the line "pop. still at risk", please estimate the *number* of people whose safety, health, and well-being are still at risk due to the emergency.

Please supplement this form, as needed, with additional information which further describes the situation, including maps, charts, field damage assessment forms, etc.

HOUSING

To the extent that it is made known, or can be effectively assessed, include the total estimated costs associated with damage to housing, whether insured or not insured. In the "comments" column, estimate the percentage of insurance in place for the losses which have been experienced, but do *not* expend *great* effort in attempting to establish insurance coverage during an initial damage assessment. These details can be collected later, if needed.

[Note: There is an exception which may require an effort to more accurately estimate insurance coverage inplace; "small disasters" may require collecting insurance information during the IDA in order that the Small Business Administration can make a decision on whether or not to dispatch personnel to Oregon to lead an SBA "damage survey."]

Determine the number of homes with minor and major damage, and the number destroyed. "Major" damage indicates those homes which are not habitable without costly or delayed repair. "Minor" damage refers to homes that are habitable with minor repair or clean-up. Include in the dollar cost estimates both repairs and clean-up. "Affected habitable" are homes which are not actually damaged and are habitable, but are affected in some way (for example: loss of potable water, loss of access road or bridge, etc.).

All "second" homes (vacation homes), no matter how affected, should be shown next to the line "second homes." Generally, potential disaster assistance programs do not apply to second homes.

Do not specifically seek personal property (contents) information, but where it is given, it may be included. If it is included with the dollar estimate assigned to "destroyed", "major", "minor", or "affected habitable," this is acceptable for the purposes of an initial damage assessment. If it is given as a separate amount, include this amount next to the line "personal property (not included above)", but try to avoid double-counting the house under the "#" column (i.e.: count the personal property under "#" only if not already included in an above category).

Include rental units in the assessment and note as such under "comments." Please note that rental homes should also be included as a "businesses" under that category.

The Local Emergency Program Manager may wish to solicit information about losses through appropriate press releases and telephone banks (see *Collecting Initial Damage Assessment Data by Telephone Bank*).

Keep a list of affected homeowners and how they can be reached.

BUSINESS

The process of collecting and analyzing information needed for businesses is different than that needed for housing, in large part because potential assistance programs have different criteria. Ideally, the IDA Summary Report should consider the total estimated disaster-related costs to businesses *and* whether or not these costs are insured.

Determine the number of businesses with minor and major damage, and the number destroyed. In the case of businesses, "destroyed" should be assigned to those businesses with 80% or greater uninsured losses, and "major" to businesses with greater than 40% uninsured losses *due to physical damage*. Businesses with lower percentages of uninsured physical damage should be shown as "minor." Include in the dollar cost estimates repairs, damage to or loss of inventory, and clean-up costs. In the "comments" column, report on your estimate of the overall percentage of insurance in place for the losses which have been experienced.

Like the housing category, the smaller the disaster, the more critical having a good estimate of insurance coverage in-place will be. Next to the line "business interrupted," show summary information on businesses which are *not damaged*, but are unable to operate because of the emergency conditions. If known, loss of business and increased operating expenses should be included under this category. Like above, in the "comments" column, estimate any insurance which is in place for interruption of business due to the disaster conditions. Make appropriate

clarifying comments. Consider trying to solicit information about losses through appropriate press releases and telephone banks (see *Collecting Initial Damage Assessment Data by Telephone Bank*). Assistance may also be obtained through local groups such as the chamber of commerce.

Keep a list of affected business people and how they can be reached.

PRIVATE NONPROFITS (PNPs)

Generally, for the purposes of initial damage assessment, private nonprofits (PNPs) should be treated similar to businesses because the potential assistance programs for the vast majority of PNPs are similar to those for businesses.

There are, however, a few exceptions. The most common ones are PNPs which offer their services to the *general public*, and meet the following categories: educational, utility, emergency service or facility including medical facilities, custodial care, museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, and rehabilitation facilities. PNPs meeting these specific categories should be shown under "infrastructure" on the IDA Summary Report (not under private nonprofit). This is due to the fact that they *may* be eligible for infrastructure assistance *if* there is a Presidential disaster declaration. Technically, PNPs are not special districts, but PNPs meeting the specific categories listed in the previous paragraph may be included with the special districts for the purposes of the IDA Summary Report. For example, PNP utilities (usually called "co-ops") should be included under "infrastructure, special districts, category F."

Determine the number of PNPs with minor and major damage, and the number destroyed. In the case of PNPs, "destroyed" should be assigned to those PNPs with 80% or greater uninsured losses, and "major" to PNPs with greater than 40% uninsured losses *due to physical damage*. PNPs with lower percentages of uninsured physical damage should be shown as "minor." Include in the dollar cost estimates repairs, damage to or loss of inventory, and clean-up costs. In the "comments" column, estimate an overall percentage of insurance in place for the losses which have occurred. Like the housing and business categories, the smaller the disaster, the more critical having a good estimate of insurance coverage in-place will be. Next to the line "service interrupted," show summary information on PNPs which are *not damaged*, but are unable to operate because of the emergency conditions. If known, loss of service and increased operating expenses should be included under this category. Make appropriate clarifying comments.

Like the previous categories, one may be able to obtain the needed information about losses through press releases and telephone banks. Keep a list of affected PNP points-of-contact and how they can be reached.

AGRICULTURE

Assessment of agricultural losses is usually led by the USDA County Emergency Board (CEB), which is typically comprised of county extension agents, soil and water conservation district representatives, and representatives of the Natural Resources Conservation Service (NRCS) and Farm Service Agency (FSA). Estimate the acres and dollars associated with crop loss; include with this figure the costs for replanting (if appropriate), reduced production due to the emergency, and the removal of debris from farm land. In the comments column next to crop loss, note the types of crops on those acres. When appropriate and factually defensible, projected crop losses may be included. Please do

not include a dollar amount for soil lost to erosion; while loss of productive soil is tragic, and while dollar equivalents probably could be developed, they should *not* be reflected on the IDA Summary Report.

Where it is *known* that damages will be covered by insurance, do not include this amount under dollar loss estimate. Do *not* expend *great* effort in attempting to establish insurance coverage during an initial damage assessment; these details can be collected later, if needed.

Keep a list of affected farmers and how they can be reached.

INFRASTRUCTURE

Note the number of sites and cost associated with the jurisdiction's efforts at debris clearance, and with measures taken to protect lives and property.

Note the number of sites and dollar estimates associated with transportation system damage (roads, bridges, etc.). Separate this information into those sites on the Federal Aid System (FAS), and those off the System (non-FAS).

Note the number of sites and estimated dollar costs associated with damage to water control facilities, public buildings and equipment, public utility systems, parks, etc. For public buildings and equipment, divide losses into insured/uninsured categories.

Please include the costs for special districts and state facilities located within your jurisdiction, but do not include damage to federal facilities under infrastructure. The category “county costs & loss” refers only to county facilities and county costs. The cumulative totals for all infrastructure within a county should be shown under “totals - all governments”, and a grand total estimate for the infrastructure category shown just above the “dotted” line.

ESTIMATED TOTAL DOLLAR COST

Add the estimated total dollar cost and loss figures from housing, business, PNP, agriculture, and infrastructure. Put the sum to the right of "Estimated Total Dollar Cost to the Jurisdiction."

TRANSMITTAL

The IDA. Summary Report should be submitted to Oregon Emergency Management in the format shown via fax or via PACKET amateur radio before mailing the original copy. Please call OEM by telephone or radio prior to sending the form.

Maintain a copy of the report for your files.

UPDATES

Updates should be provided to OEM as they become available. Updates should show *cumulative* figures.

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4 ESF 4 – Firefighting

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ESF 4 Tasked Agencies	
Primary Agencies	Deschutes County Fire Defense Board City and RFPD Fire Departments
Supporting Agencies	Deschutes County Emergency Services Deschutes County Road Department Deschutes County Sheriff's Office
Adjunct Agencies	City and RFPD Fire Departments in Deschutes County Mutual aid fire departments in other counties City departments/organizations Oregon Department of Forestry Oregon Emergency Management Oregon Office of State Fire Marshal Bureau of Land Management U.S. Forest Service

1 Purpose and Scope

This Emergency Support Function (ESF) annex provides information regarding coordinating firefighting equipment and personnel within Deschutes County for wildland, rural, or urban fires of an emergency or extraordinary nature.

2 Policies and Agreements

Individual mutual aid agreements for firefighting services are in place between Deschutes County and all local fire services in the County and with adjoining counties of Jefferson and Crook.

This annex also will be applied in coordination with the Oregon Fire Service Mobilization Plan and the County Community Wildfire Protection Plans (a cooperative effort among the county Emergency Management office, county Planning Department, Oregon Department of Forestry, and the fire services in the county). The plans were developed to reduce the risk of wildfire and improve forest health in the county.

3 Situation and Assumptions

3.1 Situation

- Deschutes County is subject to urban, rural, and wildland fires.
- Deschutes County is particularly subject to fires in the "Wildland/Urban Interface."
- Each fire agency in the county trains to handle most emergency situations within its jurisdiction through training with other fire departments that are shared through mutual aid agreements.

- The city and rural fire district fire departments in the county consist of:
  - Alfalfa Fire District
  - Bend Fire Department
  - Black Butte Ranch Rural Fire Protection District
  - Cloverdale Rural Fire Protection District
  - La Pine Rural Fire Protection District
  - Redmond Fire and Rescue
  - Sisters-Camp Sherman Rural Fire Protection District
  - Sunriver Fire Department

3.2 Assumptions

- Efficient and effective mutual aid among the various local, county, state, and federal fire agencies requires the use of the Incident Command System (ICS) together with compatible firefighting equipment and communications.
- Wheeled-vehicle access may be hampered by bridge failures, washed out roads, and landslides, making conventional travel to a fire location difficult or impossible. Aircraft/air support resources may be needed in those situations, provided airports are not impeded.

4 Concept of Operations

4.1 General

- Deschutes County's primary function during a fire is to provide notification, communications, logistical, and law enforcement support to the appropriate fire departments. Deschutes County is also empowered to declare a state of emergency, which can bring in more state and federal assistance.
- The fire service in the county is made up of multiple fire departments that have all been trained to respond to a myriad of emergencies. The fire services in the county coordinates its efforts through its municipal and rural fire district firefighting services, all which have mutual aid agreements with each other and the county Fire Defense Board. Fire services are also coordinated with the Office of State Fire Marshal, and State and Federal wildland fire agencies.

- The Fire Defense Board Chief helps coordinate the use of fire resources when there are multiple incidents.

- Emergency firefighting operations will be initiated by local fire agencies to the full extent of their resource capabilities. Additional resources can be requested by using mutual aid agreements, and are coordinated by the Fire Defense Board Chief when there are multiple events occurring at the same time.

- In order to protect life and property against the danger of fire, the Governor may order the firefighting forces and equipment of any firefighting organization in the state to assist anywhere in the state, under the State Conflagration Act.

- Requests for additional firefighting resources will be made in accordance with the existing mutual aid plans and agreements. If supplemental firefighting resources are needed, local officials will request resources through the Deschutes County Fire Defense Board Chief. The Deschutes County Fire Defense Board Chief may request assistance from the Office of State Fire Marshal (via the Conflagration Plan) under the Oregon Fire Service Mobilization Plan.

4.2 Urban/Rural Fires

- Rural fire districts and municipal fire departments have the primary responsibility for the suppression and control of fires within their respective fire protection jurisdictions. For those incidents requiring additional support, mutual aid agreements may be executed.

- The Oregon Fire Service Mobilization Plan is intended to deal with the growing problem of urban/wildland interface fires. This included the establishment of the State Fire Defense Board, made up of representatives from various fire defense districts throughout the state. This plan will be activated when local resources are becoming exhausted. The County will invoke a conflagration and request state fire resources through this plan.

- If an urban fire threatens or is likely to become a fire of major magnitude, assistance may be available from the federal government under an emergency declaration by the President. Requests for such assistance are handled through normal emergency management channels. Presidential requests are organized through Oregon Emergency Management, the Federal Emergency Management Agency (FEMA), the Oregon Department of Forestry and the Governor's Office.

4.3 Forest Fires/Wildland Fires

- Due to the intermingling of urban and forest areas, Deschutes County fire agencies participate in mutual aid with municipal and rural fire departments and may assist with available regular forces during a mobilization emergency. Through the Oregon Fire Service Mobilization Plan, ODF is capable of mobilizing a substantial response that includes communication equipment, incident management personnel, and other support services.

- The U.S. Forest Service (USFS) is responsible for protecting lands under in the Deschutes National Forest. Bureau of Land Management (BLM) has lands within Deschutes County and is responsible for protection of those lands. In Deschutes County, these lands are jointly protected under a joint USFS/BLM organization, Central Oregon Fire Management Services (COFMS).

- Due to the intermingling of urban and forest areas, the U.S. Forest Service, BLM, and ODF may participate in mutual aid agreements with municipal and rural fire departments and may assist with forces during a mobilization emergency to wildland fire events.

5 Direction and Control

- Command of fire operations will be in accordance with the National Incident Management System (NIMS) Incident Command System (ICS).

- A fire will typically be managed by the initial responding fire service, using an Incident Command Post (ICP) established at the scene of the fire. The local Fire Chief or designee remains as Incident Commander unless he/she transfers command to a higher authority or requests that a Unified Command be established.

- If the fire emergency becomes too large to be effectively managed from an ICP, a city or county Emergency Operations Center (EOC) may become activated to provide support for the ICP. Depending on the situation, the County Mobile Command Post may be used and brought closer to the incident. Deschutes County 9-1-1 will coordinate efforts also within the Central Oregon Interagency Dispatch Center (COIDC) that is located in Pineville (Crook County), COIDC provides wildland fire dispatch services for State and Federal fire agencies.

- Deschutes County 911 may assist in dispatching mutual aid partners if requested. Most resources are automatically sent via 9-1-1 due to fire agreements that are already in place.

- Each agency/organization will perform their duties in accordance with their own plans and procedures.

6 Activities by Emergency Management Phase

6.1 Mitigation

- Deschutes County Forestry Department will continue to maintain the Community Wildfire Protection Plans and the coordination among the county, ODF, USFS, BLM, and fire services for fuel reduction and fire prevention.
- Deschutes County will assist the fire services with community outreach programs to educate county residents and visitors on fire prevention and safety.

6.2 Preparedness

- County Emergency Management and city governments will facilitate the use of mutual aid agreements for fire services in the county.
- Fire departments should test and maintain firefighting response equipment and procedures. Fire Departments are also attempting to train together to make mutual aid response seamless.
- Deschutes County 9-1-1 will maintain communications capability to support response efforts for receiving fire notifications and dispatching personnel and equipment. COIDC also plays an ancillary role during fire season.
- Deschutes County and municipalities will continue efforts to coordinate with the Sheriff's Office Search and Rescue (SAR) team to have evacuation plans for their jurisdictions to enhance public protection. Deschutes County relies heavily on SAR for pre-evacuation and evacuation actions.

6.3 Response

- The county 911 Manager will staff and operate the Emergency Communications/911 system.
- On becoming aware that a fire emergency exists, Deschutes County 9-1-1 will notify the appropriate fire department and advise them of the circumstances. When necessary, the Incident Commander will maintain close coordination with county Emergency Management.

- Firefighting personnel at the scene will coordinate with other emergency response and mutual aid personnel to assure that necessary operations are undertaken to fight the fire and protect life, infrastructure, the environment, and property.
- As soon as possible, Unified Command will be established in multi-agency incidents.
- The county EOC may be activated in circumstances that require the additional support and resource management. Deschutes County can also respond with a mobile command post to work closer to the incident and command staff.
- When a fire emergency exists in the county that is beyond the capability of the fire agency and mutual aid system, the Fire Defense Board Chief will request that the Office of State Fire Marshal provide support under the State Fire Service Mobilization Plan. If the Office of State Fire Marshal determines that a fire emergency exists, he/she can advise the Governor of the conditions and request that the State Conflagration Act be invoked. When authorized by the Governor, the Office of State Fire Marshal may order support from other fire service agencies to respond and assist.
- A multi-agency coordination center (MACC) will be established if there are multiple events occurring or competition is high for resources. Any fire chief or EM can ask for the MACC to be activated.

6.4 Recovery

- Deschutes County fire agencies will ensure that the local agencies have accounted for all fire and law enforcement personnel.
- The responding agencies will advise the public when the situation has been terminated. If an evacuation took place, they will provide appropriate instructions to returning evacuees.
- The Deschutes County Sheriff's Office will assist with traffic control for returning evacuees in unincorporated areas of the county. The County will coordinate with police departments for traffic control if the incident is within a city boundary.
- Deschutes County will participate with fire agencies if a post-incident review is held.
- If the wildland fire becomes a FEMA fire – all appropriate agencies will be asked to participate in the cost recovery workshop for fire cost recovery.

7 Organization and Assignment of Responsibilities

7.1 General

The fire service in the county coordinates its efforts through its municipal and rural fire district firefighting services, many of which have mutual aid agreements between them. Deschutes County fire agencies have a master agreement with the County Fire Defense Boards, the Office of State Fire Marshal, and forestry departments and associations, the United State Forest Service and the Bureau of Land Management.

7.2 Task Assignments

7.2.1 Local Fire Agencies	
	Command firefighting forces and direct all responding support forces operating within the incident. Establish the initial ICS structure. Call on mutual aid resources as necessary.
	Maintain communications with County 9-1-1.
	Provide fire information to the media and public if appropriate.
	Maintain communications and liaison with other agencies affected by the incident, whether it be a fire or hazardous materials incident.
	Develop an Incident Action Plan.
	Notify EOC and/or county Fire Defense Board Chief if/when local firefighting efforts will be overwhelmed and additional state support will be needed.
	In multi-agency fires, establish Unified Command.

7.2.2 County Fire Defense Board Chiefs	
	Assist in activation and operation of the county Emergency Operations Center (EOC) or the Mobile Command Post.
	Coordinate the planning and response strategies for firefighting capabilities within Deschutes County.
	Coordinate fire service response to address the needs at the emergency scene and assure protection for the rest of the county.
	Analyze fire service resource needs and request assistance from agencies not covered under mutual aid agreements.
	Recommend invocation of State Conflagration Act from the Office of State Fire Marshal if required.
	Assign a liaison to work with fire officials from other affected

7.2.2 County Fire Defense Board Chiefs	
	jurisdictions.
	Provide information and advice to the Board of County Commissioners.
	Coordinate with the county Public Information Officer for dissemination of fire-related information. The Fire Defense Board Chief may or may not be the spokesperson for a single incident, but could address the big picture issues and information.

7.2.3 Deschutes County Emergency Services	
	Assist in activation and operation of county Emergency Operations Center (EOC) or Mobile Command Post.
	Act as a liaison between responder agencies (local, state, and federal), other governmental agencies, and non-governmental organizations.
	Assist in the coordination of logistics to support fire control operations.
	Advise the Board of Commissioners regarding emergency conditions.
	Maintain contact with Oregon Emergency Management and provide information regarding the incident(s).
	Prepare the county's emergency plans.
	Participate in Unified Command.

7.2.4 Deschutes County Sheriff's Office	
	Coordinate or assist in law enforcement response to provide traffic and crowd control at fire/HazMat scene (see ESF 13, Public Safety and Security).
	Coordinate or assist in law enforcement response to provide traffic and crowd control at fire/HazMat scene (see ESF 13, Public Safety and Security).
	Assist in staffing an incident management team for Deschutes County when necessary.
	Participate in Unified Command.
	Serve as the lead in warning and evacuation of the public as conditions require.
	Assist in the development and dissemination of emergency information as requested.

7.2.5 Deschutes County Road Department	
	Assist in traffic and crowd control by providing signs, barriers,

7.2.5 Deschutes County Road Department	
	equipment, and personnel.
	When requested, provide heavy equipment to assist in fire control operations.
	When appropriate – participate in Unified Command.

7.2.6 Deschutes County Health Services	
	Coordinate with state agencies to assess environmental impact and threat to public health.
	Assist in the development of emergency information related to human services.
	When appropriate, participate in Unified Command.

7.2.7 American Red Cross	
	Establish shelters when needed and participate in Unified Command when needed.

8 Administration and Support

- The Deschutes County Fire Defense Board Chiefs, along with other county emergency response representatives, will support firefighting in the county.
- Staff support and equipment will be provided as appropriate by agencies supporting the fire control function.
- Each agency involved will be responsible for documenting all activities, personnel, and equipment deployed, decisions made, and other information required for evaluation of the response and cost accounting.

9 ESF Development and Review

Deschutes County Emergency Services will work in collaboration with the county Fire Defense Board Chiefs to ensure that this annex is reviewed on an annual basis and updated as needed.

10 Supporting Plans and Procedures

- National Response Framework, ESF 4 – Firefighting
- State Emergency Operations Plan, ESF 4 - Firefighting
- Oregon Fire Service Mobilization Plan, 2008, Oregon Emergency Management.

- Deschutes County Community Wildfire Plans.

11 Appendices

None at this time.

5 ESF 5 – Emergency Management

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ESF 5 Tasked Agencies	
Primary Agencies	Deschutes County Emergency Services
Supporting Agencies	Deschutes County Sheriff's Office Deschutes County 911 Deschutes County Counsel Deschutes County Health Services Deschutes County Personnel Department Deschutes County Administrative Services Deschutes County Finance Department Deschutes County Road Department Deschutes County Community Development Deschutes County GIS (IT) Department
Adjunct Agencies	City Managers, City Councils American Red Cross Oregon Emergency Management Federal Emergency Management Agency

1 Purpose and Scope

This Emergency Support Function (ESF) annex provides a description of the process used to coordinate emergencies, especially at the county Emergency Operations Center (EOC/MACC).

2 Policies and Agreements

None identified at this time.

3 Situation and Assumptions

3.1 Situation

In order to provide the most effective response to an emergency, all efforts should be coordinated through a central office. The Deschutes County Emergency Operations Center (EOC/MACC) has been designated as the base for most emergency management activities, when appropriate. In the majority of instances the EOC/MACC will serve as a Multi-Agency Coordination Center (MACC) to support county-wide coordination of emergency management efforts.

The EOC/MACC has been established to provide a central location for the support and management of an emergency or disaster in Deschutes County. The EOC/MACC setting provides for face-to-face communication among the members of the Emergency Management Organization (EMO), as Unified Command, and others who may be asked to participate in the decision making process. It also provides a setting in which all decision makers receive the current status on the emergency situation.

3.2 Assumptions

The response activities presented are applicable to all emergency situations and all hazards and will provide adequate direction for proper emergency management.

By coordinating operations off-scene at an EOC/MACC, decision makers will have a greater tendency to get an overall view of the situation, rather than a limited view of one area or aspect of an emergency or disaster. Ideally, this center will create an atmosphere in which to make better decisions. The EOC/MACC's focus is to support on-scene operations and provide coordination during multiple incidents or incidents that are highly complex. Generally tactical decisions are not made in the EOC/MACC.

4 Concept of Operations

4.1 General

The EOC/MACC is the key to successful response operations. With decision-makers together at one location, manpower and resources can be utilized more effectively. Coordination of activities will ensure that all tasks are accomplished with little duplication of effort.

Deschutes County Emergency Services is responsible for implementing the emergency management program in Deschutes County. During an emergency or disaster the Emergency Manager and the Unified Command will establish the broad emergency response goals for implementation by response agencies and others. The Sheriff has final decision-making authority among county officials when there are disagreements about the appropriate course of action.

The Emergency Manager is responsible for seeing that the emergency response activities of EMO agencies are coordinated, the internal operation of the EOC/MACC, overall resource management, coordinating damage assessment and emergency reporting activities, and coordinating updates to the emergency operations plan and annexes.

Fire service agencies will usually be in command on-scene for incidents involving fires, explosions (potential explosion), and hazardous materials incidents. Law enforcement will take the lead during the investigation phase.

4.2 Phases of Emergency Management

4.2.1 Mitigation and Preparedness

- Develop the EOC/MACC plan.
- Develop adequate communication capabilities.

- Instruct officials on EOC/MACC operations.

4.2.2 Response

- Activate the EOC/MACC as necessary.
- Coordinate with all involved agencies and jurisdictions.
- Initiate response activity.
- Coordinate all support operations through the EOC/MACC.

4.2.3 Recovery

- Continue response operations as needed.
- Provide damage assessment for county operations and assist other jurisdictions if requested.
- Begin recovery activities.
- Release unnecessary personnel and begin to deactivate the EOC/MACC.

4.3 Execution

During an activation of the EOC/MACC, the EMO will provide the Deschutes County 9-1-1 Center with the information to assist in determining which incoming calls to pass to the EOC/MACC.

The EMO will also inform the 9-1-1 Center about their role in directing citizen calls to the public information telephone numbers (also see ESF 15, External Affairs).

Each person in the EOC/MACC should maintain a log of decisions made and the reasons for the decision. The log need not be formal or lengthy, but it is important to establish a legal record of the actions of the Emergency Management Organization. At the conclusion of the emergency/disaster all log entries are to be compiled into one master record of the event. This function should be performed by the Planning Section if staffed. The master record must be maintained as required by law.

Following EOC/MACC activation, the Incident Commander will designate individuals to collect and record field information for analysis and dissemination by the appropriate EMO members. Ideally, a SitStat and Re-Stat Unit will be established within the Planning Section.

To assist in this effort, the following guidelines should be considered:

- The following maps should be displayed or available at the EOC/MACC:

- State of Oregon map
- Deschutes County map
- Block maps for fire dispatch
- Appropriate city maps (all cities' maps should be on hand)

- Only information that is pertinent should be plotted. Information plotted on maps should give a comprehensive picture of field operations being reported by the Incident Command Post(s) and others.
- Information may be plotted by use of acetate overlays and crayon or by pin symbols or via GIS software and display in the EOC.
- Information plotted should be referenced with "time of plot" in order to assure relevancy of data.
- Consideration should be given to the plotting of the following information:
  - Location and type of all incidents
  - Condition of roads and bridges
  - Factors which are affecting vehicular movement (e.g.: roadblocks, landslides, stalled vehicles, floodwater)
  - Locations of field units, security or safety perimeters, hazard area, Incident Command Posts, etc.

5 Direction and Control

5.1 General

If the EOC/MACC is activated, normally incident management will shift from an already established on-scene Incident Command Post (ICP) to the EOC/MACC. In many cases there will be good reason to maintain an ICP on-scene and to delegate substantial decision making authority to it.

In a county-wide disaster or emergency, there may be several on-scene ICPs. These ICPs will coordinate their response activities and resource utilization with the Deschutes County emergency management organization, at the EOC/MACC if activated.

- When the EOC/MACC is activated due to an emergency, the members of the emergency management organization will be expected to immediately report to the EOC/MACC.

- The emergency management organization may be activated upon warning of impending emergency or occurrence of an emergency or disaster by the Board of Commissioners, the Sheriff, the Emergency Manager, other agency heads (fire or police chiefs), or their pre-designated alternates.

5.2 EOC/MACC Activation

The EOC/MACC may be activated at the request of the responders, or by one of the following: the Board of Commissioners, the Sheriff, the Emergency Manager, or their alternates or successors.

Once the decision has been made to activate the EOC/MACC, all required members of the Emergency Management Organization will be expected to report to the EOC/MACC.

If the disaster is affecting municipal jurisdictions of Deschutes County, it is expected that each affected jurisdiction will send a representative to the EOC/MACC. This individual will act as a liaison for their city or jurisdiction's resources and personnel during the emergency, and will coordinate relief efforts for that city or jurisdiction. The person responding to the MACC as the agency representative must have the authority to make decisions for that jurisdiction. If possible, the cities may elect to open their own EOC or coordination center. In these cases it will be necessary to maintain communications between the County EOC/MACC and these other command/coordination centers. A county representative will go to each activated EOC if staffing permits.

If possible, the operational period should be 12 hours. This allows for staff to rotate and get rest which becomes increasingly important in a sustained operation. There should be at least a 30-minute overlap of personnel to allow for outgoing staff to brief incoming staff. Shift changes can be staggered between agencies to allow for more continuity in EOC/MACC operations.

The following guidelines will assist in activation of the EOC/MACC facility:

- Determine the need for EOC/MACC activation:
  - Has a jurisdiction requested County EOC/MACC activation?
  - Are multiple jurisdictions involved?
  - Are there multiple incidents?
  - Is the emergency situation beyond the capabilities of a jurisdiction's ability to respond?
  - Has a jurisdiction requested county assistance beyond the scope of normal mutual aid?
  - Has the emergency situation become county-wide or regional?

- Is the county beginning to stress its personnel and resource base?

Clearly many emergencies, though relatively minor in scope, would elicit county response. Deschutes County departments may provide resources to municipal jurisdictions without EOC/MACC activation, and without assuming responsibility for incident command.

- Upon deciding to activate the County EOC/MACC, call in members of the emergency management organization, their alternates, and other personnel needed to staff the EOC/MACC.
- Personnel Activation Guidelines:
  - The EMO has the authority to involve any or all county personnel in the response to a disaster or emergency.
  - If the Board of Commissioners declares a local state of emergency to exist, or declares a disaster, this declaration may, as permitted by law and/or contract, nullify leaves and vacations, subject to the direction and control of the Board of Commissioners or the County Administrator.
  - The Commissioners or County Administrator will advise all department heads of the existence of emergency conditions and the suspension of employee leave where authorized, if necessary.
  - Each county department head who is normally involved in emergency response is identified in the call lists of this plan.
- The emergency management organization will conduct emergency response operations and refer to this plan as a guideline.

5.3 Incident Command System

On-scene emergency response to an incident will likely involve a variety of local, state, federal and private sector resources. No single agency will have the necessary resources to carry out all response activities. In addition, there may be overlapping authorities and responsibilities. Because speed is so important during an emergency, coordination must clearly come from one source. A centralized command structure will be needed on-scene. If an incident is major, the Emergency Management Organization (EMO) can assist in providing resources and information to on-scene responders, disseminate alert and warning information, communications assistance, public information, off-scene Public Information Officer (PIO), and other forms of assistance.

In an emergency, or if an incident is one part of a county-wide disaster, the Emergency Operations Center (EOC/MACC) will likely be activated, and the

response agencies will provide the off-scene command structure. When the EOC/MACC is activated, direction and control will remain on-scene and support for the incident will come from the EMO at the EOC/MACC.

An organizational chart of the Deschutes County Command structure is found in Appendix 1 of this ESF.

6 Organization and Assignment of Responsibilities

6.1 General

Emergency operations will be conducted by local agencies augmented as required by trained auxiliaries, volunteer groups, and agencies supplied through mutual aid agreements. State and/or federal support will be requested if a disaster situation so dictates. Except for resources covered by mutual aid, all state and federal resources must be ordered through County Emergency Management to Oregon Emergency Management.

Deschutes County has established the Emergency Management office as part of the Sheriff's Office. The Oregon Revised Statutes gives the Deschutes County Board of Commissioners the authority for emergency management in the county and they have in turn given the responsibility for the management to the Sheriff's Office. This responsibility has been delegated to the Sheriff, who has in turn assigned an Emergency Manager to perform the day-to-day duties and responsibilities.

Through ORS 401.305 to 401.335, Deschutes County Emergency Services has been granted the authority to implement the guidance of this plan, and to direct activities which allow Deschutes County to mitigate, prepare for, respond to, and recover from major emergencies or disasters.

6.2 Task Assignments

6.2.1 Deschutes County Emergency Services	
	Provide daily implementation of county emergency management program.
	Provide public information as needed.
	Other responsibilities as described throughout this plan.
	Obtain clerical support for the EOC/MACC.
	Obtain legal guidance through County Counsel.
	Coordinate with Federal agencies to procure emergency financial assistance to disaster victims with federal, state, and volunteer agencies.

6.2.1 Deschutes County Emergency Services	
	Submit emergency reports to Oregon Emergency Management.
	Coordinate emergency management activities in Deschutes County.
	Manage operations in the EOC/MACC upon activation.
	Coordinate the response activities of the emergency management organization after EOC/MACC activation.
	Lead the annual review of the Emergency Operations Plan (EOP) and revise as needed.
	Conduct annual Emergency Operations Plan (EOP) exercises.
	Coordinate with the American Red Cross for evacuee assistance.

6.2.2 Fire Defense Board	
	Responsible for coordinating the activities of local fire service agencies in Deschutes County.
	Assist law enforcement personnel in evacuations.
	Provide an organized force that can assist the Deschutes County emergency management organization by being on-call 24 hours per day to respond or assist in response to any emergency the jurisdiction might face.
	Lead in vehicle and building rescue efforts. Assistance will be provided by law enforcement agencies and public works agencies in this area.
	Assist with incident site severity (fire/HAZMAT/other).
	Serve as art of Unified Command communications coordination.
	Other responsibilities as described throughout this plan. See ESF 4 – Firefighting.

6.2.3 Deschutes County Sheriff's Office	
	Serve as part of the Unified Command.
	Initiate and direct alert and warnings operation in Deschutes County via the Emergency Manager.
	Provide security for vital county facilities.
	Direct Search and Rescue (SAR). See ESF 9 – Search and Rescue.
	In coordination with county fire agencies, provide inter-agency communications coordination.

6.2.3 Deschutes County Sheriff's Office	
	Coordinate and provide crowd and traffic control efforts.
	Coordinate and perform evacuation operations.
	Provide assistance to local fire service agencies in rescue operations.
	Other responsibilities as described throughout this plan.

6.2.4 Deschutes County 9-1-1	
	Serve as county warning point and disseminate emergency information via the EPN and EAS. Receive warning information from NAWAS, telephone, radio, and other means and disseminate as necessary. See ESF 2 – Communications.

6.2.5 Deschutes County Health Services	
	The County Health Administrator will work with the American Red Cross Manager and others to obtain basic health care needs, counseling services and other mental health services for disaster victims at emergency housing facilities and other locations.
	Assign a sanitarian during an emergency or disaster if needed.
	Direct emergency immunization programs, as needed.
	Direct vector control operations.
	Obtain mental health services for disaster victims.
	Perform Medical Examiner duties as outlined in ESF 8, Public Health and Medical Services.
	Other responsibilities as described throughout this plan. See ESF 6 – Emergency Assistance, Housing and Human Services and ESF 8 – Public Health and Medical Services.

6.2.5 Deschutes County Road Department	
	Responsible for directing County Road Department resources and activities. The County Road Department Manager will coordinate the repair and restoration of roads, bridges, and public facilities including critically important utilities and will work with other public works agencies to clear debris and conduct post-emergency inspections of damaged structures. See ESF 3 – Public Works and Engineering.
	Direct emergency solid and sanitary waste disposal operations.
	Be the county government liaison with the cities' Public Works departments and with utility companies following an emergency or

6.2.5 Deschutes County Road Department	
	disaster, especially in the matter of restoring service.
	Coordinate the repair of roads and public facilities following an emergency or disaster.
	Assist law enforcement agencies with detours and traffic control during an emergency or disaster.
	Coordinate the clearing of debris and demolition of unsafe structures following a disaster.
	Assist fire service, law enforcement, and ambulance agencies with rescue activities by providing or obtaining equipment for heavy rescue activities.
	Other responsibilities as described throughout this plan.

6.2.6 Deschutes County Community Development Department	
	Will be called, along with the County Assessor, into the EOC/MACC to assist with damage assessment and emergency reporting activities, as needed. See ESF 3 – Public Works and Engineering and ESF 14 – Long-Term Community Recovery.

6.2.7 American Red Cross	
	Coordinate emergency housing, shelter, and feeding operations for persons in reception and care facilities.
	Conduct a shelter registration program during major emergencies or disasters for evacuated citizens.
	Recruit and train additional volunteers, if needed.
	Provide food to disaster workers.
	Establish a welfare inquiry service following an emergency or disaster.
	Assist Community Development with the Initial Damage Assessments.
	Other responsibilities as described throughout this plan. See ESF 6 – Mass Care, Emergency Assistance, Housing and Humans.

6.2.8 Incorporated Cities	
	If requested and possible, any incorporated city involved in an emergency or disaster will send a representative to the County EOC/MACC to act as a liaison between the city and the county for resources and response activities.
	If serving as a “MACC” representative they must have the authority to

6.2.8 Incorporated Cities	
	speak for the jurisdiction and assign resources.

6.2.9 Amateur Radio Emergency Services (ARES)	
	Will be asked to assist the Emergency Management Organization with emergency communications both within Deschutes County, other jurisdictions within the County, and with other locations outside the county.
	ARES can elicit assistance from HAMs throughout the county in order to establish an emergency communications network supplemental to ordinary county emergency communications capabilities.

6.2.10 School Districts	
	Assist the Emergency Management Organization with filling emergency transportation needs within Deschutes County.
	Assist Red Cross in providing space for emergency shelters when available.

7 Administration and Support

During an emergency, it will be necessary for every member of the Emergency Management Organization to make difficult choices between competing requests for the same resources.

The Deschutes County Emergency Management Organization (EMO) has the authority, under emergency conditions, to establish priorities for the assignment and use of all resources on a county-wide basis. These resources include manpower, food, water, health and medical services, fuel, electric power, transportation, and other items and services. Most of these decisions will be made by the Unified Command or representatives in the MACC.

The Emergency Manager or appointed assistant will assist in coordinating:

- Providing the EMO with a timely inventory of needs and commitments (Planning Section).
- Serving as a primary point-of-contact for resource requests from the EMO, county departments, cities, and the general public.
- Serving as a liaison between private sector resource providers, such as contractors, and the Emergency Operations Center (EOC/MACC).

- Where essential utilities are interrupted, working with the County Public Works Department Director and appropriate public and private agencies to return the utilities to an operational status.
- Identifying those public facilities essential to the life of the community, and providing for the repair and restoration of such vital facilities.
- Coordinating citizen appeals for assistance. Citizens should be given information about how to make these requests via the radio and television stations shown in EFS 15 – External Affairs.
- Obtaining other available resources by calling on neighboring jurisdictions with whom there is an agreement.
- Should the emergency situation be of such magnitude that all local resources are committed or expended, requests for outside assistance must be made to Oregon Emergency management for additional state and federal resources.
- A Local Emergency Declaration or Disaster Declaration Request will be processed if appropriate for a specific location or for the entire county. (see Appendix A to Basic Plan).
- An inventory of resources and contact persons appears in ESF 7 – Logistics Management and Resource Support.
- Housing, shelter, and feeding resources appear in ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services.
- In situations where resource allocations are in dispute, the Sheriff will have the final allocation authority, subject to the direction and control of the county Board of Commissioners/County Administrator for county resources.

8 ESF Development and Maintenance

At a minimum, this ESF will be formally reviewed and updated every two years or as necessary after an event or exercise. This development and maintenance will be coordinated by Deschutes County Emergency Services and will include participation by all agencies that have a supporting role.

9 Supporting Plans, Procedures and Information

- National Response Framework, ESF 5 – Emergency Management
- State Emergency Operations Plan, ESF 5 – Emergency Management

10 Appendices

- Appendix 1 – Deschutes County Command Structure Organizational Chart (to be developed)

ESF 5 – APPENDIX 1. DESCHUTES COUNTY COMMAND STRUCTURE ORGANIZATIONAL CHART

[TO BE DEVELOPED]

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6 ESF 6 – Mass Care, Emergency Assistance, Health and Human Services

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ESF 6 Tasked Agencies	
Primary Agencies	Deschutes County Emergency Services Deschutes County Health Services American Red Cross (ARC)
Supporting Agencies	Deschutes County Community Development Deschutes County Fair and Expo Center Deschutes County Sheriff's Office
Adjunct Agencies	City departments/organizations School Districts Oregon Department of Human Services, Public Health Division Federal Emergency Management Agency U.S. Department of Agriculture Hospitals and Clinics Hotels Transportation companies and transport services Veterinarians Volunteer Organizations Pet Evacuation Team Veterans' Organizations Non-Profit Social Service Agencies Central Oregon Police Chaplaincy (COPC)

1 Purpose and Scope

This Emergency Support Function (ESF) annex provides information regarding the provision of mass care and general emergency assistance for persons in Deschutes County affected by an emergency. Services addressed by this ESF include:

- Provisions for shelter.
- Provisions for feeding.
- Bulk distribution of emergency relief supplies such as food, water, clothing, and material needs.
- Assistance for short-term and long-term housing needs.
- Assistance with household pets and service animals.
- Assistance with general human services, such as specialized services for Special Needs (vulnerable) populations, assistance with personal transportation, and crisis counseling.

2 Policies and Agreements

- The American Red Cross (ARC), Deschutes County Chapter maintains agreements with potential, inspected, pre-arranged shelters throughout the county. Requests for shelter activation will be directed to the Red Cross Chapter.
- Activation of the EOC/MACC is not a requirement for requests for sheltering assistance. The American Red Cross may receive requests from Fire, Law Enforcement and other governmental agencies, and may open shelters as the need is made evident.
- ARC staff may not assist with decontamination. Contaminated persons will not be allowed in shelters. If Shelter Managers report contaminated people presenting at shelters the Mass Care Branch Chief should request the assistance from the Fire/HazMat Branch.
- Persons not able to perform "activities of daily living" and those needing medical care or specialized medical equipment or oxygen are admitted when accompanied by their caregiver, otherwise they will be routed to an appropriate alternate care site or facility.
- Regarding disabled and frail populations please refer to Appendix 2.

3 Situation and Assumptions

3.1 Situation

- Facilities may be needed in Deschutes County for both the direct effects and indirect effects of an emergency.
- Events that may require the opening of shelters include: evacuation, for any reason; extreme weather; utility disruption; relocations from threatened communities outside the county.
- Mass care facilities are facilities for basic life supporting needs, shelter and food.

3.2 Assumptions

- Although local government has the overall responsibility, the American Red Cross will manage and coordinate shelter/mass care operations within their capability.
- Until such time that the Red Cross arrives on-scene, local government will manage and coordinate all shelter/mass care activities.

- Other professional/volunteer organizations which normally respond to emergency/disaster situations will do so.
- Assistance from outside Deschutes County through mutual aid agreements and from state and federal level emergency agencies will be available.
- Facilities planned for shelter/mass care use will be available at the time of need.
- Experience has shown that under localized emergency conditions, a high percentage (50 percent or more) of evacuees will seek lodging with friends or relatives rather than go to established facilities. In the event that evacuees go to shelters other than those established by local authorities, they must be advised to check in with the shelter registrars for accountability purposes.
- Essential public and private services in reception areas will be continued during a mass care situation. Normal activities in some schools and churches may have to be curtailed or discontinued.
- 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.

4 Concept of Operations

4.1 General

- The County Commissioners have the overall authority for ensuring the protection and welfare of citizens residing in Deschutes County.
- In cooperation with volunteer disaster assistance organizations, Deschutes County will make available shelter and lodging for people displaced from their residences, as available.
- The American Red Cross 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.
- In some disasters, the federal government may be requested to provide emergency housing. 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 those left homeless as a result of the disaster.

4.2 Phases of Emergency Management

4.2.1 Mitigation

- Encourage shelter considerations in architectural design.
- Identify volunteer groups.
- Develop shelter/mass care capability.

4.2.2 Preparedness

- Identify mass care facilities (temporary lodging and emergency feeding sites) and protective shelters.
- Obtain cooperation of facility owners for use as mass care facilities and protective shelters.
- Train facility/shelter managers.
- Coordinate training and communication procedures.
- Coordinate responsibilities with other agencies and/or volunteer groups.
- Identify population groups requiring special assistance during an emergency (i.e., senior citizens, disabled) and ensure assistance is provided. See Appendix 2.

4.2.3 Response

- Open and staff shelters/mass care facilities.
- Provide food and clothing as needed.
- Maintain communications between facilities and EOC.
- Assist registration of evacuees/victims.
- Provide information for victims needing additional services.
- Provide emergency public information updates during the event.

4.2.4 Recovery

- Deactivate shelters/mass care facilities as necessary.
- Assess continued human needs of victims.

- Inform public of extended care availability and restoration procedures.
- Coordinate post-disaster housing needs.
- Coordinate with State and Federal officials on location of Disaster Recovery Center (DRC).

4.3 Mass Care, Emergency Assistance, Lodging/Shelters, and Feeding Sites

Mass care includes activities such as the registration of evacuees, the opening and management of temporary lodging facilities and shelters, and the feeding of evacuees and workers through both mobile and fixed feeding sites.

4.3.1 Notification

- To request shelter assistance notify Deschutes County Chapter of the American Red Cross at 541.382.2142.
- ARC notifies pre-arranged shelter sites and selects shelters based on events, locations and numbers anticipated.
- ARC attends to the management and staffing of their shelters with pre-trained volunteers.
- ARC will notify the media, the 9-1-1 Center and the Emergency Services Coordinator of the shelter locations. If the EOC/MACC is activated the EOC/MACC PIO can provide additional assistance with the media.

4.3.2 Registration

Red Cross will assist local government in the registration of evacuees, and as applicable, will coordinate information with appropriate government agencies of those evacuees who are housed in Red Cross Shelters.

4.3.3 Shelter-in-Place

In some cases, when an emergency or disaster strikes, it may be in the best interest of the public to have persons take shelter in their own homes. By not moving them you may be able to best protect them by not moving them through a more hazardous area than they are currently in. (Also see Support Annex 2, Evacuation and Shelter-in-Place.)

4.3.4 Temporary Lodging/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 limited possibility of the threat extending to the mass care facility.

The best available facilities will be selected from the lists in the appendices or from lists maintained by the Red Cross. Specific care must be given to ensure that designated facilities are suitable for lodging institutionalized or special needs groups. Agreements for use of 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. Upon Red Cross arrival, they will be responsible for meal planning, coordination of mobile feeding, identifying feeding sites and resources for the procurement of food and related supplies.
- The American Red Cross will jointly maintain listings of qualified and trained shelter/lodging facility managers.

4.3.5 Detention Facilities

- The Deschutes County Sheriff's Office maintains a Jail Evacuation Plan.

4.4 Bulk Distribution of Emergency Relief Supplies

Bulk distribution of emergency relief items such as food, water, ice, clothing, and blankets will be managed and coordinated at established sites. This will be accomplished by the American Red Cross and other service groups such as the Southern Baptist Disaster Relief, in coordination with county Emergency Management as possible.

The National Guard Unit in Bend has potable water tanks. Water can also be distributed by use of dairy trucks, water haulers and Oregon Department of Fish and Wildlife tankers.

4.5 Housing

Short-term and long-term housing needs can result if the emergency requires evacuation or relocation of affected persons, if the emergency event damages housing, and/or shelters and temporary lodging facilities are not a long-term solution. Displaced persons will be encouraged to obtain housing with family or friends or in commercial facilities before turning to the emergency response community for assistance.

The American Red Cross and Deschutes County Emergency Services, in coordination with other county and local organizations, may assist with

identifying alternative housing for displaced persons who cannot return to their homes (and need more than temporary lodging in a shelter) and with recommendations for accomplishing repair and restoration of the property.

4.6 Assistance with Household Pets and Service Animals

Although most service animals are allowed in American Red Cross shelters, companion animals and household pets are not. Emergency response for household pets is usually handled by public information campaigns that encourage pet owners to have an emergency plan that involves their pets. Deschutes County recognizes that the decisions affected persons make in an emergency will be influenced by their need to protect their pets as well as their families.

American Red Cross will coordinate with the Pet Evacuation Team and other service organizations and with county Emergency Management to provide assistance for household pets, such as lodging, medical care, and finding stray or lost pets. This will include coordinating with local animal control, local veterinarians, animal shelters, humane organizations, and others. County Emergency Services may open animal evacuation shelters with the assistance and guidance of the Pet Evacuation Team.

Shelter plans include the notification of the Humane Society to provide a portable kennel at shelter locations for people with “house pets.” Persons with larger animals in need should register with the DWI-line or ARC and a form is faxed to the Humane Society who sees to their care.

4.7 Human Services

In addition to the provision of shelter/mass care, unique demands will be placed upon the delivery of human services to include such activities as the care of Special Needs groups, transportation assistance (e.g., helping an elderly person to a doctor’s appointment), monetary assistance, and crisis counseling.

4.7.1 Special Needs Populations

Warnings to special health target groups are issued by the Medical Branch, Public Health Group through the Deschutes County Health Services PIO, the County PIO, or when activated, the EOC/MACC PIO.

The Computer Aided Dispatch system contains data entry elements for special needs populations in Deschutes County. Currently, people with special needs may either informally contact the 9-1-1 Center to register or may register in the area Voluntary Registry Program through various social service agencies.

Home Health Agencies and Care Providers should provide information regarding the locations of their clients (or conduct outreach to) regarding needs pertinent to the event.

4.8 Disaster Welfare Information

The Red Cross will establish a Disaster Welfare Inquiry (DWI) Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. Welfare inquiry listings, along with registration listings, will be coordinated with the EOC and law enforcement agencies for comparison with missing persons lists.

- ARC has obtained 50 telephone lines and a local facility to implement the Disaster Welfare Information system.
- ARC and EOC/MACC PIOs will facilitate media awareness.
- All persons registering at ARC shelters may register with the DWI system. Additionally, all other affected persons should register with the DWI to allow family members outside of the disaster area access to information on their whereabouts whether or not they are registered into a shelter.

4.9 Health and Medical Services

4.9.1 Emergency First Aid

ARC has volunteer nurses who can provide first aid and medical referrals for shelter residents.

4.9.2 Mental Health/Crisis Counseling

ARC provides trained mental health staff to assist at shelters. If a larger staff is required because of the event and numbers of shelters established, the County Behavioral Health may provide counselors.

4.9.3 Environmental Health

County Environmental Health will perform health inspections in congregate care facilities and food handling areas in accordance with county codes.

4.9.4 Public Health

Public Health will investigate notifications of disease outbreaks in shelters and provide vaccines or prophylaxis to control the spread of disease. In events requiring mass prophylaxis or vaccinations, the Medical Branch, Public Health Unit will coordinate with the Logistics ICS Section and Law Enforcement Branch to deliver supplies and training to the clinic.

4.9.5 Medical Needs Shelters

If the medically dependent population exceeds the capabilities of the ARC shelter system, the Shelter Group requests assistance from the Medical Branch. The Medical Branch can survey assisted living centers, skilled nursing facilities and other medical facilities for availability. It can also establish an in-shelter

temporary infirmary or a medical needs shelter with the assistance of the American Red Cross and state/federal cooperators.

4.9.6 Quarantine

During events requiring the establishment of quarantined areas the Mass Care Branch establishes, as needed, support shelters for family members of the quarantined. These support shelters are located outside the quarantine perimeter. The Mass Care Branch will assist in the delivery of food to the "cold zone" surrounding a quarantined area in concert with all other supplies, equipment and support to the area.

5 Direction and Control

All activities will be coordinated through the American Red Cross representative in the EOC.

- Provisions of this annex concerning mass care will be implemented as soon as a need for temporary lodging, feeding, or other human services is noted. While a coordinated government/Red Cross decision is desirable, the Red Cross may independently activate their operations.
- Communications will be established with all agencies and, in the event of an evacuation, essential personnel including volunteers will be alerted and required material resources (cots, blankets, food, etc.) located and repositioned, if necessary. Hospitals will be alerted to the possibility of receiving evacuee patients.
- Once the evacuation decision has been made, action will commence to receive evacuees at selected facilities.

6 Organization and Assignment of Responsibilities

6.1 General

The ultimate authority for mass care and human services rests with County Emergency Services and the American Red Cross. Services will be provided through the coordinated efforts of the American Red Cross and other volunteer agencies and/or mutual-aid agreements with various support groups.

7.2 Task Assignments

7.2.1 Deschutes County Emergency Services	
	Provide liaison with American Red Cross.
	Inform the public through PIO.
	Maintain shelter information in the National Shelter System database.
	Responsible for mega-shelter management and oversight with

	assistance and consultation of American Red Cross.

7.2.2 Deschutes County Health Services	
	Coordinate special care requirements for vulnerable populations.

7.2.3 American Red Cross	
	Identify volunteer agencies and develop emergency agreements.
	Utilize shelters identified in the National Shelter System.
	Identify temporary lodging and emergency feeding sites.
	Ensure that mass care facilities are staffed and operated.
	Coordinate the distribution of donated clothing and other bulk emergency relief supplies.
	Coordinate with area officials for supplementary food stocks from USDA sources.
	Process inquiries from concerned families outside the disaster area.
	Assist with short-term and long-term housing solutions, such as identifying facilities and recommending methods to accomplish repair/restoration of the victim's housing.
	Coordinate with county Emergency Management regarding assistance for the household pets and companion animals of persons affected by the emergency.
	Coordinate the provision of other human services such as crisis counseling and special needs populations arrangements.

8 Administration and Support

8.1 Records

- The Red Cross will maintain records of all expenses incurred by their mass care activities. The County Finance Department will ensure that adequate records of local government expenses are maintained.
- Shelter and feeding activities are reported during EOC/MACC briefings and provided for inclusion in the situation report.

8.2 Resource Requests

- Additional resources to support shelter and feeding efforts are requested through the Logics Section. Examples of potential needs are: transportation, water, food, and security.

8.3 Support

- The status of shelter/mass care facilities will be determined by coordination 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/managers of said facilities or local government for public buildings/facilities.

8.4 Communications

- The primary communications link between shelter/mass care facilities and the EOC will be telephone. If telephones cannot be used or are overloaded, Amateur Radio (HAM/ARES) will provide radio assistance.
- Shelter/lodging facility managers should arrange for persons in their facility to monitor prescribed communication sources for guidance and announcements.

8 ESF Development and Maintenance

At a minimum, this ESF will be formally reviewed and updated every two years or as necessary after an event or exercise. This development and maintenance will be coordinated by Deschutes County Emergency Services and will include participation by all agencies that have a supporting role.

9 Supporting Plans, Procedures and Information

- National Response Framework, ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services
- State Emergency Operations Plan, ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services

10 Appendices

- **Appendix 1** – Home Health Care Providers
- **Appendix 2** – Establishing a Medical Needs Shelter
- **Appendix 3** – Shelter and Feeding Operations Activity Report
- **Appendix 4** – Shelter Site Feeding Report

- **Appendix 5** – Disaster Welfare Information Contact Information
- **Appendix 6** – Emergency Planning and Preparedness for People with Disabilities

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ESF 6 – APPENDIX 1. HOME HEALTH CARE PROVIDERS

HOME HEALTH CARE PROVIDERS		
NAME	ADDRESS	TELEPHONE
Assured Quality Home Care, Inc.	Bend	398-9823
At Home Care Group, Inc	644 NE Seward Ave., Bend	312-0051
Cascade Home Care	2500 NE Neff Rd., Bend	388-7796
Cascade Home Care	LaPine Redmond	536-2091 504-4296
Central Oregon Home Health Agency	Bend La Pine	382-5882 536-5990
Evergreen Home Services, Inc.	243 SW Scalehouse Loop, Suite 3-A, Bend	389-0006
Heart-n-Hands Midwifery Services	505 NW Franklin, Bend	318-6338
Homecare IV of Bend		382-0287
Making Life Easier	265 NW Franklin Ave., Bend	318-1400
Mountain View Home Health Services	470 NE A St., Madras	475-3882
Pioneer Memorial Home Health and Hospice	1201 NE Elm, Prineville	447-2510
Hospice of Bend/LaPine	1303 NW Galveston	383-3910

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ESF 6 – APPENDIX 2 – ESTABLISHING A MEDICAL NEEDS SHELTER

Establishing a Medical Needs Shelter

Medical needs shelters are shelters intended to provide, to the extent practicable under emergency conditions, an environment in which medically fragile evacuees' current levels of health can be sustained. These facilities are staffed and supplied by the transferring agency and/or local health authorities and are administered by the County Health Department in collaboration with the Red Cross.

Site selection:

- Sleeping/living space for medically fragile individuals should be calculated at approximately 60 - 80 sq ft per person to accommodate a 6' x 3' cot/mattress and a 2 - 3 foot wide perimeter.
- Extra space should be allocated for main aisle ways and should be wide enough to accommodate wheelchairs.
- Include space for two or three private examination rooms/areas.
- Pantry or storage space will be required for supplies.
- Refrigeration storage space will be required for certain pharmaceutical supplies.
- Water and sanitation systems should be in place and functioning.
- Adequate ongoing and backup electrical power.

Staffing:

SUGGESTED STAFF-TO-PATIENT RATIOS EACH 12-HOUR SHIFT

SHELTER POPULATION					
Medical/Health Staffing	35-40	41-80	81-120	121-160	161-200
Medical Director	1	1	1	1	1
Physician	1	2	3	4	4
RN Supervisor	1	1	1	1	1
RN/LVN	1	2	3	4	5
Experienced Caregiver	3	6	9	12	15
Mental Health	1	2	2	2	3
TOTAL	8	14	19	24	29

SUPPLIES TO PROVIDE CARE AND TREATMENT TO ONE HUNDRED PEOPLE FOR 3 DAYS		
ITEM	**DESCRIPTION**	**QUANTITY**
Acetaminophen (non-aspirin)	Adult	1 Bottle (100 Tablets)
Acetaminophen (non-aspirin)	Pediatric	2 Bottles (Liquid)
Adhesive strips, plastic	Assorted Sizes	3 Dozen
Adhesive tape	3" X 4" Widths	2 Rolls
Adhesive, non-allergic	Assorted Sizes	1 Dozen
Airways		2
Alcohol, isopropyl	1 Pint	1
Alcohol preps		2 Dozen
Anaphylactic kit		1
Antacid, low sodium	Tablets In Box	2 Boxes
Antibiotic ointment	Tube	1
Antihistamines (tablets)	Box	1
Antihistamines (liquid)	Bottle	1
Antipruritic ointment	Tube	1
Antiseptic	Bottle	1
Applicator, cotton-tipped	6" Long	2 Dozen
Aromatic spirits of ammonia	Breakable Capsules	6
Aspirin, 5 grain	Package Of 2	100
Baby feeding bottles		1 Dozen
Bandage gauze roller		1 Dozen
Bedside commode		10
Betadine scrub solution	Bottle	1
Bio-hazard waste bags	Large	1 Dozen
Blankets		100
Blood glucose strips	Box	1
Body lotion, moisturizing	Bottle	3

SUPPLIES TO PROVIDE CARE AND TREATMENT TO ONE HUNDRED PEOPLE FOR 3 DAYS		
ITEM	**DESCRIPTION**	**QUANTITY**
Box or chest with lock to store medications		1
Bucket	2 Gallon	2
Bug repellant, lotion	Bottle	3
Calamine lotion	Bottle	1
Can opener	Manual	1
Chlorine bleach, liquid	1 Quart	1
Collapsible water containers	1 Gallon	10
Colostomy bags	Box	1
Cotton balls	Prepackaged	200
Diabetic diet		
Dialysis diet		
Diapers, baby, disposable	Infant, Med. & Large	3 Doz
Diapers, adult	Prepackaged	
Dressing basin	Small Flat Container	
Dressing adherent	Assorted Sizes	
Dust masks (facial)	Disposable	20
Elastic bandage	3"	2
Emesis basin(s)		10
Eye pads	Box	1
Face masks	Disposable, For Mouth To Mouth Resuscitation	
Facial tissues		2 Boxes
Flashlight and batteries		1
Forceps or large tweezers		1
Formula, infant	Powdered, Liquid	2 Cases
Gauze compresses, individually wrapped	3" X 3" Or 4" X 4"	2 Dozen
Gloves, plastic, non-sterile	Disposable	6 Dozen

SUPPLIES TO PROVIDE CARE AND TREATMENT TO ONE HUNDRED PEOPLE FOR 3 DAYS		
ITEM	**DESCRIPTION**	**QUANTITY**
Gloves, plastic, sterile	Disposable	6 Dozen
Handi-wipes	Disposable	1 Case
Hydrogen peroxide	Bottle	1
Hydrocortisone, .5% ointment	Tube	1
Ipecac	Bottle	1
Ice bag	Disposable	1
Identification bracelets		100
Insulin syringes		
Instant ice	Ice pack	2 dozen
Irrigation kit		1
Kaopectate	Bottle	3
Lancing device		
Magic markers	Permanent marker	1 dozen
Newspaper	(Clean up messes)	
Obstetrical kit	Disposable	1
Oxygen and tubing		
Paper cups	6 oz or 8 oz size	1 case
Paper towels		2 rolls
Petroleum	Small tube	1
Pillows		100
Plastic bags	Large	1 box
Safety pins	Assorted sizes	2 dozen
Sanitary napkins	Regular	2 dozen
Scissors	Blunt	4 pair
Scouring powder		1 can
Sharps container		1
Soap	Cake and liquid (antimicrobial)	

SUPPLIES TO PROVIDE CARE AND TREATMENT TO ONE HUNDRED PEOPLE FOR 3 DAYS		
ITEM	**DESCRIPTION**	**QUANTITY**
Soap substitute	Bottle	2
Soybean formula	Can	1 case
Sphygmomanometer	Adult cuff	1
Sphygmomanometer	Pediatric	1
Spill kit		1
Splint or splinting device	Arm, leg	1 package
Sterile water	Gallon	1
Stethoscope		1
Sugar	Cubes, package	
Sunscreen	SPF #15, bottle	3
Table salt	Box	1
Throat lozenges	Bag of 20	3
Tongue depressors		1 package
Tourniquet		1 package
Thermometer		10
Underpads (“blue” pads)		150
Urinary drainage and bag		1
Vinegar	Bottle	1
Walker	Walking assistance	2

From California Emergency Medical Services Authority, “Shelter Medical Group Toolkit”

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ESF 6 – APPENDIX 3. SHELTER AND FEEDING OPERATIONS ACTIVITY REPORT

SHELTER AND FEEDING OPERATIONS ACTIVITY REPORT		
SHELTER NAME AND LOCATION	Number Overnight Residents	Number Beds Available

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ESF 6 – APPENDIX 4. SHELTER SITE FEEDING REPORT

SHELTER SITE FEEDING REPORT						
Fixed Sites, # Fed				Mobile Operations, # Fed		
Site	Breakfast	Lunch	Dinner	Breakfast	Lunch	Dinner

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ESF 6 – APPENDIX 5. DISASTER WELFARE INFORMATION CONTACT INFORMATION

WEBSITES

American Red Cross: www.redcross.org

Safe and Well: www.safeandwell.org, www.sanoysalvo.org (Spanish language)

PHONE NUMBERS

1-866-GET INFO (1-866-438-4636)

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ESF 6 – APPENDIX 6. EMERGENCY PLANNING AND PREPAREDNESS FOR PEOPLE WITH DISABILITIES

One of the County's primary responsibilities is to protect residents and visitors. Providing emergency management during times of crisis is essential to ensuring the safety and well-being of people in the county. Under Title II of the Americans with Disabilities Act, the County must ensure emergency- and disaster-related programs, services, activities, and facilities are accessible to people with disabilities.

Given the wide range of elements in emergency management and the differing needs of people with disabilities, those with disabilities and/or their representatives need to be included in planning for emergencies and disasters. The needs of people with various types of disabilities need to be considered and include, but are not limited to, those:

- use mobility aids (wheelchairs, scooters, walkers, canes or crutches),
- have limited stamina,
- use oxygen or ventilators,
- are blind or have low/limited vision,
- are deaf or have low/limited hearing,
- have cognitive disabilities,
- have mental illness, and
- have other types of disabilities.

Each category included in the guidelines below address various elements to successfully manage people with disabilities in a crisis.

General Emergency Management Policies and Procedures

Goal: Ensure the needs of people with disabilities during emergencies or disasters are addressed consistent with those without disabilities.

- Agreements, such as Memorandums of Understanding and others, for services during an emergency or disaster with third-party organizations, such as the American Red Cross, will include statements regarding compliance with Title II of the Americans with Disabilities Act.
- During emergencies and disasters, the Incident Commander may appoint an individual to consult on issues regarding people with disabilities.

Planning and Preparation

Goal: Involve people with disabilities in planning and preparedness to ensure appropriate plans are in place and ready to serve/support people with disabilities in emergencies or disasters.

- Regularly solicit and incorporate input from people with different types of disabilities (i.e., mobility, vision, hearing, cognitive, psychiatric, and others), as well as organizations with expertise on disability issues, in the creation and/or implementation of policies and procedures related to people with disabilities in each aspect of emergency management (preparation, preparedness testing, notification, evacuation, transportation, sheltering, etc.).

- Work with people with disabilities to identify accessible shelters and disability-related needs for residents and visitors with disabilities likely to be housed in a shelter.

  - Make advance arrangements to meet the needs of people with disabilities in shelters.

- People with disabilities will be invited to participate in and evaluate County-wide exercises to test the effectiveness of the County's emergency planning and preparedness.

- Encourage people with disabilities to develop personal emergency plans for at least seventy-two hours to assist them when an emergency occurs.

Notification

Goal: Provide warning methods to ensure the County provides effective communication in order for all citizens to have the information necessary to make sound decisions and take appropriate, responsible actions during an emergency or disaster.

- Knowing that a combination of notification methods will be more effective than relying on one method, the following methods may be used and combined to notify individuals of an emergency and/or evacuation:

  - sirens or audible alerts (combined with visual notifications);

  - automated telephone calls, reverse 9-1-1, auto-dialed TTY messages, text messaging, emails, website postings, and direct door-to-door contact (may be made with pre-registered individuals);

  - captioning [included on emergency broadcasts (Emergency Alert System – EAS) on local television stations]; and

  - qualified sign language interpreters (may be used when emergency announcements are televised).

- Coordinate with the Incident Commander to ensure that alerts and warning reach, or are adjusted for, specific populations, such as people with disabilities.

- Alternative means of notification, such as door-to-door contacts, should be identified in advance for situations where there is no power.

Evacuation and Transportation

Goal: Ensure that people with disabilities can evacuate a physical area in a variety of conditions and with or without assistance.

- The following process may be followed to ensure the safe evacuation of people with disabilities:
  - those who can self-evacuate will do so and will be provided specific evacuation information; and
  - emergency responders or others identified in advance may evacuate those who need evacuation assistance and/or have pre-registered identifying their needs.
- Coordinate transportation needs with the Unified Command or appropriate representative.
- A voluntary registry program (VRP) for people with disabilities will be established when funds and staff allow. The VRP will:
  - be voluntary and confidential;
  - require signed authorization to participate;
  - will follow HIPAA requirements;
  - identify people with disabilities who may need individualized notification, evacuation assistance, transportation, and/or medical/durable goods needs and requirements;
  - be updated annually by program participants;
  - be publicized widely through the media, organizations and agencies that provide services to people with disabilities, and paratransit riders;
  - include partner organizations serving people with disabilities to identify possible registrants;
  - establish a process to collaborate with Home Health Care providers to determine locations and needs of clients;
  - establish a process to collaborate with community-based organizations to identify unmet needs of constituents; and
  - establish a process to collaborate with assisted living and skilled nursing facilities to identify needs of residents beyond those care facilities' emergencies plans.
- Transportation services will be identified in advance to meet the needs of people with disabilities in the event of an emergency and/or evacuation. Memorandums of Understanding (MOU) with service providers will be obtained in advance of any

emergencies or disasters and will establish the requirements for providers to make available their services in the event of an emergency. Transportation services may include:

- lift-equipped buses, paratransit buses, taxi cabs, and other vehicles with specific information as to the types of mobility aids, medical equipment, and service animals each can accommodate for various types of disabilities;
- identification of the type of transportation needed, such as pick up and drop off locations, to/from a staging area, etc.; and
- a tracking system initiated and maintained for people who are evacuated.

■ During an emergency or disaster, traditional orientation and navigation methods may no longer be available to people who are blind or have low/limited vision. First responders or others will respond to those with vision disabilities who have pre-registered who may need evacuation assistance.

■ Evacuation assistance by first responders or others will be provided to those who are deaf or have low/limited hearing, who have pre-registered, and who may be unable to communicate.

Training First Responders, Staff, and Volunteers

Goal: Provide training to staff and volunteers to ensure that people with disabilities are treated fairly, equally, and with dignity and respect during an emergency or disaster.

■ Emergency planners, first responders, and others involved in any aspect of emergency management will know and understand the requirements of Title II of the ADA, including specific requirements for emergency shelters/sheltering.

■ County staff and county volunteers who are designated to perform duties related to emergency notification, evacuation, transportation, and the routing of people with disabilities and their families to, and placement of these individuals in, shelters will know and understand policies and procedures to ensure the needs of people with disabilities are met and maintained.

■ The County will work with the American Red Cross (ARC) to ensure ARC staff and volunteers will be provided site-specific instructions and training in mass care, medical, and shelters identified as special needs to ensure compliance with ADA requirements to provide access to programs, services, and activities offered at these shelters and to address any concerns raised by people with disabilities. Information will include shelter accessibility, eligibility criteria, effective communication, reasonable modifications in policies, practices, and procedures to accommodate people with disabilities.

■ Individuals involved in the emergency management process will understand and recognize issues that may affect people with a variety of disabilities and on the

procedures to follow when access issues for people with disabilities arise during the course of an emergency or disaster, including contacting the individual responsible for ADA compliance for the County for guidance.

Physical Accessibility in Emergency Shelter Programs

Goal: Provide accessible shelters during an emergency or disaster.

- Sites identified as shelters will be surveyed for barriers to access for people with disabilities. At a minimum, surveys will include parking, exterior path of travel, entrance(s), exits(s) sleeping and dining areas, bathroom facilities, first aid/medical facilities, recreation areas, and paths of travel to all of these areas.
    - barrier to access will be removed by the County or the County will request that the owner of the facility to remove the barriers;
    - if barriers cannot be removed, another nearby facility that is – or can be made – accessible will be identified; and
    - until all emergency shelters have the required accessible features (parking, exterior routes, entrances, exits, sleeping and dining areas, restroom facilities, bathing facilities, first aid/medical areas, recreation areas, and the routes to all of these areas), the location and features of the most accessible emergency shelters will be identified and widely publicized to the public, including specific outreach to people with disabilities, organizations and agencies that serve people with disabilities.
- Procedures will be established to ensure that shelter staff and volunteers maintain accessible routes and minimize protruding objects. Beds and other furniture must be placed to ensure accessible routes are not blocked and that protruding and overhead objects are minimized in all areas of the shelter.
- Where shelters have more than one floor or stairs, accommodations will be made for persons unable to utilize stairs.
- Staff and volunteers will understand and implement methods to respond to the needs of people with disabilities.
- Staff and volunteers will know procedures to offer wayfinding assistance to people who are blind or have low/limited vision to provide orientation to the shelter environment and assistance in locating shelter areas or features.
- Procedures will be established to ensure that facilities being considered as possible emergency shelters in the future are surveyed for accessibility and those barriers to access that are removed from such facilities may be designated as emergency shelters.

Policies and Procedures in Emergency Shelters

Goal: Ensure emergency shelters provide equal access to the many benefits shelters provide, including safety, food, services, comfort, information, a place to sleep until it is safe to return home, and the support of family, friends, and neighbors.

- The County will coordinate with the American Red Cross (ARC) to ensure ARC policies and procedures are aligned with County requirements under Title II of the Americans with Disabilities Act.

- Procedures will be established and staff trained to provide effective communications for people who are deaf or have low/limited hearing, people with speech disabilities, and people who are blind or have low/limited vision. Effective communication strategies include, but are not limited to: exchanging notes, posting written announcements correlated with spoken announcements, providing a TTY in each shelter for use by those who need them, providing interpreters when necessary/requested, reading printed information upon request.

- If space allows, low-stimulation, stress-relief areas will be provided in shelters and policies and procedures will be created giving priority to these areas for people whose disabilities are aggravated by stress.

- Policies and procedures will be established that ensure people with disabilities are accepted into mass care shelters unless they are determined to be medically fragile. Shelter staff and volunteers will be trained to accept people with disabilities who may need some assistance with activities of daily living even though their personal care aides may not be with them. Additional training and monitoring for staff and volunteers will include appropriate procedures for providing such assistance to people with disabilities who require it.

- Eligibility policies and procedures for special needs or medical shelters will ensure that emergency managers do not require people with disabilities to stay in such shelters simply because they have a disability. The ADA requires people with disabilities to be placed in the most integrated setting appropriate to the needs of the individuals. Special needs or medical shelters are for those who have been determined to be medically fragile, such as those who require hospital or nursing home care.

- Shelters with back-up generators will be identified so that people with disabilities who need to refrigerate medications, operate life-sustaining medical devices/equipment, or power mobility devices can do so. Shelters with back-up power will be made available on a priority basis to people with disabilities who require access to electricity and refrigeration. Until all shelters have back-up generators and refrigeration capability, the public will be routinely notified about the location of shelters that have these features.

- Policies and procedures will be established to effectively handle requests for durable medical equipment and medication. Resources will be identified and arrangements made in advance of an emergency or disaster to secure such items.

- Policies and procedures will be established so that people with disabilities can request cots and beds, modifications to cots and beds, securement of cots and beds, and specific placement of cots, beds, or sleeping mats when needed. In addition, the height of cots will be matched to the needs of those who use mobility aids to make possible the safe transfer from one to the other. Shelters will be equipped to provide some cots and beds for people with disabilities who are unable to use sleeping mats on the floor. Staff and volunteers will be trained to consult with people with disabilities about their needs and provide necessary accommodations.

- Kitchen-access policies will be modified for residents and volunteers whose disabilities may require immediate access to food and refrigerated medication. Shelters will be stocked to offer foods and beverages for people with dietary restrictions, such as those with diabetes or severe food allergies.

- Keep detailed records on each person with a disability served in a shelter.

Service Animals

Goal: Ensure service animals are allowed to accompany people with disabilities before, during, and after an emergency or disaster.

- Service animals accompanying people with disabilities will be welcomed into emergency shelters.

- People with service animals will remain with their animals and not be separated from them.

- People with service animals can participate with their animals in shelter programs, services, and activities.

- Shelters will provide food, water, and waste disposal for service animals.

- Shelter providers will monitor the presence of service animals to ensure that the safety and health of others are not threatened. Shelter providers will be responsible for determining the best resolution when such a situation arises. Shelter providers will not unnecessarily segregate people who use service animals from others.

Medical, Social Service, and Disaster-Related Benefit Programs

Goal: Ensure medical, social service, and other benefit programs are available to people with disabilities.

- Establish and maintain contact with social service agencies regarding needs of people with disabilities.

- Coordinate with Deschutes County Public Health to provide mass prophylaxis or vaccinations to ensure people with disabilities are reached if a dispensing site in unavailable and/or inaccessible.
- Coordinate with the American Red Cross to meet the needs of people with disabilities in shelters.
- Policies and procedures will be established to ensure that medical, social service, and other benefit programs:
  - are accessible to people with disabilities, including people who use mobility aids and service animals;
  - do not have eligibility criteria that screen out or tend to screen out people with disabilities or application processes or procedures that deny access to people with disabilities; and
  - provide effective communication to people with disabilities, including primary consideration given to the method of communication preferred by a person with a disability.

Post-Sheltering Policies and Procedures

Goal: Ensure people with disabilities have access to post-shelter services.

- Policies will be modified as necessary to provide transportation, search assistance, and additional time in shelters to enable people with disabilities to locate temporary accessible housing.
- Alternatives for temporary accessible housing (such as accessible hotel rooms) will be identified in advance that can be used by people with disabilities if they cannot immediately return home after a disaster.
- Temporary housing procedures will be established to ensure accessible hotel rooms are available on a priority basis to people with disabilities who need them.
- Policies and procedures will be established to ensure temporary housing information distributed to the public and/or shelter residents includes information on accessible housing and transportation resources for people with disabilities.
- Accessible transportation assistance will be available to people with disabilities who have no other means of transportation to return to their homes or alternative housing.

Post-Emergency Repair, Rebuilding, and Resumption of Program Operations

Goal: Ensure people with disabilities have access to programs, services, and activities during and after an emergency or disaster.

- Policies and procedures will be established to ensure that facilities constructed or altered because of emergency- or disaster-related damage comply with the accessibility requirements of Title II of the ADA, including new construction requirements and those pertaining to alterations for existing facilities.
- Policies and procedures will be established to ensure that programs relocated from a damaged facility remain accessible to people with disabilities, whether the relocation is permanent or temporary.
    - plans addressing continuity of operations will include continuity of access to programs, services, and activities for people with disabilities; and
    - repair and clean-up activities will include the maintenance of accessible features and elements.

Resources

- ADA Best Practices Toolkit: http://www.ada.gov/
    - Chapter 7: Emergency Management Under Title II of the ADA: http://www.ada.gov/pcatoolkit/chap7emergencymgmt.pdf
    - Chapter 7 Addendum 1: Title II Checklist (Emergency Management): http://www.ada.gov/pcatoolkit/chap7emergencymgmtadd1.pdf
    - Chapter 7 Addendum 2: The ADA and Emergency Shelters: Access for All in Emergencies and Disasters: http://www.ada.gov/pcatoolkit/chap7shelterprog.pdf:
    - Chapter 7 Addendum 3: ADA Checklist for Emergency Shelters: http://www.ada.gov/pcatoolkit/chap7shelterchk.pdf
    - Chapter 4: 9-1-1 and Emergency Communications Services: http://www.ada.gov/pcatoolkit/chap4toolkit.htm
    - Chapter 4 Addendum: Title II Checklist (9-1-1 and Emergency Communications Services): http://www.ada.gov/pcatoolkit/ch4_chklist.pdf
- An ADA Guide for Local Government – Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities: http://www.ada.gov/emerprepguideprt.pdf
- FEMA: http://www.fema.gov
    - Interim Emergency Management Planning Guide for Special Needs Populations: http://www.fema.gov/pdf/media/2008/301.pdf
- Disaster Response and Recovery Resource for Transit Agencies: http://transit-safety.volpe.dot.gov/publications/safety/DisasterResponse/PDF/DisasterResponse.pdf

- Disaster Preparedness for People with Disabilities, American Red Cross: http://www.redcross.org/www-files/Documents/pdf/Preparedness/Fast%20Facts/Disaster_Preparedness_for_PwD-English.pdf
- Preparing for Disaster for People with Disabilities and Other Special Needs, FEMA and American Red Cross: http://www.redcross.org/www-files/Documents/Preparing/A4497.pdf
- Emergency Preparedness Initiative, National Organization on Disability: http://www.nod.org/resources/PDFs/epiguide2004.pdf
- Effective Emergency Management: Making Improvements for Communities and People with Disabilities, National Council on Disability: http://www.ncd.gov/newsroom/publications/2009/pdf/NCD_EmergencyManagement.pdf

7

ESF 7 – Logistics Management and Resource Support

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ESF 7 Tasked Agencies	
Primary Agencies	Deschutes County Finance Department Deschutes County Emergency Services
Supporting Agencies	Deschutes County Fair and Expo Center Deschutes County Personnel Department Deschutes County Road Department Deschutes County Health Department Deschutes County Sheriff's Department
Adjunct Agencies	Oregon Emergency Management Oregon Hospital Preparedness Program Federal Emergency Management Agency American Red Cross Volunteer organizations

1 Purpose and Scope

This Emergency Support Function (ESF) annex provides for the coordinated management of human and material resources essential to the health, safety, and welfare of people within Deschutes County in the event of emergency or disaster.

2 Policies and Agreements

- The Logistics Section/Resources will track all requests for local and outside resources and coordinate for acquisition, delivery and release.
- The Emergency Manager, or designee, will ensure that the appropriate declarations are made locally and submitted to Oregon Emergency Management to allow for release of local, state and federal resources, and begin preparations for reimbursement if the event(s) go to the Presidential Declaration level.
- County employees are required to report for emergency duty when it is stated in the Declaration of Local Emergency or requested for a Disaster Declaration.
- Emergency service workers, in carrying out, complying with or attempting to comply with any order or rule issued under ORS Chapter 401 or ORS 433.441 are deemed agents of the public body and the public body shall defend, save harmless and indemnify the emergency service volunteer as required by ORS 30.285.

3 Situation and Assumptions

3.1 Situation

- Deschutes County is subject to a number of emergency or disaster circumstances that could occur locally or be part of a national crisis.

These circumstances would require inventorying resources on a continuing basis and having procedures to use these resources in a timely manner.

- Deschutes County agencies will support emergency resource management actions.

3.2 Assumptions

- Private contractors and volunteer agencies will be available and capable of assisting the county during an emergency or disaster.
- Mutual aid agreements with neighboring counties will be invoked as needed.
- Private citizens may or will volunteer to assist as needed.
- If the emergency or disaster is local only, support will be available through requests to state and federal agencies.
- Deschutes County agencies will support emergency resource management actions.

4 Concept of Operations

4.1 General

- During an emergency or disaster, all physical resources within Deschutes County, whether publicly or privately owned, will be requested and 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 if not requested. However, accurate records will be maintained and private resources will be reimbursed at an agreed upon wage rate if placed under County control with a signed agreement.
- Pre-emergency planning dictates that each Department assigned responsibilities in the Basic Plan will identify personnel, equipment, material, and other assigned resources. Provisions will be made for the development and administration of policies, programs, and measures for the management of each major category of resources under county governments' emergency jurisdiction and the overall coordination and direction of its total resource program.
- 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. Subject to the direction and control of the Board of Commissioners, County Administrator or the County Sheriff, emergency purchase requests are subject to the approval by the County Commission/County Administrator or County Finance Chief.

- Emergency purchasing procedures will be established and records maintained of expenditures for goods, services, and personnel.

4.2 Phases of Emergency Management

4.2.1 Mitigation and Preparedness

- Analyze resource requirements.
- Train personnel on effective use of available resources. Establish specific priorities in the assignment and use of all resources including manpower, food, water, health resources, fuel, electric power, transportation, communications, and other survival items and services under the jurisdictional control of county government.
- 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.
- Ask business, industry, and utilities to maintain essential services for meeting at least the minimum public needs and the operational requirements of government, especially for critical facilities.

4.2.2 Response

- Make provisions to allocate essential and critical resources meeting the public health, safety, and welfare needs of people when the availability of resources and the ability of existing systems to produce and distribute the supply may be limited and restricted.
- Coordinate delivery of resources to response teams and disaster victims.
- Identify resource distribution centers. (see Commodities Plan)
- Identify staging areas for out-of-town emergency response personnel, equipment, and supplies.
- Coordinate local efforts with other agencies.

- Maintain records of emergency related expenditures, services and resources rendered during emergencies.
- Retain all paperwork created during incident and submit to the EOC (Plans Section) for inclusion into final incident report.
- Track resources so potential shortages might be anticipated.

4.2.3 Recovery

- Assess recovery needs.
- Estimate costs of providing resources.
- Assess the impact of the emergency on available resources by identifying repairs, maintenance, and replenishment needs. Evaluate the relationship between the current and probable future supply of, and requirements for, the particular resource.
- Set priorities and coordinate available resource utilization.
- Maintain appropriate records and submit to the EOC (Plans Section) for inclusion into final incident report.
- Disseminate public information regarding resource availability.

4.3 Resource Management

- All EOC/MACC sections may initiate resource requests. Requests are forwarded to the EOC/MACC Logistics Section/Resource Unit, via the Plans Section. The Resources Unit (if staffed) is responsible for contacting the resource provider, making arrangements for delivery and tracking the results and maintaining contact with the requesting individual or agency.
- The Resource Tracking Log may be used to track requests for resources requested and received by the EOC/MACC from county departments, mutual aid resources, state and Federal sources, etc. EOC/MACC staff prioritizes internal resources or mutual aid resources to meet resource requests.
- The Logistics Section, Resources Unit maintains an aggregate log as the receive requests from EOC/MACC Sections, Branches and Units.
- The Finance Section/Procurement Unit establishes emergency purchasing and contracting procedures and account numbers, and assists the Logistics Section in procurement of emergency resources.

- Procurement is also responsible for maintaining records of emergency purchases, contracts, and claims related to disaster response.

4.4 Human Resources

- County Department Directors and Administrators pre-assigned to leadership positions in the EOC/MACC report automatically to the EOC/MACC in the following situations:
  - Earthquakes of a magnitude in which structural damage to buildings is evident or announced. Because earthquakes are rare in Deschutes County, all response personnel should respond if an earthquake that can be felt occurs.
  - Observance or notification of widespread flooding.
  - Overt release of hazardous or explosive substances, or a blatant and obvious act of terrorism, when safe to do so.
- Command Staff begin to determine the numbers and types of positions to staff in the EOC/MACC and make additional notifications as needed.
- County staff will be made available for emergency assignment through the Declaration of Local Emergency.
- Search and Rescue Volunteers personnel are maintained as Emergency Service Workers on the Sheriff's Office rosters.
- New volunteers may call the Information Line, where their contract and skills information is recorded on cards (or time permitting, into a database).
- Logistics Section/Resources Unit records requests for staffing from the Plans Section and collects volunteer registrations and makes matches between needs and resources. A log of assignments and locations of county personnel and a log for volunteers working at various locations are maintained by this unit.

4.5 Emergency Purchasing and Pay

4.5.1 Cost/Time Unit

- The Cost/Time Unit or the Finance Section Chief manages the documentation of costs associated with disaster response. Each County department maintains labor-hour time cards, which are used in an emergency to record regular and overtime hours. When emergency supplies are purchased from vendors, contracts and purchase orders must be documented. The Cost/Time Unit issues instructions for

recording disaster labor hours in formats acceptable for state and federal reimbursement programs.

4.5.2 Claims Unit

- The Claims Unit manages disaster-related injury claims. The Claims Unit is responsible for processing legal claims for compensation (injury, property damage) and any insurance claim related to disaster response. The Claims Unit maintains contact with Risk Management, County legal and insurance authorities.

- An emergency service worker may apply for and receive benefits as provided in ORS 401.368 to 401.378 for injury sustained in emergency service performed within or without the state. Please refer to Deschutes County policy for specifics.

- To receive benefits the Deschutes County Emergency Manager must maintain a record of enrollment of emergency service workers who are personnel of Deschutes County. Each record shall contain the following information as well as the information that conforms with County policy:

  - Name and address of the worker.
  - Name of the employer.
  - Date of enrollment.
  - Authorized classification of assignment to duty.
  - Times of assignment.
  - Changes in enrollment.

4.5.3 Emergency Pay

- The County Finance Office is responsible for the preparation and distribution of payroll checks to employees. It is up to each individual as well as section chiefs to track the time of each individual.

4.5.4 Emergency Purchasing and Contracting

- All purchases must have the EOC/MACC Procurement Unit written approval.

- The Procurement Unit must keep accurate records of all purchases.

- Employees must use the Disaster Purchase “Open Order” Approval Form for all emergency purchase requests.

- The Procurement Unit determines what vendors are “pre-approved.”

5 Direction and Control

- The County Board of Commissioners, County Administrator and County Sheriff serve 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 County Commissioners informed of resource requirements and coordinate emergency resource requests. To the extent practical, potential resource shortages will be projected, identified, and made known to county Emergency Management and the Plans and Logistics Section Chiefs.
- Priorities for resource allocations will be established by the EOC staff, or at this point the MACC may be operational to deal with prioritizing resources.
- The EOC Manager (or Logistics Section Chief) may designate private citizens to coordinate resources obtained from the private sector, but Deschutes County will retain overall responsibility.

6 Organization and Assignment of Responsibilities

6.1 General

During emergencies and disasters, resource management activities will be managed by individual Department heads. These activities will be coordinated through the EOC. For coordination purposes and subject to the direction and control of the Unified Command, the County Administrator or the County Sheriff has authority to fulfill requests for additional resources from department heads (individual departments) and will serve as a clearinghouse for resources made available to Deschutes County from outside sources. If the situation escalates, or appears that it might, the MACC will be activated to manage the incident and resource priorities for Deschutes County.

6.2 Task Assignments

6.2.1 EOC Manager	
	During an emergency or disaster, utilize all physical resources within the county, whether publicly or privately owned. (Expend all local resources first.)
	Resource surveys should be conducted and maintained to the extent possible.
	Subject to the direction and control of the Unified Command, or the MACC if activated, resolve resource priority issues.
	Subject to the direction and control of the Board of Commissioners, the

6.2.1 EOC Manager	
	County Administrator, or the County Sheriff authorize emergency purchase requests through respective Department heads.
	Ensure good resource management is occurring.

6.2.2 County Emergency Manager	
	Identify potential resource providers by major category, e.g., heavy equipment, hardware, transportation, fuel, food, and manpower.
	Coordinate departmental requests for additional resources.
	Develop agreements with outside sources for use of resources.
	Coordinate with private sector for use of personnel, equipment, services, and supplies.
	Screen offers for resources.

6.2.3 County Finance Department	
	Establish emergency purchasing procedures.
	Maintain records for emergency purchases of goods, services, and personnel.

6.2.4 Individual 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 Finance Department.
	Identify resource needs for special or critical facilities and submit lists to the County Emergency Management.
	Develop procedures for the movement of equipment and critical supplies for various emergency situations.
	Identify additional emergency resource requirements for personnel, equipment, and supplies particular to specific emergencies.

7 Administration and Support

7.1 Administration

- Emergency requests shall be coordinated through the EOC.
- Through Department heads, the County Finance Department 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.

7.2 Support

- The County Finance Department, and County Counsel as appropriate, is responsible for agreements and understandings with private organizations.
- The county Emergency Manager with assistance from the Finance Department may initiate mutual aid agreements pertaining to resource support with neighboring jurisdictions.
- The Emergency Manager will advise the County Commissioners/Administrator on the need and timeliness of requests for state or federal resource assistance.
- Resources requested from the State or federal government must be ordered through the EOC, except those resources covered by mutual aid agreements or wildland fire resources.

8 ESF Development and Maintenance

At a minimum, this ESF will be formally reviewed and updated every two years or as necessary after an event or exercise. This development and maintenance will be coordinated by Deschutes County Emergency Services and will include participation by all agencies that have a supporting role.

9 Supporting Plans and Procedures

All County departments should maintain inventories and rosters of supplies, equipment, and resources important to emergency management and response.

- National Response Framework, ESF 7 – Logistics Management and Resource Support
- State Emergency Management Plan, ESF 7 – Logistics Management and Resource Support

10 Appendices

- **Appendix 1** – Deschutes County Resource Order Form
- **Appendix 2** – Resource Tracking Log
- **Appendix 3** – Local Resource Inventory
- **Appendix 4** – State of Oregon Disaster Response Resources
- **Appendix 5** – Volunteer Skills Inventory
- **Appendix 6** – Disaster/Emergency Assignment Log

- **Appendix 7** – Procurement Unit Procedures
- **Appendix 8** – Disaster Purchase Open Order Form
- **Appendix 9** – Disaster-Related Personnel Expense Tracking Form
- **Appendix 10** – Disaster Service Worker Enrollment Record
- **Appendix 11** – ORS Section 401 358 - 378. Emergency Service Workers

ESF 7 – APPENDIX 1. DESCHUTES COUNTY RESOURCE ORDER FORM

DESCHUTES COUNTY RESOURCE ORDER FORM	
GET THEM WHAT THEY WANT - WHEN THEY WANT IT !!	
Date:	Time Order Received:
Name of Requestor:	Phone No:
Incident Type: Incident Address:	
Resource/Service Requested:	
Special Instructions (special skills, size, with operator, fuel type, etc…)	
Address to Report/Ship Resource To (if different than above):	
When is it needed?	For How Long?
Vendor/Agency Contact Name and Number:	
Action Taken:	
Photocopy and Route to: (if necessary)	
Forward Information to:	
❑ Logistics	❑ Finance
❑ Planning	❑ Operations
Action taken: Ordered ☐ Forwarded ☐	
Time:	
Called requestor back: ☐ (Name)	
By whom:	Time:
Other:	

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ESF 7 – APPENDIX 2. DESCHUTES COUNTY RESOURCE TRACKING LOG

EOC/MACC Position/Branch:	**Resource Tracking Log**							
Resource Requested	Requesting Entity/ Contact Information	Request Received Date/Time	Forwarded to _____ Date/Time	Available? Yes/No	ETA	Reply to Requester Date/Time	Resources On-Site Date/Time	Notes

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ESF 7 – APPENDIX 3. DESCHUTES COUNTY LOCAL RESOURCE INVENTORY

LOCAL RESOURCES			
Funeral Homes			
Autumn Funerals	1723 NE Lytle St., Bend 318-0842	485 NW Larch Ave., Redmond 504-9485	
Bel-Air Colonial Funeral Home	762 NE 10th,Madras	475-2241	
Central Oregon Funeral Alternatives	244 NE Franklin Ave., Bend	389-0807	
Central Pines Funeral Home	16468 Finley Butte Rd., La Pine	536-5104	
Deschutes Memorial Gardens	63875 Highway 97 North, Bend	382-5592	
Madras Funeral Home	762 NE 10th, Madras	475-2241	
Neptune of Central Oregon	244 NE Franklin Ave., Bend	388-2646	
Niswonger-Reynolds Inc.	105 NW Irving Ave., Bend	382-2471	
Prineville Funeral Home and Prineville Heritage Crematory	199 NE 10th St., Prineville	447-6459	
Tabor's Desert Hills Mortuary	105 NW Irving Ave., Bend	382-2471	
Whispering Pines Funeral Home	185 NE 4th, Prineville	416-9733	
Freezers			
Central Oregon Cold Storage	180 NE Irving Ave. Bend	388-2277	
Redmond Lockers and Custom Meats	353 SE Railroad Blvd. Redmond	548-5575	

LOCAL RESOURCES			
Generators			
Several small generators at Road Dept. 322-7125			
Lumber			
Monitors, Detection Equipment			
Redmond Hazardous Materials Response Team			
St. Charles Hospital			
Trailers, Storage			
Western Storage Trailers		1-800-652-7368	
On Site Portable Storage		541-549-8888 or 549-6691	
Transportation			
Redmond School District	Administration 923-5437	Transportation 923-4891	
Bend La-Pine School District	Superintendent 383-6000	Transportation, Bend – 383-6100	La Pine 536-3222
Dial-A-Ride	389-7433		
Deschutes County Road Department	322-7125		
Mt. Bachelor Ski Area		382-2607	buses
Trucks, Refrigerated			
Cascade Transport	62946 NE Layton Ave., Bend	382-4285	
Utility Line Locator		Road Department 322-7125	

LOCAL RESOURCES			
Utility Companies			
Electric			
Central Electric Cooperative	General Office: 2098 N Hwy 97, Redmond	548-2144 fax: 548-0366	
Midstate Electric Cooperative	51340 N Hwy 97, La Pine	Operations: 536-3770 emergency: 536-2165	
Pacific Power		888-221-7070	
Gas, Natural			
Cascade Natural Gas Corp.	64500 O. B. Riley Rd,	382-6464, after hours 888-522-1130	Underground pipeline assistance: 800-332-2344
Northern Energy	1743 SW Hwy 97, Madras 475-7356	2912 S Hwy 97 Redmond 548-7449	
TransCanada	1440 SE Lake Rd., Redmond	548-4110	800-447-8066
Gas, Propane			
Amerigas	1801 NE Division St, Bend	382-3823	
CoEnergy	2618 SW 4th St., Redmond	504-9444	
Ed Staubb & Sons	3305 S Hwy 97, Redmond	504-8265	
Ferrellgas	900 NE 1st St., Bend	382-1161	800-847-0716
Northern Energy	1743 SW Hwy 97, Madras	475-7356	
Suburban Propane	515 NW Kingwood Ave., Redmond	548-4520	800-561-5160

LOCAL RESOURCES			
Water, companies			
Agate and Apache Water Systems	60107 Minnetonka Lane, Bend	382-2855	
Avion Water Co.	60813 Parnell Rd., Bend	382-5342	
Cimarron City Water Co.		389-7480	
Crescent Water Association	Crescent	433-2989	
Laidlaw Water District		389-1255	
Long Butte Water System		383-2863	
Roats Water System	61147 Hamilton Lane, Bend	382-3029	
Sun Country Water, Inc.	63755 Johnson Rd., Bend	382-3833	
Sun Mountain Water Systems	Bend	382-7309	
Sunriver Water		593-4197	
Terrebonne Domestic Water District	8300 NW 5th St., Terrebonne	548-2727	
Wagon Wheel Water	Bend	382-8041	
Water Wonderland Improvement District	17153 Crane Dr.	593-2902	
Water, bulk			
Bend Water Hauling (potable)	382-0759	3 trucks, construction spraying, tank rentals	

LOCAL RESOURCES			
High Desert Water Hauling (potable)	389-4040	Water storage tanks	
Strikeback of Bend	388-7380	Construction spraying	
ODFW		Tankers	
Dairy trucks			

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ESF 7 – APPENDIX 4. STATE OF OREGON DISASTER RESPONSE RESOURCES

To request emergency resources, contact is made through Oregon Emergency Management/Oregon Emergency Response System (OERS). A Governor's declaration of a "State of Emergency" is generally required.

Category of Assistance Available	Description of Resource or Capability	Agency
Air ambulance	When directed by the Governor through a declaration of a "State of Emergency", the Guard may be placed in state "active duty status".	Or. Military Department (OMD) Guard
Airplanes	The DOA has 1 small, single engine, which could be used for reconnaissance.	Or. Department of Aviation (DOA)
Airport repairs, information	The Department owns and operates 31 mostly rural airports in the state. A limited # of staff may be available to assist with repairs.	Or. Department of Aviation (DOA)
Barricades	Barricades, authority and personnel for highway closure and re-routing. OERS has ODOT radio at ECC.	Or. Department of Transportation (ODOT)
Biological, chemical, nuclear, WMD response	Assist local responders in determining the precise nature of an attack, provide technical advice, and determine other resources to request. Weapons of Mass Destruction Civil Support Team (WMD-CST) The 102nd WMD CST is located in Salem. The team maintains the capability to mitigate the consequences of any WMD/NBC event, whether natural or man-made.	Or. Military Department (OMD) Guard. Governor's request.
Communications	When directed by the Governor through a declaration of a "State of Emergency", the Guard may be placed in state "active duty status".	Or. Military Department (OMD) Guard
Counseling, crisis	Mental Health and Developmental Disabilities Division	Or. Department of Human Services (DHS)
Damage assessment, natural resources	Lands, water, habitat areas and infrastructure under their jurisdiction.	Or. Department of Fish and Wildlife (ODFW)

Category of Assistance Available	Description of Resource or Capability	Agency
Disease investigation and control	Center for disease Prevention and Epidemiology identifies, investigates and prevents the spread of disease. Conducts disease surveillance, issues public warnings.	Or. Department of Human Services (DHS), Or. Health Division (OHD)
Engineers	Building Codes Division may provide engineers to survey damaged buildings.	Or. Consumer and Business Services Department (DCBS)
Explosive Ordnance Disposal	Bomb Squads are comprised of three teams, Salem, Central Point and Pendleton. Each team is fully equipped with demolition kits, Explosive Ordnance Disposal (EOD) kits, portable X-ray systems, bomb suits, disrupters and robots.	Or. State Patrol (OSP)
Feeding	When directed by the Governor through a declaration of a “State of Emergency”, the Guard may be placed in state “active duty status”.	Or. Military Department (OMD) Guard
Fire fighting support	When directed by the Governor through a declaration of a “State of Emergency”, the Guard may be placed in state “active duty status”.	Or. Military Department (OMD) Guard
Food, stockpiles	Information channel to US Department of Agriculture (USDA)	Or Department of Agriculture (ODA
Funding	ODA is the channel to the USDA, Soil Conservation Service, and the Agricultural Stabilization Service.	Or. Department of Agriculture (ODA
Funding, recovery, individual	Adult and Family Services Division is the Liaison to the FEMA Individuals and Households recovery program.	Or. Department of Human Services (DHS)
Generators	When directed by the Governor through a declaration of a “State of Emergency”, the Guard may be placed in state “active duty status”.	Or. Military Department (OMD) Guard

Category of Assistance Available	Description of Resource or Capability	Agency
Hazardous Materials, Clean-up	When responsible party unknown or unable. Can contract for services.	Or. Department of Environmental Quality (DEQ)
Hazardous Waste	Removal and disposal of drug lab waste.	Or. Department of Environmental Quality (DEQ)
Insurance assistance	The Insurance Division may assist with post disaster insurance advice and complaints.	Or. Consumer and Business Services Department (DCBS)
Laboratory	The Public Health Laboratory (PHL) is the primary source for biological agent identification.	Or. Department of Human Services (DHS), Or. Health Division (OHD)
Laborers	Inmate work program may be arranged with a local prison. Minimum custody inmates may provide labor at sites within 90 miles of prison. Crews are usually transported, equipped, and supervised by DOC. Following a “State of Emergency” declaration at the local level, the State Emergency Coordination Center (ECC) will coordinate requests for work crews with the nearest prison.	Or. Department of Corrections
Law Enforcement	When directed by the Governor through a declaration of a “State of Emergency”, the Guard may be placed in state “active duty status”.	Or. Military Department (OMD) Guard
Liaison, utilities	When the State Emergency Coordination Center (ECC) is activated the Public Utility Commission acts as liaison to the utility companies.	Public Utility Commission (PUC)

Category of Assistance Available	Description of Resource or Capability	Agency
Life saving, property protection	Army and Air National Guard may provide local response in these two categories without a Governor's declaration of a state of emergency.	Or. Military Department (OMD) Guard
Livestock, feeding	Emergency feeding and protection information	Or. Department of Agriculture (ODA)
Medical Care	When directed by the Governor through a declaration of a "State of Emergency", the Guard may be placed in state "active duty status".	Or. Military Department (OMD) Guard
Medical Examiners	In mass fatality events medical examiners assist with victim identification, documentation of cause of death, and return of remains to next-of-kin.	Or. State Patrol (OSP), Medical Examiner Division (MED)
Personnel	Deploy State personnel to assist with disaster operations	Or. Department of Administrative Services (DAS)
Pesticide Analytical and Response Center	Clearinghouse of information on health effects of pesticides. Laboratory has chemical analysis capability. Provides on-site technical support during agricultural chemical spills.	Or. Department of Agriculture (ODA)
Poison or toxic information	Poison Control Center (OPC) provides triage and treatment information, and monitoring and evaluation of exposed patients.	Or. Health Sciences University (OHSU)
Radiation, food	ODA coordinates with State Health Officer regarding food in commerce	Or. Department of Agriculture (ODA)
Radioactive, monitoring	Lead State Agency (except incidents assigned to OOE). Radiation Protection Services Section.	Or. Department of Human Services (DHS), Or. Health Division (OHD)

Category of Assistance Available	Description of Resource or Capability	Agency
Radioactive, Transportation Accidents	Lead State Agency.	Or. Office of Energy (OOE)
Resource distribution	When directed by the Governor through a declaration of a "State of Emergency", the Guard may be placed in state "active duty status".	Or. Military Department (OMD) Guard
Technical expert, geologic event	Spokesperson on geologic event. Will provide staff to State ECC.	Or. Department of Geology and Mining Industries (DOGAMI)
Transportation, air	A volunteer organization who can help with airborne search, airborne disaster assessment, Electronic Locator Transmitter tracking.	Civil Air Patrol (CAP)
Trucks, tank (water and other liquids)	Division can liaison to trucking companies.	Or. Department of Agriculture (ODA), Food and Dairy Division
Warehouse site procurement	Can locate and lease space for donated goods.	Or. Department of Administrative Services (DAS)
Water, potable, transportation	When directed by the Governor through a declaration of a "State of Emergency", the Guard may be placed in state "active duty status".	Or. Military Department (OMD) Guard
Water, safety	Drinking Water Section (DWS)	Or. Department of Human Services (DHS), Or. Health Division (OHD)
Waterway protection	Administers the removal-fill law. Protection and maintenance of wetlands.	Division of State Lands (DSL)

CATEGORY	FEDERAL RESOURCES	CAPABILITY	
Animal assistance	Veterinary Medical Assistance Team	Medical assistance to animals and livestock.	DHS PHS FEMA
Biological, chemical	US Marine Corps Chemical/Biological Incident Response Force (CBIRF)	This standing consequence management force is tailored to respond to terrorist initiated chemical and biological incidents.	DOD, FEMA, or FBI
Biological, chemical, medical	Chemical/Biological Rapid Deployment Team (CBRDT)	Provides medical and epidemiological services; chemical/biological warfare & hazardous materials experts; explosives disposal and environmental monitoring personnel. Made up of personnel from various federal agencies	USPHS, FEMA, or FBI
Chemical, biological, nuclear	Hazardous-Materials Response Unit (HMRU)	The HMRU has specialized sampling, detection, and identification capabilities of NBC agents. It is also equipped with a variety of personal protective (OSHA Levels A through C) and rescue equipment.	FBI
Chemical, decontamination	US EPA Emergency Response Team (ERT)	Expertise in treatment technology, water and personnel decontamination, chemistry, biology, engineering, on scene safety; access to decontamination equipment.	EPA Federal On Scene Coordinator
Chemical, fate	Scientific Support Coordinator (SSC)	Environmental chemistry, chemical fate and transport support.	EPA/USCG Federal On Scene Coordinator
Chemical, oil, spill response	National Response Team (NRT)	Coordinates supply of personnel, equipment, technical advice to/among affected regions/districts.	EPA/USCG Federal On Scene Coordinator

CATEGORY	FEDERAL RESOURCES	CAPABILITY	
Chemical, oil, spill response	Regional Response Team (RRT)	Provides same capability as NRT within each region/district.	EPA/USCG Federal On Scene Coordinator
Chemical, oil, spill response	US Coast Guard Pacific Strike Team (Part of the NSF.)	Stabilizing and containing spills, and monitoring response actions.	EPA/USCG Federal On Scene Coordinator
Chemical, oil, spill response	National Strike Force (NSF)	Consists of 3 USCG strike teams and the National Strike Force Coordination Center.	EPA/USCG Federal On Scene Coordinator
Chemical, oil. Overflight assessment	USCG District Response Group (DRG)	Personnel, equipment (including marine firefighting and prepositioned equipment and supplies.)	USCG Federal On Scene Coordinator
Chemical, technical	Technical Assistance Team (TAT)	Private contractor providing engineering, scientific, technical, managerial, administrative, and information management support for USEPA's emergency response, removal, and prevention program.	EPA Federal On Scene Coordinator
Construction	US Army Corps of Engineers (USACoE)	Emergency power, water, construction, sand bagging.	DoD
Evidence collection	Evidence Response Teams (ERTs)	The ERTs main functions are crime-scene documentation and evidence collection in support of criminal investigations. Some ERTs are HAZMAT trained.	DOJ FBI
Feeding, sheltering		Regionally located portable fire fighting camps, support units. Cooking, sleeping, showering facilities.	USFS

CATEGORY	FEDERAL RESOURCES	CAPABILITY	
Law Enforcement, tactical	Critical-Incident Response Group (CIRG)	These teams are specially assembled to conduct tactical and crisis-management efforts.	DOJ FBI
Medical, chemical	USAMRICD. Medical Chemical Biological Advisory Team (MCBAT).	The MCBAT is the primary source of medical information dealing with the management of CW-agent casualties for the federal government. Through the FBI or agencies within the DHHS, the MCBAT provides consultation to state, city, or local agencies. As necessary, the MCBAT supervises the collection of biological samples (bodily fluids) for subsequent verification of chemical-agent exposure that can be used to facilitate the confirmation, diagnosis, and treatment.	DoD
Medical, response	Madigan Army Medical Center Disaster-Assistance Response Team (DART).	Triage, decontamination, and stabilization of contaminated and multiple injured casualties. The team has 24-hour access to board-certified toxicologists. Team members have received substantial training in basic and advanced life support, trauma life support, HAZMAT, confined-space medicine, crush-injury medicine, and emergency medical response to terrorism.	US Army DoD
Medical, treatment, patient forwarding	Disaster Medical Assistance Team (DMAT)	Volunteer medical team of doctors, nurses, paramedics, emergency medical technicians, and support personnel.	DHS USPHS or FEMA
Medical, treatment, WMD	National Medical Response Team (NMRT)	Augmented DMATs (one in Los Angeles) specially trained and equipped to respond to terrorist incidents.	DHS USPHS or FEMA
Mortuary services	Disaster Mortuary Operational Response Team (DMORT)	Victim identification, evidence preservation.	DHS PHS or FEMA

CATEGORY	FEDERAL RESOURCES	CAPABILITY	
Pharmaceuticals	National Strategic Stockpile	Antimicrobials, vaccines, antidotes. Technical Assistance Response Unit (TARU) provides assistance. Caches positioned to respond to site within 12 hours.	DHS PHS or FEMA
Radiological, location and removal of	DOE Nuclear Emergency Search Team (NEST)	A team of specially trained responders with special equipment capable of locating radioactive materials and handling damaged nuclear weapons. NEST is prepared to respond to terrorist incidents.	DOE
Radiological, medical	Medical Emergency Radiological Response Team (MERRT)	A national resource that can be deployed to assist local communities affected by a radiological incident. This is a federal team made up entirely of VA personnel, who are trained to provide advice and assistance in the event of a radiological event.	Veterans' Administration (VA)
Radiological, medical	Radiation Emergency Assistance Center/Training Site (REAC/TS)	An on-call team of physicians, health physicists, coordinators, and support staff which can provide consultation or direct medical and radiological assistance in the field.	DOE
Radiological, monitoring	Aerial Measuring System (AMS) There is also a ground vehicle mounted version of this capability known as KIWI.	Aerial search and photographic surveys, radiation and multi-spectral surveys, real time radiological aerial air sampling. Fixed-wing and helicopters equipped with detection equipment. Located at Nellis, AFB, Las Vegas and Andrews AFB, near D.C.	DOE
Radiological, monitoring, decontamination	Radiological Assistance Program (RAP)	Initial radiological response group. Identifies presence of radiation and contamination. Provides advice on monitoring, decontamination, and material recovery.	DOE

CATEGORY	FEDERAL RESOURCES	CAPABILITY	
Radiological, plume modeling	Atmospheric Release Advisory Capability (ARAC)	Real time computer predictions of dispersal. Maps showing accumulated dose, airborne concentration, and contamination distribution. Can provide an estimate of the radiological health consequences. After notification, response time is 30 minutes to 2 hours.	DOE
Radiological, remediation	US EPA Radiological Emergency Response Team (RERT)	Response and support for radiological hazards.	EPA On Scene Coordinator
Radiological, response	Accident Response Group (ARG)	Team prepared to respond to any nuclear weapons, weapons components, or special nuclear materials accident. Time phased deployment. Follow on team members provide health and safety assessments and weapon recovery operations. Managed from Albuquerque.	DOE
Search and Rescue	Urban Search and Rescue (USAR)	28 teams across the country. Assigned on a rotational basis.	(DHS) FEMA

ESF 7 – APPENDIX 5. VOLUNTEER SKILLS INVENTORY

For use in the field: have the volunteer complete the form on their own and return to a volunteer coordinator. For use at the Information Line: record the name, contact information, skills stated and equipment or supplies available, and give the completed form to Logistics/Resources Unit.

Name:		DOB:
Address:		Telephone:
Please check all categories in which you have experience or training, and circle options.		
First Aid (current card yes/no)	CPR (current yes/no)	Triage
Medical License MD/RN /LPN/PA/other	Med. License #	Medical License State issued:
Emergency Planning	Emergency management	Search & Rescue
Law Enforcement	Bi/Multi Lingual Language(s)	
Photography	Journalism	
Mechanical ability	Structural Engineering	Other Engineering
Bus/Tuck Driver (Class 1 or 2 license yes/no)	Shelter Management	Food Preparation
Survival Training and Techniques	Camping	Recreational Leader
Ham Radio Operator	CB Radio	Waste disposal
Hazardous Materials	Radiological	Physics
Pharmacy	Logistics	
Equipment or supplies available for this emergency?		
Comments/additional information:		

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ESF 7 – APPENDIX 6. DISASTER/EMERGENCY ASSIGNMENT LOG

DISASTER/EMERGENCY ASSIGNMENT LOG							
NAME	FROM CO. DEPT OR VOL	NAME OR LOCATION OF EMERGENCY FACILITY OR SITE ASSIGNED TO.	SHIFT SUPERVISOR AT LOCATION	BEGIN ASSIGNMENT: DATE/TIME	END ASSIGNMENT: DATE/TIME	REASSIGNED TO: LOCATION, DATE/TIME	RELEASED DATE

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ESF 7 – APPENDIX 7. PROCUREMENT UNIT PROCEDURES

The Procurement Unit assists EOC/MACC personnel in obtaining additional disaster related equipment, supplies and services. The Procurement Unit issues an instruction for recording emergency purchase and contracts in formats acceptable for State and Federal reimbursement programs.

The Procurement Unit is responsible for ensuring that disaster-related purchase requests and expenditures are documented by all EOC/MACC personnel and submitted for reimbursement.

DESCHUTES COUNTY POLICIES

1) Emergency Pay

a) Use the Emergency Pay and Procurement Forms (based on the requirements of Federal and/or State agencies) provided in this ESF to record emergency hours and payroll. Payment may be processed by the County through the normal payroll processes if available or on a stand-alone PC software program. Utilize special earnings codes or project codes to segregate emergency pay.

2) Overtime pay for disaster-related work

a) Track disaster-related overtime pay for reimbursement by Federal and/or State agencies on the Emergency Pay and Procurement Forms. Project codes could be used to identify disaster-related overtime if the County's current payroll system is functional. If the County's payroll system is not functional, a PC software package selected to temporarily replace the payroll system should have the ability to utilize a project code or pay type identifier to isolate different types of pay.

3) Pay when an employee is unable to report to work because of the disaster

a) A policy needs to be established stating whether an employee will receive pay during a disaster if they are unable to report to work. Specific guidelines describing the circumstances that would qualify for this pay need to be written.

4) Paycheck disbursement when normal processes are interrupted

a) Purchase stand-alone PC software that will allow us to generate paychecks or advances to employees. Purchase check stock/direct deposit stock to print on. Verify printer that can print payroll checks on blank check stock is available to connect directly to a PC.

b) Must have options available to print checks for direct depositors if direct deposit is not available. Check with bank to see if they will cash checks without special ink and if positive pay function is not available to the County for technical reasons.

5) Employee check cashing when banks are shut down

a) The County would need to have a reserve of cash on hand to assist the employee with this...or perhaps as part of the services provided by our bank they can keep a reserve of cash on hand for this type of emergency to be disbursed to County officials by bank officers.

6) Financial assistance to employees if funds are needed and paycheck disbursement is delayed

a) These would be advances in cash or check form (dependent on the check cashing availability of banks). Amounts would be based on normal monthly net paychecks for salaried employees. Hourly employees pay could be calculated on the PC payroll program. Should be a feature in the software purchased to disburse paychecks in (4) above. Not a procedure the County would normally consider except in an emergency situation.

7) Establish the Finance Section Group (create a roster) and assign their duties before the disaster occurs; modifying the assignments as needed.

ESF 7 – APPENDIX 8. DISASTER PURCHASE OPEN ORDER FORM

BLANK DISASTER PURCHASE "OPEN ORDER FORM (SAMPLE)	
Item:	
Use:	
Estimated Cost:	
Name:	
Location/Department:	
Phone #:	
Fax #:	
E-Mail:	
Request approval to purchase the item above using: Existing Vendor/Supply Voucher County Credit Card Need EOC/MACC to purchase this item (Attach a completed Emergency Supply Requisition form and send or fax to EOC/MACC Procurement Unit	
Approved:	Declined:
Time sent back to requestor:	at Fax #
Routing Instructions: If the box is checked to request that the EOC/MACC obtain this item for disaster response, this form is sent to EOC/MACC Resources (after review by Procurement Unit).	
EOC/MACC Resources Leader received request at (date/time): Request filled (date/time):	
Instructions: EOC/MACC Resources Unit Leader sends copy back to Procurement Unit when purchase is complete and requestor receives item	

Deschutes County EOC/MACC
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ESF 7 – APPENDIX 9. DISASTER-RELATED PERSONNEL EXPENSE TRACKING FORM

DISASTER-RELATED PERSONNEL EXPENSE TRACKING

Pay Period _____

Preparer's Home Index Name _____

Preparer's Home Index Number _____

Preparer's Budget Unit _____

Submitted By: _____

Telephone Number: _____

Date Submitted: _____

Date	Emp Class	Employee SSN	Employee Name	Hours	Hour Type	Index #	Index Name
Indicate date or date ranges worked	Indicate employee classification	Indicate social security number of employee	(Indicate last name first and first name last)	Indicate number of hours	(R - Reg, E - Extra Help, O-Overtime	Indicate the index hours are to be charged to.	Indicate name of index hours are to be charged to.

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ESF 7 – APPENDIX 10. DISASTER SERVICE WORKER ENROLLMENT RECORD

Each record shall contain the name and address of the worker, the name of the employer of the worker, date of enrollment and authorized classification of assignment to duty, including the times of assigned duty, as well as changes in enrollment.

DESCHUTES COUNTY SHERIFF'S OFFICE, EMERGENCY SERVICES DIVISION DISASTER SERVICE WORKER ENROLLMENT RECORD (PER ORS 401.355)						
NAME	ADDRESS	EMPLOYER	ENROLLMENT DATE	DUTY ASSIGNMENT	TIMES OF ASSIGNED DUTY	CHANGES IN ENROLLMENT

Deschutes County EOC/MACC
Revised September 2006

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ESF 7 – APPENDIX 11. OREGON REVISED STATUES, SECTION 401 EMERGENCY SERVICE VOLUNTEERS

401.358 Definitions for ORS 401.358 to 401.368. As used in ORS 401.358 to 401.368:

(1) "Emergency service activities" means:

(a) The provision of emergency services; and

(b) Engaging in training under the direction of a public body, whether by reason of the training being conducted or approved by a public body, for the purpose of preparing qualified emergency service volunteers to perform emergency services.

(2) "Qualified emergency service volunteer" means a person who is:

(a) Registered with the Office of Emergency Management or other public body to perform emergency service activities;

(b) Acknowledged in writing as a qualified emergency service volunteer, at the time the person offers to volunteer during an emergency, by the Office of Emergency Management or by another public body; or(c) A member of the Oregon State Defense Force. [2009 c.718 §2]

401.362 Application. ORS 401.358 to 401.368 apply only to a qualified emergency service volunteer who is performing emergency service activities under the direction of a public body without compensation from the public body other than reimbursement for food, lodging, costs of transportation and other expenses. [2009 c.718 §3]

401.364 Coverage under Oregon Tort Claims Act.

(1) A qualified emergency service volunteer is an agent of a public body under ORS 30.260 to 30.300 for the purpose of acts and omissions of the volunteer that are within the course and scope of the volunteer's duties if the acts or omissions occur:

(a) While the volunteer is performing emergency service activities under the direction of the public body during a state of emergency declared under this chapter, or during a state of public health emergency proclaimed under ORS 433.441; or

(b) While the volunteer is engaged in training being conducted or approved by a public body for the purpose of preparing the volunteer to perform emergency services.

(2) A public body shall defend, save harmless and indemnify a qualified emergency service volunteer as required by ORS 30.285 for any tort claim arising out of an act or omission described in subsection (1) of this section. [2009 c.718 §4]

401.368 Workers' compensation benefits.

(1) The Office of Emergency Management shall provide workers' compensation coverage for qualified emergency service volunteers who are injured in the course and scope of performing emergency service activities under the direction of a public body if the injury occurs:

(a) While the volunteer is performing emergency service activities under the direction of the public body during a state of emergency declared under this chapter, or during a state of public health emergency proclaimed under ORS 433.441; or

(b) While the volunteer is engaged in training being conducted or approved by a public body for the purpose of preparing the volunteer to perform emergency services.

(2) Workers' compensation coverage shall be provided under this section in the manner provided by ORS 656.039. [2009 c.718 §5]

401.378 Leaves of absence for certified disaster relief volunteers; requirements; maximum period; effect on status of employees.

(1) State agencies and political subdivisions described in ORS 243.325 (2) to (6) may grant leaves of absence to any public employee who is a certified disaster services volunteer of the American Red Cross to participate in disaster relief services in the State of Oregon. Cumulative leave granted shall not exceed 15 work days in any 12-month period. Such leave granted shall not result in a loss of compensation, seniority, vacation time, sick leave or accrued overtime for which the employee is otherwise eligible. Compensation to an employee granted leave under this section shall be at the employee's regular rate of pay for those regular work hours during which the employee is absent from work.

(2) As used in this section, "disaster" means those disasters designated at level II and above by the American Red Cross. [Formerly 401.485]

8 ESF 8 – Public Health and Medical Services

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ESF 8 Tasked Agencies	
Primary Agencies	Deschutes County Health Services
Supporting Agencies	Deschutes County Emergency Services Deschutes County Medical Examiner Deschutes County Road Department Deschutes County Sheriff's Office
Adjunct Agencies	Hospitals and Clinics City and RFPD Fire Department Emergency Medical Services City departments/organizations Oregon Department of Agriculture (ODA) ODA, State Veterinarian's Office Oregon Department of Environmental Quality Oregon Department of Fish and Wildlife Oregon Department of Human Services, Public Health Division Oregon Department of Transportation Oregon Hospital Preparedness Program Oregon National Guard Centers for Disease Control and Prevention Ambulance service providers, private American Red Cross Funeral homes Long-term care facilities Oregon Funeral Directors Association Veterinarians Volunteer organizations Water companies Wastewater treatment companies

1 Purpose and Scope

1.1 Purpose

Deschutes County Health Services protects, preserves, and promotes the health of residents and visitors to the area, ensuring capacity for public health emergency preparedness, response and recovery. The purpose of this plan is to provide guidelines for Deschutes County staff and management to detect, respond, and control public health emergencies and bioterrorism attacks. Health and medical assistance provided under this ESF will be coordinated by the Director of Health Services or designee. Mortuary services will be coordinated with the local and state medical examiners for the organization, mobilization, and direction of coordinated public health services during emergency situations to reduce epidemics, infections and deaths during and following a disaster. Additionally they will serve to assist in damage assessment and restoration of essential health and medical services within the disaster area.

1.2 Scope

This Emergency Function #8 supports local government efforts to identify and meet the public health needs of their communities during an emergency or disaster.

This support includes, but is not limited to:

- Assessment of health/medical needs.
- Providing public health surveillance, detection, diagnosis by health officer, assessment, exposure monitoring.
- Acquisition of health/medical equipment and supplies.
- Disseminating public health emergency information to first responders, other education of emergency workers, and the general public about infectious disease.
- Educating first responders about signs and symptoms of infectious diseases.
- Educating the general public about signs and symptoms of infectious diseases, personal protective measures, and disease control measures for biological, chemical, and radiological emergencies.
- Providing emergency response-related technical assistance addressing biological, chemical, and radiological hazards, including terrorism considerations when appropriate.
- Acquisition of health/medical equipment and supplies; requesting, receiving, repackaging and distributing assets from the SNS program, when activated for Deschutes County.
- Inspect and advise on general sanitation matters including vector control, potable water/wastewater and sold waste disposal.
- Coordinate with Behavioral Health to establish a mental health response system that makes the best use of mental health resources.
- Coordinate health related activities among other county public and private response agencies or groups.
- County Disaster Service Worker health.
- Public health information.
- Assist medical examiners with victim identification/mortuary services.

1.3 Authorities

- **401.032.** Statement of policy and purpose**.** 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 governmental level. The state shall prepare for emergencies, but shall not assure authority or responsibility for responding to such an event unless the appropriate response is beyond the capability of the city and county to which it occurs, the city or county fails to act, or the emergency involves two or more counties. [2009 c.718 § 28]
  - **401.035.** Responsibility for Emergency Services Systems.
  - **401.168.** Police powers during state of emergency; suspension of agency rules.
  - .
  - **431.110.** General Powers of Department of Human Services. Subject to ORS 417.300 and ORS 417.305.
  - **431.150.** Enforcement of health laws generally.
  - **431.530.** Authority of the local health administrator in an emergency.
  - **431.550.** Authority of Department of Human Services to collect information from local public health administrators.
  - **401.654.** Registry of emergency health care providers.
  - **433.441.** Proclamation of state of impending public health crisis.
  - **433.110 et seq..** Procedure to impose public health measure; enforcement.
  - **433.123.** Taking subject into custody; information to subject; notice to court; court order; duration of custody.
  - **433.035.** Examination of person reasonably believed to have reportable disease; rules; imposition of public health measure.
  - **433.121.** Power to impose public health measures.
  - **448.160.** Emergency plans.
  - **469.611.** Emergency preparedness and response programs; radiation emergency response team; training**.**

2 Policies and Agreements

- Internal policies for Deschutes County Health Services are maintained in the Deschutes County Emergency Services Manager.

Comment [DD1]: This does not make sense

- EMS, cities, and paramedic providers will respond as first response agencies for pre-hospital medical care.
- St. Charles Medical Center shall forward requests for assistance directly to the Deschutes County EOC or Health Services Department Operations Center as appropriate.
- During an emergency, Deschutes County Health Services will provide education on the prevention of transmission of infectious disease and ensure that all cases of infectious disease are subject to adequate control and treatment.

3 Situation and Assumptions

3.1 Situation

- Residents of Deschutes County are vulnerable to a large number of disaster occurrences which could result in a need for emergency health support.
- Local and State Health Authorities are requested to make health and medical damage assessments of a region affected by a major disaster. Rapid and accurate assessment is essential in order to provide timely and effective response. Additionally, under some circumstances, “timeliness” is critical in order for the state to receive low cost federal support.
- Emergency/disaster conditions can pose serious public health problems as a result of floodwater contamination, lack of refrigeration, lack of sanitation and potable water, disruption of pharmaceutical operations, and vector proliferation. Also, certain situations (e.g., radiological incidents, virulent disease outbreaks, hazardous materials incidents, bioterrorism etc.) present inherent public health concerns. In these situations, public health resources may be required in order to save lives and prevent illness and trauma.
- The possibility of epidemics and deaths from infections is a primary concern following a disaster in which there are mass casualties and or disruption to normal water, sanitation, or health system services.

3.2 Assumptions

- ESF #8 will be implemented as required following the occurrence of a significant natural disaster or human caused event requiring implementation of the County Operations Plan.
- The Director of Deschutes County Health Services is responsible for activating and directing the health and medical activities for ESF #8.
- Release of medical information or identification of fatalities will be in accordance with existing procedures to ensure patient confidentiality and notification of next of kin. In some major disasters, other agencies may assume the responsibility for release of casualty information.
- Appropriate information on casualties/patient will be provided to the American Red Cross for inclusion in the Disaster Welfare Information (DWI) System for access by the public.
- There are many health related problems associated with disasters, and there is adequate local private medical provider capability to meet most disaster situations. When necessary, support will be available from Deschutes County Health Services, Oregon Emergency Response System, the Oregon Health Department and federal agencies through the Emergency Operations Center (EOC).
- Unmanaged accumulation of debris, consumption of contaminated food or water, damage to chemical and other industrial facilities, and inadequate disposal of sewage will result in toxic environmental and health hazards. These hazards will create a secondary public health-related emergency if not taken into consideration soon after the onset of the primary emergency/disaster.
- The public may require guidance concerning how best to avoid health hazards created by a disaster, terrorism, or arising from conditions existing in the affected area during the recovery and rehabilitation phase.
- Planning should be directed toward such naturally occurring and man-made disasters including, but not limited to, earthquake, snowstorm, aircraft crash, volcanic eruption, dam failure, flood, terrorist attack and hazardous chemical incidents.
- In a large scale disaster or any situation where needs exceed ability to cope, any of the following may occur.
    - Multiple physical casualties with a variety and range of urgency and disability;

- Physical facilities will be over taxed, over utilized, damaged or inaccessible;
- Health related supplies may be over-utilized or unavailable;
- Communications via telephone, fax, electronic mail, and standard radio may be interrupted;
- Infrastructure support for health facilities may be interrupted so that water, power, gas, food supplies, etc. may be impaired;
- Personnel to provide medical care may be limited due to injury, personal concern/needs or limited access to facilities where they work;
- Access of casualties to assessment, transport, and treatment facilities may be limited.

■ Hospitals and other medical facilities will be taxed to their maximum capacity and ability to receive patients. ESF 8 Coordinators may need to coordinate the use of other facilities. Deschutes County Health Services does not maintain sufficient medical supplies, pharmaceuticals, or emergency medical staff to supply a temporary treatment center.

■ Deschutes County Health Services does not supply medical equipment, pharmaceuticals, or linens to hospitals on a daily basis. Hospitals, nursing homes, and other critical in-patient facilities will rely on existing emergency services contracts to remain viable.

■ The public should not anticipate routine public health nursing services for at least the first 72 hours after the disaster.

■ This annex may be implemented when either the Deschutes County Emergency Operations Plan is implemented or at the discretion of the Public Health Director. The Sheriff's Office Emergency Services Manager and the Director of Deschutes County Health Services, or designee, will notify one another when the emergency operations plan is implemented.

■ The Public Health Director will be at the EOC and coordinate, as needed, with the county health officer, hospitals, and others to assure that adequate support services are available in meeting the health and welfare needs created by the disaster.

■ The Public Health Administrator (Director) is, under Oregon Statute (431.150), charged with the strict and thorough enforcement of public health laws of this State in this district. The Public Health Administrator shall possess the powers of constables or other peace

officers in all matters pertaining to public health, under Oregon Statute (431.440). Furthermore, the local Public Health Administrator may take any action which Oregon Health Authority or its assistant director could have taken, if an emergency endangering the public's health occurs within the jurisdiction of any public health administrator, and where a delay in taking action to meet the emergency will increase the hazard to public health, under Oregon Statute (431.530).

- In contrast to public health and public safety services, medical care is not managed or administered by county government. A network of private resource providers, highly organized to meet day to day emergencies provides medical care. Coordination between the county and medical service and supply providers is necessary so that services and resources are used most effectively.
- Other State of Oregon agencies will participate in the management of a bio-terrorist attack, including, but not limited to: Department of Human Services, State Police, Transportation, Agriculture, Environmental Quality, Justice, and Military.
- Disease surveillance will provide information critical to an effective response.
- If the Strategic National Stockpile is activated, a supply of antibiotics, antidotes, and medical supplies and equipment will be available and will arrive in 12 hours following approval by the Directors of the Centers for Disease Control Department. Oregon's Department of Transportation and Military Department will be available to assist with the reception, movement, and distribution of these items.
- Employers will ensure that all health care providers, government personnel, and first responders at risk of exposure to infectious diseases when assigned to respond to a public health emergency or disaster receive appropriate routine immunizations.
- An effective response to a public health emergency or bioterrorist attack will require the coordinated efforts of a wide variety of organizations – private as well as public- and include agencies outside of the healthcare field.
- Deschutes County Health Services has the capabilities to dispense medication from the Strategic National Stockpile with use of staff and volunteers.
- It will be necessary to gather evidence for law enforcement as well as medical treatment and epidemiology purposes.

- Under the provisions of Presidential Decision Directive – 39, the Federal Bureau of Investigation (FBI) is in charge of a terrorist event during the initial crisis and the Federal Emergency Management Agency (FEMA) is the lead federal agency during consequence management. The United States Public Health Service (USPHS) is the lead agency for medical and health issues and manages activities under the guidelines listed in the Initial National Response Plan, September 30, 2003 under Emergency Support Function-8 (ESF-8).

- Key personnel in all responding jurisdictions will have received training in or are familiar with the National Incident Management System (NIMS) model of emergency response management and will be able to function successfully within this management structure.

- The state will disseminate crucial information to Deschutes County Health Services and healthcare providers via the Health Alert Network.

4 Concept of Operations

4.1 General

The appendices and supporting standard operating procedures presented in this plan are designed for response to both naturally occurring and human-caused events, including acts of terrorism.

Throughout this plan, it is assumed that local, state, and federal public health operations in response to an emergency will take place within the context of a fully activated national emergency management system. This means that local and state emergency proclamations, including impending public health crisis and a federal declaration of major disaster have been implemented.

In major disasters or emergencies, OEM coordinates action by all state agencies and federal support to local governments. This process is managed by communications between local emergency operations centers (EOCs) and the state ECC. All local requests for state and federal resources are routed through the state ECC.

In any emergency or disaster, local governments retain responsibility for operational management of all states of the emergency management life cycle; preparedness, prevention, mitigation, response, and recovery.

4.2 Understandings

- Response to local public health emergencies is a local Public Health responsibility; state and other resources support the local response.

- Despite the local nature of Public Health responsibility, there is always

a role for the state in the response to public health emergencies.

- State and local roles will vary based on the nature and severity of the event.

- The purpose of the Hospital Preparedness Program (HPP) Regions is to provide the resource support to local responses (not to assume command and control).

- Any cohesive state/local response system must be rooted in commonly accepted command and control practices (NIMS and ESF-8 framework).

A. During an emergency, Deschutes County Health Services will follow the NIMS Model for Emergency Management including the use of Incident Command.

- **Information**
  - Notification to media, medical community, general public, neighboring counties, public health workers
  - Public Notification of clinics as needed
  - "Hotline" as needed

- **Safety**
  - Medical Safety – PPE
  - Security – for staffing and supplies (vaccine)

- **Operations Section**
  - Surveillance (investigation) (Strike Teams)
  - Mass Immunization Clinics as needed
  - Mass distribution of anti-virals
  - Mass Casualties – non traditional triage centers
  - Mass Fatality Management
  - Social and Counseling Services
  - Mass Quarantine – PPE
  - Respirators
  - Shortage of antibiotics
  - Laboratories – process clinical specimens

- **Planning Section**
  - Develop Incident Action Plan
  - Collect, evaluate, and display information about the incident
  - Maintain resource status information on all equipment and

personnel
- Maintain documentation

- **Logistics Section**
  - Communications Unit
  - Medical Unit
  - Food Unit – supply personnel
  - Supply Unit
    - Workforce/staffing
    - Credentialing
    - Volunteers
    - Surge Capacity
    - Vaccine Administration Supplies
    - Vaccine Receipt and Distribution, Inventory control, Cold Chain
    - PPE
    - Clerical supplies
  - Facilities Unit – Sites
  - Ground Support Unit – Transportation for staff and population

- **Finance/Administration Section**
  - Time unit
  - Procurement Unit: Obtain, track, and pay for supplies
  - Fiscal Management of cost to County to manage salaries, supplies, etc – obtaining federal and state monies
  - Compensation/Claims Unit
    - Legal Issues
    - Finance issues relating to individuals paying for vaccine

B. General Public Health services ongoing responsibilities:

- This Annex is based upon the concept that emergency functions for public health 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 operations 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.

- Field Liaison teams will be asked to procure information about a public health emergency/disaster, prioritizing work into three categories:

- Immediate Response (within 12 hours of the event)
- Short Term Response (within 48 hours of the event)
- Long Term Response (within 72 hours of the event)

■ Teams may be expected to stay in the field or stricken area for an extended period of time and should prepare accordingly with adequate personal items and all appropriate equipment. Housing, communications, food, and transportation will be coordinated by the EOC.

■ Prepare and maintain operation procedures for director, public health managers, and staff which include:

- Emergency Call List.
- Lines of succession: If an assigned person cannot function, an alternate is designated from the line of succession for that position.
- Operation location assignments: in an emergency, public health management staff report to their assigned locations.
- Program Managers will communicate with the director when they report to their work stations and every two (2) hours thereafter, or more often as necessary.
- The director, or designee will be available at the county EOC and will coordinate communications with the State Department of Human Services and Centers for Disease Control, Atlanta, Georgia, as needed.
- Assure that the Public Health Services and its components prepare and maintain alerting and communication procedures to be activated by the director.
- Develop procedures to alert program managers, health officer, and department personnel through a phone tree. (Appendix 1)
- Develop alternative methods when normal communications are unavailable to contact public health services personnel.
- Develop procedures to maintain contact with key personnel in the field to determine the ongoing status of the emergency situation.

■ Assure that personnel resources are available for disaster operations. The Program Managers will coordinate the following as necessary:

- Train and equip Health Department personnel to perform their disaster responsibilities.
- Work to recruit and train auxiliary public health nurses, sanitarians, paraprofessionals, and office assistants who may be required to augment regular public health personnel.

- Develop an inventory of personnel available for emergency operations to facilitate assignment. Include name, position, office phone, home address and home phone.
- Develop procedures for the provision of available Deschutes County Health Services staff for use outside the Public Health Services program. Coordinate with the county health officer.

- Assure that Deschutes County Health Services and its components prepare and maintain an equipment and supply procurement and provision program for disaster operations.

- Designated staff will coordinate the development of procedures for the prompt identification of equipment and supplies available within public health.

4.3 Phases of Emergency Management

4.3.1 Mitigation

Public health and medical services agencies and organizations will coordinate the following operations/activities:

- Public health and medical service agencies will provide emergency response according to their agency standard operating procedures (SOPs).

- Each public health and medical service agency shall maintain a current list of phone numbers for all personnel with emergency tasking and establish an emergency call-out procedure.

- Public health and medical service personnel shall be trained to operate in emergency situations and shall be familiar with their agency task assignment. This is commonly achieved through training and exercises.

- Public health and medical service personnel shall coordinate activities in response to training with local emergency management exercises once per year.

- All communication equipment shall be checked monthly.

- All specialized and general equipment and facilities shall be maintained in a ready condition for emergency use.

- Provide an assessment of the health hazards to which the county is susceptible.

- In support of the Public Information Officer in the EOC, and in relation to the emergency, provide general health education and information, rumor control information, environmental health and sanitation information and next-of-kin information in coordination with the American Red Cross.
- Coordinate with health service agencies that can provide emergency health care, to include counseling and mental health services, community nursing, medical and dental health clinic support, mass casualty medical and health support, medical and health needs at shelters and control of communicable diseases.
- Coordinate with health service agencies that can provide emergency environmental health and sanitation, to include safe drinking water, sewage disposal, food preparation, solid waste disposal, sanitation at shelters and vector control.
- Coordinate the use of health and medical resources.
- Continue to develop registries of volunteer healthcare professionals for use in an emergency.
- Make requests to volunteer disaster relief organizations for assistance consistent with their resources, manpower and capabilities.
- Provide support to other emergency response operations as requested and as able.
- Provide and coordinate radiological exposure control information for emergency response personnel and the public.

4.3.2 Preparedness – Pre-Emergency Period

- Review and update EOP and SOPS.
- Dissemination of accurate, timely, emergency public information.
- Public health personnel shall coordinate activities in response training with local emergency management exercises once per year.
- Evaluate adequacy of existing local infrastructure to respond to an emergency/disaster.
- All specialized and general equipment, medical supplies, vaccines, resources, and facilities shall be maintained in a ready condition for emergency use.
- Coordinate with Deschutes County and city governments to ensure water quality.

- Coordinate with Deschutes County and private contractors to provide safe waste disposal.
- Provide an assessment of the health hazards to which the county is susceptible. Review Deschutes County Health Services policy and procedures to find and remove any barriers to disease surveillance and reporting programs. Work with local healthcare providers and facilities to assess and improve healthcare surveillance and response capabilities. Report the presence of contagious infections in the jurisdiction.
- Coordinate with health services agencies and divisions of the health department that can provide emergency health care, to include counseling and mental health services, community nursing, medical and dental health clinic support, mass casualty medical and health support, medical and health needs at Red Cross shelters as needed and control of communicable disease.
- To promote coordination of services during an emergency or disaster, Public Health planning involves establishing a working relationship through collaborative planning and development of written agreements, with those disciplines which will also be providing services. During a disaster or emergency, activities of public health must be coordinated closely with those other disciplines to ensure the best use of resources and the sharing of information. Contact with the following groups may be initiated by public health and coordinated through the EOC:
    - Environmental Health Services
        - Food; preparation and storage standards
        - Waste management
        - Ventilation
        - Portable toilets
        - Hazardous materials release
        - Potable water recommendations
    - Mental Health
        - Crisis counseling
        - Grief counseling
        - Critical incident stress debriefing
        - Referrals

- Emergency Medical Services
- Coordination of medical services
  - EMS providers
  - Assisting American Red Cross in procuring medical resources
  - Evacuation of casualties
- Nutritional Consultants
  - Formula information and resources
  - Special dietary needs
- Public Health Laboratory
  - Water samples
  - Communicable disease samples
- Local Law Enforcement
  - Maintain security and order in community and at shelter sites
  - Mitigate violent and abusive situations
- Social Services
  - Assistance with food stamps, lost medical cards
  - Determine eligibility
  - Family support services
  - Assist with child abuse/neglect situations
  - Assistance with adults and aged
- Infant, Child, and Adolescent Services
  - Special needs populations
  - Crisis intervention
  - Child care
- Health Education
  - Media
  - Shelters

    - Health education materials
- Medical Resources
    - Hospitals, clinics, infection control nurses, school nurses
    - Referrals for acute/chronic needs
    - Discharge planners
    - Communications on capacity
    - Pharmacy
    - Dentists
    - Specialists
- Mutual Aid Agreements shall be developed with agencies such as:
    - Emergency Housing Agencies – COCAAN
    - Schools – shelters, immunization sites
    - Churches – shelters, food, information, networking
    - Pharmacies
    - Home Health Agencies
    - Volunteer Agencies
    - Volunteers in Police Services
    - Mortuaries
    - Medical Facilities
    - Transportation/buses
- Media Personnel
    - Communications
    - Status Report Updates
- EOC Coordinators
    - Simulation Exercises
- Animal Control
    - Shelter/Containment

- Rescue
- Veterinarians

- Review current emergency plans for inclusion of provisions for mass vaccination and chemoprophylaxis.
- Coordinate with County Emergency Management to include the following plans in agency plans: Strategic National Stockpile (SNS); Regional Hospital Bioterrorism; and County Bioterrorism Plans.
- Coordinate with Red Cross to make requests to volunteer disaster relief organizations for assistance consistent with their resources, manpower, and capabilities.
- Identify and list state/federal contacts for assistance during disasters that may affect public health issues.

4.3.3 Response – Increased Readiness

- The Director reports to the Emergency Operation Center (EOC) – located in the County Sheriff's Office, or designated alternative site, along with Program Managers as needed.
- The county health officer, along with the Communicable Disease Team provides a preliminary and ongoing assessment of the health hazard problem (s). For a potential or actual bioterrorism event, refer to Bioterrorism Plan.
- Necessary personnel will be contacted.
- Coordinate the notification, investigation and response to public health emergencies with Oregon Health Authority, Governor's Office, local hospitals, clinics, mental health services, and county responders.
- Seek mutual aid assistance from the regional public health agencies as needed.
- In support of the public information officer in the EOC, and in relation to the emergency, coordinate with mental health staff to provide general health education and information, rumor control information, environmental health and sanitation information, and next of kin information.
- Coordinate communicable disease and vector control operations through the Communicable Disease Task Force Leader, Immunization Task Force Leader, and Environmental Health Task Force Leaders. Maintain constant surveillance over the incidence of communicable disease. (See Bioterrorism Plan)

- Analyze and conduct investigations to determine cause, origin, and scope of epidemics and other suspicious illnesses.
- Prepare and maintain emergency public health preventive measures and regulations to control and restrict communicable disease. Develop plans as needed for the operation of mass inoculation programs. Develop plans to assist in the segregation and quarantine of contagious patients. (See Bioterrorism Plan)
- Coordinate public information programs for personal health and hygiene during disasters. Function of the Communicable Disease Coordinator and PIO.
- Mental health information and referral for counseling of victims and emergency workers should now begin.
- Maintenance of Deschutes County Health Services medical supplies, vaccines and resources.
- Coordinate with Deschutes County and City Government to ensure water quality, and potable water supply.
- Coordinate with Deschutes County and private contractors to provide safe waste disposal.
- Coordinate disease control operations through the Communicable Disease Coordinator and Immunization Coordinator. (See Job Descriptions for Emergency Preparedness)
- Coordinate sanitation activities (potable water) through Deschutes County Environmental Health Department. Coordinate activities of environmental health activities (waste disposal, refuse, food and water control, and vector control) with Environmental Health Agency.
- Collect vital statistics.
- Assist in coordination of services to people with functional needs.
- Coordinate with Oregon Health Authority to request and distribute medical supplies from the Strategic National Stockpile, if utilized.
- Utilize state and federal experts who can provide detailed information about specific agents if WMD is involved to reduce the risk of injury and illness.
- Work with the Red Cross in the monitoring of shelter operations regarding medical, health, and sanitation needs.

4.3.4 Recovery

- Reports shall be retained and evaluated on the extent of the health hazard, injury, illness, loss of life, and the condition of health services personnel. This information shall be relayed to the Director of Deschutes County Health Services.
- Upon approval of the Director, management staff will release personnel no longer needed.
- Deschutes County Health Services staff shall report to the Director and/or proper agency or personnel any hazard that would endanger the public.
- Normal operations shall be resumed as soon as possible.
- All personnel shall (as soon as practical) submit a report to their supervisor listing activities undertaken during the emergency, time, supplies, and any additional, pertinent information, including recommendations for future action, problems identified, etc.
- Staff will participate in debriefing exercise and suggest any necessary changes to plans and procedures.
- Participate in investigatory or enforcement actions as needed.
- Assist in clean-up or follow-up activities with technical advice or field service and sampling activities as needed.
- Compile health reports for state and federal officials.
- Identify potential or continuing hazards affecting public health and offer appropriate guidance for mitigation of harmful effects.
- Identify areas where public health response personnel can continue to assist recovery efforts, as needed.
- Ensure that appropriate mental health services are available to disaster victims, survivors, bystanders, responders and their families, and other community caregivers.
- Coordinate the location, collection and disposal of dead animals and contaminated food items with the appropriate authorities.
- Assist with the development of a re-entry plan for evacuees with the Emergency Operations Center.
- Provide emergency information on health issues to victims through the County PIO or Joint Information System.

- Identify and implement appropriate protective actions and studies to address the long-term health effects.

4.4 Mass Casualty Incidents

Upon receipt of information from hospitals, clinics, Multiple Patient Incident Coordinator, 9-1-1 or any source indicating overwhelming numbers of casualties, the following actions should be taken:

- Activate the EOC/MACC.
- Notify personnel to staff the Operations Section Chief. (Assigned from the medical or public health discipline.)
- Notify personnel to staff the Health Medical Branch Chief.
- Obtain information of number and location of casualties.
- Request assistance from local Oregon Disaster Medical Assistance Team member. (541-480-1632)
- If no outside assistance is available, or assistance is delayed; assist the hospital system with establishment of Alternate Care Sites (ACS).
- Consult with the hospital system to determine number of alternate care sites and locations needed.
- Request assistance from American Red Cross to identify potential sites if multiple and geographically distributed sites are required.

Contact the County Expo Center (Fairgrounds) if one, large site is appropriate. (541-923-1652)

4.5 Alternate Care Sites

4.5.1 Activation

Activation of Alternate Care Sites (ACS) is done in coordination with the hospital system. Situations which may require activation of Alternate Care Sites (ACS) may include:

- The number of casualties exceeds the number of places or equipment to transport them and relief is not available.
- A situation involving communicable diseases or contamination dictates that casualties remain isolated.
- A situation where it is in the best interest to keep large numbers of casualties away from the hospitals.

Involved patients originate from various sites throughout the county; perhaps involving sites which are geographically isolated.

4.5.2 Site Selection

- Enclosed buildings, which are structurally safe (tents, classrooms, and gymnasiums) to avoid exposure to the elements and hazards
- Cooking facilities (may be brought to the site)
- Water, electricity or generators (which includes fuel to run generators)
- Sanitary facilities (chemical toilets)
- Helicopter landing area or proximity to the airport.
- Staging area for supplies
- Capability to secure the area and establish perimeter control
- Geographically accessible and not located in a hazard area (flood, landslide, fault line, or near a toxic release)

The hospital system maintains an inventory of predetermined Alternate Care Sites (ACS).

4.5.3 Operations

- Staffing for Alternate Care Sites may be provided by:
  - Triage/EMT – All City Volunteer Fire Departments, District Fire Departments, and Emergency Medical Technicians.
  - Nurses – County Health Immunization Volunteers and Volunteers in Medicine.
  - Physicians – Volunteers in Medicine.
- Equipment and supplies for Alternate Care Sites may be provided by:
  - St. Charles Medial Center
  - All City and District Fire Departments
  - Local DMAT Trailer
  - Local Vendors
- Transportation from the incident to Alternate Care Sites may be provided by:
  - Ambulances

- School District buses
- Dial-a-Ride vehicles

- Clergy, hospice and mental health services may be provided by:
  - Central Oregon Interfaith Network
  - Hospice
  - County Mental Health Department
  - Crisis Resolution Center
- Worker respite for sustained operations will be provided by the American Red Cross.
- Food services will be coordinated with the American Red Cross.
- Provision of sanitary service and disposal of biohazard waste is coordinated with resources and procurement.
- Security is coordinated with the Law Enforcement Branch in the EOC/MACC, if activated. Otherwise, coordinate with the Sheriff's Office.

4.6 Mass Fatality Management

4.6.1 General

- First on scene notifies 911 to activate Multiple Patient Incident Plan (MPIP), requests notification to County EOC/MACC and notify State Medical Examiner's Office. Mass fatalities will be managed in coordination with local and state medical examiners.
- The Oregon State Medical Examiners (ME's) Office is a Division of the Oregon State Police Intergovernmental Service Bureau (ISB) and serves under the direction of the Superintendent. It operates under guidance of ORS 146 and is headed by the Bureau Commander. The ME's Office may serve as a resource to local county government at their request.
- National Disaster Mortuary Teams (DMORT) under FEMA control are established and able to be deployed to mass fatality scenes to assist in victim identification, cause of death determinations, and disposition of remains. A Disaster Mortuary Unit may be requested to send an evaluation team to the location to help evaluate the personnel and equipment necessary to adequately respond. Activation time may be up to 12 hours depending on the location. This team will provide individuals on site to assist in evaluation.

- The County Health Department Administrator is delegated the responsibility for oversight of this response. ORS Chapter 146
- If mass fatalities resulting from criminal activity, notify FBI and County Victims Assistance in the District Attorney's Officer.

4.6.2 Responder Safety

- If contamination (chemical, radioactivity, biological) is a concern, responder safety takes precedence, and hazardous materials SOPs govern response activities.
- The Hazardous Materials Team will identify contaminated conditions and perform decontamination of personnel and victims and provide technical assistance on secondary contamination potential. Modification to the procedures discussed below may need to be made.
- Perimeter control is the responsibility of the responding law enforcement agency.

4.6.3 Mass Fatality Operations

- **Siting and Logistics**
  - IC will determine need and location of staging areas for morgue operations/examination center, and a family service center.
  - Convenient proximity to incident scene; 8,000 square feet or greater building size; non-porous floors; hot and cold water (also drainage); sufficient electrical supply for lighting and team equipment; telephone lines; ventilation; rest rooms; office/debriefing/rest space; Can be secured from the public/media; availability of fuel (propane, diesel); Easy in and out access for authorized vehicles.
  - Logistical needs for mass fatality operations must be arranged.
- **Numbering and Tracking**
  - All numbers will be assigned at the scene.
  - Use simple numbers (1,2,3, etc.). Body part numbers should be P1, P2, and P3, etc. Personal effect numbers should be E1, E2, and E3, etc.
  - If there is more than one primary location involved, letter designations must be used to denote which site retrieval is made from and to avoid duplication of numbering.

- Ensure numbers on body bag are at least 12 inches high with white paint.

■ **Case Files**

- Case files are initiated with the body number. The file must stay with the body during the entire processing. All forms and paperwork used should be available at each station. The case number should be placed on each form as it is used.
- Three logbooks should be maintained (bodies, body parts, personal effects).

■ **Processing**

- Law Enforcement provides technical guidance on the requirement for evidence collection, documentation and preservation.
- Body recovery teams (ME Investigator and assistant, scribe and photographer): number and photograph the body and the site. Place a plastic toe tag on bag and body.
- Body moving teams (4 persons each) remove bodies from site and to body staging area.
- Transport to morgue/examination site. The personal effects and clothing should be collected, inventoried and bagged with the appropriate case number. All personal effects and clothing should be placed in a secure area with a designated person in charge of the area. Full body pictures should be taken before clothing is removed – include the case number. All paperwork generated at this station should be placed in the case file to go with the body to the next station.
- Fingerprints should be taken at this point – if identification questions are prevalent.
- The type and number of X-rays taken are determined by the event.
- Autopsies are performed, if applicable.
- At any point in the process bodies may need to be stored and kept refrigerated until outside resource support arrives.

■ Release of Remains

- The final responsibility for determining if there is adequate information for positive identification rests with the Chief

medical Examiner or the Deputy State Medical Examiner in charge of morgue operations.

- No remains will be released without positive identification.
- Release of remains will be made to a funeral service designated by the appropriate next of kin.
- The Oregon Funeral Directors Association may assist in development of a rotational referral list and coordinate disposition of remains.

■ Public Information

- May be made available from OSP through the ECC.
- Responsible for the release of information to the public and news media concerning the operation.
- Will coordinate with the Morgue Operations Manager concerning all press releases.

■ Family Service Centers

- Family Service Centers are responsible for taking care of victims' families which may include: gathering ante mortem information, sharing information with families, developing a notification procedure, and to assist in providing information and services to family members in the days following the incident. The facility will be easily accessible to families involved and secure from media sources. Compassion, integrity and confidentiality in service are essential.
- The American Red Cross assists with the establishment of Family Service Centers.

■ Unclaimed Bodies

- ORS 97.170 – 210 If no one claims the body within five days after death, or if those notified acquiesce, the funeral service practitioner shall notify, by telephone, the Demonstrator of Anatomy of the Oregon Health and Science University. When the body of a deceased person is deemed in unfit condition by the Demonstrator of Anatomy and disposition does not take place as set forth in subsections (1) and (2) of this section, and no relatives, friends or interested persons claim the body after notification is attempted, then the funeral service practitioner may commence to cremate or bury the body without the consent of persons listed in ORS 97.130 and is furthermore indemnified from any liability arising from having made such

disposition. The method of disposition must be in the least costly manner that complies with law, and that does not conflict with known wishes of the deceased. The body of any person who died of smallpox, diphtheria, scarlet fever or other disease that the Department of Human Services, by rule, may prescribe, shall not be subject to the provisions of ORS 97.170 to 97.200.

5 Direction and Control

5.1 Damage Assessment

- Injuries and Fatalities: In coordination first responder agencies and County medical providers Deschutes County Health Services will have primary responsibility for centrally gathering information concerning injuries, illness 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 MAC as soon as it is available.

- Water Treatment Facilities: In cooperation with Public Works, the State Drinking Water Program has responsibility for evaluating damage to water treatment facilities following disaster occurrences. Because of system vulnerability to numerous forms of contamination and because of the impact which prolonged shutdown of water treatment facilities could have on public health and welfare, it is essential that rapid and accurate damage assessment be completed.

- Public and private water systems: Deschutes County Health Services (Environmental Health) in cooperation with Oregon Health Authority and various local agencies, will assist with water sampling of public and private water supplies. Accurate records will be kept to track contamination and disease outbreaks.

5.2 Disaster Area Medical Support

Deschutes County Health Services should be prepared to assist county agencies with requests for additional assistance that may speed the return of their employees to work. This could include immunizations for its employees, priority in water sampling schedules and transfer of medical records to appropriate facilities.

5.3 Communications

Public health and medical service personnel shall utilize established communication facilities and networks which are utilized in normal day to day operations.

5.4 Public Information

Emergency public information related to an emergency event shall be coordinated in the Emergency Operations Center by the Public Information staff and released only with the approval of the EOC Public Information Officer.

Individual agencies or agency personnel shall not make any public information release or statements to the news media. However, this does not preclude county or state personnel from being contacted or the sharing of information.

Examples:

- Board of Commissioners
- Oregon Department of Environmental Quality (DEQ)
- Oregon Department of Human Services, Public Health Division
- Federal Emergency Management Agency (FEMA)
- U.S. Coast Guard
- U.S. Army Corps of Engineers
- Law Enforcement

6 Organization and Assignment of Responsibilities

6.1 Organization

Deschutes County Health Services represents all public health issues during an emergency at the EOC or within the unified command. Until these persons are contacted, the incident commander or senior EMT on scene is responsible for all decisions. Response activities may be coordinated from the EOC.

Upon official notification of an actual or potential emergency condition, it is the responsibility of Deschutes County Health Services to receive and evaluate all requests for public health services and to disseminate such notification to all appropriate, medical and mortuary services. Public Health is responsible for assessing:

- Public health protection for the affected population
- Morgue and vital records services; and
- Environmental health issues

In contrast to public health and public safety services, primary medical care is not managed or administered by county government. Primary medical care is

provided by a network of private resource providers, highly organized to meet day-to-day emergencies. Coordination between the county and the medical service and supply providers is necessary in a major disaster so that services and resources are used most effectively.

Medical services involve three areas:

- Continued medical support of the population not directly affected by the emergency or disaster.
- Care for the current patient load, the chronically ill, and the aged.
- Medical support for the population directly affected by an emergency or disaster.

6.2 Emergency Functions

- Under the Deschutes County Emergency Operations Plan, Deschutes County Health Services has primary responsibility to provide the following services in response to emergency situations. The Public Health Director is responsible for coordinating emergency public health services operation and coordinating medical services operations in a major disaster with the command centers of the local hospitals. Depending upon the nature of the emergency, a coordinator may be required with any or all of the following health service organizations and/or services.
    - Deschutes County Health Services
    - Deschutes County Sheriff's Emergency Management
    - Cascade Health System
    - EMS Services
    - Fire Departments
    - Pharmaceutical and Medical Suppliers
    - Red Cross
    - National Guard
- The Deschutes County Health Services Director or designee is responsible for contacting all the hospital disaster coordinators to notify them the EOC has been activated and to ask about response capabilities such as number of available beds, staff availability, pharmaceutical supplies.
- To ensure that these services are available as needed, various medical and public health services have been given primary or support

responsibility for selected activities. Those activities, and the services responsible for their accomplishment, are summarized below.

6.3 Task Assignments

The County Health Services Director is responsible for in addition to those listed above:

- Establish health service priorities to serve as the basis for emergency public health service operations.
- Public Health Service personnel shall remain under the direction and supervision of the director or delegated authority.
- The director shall act as a liaison between the EOC and Health Services Agencies/Personnel.
- Transmitting pertinent related health care information to the Public Information Officer (PIO) for dissemination to the media issuing health instructions to the public.
- Coordinating with Mental Health.
- Coordinate with Environmental Health.
- Environmental Health Agency with sanitation inspections of shelters and mass care facilities.

7 Administration and Support

7.1 Administration

- Administration and logistic support of emergency public health and medical service operations shall be provided through health service organizations/personnel.
- The Deschutes County Health Services Director shall assign only those persons necessary for the operation, keeping enough in reserve for relief.
- Cancellation of leaves shall be contingent upon:
  - Type of emergency
  - Severity of emergency
  - Ability to contact personnel
  - Location of personnel

- Augmentation of health services personnel shall be accomplished through utilization of all available health and welfare organizations/personnel and volunteer organizations/personnel as available.
- During an emergency, each agency shall keep accurate records of expenses, manpower, equipment, supplies and facilities used.

7.2 Supply

- Each agency shall maintain an inventory of resources.
- Requests for additional supplies shall be made by an agency head to the Health Services Department Operations Center or County EOC as appropriate.
- Requests for supplies not available locally shall be forwarded to the Health Services Department Operations Center or County EOC as appropriate.

7.3 Transportation

- Equipment used on a daily basis by public health and medical services agencies/organizations shall be used.
- Requests for transportation resources shall be made by an agency head to the Health Services Director.
- Requests for transportation resources not available locally shall be forwarded to the Health Services Director.

8 Continuity of Government

- To ensure continuity of public health activities during threatened or actual disasters, the following line of succession is established:
- Deschutes County Health Services Administrator/Community Health Program Manager, nurse employees and support staff
- Coordination:
    - The highest ranking officer of the fire or police agency in whose jurisdiction the incident occurs, shall be incident commander or shall delegate this responsibility to another qualified person.
    - The on-scene command frequency and staging area will be determined by the IC. The emergency communications center

will advise the County Health Services Director of the disaster and personnel and resources requested from their department.

9 Annex Development and Maintenance

The County Emergency Management Coordinator along with County Health Services and Environmental Health Agency are responsible for initial ESF 8 development, distribution, periodic review, and updating. Each service with emergency assignments is responsible for developing and maintaining their own appendix, for assigning personnel and equipment, and providing training necessary to carry out emergency functions.

10 Supporting Plans, Procedures and Information

- National Response Framework, ESF 8 – Public Health and Medical Services
- State Emergency Operations Plan, ESF 8 – Public Health and Medical Services
- Deschutes County Public Health All-hazards Emergency Operations Plan
- Deschutes County Public Health Risk Communication Plan
- Deschutes County SNS Plan

11 Appendices

- **Appendix 1** – Recommended Alternate Care Site Staffing
- **Appendix 2** – Sample Admission Orders – Biological Incident
- **Appendix 3** – Volunteer Staff Registration/Credentialing Form
- **Appendix 4** – Patient Tracking Sheet
- **Appendix 5** – Mass Fatality Recovery Log
- **Appendix 6** – Next of Kin Interview Form
- **Appendix 7** – Release of Remains Form
- **Appendix 8** – Guidance for Development of Post-Mortem Activity Personnel Precautions
- **Appendix 9** – Oregon Revised Statutes Pertaining to Mass Fatality Response

ESF 8 – APPENDIX 1. DESCHUTES COUNTY RECOMMENDED ALTERNATE CARE SITE STAFFING

RECOMMENDED ALTERNATE CARE SITE STAFFING*

- 1 Physician
- 1 Physician's assistant (PA) or nurse practitioner (NP)
- 6 RNs or a mix of RNs and licensed practical nurses (LPN)
- 4 EMTs
- 4 nursing assistants/nursing support technicians
- 2 medical clerks (unit secretaries)
- 1 respiratory therapist (RT)
- 1 case manager
- 1 social worker
- 2 housekeepers
- 2 patient transporters

Note: This staffing model is for biological or chemical incidents. The DOD Handbook, "A Mass Casualty Care Strategy For Biological Terrorism Incidents" DOD, December 1, 2001 recommends staffing for a 50-bed nursing unit. This staffing is for a biological or chemical incident with respiratory patients.

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ESF 8 – APPENDIX 2. SAMPLE ADMISSION ORDERS – BIOLOGICAL INCIDENT

Source: "A Mass Casualty Care Strategy For Biological Terrorism Incidents" DOD, December 1, 2001

Patient Name/Stamp_____ Date_____

Sample Admission Orders (Template for Admission Orders)

1. Antibiotic: Cipro 500 mg po bid Pediatric Dose:
   Other:
   Doxycycline 100 mg po bid Pediatric Dose:
2. Allergies: Doxy (TCN) Cipro PCN (penicillin) MSO4
   Phenergan Sulfa Iodine/Contrast Dye Other:
3. IVF: 0.9%Normal Saline D_5W .45%NS
   rate =____cc/hr Saline lock
4. IVF Bolus (Pediatric dose:20cc/kg): 250 cc/hr 500 cc/hr 1000 cc/hr
   other_____
5. Oral Rehydration: 100 cc/hr 200 cc/hr 500 cc/hr
   other_____(may be administered per family or volunteer)
6. Oxygen: _____liters/minute via nasal cannula OR _____%via facemask
7. Diet: Regular Diabetic Fluids Other:
8. Vital signs per routine
9. Routine I&O
10. Foley catheter PRN if no urine output in four (4) hours. Discontinue PRN. Once discontinued, if patient does not void in 8 hrs, replace Foley catheter and notify MD.
11. Routine home medications (if provided by patient or family).
12. Acetaminophen: ADULTS = 1000 mg PO q4h PRN for temp >101.5 or pain
    PEDIATRNIMS ICS =____ml q4h PRN (15 mg/kg/dose;160 mg/5 ml)
    (Note:a 70 lb child =32 kg x 15 mg =480 mg =3 tsp or 15 ml)
13. Phenergan: ADULTS = 12.5 –25 mg IM/IV/PR q6h PRN
    PEDIATRNIMS ICS =___mg IM/IV/PR q6h PRN (0.25 –0.5 mg/kg/dose)
14. Albuterol: MDI with spacer: 2 –4 puffs q2 –4h PRN
    OR Nebulized unit dose q2h PRN
15. Diphenhydramine (Benadryl): ADULTS = 25 –50 mg IV/IM/PO q6h PRN
    PEDIATRNIMS ICS = ____mg IV/IM/PO q6h PRN (1 mg/kg/dose)
16. Lorazepam (Ativan): ADULTS = 1 –2 mg IV/IM q6h PRN
    PEDIATRNIMS ICS = ____mg IV/IM q6h PRN (0.05 mg/kg/dose)

17. Morphine Sulfate (titrate to effect): ADULTS = □ 2 mg IV/IM/SC q5 min PRN (max.dose:15 mg in 4h)

    PEDIATRNIMS ICS = □ 0.1 mg/kg/dose IV/IM/SC q5min PRN (max.dose:10 mg in 6h)

18. Naloxone (Narcan): ADULTS = □ 2 mg IV q2min PRN (weight >20 kg)

    PEDIATRNIMS ICS = □ ___mg IV q2min PRN (weight <20 kg:0.1 mg/kg/dose)

19. Other:

- Aspirin: □ 325 mg □ Other: po qday
- Nitroglycerin: □ 0.4 mg 1 tablet SL q5min PRN (if SBP>or =90 mm Hg)until chest pain-free or ___tablets given
- Insulin: □ Regular ___u SQ qAM □ NPH___units SQ qAM
  □ Regular ___u SQ qPM □ NPH___units SQ qPM
  □ Insulin 70/30 ____u SQ qAM □ Insulin 70/30 ____u SQ qPM
- Furosemide (Lasix): □ 20 mg □ 40 mg □ 60 mg □ 80 mg
  Other: PO/IV qday or BID
- Digoxin (Lanoxin):Maintenance = □ 0.125 mg □ 0.25 mg □ Other: qday PO
  Loading = □ 0.5 mg PO one dose only now; □ Other:
  follow with □ 0.125 mg □ 0.25 mg PO □ Other:one time 8 h later

20. Labs (if available): □ CBC □ UA □ BMP (aka Chem 7) □ Dig level □ Other:
21. X-rays (if available): □ CXR
22. Social services for discharge planning
23. Victim Assistance Referral

MD Signature: _____

RN Signature: _____

ESF 8 – APPENDIX 3. VOLUNTEER STAFF REGISTRATION/CREDENTIALING FORM

Hospital Emergency Incident Command System (HEICS)

VOLUNTEER STAFF REGISTRATION/CREDENTIALING FORM

DATE: ____/_____/_____ Event: _____

#	(Print) Name	(Print) Address	Signature	Driver's License #	PROF/ TECHLIC #	Specialty Skills	Employer Address	Time IN	Time OUT	Security Follow-up
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Certifying Officer: _____ Date/Time: _____

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ESF 8 – APPENDIX 4. PATIENT TRACKING SHEET

Original: Human Resources/Volunteer Management Unit Leader *Copy: Law Enforcement Branch*

Hospital Emergency Incident Command System (HEICS)

PATIENT TRACKING SHEET

DATE: ____/_____/_____ Event: _____

Patient #	Patient Name	Age	Status	Location				Disposition

Certifying Officer: _____ Date/Time: _____

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ESF 8 – APPENDIX 5. MASS FATALITY RECOVERY LOG

Instructions: make many copies of this form. Maintain separate logbooks for complete bodies (B), body parts (P), and personal effects (E). If victims are dispersed, make 3 logbooks for each vicinity to be searched, assigning distinct codes to each area.

TYPE OF LOG B/P/E	BRIEF DESCRIPTION OF DISCOVERY	TAG √	BODY BAG √	NOTES

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ESF 8 – APPENDIX 6. NEXT OF KIN INTERVIEW FORM

An Aid For Identification and Release of Remains

Case or Control # (if required):	
Date: Time:	
Interviewer:	Phone: ( )
Title and Agency:	
Location of Interview:	
Victim Name:	**Male/Female:**
Address: City:	Date of Birth: / /
State: Zip:	Place of Birth:
Phone: ( )	
Age at Death:	Social Security #:
Mother's full name (with maiden):	
Father's full name:	
Military Service: Yes — No —, Branch: Dates:	Military Service #: Military records available?: Yes — No —
	Location of Records:
Passport: Yes — No —, Date/location of issue:	Drivers License: Yes — No —, State: Number
Record of Arrest: Yes — No —, Where:	Fingerprinted: Yes — No — Where: Explain/Reason
Marital Status: — Married, — Divorced, — Single, — Widowed	
Maiden name of spouse (if applicable)	

Marriage date: Marriage place:	Address of spouse (if living) Street: City St. Zip: Telephone
Victim occupation:	
Employed by:	Work address Work phone: ( )
Race: _Caucasian, _ American Indian, _African American, _ Asian, _Hispanic, _ Other (specify):	Ethnic background (ie Italian, Irish, German, etc):
Religious background/denomination:	
Religious organizations: — Yes, — No, Name:	Fraternal organizations: — Yes, — No, Name:

VICTIM'S MEDICAL/PHYSICAL INFORMATION:

Approximate height:	Approximate weight:	Hair color	Hair style: __ long, — medium, — short,
Build: — Small, — Medium, — Large, — Obese	— Infant, — Child, — Teen, — Adult	— Own hair, — Wig, — Toupee, — Bald, — Partial bald	— Moustache — Beard — Goatee — Color — Style
Color of eyes:	Eyebrows: — long — short, Color:	Fingernails — long, — short, — polished, Color	Toenails — polished, — yes, Color: — no,
Fractured bones — no — yes, Which	Amputated parts: Leg, __Right, __Left Arm, __Right, __Left	Toes: __Right, __Left Fingers, __Right, __Left	

Additional information regarding fractures or amputations:			
Ever X-rayed for medical purposes: — yes, — no	Reason if known:	Location of files	
Ever hospitalized; — yes, — no, Approx. Date	Name of Hospital	Hospital address City State	Hospital Telephone #
Name of family doctor:			
Address			
City	State	Phone: ( )	
Any type of prosthesis (implants, pins, metal plates, artificial limb, etc.) — yes, — no	Describe		
Birth marks: — yes, — no, Location	Describe birthmark:	Tattoos: — yes, — no, Location: Describe	Describe Tattoos:
Scars (appendix, open heart surgery, cancer etc): — yes, — no	Location/Describe	Trauma (knife, gunshot scars, etc): — yes, — no	Location/Describe:
Body Jewelry or piercings: — yes, — no,	Location (s)	Describe:	
DENTAL INFORMATION			
Own teeth: — yes, — no	Dentures: — upper, — lower, — partial	— single tooth — porcelain — gold	Descriptive:

Dentist name:			
Address:	City:	State:	Phone: ( )
CLOTHING INFORMATION			
How was victim dressed:			
Jewelry: Ring style: — wedding, — school, — fraternal, — other	Describe in detail (stones, color)	Inscription (engraved, inked)	Cufflinks or tie clasp:
Earrings: — yes, — no,	Pierced: __ yes, — no	Describe in detail:	
Watch: — yes, __ no Style:	Describe in detail:	Necklace or chain: — yes, — no	Broach/pin: — yes, — no
Bracelet/Anklet: — yes, — no	Describe in detail:		
Eye wear: — yes, __ no Describe:	Frames: — plastic — wire — bifocal — tri-focal — sun	Contacts: — yes, — no Color/describe:	Wearing jewelry belonging to someone else: — yes, — no Describe:
Conceal valuables in lining of clothing or other location on person: — yes, — no	Describe:	Taking medications: — yes, — no	Type:
MALE CLOTHING			

Jacket or coat style: — suitcoat — overcoat — leather — casual — light	Color: — solid — plaid — striped — label	Describe in detail:	Sweater: — yes, — no Color: Describe:
Shirt style: — dress, — tee, — working, — casual — other	Describe/color:	Tie: — yes, __ no, Color: Style:	Shoes: — formal — loafer — tennis — sandal — boot — other
Shoe Color: Describe	Socks: — yes, — no, — dress — casual Color	Hat/cap: — yes, — no — baseball — other	Hat/Cap Color: Describe:
FEMALE CLOTHING			
— dress, — suit, — blouse, — skirt, — sweater, — jeans, — shirt	tee — other — solid — plaid — ruffled — other Color:	Neckline: — high, — low, — vee, — straight — tailored	Fabric material: — wool, — cotton, — silk — polyester — other
Describe:			

Stockings/socks: — pantyhose, — socks, Color: Describe/style	Shoes: — dress, — heels, — loafers — tennis, — sandal, — flats — boots, — other, — new, — used, Color: Brand/Describe:	Headwear: — hat, — cap, — other, Color	Underclothing: Bra: — yes, — no, Color: Style: Brand Panties:— yes, — no, Color: Style: Brand: — solids — patterned
Other descriptive items of interest			
Clothing ever professionally laundered: — yes, — no Where	Other important information that may be of assistance:	Should additional contact be made with the informant regarding the possibility of additional vital information? — yes, — no	
Additional people to contact: Name: Address: Phone: ( ) Relationship to victim		Additional people to contact: Name: Address: Phone: ( ) Relationship to victim	

Name of person providing information:	
Printed:	Signature:
Address:	
Phone: ( )	
Relationship to victim:	

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ESF 8 – APPENDIX 7. RELEASE OF REMAINS FORM

Release of Remains

ORS 97. 130 (2) A person within the first applicable listed class among the following listed classes that is available at the time of death or, in the absence of actual notice of a contrary direction by the decedent as described under subsection (1) of this section or actual notice of opposition by completion of a written instrument by a member of the same class or a member of a prior class, may direct any lawful manner of disposition of a decedent's remains by completion of a written instrument: (a) The spouse of the decedent. (b) A son or daughter of the decedent 18 years of age or older. (c) Either parent of the decedent. (d) A brother or sister of the decedent 18 years of age or older. (e) A guardian of the decedent at the time of death. (f) A person in the next degree of kindred to the decedent. (g) The personal representative of the estate of the decedent. (h) The person nominated as the personal representative of the decedent in the decedent's last will. (i) A public health officer.

Disposition of Deceased Declaration

I, _____ , related to the deceased in the following manner: _____ (see list above), do hereby declare and direct the disposition of the remains of _____ (name of decedent)
to _____ (name of mortuary firm).

_____ _____

Signature Date

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ESF 8 – APPENDIX 8. GUIDANCE FOR DEVELOPMENT OF POST-MORTEM ACTIVITY PERSONNEL PRECAUTIONS

Guidance for Development of Post-Mortem Activity Personnel Precautions Original source: Walter Reed Army Medical Center	BACTERIAL AGENTS	ANTHRAX	BRUCELLOSIS	CHOLERA	GLADDERS (RARELY SEEN)	BUBONIC PLAGUE	PNEUMONIC PLAQUE	TULAREMIA	Q FEVER	VIRUSES	SMALLPOX	VENEZ. EQUINE ENCEPHALITIS	VIRAL ENCEPHALITIS	VIRAL HEMORRAGIC FEVER	BILOGICAL TOXINS	BOTULISM	RICIN	T - 2 MYCOTOXINS	STAPH. ENTERTOXIN B
POST-MORTEM CARE																			
Follow Standard Precautions		X	X	X	X	X	X	X	X		X	X	X	X		X	X	X	X
Airborne Precautions											X								
Droplet Precautions							X												
Contact Precautions											X			X					
Use of N95 mask by all entering room											X*								
Negative Pressure Required											X*								
Routine terminal cleaning of room with hospital approved disinfectant upon autopsy			X	X	X			X	X		X	X	X			X	X	X	X
Disinfect surfaces with 1:9 bleach/water sol.(10%)		X				X	X							X					

* Situations other than hospital negative pressure facilities will require re-examination of the PPE appropriate for personnel moving, examining and disposing of remains. Prophylaxis and vaccination availability should be factored into the development of PPE policy.

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ESF 8 – APPENDIX 9. OREGON REVISED STATUTES PERTANING TO MASS FATALITY RESPONSE

Full text is available at http://landru.leg.state.or.us/ors/146.html

146.075 District office duties; personnel; expenses for certain duties; records and reports. (1) The district medical examiner shall serve as the administrator of the district medical examiner's office. …

(3) When a district medical examiner also serves as county health officer, the county shall separately budget the compensation and expenses to be paid for medical examiner's duties.

(4) All expenses of death investigations shall be paid from county funds budgeted for such purpose except that, in counties under 200,000 population upon the approval of the State Medical Examiner, one-half of the costs of autopsies ordered under ORS 146.117 shall be paid annually by the state from funds for such purpose. If funds available for this payment are insufficient to meet one-half of these costs, even proportional payments to the counties shall be made.

(5) Expenses of burial or other disposition of an unclaimed body shall be paid by the county where the death occurs, as provided by ORS 146.100 (2), in the manner provided by ORS 146.121 (4).

(6) Each district office shall maintain copies of the: (a) Reports of death investigation by the medical examiner; (b) Autopsy reports; (c) Laboratory analysis reports; and (d) Inventories of money or property of the deceased taken into custody during the investigation.

(8) Copies of reports of death investigations by medical examiners and autopsy reports shall be forwarded to the State Medical Examiner's office.

(9) Each district office shall maintain current records of: (a) All assistant district medical examiners appointed. (b) Appointments of each deputy medical examiner appointed for the county or district. (c) The name, address and director of each licensed funeral home located within the county or district.

146.085 Deputy medical examiners. (1) The district medical examiner shall appoint, subject to the approval of the district attorney and applicable civil service regulations, qualified deputy medical examiners, including the sheriff or a deputy sheriff and a member of the Oregon State Police for each county. Other peace officers may also be appointed as deputy medical examiners.

(5) A deputy medical examiner may authorize the removal of the body of a deceased person from the apparent place of death.

(6) The deputy medical examiner may not authorize embalming, order a post-mortem examination or autopsy, or certify the cause and manner of death. [1973 c.408 §11]

146.090 Deaths requiring investigation. (1) The medical examiner shall investigate and certify the cause and manner of all human deaths: ..(a) occurring under suspicious or unknown circumstances; (b) Resulting from …. the use or abuse of chemicals or toxic agents; (g) Related to disease which might constitute a threat to the public health;

146.107 Authority to enter and secure certain premises. (1) A medical examiner, deputy medical examiner or district attorney may enter any room, dwelling, building or other place in which the medical examiner, deputy medical examiner or district attorney has reasonable cause to believe that a body or evidence of the circumstances of death requiring investigation may be found.

(4) To preserve evidence, a medical examiner, deputy medical examiner or district attorney may: (a) Place under the custody or control of the medical examiner, deputy medical examiner or district attorney, or enclose or lock any room, dwelling, building or other enclosure for a period of not more than five days. (b) Rope off or otherwise restrict entry to any open area. (c) Forbid the entrance of any unauthorized person into the area specified under paragraphs (a) and (b) of this subsection. (5) No person shall enter upon the enclosures or areas specified in subsection (4) of this section without the permission of the medical examiner, deputy medical examiner or district attorney. [1973 c.408 §15]

146.109 Notification of next of kin. (1) Upon identifying the body, the medical examiner shall immediately attempt to locate the next of kin or responsible friends to obtain the designation of a funeral home to which the deceased is to be taken.

(2) If unable to promptly obtain a designation of funeral home from the next of kin or responsible friends, the medical examiner or deputy medical examiner shall designate the funeral home. In designating the funeral home, the medical examiner or deputy medical examiner shall be fair and equitable among the funeral homes listed in the office of the district medical examiner. [1973 c.408 §16]

146.121 Disposition of body; filing; expenses. (1) No person shall bury or otherwise dispose of the body of a person whose death required investigation, without having first obtained a burial or cremation permit, or a death certificate completed and signed by a medical examiner.

(2) When a medical examiner investigates the death of a person whose body is not claimed by a friend or relative within five days of the date of death, the sheriff or, in counties having a population of 400,000 or more, the medical examiner shall dispose of the body according to the provisions of ORS 97.170 to 97.210.

(3) If the medical examiner is unable to dispose of the body of a deceased person according to subsection (2) of this section, the medical examiner may order in writing that the body be either cremated or plainly and decently buried.

(4) The sheriff or medical examiner shall file a copy of the death certificate, the order for disposition and a verified statement of the expenses of the cremation or burial with the board of county commissioners. The board of county commissioners shall pay such expenses, or any proportion thereof as may be available, from county funds annually budgeted for this purpose. [1973 c.408 §19; 1995 c.744 §16]

146.505 Unidentified human remains; maintenance of records. (1) The Superintendent of State Police shall establish and maintain a file of records relating to unidentified human remains found within the state and of which the Oregon State Police are notified under ORS 146.515. The records shall be maintained in order to facilitate the identification of such remains.

146.515 Medical examiner to provide information about unidentified human remains. If a medical examiner is unable to determine the identity of human remains, the medical examiner shall, not later than 30 days after such remains are brought to the medical examiner's attention, notify and provide to the Superintendent of State Police or the superintendent's designee all information in the medical examiner's records concerning the remains. [1983 c.390 §2]

146.184 Medical practitioners to provide information about missing persons. (1) A dentist, denturist, physician, optometrist or other medical practitioner, upon receipt of a written request from a police agency for identifying information pursuant to ORS 146.181, shall furnish to the police agency such information known to the practitioner upon the request forms provided by the police agency.

(2) Information obtained under this section is restricted to use for the identification of missing persons or the identification of unidentified human remains and shall not otherwise be available to the public.

(3) Compliance with a written request for information under this section by a dentist, denturist, physician, optometrist or other medical practitioner does not constitute a breach of confidentiality. [Formerly 146.535]

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9 ESF 9 – Search and Rescue

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ESF 9 Tasked Agencies	
Primary Agencies	Deschutes County Sheriff's Office
Supporting Agencies	Deschutes County Emergency Services Deschutes County Public Works Department
Adjunct Agencies	City and RFPD Fire Departments City Police Departments City departments/organizations Oregon Emergency Management Oregon National Guard Oregon Office of State Fire Marshal Oregon State Police Civil Air Patrol Federal Emergency Management Agency U.S. Coast Guard Volunteer organizations

1 Purpose and Scope

This Emergency Support Function (ESF) annex provides information regarding coordinating search and rescue (SAR) operations and resources associated with an emergency or disaster.

This annex addresses SAR operations for wilderness (remote areas) and urban lost or missing persons searches in an urban environment (city buildings) and includes search and rescue on the ground, from the air, or in the water.

2 Policies and Agreements

- Resources from the La Pine, Sunriver, Bend, Redmond, Cloverdale, Sisters/Camp Sherman and Black Butte Fire Districts are either available directly or via 911;
- Other counties, including neighboring counties or resources from other counties throughout the state, via existing mutual aid agreements;
- Air Link of Oregon and Life Flight, available directly or through 911;
- State and/or Federal resources as needed, which are usually requested through OEM.

3 Situation and Assumptions

3.1 Emergency/Disaster Conditions and Hazards

Refer to the Deschutes County Hazard Analysis report.

3.2 Assumptions

- People will become lost, injured, or killed while outdoors, requiring SAR actions. Natural or human caused emergencies or disaster can result in numerous events that may require search and rescue response. These could include wildfire, floods, winter storms, and other large scale disasters.

- The county cannot necessarily provide all the necessary equipment and manpower to cope with all types of SAR missions. Additional resources that are organized, trained and supported by County, State and Federal agencies may be needed for support (e.g., U.S. Coast Guard, Oregon National Guard, FEMA resources).

Large numbers of local residents and volunteers (Spontaneous Volunteers) may initiate activities to assist in SAR operations and will require coordination and direction.

4 Concept of Operations

- The Deschutes County Sheriff's Office is responsible for SAR operations in both incorporated and unincorporated areas of the county. The Sheriff's Office SAR program is made up of a limited number of regular deputies, part-time deputies, and trained SAR volunteers. Fire services typically have greater expertise in USAR Operations (Urban Search and Rescue), which includes building collapse due to natural disaster or manmade disasters.

- If additional SAR or USAR capabilities are needed beyond those of Deschutes County and the cities within the county, the county can request support via mutual aid agreements. For further support, Deschutes County can request the use of FEMA's National Urban Search and Rescue Response System via a request to Oregon Emergency Management.

- Deschutes County does not have certified USAR capabilities. Some capabilities such as technical rescue, trench rescue, confined space rescue, and building extrication do exist with fire service agencies. For certified USAR response, Deschutes County will request available resources through OEM.

- The primary staffing for Search and Rescue activities in Deschutes County is the general volunteer membership of Deschutes County Sheriff's Office Search and Rescue.
- SAR members are activated via a paging system.
- A number of specialty teams exist within the general SAR membership to address venues such as high-angle rescue, water operations, etc.

Deschutes County Sheriff's Search and Rescue is an "*all hazards, 24/7/365*" organization.

- Air support or reconnaissance may be requested through OEM to assist ground teams, as needed.
- The U.S. Coast Guard directs SAR operations on or above navigable waters (waters where the Coast Guard maintains navigational aids and/or where there is commercial shipping and navigation). Upon notification of a possible boating accident or possible drowning, they will notify the appropriate law enforcement agency and the local fire agency.
- SAR for aircraft and passengers has special requirements. The U.S. Air Force typically assumes control for SAR operations for downed or missing aircraft. OEM may issue mission numbers, for ground search only, to local Sheriff's Offices in response to downed or missing aircraft and will coordinate those missions with the Oregon Department of Aviation.

5 Direction and Control

- SAR operations will be a team effort of law enforcement, fire service, trained SAR personnel, and other agencies as appropriate under the Incident Command of the appropriate response agency.
- The county Emergency Operations Center (EOC) may be activated to provide coordination and technical and administrative support to SAR operations. Similar provisions may be made from the State Emergency Coordination Center (ECC) to support local efforts.
- The Deschutes County Sheriff's Office SAR Coordinator or Incident Commander (IC) will obtain a mission number from Oregon Emergency Management (OEM) Oregon Emergency Response System (OERS: 800-452-0311) for SAR missions.
- The Deschutes County Sheriff's Office has the responsibility to establish criteria and standards for emergency workers whom they register. This may include the demonstrated proficiency of the worker to perform emergency activities as indicated by assignment and personnel class.
- Coordination from the incident scene or from the local EOC to the State ECC will be through the normal radio and telephone capabilities, augmented by back-up direction and control systems. Local SAR field operations will use whatever communication means necessary to carry out effective SAR operations.

- Each agency/organization will perform their duties in accordance with their own policies and procedures.

6 Organization and Assignment of Responsibilities

6.1 Local

6.1.1 Deschutes County Sheriff's Office	
	Identify the emergency needs for equipment and supplies and ensure that they are available in convenient locations.
	Maintain a list of SAR personnel.
	Activate mutual aid with neighboring counties for assistance.
	Inform county Emergency Management of needed resources to be requested from Oregon Emergency Management (if EOC/MACC is activated).
	Provide manpower for SAR activities.
	Train and prepare for SAR activities through the SAR Coordinator.
	Register volunteers involved in SAR through the SAR Coordinator.

6.1.2 Sheriff's Office/Dispatch/Emergency Services	
	Secure SAR mission numbers from OEM upon request from the SAR Coordinator, responding deputy, and Emergency Management (unless assisting another county, in which case their SAR number is used).
	Maintain SAR mission and training records and forward records of reimbursement requests and claims to OEM.
	Support SAR operations with resource coordination and activation of the county EOC, if required by the scope of the event.

6.1.3 Deschutes County Road Department	
	Provide heavy equipment to support rescue operations.
	Assist with traffic and crowd control.

6.1.4 Fire Departments and Rural Fire Protection Districts (RFPDs)	
	Conduct rescue operations commensurate with the availability of equipment and the degree of specialized training to include: ■ Extricating trapped persons.

6.1.4 Fire Departments and Rural Fire Protection Districts (RFPDs)	
	■ Rendering essential medical aid at time of release and/or prior to removal. ■ Accomplishing other tasks commensurate with the situation and capabilities. ■ Providing Incident Command for technical rescue operations.

6.1.5 Deschutes County 9-1-1 Center (PSAP)	
	Support SAR operations with prompt dispatch activities.

6.1.6 Volunteer Organizations (ARES, etc.)	
	Establish membership standards in accordance with county and Oregon State Sheriff's Association standards.

6.2 State

6.2.1 Oregon Emergency Management

- Facilitate as requested state and regional SAR resources.
- Request federal urban SAR assistance when requested by the county.

6.3 Federal

6.3.1 Federal Emergency Management Agency (FEMA)

- Tasks federal agencies to perform SAR activities under Declaration of Emergency or Major Disaster Declaration by the President.

6.3.2 Air Force Rescue Coordination Center (AFRCC)

- Coordinates federal resources providing SAR assistance to states during non-disaster times (reference National Search and Rescue Plan). Contact with the AFRCC should be through OEM.

7 Operations by Phase

7.1 Before the Disaster

7.1.1 Deschutes County Sheriff's Office	
	County Sheriff Appoints a SAR Coordinator who will control SAR field operations and serve as advisor to local SAR units.
	SAR Coordinator assesses equipment and training needs.

7.1.1 Deschutes County Sheriff's Office	
	SAR Coordinator maintains and distributes call-out list.
	SAR Coordinator maintains emergency operating procedures.
	SAR Coordinator maintains personnel and equipment resource lists.
	SAR Coordinator maintains procedures for implementation of SAR plan.
	SAR Coordinator ensures that equipment is in proper working order and response personnel attain and retain proper certification to meet state and local requirements.

7.1.2 Deschutes County Emergency Services	
	Emergency Manager maintains an operational EOC and EOC operating procedures.
	SAR Coordinator maintains a SAR personnel list.
	SAR Coordinator and Emergency Manager promotes survival and emergency preparedness education programs in consultation with local officials, volunteers, and civic service organizations to help minimize SAR incidents.

7.1.3 All Agencies/Organizations	
	Emergency Manager will maintain appropriate emergency operating plans and procedures.

7.2 During the Disaster

7.2.1 Deschutes County Sheriff's Office SAR Coordinator	
	SAR Coordinator reports to incident site and takes control of field operations or sets up an Incident Command Post, as appropriate.
	SAR Coordinator obtains a mission number from OEM or requests that the Sheriff's Office or Emergency Management office obtains the mission number.
	SAR Coordinator notifies appropriate SAR units of activation. May request the Emergency Management office to assist with this function.
	SAR Coordinator monitors manpower and communication needs and rescue activities.
	SAR Coordinator requests additional resources as needed locally, then through mutual aid, and then through the state if necessary. Resource

7.2.1 Deschutes County Sheriff's Office SAR Coordinator	
	requests will be made through the normal emergency management channels.
	SAR Coordinator keeps a log of SAR activities during the mission.
	SAR Coordinator or Emergency Manager advises Sheriff and County Road Department when situation warrants notification.
	SAR Coordinator makes feeding arrangements when necessary for field units.
	SAR Coordinator or Emergency Manager provides rescue, first aid, and self-help information to population, as necessary.
	SAR Coordinator or Emergency Manager gives PIO status reports for press releases as operations continue.
	SAR Coordinator or Emergency manager prepares for recovery operations, with actions to include estimating capabilities and limitations and directing the organization and training of volunteers.
	For searches, ICS will be implemented.

7.2.2 City Police Chiefs or Designees	
	Will respond in the same manner as the Sheriff in their own political subdivisions.

7.2.3 Deschutes County Emergency Services	
	Emergency Manager activates the EOC, if appropriate, and/or establishes necessary communications support.
	SAR Coordinator or Emergency Manager coordinates the relocation and allocation of emergency equipment and supplies to key locations.
	SAR Coordinator or Emergency Manager submits requests to OEM for additional resources when local capabilities are exceeded.
	Emergency Manager supports SAR operations as requested by the Sheriff and/or SAR Coordinator.

7.2.4 SAR Unit Staff

7.2.5 Fire Departments and Rural Fire Proection Districts	
	SAR Coordinator provides rescue operations commensurate with the availability of equipment and the degree of specialized training, to include extrication of trapped persons or essential medical aid as

7.2.5 Fire Departments and Rural Fire Proection Districts	
	appropriate.

7.2.6 Other Agencies/Organizations	
	Support SAR operations as identified in emergency operating procedures or as requested by the Emergency Management office and/or EOC Staff.

7.3 After the Disaster

7.3.1 Deschutes County Sheriff's Office SAR Coordinator	
	Continues SAR operations until the mission number is terminated.
	Submits appropriate forms and reports to Emergency Management office within a reasonable amount of time after the operation/mission is terminated.
	SAR Coordinator arranges for a critique of the mission, as appropriate, for the purpose of determining strengths and weaknesses in mission response and ways of improving future effectiveness for responders.
	Maintain liaison with appropriate emergency services staff to determine post-disaster environment and requirements for search and rescue assistance.
	SAR Coordinator will notify OEM to terminate the mission number.

7.3.2 SAR Unit Staff	
	Continue SAR mission until subject(s) has been located or the SAR Coordinator terminates the search.
	Submit appropriate forms and reports to the SAR Coordinator within 5 working days of operation/mission termination.
	Restore equipment, vehicles, forms, etc. to a state of operational readiness.
	Attend critique of SAR mission, as requested by the SAR Coordinator.
	Files SAR Reports with OEM within a reasonable amount of time after operation/mission termination.
	Processes compensation claims for emergency workers (volunteers) resulting from SAR missions, as necessary.

8 Administration and Support

DCSOSAR operates under the NIMS system. All members of Deschutes County Sheriff's Office Search and Rescue are required to obtain the appropriate NIMS certifications for their position(s) within the organization. Currently, every member must receive *IS 100 and 700* certification; members are also encouraged to complete *IS 300* and *400* series classes.

9 Annex Development and Maintenance

At a minimum, this ESF will be formally reviewed and updated every two years or as necessary after an event or exercise. This development and maintenance will be coordinated by Deschutes County Emergency Services and will include participation by all agencies that have a supporting role.

10 Supporting Plans, Procedures and Information

- National Response Framework, ESF 9 – Search and Rescue
- State Emergency Operations Plan, ESF 9 – Search and Rescue
- National Search and Rescue Plan

11 Appendices

- **Appendix 1** – Deschutes County SAR Resource Inventory

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ESF 9 – APPENDIX 1. DESCHUTES COUNTY SAR RESOURCE INVENTORY

(Last updated 12/01/08)

24 hour number: 541-693-6911 (Deschutes County Dispatch Center)

ASSET	Sub-category	YES	NO	Quantity	Comment
ATV		x		15	
Bicycle		x		2	
Fix wing			x		
Helicopter			x		
Sno-cat			x		
Snowmobile		x		15	
Mobile Communications Center		x		2	
Mobile Food Services			x		Accessible via ARC
Boats	Non-powered		x		
Boats	Jet boat	x		4	Patrol Boats and Safe Boat
Boats	Prop boat		x	0	
Boats	Drift boat	x		2	With propeller motors
Vehicles	4X4 SUV	x		8	Paid staff and assigned SAR vehs
Vehicles	4X4 pickup	x		12	Paid staff and assigned SAR veh
Vehicles	Transport van	x		3	Several available through Jail
Command vehicle	Utility	x		6	Patrol supervisors, Special Services Lt, and Emergency Manager have command vehicles.
Command vehicle	Self supported	x		2	(2) Incident Command trailers
Ground SAR personnel		x		100	
SAR dogs	Urban trailing / tracking	x		3	Via Patrol
SAR dogs	Wilderness trailing / tracking	x		3	Via Patrol

ASSET	Sub-category	YES	NO	Quantity	Comment
SAR dogs	Air scent	x		3	Via Patrol
SAR dogs	Cadaver	x		1	
SAR dogs	Water cadaver	x		1	
Overhead Team		x		1	
High Angle Rescue		x		1	
Mountain Rescue Team		x		1	
Cave Team		x		1	
Mantracker		x		10	
Mounted SAR		x		20	SAR and Posse
Dive Team		x			
Swift Water Rescue		x			
Project Lifesaver Team		x			
ELT direction finding unit		x		2	
Side scan sonar	Fixed array in boat		x		
Side scan sonar	Towed array		x		
Thermal imaging	Fixed / aircraft		x		
Thermal Imaging	Portable		x		
Portable shelters			x		

- 1) towable rescue sleds for winter operations;

- (1) towable rescue sled, or wheels for dry terrain operations;
- (1) inflatable raft with associated swift and calmer water rescue equipment;
- Various rope/rock rescue equipment, including ropes and other associated equipment;
- Glacier search and rescue equipment;
- Dive equipment, including air tanks, dry suits, etc;
- Fire evacuation equipment, to include approved fire line apparel;
- (24) high-band portable radios with the state Search and Rescue channel; additional high-band portable radios are available through the communications cache;
- (40) 800 MHz portable radios, with additional radios available through the communications cache;
- (2) portable high-band repeaters, one SAR dedicated and the second available through the DCSO Communications cache;
- (1) portable 800 MHz repeater;
- (1) ACU-100 communications interoperability system;
- (1) dedicated portable light plant, with generator capabilities;
- Portable generators: (1) 6500 Kw portable generator, (2) 3500 Kw, (2) 3000 Kw; (2) 2000 Kw;
- (15) cached portable GPS units;
- (20) *Tracker* avalanche transceivers;

- An APRS (*Automated Position Reporting System*) set-up for use with portable amateur radios.

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ESF 10 – Oil and Hazardous Materials

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ESF 10 Tasked Agencies	
Primary Agencies	Deschutes County Sheriff's Office Deschutes County Fire Defense Board
Supporting Agencies	City Fire and Law Enforcement Agencies Deschutes County Emergency Services Deschutes County Health Services Deschutes County Road Department
Adjunct Agencies	City Public Works Departments Office of the State Fire Marshal Oregon Emergency Response System Oregon Department of Environmental Quality Oregon Health Department Oregon Army National Guard Civil Support Team Oregon Department of Transportation National Response Center

1 Purpose and Scope

1.1 Purpose

The purpose of this annex is to describe how Deschutes County will operate during emergencies involving the spill or release of hazardous materials within its jurisdiction. Hazardous materials include radioactive materials, petroleum products, chemicals, and biological substances.

This annex covers all incidents (regardless of mode of transportation, location, or storage) involving the spill or release of hazardous materials except as listed below.

1.2 Scope

- This annex describes the responsibilities of county responders. It identifies who will be in charge of an incident and provides guidelines for coordinating emergency response resources during a HazMat emergency. It also describes coordination between county, state, and federal agencies, local jurisdictions, industry, and volunteer organizations.
- This annex has jurisdiction in the unincorporated area of the county.
- When a City with its own hazardous materials plan determines that the response to an emergency is beyond its capability and the city requests the county to assume operational responsibility for the emergency response, this annex shall then have jurisdiction within that city.
- If requested, the county may provide resources to assist a city during a HazMat emergency. County resources will augment the city's

resources, but will remain under the direction and control of the agency providing those resources.

- This annex does not address the following:
  - Nuclear reactor incidents.
  - Military weapons (conventional or nuclear) or weapons material incidents.
  - Spills into water under the jurisdiction of the U.S. Coast Guard.

2 Policies and Agreements

Deschutes County has two state Hazardous Materials teams that respond to the jurisdiction. Eugene HazMat Team 2 responds into Southern Deschutes County and Salem HazMat Team 13 responds into the central and northern parts of Deschutes County. Other state teams may assist as needed. Response time is approximately two to three hours from time of dispatch depending on weather conditions.

3 Situation and Assumptions

3.1 Situation

- Traffic counts show that Highways 97 and 20 continue to be the major routes for passenger car and freight traffic on the east side of the Cascade Mountains.
- Much of the population in the County lives in close proximity to either Highway 97/20 or the BNSF Railroad route. In the event of a large spill, a large number or residents could be affected.

3.2 Assumptions

- Hazardous materials emergencies may be transportation or fixed site incidents and may involve biological agents, corrosives, cryogenics, drug labs, explosives, flammable liquids or solids, gases, oil, oxidizers, poisons, and radioactive materials.
- The occurrence of a HazMat emergency will require prompt and effective response and coordination between government, industry, and others.
- HazMat emergencies may be of such magnitude and severity that state and or federal assistance is required.
- In responding to a HazMat incident, the city/county, the Rural Fire Protection Districts, law enforcement, and other emergency response

agencies have a responsibility to the public not to place themselves in a position that prevents them from responding to other incidents. Agencies will respond to a HazMat incident only to the extent which they determine is within their capability. This response may be limited to determining the public's exposure and implementing actions needed to protect life and property. Emergency responders will not implement or assume responsibility for any other needed response action (such as control, stabilization, containment, or recovery and/or clean-up) if they determine it is beyond their capability due to lack of knowledge, training, expertise, personnel, or equipment.

4 Concept of Operations

4.1 Notification and Warning

- Notification of a HazMat incident will normally be received through 9-1-1 into the Deschutes County 911 Communications Center. If notification is made through another avenue, the information will be immediately made available to Deschutes County Communications Center to affect a proper response.

- Public warning can be accomplished by the use of:

  - If the emergency is localized, the Sheriff's Department, city police, or fire personnel will alert residents by mobile public address systems and door-to-door contact or reverse 9-1-1. In rural areas of the county, law enforcement vehicles with sirens and loud speakers can patrol and alert the public.

  - If the emergency is large scale, in terms of the danger to the public and requires immediate action or evacuation by the public, all available means of warning will be utilized.

  - Public emergency instructions can be given through the Emergency Alert System (EAS).

- State notification of a HazMat incident will be accomplished by telephone to the Oregon Emergency Response System (OERS) at 1-800-452-0311. The spiller is required to notify OERS, but the county Incident Commander and/or the 911 center should also make notification to ensure the incident is reported. Depending on the type of incident, OERS will notify the appropriate state agencies and the U.S. Coast Guard.

  - Notification of the Regional HazMat Response Team may be done by contacting the Deschutes County 911 center.

- Federal notification can be made to the National Response Center (NRC) at 1-800-424-8802. Depending on the type and quantity of material spilled, the spiller must notify the NRC.

4.2 Incident Command

4.2.1 Incident Command Agency

The County will, consistent with its resources, ensue an adequate response to the incident.

- For a Level I, II, or III HazMat emergency, the county designates local fire agencies for the jurisdiction in which the incident occurs as the incident command agency, and the Incident Commander will be the ranking fire officer on-scene or his/her designee.
- For a security or drug lab incident, the county designates the law enforcement agency which has jurisdiction as the incident command agency, and the Incident Commander will be the ranking law enforcement official or designee.
- The Incident Commander has the responsibility and authority to direct all on-scene emergency response operations and the authority to commit county resources and funds in that effort.
- When appropriate, Unified Command will be utilized to best represent the needs of the community, operational needs, as well as the agencies of jurisdictional authority.
- The county may coordinate at off-site location, ensuring that emergency response is taking place and providing support to the Incident Commander as requested.

4.2.2 Change of Incident Command

Incident Command will normally remain with the ranking fire official of the city or district until the response phase is completed and stabilization has been accomplished. Incident Command may change under thefollowing conditions:

- After a second alarm (a second alarm refers to the event being paged out a second time to request additional assistance), the Incident Commander may notify the County Fire Chief and may request that he assume control of the emergency response and become the Incident Commander.
- Upon activation of the Oregon State Fire Service Plan, Incident Command may pass from the County Fire Chief to the State Fire Marshal’s Office.

- The county has authority, after a State of Emergency has been declared (as provided for in the County's Comprehensive Emergency Management Plan), to assume Incident Command or name a new Incident Commander. The county recognizes that in assuming Incident Command, or naming a new Incident Commander, it relieves the current Incident Commander of responsibility for the continuing emergency response.

- When the cleanup and restoration begins, the Incident Commander will turn command over to the lead state agency.

4.3 Incident Operations

4.3.1 Emergency Response Phase

- Initial Incident Response
  - The first public safety official on the scene will assume Incident Command and shall:
    - Assess the situation.
    - Activate the county emergency response system by contacting Deschutes County 9-1-1 Dispatch.
    - Initiate actions to protect the public.
  - When the lead agency arrives on scene it shall:
    - Assume Incident Command.
    - Establish the Incident Command System.
    - Establish a Command Post.
    - Designate a Public Information Officer (PIO).
- Unified Command – The Incident Commander will initiate unified command if more than one government or major agency is involved.
- Emergency Operations Center (EOC) Operations – The EOC will be used to coordinate off-site support and resources to on-scene emergency response. It is the primary location for Incident Command when command is off-scene. The Incident Commander then directs the response through staff subordinates in the EOC and the Operations Section Chief on-scene.

4.3.2 Cleanup and Recovery Phase

If the size and complexity of the incident merits it, the lead agency may change and thus the Incident Commander may change during this phase.

4.4 Technical Assistance

- Technical assistance on hazardous materials is available from:
  - Oregon State Fire Marshall Office
  - Local Deputy State Fire Marshall
  - HazMat #2 (Eugene)
  - HazMat #13 (Salem)
- Site plans for local facilities and a hazard analysis for the county provide additional information for HazMat incidents. The site plans and hazard analysis identify the contact person, the chemical(s) on site, special characteristics contributing to the risk at a fixed site (or transportation route), and any facilities, lands, or special populations which may be subjected to risk in the event of an incident.
- Plans for fixed sites may be maintained by the Fire Department or District having jurisdiction over that site.
- The State Fire Marshal's Office has compiled a list of all hazardous substances reported by companies in Deschutes County.
- Twenty-four hour technical assistance from state agencies is available through OERS at 1-800-452-0311.
- Twenty-four hour toxicological information and medical/treatment advice is available from the Poison Control Center at 1-800-222-1222.
- Twenty-four hour technical assistance is available from federal agencies through the National Response Center (NRC) at 1-800-424-8802.
- Twenty-four hour chemical information is available from CHEMTREC at 1-800-424-9300.
- Twenty-four hour National Oceanic and Atmospheric Administration at 1-206-526-6326.
- Assistance from Oregon State Police (OSP) Northern Command at 1-503-375-3555.
- Assistance from Oregon Department of Transportation (ODOT) Bend Dispatch at 541-383-0121.

4.5 Public Information

A Public Information Officer (PIO) will be designated by the Incident Commander to carry out public information activities concerning the incident and coordinate with the media. The PIO will issue information approved by the Incident Commander. During unified command incidents, information releases will be coordinated between each agency and the Incident Commanders.

5 Direction and Control

On-scene direction and control will be managed through the Incident Command System (ICS). Supporting systems such as an Emergency Operations Center (EOC), Multi-Agency Coordination System (MAC), and others will be activated as necessary. These systems are in place to handle off-site coordination of the incident or incidents, not to assume command.

6 Organization and Assignment of Responsibilities

6.1.1 Fire Departments and Rural Fire Protection Districts	
	Provide on-scene Incident Command.
	Conduct emergency medical operations.
	Conduct fire suppression and rescue activities.
	Coordinate with the County Fire Chief if needed.
	Stand by for emergency response during a security or drug lab incident.
	Provide technical advice and support to the law enforcement Incident Commander in the case of a security or drug lab incident.
	Conduct a comprehensive hazard and risk profile for the entire county.
	Delineate risk zones (high, moderate, and low) throughout the county.

6.1.2 Law Enforcement	
	Direct evacuation operations.
	Provide crowd and traffic control.
	Initiate road closures and blockades as needed.
	Coordinate activities with the Incident Commander.
	Provide on-scene Incident Command for security and drug lab incidents.

6.1.3 Deschutes County Road Department	
	Coordinate activities with the Incident Commander.
	Assist with utility restoration and road closures/blockades/detours as needed.
	If requested by the Incident Commander, provide and place material to dike, block, or absorb spilled material to stop or limit run-off (provided employees have the proper OR OSHA training and the necessary equipment).

6.1.4 Deschutes County Emergency Services	
	Assist with coordination of off-site resources.
	Coordinate activities with the Incident Commander.
	Conduct exercises to test the plan and response capabilities.
	Manage the Emergency Operations Center during major emergencies and disasters.
	Gather and report information as a real event on the EMERS report form to OEM.
	Oversee the preparation and update of ESF 10 – Oil and Hazardous Materials.

6.1.2 Law Enforcement	
	Report spills or incidents.
	Coordinate response activities with the Incident Commander.
	Conduct cleanup and site restoration when required to do so by law.
	Use, store, and transport hazardous materials safely and in a manner that poses the least threat to the safety of the public.
	Be familiar with this annex and working with local government, ensure that their emergency plans are consistent with this annex.
	Respond to emergencies as required by law unless directed otherwise by the government agency with jurisdiction to enforce applicable law.

7 Resources

7.1 County Agencies

County agencies will provide, as required and if within their capability, resources, technical advice, and support to the Incident Commander during the HazMat incident.

7.2 Local/City Agencies

When an incorporated city becomes subject to this annex, it will provide resource assistance, technical advice, and support to the Incident Commander during the incident.

7.3 Regional Agencies

Deschutes County is served by Regional HazMat teams out of Salem and Eugene.

7.4 State Agencies

State agencies may provide resource assistance to the Incident Commander and may provide technical advice during an incident. A state agency may assume the lead role during the Recovery phase of a major incident.

7.5 Federal Agencies

Federal agencies may provide resource assistance and/or technical support to the Incident Commander during the HazMat incident.

7.6 Industry

- When requested, and if possible, industry will provide support to the county to help mitigate the effects of a HazMat incident.
- Private cleanup contractors, if engaged, will provide resources and accomplish the removal and disposal of contaminated materials and do so in a manner consistent with all applicable laws.

7.7 Volunteer Organizations

Volunteer organizations may be requested to provide aid to victims. They shall respond only if requested and as directed by the Incident Commander.

8 Categorization of Incidents by Severity

Hazardous materials are classified by the severity of the threat to public health or the environment. Three types of emergencies are defined by increasing severity and two are classified as illegal activities. The severity of an incident is dependent upon the amount of material spilled, the location, the toxicity of the material, and the potential exposure. A spill involving thousands of gallons of a material with low toxicity would be classified as a Level I emergency if it posed little or no threat to the public or environment.

Conversely, a small spill of an extremely toxic material or a spill in a very sensitive location requiring a coordinated response to save lives and property could be classified as a Level III emergency.

8.1 Level I Emergency

A Level I emergency is an accident where little or no hazardous materials re-released. Public health or safety is not immediately threatened but the potential may exist for the incident to escalate. HazMat incidents classified as Level I can be handled with the normal organization and guidelines of an emergency response agency. Some examples are the following:

- The mechanical breakdown of a vehicle carrying high-level radioactive shipment, Class A explosives, or toxic materials requiring it to be parked at one location for a long period of time.
- A fire at a facility storing or using hazardous materials and the materials are not involved in the fire.
- A transportation or fixed site incident involving a small spill (defined as 50 gallons or less) or release of oil or hazardous materials.
- The discovery of abandoned chemical drums with little or no release of products.
- A vehicle accident with a potential release of radioactive materials.
- No waterway threatened.

8.2 Level II Emergency

A Level II emergency is an incident resulting in a localized release of oil or hazardous materials. A Level II typically initiates the activation of the Regional HazMat Team and contact to OERS. The health and safety of people and emergency workers in the immediate area may be threatened if protective actions are not taken, and a probable environmental impact exists. An incident classified as Level II has special or unique characteristics which normally require the response of more than one emergency response agency. Some examples are:

- An oil or hazardous materials transportation accident resulting in the release of a petroleum product in excess of 50 gallons into the air, ground, or water in amounts sufficient to pose a threat to public health or the environment.
- A package or container containing radioactive materials is damaged during handling.
- A fire or explosion at a facility which uses hazardous materials and the materials are involved in the fire or explosion.
- An incident resulting in the release of a significant amount of radioactive material.

- The discovery of abandoned oil or hazardous materials being released into the environment and posing a threat to health or the environment.

8.3 Level III Emergency

A Level III emergency is an incident resulting in a large release of oil or hazardous materials creating a serious environmental, health, or safety threat, and which may cause sheltering or relocation of the affected population. A HazMat incident classified as a Level III emergency requires the coordinated response of all levels of government to save lives and protect property. Some examples include the following:

- A transportation incident involving a significant release of radioactive or toxic smoke or fumes.
- A transportation accident resulting in a very large release of oil or hazardous materials.
- Radioactive materials directly involved in a fire or explosion at a fixed facility resulting in the spread of the material, or a significant accidental exposure to radiation.
- A fixed site incident resulting in a major release of toxic fumes or hazardous materials.

8.4 Security Incident

A HazMat incident classified as a security incident involves probable, threatened, or actual sabotage to a hazardous or radioactive materials shipment or facility, or a demonstration of civil disobedience such as blocking a shipment of hazardous materials or a mass protest that obstructs traffic and threatens the safety of the public.

8.5 Drug Lab Incident

A HazMat incident classified as a drug lab incident involves the illegal manufacture of drugs. It is primarily a law enforcement situation, but due to the chemicals and materials involved, it is treated as a HazMat emergency. It will require technical advice, support, and stand-by emergency response capability from the local Rural Fire Protection District.

9 Response Activities and Incident Severity

The severity of an incident directly affects the kind of response that is needed, the number of agencies and levels of government that must respond, and the roles and responsibilities of those that do respond.

While a HazMat incident classified as Level I normally involves a single emergency response agency and a simple command organization, an incident

classified as a Level II may involve several responders, and a Level III will involve many responders and several levels of government providing specialized expertise or resources. A Level III incident requires a unified command structure.

10 Administration and Support

7.1 Administration

Oil and Hazardous Materials personnel assigned to the EOC/MACC will come under the direction of the EOC Manager and the Emergency Manager during the time of the emergency.

7.2 Support

If requirements exceed the capability of the local transportation resources, support from Oregon Emergency Management will be requested by the EOC Director in coordination with Deschutes County Emergency Services.

11 Annex Development and Maintenance

At a minimum, this ESF will be formally reviewed and updated every two years or as necessary after an event or exercise. This development and maintenance will be coordinated by Deschutes County Emergency Services and will include participation by all agencies that have a supporting role.

12 Supporting Plans, Procedures and Information

- National Response Framework, ESF 10 – Oil and Hazardous Materials
- State Emergency Operations Plan, ESF 10 – Oil and Hazardous Materials

13 Appendices

None at this time.

11

ESF 11 – Agriculture and Natural Resources

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ESF 11 Tasked Agencies	
Primary Agencies	Deschutes County Forestry
Supporting Agencies	Deschutes County Health Services Deschutes County Emergency Services
Adjunct Agencies	City Emergency Management Local Animal Control School Districts Oregon Department of Agriculture (ODA) ODA, Animal Health and Identification Division (AHID), State Veterinarian's Office ODA, AHID, Veterinary Emergency Response Team Oregon Department of Environmental Quality (DEQ) Oregon Department of Fish and Wildlife Oregon Department of Forestry Oregon Department of Human Services, Public Health Division Oregon State University Extension Service Bureau of Land Management Centers for Disease Control and Prevention Federal Emergency Management Agency U.S. Department of Agriculture (USDA) USDA, Natural Resources Conservation Service U.S. Department of Health and Human Services (HHS) U.S. Environmental Protection Agency U.S. Forest Service Animal Shelters Veterinarians Pet Evacuation Team

1 Purpose and Scope

Emergency Support Function (ESF) 11 provides information regarding coordinating the protection of agriculture and natural resources in Deschutes County in the event of an emergency. Services addressed by this ESF include:

- Protection of the local agricultural food supply.
- Response to animal and plant diseases and pests that can potentially affect animal and plant health or pose significant risk to the local economy.
- Sheltering, care, and/or evacuation of animals.
- Protection of natural and cultural resources and historic properties.

This ESF overlaps with ESF 6 in addressing some aspects of care and assistance for household pets and service animals (ESF 6, Mass Care, Emergency Assistance, Housing, and Human Services, addresses care for household pets and ser-vice animals primarily associated with moving persons to shelters). ESFs 6 and 11 both reference EOP Support Annex 5, Animals in Disaster.

2 Policies and Agreements

None identified at this time.

3 Situation and Assumptions

See the EOP Basic Plan and the supporting documents referenced by this ESF.

4 Concept of Operations

4.1 Overview

Deschutes County Forester in coordination with Emergency Services, Health Services and county departments and organizations will coordinate and/or provide the agriculture and natural resources services they are equipped to and then coordinate with other emergency response partners, especially ODA and USDA, for emergencies that affect the local agricultural food supply, animal and plant health, and the well-being of animals in the county. If the provided services still are not adequate, the county can declare a state of emergency in accordance with the declaration requirements in the EOP Basic Plan.

If the county EOC is activated, agriculture and natural resources services will be coordinated through the EOC under the Incident Command System.

Each supporting agency and organization will perform their duties in accordance with their own EOPs, plans, and procedures.

4.2 Agricultural Food Supply

Deschutes County Forestry will coordinate with its emergency response partners regarding the safety and viability of locally grown food (including items grown in private gardens) potentially affected by an emergency event (such as drought, flooding, a terrorist act involving hazardous or radioactive materials, etc.). This will entail coordinating with ODA, USDA, Deschutes County Health Services, Emergency Services, and others regarding the safety of the local food supply and, for a national emergency, the safety of the national food supply, in order to inform and protect persons in the county.

4.3 Animal and Plant Diseases and Health

Deschutes County Health Services has some procedures and policies specific to managing disease control and the health of certain animals and plants affected by an emergency, which are referenced in ESF 8, Public Health and Medical Services. Important elements to consider include the identification and control of

animal and plant diseases associated with or exacerbated by an emergency; isolation or quarantine of animals; and the disposition of animals killed by the emergency or required to be destroyed as a result of the emergency.

Deschutes County Emergency Services and the County Health Services will coordinate with emergency response partners, including Public Health Departments, ODA, and local veterinarians for related information and services. The county Public Health Department, with support from the Oregon Department of Human Services, Public Health Division, will be the principal point of contact for an outbreak of a highly infectious/contagious animal or zoonotic (capable of being transmitted from animals to people) disease posing potential impacts to human health (also see ESF 8, Public Health and Medical Services).

ODA in particular has broad expertise with animal and plant diseases and health, including 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, and the entire state and create quarantine areas.
- Stop the movement of animals.
- Require the destruction of animals, animal products, and materials.

Animal quarantine measures will be implemented through county Public Health Departments and do not require a court order.

4.4 Care and Assistance for Animals

The County recognizes that care and concern for domestic animals might delay and affect emergency actions necessary for the well-being of humans. This includes concerns such as sheltering them, evacuating them, and aiding injured or displaced animals. The County will coordinate with local emergency response partners to accomplish this, including the Pet Evacuation Team, American Red Cross, local veterinarians, ODA (for livestock and other domestic animals that are not pets), and Oregon Department of Fish and Wildlife (for wild animals).

Persons in the county have the primary responsibility for the health and welfare of their livestock, household pets, and other domestic animals and will be encouraged to provide for their care in an emergency to the extent possible. This is best handled by public information campaigns as part of emergency preparedness.

4.5 Natural and Cultural Resources and Historic Properties

The County will coordinate with the State Historic Preservation Office and others regarding impacts to cultural resources and historic properties owned or managed by the county.

Important emergency response entities will include county and state Forestry Departments, local soil and water conservation districts, Oregon DEQ, Oregon Department of Fish and Wildlife, and tribal organizations.

5 Direction and Control

On-scene direction and control will be managed through the Incident Command System (ICS). Supporting systems such as an Emergency Operations Center (EOC), Multi-Agency Coordination System (MAC), and others will be activated as necessary. These systems are in place to handle off-site coordination of the incident or incidents, not to assume command.

6 Organization and Assignment of Responsibilities

[TO BE DEVELOPED]

7 Administration and Support

7.1 Administration

Agriculture and Natural Resources personnel assigned to the EOC/MACC will come under the direction of the EOC Manager and the Emergency Manager during the time of the emergency.

7.2 Support

If requirements exceed the capability of the local agriculture and natural resources assets, support from Oregon Emergency Management will be requested by the EOC Director in coordination with Deschutes County Emergency Services.

8 Annex Development and Maintenance

At a minimum, this ESF will be formally reviewed and updated every two years or as necessary after an event or exercise. This development and maintenance will be coordinated by Deschutes County Emergency Services and will include participation by all agencies that have a supporting role.

9 Supporting Plans, Procedures and Information

- National Response Framework, ESF 11 – Agriculture and Natural Resources

- State Emergency Operations Plan, ESF 11 – Agriculture and Natural Resources
- Oregon Animal Disease Emergency Management Plan
- Oregon Response Plan for Animals in Disasters

10 Appendices

None at this time.

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12 ESF 12 – Energy

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ESF 12 Tasked Agencies	
Primary Agencies	Deschutes County Emergency Services Energy, Utility, and Fuel companies
Supporting Agencies	Deschutes County Community Development Department Deschutes County Road Department
Adjunct Agencies	City Departments/Organizations Electric power districts Public utility districts Oregon Department of Energy Oregon Department of Transportation Oregon Emergency Management Oregon National Guard Federal Emergency Management Agency

1 Purpose and Scope

1.1 Purpose

This Emergency Support Function (ESF) annex provides information regarding coordinating with providers of electric power, natural gas, and petroleum resources (as well as water and telecommunications resources to the extent that they support the generation of energy) to meet the essential needs of Deschutes County during an emergency or disaster.

1.2 Scope

The scope of this ESF annex includes:

- Addressing the coordination of assessments of energy systems, components, and utilities for damage, operability, supply, demand and the requirements to restore such systems.
- Assisting Deschutes County Departments and agencies in obtaining fuel for transportation, communications, emergency operations, and other critical functions.
- Helping energy suppliers and utilities obtain equipment, specialized labor, and transportation to repair or restore energy systems.
- Addressing the provision of temporary emergency power generation capabilities to support critical county facilities and equipment until permanent restoration is accomplished.

This ESF 12 works together with certain aspects of ESF 3, Public Works and Engineering, and ESF 14, Long-Term Community Recovery, which also address

damage assessments and restoration. Also see Support Annex 3, Damage Assessment, for additional information.

2 Policies and Agreements

None identified at this time.

3 Situation and Assumptions

3.1 Emergency/Disaster Conditions and Hazards

Refer to the Deschutes County Hazard Analysis report.

3.2 Assumptions

- A severe natural disaster or other significant event can sever energy and utility lifelines; hinder supplies in impacted areas or in areas with supply links to impacted areas; and affect firefighting, transportation, communication, and other lifelines needed for public health and safety.
- There may be widespread and/or prolonged electric power and/or natural gas failure. With reduced electric power or natural gas, communications, transportation, healthcare, business, education, banking, and infrastructure will be greatly impeded.
- An extensive pipeline failure in a natural gas system component may take a long time to repair.
- Broken natural gas lines can be a fire hazard.
- The loss of electricity for an extended period of time during extreme weather creates a life-threatening situation for a significant amount of County residents.

4 Concept of Operations

4.1 General

- This ESF should be implemented upon notification of a potential or actual major emergency or disaster that will likely impact energy systems. Implementation of this ESF should be the mechanism through which it provides support activity to all other ESFs.
- Normal energy and utility resources should be used to meet immediate local needs. If shortages exist, requests should be submitted through normal emergency management channels. Actions may be taken or directed to curtail use of energy, water or other utilities until normal levels of service can be restored or supplemented. These resources,

when curtailed, should be used to meet immediate and essential emergency needs (e.g. hospitals, shelters, emergency operations, food storage, etc.).

- The EOC should collect information on damaged utility and energy resources and for identifying requirements to repair those systems.
- Energy and utility information should be provided in accordance with ESF 15 so that the public may receive accurate and official information on the status of utilities.

4.2 Notifications

- Deschutes County Emergency Services, acting as the Coordinating Agency representative, should notify support agencies of EOC activations and request that representatives report to the EOC to help coordinate ESF 12 activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist resource support activities. Depending on the nature and location of the emergency, state and federal representatives may also become necessary to support this ESF.

4.3 Preparedness

- Develop and maintain a complete directory of all utility services and products associated with this ESF.
- Ensure the availability of necessary equipment to support energy and utilities activities.
- Coordinate the establishment of priorities to repair damaged energy services and the provision of temporary, alternate or interim sources of portable generators and other utilities.
- Develop and maintain alert rosters, plans and guidelines necessary to support the implementation of this annex.
- Identify, train and assign personnel to execute missions in support of ESF 12.

4.4 Response

- Establish communication between EOC and Incident Management Team to determine resource needs to support incident response and operations.

- Assess the affected areas to determine operational priorities and emergency repair procedures with utility field personnel.
- Prioritize utility rebuilding processes if necessary to restore utilities in the affected areas.
- Administer, as needed, statutory authorities for utility priorities.
- Apply as necessary local, state and federal resources in accordance with established priorities to restore utility services.
- Provide emergency information, education and conservation guidance to the public in coordination with ESF 15.
- Assist local, state and federal agencies and departments with obtaining fuel for transportation and communications in support of emergency operations.
- Coordinate with ESF 13 for security and protection of supplies.

4.5 Recovery

- Continue all activities in coordination with the EOC based on the requirements of the incident.
- Support restoration activities.
- Replenish supplies and repair damaged equipment.
- Participate in after-action briefings and develop after action reports.
- Make necessary changes in this ESF Annex and supporting plans and procedures/guidelines.

4.6 Mitigation

- Based on known hazards, identify and correct vulnerabilities in the energy and utilities function.
- When repairing damages, every attempt should be made to reduce the likelihood and severity of future damages.
- Implement a public awareness campaign regarding energy and utilities safety in emergencies.
- Develop internal Continuation of Operations Plans (COOP) to identify resource needs and to identify resources that can be provided to local agencies during response and recovery phases of an emergency or disaster event.

- A COOP plan for internal and external resources should include, but is not limited to, the following:
  - Identify essential personnel and staffing for internal and external support requirements.
  - Identify emergency supplies needed for personnel.
  - Identify essential records, equipment, and office supply needs.
  - Identify essential office space requirements.
  - Identify additional transportation requirements in support of an emergency or disaster.

5 Direction and Control

- It is expected that public and private energy utilities, such as those that provide power, natural gas, and petroleum, will develop internal organizational procedures that will guide operations after an emergency or disaster. Those procedures should facilitate the basic assessment of what happened, what can be done about it, and what is needed. If appropriate, this information should be provided to the Deschutes County Emergency Operations Center (EOC) as soon as possible.
- Contact with utility providers will be established by the EOC to coordinate resources, establish priorities, assess and document damages, and provide information to the public. The EOC may initiate information programs to keep the public informed of utility status and any restrictions.
- Utility providers will be invited to send a liaison to the county EOC to facilitate coordination between agencies.
- Requests for assistance are primarily made by utility providers through existing mutual aid agreements with other providers. The EOC may assist with coordinating outside resources, upon request.
- The County Emergency Services office may advise public utilities operating in Deschutes County of any emergency restrictions or operating policies established by county government. The County Emergency Services office may also coordinate with Oregon Emergency Management (OEM).

6 Organization and Assignment of Responsibilities

6.1 Local

6.1.1 Deschutes County Emergency Services	
	Maintain liaison with local utilities and sources of fuel (e.g., gasoline, kerosene, and propane vendors), including the ability to contact them on a 24-hour-a-day basis. This may be accomplished through partnership with other county departments.
	Coordinate assistance to support local utility, energy, and fuel providers, as requested.
	In coordination with county department heads, identify critical county facilities and equipment for which emergency backup energy generation is imperative and determine the methods for providing temporary power in an emergency.

6.1.2 Utilities	
	Maintain and control energy and fuel systems within their authority.
	Coordinate with county Emergency Management during an emergency and provide a liaison to the EOC if requested.
	Perform damage assessments on systems and identify problems or shortfalls in supply to the EOC. Provide damage assessment information to the EOC.
	In coordination with county government, regulate commodity usage in times of shortage, as appropriate, and establish priorities for use.
	Identify temporary or alternative sources of fuel and energy while damaged systems are being restored.
	Restore damaged systems.
	Identify potential areas for mitigation strategy.

6.2 State

- Oregon Emergency Management (OEM)
  - Alert appropriate state agencies of the possible requirements to supplement local energy and utility needs.
  - Coordinate with the Public Utility Commission to provide supplemental assistance to local government.
- Federal Emergency Management Agency

- Coordinate the activities of federal agencies having supplemental energy and utility resources capabilities during a Presidential declared emergency or disaster.

- Oregon National Guard
  - Assist with the identification of alternative sources of fuel and energy while primary systems are being repaired and restored.

7 Administration and Support

7.1 Administration

Energy personnel assigned to the EOC will come under the direction of the EOC Manager and the Emergency Services Manager during the time of the emergency.

7.2 Support

If requirements exceed the capability of the local transportation resources, support from Oregon Emergency Management will be requested by the EOC Director in coordination with Deschutes County Emergency Services.

8 Annex Development and Maintenance

- The Emergency Manager and County Road Department are responsible for developing and maintaining this annex.
- Individuals, departments, agencies, private-sector, and volunteer organizations assigned responsibilities in this annex are responsible for developing and maintaining appropriate standard operating procedures (SOPs) to carry out those responsibilities.

9 Supporting Plans, Procedures and Information

- National Response Framework, ESF 12 – Energy
- State Emergency Operations Plan, ESF 12 - Energy

10 Appendices

None at this time.

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ESF 13 – Public Safety and Security

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ESF 13 Tasked Agencies	
Primary Agencies	Deschutes County Sheriff's Office
Supporting Agencies	Deschutes County Emergency Services Deschutes County Road Department
Adjunct Agencies	City Police Departments City departments/organizations City and RFPD Fire Departments in Deschutes County Oregon Department of Transportation Oregon Emergency Management Oregon National Guard Oregon State Police Transportation companies and transport services Volunteer organization

1 Purpose and Scope

This Emergency Support Function (ESF) annex provides information regarding coordinating public safety and security functions associated with response to an emergency. Services addressed by this ESF include:

- Crowd and traffic control pertinent to public safety and security.
- Site security and access control, such as security at public shelters, emergency operations centers (EOCs), bulk distribution sites, feeding sites, and point of dispensing (POD) sites.
- Management of evacuation and/or shelter-in-place.

This ESF does not address daily law enforcement activities that public safety entities are typically responsible for providing; criminal investigations; search and rescue (see ESF 9, Search and Rescue); and the transportation systems that would be used to accomplish public evacuation (see ESF 1, Transportation). Refer to Appendix 2, Evacuation and Shelter-in-Place, for county guidance on evacuation.

2 Policies and Agreements

- The Intergovernmental Agreement for Cooperative Mutual Aid between Oregon Sheriffs in times of disaster is applicable to this ESF.
- Law enforcement (Sheriff's Office) manages the evacuation of people from areas identified as hazardous or which pose an imminent threat or danger to life safety.
- ORS 401.309 refers to the powers of the Board of County Commissioners, the process for declaration of emergency, and procedure for mandatory evacuations.

- ORS 401.175 refers to additional powers during emergency of the Governor, and states that during the existence of an emergency, the Governor may (summarized):
  - Assume complete control of all emergency operations in the area specified by the proclamation of emergency.
  - Assume control of all police and law enforcement officers.
  - Close all roads and highways in such areas to traffic or by order of the Governor limit the travel on such roads as deemed necessary.
  - Designate persons to coordinate the work of public and private relief agencies operating in such area and exclude any person or agency refusing to cooperate.
  - Require the aid and assistance of any state or other public or quasi-public agencies.

3 Situation and Assumptions

Significant emergency and disaster situations will require law enforcement services beyond the scope of day-to-day emergency response capabilities. However, emergency response operations for law enforcement agencies will primarily be an extension of normal daily responsibilities such as maintenance of law and order, traffic control, and crowd control. Some additional emergency-related duties will apply, such as evacuation control and security for emergency facilities such as shelters.

4 Concept of Operations

4.1 General

- The Deschutes County Sheriff's Office is the lead law enforcement agency in the county and responsible for emergency-related law enforcement functions in the unincorporated areas of the county and the Cities of Sisters and La Pine. The Sheriff's Office will provide assistance to incorporated cities if requested. The Sheriff's Office accomplishes its duties with the assistance of other county departments (such as the County Road Department and County Emergency Services); other jurisdictional law enforcement agencies, including city Police Departments and Oregon State Police; mutual aid requests for the resources of other county Sheriff's Offices; and volunteer and reserve law enforcement organizations.

- The police departments in incorporated cities provide law enforcement for their jurisdictions in the event of an emergency. They request

additional support through mutual aid with other city police departments and may request additional resources from the county if needed via 9-1-1 or the Watch Commander/Shift Supervisor.

4.1 Evacuation Actions

- Coordinate with on-scene Incident Commander to determine need for evacuation (fire, flood, landslide, HazMat, or WMD incident).
- Coordinate with on-scene Incident Commander to determine evacuation area (described by well-known geographic boundaries).
- Identify relocation areas. Contact the American Red Cross to set up relocation shelters.
- Coordinate with the Emergency management, 9-1-1 or the Public Information Officer to prepare and announce evacuation orders over public alert systems. See ESF 2 – Communications.
- Drive through evacuation areas (if the situation permits) to announce the evacuation. SAR assists with the door-to-door notification. Vehicles will use the "high-low" siren in patrol cars.
- Drive through evacuation areas to assist evacuees as needed.
- Contract Central Oregon Council on Aging (COCOA) or the Department of Human Services to assist in indentifying any "vulnerable population" citizens. COCOA can also assist in identifying/locating transportation for vulnerable population residents.
- Coordinate with IMT or EOC Transportation Unit to arrange assistance with evacuation.
- Contact EOC Construction and Engineering Branch (Road Department) for debris removal to keep designated evacuation routes clear.
- Secure and control access to evacuated areas. Issue order that individuals found looting will be arrested, detained, and prosecuted.
- Assist with site evacuations such as for hospitals, schools, correctional institutions, etc.
- Provide security at relocation shelters when needed. Due to the number of law enforcement resources in Deschutes County, shelters are asked to call 9-1-1 if they need a sworn officer to respond.
- Contact Red Cross and/or COCOA/DHS to arrange for relocation site monitoring and assistance with special/vulnerable populations.

4.2 Search and Rescue Actions

- See ESF 9 – Search and Rescue for more detailed information.
- The Sheriff's Office is responsible for SAR operations.
- The Sheriff's Office Search and Rescue Coordinator mobilizes Search and Rescue teams. Team members are trained volunteers (trained to OSSA standards).
- SAR Volunteer Team Members are contracted by radio, telephone and pager.
- Coordinate with on-scene Incident Commander to identify SAR requirements, deploy SAR teams and monitor search efforts.
- Contract local air support resources, if necessary (approved aircraft pilots only).
- Contract State SAR resources, if necessary. State resources are available through the OEM ESF 9 function.

4.3 Weapons of Mass Destruction Actions

- In incidents occurring or potentially occurring (threatened or overt), Law Enforcement assumes Incident Command for Crisis Management. The EOC, when it is activated, assumes control of Consequence Management activities.
- Determine need to access or activate HazMat Team, Bomb Squad, SWAT Team, K-9 Units, military or National Guard.
- Establish a Unified Command as soon as possible.
- Coordinate activities with FBI Special Agent-In-Charge, Federal agency officials, military officers, and State agency officials.
- Maintain security and integrity of the crime scene.
- Conduct evacuations.
- Assist with alert and notifications to the public.
- Block impassable roads, bridges.
- Request assistance from the IMT/EOC Construction and Engineering Branch (Road Department) to re-route traffic or place traffic control barriers.

- Implement curfews ordered by the Board of Commissioners/County Administrator or Governor and tell the public how the curfew will be enforced (arrests and prosecution).
- Enforce quarantine and isolation orders if requested by the County Health Director/Officer.
- Collect bio-agent samples at the crime-scene, with proper Personal Protective Equipment (PPE) and safety precautions, if requested by the County Health Officer.
- Conduct law enforcement searches of property and vehicles, as required.
- Remove vehicles blocking evacuation routes to health care and other emergency centers. Maintain records of where vehicles are taken per SOPs.
- Ensure that security passes are issued to personnel who have authority to enter secured areas. Passes will be developed at the time of the incident.
- Ensure that prisons and jails are notified of a potential terrorism threat, and determine proper safety and security precautions.

4.4 Potential Biological Agent Contamination Actions

- When notified by 9-1-1 of a potential bio-agent contamination (e.g. white powder, Anthrax suspected), whether or not on the scene, establish contact with the Health Department Communicable Disease Coordinator.
- Assist to assess exposure risk and determine the need to remove individuals from the area.
- Assist to detain, isolate and quarantine individuals, if necessary. Ensure that proper PPE is being utilized for any direct contact with an individual that is potentially contaminated.
- Secure the area as a crime scene.
- Contact FBI/HazMat to collect samples of suspicious items.

4.4 Personal Protective Equipment

- Fire Departments and the HazMat Team Safety Officer should have a joint discussion and decide the appropriate equipment for the incident.

- The County Health Officer should be involved if the event is possibly biological.

5 Direction and Control

- The Sheriff's Office directs the county's law enforcement response to an emergency and coordinates response activities with the EOC. The Sheriff or a designated representative will serve as the EOC's Law Enforcement Resource Coordinator, coordinating the flow of law enforcement information and processing requests for and allocating law enforcement resources.

- The County Emergency Services office activates the EOC as necessary and ensures it is staffed and operated.

- Incident Command Posts may be established at one or more locations as necessary to direct the on-scene response, especially to incidents occurring simultaneously. Communications between Incident Command Posts and the EOC (and the Sheriff, if not at the EOC) will be established, with regular updates provided on emergency response activities.

- Police officials of incorporated cities in the county will direct and control their law enforcement resources during emergencies and will coordinate with the county Sheriff's Office when necessary or as requested. They will direct resource requests for county assistance to the Sheriff's designated Law Enforcement Resource Coordinator in the EOC.

- County requests for state assistance (those not covered by mutual aid agreements) will be made to Oregon Emergency Management (OEM) through the county EOC.

- Each agency/organization will perform their duties in accordance with their own plans and procedures.

6 Organization and Assignment of Responsibilities

6.1 Organization

The Deschutes County Sheriff's Office coordinates with county departments, city Police Departments, and mutual aid partners to accomplish law enforcement tasks in the county.

6.2 Task Assignments

6.2.1 Deschutes County Sheriff's Office	
	Develop and maintain an emergency notification list of departmental personnel.
	Develop and train sworn staff in evacuation procedures.
	Train sworn staff on ICS fundamentals/specifics. See Chapter 6 of the Basic Plan for minimum NIMS training requirements.
	Instruct employees to report to work as soon as possible in the event of an emergency/disaster.
	Participate in training exercises conducted by the county Emergency Management office.
	Depending on the size and nature of the emergency/disaster, recall off-duty personnel, reserves, and volunteer groups to augment on-duty personnel.
	Set up a command structure using ICS and establish Incident Command Post(s) as necessary.
	Develop a Unified Command as soon as possible with other agencies.
	Provide mobile units for warning purposes (also see Warning appendix to ESF 2 – Communications).
	Conduct evacuations of affected populations from endangered areas (see ESF 1 – Transportation (which includes Evacuation).
	In coordination with the county Emergency Management office, manage shelter-in-place actions.
	Provide security for key facilities such as the county EOC, evacuation zones and other key infrastructure as needed.
	Security for shelter facilities will be provided on an "as needed" basis.
	Conduct search and rescue operations for missing persons, including support in body recovery operations (see ESF 9 – Search and Rescue).
	Support other public safety operations.

6.2.1 Deschutes County Sheriff's Office	
	Provide traffic and crowd control.
	Request mutual aid assistance when necessary. Request state assistance from Oregon Emergency Management (OEM) through the county EOC when necessary.
	Document personnel and other costs related to the emergency/disaster response for possible federal disaster assistance reimbursement.
	Provide a Deputy to the county EOC to direct and coordinate law enforcement resources.
	Ensure that law enforcement emergency response activities and emergency public information are coordinated with the Incident Commander and EOC when it is operational.
	Update the Sheriff, who will advise the County Board of Commissioners on law enforcement-related aspects of the emergency/disaster.

6.2.2 Deschutes County Emergency Services	
	Coordinate emergency preparedness planning and exercise activities with the Sheriff's Office.
	Assess the situation and make appropriate notifications to activate and staff the EOC.
	Establish communications links with affected jurisdictions and volunteer agencies.
	Assist in the coordination of logistics, resources, and the flow of information to support law enforcement operations.

6.2.3 Deschutes County Road Department	
	Provide equipment, personnel, and resources as requested for crowd control, traffic control, and evacuation, including traffic signs, other signs, traffic cones, barriers, detour signs, and heavy equipment.

6.2.4 Incorporated Cities	
	Police officials of incorporated cities should use their own EOP mitigation/preparedness tasks.

	Police officials of incorporated cities should respond in accordance with their city EOP and coordinate law enforcement response activities, as appropriate, with the County Sheriff's Deputy in the EOC.

6.2.5 Volunteer and Reserve Law Enforcement	
	Report to the Sheriff's Office and perform tasks as directed.

7 Administration and Support

7.1 Administration

Law Enforcement assigned to the EOC will come under the direction of the EOC Manager and the Incident Commander during the time of the emergency.

7.2 Support

If requirements exceed the capability of the local Law Enforcement resources, support from Oregon Emergency Management will be requested by the EOC Director in coordination with Deschutes County Emergency Services.

8 Annex Development and Maintenance

The Sheriff's Office Liaison, in conjunction with county Emergency Management, is responsible for ensuring that this annex is updated and revised as necessary.

9 Supporting Plans, Procedures and Information

- National Response Framework, ESF 13 – Public Safety and Security
- State Emergency Operations Plan, ESF 13 – Public Safety and Security
- Sheriff's Office Search and Rescue Plan

10 Appendices

- Appendix 1 - Law Enforcement EOC Situation Briefing Format
- Appendix 2 – Law Enforcement Evacuation Guidelines
- Appendix 3 – Anthrax Protocol for Law Enforcement

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ESF 13 – APPENDIX 1. LAW ENFORCEMENT EOC SITUATION BRIEFING FORMAT

LAW ENFORCEMENT EOC SITUATION BRIEFING FORMAT
Include the following information in situation briefings: 1. Situation Summary 2. Current objectives and priorities 3. Commander on duty 4. Location of command and subcommand posts 5. Radio frequencies in operation 6. Phone numbers, pager numbers to command posts and command staff 7. Unit deployments 8. Personnel status (# on duty, # off duty, # injured or sick) 9. Vehicle status (# operational) 10. Restricted areas/secured areas 11. Crime scenes and investigations 12. Evacuations Boundaries (areas cleared, areas in progress) Relocation areas (location, facilities, capacities) Evacuation routes (location, condition) Agencies committed (personnel and equipment) Population estimates (number evacuated, number remaining) Estimated time to complete evacuation Problems/solutions

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ESF 13 – APPENDIX 2. EVACUATION GUIDELINES

OREGON EMERGENCY MANAGEMENT (OEM) EVACUATION GUIDELINES
1. Situations that could necessitate state coordination of an evacuation include: ▪ An escalating emergency, requiring the movement of persons from one county to another. Sometimes, however, an evacuation of this nature will not be beyond the capabilities of the counties involved. ▪ An emergency of regional scope. 2. The risk involved in evacuating a large area should not be overlooked. It should be determined whether it would it be safer for the public to stay put, i.e. "shelter in place." 3. Upon determining the need for state assisted coordination of an evacuation, the Oregon ECC will be fully activated. 4. City, county, and state road maintenance agencies assist with establishing and maintaining roadblocks or detours via highway signing, barricades, and use of personnel. Evacuation Orders will be determined according to ORS 810.010 and the ODOT emergency plan. 5. Local emergency management officials assist with transportation and other arrangements for persons with special needs, such as senior citizens, disabled, hospital patients, and residents of nursing homes as circumstances require. 6. Jurisdictions along evacuation routes, and jurisdictions receiving evacuees, shall be informed of estimated arrival times. 7. Provisions are made for assigning and, if necessary, transporting American Red Cross volunteers and health professionals to the temporary housing and feeding facilities. 8. Essential resources and equipment (e.g.: health and medical equipment and supplies) shall be moved to temporary housing facilities as well. 9. A curfew may be considered and implemented as deemed necessary. At a minimum, and to the extent possible, security is provided for evacuated areas in each affected county, under the direction of the appropriate local law enforcement agency. 10. After the emergency event has ended: ▪ The public shall be advised by local authorities of the cessation of the Evacuation Order and the lifting of the security perimeter. ▪ Arrangements shall be made for the early return of persons needed to staff essential services, and to open vital businesses. ▪ Local authorities will allow a general return to the evacuated area, as soon as possible.

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ESF 13 – APPENDIX 3. ANTHRAX PROTOCOL FOR LAW ENFORCEMENT

ANTHRAX PROTOCOL FOR LAW ENFORCEMENT
NOTE: Remember, even in the presence of a credible threat, in almost all of these events nationwide there has been no evidence of anthrax. Also, anthrax is not contagious from person-to-person. In the event of an actual exposure, preventative treatment is available.
11. Upon notification from the public of a bioterrorism threat involving a suspicious powdered substance, use the following recommended guidelines:
12. Connect call to CD Coordinator (322-7418) or whoever is covering
13. CD Coordinator will screen call for credible risk.
14. Identify Suspicious Packages and Envelopes Inappropriate or unusual labeling Excessive postage Handwritten or poorly typed addresses Misspellings of common words Strange return address or no return address Incorrect titles or title without a name Not addressed to a specific person Marked with restrictions, such as “Personal,” “Confidential,” or “Do not x-ray” Marked with any threatening language Postmarked from a city or state that does not match the return address
15. Appearance Powdery substance felt through or appearing on the package or envelope Oily stains, discolorations, or odor Lopsided or uneven envelope Excessive packaging material such as masking tape, string, etc. Other suspicious signs Excessive weight Ticking sound Protruding wires or aluminum foil
16. If a package or envelope appears suspicious, DO NOT OPEN IT
17. Handling of Suspicious Packages or Envelopes Do not shake or empty the contents of any suspicious package or envelope Do not carry the package or envelope, show it to others or allow others to examine it Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system. WASH hands with soap and water to prevent spreading potentially infectious material to face

ANTHRAX PROTOCOL FOR LAW ENFORCEMENT

or skin. Seek additional instructions for exposed or potentially exposed persons.

18. Determine if on-site supervisor has been notified (if indicated) and instruct to do so if not already done.
19. Determine if law enforcement has been notified, whether or not they are on the scene, and initiate contact between CD Coordinator and the law enforcement. If law enforcement has not been notified, and situation is deemed a credible risk, call appropriate law agency immediately (911).
20. Health Department representative and law enforcement on the scene to assess exposure risk and make determination regarding need to remove individuals from immediate area.
21. Law enforcement to inform FBI/HazMat and collect sample of the suspicious item if deemed appropriate. (Remind local HazMat responders that use of handheld bioassay field-testing devices will not result in the accuracy needed to make final public health decisions and may consume the specimen, making CDC testing more difficult or impossible to perform).
22. Call Oregon Health Services at (503) 731-4024 for assistance. They will call CDC. If a potential credible threat has been determined, Oregon State Public Health Lab and CDC, if needed, will assist in the testing of materials. Appropriately packaged substance is delivered to designated laboratory for testing (i.e., St. Charles Medical Center, OSPHL, CDC). Lab to be notified of impending delivery.
23. Health Department gathers or instructs designated on-site person to document the following information:

    Persons exposed

    A list of individuals in direct contact of the substance (symptomatic, number, location, contact information, etc.)

    A list of individuals in close proximity but not in direct contact

    Possibly gather roster of all individuals present in the building at the time of the incident if indicated

    Physical environment

    Evacuated and closed building or areas
24. Shut off HVAC
25. Field screening tests conducted
26. Handheld bioassay field tests (if done)
27. Health Department to assess and give instructions for those individuals who had direct contact and provide information regarding signs/symptoms to watch for (refer to Bioterrorism Agent Fact Sheet). If sample tests positive, all individuals deemed to have had significant risk exposure will be contacted and prophylaxis will be initiated (post-exposure prophylaxis is not recommended unless positive laboratory results are received). If sample is negative, a designated contact person will be notified so those on the contact list can be advised.
28. Cleanup/Decontamination of potentially exposed people or surfaces should be considered on a case-by-case basis. Grossly contaminated persons should remove clothing and shower with soap and water. Clothing should be placed in plastic bags and secured. (See attached Interim Guidelines for Decontamination Procedures to Use in Bioterrorism Threats

ANTHRAX PROTOCOL FOR LAW ENFORCEMENT
Involving Suspected Anthrax Powdered Substances – Oregon, 2001). 29. The HVAC system to the area where the envelope was opened should be turned off and room entry should be restricted until laboratory results are received. 30. Notification and Public Information • Health Department • State Health Department • County Commissioners • Risk Communication Internal (Health Department Personnel) External (Media)

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14

ESF 14 – Long-Term Community Recovery

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ESF 14 Tasked Agencies	
Primary Agencies	Deschutes County Community Development Department
Supporting Agencies	Deschutes County Emergency Services Deschutes County Road Department Deschutes County Administration Deschutes County Finance Department Deschutes County Health Department Deschutes County Sheriff's Office
Adjunct Agencies	City departments/organizations Special Districts Oregon Department of Agriculture Oregon Department of Environmental Quality Oregon Department of Human Services, Public Health Division Oregon Department of Transportation Oregon Emergency Management Federal Emergency Management Agency Federal Highway Administration Small Business Administration U.S. Army Corps of Engineers U.S. Department of Agriculture U.S. Department of Transportation American Red Cross Energy/Utility Companies
Note: *The primary and supporting agencies will depend on the nature of the emergency.*	

1 Purpose and Scope

This Emergency Support Function (ESF) annex provides information regarding the coordination of long-term community recovery and mitigation efforts to return Deschutes County to its normal, pre-emergency state. For the purposes of this ESF, long-term recovery will consist primarily of some combination of damage assessment, identification of sources of recovery funding, performance of long-term recovery, and identification of opportunities for future risk reduction (mitigation).

Deschutes County government is primarily responsible for providing assistance for recovery for public property in unincorporated areas of the county. County government also supports local governments and special purpose districts on a regional basis by coordinating recovery resources. Recovery for private property is not explicitly addressed by this ESF; however, estimates of damage to private property are used in the disaster declaration process and assistance to private property owners is included in certain state and federal disaster assistance programs.

This ESF annex is not intended to address short-term recovery, which is the return of vital life-support systems to minimum operating standards. For the most part, short-term recovery is accomplished under the other emergency support functions and the immediate emergency response, e.g., the provision of emergency medical care (ESF 8); restoring interrupted utility and other essential services (ESFs 3 and 12); reestablishing transportation routes (ESF 1); and providing food and shelter for those displaced (ESF 6).

This ESF 14 works together with certain aspects of ESF 1, Transportation, ESF 3, Public Works and Engineering, and ESF 12, Energy, which partially address damage assessments and restoration for those sectors.

To be most effective, this ESF 14 annex also should be used in conjunction with the Oregon Emergency Management (OEM) *Disaster Recovery Assistance Guidebook*; local procedures, and FEMA tools for long-term community recovery.

2 Policies and Agreements

Recovery actually begins in the first few hours following a major disaster. Actions taken by onscene Incident Commanders and activities coordinated from the EOC during the early hours of the response will have significant impact on many aspects of the recovery process.

The Deschutes County Board of Commissioners designates a Recovery Management Team to coordinate recovery activities. The Incident Command organization at the EOC transitions to the Recovery Management Team organization.

The Recovery Management Team may be assigned from the following departments, agencies, and organizations:

- County Sheriff's Office
- County Treasurer
- County Surveyor
- Road Department
- Health & Human Services
- Administrative Services
- Legal Counsel
- Community Development
- American Red Cross

- City Representatives
- City Chambers of Commerce
- Community Based Organizations, Faith Based Organizations, Service Organizations

3 Situation and Assumptions

3.1 Situation

- Recovery efforts in Deschutes County will depend on the nature of the emergency, the degree of damage experienced, and the numbers and types of people affected. Recovery may involve a small number of county agencies or every department in the county.
- The timely and accurate assessment of damage to public or private property will be of vital concern to local officials following a disaster. State and federal assistance will depend on the adequate and timely documentation of the results of the disaster on the local community.

3.2 Assumptions

- Both public and private entities are affected by an emergency or disaster and will require some sort of recovery.

  Key public sector long-term recovery considerations will include continuity of government and the restoration of infrastructure (e.g., roads, buildings, water, sanitation, utilities, communication, services), healthcare, the economy, and the environment.

  Key private sector long-term recovery considerations will include the restoration of supplies and services (e.g., food, water, money, fuel, and the necessities of daily living), housing, businesses, employment, transportation (fuel, private vehicles, public conveyances), and commerce, as well as managing insurance claims.
- Resources for recovery will be available.
- The circumstances of an emergency or disaster may affect a program or agency's ability to participate in local recovery efforts. Funding of a program or individual eligibility may vary from one administration to another. Availability of any program or resource is not implied by its inclusion in this annex.

4 Concept of Operations

4.1 General

- The recovery process for a disaster begins in the response phase, typically via a local declaration of emergency, which involves a fast assessment of damages and the status of a community in order to request state/federal assistance. At the same time, a complete record of expenditures for local response personnel, equipment, and supplies is maintained in the event that: a) a state or federal declaration of emergency is made and funds are made available to reimburse documented response costs of public and non-profit entities, or b) funds are otherwise made available to restore critical local and state infrastructure (such funds are often available regardless of whether state and/or federal emergency declarations are made).

- In addition to damage assessments, the county and its governmental and private-sector emergency management partners assemble information on the total impact of the disaster on the county, formulate a long-term recovery strategy/plan, and then implement that plan.

- If the President approves and signs a disaster declaration, FEMA and OEM will open Disaster Field Offices (DFOs) in or near the affected communities to coordinate with the local emergency management in publicizing the availability of financial assistance and determining eligibility for public and non-profit agencies. Disaster Recovery Centers (DRCs) may also be opened, if requested by local and state authorities, to coordinate the process for providing financial assistance to individuals and small businesses, if that type of assistance is offered under the federal declaration.

4.2 Initial Recovery – Clean-Up Operations

- In consultation with cities and State DOT, designate key routes for priority debris clearance and open these routes to traffic. Restrict access on emergency routes, as necessary.

- In consultation with cities, designate debris collection areas and inform the public of these sites.

- Clean debris from city/county streets and roads according to priorities established by Public Works.

- Abate hazardous structures or areas.

- See ESF 3 – Public Works and Engineering for more details.

4.3 Individual Assistance

FEMA and other federal, state, local and volunteer agencies offer disaster assistance in several forms.

4.3.1 Low-Interest Loans

Most, but not all, federal assistance is in the form of low interest loans to cover expenses not covered by state or local programs, or private insurance. People who do not qualify for loans may be able to apply for a cash grant.

The Farm Service Agency (FSA) and the Small Business Administration (SBA), offer low interest loans to eligible individuals, farmers and businesses to repair or replace damaged property and personal belongings not covered by insurance.

4.3.2 Assistance for Individuals and Households

This program, which may include cash grants of up to $25,000 per individual or household, includes:

- Housing Assistance
  - Lodging expenses reimbursement (for a hotel or motel)
  - Rental assistance (cash payment for a temporary rental unit or a manufactured home)
  - Home repair cash grant
  - Home replacement cash grant
  - Permanent housing construction in rare circumstances
- Other Needs Assistance
  - Medical, dental, funeral costs
  - Transportation costs
  - Other disaster-related needs

4.3.3 Veterans Benefits

The Department of Veterans' Affairs provides death benefits, pensions, insurance settlements and adjustments to home mortgages for veterans.

4.3.4 Tax Refunds

The Internal Revenue Service (IRS) allows certain casualty losses to be deducted on Federal income tax returns for the year of the loss or through an immediate amendment to the previous year's return.

4.3.5 Excise Tax Relief

Businesses may file claims with the Bureau of Alcohol, Tobacco and Firearms (ATF) for payment of Federal excise taxes paid on alcoholic beverages or tobacco products lost, rendered unmarketable or condemned by a duly authorized official under various circumstances, including where the President has declared a major disaster.

4.3.6 Unemployment Benefits

Disaster Unemployment assistance and unemployment insurance benefits may be available through the state unemployment office and supported by the U.S. Department of Labor.

4.3.7 Crisis Counseling

The purpose of the crisis counseling program is to help relieve any grieving, stress, or mental health problems caused or aggravated by the disaster or its aftermath. These short-term services, provided by FEMA as supplemental funds granted to State and local mental health agencies, are only available to eligible survivors of Presidentially-declared major disasters. Those who may require this confidential service should inquire about it while registering for disaster assistance. Or they may contact FEMA's toll-free Helpline number 1-800-621-FEMA (TTY 1-800-462-7585) to find out where these services can be obtained. Crisis counselors are often on-hand at Disaster Recovery Centers (when they are established). Eligible survivors may also learn more about where crisis-counseling services are available via the media, and FEMA's Recovery Times newsletters. The American Red Cross, the Salvation Army, other voluntary agencies, as well as churches and synagogues also offer crisis-counseling services. Additional mental health information may be found on the U.S. Department of Health and Human Services, Center for Mental Health Services' website, www.mentalhealth.org.

4.3.8 Free Legal Counseling

The Young Lawyers Division of the American Bar Association, through an agreement with FEMA, provides free legal advice for low-income individuals regarding cases that will not produce a fee (i.e., those cases where attorneys are paid part of the settlement which is awarded by the court). Cases that may generate a fee are turned over to the local lawyer referral service.

Individuals, families and businesses may be eligible for federal assistance if they live, own a business, or work in a county declared a Major Disaster Area, incur sufficient property damage or loss, and, depending on the type of assistance, do not have the insurance or other resources to meet their needs.

To apply for Assistance for Individuals and Households, all you have to do is call the special toll free telephone number, 1-800-621-FEMA (TTY: 1-800-462-7585) and register. Specially trained operators at one of FEMA's National Processing Service Centers will process your application.

4.4 Public Assistance

The Public Assistance Program provides supplemental Federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The State determines how the non-Federal share (up to 25%) is split with the applicants.

4.4.1 Eligible Applicants

- Eligible applicants include the States, local governments, Indian tribes and certain PNP organizations.
- Eligible PNP facilities must be open to the public and perform essential services of a governmental nature. Eligible PNP facilities generally include the following:
  - Medical facilities, such as hospitals, outpatient and rehabilitation facilities.
  - Custodial care facilities that provide institutional care for persons who require close supervision and some physical constraints in their daily activities.
  - Educational facilities, such as primary and secondary schools, colleges and universities.
  - Emergency facilities, such as fire departments, rescue squads, and ambulance services.
  - Utilities, such as water, sewer, and electrical power systems.
  - Museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, shelter workshops and facilities which provide health and safety services of a governmental nature.

4.4.2 Eligible Work

To be eligible, the work must be required as the result of the disaster, be located within the designated disaster area, and be the legal responsibility of an eligible applicant. Work that is eligible for supplemental Federal disaster grant assistance is classified as either emergency work or permanent work.

- **Emergency Work**
  - Debris removal from public roads and rights-of-way as well as from private property when determined to be in the public interest.

- Emergency protective measures performed to eliminate or reduce immediate threats to the public, including search and rescue, warning of hazards, and demolition of unsafe structures.

- **Permanent Work**
  - Work to restore an eligible damaged facility to its pre-disaster design. Work range from minor repairs to replacement.
  - Categories of permanent work include:
  - Roads, bridges and associated features, such as shoulders, ditch, culverts, lighting and signs;
  - Water Control Facilities including drainage channels, pumping facilities, and the emergency repair of levees. Permanent repair of Flood Control Works is the responsibility of the U.S. Army Corps of Engineers and the Natural Resources Conservation Service;
  - Buildings including their contents and systems;
  - Utility Distribution Systems, such as water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities;
  - Public Parks, Recreational Facilities and Other Facilities, including playgrounds, swimming pools and cemeteries.

4.4.3 Application Process

- Applicants should attend a State-sponsored Applicants' Briefing to receive information about the Public Assistance Program and State requirements.
- Applicants should complete and submit to the State a Request for Public Assistance (Request) form. Applicants may submit the Request forms at the Applicants' Briefing, or submit them to the State within 30 days following the designation of the area in which the damage is located.
- Upon receipt of the Request form from the State, FEMA will assign a Public Assistance Coordinator to work with each applicant throughout the disaster recovery period.
- The State also will assign an Applicant Liaison to help the applicant.

- The Public Assistance Coordinator will meet with each applicant to discuss eligibility requirements and project formulation (Kickoff meeting).
- Applicants may prepare Project Worksheets for small projects if they have the resources to do so. Otherwise, FEMA and the State personnel will prepare the applicant's small and large projects.
- Applicants should contact the Public Assistance Coordinator prior to initiating repairs to facilities with Special Consideration issues (for example, environmental concerns or historic preservation).
- Applicants should document all damages and costs with pictures, written descriptions and financial records.

4.4.4 Project Requirements

- **Time Limitations**
  - Deadlines - The project completion deadlines are set from the date that the major disaster or emergency is declared. Emergency work must be completed six months after the emergency is declared. Permanent work must be completed 18 months after the emergency is declared.
- **Variations**
  - The State or FEMA may impose shorter deadlines for the completion of work if considered appropriate.
  - Based on extenuating circumstances or unusual project requirements, the State may extend the deadlines for an additional 6 months for debris clearance and emergency work and an additional 30 months, on a project by project basis, for permanent work.
- **Insurance Requirements**
  - FEMA will reduce otherwise eligible costs by the actual or anticipated insurance recoveries the applicant receives. The State will notify FEMA of any entitlement to insurance settlement or recoveries for a facility and its contents.
  - For insurable buildings located in a special flood hazard area and damaged by flood, the reduction is the maximum amount of insurance proceeds the applicant would have been received had the building and its contents been fully covered by a standard flood insurance policy under the National Insurance Program.

- The applicant is required to buy insurance in the amount of the eligible damages for flood and general hazards.

- **Grants**
  - For small projects (under $68,500 for FY014, the grant is based on an estimate of the cost of the work.
  - For large projects ($68,500 or more), the final grant is based on actual eligible costs. In large projects, the State will disburse progress payments, as required.

5 Direction and Control

- In its initial phases, recovery of essential services is coordinated by the staff of the Emergency Operations Center (EOC). As the initial emergency response is completed, short-term recovery transitions to long-term recovery, and the EOC is deactivated, ongoing disaster recovery for Deschutes County will be handled through the individual agencies and entities involved.

- If long-term recovery actions begin while the EOC is still activated, they will be managed by a Recovery Manager or equivalent position that may be under the Planning Section or under its own Recovery Section, at the discretion of county Emergency Management and County officials.

- Authorization for emergency expenditures of public funds for response and/or recovery activities will be the responsibility of the affected jurisdiction's governing body.

- Incorporated cities, especially those with their own emergency management agency or program, will, similar to response activities, manage their own emergency recovery to the extent of their abilities before drawing on the recovery resources of county, state, and federal government. Cities will perform their own damage assessments, communicate damage figures to the county EOC, assign an Applicant Agent if warranted, follow established recovery procedures, and use available public- and private-sector recovery programs as they may apply.

- All of the steps that follow might not be performed or might be performed in a different order, depending on the nature of the emergency. Refer to the OEM Disaster Recovery Assistance Guidebook and local procedures for more information.
  - The county EOC Staff is responsible for managing the overall recovery process while the EOC is activated and will be

assisted by the county Emergency Management office. As short-term recovery transitions to long-term recovery and the EOC is deactivated, ongoing disaster recovery will be handled through the individual agencies and entities involved, with assistance by the Emergency Management office.

- Ensure that a Windshield Survey is performed as the first assessment of status and damage. It may be performed as an event is still in progress, as with a flood, or immediately after, as with an earthquake. The American Red Cross usually leads the Windshield Survey with the assistance of local government resources. The survey should assess the initial extent and boundaries of the damaged area, the displacement of population, and the likely scope of the response.
- Ensure that an Initial Damage Assessment (IDA) is performed if state or federal disaster assistance might be required, in which case IDA-type information will be needed to support local, state, and/or federal declarations of emergency and requests for assistance. The IDA includes a quick but accurate assessment of disaster damages, costs, and impacts to the area. It is similar in scope to, and often performed close in time to, the Windshield Survey, but with its own set of forms and purpose.

  The EOC Plans Section Chief or Situation Unit Leader (Planning Section) is tasked with filling out ICS Form 209, Incident Status Summary, and compiling the necessary information regarding loss of life, injuries, and general property damage so county Emergency Management may forward the information to OEM and/or federal agencies responsible for providing disaster recovery assistance.
- Ensure that documentation of local government's disaster response costs begins as soon as possible in the response phase to support both county fiscal management and in the event state/federal disaster assistance funds become available. Reimbursement-based disaster assistance requires that costs be documented in accordance with state/federal guidelines. Cost documentation will be the responsibility of individual departments and agencies, with assistance provided by the EOC Finance/Administration section as possible.
- Assist county Emergency Management with assembling the information for a local declaration of emergency (and request for State assistance) if one has not already been declared. County Emergency Management will coordinate with the

Board of Commissioners to make the declaration and forward it to OEM (see the EOP Basic Plan). Typical information that will be needed includes:

- Type of emergency/disaster
- Locations affected within the county
- Deaths, injuries, population at risk
- Current conditions/continuing threat
- Initial estimate of damage (IDA report attached, if available)
- Action taken, resources committed
- Specific information on type of assistance/resources needed

Although much of this information will come from the Windshield Survey and damage assessments, other information will come from the Planning Section in the EOC, which will be compiling it.

- Information for affected incorporated cities in the county will be included in the declaration and will be obtained from those cities.
- Establish a phone number or hotline for the public to use to report damage and other problems related to long-term community recovery. The public may report both public and private damage because both are germane to the disaster declaration and state/federal disaster assistance programs. The need for the county to establish a damage reporting number for the public may be superseded by an immediate Presidential Disaster Declaration that provides individual assistance; in which case FEMA may establish toll-free numbers for the public to apply for federal assistance.
- If the Governor declares a state of emergency and believes that federal assistance and a Presidential declaration of emergency will be needed, then assist joint state/federal teams with Rapid Needs Assessments (RNAs) and/or Preliminary Damage Assessments (PDAs), as applicable, which will be needed before the federal government can make a declaration.
- In coordination with the Board of Commissioners, key county agencies (Planning Department, Building Department, Public Works Department, Management and Finance Department),

municipalities, and the business community, develop a long-term recovery strategy/plan for Deschutes County that is specific to the emergency. See Section VII for helpful references.

- If a State and/or a Presidential Disaster Declaration is made, determine the type of assistance potentially available to the county, the public, and the private sector in order to incorporate those requirements into the long-term recovery plan. [The different types of federal assistance available to local government, non-profit organizations, and the general public are based on whether the President declares a "Major Disaster" or an "Emergency." As well, certain state and federal assistance is available regardless of whether a state or federal declaration of emergency is officially made, e.g., certain agricultural and small business assistance. The Disaster Recovery Assistance Guidebook and other public-domain references, including FEMA, provide the necessary detail on types of assistance programs. There are many.]
- Inform county departments, local municipalities, special districts, the public, and the private sector about intended recovery plans, the assistance available to them, and how they will access that assistance (see ESF 15, External Affairs, for public information strategies). An Applicants' Notification Process can be used for this. Provide notice to all units of local government, including the special service districts, of the date, time, and location for briefing applicants on available disaster assistance and eligibility requirements.
- Determine the need to request the opening of Disaster Recovery Centers in strategic locations in or near the major areas of disaster impact.
- Implement the approved long-term recovery plan in coordination with all involved public, non-profit, and private-sector entities.
- If appropriate, review and incorporate the lessons learned from the emergency and the recovery into the county Hazard Mitigation Plan, emergency management program, and this EOP.

6 Organization and Assignment of Responsibilities

6.1 General

- Each county agency/department will assist with long-term recovery activities in accordance with their role in the county emergency management organization and their departmental policies and procedures.
- Other jurisdictions will perform long-term recovery activities within the framework identified by their Emergency Operations Plans, recovery plans, and policies and procedures.

6.2 Task Assignments

6.2.1 Deschutes County Community Development Department	
	Ensure that buildings, roadways, and other facilities and structures are built to local building codes, adhere to building and construction standards, and comply with the county/city land use plan.
	Establish zoning codes for building in particular hazard areas.

6.2.2 Deschutes County Finance Department	
	Ensure that the county has adequate insurance to cover potential losses.

6.2.3 Deschutes County Emergency Services	
	Work with the American Red Cross and county/city departments to identify and train workers in disaster damage assessment.
	Conduct exercises and training for personnel in disaster recovery activities.
	Keep up-to-date on state and federal disaster assistance programs, both those that are reimbursement-based and those that are not.

6.2.4 Deschutes County Road Department	
	Identify and map critical facilities, bridges, roads, culverts, buildings, and infrastructure requiring priority repair if damaged.
	Ensure that identified personnel are trained in disaster damage assessment and participate in emergency exercises.
	Develop Standard Operating Procedures (SOPs) for disaster response and recovery, including gathering and reporting information to the EOC during the response and recovery phase.
	To support the EOC, activate inspection teams to survey and evaluate damage sustained by county roads, bridges, public buildings and

6.2.4 Deschutes County Road Department	
	facilities, water supply systems, sanitation systems, and other systems under their purview. Coordinate these activities with the EOC, ensuring that the inspections are prioritized by those structures most critical to emergency responders and public safety.
	Use trained volunteers and private-sector personnel from the fields of engineering, building trades, property assessment, and other related areas to supplement inspection and assessment teams.
	Support the EOC in the development of IDAs, PDAs, and other documentation needed to facilitate the recovery and government reimbursement process. If appropriate, assist in the preparation of Project Worksheets (PWs) needed for federal funding for certain restoration projects.
	Coordinate with county Emergency Management and the Sheriff's Office and other law enforcement agencies to restrict access to buildings, roads, areas, etc., that are unsafe.
	Assist the county in the implementation of the approved long-term recovery plan.

6.2.5 American Red Cross	
	Identify and train personnel in damage assessment techniques.
	Develop agency Standard Operation Procedures (SOPs) for disaster response including gathering and reporting information to the EOC during the response and recovery phases.
	Participate in emergency exercises.
	Activate damage assessment teams to perform a windshield survey, coordinating area assignments through the county EOC's Red Cross liaison, and report the results to the EOC.
	Continue to coordinate with Deschutes County government to provide mass care, emergency assistance, housing, and human services to affected persons throughout long-term recovery (also see ESF 6).

6.2.6 Incorporated Cities	
	Identify and train personnel in disaster recovery and damage assessment techniques.
	Participate in local emergency exercises.
	Cities with emergency management programs are responsible for collection and distribution of disaster data, declaration of emergencies for their jurisdictions, dissemination of disaster recovery assistance information to their residents, and implementation of their recovery plan. They will submit damage assessment reports and any requests for response and recovery assistance to the county EOC.
	Other incorporated cities may work directly within the county emergency management program and will provide to the EOC the

6.2.6 Incorporated Cities	
	damage assessment and status information they are able to.

6.2.7 All Departments	
	Specific response activities are detailed in department/division procedures and SOPs, as well as in state and federal recovery guidelines.

7 Administration and Support

7.1 Administration

Recovery personnel assigned to the EOC/MACC will come under the direction of the EOC Manager and the Emergency Manager during the time of the emergency.

7.2 Support

If requirements exceed the capability of the local transportation resources, support from Oregon Emergency Management will be requested by the EOC Director in coordination with Deschutes County Emergency Services.

8 ESF Development and Maintenance

The County Emergency Services Office is responsible for reviewing, updating, and revising this annex as needed. Each agency will develop and maintain standard operating procedures that address assigned tasks.

9 Supporting Plans, Procedures and Information

- National Response Framework, ESF 14 – Long-Term Community Recovery
- State Emergency Operations Plan, ESF 14 – Long-Term Community Recovery
- Disaster Recovery Assistance Guidebook, 2003, OEM.
- Long-Term Community Recovery Planning Process, A Self-Help Guide, 2005, FEMA.
- Long-Term Community Recovery Assessment Tool, FEMA.

10 Appendices

- **Appendix 1** – Recovery Operational Tasks Timeline
- **Appendix 2** – Disaster Recovery Programs

- **Appendix 3** – Recovery Task Coordination Matrix
- **Appendix 4** – FEMA Request for Public Assistance Form
- **Appendix 5** – FEMA Contract Summary Form
- **Appendix 6** – FEMA Employee Data Form
- **Appendix 7** – FEMA Equipment Inventory Form
- **Appendix 8** – FEMA Force Account Equipment Form
- **Appendix 9** – FEMA Force Account Labor Form
- **Appendix 10** – FEMA Force Account Materials Form
- **Appendix 11** – FEMA Rented Equipment Form
- **Appendix 12** – Department of Justice Crime Victim's Compensation Program

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ESF14 – APPENDIX 1. RECOVERY TIMELINE OF OPERATIONAL TASKS

This chart outlines operational tasks to support recovery from major emergencies and disasters. Three phases of recovery are described below. Depending on the size, nature and severity of the disaster, timeframes and activities in each phase vary:

Recovery Timeline of Operational Tasks	
1. Initial Response 1-7 days	• Debris removal and clean-up • Emergency, short-term repair of lifeline utilities • Emergency, short-term repair of transportation systems and provision of interim transit services • Building safety inspections • Coordination of State/Federal damage assessments • Re-occupancy of buildings • Assignment of Recovery Task Force
2. Mid-Term Planning 7- 30 days	• Provision of interim housing • Restoration of lifeline utilities (power, water, sewers) • Restoration of social and health services • Restoration of normal City and County services • Establishment of new ordinances governing location and nature of rebuilding • Examination of building standards • Economic recovery measures, including interim sites for business restoration
3. Long-Term Reconstruction Several Years	• Rebuilding • Restoration of transportation systems • Hazard Mitigation • Reconstruction of permanent housing • Reconstruction of commercial facilities • Development and implementation of long-term economic recovery targeting impacted and critical industries

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ESF14 – APPENDIX 2. DISASTER RECOVERY PROGRAMS

OTHER DISASTER RECOVERY PROGRAMS	
RECIPIENT	**PROGRAM**
INDIVIDUALS	• Loans to repair physical damage to homes. (U.S Small Business Administration) • Disaster Unemployment Insurance extends unemployment benefits to those who have lost income due to the disaster and do not qualify for regular unemployment programs. • The Crisis Counseling program provides immediate crisis counseling services to disaster victims. Assistance provided is short-term and provided at no cost to the disaster victims. • Food stamps may be available to those who lost food, income or resources because of the disaster. • Tax relief for losses from the destruction of, or damage to property in any sudden, unexpected, or unusual event such as a flood, hurricane, tornado, fire, earthquake or volcanic eruption. Administered by the Internal Revenue Service. • The Cora Brown Fund uses funds from a bequest of Cora C. Brown of Kansas City, Missouri, who left a portion of her estate to the United States for the purpose of helping victims of natural disasters not caused by or attributed to war. Administered by FEMA. • The Direct Housing Natural Disaster Loans and Grants program provides assistance to very-low income owner-occupants to repair or replace damaged property as a direct result of a natural disaster. Administered by the USDA Rural Development Agency. • The Disaster Legal Services program provides legal assistance to individuals affected by a major federal disaster who have become unemployed or are about to be unemployed. • Home Mortgage Insurance for Disaster Victims. This program helps individuals purchase a new home or rebuild after a major disaster. While HUD does not lend money directly to buyers to rebuild or purchase, FHA-approved lenders make loans through this special insurance program. • USDA Rural Disaster Housing Assistance program provides emergency assistance to buy, build, rehabilitate, or improve dwellings in rural areas affected by natural disasters. To qualify for assistance, applicants must be low or very-low income. Funds are only available to the extent that the Federal Emergency Management Agency (FEMA) does not provide

OTHER DISASTER RECOVERY PROGRAMS	
RECIPIENT	**PROGRAM**
	funds.
BUSINESSES	• Loans for physical and economic injury from the Small Business Administration. • Tax relief for casualty losses that result from the destruction of, or damage to property from any sudden, unexpected, or unusual event such as a flood, hurricane, tornado, fire, earthquake or even volcanic eruption. Administered by the Internal Revenue Service.
AGRICULTURAL, FARMERS AND RANCHERS	• Emergency Conservation Program (ECP) shares with agricultural producers the cost of rehabilitating eligible farmlands damaged by natural disaster. During severe drought, ECP also provides emergency water assistance both for livestock and for existing irrigation systems for orchards and vineyards • Noninsured Crop Disaster Assistance Program (NAP) is for crops for which crop insurance is not available. It provides assistance for farmers who grow such crops to limit losses from natural disaster and manage overall business risk. Eligible non-insurable crops include commercial crops and other agricultural commodities produced for food (including livestock feed) or fiber and may include other specialty crops such as floricultural, ornamental nursery, christmas tree crops, turf-grass sod, seed crops, aquaculture (including ornamental fish) and industrial crops. • Emergency Loan (EM) Assistance provides low-interest loan assistance to eligible farmers to help cover production and physical losses in counties declared disaster areas by the President or designated by the Secretary of Agriculture. The Farm Services Agency (FSA) Administrator may also authorize EM loan assistance but only for physical losses. • Emergency Haying and Grazing Assistance for certain Conservation Reserve Program acreage may be made available in areas suffering from weather-related disaster. • Tax relief for casualty losses that result from the destruction of, or damage to property from any sudden, unexpected, or unusual event such as a flood, hurricane, tornado, fire, earthquake or even volcanic eruption. Administered by the Internal Revenue Service. • The Dairy Indemnity Program provides assistance to farmers because of contamination with chemicals or toxic substances,

OTHER DISASTER RECOVERY PROGRAMS	
RECIPIENT	**PROGRAM**
	nuclear radiation or fallout.
ESSENTIAL RURAL COMMUNITY FACILITIES	• Eligible facilities Include schools, libraries, fire and rescue, public safety, hospitals, EOCs, other command and coordination facilities, and multipurpose community centers. The USDA Rural Development administers the program.

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ESF 14 – APPENDIX 3. RECOVERY TASK COORDINATION MATRIX

The following chart shows a suggested assignment of recovery tasks within the County. The Recovery Management Team may designate recovery tasks if it is determined that this is an appropriate approach to recovery management.

TASK	SUGGESTED COUNTY DEPARTMENT(S)	LOCAL COORDINATION
Debris Removal, Clean–Up, Structural Demolition	Road Department Legal Counsel	City Government and City Law Enforcement
Repair Of Utilities	Sheriff's Office – Emergency Services Solid Waste	Utility Companies, Water Districts, Sewage Districts
Road/Bridges Repair, Traffic Re-routing	Road Department, Sheriff's Office	City Government and City Law Enforcement
Building Safety Inspections and Coordination of Building Re-Occupancy	Community Development – Building Division Community Development – Code Enforcement Administrative Services – Building Services Legal Counsel	City Government and City Law Enforcement
Location And Nature Of Permanent Rebuilding; Building Standards, Develop And Adopt Plans, Zoning Variances, Permitting	Community Development – Building Division Community Development – Planning Division	City Government
Inspections for Environmental Safety	Community Development – Environmental Health Department Solid Waste	City Government
Interim Housing	Community Development Health & Human Services	American Red Cross Community Based Organizations Faith Based Organizations Service Organizations
Business Recovery, Relocation of Businesses	Community Development	(Lead Role) City Government, Chambers of Commerce
County Economic Recovery, Long-Term Economic Recovery Measures Targeting Most Impacted And Critical Industries	Community Development County Treasurer – Finance Department Legal Counsel	City Government, Private, Public And Non-Profit Organizations

TASK	SUGGESTED COUNTY DEPARTMENT(S)	LOCAL COORDINATION
Government Finance, Review Fiscal Budget, Sign Recovery Leases & Contracts, Oversee Federal Disaster Claims, and Insurance Claims, Review Burden of Fees/Taxes on Individuals and Businesses.	County Treasurer – Finance Department Administrative Services – Risk Management	
County Personnel, Facilitate Hiring, Layoffs, Reassignments	Administrative Services, Personnel	
Restore Vital County Records/Computer Systems	County Clerk County Assessor Administrative Services – Information Services	
Transportation System Planning	Community Development	City Government
Hazard Mitigation	All Departments	
Redevelopment Planning	Community Development	City Government, Private, Public And Non-Profit Organizations
Public Relations, Public Information	County Public Information Officer	City Government, CBOs

ESF 14 – APPENDIX 4. REQUEST FOR PUBLIC ASSITANCE FORM

FEDERAL EMERGENCY MANAGEMENT AGENCY **REQUEST FOR PUBLIC ASSISTANCE**	O.M.B. No. 3067-0151 Expires April 30, 2001

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 10 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). **NOTE:** Do not send your completed form to this address.

APPLICANT *(Political subdivision or eligible applicant.)*	DATE SUBMITTED
COUNTY *(Location of Damages. If located in multiple counties, please indicate.)*	

APPLICANT PHYSICAL LOCATION

STREET ADDRESS			
CITY	COUNTY	STATE	ZIP CODE

MAILING ADDRESS (If different from Physical Location)

STREET ADDRESS			
POST OFFICE BOX	CITY	STATE	ZIP CODE

Primary Contact/Applicant's Authorized Agent	**Alternate Contact**
NAME	NAME
TITLE	TITLE

BUSINESS PHONE	BUSINESS PHONE
FAX NUMBER	FAX NUMBER
HOME PHONE (Optional)	HOME PHONE (Optional)
CELL PHONE	CELL PHONE
E-MAIL ADDRESS	E-MAIL ADDRESS
PAGER & PIN NUMBER	PAGER & PIN NUMBER

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? ☐ **Yes** ☐ **No**

Private Non-Profit Organization? ☐ **Yes** ☐ **No**

If yes, which of the facilities below best describe your organization? _____

Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "… any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility" means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public.

Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.

Official Use Only:
FEMA- _____ **-DR-** _____ **-** _____ **FIPS #** _____ **Date Received:**

FEMA Form 90-49, SEP 98 **REPLACES ALL PREVIOUS EDITIONS**

FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET

INSTRUCTIONS

The Project Worksheet must be completed for each identified damaged project.

Projects with estimated or actual cost of damage greater than $68,500 (FY 14) are large projects.
Projects with estimated or actual cost of damage less than $68,500 (FY 14) are small projects.
After completing Project Worksheets, submit the worksheets to your Public Assistance Coordinator.

Identifying Information

Declaration No: Indicate the disaster declaration number as established by FEMA (i.e. "FEMA 1136-DR-TN", etc.).
Project No: Indicate the project designation number you established to track the project in your system (i.e. 1, 2, 3, etc.).
FIPS No: Indicate your FIPS number within this space. This is optional.
Date: Indicate the date the worksheet was prepared in MM/DD/YY format.
Category: Indicate the category of the project according to FEMA specified work categories. This is optional.
Applicant: Name of the governmental or other legal entity to which the funds will be awarded.
County: Name of the county where the damage is located. If located in multiple counties, indicate "Multi-County."
Damage facility: Identify the facility and describe its basic function.
Work Complete as of: Indicate the date that the work was examined in the format of MM/DD/YY and the percentage of work completed to that date.
Location: This item can range anywhere from an "address," "intersection of…" "1 mile south of …on…." to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.
Damage Description and Dimensions: Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.
Scope of Work: List work that has been completed, and work to be completed, which, is necessary to repair disaster-related damage. Include items recorded on the preliminary damage assessment.
Does the Scope of Work change the pre-disaster conditions of the site: If the work described under the Scope of Work changes the facilities conditions (i.e. increases/decreases the size or function of the facility or does not replace damaged components in kind with like materials), check (✓) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (✓) no.
Special Considerations: If the project includes insurable work, and/or is affected by environmental (NEPA) or historic concerns, check (✓) either the Yes or No box so that appropriate action can be initiated to avoid delays in funding. Refer to *Applicant Guidelines* for further information.
Hazard Mitigation: If the pre-disaster conditions at the site can be changed to prevent the disaster-related damage, check (✓) Yes. If no opportunities for hazard mitigation exist check (✓) no. Appropriate action will be initiated and avoid delays in funding. Refer to *Applicant Handbook* for further information.
Is there insurance coverage on this facility: Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages, from insurance or any other source. Check (✓) yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides FEMA.

Project Cost

Item: Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.
Code: If using the FEMA cost codes, place the appropriate number here.
Narrative: Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42 in. Dia. RCP", "sheet rock replacement", etc.).
Quantity/Unit: List the amount of units and the unit of measure ("48/cy", "32/lf", "6/ea", etc.).
Unit Price: Indicate the price per unit.
Cost: This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.
Total Cost: Record total cost of the project.

Prepared By: Record the name and title of the person completing the Project Worksheet.

Record Requirements

Please review the *Applicant Handbook* for detailed instructions and examples.
For all completed work, the applicant must keep the following records:

- Force account labor documentation sheets identifying the employee, hours worked, date and location;
- Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used;
- Material documentation sheets identifying the type of material, quantity used and cost;
- Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost/ estimate" for which funding is being requested.

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ESF 14 – APPENDIX 5. CONTRACT SUMMARY FORM

FEDERAL EMERGENCY MANAGEMENT AGENCY

CONTRACT SUMMARY RECORD

APPLICANT | PW REF NO. | CATEGORY | FIPS NO. | DISASTER OR 1824

Vendor	Description of work performed	Invoice No:	Dates Worked:	Total Invoice Amount	Total Claim Amount	Comments
				Total Cost		
				Total From All Pages		

Certified By: Title: Date:

I certify that the above information was transcribed from daily logs, vendor invoices, or other documents which are available for audit.

1617-WA V9 Revised Feb-09

CONTRACT PAGE 1 OF 1

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ESF 14 – APPENDIX 6. EMPLOYEE DATA FORM

Answer theses questions before completing this page

Use average fringe benefit rate from "FRINGE" sheet? ☐ Yes ☐ No

Are exempt employees eligible? ☐ Yes ☐ No

Overtime Rate? 1.5

I CERTIFY THAT THE INFORMATION BELOW WAS TRANSCRIBED FROM PAYROLL RECORDS OR OTHER DOCUMENTS WHICH ARE AVAILABLE FOR AUDIT.

CERTIFIED _____

TITLE _____

DATE _____

FEDERAL EMERGENCY MANAGEMENT AGENCY

EMPLOYEE PAYROLL DATA

0

EMPLOYEE NAME LAST NAME, FIRST NAME	TITLE OR JOB DESCRIPTION	STATUS * SEE BELOW	PAY RATE / HOUR REG $	OT $	BENEFITS VAC %	SICK %	HOL %	RET %	SS %	MEDC %	UNEMP %	HEALTH %	LIFE %	WC %	OTHER %	FRINGE BENEFITS REG	OT
Example: Doe, John	*Example: Policeman*	*FT*	*$20.00*	*$30.00*	*10.00%*	*10.00%*	*5.00%*		*6.20%*	*1.45%*		*12.00%*	*2.00%*			7.65%	7.65%
				$0.00												7.65%	7.65%
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EMPLOYEE PAYROLL DATA Page [Page]

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ESF 14 – APPENDIX 7. EQUIPMENT INVENTORY FORM

FEDERAL EMERGENCY MANAGEMENT AGENCY

EQUIPMENT INVENTORY FORM

APPLICANT:	0	CATEGORY:	
FIPS NO.	0	PW REF NO.	0

EQUIPMENT (UNIT NO.)	OPERATOR	MAKE	MODEL	HP	CAPACITY SIZE	FEMA COST CODE	ADJUSTED COST CODE UNIT PRICE	COMMENTS
Truck, Pickup, (Example)	*Example: Doe, John*	*Chevrolet*	*1500*	*250*		*8073*		

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ESF 14 – APPENDIX 8. FORCE ACCOUNT EQUIPMENT FORM

FEDERAL EMERGENCY MANAGEMENT AGENCY

FORCE ACCOUNT EQUIPMENT RECORD

APPLICANT	PW REF NO.	CATEGORY	FIPS NO.	DISASTER # FEMA	1824	DR	OR

TYPE OF EQUIPMENT — DATES/HOURS USED EACH DAY

Indicate size, capacity, horsepower, make, model, etc.	HP	CAPACITY	EQUIP. CODE #	OPERATOR'S NAME	UNIT		1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/10	1/11	1/12	1/13	1/14	1/15	1/16	1/17	1/18	1/19	1/20	TOTAL	EQUIP RATE	TOTAL COST
					HR																							$ -	$ -
					MI																							$ -	$ -
					HR																							$ -	$ -
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																											SHEET TOTAL		$ -
																											GRAND TOTAL		$ -

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

ST/VA VS Revised Feb-09

FORCE ACCOUNT EQUIPMENT PAGE 1 OF 1

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ESF 14 – APPENDIX 9. FORCE ACCOUNT LABOR FORM

FEDERAL EMERGENCY MANAGEMENT AGENCY

FORCE ACCOUNT LABOR RECORD

APPLICANT | PW REF NO. | CATEGORY | FIPS NO. | DISASTER # FEMA 1824 DR OR

DATES & HOURS WORKED EACH WEEK — IS THIS A PILOT PROGRAM PW?

Name / Title	STATUS	REG / OT	1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/10	1/11	1/12	1/13	1/14	1/15	1/16	1/17	1/18	1/19	1/20	1/21	TOTAL HRS	RATES / COSTS: HOURLY RATE	BENEFIT RATE	TOTAL HOURLY	TOTAL COST
Name		REG																							$ -		$ -	$ -
Title		OT																							$ -		$ -	$ -
Name		REG																							$ -		$ -	$ -
Title		OT																							$ -		$ -	$ -
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Name		REG																							$ -		$ -	$ -
Title		OT																							$ -		$ -	$ -

TOTAL HOURS		REG TIME SUBTOTAL $ -
GRAND TOTAL HOURS		O/T SUBTOTAL $ -
SHEET REG HOURS		REG GRAND TOTAL $ -
SHEET OT HOURS		O/T GRAND TOTAL $ -
		GRAND TOTAL $ -

I certify that the above information was obtained from Payroll records, invoices, or other documents that are available for audit.

CERTIFIED | TITLE | DATE

1317-WA V0 Revised Feb-03

FORCE ACCOUNT LABOR PAGE 1 OF 1

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ESF 14 – APPENDIX 10. FORCE ACCOUNT MATERIALS FORM

FEDERAL EMERGENCY MANAGEMENT AGENCY

FORCE ACCOUNT MATERIALS SUMMARY RECORD

APPLICANT: PW REF NO. CATEGORY FIPS NO. DISASTER 1824

Vendor	Description	Total Invoice Amount	Total Claim Amount	Date Purch.	Date Used	Source of Data: Invoice No	OR Source of Data: Stock	Comments

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ESF 14 – APPENDIX 11. RENTAL EQUIPMENT FORM

FEDERAL EMERGENCY MANAGEMENT AGENCY

RENTED EQUIPMENT RECORD

APPLICANT | PW/ REF NO. | CATEGORY | FIPS NO. | DISASTER 1824

Equipment Type	Date & hours used	Rate Per Hour W/ Operator	Rate Per Hour W/o/ Operator	Total Cost	Vendor	Invoice Number	OR Check Number	Comments

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ESF 14 – APPENDIX 12. OREGON DEPARTMENT OF JUSTICE CRIME VICTIMS' COMPENSATION PROGRAM

ODOJ administers a program for victims of criminal mass casualty or mass fatality incidents. When notified of an event the CVCP Mass Casualty Response Team (MCRT) will be dispatched to the scene. They provide the following services:

- Establish communications with necessary agencies and identify lead coordination agency or individual;
- Mobilize staff to affected area and help set up victims' center;
- Begin program outreach in affected area;
- Meet with victims and representatives to facilitate application process;
- Apply program guidelines to crisis situation and identify special circumstances;
- Provide referrals and basic information on reactions to traumatic disaster;
- Compile and manage a master victim list;
- Work with media to generate claims/donations;
- Contact state and federal agencies for emergency grant funds;
- Possible follow-up meetings with special victim populations to ensure awareness of program availability.

Crime victims may apply for funding for medical/dental, grief counseling, counseling, funeral expenses, loss of earnings, loss of support, rehabilitation and transportation. The Team Leader will work with local officials on scene to determine the extent and type of police report required to process the claims. An Internet connection would greatly hasten claims processing in Salem.

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15 ESF 15 – External Affairs

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ESF 15 Tasked Agencies	
Primary Agencies	Deschutes County Emergency Services Deschutes County Administrative Services (PIO)
Supporting Agencies	Deschutes County 911 Deschutes County Counsel Deschutes County Health Department Deschutes County Sheriff's Office Deschutes County Road Department Deschutes County Forestry
Adjunct Agencies	City Managers, City Councils City departments/organizations School Districts Special Districts Oregon Emergency Management Oregon Department of Agriculture Oregon Department of Environmental Quality Oregon Department of Forestry Oregon Department of Transportation Oregon Hospital Preparedness Program, Region 3 Oregon National Guard Federal Communications Commission Emergency Alert System (EAS) Federal Emergency Management Agency U.S. Forest Service Bureau of Land Management Amateur radio groups (ARES/RACES) American Red Cross Newspapers Radio and television stations Telecommunications companies Volunteer organizations

1 Purpose and Scope

This Emergency Support Function (ESF) annex provides information regarding the 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 annex.

The purposes of the emergency public information program are:

- To educate the public in Deschutes County on how to maintain a state of preparedness for emergencies.
- To warn the public of emergencies/disasters and their effects and recommend proper countermeasures.

- To instruct on survival and recovery measures.
- To provide a consistent, “one-voice” message throughout and across jurisdictions.
- To control rumors.

This ESF 15 works together with certain aspects of ESF 2, Communications, which addresses public warning systems such as the nationally used Emergency Alert System.

2 Policies and Agreements

None at this time.

3 Situation and Assumptions

3.1 Situation

During periods of emergency, the public needs accurate and timely 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 Concept of Operations

4.1 General

- 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.
- 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. This information should be provided timely, accurately, and as continual as possible.

- It is important that the government establish an authoritative spokesperson for the release and dissemination of official information so that rumors are minimized and the public is provided with factual lifesaving instructions on where to go and what to do. During an emergency or disaster it is likely that the public may be subject to unfounded rumors and conflicting reports, and the dissemination of either too much or too little information could complicate or worsen an already bad situation.
- Information will be released to the media from the Public Information Officer. In the case of an emergency where multiple agencies and/or jurisdictions are involved, the county may establish a Joint Information Center (JIC) to coordinate and disseminate information for the public and media concerning the incident.
- All press releases will be approved by the IC before they are released.

4.2 Phases of Emergency Management

- Mitigation
  - Conduct hazard awareness programs
  - Coordinate with media
- Preparedness
  - Conduct public education programs
  - Prepare pre-scripted emergency information for release during emergencies
  - Develop pre-scripted EAS and EPN messages
- Response
  - Release public information and serve as a single point source for accurate information for the County
  - Coordinate rumor control
  - Schedule news conferences
- Recovery
  - Provide public information to assist in the recovery effort

- Assist in providing information to the public where they can seek assistance
- Compile record of events
- Assess effectiveness of information and education program

5 Direction and Control

5.1 General

The PIO will direct all emergency information activities. All emergency public information activity will be coordinated through the PIO where the PIO will function as a member of the EOC staff. All departments and agencies shall coordinate with the PIO and/or the Incident Commander prior to releasing information to the public.

5.2 Information Center

- The Information Center for Deschutes County will be operated out of the EOC and will be the source of all information for the public during the emergency.
- A JIC may be set up at an alternate location if the event warrants that level of operation.
- Telephones in the EOC will be answered by personnel assigned to the EOC. County Emergency Communications personnel from the 9-1-1 Center will direct non-emergency calls to the EOC or other numbers that may be provided at the time.
- The PIO will brief the media as new information becomes available. In some cases the emergency conditions will develop slowly, so press briefings may be pre-scheduled to occur at designated times.
- All emergency public information shall include at least the following general information:
    - Nature and extent of emergency occurrence.
    - Impacted or potentially affected area of the county.
    - Advice on emergency safety procedures, as needed.
    - Activities being conducted by emergency responders/response agencies to respond to the conditions or mitigate the effects.

- HAM Radio Operators may be utilized in relaying information between the EOC and other critical links such as Red Cross Shelters, St. Charles Medical Center, etc.

- The Emergency Manager shall brief the PIO not less than once hourly as to the status of the emergency and the response activities. The PIO may request these briefings more or less often if appropriate or necessary.

- Public opinion and actions will be influenced by general news and by official statements. As a crisis intensifies, interest in emergency information, specifically on personal protection, will rise. Loss of life and property can be reduced through effective use of the information media for warning the population of impending disaster and keeping the public informed throughout the emergency period. People can be expected to rely on their local news media as sources of information and guidance during an emergency.

- Each member of the emergency management organization will relay timely public information to the Emergency Manager. The Emergency Manager may delegate the emergency function to another party, if necessary, during the emergency itself. If so, the Emergency Manager will inform the PIO that he/she has elected to do so and will identify the designee.

5.3 Emergency Alert System (EAS)

This system will be checked each month for operational capability by Deschutes County 9-1-1 and to familiarize the involved people with its operation.

5.4 Educational Programs

There are many activities involved in the educational programs. The media is constantly provided with information on new developments affecting emergency service 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.

6 Organization and Assignment of Responsibilities

6.1 General

The overall responsibility for public information rests with the County Emergency Services. The Public Information Officer (PIO) will operate from the Emergency Operations Center (EOC) in order to be at the hub of the incoming information. This will enable the PIO to have the most up-to-date information and will also

help the media keep in touch with what is going on and get the current news out to the public.

6.2 Task Assignments

6.2.1 Deschutes County Emergency Services	
	The Emergency Manager coordinate with agency administrators to identify a Public Information Officer (PIO) from one of the law enforcement or fire departments involved in the incident or from one of the involved entities. The Emergency Manager with evaluate the need for a JIC and advise on mobilization.
	The Emergency Manager will assist the PIO as necessary, and will be primarily responsible for providing the PIO with the most current information available. Other agencies will assist with the public information function.

6.2.2 Public Information Officer	
	The Sheriff's Office has the responsibility to provide a PIO or, in specific incidents (e.g., hazmat), will ensure that a PIO is assigned to the EOC.
	Direct all emergency public information efforts.
	Serve as the official spokesperson and the sole source for dissemination of official EPI materials to the public.
	Provide news releases for the media, after clearing with the EMO.
	Check all media for accuracy of reports.
	Take action to control rumors.
	Educate all department heads and administrative staff on media access. The EOC shall be restricted to emergency personnel. Under no circumstances will the press corps be allowed access to the EOC during actual emergency operations.
	Authenticate sources of information and verify for accuracy, as able, before releasing.
	Provide for dissemination of emergency warnings with the media.
	Secure printed and photographic documentation of the emergency/disaster situation.
	Handle unscheduled inquiries from the media and the public.
	During the actual emergency, this section will ensure that information will be provided to the public and the media.
	Public information should be transmitted over the local radio and

6.2.2 Public Information Officer	
	television stations.
	If emergency conditions are expected to continue for several days or weeks, local newspapers should be utilized to provide the public with information on the emergency and relief and recovery efforts which are underway.
	The PIO will designate an assistant who will be responsible for maintaining a written record of information released to the public and a timeline of public information activities. This person may also assist the PIO by writing press releases for distribution to the media and by providing status reports to the information center staff.

6.2.3 Deschutes County 9-1-1	
	Provide Emergency Public Information until Emergency Management or the EOC can take over the responsibility.
	Provide for all communications equipment, in and out of the EOC.
	See that all EOC related messages are promptly routed to the EOC from the 9-1-1 Center.

6.2.4 Media	
	Provide coverage of emergency management activities.
	Work with Emergency Management on educational programs.
	Check accuracy of information with Emergency Management.

7 Administration and Support

Administration will be provided by the Emergency Manager. Support will be provided by various county departments, as needed and requested.

8 Annex Development and Maintenance

The Emergency Manager is responsible for the development and maintenance of the entire education and information program. Other persons or organizations specified in this annex will work with the Emergency Manager as necessary. The county is responsible for the maintenance of this annex and the development of the SOPs.

9 Supporting Plans, Procedures and Information

- National Response Framework, ESF 15 – External Affairs

- State Emergency Operations Plan, ESF 15 – External Affairs

10 Appendices

- Appendix 1 – Public Information Officer Checklist
- Appendix 2 – Disaster Information Categories
- Appendix 3 – Deschutes County Media Contacts
- Appendix 4 – Press Release Log

ESF 15 – APPENDIX 1. PUBLIC INFORMATION OFFICER CHECKLIST

The PIO represents and advises the Incident Command on all public information matters relating to the management of the incident. The PIO is also responsible for coordinating public information at or near the incident site and serving as the on-scene link to the Joint Information System (JIS). In a large-scale operation, the on-scene PIO serves as a field PIO with links to the Joint Information Center (JIC), which is typically co-located with the Federal, regional, State, or local EOC tasked with primary incident coordination responsibilities. The JIS provides the mechanism for integrating public information activities among JICs, across jurisdictions, and with private-sector and nongovernmental organizations.

✓ Date/ Time	COMMAND SECTION – PUBLIC INFORMATION OFFICER CHECKLIST	Notes:
	Obtain briefings from on-scene Incident Commander, EOC Director/Deputy Director, Operations Section Chief. Determine priorities based on the situation.	
	Use the Position Log to document actions, decisions, events and daily labor hours. Use the Press Release Log to document releases.	
	Determine if additional PIO staff will be needed, depending on the extent and duration of the emergency event. Request staff support from Human Resources, or arrange to hire temporary personnel.	
	In coordination with the Plans Section, prepare initial situation status summary. Prepare initial news releases from this information.	
	Determine the need for a JIC and identify the appropriate location for the JIC to be set up.	
	Coordinate the JIC/JIS with other agencies in the Unified Command/MACC/EOC structure.	
	Prepare and release general survival/self–help information, as appropriate.	
	Release "media only" telephone numbers and public number. Respond to media/public calls. Record telephone messages for media and public hotlines and update as the situation changes. Release hotline numbers.	
	If the EOC Information Line is staffed, monitor incoming requests for information to ensure scripts or information is prepared to meet the needs of the public. Provide copies of press releases to the Information Line.	
	Determine the need for PIO presence at the incident scene(s) to:	

✓ Date/ Time	COMMAND SECTION – PUBLIC INFORMATION OFFICER CHECKLIST	Notes:
	Establish Media Control Point near incident site(s).	
	Maintain liaison with on–scene Incident Commander.	
	Keep EOC staff informed of situation.	
	Arrange interviews and media tours of the disaster area if such action will not hinder response efforts.	
	Determine status of local media outlets and telephone service. Set up ham radio information relay system for use by on–scene public information team and by PIO staff if telephones are not in service.	
	In coordination with cities and or State agencies, activate a media center if a number of reporters arrive in person at the EOC. Maintain Media Center status boards and maps. Post hard copy of news releases.	
	Gather information on the emergency situation and response actions and maintain PIO status boards and maps. Monitor EOC status boards.	
	Consider additional methods of distributing emergency instructions, as required.	
	Arrange media briefings/press conferences on a regular or "as needed" basis. Arrange media tours/filming (one crew at a time) of EOC and interviews with EOC spokesperson(s) if such action will not hinder response efforts.	
	Prepare news releases as required. Get approval from the EOC Director prior to release of information.	
	Coordinate with the EOC Director to determine the need for a Joint Information Center (JIC).	
	If the State OEM is involved in the response, provide situation reports to OEM, as necessary, and provide hard copies of news releases to State OEM.	
	Receive and handle non–emergency calls. Relay calls to other EOC staff as appropriate.	
	With approval of the EOC Director, greet and badge EOC visitors. Conduct situation briefings for visitors. Arrange accommodations and transportation for official visitors and media as necessary.	

✓ Date/ Time	COMMAND SECTION – PUBLIC INFORMATION OFFICER CHECKLIST	Notes:
	Work with the American Red Cross to release information on procedures for determining the status of relatives or friends in the disaster area.	
	Release damage assessment figures when obtained.	
	Assist with the dissemination of information to special needs populations.	
	Work with Donations Management Unit, Logistics/Resources to disseminate requests for donated goods, services and volunteers.	
	Ensure that staff attends Critical Stress Debriefings, as needed.	
	Accommodate state and federal information officers and assist them in releasing information on assistance programs if requested to do so.	
	Release information on restoration of utilities and road closures in effect.	
	Gather all records and prepare a chronological summary of all events, actions taken, inquiries and, and responses given. Collect newspaper clippings and TV videotapes, if available.	
	Maintain documentation of work hours and costs and provide these to the Finance Section.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

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ESF 15 – APPENDIX 2. DISASTER INFORMATION CATEGORIES

PIO Tool for Information Gathering

Information Area	Obtain Specific Status Of	Disseminate Public Information On
Electricity, Natural Gas, and Water	■ Central Electric Cooperative. ■ Midstate Electric Cooperative ■ Pacific Power electric transmission and distribution systems ■ Cascade Natural Gas Corp pipelines ■ City domestic water systems	■ How to check for gas leaks, electric and water breaks, reduce water use. ■ How and when to turn off utilities ■ How and when to boil water
Communications	■ QWest, AT&T, commercial telephone lines ■ 911 Emergency System ■ Cable TV systems ■ Commercial radio and TV broadcast facilities ■ Bend Broadband	■ Advise against using telephones. ■ Alternates to using 911 ■ Limit use of cellular phones
Transportation	■ Bridge, freeway, road collapse and failure ■ Street conditions ■ Alternate routes ■ Emergency alternate service	■ Alternate routes, street closures ■ Bridge, freeway, road collapse and failure ■ Street conditions ■ Emergency alternate service
Medical and Health Services and Facilities	■ Hospitals and Clinics ■ Health Department ■ Mental Health and Social Services ■ Nursing Homes	■ Where to go for emergency medical treatment ■ Where to go for Red Cross Shelter and how to register with Disaster Welfare Information ■ Mental Health, Social Service hotlines
Shelter, Food and Water	■ Mass Care Shelters ■ Spontaneous Shelters ■ Food Distribution points ■ Animal Shelters	■ Where to go for Red Cross assistance ■ Official policy and instructions concerning spontaneous shelters ■ Where to get food and water ■ Where to lodge pets

Information Area	Obtain Specific Status Of	Disseminate Public Information On
Donations	■ What goods are and are NOT needed ■ Locations/warehousing for goods	■ What goods people are in need of ■ Where donations may be delivered or sent ■ What goods are NOT needed
Volunteers	■ What services/skills are needed ■ Reporting locations	■ What services/skills are needed ■ Reporting locations ■ Special requirements: what to bring, wear. Limitations (lifting)
Construction and Engineering	■ Building Posting (condemnation) ■ Debris removal operations ■ Building Damage (infrastructure, residential business)	■ Meaning of colored postings on buildings ■ Debris removal schedules, procedures ■ What can be saved, what must be thrown away

ESF 15 – APPENDIX 3. DESCHUTES COUNTY MEDIA CONTACTS

Name	Address	Telephone	
RADIO			
KBND 1110 AM	63088 NE 18th Ste 200, Bend, 97701	382-5263	388-1110
KLRR FM 101.7	63088 NE 18th Ste 200, Bend, 97701	382-5263	
KMGX 100.7 FM	345 Cyber Dr. Bend, 97702	388-3300	
KMJZ FM	854 NE 4TH St., Bend	383-3825	
KMTK 99.7 FM	63088 NE 18th Ste 200, Bend, 97701	382-5263	
KOAB OPB 3	Portland	800-241-8123	
KQAK FM	854 NE 4TH St., Bend	383-3825	
KRCO AM	PO Box 890, Prineville	447-6770	
KRCO FM	854 NE 4TH St., Bend	383-3825	
KSJJ 103 FM	345 Cyber Dr. Bend, 97702	388-3300	
KTWI FM	274 SW 4TH, Madras	475-0425	
KTWS 98.3 FM	63088 NE 18th Ste 200, Bend, 97701	389-9500	
KWPK FM	854 NE 4TH St., Bend	383-3825	
KWSO 91.9 FM	PO Box 489 Warm Springs	553-1968	
KXIX 94 FM	345 Cyber Dr. Bend, 97702	388-3300	
KBNW 1340 AM	854 NE 4th St., Bend, OR 97001	383-3825	
TELEVISION			
KTVZ 21	62990 OB Riley Rd., Bend	383-2121	617-6220
KOHD ABC	63049 Lower Meadow Drive, Bend, OR 97001	541-749-5151	541-749-1935
KBNZ CBS	354 SW Upper Terrace, Ste 102, Bend, OR 97702	541-323-2917	
NEWSPAPERS			
Bulletin	1777 SW Chandler Ave., Bend	382-1811	383-0354
Central Oregon Family News	PO Box 826, Bend	385-1849	
Central Oregonian	558 N Main, Prineville	447-6205	
Conscious Living	557 NE Quimby Ave., Bend	388-9040	
Madras Pioneer	241 SE 6th, Madras	475-2275	
Nugget Newspaper	PO Box 698 442 E Main Ave., Sisters	549-9941	
Oregonian, Bend Branch	PO Box 5847 Bend	382-3761	
Oregonian, Madras		475-3582	
Redmond Spokesman	226 NW 6th St., Redmond	548-2184	
Sagebrush News	2130 SW Highway 97, Redmond	416-2082	
Source	704 NW Georgia Ave., Bend	383-0800	
Spilyay Tymoo	1115 Wasco St., Warm Springs	553-1644	
Sunriver Scene	PO Box 3278 Sunriver	593-6068	

Name	Address	Telephone	
ON LINE			
www.newschannel21.com			
Deschutes County Web Site, Sheriff's Office, Emergency Services: http://alternet.deschutes.org/sheriff/url_list_emegmgmt.htm			

ESF 15 – APPENDIX 4. PRESS RELEASE LOG

PRESS RELEASE LOG					
DATE	24 HOUR TIME	SUBJECT OF RELEASE	RADIO/TV CALL NAME	PRINT MEDIA NAME	RELEASED BY

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1 IA 1 – Severe Weather

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Severe Weather 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, including the County EOP, and supporting procedures/plans.	
	❑ Monitor weather and flood reports.	
	❑ Pre-designate evacuation routes and alternate routes for areas vulnerable to hazards relating to severe weather.	
	❑ Conduct pre-incident planning for sheltering and evacuation related to severe weather. 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 Deschutes County Emergency Management in coordination with ESF-1 and ESF-6 Leads/Coordinators.	*County NIMS Implementation and Training Plan*
	❑ Participate in Deschutes County severe weather 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 Deschutes County EOC.	
	❑ Ensure flood response equipment and personnel inventories are current for Deschutes County. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
	❑ Inform Deschutes 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 flood-prone areas.	
	❑ Provide public safety information and educational programs regarding emergency preparedness and response.	

Severe Weather Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
RESPONSE PHASE	❑ Activate the Deschutes EOP when severe weather 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 Deschutes 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 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 Board of County Commissioners.	
	- 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 Deschutes 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 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 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 Deschutes County EOP*
	❑ Determine the need for additional resources and request as necessary through appropriate channels (*recurring)*.	*ESF 7 Annex to the Deschutes Count EOP*
	❑ Submit a request for an emergency/disaster declaration, as applicable.	*Section 1 of the Deschutes 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 Deschutes 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 Deschutes 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 Deschutes 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 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 Deschutes 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 (including Dam Failure)

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Flood and Dam Failure 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 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 Emergency Operations Plan and SOPs, as needed.	*County EOP and agency-specific SOPs*
	❑ Review flood prone areas.	
	❑ Familiarize staff with requirements for requesting State and Federal Disaster Assistance.	*Stafford Act, FEMA guidance, and Oregon EOP*
	❑ 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 7 of 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 agencies and private contractors relative to multiple agency response to floods.	
RESPONSE PHASE	❑ Incident Commander will provide overall guidance for the deployment of resources.	
	❑ Activate mutual aid agreements.	
	❑ Activate the County EOC and implement appropriate staffing plans. Contact appropriate private partners to assign liaisons to the EOC for coordination of specific response activities.	*County Basic Plan, 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.	
	❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	*SOPs*
	❑ Submit request for disaster/emergency declaration, as applicable.	*Chapter 1 and Annex A of County EOP*
	❑ Coordinate the evacuation of the affected area, if necessary. Assign appropriate agency liaisons to the County EOC, as situation requires.	
	❑ Support Search and Rescue operations by coordinating resource requests outside of the jurisdiction.	

Flood and Dam Failure Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Request American Red Cross to activate sheltering plans and open/staff shelters, if needed.	*American Red Cross Shelter Plans*
	❑ Establish a JIC. Formulate emergency public information messages and media responses using "one voice, one message" concepts.	
	❑ 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 Department and County/local government.	
	❑ 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	
	❑ 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 County Sheriff's Office and other local police to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.).	
	❑ Collect and chronologically file records and bills generated during the incident in order to ensure timely submittal of documents for reimbursement.	
RECOVERY 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 EOC. Deactivate 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 15 – Long-Term Community Recovery Annex and Agency-Specific Recovery Plans*
	❑ Implement revisions to the 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	

Flood and Dam Failure Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	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).	

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3 IA 3 – Drought

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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 Deschutes 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 Deschutes County Emergency Management in coordination with ESF-6 Lead.	
	❑ Participate in Deschutes 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 Deschutes 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 Deschutes 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 Deschutes 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 Board of County Commissioners.	*ESF 4 Annex of the Deschutes 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 Deschutes 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 Deschutes County EOP*
	❑ Submit a request for emergency/disaster declaration, as applicable.	*Section 1 of the Deschutes 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 Deschutes 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 Deschutes 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 Deschutes County EOP*

Drought Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ 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.	
	❑ 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 Deschutes 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)	

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IA 4 – Wildland/Urban Interface Fire

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Wildfire 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 Deschutes County Emergency Management and ESF-4 Lead.	*County NIMS Implementation and Training Plan*
	❑ Participate in Deschutes 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 Deschutes County EOC.	
	❑ Inform Deschutes 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*

Wildfire 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*
	❑ Deschutes 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.	*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, personnel, facilities, supplies, procedures, and com-	*ICS Resource Tracking Forms;* *ESF 7 Annex of coun-*

Wildfire Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	munications. Track resources as they are dispatched and/or used.	*ty 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 Deschutes 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	❑ 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.	

Wildfire 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 Deschutes 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

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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 Deschutes County Emergency Management and the ESF-10 Lead (including the Salem and Eugene OSFM Regional Hazardous Materials Response Teams).	
	❑ Participate in Deschutes 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 Deschutes County EOC.	
	❑ Inform Deschutes 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 Salem OSFM Regional Hazardous Materials Response Team – HazMat 13.	*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.	*Northwest Area Contingency Plan*
	❑ 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.	
	❑ If the situation warrants it, request activation of the Deschutes County EOC via the Incident Commander through the County	*Section 5 of the Deschutes EOP*

Hazardous Materials Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	EMD.	
RECOVERY/DEMOBILIZATION PHASE	❑ Activate the Deschutes 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 Gresham.*	*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 Deschutes 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 Deschutes 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 Deschutes County EOP* *Established emergency contact lists maintained at the Deschutes 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. 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 Deschutes County EOP* *Deschutes County Hazardous Materials Incident Management Plan* *Northwest Area Contingency Plan (02/05)*
	- 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*
	❑ Based upon the incident size, type of chemical/substance, and	

Hazardous Materials Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	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.	

Hazardous Materials Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ Develop and deliver situation reports (*recurring*). At regular intervals the IC/EOC Manager and staff will assemble a 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 Deschutes County EOC, the responsible party (if known), and the Oregon DEQ.	
RECOVERY/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 Deschutes 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)	

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6 IA 6 – Earthquake/Seismic Activity

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NOTE: This annex also includes <u>landslides</u> 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 Deschutes 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 Deschutes County Emergency Management in coordination with ESF-1 and ESF-6 Leads.	
	❑ Participate in Deschutes 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 Deschutes County are updated. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
	❑ Inform Deschutes 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 Deschutes 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 Deschutes 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 Deschutes 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 Deschutes 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*

Earthquake/Seismic Activity 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 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 Deschutes County EOP*
	❑ Determine the need for additional resources and request as necessary through appropriate channels (*recurring)*.	*ESF 7 Annex of the Deschutes County EOP*
	❑ Submit a request for emergency/disaster declaration, as applicable.	*Section 1 of the Deschutes 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 Deschutes 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 Deschutes 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 Deschutes 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*

Earthquake/Seismic Activity 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 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 Deschutes 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)	

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IA 7 – Volcano/Volcano Activity

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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.	*Mt. Hood Coordination Plan;* *ESF 15 of the County EOP*
	❑ Participate in Deschutes 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 Deschutes County EOC.	
	❑ Familiarize staff with requirements for requesting State and Federal Disaster Assistance.	*Stafford Act, FEMA guidance, and Oregon Emergency Management Plan (EMP)*
	❑ Inform Deschutes 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.	
	❑ Convene the Mount Hood Facilitating Committee.	*Mt. Hood Coordination Plan*
	❑ Activate the Mount Hood Coordination Plan.	*Mt. Hood Coordination Plan*
	❑ 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	*ESF 15 Annex of the County EOP*

Volcano/Volcanic Activity Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	media responses utilizing "one message, many voices" concepts (*recurring*).	
	❑ Assist the USGS in establishing a temporary Volcano Observatory.	*Mt. Hood Coordination Plan*
	❑ Install additional monitoring instruments to collect and analyze visual, seismic, lahar-detection, deformation, and gas-emission data.	*Mt. Hood Coordination Plan*
	❑ 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*

Volcano/Volcanic Activity Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ 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*
	❑ 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.	

Volcano/Volcanic Activity Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
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.	*Mt. Hood Coordination Plan; Existing HIVA*
	❑ 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

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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 Deschutes 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 Deschutes 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 Deschutes County EOP and annexes.	
	❑ Have personnel participate in necessary training and exercises, as determined by Deschutes County Emergency Management and the ESF-8 and ESF-10 Leads.	
	❑ Participate in Deschutes 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 Deschutes County EOC. Include appropriate regional, state, and Federal emergency contacts for terrorism response.	*Existing emergency contact lists for Deschutes County and response partners*
	❑ Ensure terrorism response equipment and personnel inventories for Deschutes 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 Deschutes 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 Deschutes 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.	
	❑ Determine if the threat level for that area should be elevated and inform appropriate agencies.	

Terrorism Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ 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 Deschutes County EOP.	*Deschutes 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 Deschutes 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 Deschutes 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 Deschutes 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 Deschutes 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), Deschutes County Public Health Department, Oregon Department of Agriculture, and the State Veterinarian, as applicable to situation.	*ESF 11 Annex to the Deschutes 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.	

Terrorism Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ 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.	*Deschutes County Terrorism Response Plan*
	❑ 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 Deschutes 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 Deschutes 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 Deschutes County EOP*
	❑ Determine the need for additional resources and request as necessary through appropriate channels (*recurring).*	*ESF 7 Annex to the Deschutes County EOP*
	❑ Submit a request for emergency/disaster declaration, as applicable.	*Section 1 of the Deschutes 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 Deschutes County EOP*

Terrorism Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ 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 Deschutes County EOP*
	❑ 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 Deschutes County EOP*
	❑ As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among Deschutes 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.	

Terrorism Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ 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)	

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IA 9 – Public Health-Related Incident

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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 Deschutes County Emergency Management and/or the Deschutes County Health Department.	
	❑ Participate in Deschutes 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 Deschutes 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 Deschutes County Sanitarian to ensure drinking water quality.	*Water District Standard Operating Procedures*
	❑ Coordinate with the Deschutes County Sanitarian to provide safe wastewater and sewage disposal.	*Water District Standard Operating Procedures*
RESPONSE PHASE	❑ Deschutes County 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 Deschutes 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.	
	- Ensure that a health and safety plan is developed by	

Public Health-Related Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance.	
	❑ Ensure that area hospitals have been notified.	*ESF 8 Annex of the Deschutes 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 Deschutes County EOP*
	- If the pathogen or agent requires laboratory analysis, Deschutes 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 Deschutes County Emergency Management or from Deschutes 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.	*Deschutes County Mass Fatalities Incident Plan*
	- 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.	
	❑ Hospitals conduct an inventory of its HPP cache. If more health resources are needed, requests for these supplies should be made through the Deschutes County EOC.	*ESF 7 & 8 of the Deschutes County EOP*
	❑ Activate the Deschutes 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 Deschutes County EOP*
	❑ Estimate emergency staffing levels and request personnel	

Public Health-Related Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	support.	
	❑ Develop work assignments for ICS positions (*recurring).*	
	❑ Notify all other ESF-8 supporting agencies of the Deschutes County response, requesting additional support as necessary.	*ESF 8 Annex of the Deschutes 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 Deschutes County EOP*
	❑ The Deschutes County Emergency Management Director, in collaboration with the Deschutes 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 Deschutes 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 Deschutes 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 Deschutes 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 Deschutes County EOP*
	❑ Submit a request for emergency/disaster declaration, as	

Public Health-Related Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	applicable.	
	❑ 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 Deschutes 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 Deschutes 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 Deschutes County EOC for transmittal to the WSPHD as soon as it is available.	*ESF 8 Annex of the Deschutes County EOP*

Public Health-Related Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ For handling of fatalities, coordination between the Deschutes County Health Department and Deschutes County EOC is needed for medical examiner services.	*ESF 8 Annex of the Deschutes County EOP* *Deschutes County Mass Fatalities Incident Plan*
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)	

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IA 10 – Animal and Agriculture-Related Incident

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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 Deschutes County Emergency Management and ESF 8 and 11 Leads.	*County NIMS Implementation and Training Plan*
	❑ Participate in Deschutes 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 Deschutes 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 - Deschutes County Extension Service - Farm Service Agency - Deschutes County Health Department - Oregon State Public Health Division - Local and State Veterinarians	*ESF 11 Annex to the County EOP*
	❑ Inform Deschutes 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 - Deschutes County Health Department - Deschutes County Extension Service - Farm Service Agency - Oregon State University , College of Veterinary Medicine - Deschutes 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	

Animal and Agriculture-Related Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	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 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, Deschutes County Extension Services, and other support agencies. Public information dissemination will be coordinated through the County EOC and JIC and supported by Deschutes 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.	

Animal and Agriculture-Related Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
	❑ 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*
	❑ 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)	

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Deschutes County Board of Commissioners
1300 NW Wall St., Suite 200, Bend, OR 97701-1960
(541) 388-6570 - Fax (541) 385-3202 - www.deschutes.org

AGENDA REQUEST & STAFF REPORT

For Board Business Meeting of August 17, 2015

DATE: August 10, 2015

FROM: Nathan Garibay Sheriff's Office 541-617-3303

TITLE OF AGENDA ITEM:
Resolution 2015-094: A Resolution Adopting Updates to the Deschutes County Emergency Operations Plan (EOP).

PUBLIC HEARING ON THIS DATE? NO

BACKGROUND AND POLICY IMPLICATIONS:
Deschutes County is required to maintain a current Emergency Operations Plan to comply with grant requirements and to comply with Deschutes County Goal: *Protect the community through planning, preparedness, and coordinated public safety services.*

FISCAL IMPLICATIONS:
A current EOP is a condition of the Emergency Management Planning Grant.

RECOMMENDATION & ACTION REQUESTED:
Approve the resolution adopting the updated Deschutes County Emergency Operations Plan.

ATTENDANCE: Sgt. Nathan Garibay, Emergency Services Manager

DISTRIBUTION OF DOCUMENTS:
Sgt. Nathan Garibay will provide copies of the resolution to the State of Oregon.

REVIEWED
MM
LEGAL COUNSEL

For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

A Resolution Adopting Revisions/Updates to the Deschutes County Emergency Operations Plan, Including Emergency Support Function Annexes	* * *	RESOLUTION NO. 2015-094

WHEREAS, Deschutes County recognizes the threat that emergency events pose to people, property and infrastructure within our community; and

WHEREAS, undertaking emergency planning actions will reduce the potential for harm to people, property and infrastructure from future emergency events; and

WHEREAS, an adopted Emergency Operations Plan (with Emergency Support Function Annexes) is required by applicable federal and state laws and is also a condition of future funding for recovery payments from the Federal Emergency Management Agency ("FEMA"); and

WHEREAS, Deschutes County endeavors to undertake formal review and adoption of the Emergency Operations Plan (with Emergency Support Function Annexes) every five (5) years; and

WHEREAS, Deschutes County has undertaken extensive revision of the Emergency Operations Plan (with Emergency Support Function Annexes); now therefore,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON, as follows:

Section 1. Deschutes County adopts the Emergency Operations Plan (with Emergency Support Function Annexes) attached as Exhibit A and incorporated by reference herein, as an official plan of Deschutes County.

///

Section 2. Consistent with tracking and recording requirements provided for by the Emergency Operations Plan (with Emergency Support Function Annexes), and until future review and adoption by Deschutes County in 2020, the Emergency Manager is authorized to adopt Plan revisions and Plan updates.

Dated this _____ of _____, 2015

BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON

_____
ANTHONY DEBONE, Chair

_____
ALAN UNGER, Vice Chair

ATTEST:

_____
Recording Secretary

_____
TAMMY BANEY, Commissioner