

BAKER COUNTY, OREGON

Emergency Operations Plan

OCTOBER 2010



PREPARED FOR:

BAKER COUNTY EMERGENCY MANAGEMENT

PREPARED BY:



ecology and environment, inc.
Global Environmental Specialists

Baker County, Oregon

Emergency Operations Plan

October 2010



Prepared for:
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Preface

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

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

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Letter of Promulgation

To All Recipients:

Promulgated herewith is the revised Emergency Operations Plan for Baker County. We recognize that the Emergency Operations Plan revision work is needed and ongoing at this time. This plan supersedes any previous plans. It provides a framework in which Baker County can plan and perform its respective emergency functions during a disaster or national emergency.

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

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

Baker County Board of Commissioners:

| | |
|-------------------------|------|
| Fred Warner, Jr., Chair | Date |
|-------------------------|------|

| | |
|----------------------------|------|
| Tim L. Kerns, Commissioner | Date |
|----------------------------|------|

| | |
|-----------------------------------|------|
| Carl E. Stiff, M.D., Commissioner | Date |
|-----------------------------------|------|

Baker County Emergency Management:

| | |
|--|------|
| Mark Bennett, Director Baker County Emergency Management (Emergency Manager) | Date |
|--|------|

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Annex Assignments

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

Annex Assignments

| Section/Annex | Assignment |
|--|---|
| Basic Plan | County Emergency Management |
| Emergency Support Function (ESF) Annexes | |
| ESF 1 Transportation | County Road Department, County Sheriff's Office |
| ESF 2 Communications | County Emergency Management, County Consolidated Dispatch |
| ESF 3.1 Public Works and Engineering | County Road Department |
| ESF 3.2 Debris Management Plan | County Road Department |
| ESF 4 Firefighting | County Fire Department |
| ESF 5 Emergency Management | County Emergency Management |
| ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services | County Emergency Management |
| ESF 7 Resource Support | County Administrative Services |
| ESF 8 Public Health and Medical Services | County Health Department |
| ESF 9 Search and Rescue | County Sheriff's Office |
| ESF 10 Oil and Hazardous Materials Response | County Emergency Management |
| ESF 11 Agriculture and Natural Resources | County Emergency Management |
| ESF 12 Energy | County Emergency Management |
| ESF 13 Public Safety and Security | County Sheriff's Office |
| ESF 14 Long-Term Community Recovery | County Emergency Management |
| ESF 15 External Affairs | County Emergency Management |
| Incident Annexes (IA) | |
| IA1 Severe Weather/Landslides | County Emergency Management |
| IA2 Flood | County Emergency Management |
| IA3 Drought | County Emergency Management |
| IA4 Wildland Fire | County Emergency Management |
| IA5 Earthquake-Seismic Activity | County Emergency Management |
| IA6 Hazardous Materials (Accidental Release) | County Emergency Management |
| IA7 Terrorism | County Emergency Management |
| IA8 Public Health-Related Incident | County Emergency Management |
| IA9 Animal and Agriculture-Related Incident | County Emergency Management |

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Table of Contents

| | |
|---|-------------|
| Preface..... | iii |
| Letter of Promulgation | v |
| Plan Administration..... | vii |
| Table of Contents | xi |
| List of Tables and Figures | xvii |

Basic Plan

| | | |
|----------|--|------------|
| 1 | Introduction | 1-1 |
| 1.1 | Purpose and Scope | 1-1 |
| 1.1.1 | Purpose | 1-1 |
| 1.1.2 | Scope..... | 1-2 |
| 1.2 | Authorities..... | 1-3 |
| 1.2.1 | Legal Authorities | 1-3 |
| 1.2.2 | Mutual Aid and Intergovernmental Agreements..... | 1-4 |
| 1.3 | Emergency Powers..... | 1-5 |
| 1.3.1 | Declaration of Emergency..... | 1-5 |
| 1.3.2 | Lines of Succession..... | 1-6 |
| 1.3.3 | Request, Allocation, and Distribution of Resources | 1-7 |
| 1.3.4 | Financial Management..... | 1-7 |
| 1.4 | Liability Issues | 1-8 |
| 1.5 | Safety of Employees and Family | 1-9 |
| 2 | Situation and Planning Assumptions..... | 2-1 |
| 2.1 | Situation and Assumptions | 2-1 |
| 2.1.1 | Situation..... | 2-1 |
| 2.1.2 | Community Profile | 2-2 |
| 2.1.3 | Hazards and Threats | 2-2 |
| 2.1.3.1 | Drought..... | 2-2 |
| 2.1.3.2 | Earthquake | 2-2 |
| 2.1.3.3 | Flooding | 2-3 |
| 2.1.3.4 | Landslides..... | 2-3 |
| 2.1.3.5 | Volcanic Event..... | 2-3 |
| 2.1.3.6 | Wildfire (numbering Problems) | 2-3 |
| 2.1.3.7 | Windstorm..... | 2-3 |

Table of Contents

2.1.3.8 Winter Storm 2-3

2.2 Assumptions 2-4

3 Roles and Responsibilities.....3-1

3.1 General 3-1

3.2 County Government..... 3-1

3.3 Emergency Management Organization..... 3-2

3.4 Function-Specific Roles and Responsibilities 3-3

3.4.1 Executive Group Functions..... 3-4

3.4.1.1 County Board of Commissioners 3-4

3.4.1.2 City Mayors (during City involvement) 3-4

3.4.1.3 Emergency Manager..... 3-5

3.4.1.4 County Accountant 3-5

3.4.1.5 County Counsel 3-5

3.4.2 Emergency Response Group Functions 3-6

3.4.2.1 Emergency Operations Center (Senior Acting Commissioner) 3-6

3.4.2.2 Direction, Control, and Warning (Emergency Manager) 3-6

3.4.2.3 Law Enforcement Services (Sheriff’s Office/City Police)..... 3-6

3.4.2.4 Fire Services (City Fire Chief/Rural District Chief) 3-7

3.4.2.5 Medical and Health Services (County Health Administrator) ... 3-7

3.4.2.6 Public Works and Engineering Services (County Roadmaster/City Public Works Director)..... 3-8

3.4.2.7 Communication Services (Director 9-1-1) 3-8

3.4.2.8 Damage Assessment (Assessor’s Office)..... 3-8

3.4.2.9 Emergency Public Information (BOC/City Manager)..... 3-9

3.4.2.10 Resource Management (Administrative Services) 3-9

3.4.2.11 Shelter and Mass Care (Emergency Manager/American Red Cross/Salvation Army) 3-10

3.4.2.12 Evacuation Management (Sheriff’s Office/Law Enforcement) 3-10

3.4.2.13 Other Agencies’ Responsibilities 3-10

3.4.2.14 Volunteer and Donation Management 3-10

3.4.2.15 Search and Rescue (Sherriff’s Office)..... 3-11

3.4.2.16 Radiological Protection (Fire Service/Regional HazMat) 3-11

3.4.2.17 Warning Services (Director 9-1-1) 3-11

3.4.3 Local and Regional Response Partners..... 3-11

3.4.3.1 Private Sector 3-12

3.4.3.2 Nongovernmental Organizations 3-12

3.4.3.3 Individuals and Households 3-13

3.4.4 State Response Partners..... 3-13

3.4.5 Federal Response Partners..... 3-13

4 Concept of Operations.....4-1

4.1 General 4-1

4.2 Phases of Emergency Management..... 4-2

4.3 Incident Levels 4-3

Table of Contents

4.3.1 Emergency Incident 4-3

4.3.2 Special Emergency 4-3

4.3.3 Major Emergency 4-3

4.3.4 Disaster 4-3

4.3.5 State of Emergency 4-4

4.4 Response Priorities 4-4

4.5 Incident Management 4-5

4.5.1 Activation 4-5

4.5.2 Initial Actions 4-6

4.6 Inter-jurisdictional Coordination 4-6

4.6.1 Municipalities 4-6

4.6.2 Special Service Districts 4-7

4.6.3 Private Sector 4-7

4.6.4 State Government 4-8

4.6.5 Federal Government 4-8

4.7 Transition to Recovery 4-8

4.7.1 Demobilization 4-8

4.7.2 Recovery 4-8

5 Direction and Control 5-1

5.1 General 5-1

5.2 Emergency Operations Center 5-1

5.2.1 EOC Activation 5-2

5.2.2 Location 5-3

5.2.3 Coordination 5-3

5.3 Incident Command System 5-4

5.3.1 Command Staff 5-6

5.3.1.1 Incident Commander 5-6

5.3.1.2 Safety Officer 5-7

5.3.1.3 Public Information Officer 5-7

5.3.1.4 Liaison Officer 5-8

5.3.2 General Staff 5-8

5.3.2.1 Operations Chief 5-8

5.3.2.2 Planning Chief 5-9

5.3.2.3 Logistics Chief 5-9

5.3.2.4 Finance/Administration Chief 5-9

5.4 Unified Command 5-10

6 Plan Development, Maintenance, and Implementation 6-1

6.1 Plan Review and Maintenance 6-1

6.2 Training Program 6-1

6.3 Exercise Program 6-2

6.4 Event Critique and After Action Reporting 6-3

6.5 Community Outreach and Preparedness Education 6-3

A Acronyms and Glossary A-1

B Sample Disaster Declaration Forms B-1

C Incident Command System Forms C-1

**D Emergency Operations Center Position
Checklists D-1**

E Maps E-1

**F Agency/Organization-to-ESF Cross-Reference
Matrix..... F-1**

G Mutual Aid Agreements G-1

H References H-1

Emergency Support Functions

- 1 ESF 1 – Transportation
- 2 ESF 2 – Communications
- 3.1 ESF 3.1 – Public Works and Engineering
- 3.2 ESF 3.2 – Debris Management Plan
- 4 ESF 4 – Firefighting
- 5 ESF 5 – Emergency Management
- 6 ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services
- 7 ESF 7 – Resource Support
- 8 ESF 8 – Public Health and Medical Services
- 9 ESF 9 – Search and Rescue
- 10 ESF 10 – Oil and Hazardous Materials Response
- 11 ESF 11 – Agriculture and Natural Resources
- 12 ESF 12 – Energy / Utilities
- 13 ESF 13 – Public Safety and Security
- 14 ESF 14 – Long-Term Community Recovery
- 15 ESF 15 – External Affairs

Incident Annexes

- 1 IA 1 – Severe Weather/Landslides
- 2 IA 2 – Flood
- 3 IA 3 – Drought
- 4 IA 4 – Wildfire
- 5 IA 5 – Earthquake/Seismic Activity
- 6 IA 6 – Hazardous Materials
- 7 IA 7 – Terrorism
- 8 IA 8 – Public Health–Related Incident
- 9 IA 9 – Animal and Agriculture–Related Incident

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List of Tables and Figures

Figures

| | | |
|------------|--|------|
| Figure 5-1 | Example of an Incident Command Structure for Baker County..... | 5-6 |
| Figure 5-2 | Example Unified Command Structure for Baker County . | 5-11 |

Tables

| | | |
|-----------|---|------|
| Table 1-1 | Legal Authorities | 1-4 |
| Table 1-2 | Baker County Emergency Lines of Succession..... | 1-6 |
| Table 3-1 | Baker County Response Partners by ESF | 3-15 |
| Table 4-1 | Baker County Incident Action Levels..... | 4-4 |
| Table 5-1 | Emergency Support Function Assignments Within the Incident Command System | 5-4 |
| Table 6-1 | Baker County Minimum Training Requirements..... | 6-2 |

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Basic Plan

1

Introduction

This Emergency Operations Plan (EOP) establishes guidance for Baker 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 combine technical capabilities and resources, plus the sense, judgment, and expertise of its elected officials, emergency response personnel, department directors, and other decision makers. Specifically, this EOP describes the roles and responsibilities of Baker County offices, 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 County 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 Baker County EOP provides a framework for coordinated response and recovery activities during an emergency. This plan is primarily applicable to extraordinary situations and is not intended for use in response to typical, day-to-day, emergency situations. This EOP complements the State of Oregon (Oregon) Emergency Management Plan (EMP) and the National Response Framework (NRF). It also identifies all Emergency Support Functions (ESFs) and critical tasks needed to support a wide range of response activities.

The purpose of the Basic Plan is to:

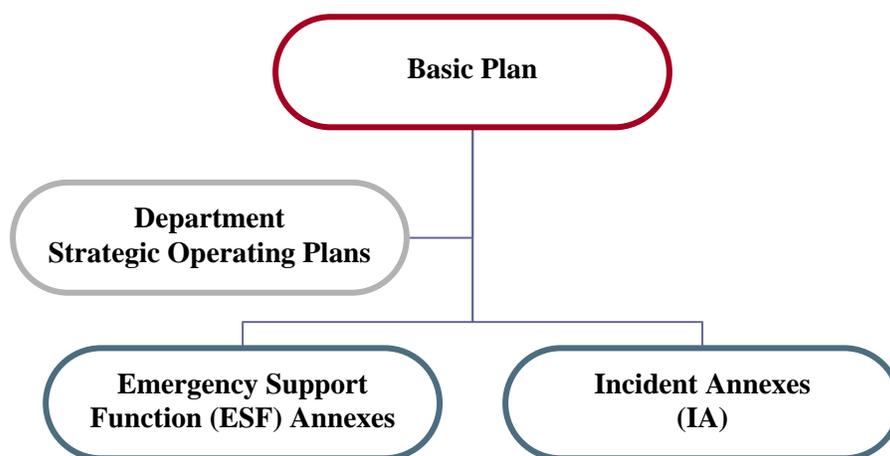
- Provide a description of the legal authorities upon which Baker County has structured its emergency management organization, including the emergency declaration process, activation of mutual aid agreements, and request for resources and emergency spending powers;
- Describe the context under which Baker County will respond to an incident, including a community profile and discussion of hazards and threats facing the community;

1. Introduction

- Assign and describe roles and responsibilities for County agencies tasked with emergency preparedness and response functions;
- Describe a concept of operations for Baker County that provides a framework within which the County will conduct its emergency operations and coordinate with other agencies and jurisdictions;
- Describe Baker County’s emergency response structure, including activation and operation of the County Emergency Operations Center (EOC) and implementation of ICS; and
- Discuss the County’s protocols to maintain and review this EOP, including training, exercises, and public education components.

The Basic Plan is supplemented by ESF Annexes and Incident Annexes (IAs):

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



1.1.2 Scope

The Baker County EOP is intended to be invoked whenever the County must respond to an unforeseen incident or planned event, the size or complexity of which is beyond that normally handled by routine operations. Such occurrences may include natural or man-made disasters and may impact unincorporated areas of the County, incorporated municipalities, or a combination thereof.

1. Introduction

Notwithstanding its Countywide reach, this Plan is intended to guide only Baker County's emergency operations, complementing and supporting implementation of the emergency response plans of the various local governments, special districts, and other public- and private-sector entities within Baker County, but not supplanting or taking precedence over them.

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

1.2 Authorities**1.2.1 Legal Authorities**

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

As approved by the Baker County BOC, Emergency Management has been identified as the lead agency in the Emergency Management Organization (EMO). The Director of Baker County Emergency Management, given the collateral title of Emergency Manager, has the authority and responsibility for the organization, administration, and operations of the EMO.

1. Introduction

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 |
|---|
| <ul style="list-style-type: none"> ■ 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, Title 44. Emergency Management Assistance ■ Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, of November 18, 1988 ■ Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, of April 3, 1984 |
| State Of Oregon |
| <ul style="list-style-type: none"> ■ Oregon Revised Statutes 401.305 through 401.335. ■ Executive Order of the Governor |
| Baker County |
| <ul style="list-style-type: none"> ■ Promulgation letter dated December 15, 2004, signed by the Baker County Board of Commissioners. ■ Joint Resolution between the County of Baker and all incorporated cities within Baker County. |

1.2.2 Mutual Aid and Intergovernmental Agreements

State law (ORS 401.480 and 401.490) authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs (e.g., the Omnibus Mutual Aid Agreement). Personnel, supplies, and services may be used by a requesting agency if the granting agency cooperates and extends such services. However, without a mutual aid pact, both parties must be aware that State statutes do not provide umbrella protection except in the case of fire suppression pursuant to ORS 476 (the Oregon State Emergency Conflagration Act).

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

1. Introduction

1.3 Emergency Powers

1.3.1 Declaration of Emergency

Under ORS 401.309, the Baker County BOC has the legal authority to declare that a local emergency or disaster exists. Declaration of a local disaster enables the County BOC to invoke emergency authorities and to request additional resources from State or Federal Government.

On such declaration, the Chair of the County BOC (or designee) is empowered to assume centralized control of, and have authority over, all departments and offices of the County for the purposes of responding to and overcoming the disaster event at hand. The state of emergency shall be terminated when the event no longer exists or the threat of an emergency has passed.

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

The County Emergency Management is available for help through the Baker County Consolidated Dispatch. A series of fill-in-the-blank disaster documents have been drafted and are attached as appendices for use as needed.

The following documents need to be forwarded to the County BOC for action:

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;* and
- Time element: expected duration of event or expected time required to gain control.

1. Introduction

- County BOC Order declaring an emergency, including a description of the disaster event, impacted area(s), loss of life and injuries, damages to property, special powers enacted, and local resources applied to the disaster;
- Supporting documentation or findings as determined necessary by the Chair of the County BOC, or successor; and
- Letter to the Governor advising of the County’s declaration and the request for a State declaration as appropriate, as well as any requests for assistance.

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

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

1.3.2 Lines of Succession

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

| Table 1-2 Baker County Emergency Lines of Succession | |
|---|---|
| Emergency Policy & Governance | Emergency Operations |
| Chair of the BOC | Emergency Management Director |
| Succeeding Commissioner | County Sheriff |
| County Clerk | Any person designated by the County BOC |
| County Sheriff | |

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

1. Introduction

Baker County's COOP/COG planning is currently under discussion; formal plans have not yet been drafted.

1.3.3 Request, Allocation, and Distribution of Resources

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

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

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

Resource Typing

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

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

1.3.4 Financial Management

Expenditure reports should be submitted and managed by County Administrative Services to identify budgetary shortfalls. County Administrative Services will support procurement issues related to personnel, both volunteer and paid. In addition, copies of expense records and all supporting documentation should be

1. Introduction

submitted for filing Federal Emergency Management Agency (FEMA) Public Assistance reimbursement requests.

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

1.4 Liability Issues

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

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

Requests may be either written or oral, although if a request for assistance is made orally, the responding government must document its response within 30 days of the request. Under these provisions, employees from another jurisdiction providing assistance to Baker County are agents of the County. The County must defend, save harmless, and indemnify these employees as it would its own. Should an employee of a responding government sustain injury in the course of providing requested assistance, the person is entitled to all applicable benefits, including workers' compensation, normally available to the employee while performing regular duties for the responding local government. Baker 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. Baker County may request and utilize the services, equipment, supplies, and facilities of departments, offices, and agencies of the State and local governments (ORS 401.480,490). Except in cases of willful misconduct, gross negligence, or bad faith, emergency service workers acting under these provisions will not be held liable for the death or injury of any person, or damage or loss of property, as a result of that activity (ORS 401.515).

Note that under the Emergency Conflagration Act (ORS 476.510-610), the Governor (or other authorized State officer) may make available for use and duty in any county, city, or district, any part of the local firefighting forces and equipment in response to fire, a heightened danger of fire, or a significant reduction in available firefighting 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. Introduction**1.5 Safety of Employees and Family**

All elected officials, department heads (or designees) are responsible for the safety of employees. Employees should attempt to make contact with their supervisors and managers within the first 24 hours following an incident. Emergency 9-1-1 should be used solely for emergency assistance or resources and not as a common communication mechanism. Agencies and departments with developed COOPs will establish alternate facilities and staff locations, as applicable. Notification procedures for employee duty assignments will follow proper protocol established by each agency and department.

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

If necessary, the Oregon Occupational Safety and Health Administration may provide assistance and guidance on worker safety and health issues. Information regarding emergency procedures and critical tasks involved in a biological emergency incident or disease outbreak is presented in ESF 8 and IA9.

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Situation and Planning Assumptions

2.1 Situation and Assumptions

2.1.1 Situation

Baker County, located in the northeast corner of Oregon, is 3,088 square miles in area. Bordered by the state of Idaho and the Oregon counties of Union, Wallowa, Grant, and Malheur, the County is home to the Anthony Lakes Ski Area, Hell's Canyon National Recreation Area, Deer Flat National Wildlife Refuge, the Malheur National Forest, and the Wallowa-Whitman National Forest.

These natural features make the environment and population vulnerable to natural disaster situations. The County is subject to flooding, earthquakes, landslides, wildfires, severe winter storms, windstorms, and volcanic activity. It is impossible to predict exactly when such disasters will occur, or the extent to which they will affect the County. However, 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, Baker County is subject to technological and human-caused hazards such as fire, dam failure, hazardous materials spills, deliberate acts of terrorism, and civil disorder.

A major disaster or emergency can cause environmental damage, injuries, property loss, and disruption of essential public services and can impact regional economic, physical, and social infrastructures. The extent of casualties and damage will be determined by 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.

A number of emergency situations can overwhelm the capabilities and resources of local governments and jurisdictions during response operations. Thus, it is imperative that 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. Situation and Planning Assumptions

2.1.2 Community Profile

Baker County has a population of 16,435 year round residents (2009 Oregon Blue Book). In the past, the County has earned revenues through timber and agriculture, but in recent years it has become a destination area for recreation and those on vacation.

Eight established incorporated cities—Baker City (County Seat), Greenhorn (population 2), Haines, Halfway, Huntington, Richland, Sumpter, and Unity—are located in the County. In addition, it contains 29 unincorporated communities. Approximately one third of the County is forest.

There are 12 state highways in Baker County, including Interstate 84. There is no passenger rail service in Baker County, but there is an active freight rail line. There is limited public transit in the County provided by Community Connection of Northeast, Inc. Baker City Municipal Airport is also located within the County. Finally, Baker County is crossed by two petroleum product pipelines.

The hazards listed in this section may cause major emergencies or disasters. This list should not be considered all-inclusive. Rather, it is based on collective experience and uses a standardized format of weighting historical, vulnerability, and probability factors. The following hazards were identified as the greatest risk to the citizens of Baker County.

2.1.3 Hazards and Threats

Baker County is exposed to a wide range of natural and human-caused hazards and threats, all of which have the potential to disrupt the community, causing casualties and/or damaging property and the environment. These hazards have been identified and profiled in the Northeast Oregon Regional Natural Hazard Mitigation Plan and are outlined in the following sections.

2.1.3.1 Drought

Baker County has a high probability of and vulnerability to a drought event. The County made four drought declarations between 2000 and 2007. Extended drought periods have resulted in significant loss for agriculture and increased fire danger. A lack of water in streams, lakes, and reservoirs has also severely impacted tourism.

2.1.3.2 Earthquake

Baker County has a low probability of and vulnerability to an earthquake. Historically, the County has experienced limited seismic activity. However, Oregon Department of Geology and Mineral Industries (DOGAMI) has mapped a number of active faults within areas of potential debris flow, resulting from a quake. Non-seismic-related debris flow in the Lower Powder River Canyon has twice resulted in the close of State Route 86.

2. Situation and Planning Assumptions

2.1.3.3 Flooding

Baker County has a high probability of localized flood events, and moderate vulnerability.

Principle sources of flooding within Baker County include the Powder River, Pine Creek, North Pine Creek, Eagle Creek, Summit Creek, Clear Creek, Rock Creek, Mill Creek, Marble Creek, Stices Gulch, Snake River, and Burnt River. Within the County, nearly every city's water treatment facility (except for Richland and Haines) is adjacent to a river, and is thus susceptible to flooding.

2.1.3.4 Landslides

Baker County has a high probability of a landslide, and moderate vulnerability. Several of Baker's communities have limited evacuation routes. If road closures occur due to a landslide, populations may be isolated from emergency services.

2.1.3.5 Volcanic Event

Baker County has a low probability of and vulnerability to a volcanic event. Mount Saint Helens is a possible source of airborne tephra. Baker County received a small amount of ash when Mount Saint Helens erupted in 1980. No harm or damage was recorded.

2.1.3.6 Wildfire (numbering Problems)

Baker County has a high probability of a wildfire, and moderate vulnerability. The elimination of logging and the continuous drought cycle has resulted in explosive fuel loading and high risk for extreme fire danger. Twenty-one classic wildland/urban interface (WUIs) have been identified as areas of concern in Baker County. Additionally, the Baker City Watershed is unfiltered, and is susceptible to contamination from wildfire.

2.1.3.7 Windstorm

Baker County has a high probability of a windstorm, and moderate vulnerability. Many buildings, utilities, and transportation systems are vulnerable to damage from wind – particularly in open areas, such as natural grasslands or farmlands. Vulnerabilities also exist in forested areas, along tree-line roads and transmission lines, and on residential parcels with trees. Insufficiently anchored manufactured homes and older buildings in need of roof repair are also particularly vulnerable to high winds.

2.1.3.8 Winter Storm

Baker County has a high probability of and vulnerability to a winter storm event.

Severe winter storms result in highway closures approximately 20 to 25 times per year. During these situations, travelers have to seek accommodations, sometimes in communities where lodging is very limited. Local residents must also be concerned with heating, food, and care of livestock and farm animals.

2. Situation and Planning Assumptions

Additionally, several of Baker's communities have limited evacuation routes. If road closures occur due to a winter storm, populations may be isolated from emergency services.

2.2 Assumptions

This EOP is predicated upon the following assumptions.

- Baker County will continue to be exposed to the hazards noted above, as well as others that may develop in the future.
- An emergency will require prompt and effective response and recovery operations by the County EMO, disaster relief, volunteer organizations, and the private sector.
- Outside assistance may not be available in emergency situations affecting this county. Although this plan defines procedures for coordinating such assistance, it is essential for Baker County to be prepared to carry out disaster response and short-term actions on an independent basis.
- Control over County resources will remain at the County level, even though the Governor has the legal authority to assume control when a State Declaration of Emergency has been issued.
- It is possible for a major disaster to occur at any time and at any place in the County. In some cases, dissemination of warning and increased readiness measures may be possible. However, many disasters and events can occur with little or no warning.
- Local government officials recognize their responsibilities for the safety and well-being of the public and will assume their responsibilities in implementing this emergency plan.
- Proper implementation of this plan will reduce or prevent disaster-related losses.
- State support of 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.
- Certain areas of the County are susceptible to flooding.
- The County may experience from time to time emergency conditions caused by high winds, winter storms, extreme hot or cold weather, and hailstorms.

2. Situation and Planning Assumptions

- The County cannot overlook the possibility of an earthquake or hurricane (high winds).
- The County may be subjected to human-caused disasters or major emergencies within its jurisdictions, such as: industrial explosions, transportation accidents, chemical accidents, civil disturbances including bombings and demonstrations, large fires, accidents/incidents involving radioactive materials, terrorism, and possible epidemics.
- Baker 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. County communication and work centers may be irreparably damaged or rendered temporarily inoperable during an emergency response. Normal operations can be disrupted during a general emergency; however, the County should 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; and
 - Formally trained in their duties, roles, and responsibilities required during emergency operations.

Additional details on County capabilities should be included. Agency-specific capabilities assessments require internal planning that may not be easily achieved. However, this process would ultimately aim to describe limitations (e.g. training equipment, and personnel) and a formalized timeline for updating the assessments.

2. Situation and Planning Assumptions

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Roles and Responsibilities

3.1 General

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

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

3.2 County Government

The Baker County BOC is charged by ORS 401.305 with the responsibility of establishing an emergency management agency. The Director of County Emergency Management has been appointed by the BOC as the Emergency Manager. The Emergency Manager is responsible for developing a Countywide emergency management program that, through cooperative planning efforts with the incorporated communities of Baker County, will provide a coordinated response to a major emergency or disaster.

The Emergency Manager is responsible for emergency management planning and operations for the area of the County lying outside the corporate limits of the incorporated municipalities of the county. The mayor of each incorporated municipality is responsible for emergency management planning and operations for that jurisdiction. (These responsibilities may be shared with County Emergency Management under agreement).

The County EMO consists of an Executive Group and Emergency Management and is under the immediate operational direction and control of the County BOC, which coordinates decision-making with the County Emergency Manager. County Emergency Management provides the nucleus for emergency operations by coordinating information and resources to support roles and responsibilities

3. Roles and Responsibilities

assigned by this plan. During any type of emergency, the following functions and tasks typically require coordination by the County government:

- Search and Rescue (not including Urban Search and Rescue),
- Emergency medical treatment,
- Disaster reporting,
- Transportation of victims and displaced persons,
- Repair and recovery of essential community services, and
- Dissemination and management of public information and emergency instructions.

3.3 Emergency Management Organization

Baker County Emergency Management is outlined in ESF 5. All incident management will follow ICS and, when necessary, expand into NIMS.

County Emergency Management was created to coordinate the ongoing activities of the emergency management program. A larger organization, the EMO, consisting of two teams, the Executive Group and Emergency Management, has been established to direct emergency response operations.

Under emergency conditions, Emergency Management is under the immediate operational direction and control of the County Emergency Manager. The EMO is composed of all essential departments of County/city government, plus other agencies or persons who are required to perform specialized functions and/or such other individuals who may be selected to provide additional assistance.

The governing body of County government, the BOC, is the nucleus around which the Executive Group is developed. The Executive Group will be composed of both elected and appointed officials from County departments, as well as city and/or State government, as determined by the needs of the situation and at the discretion of the Emergency Manager. This group will oversee the Countywide response, as coordinated by the County Emergency Manager.

The Baker County Emergency Manager is responsible for the following common tasks:

- Serving as senior staff advisor to the BOC on emergency matters;
- Coordinating the planning and general preparedness activities of the government and maintenance of this plan;
- Providing training to key personnel and emergency response staff,
- Preparing and maintaining a resource inventory;

3. Roles and Responsibilities

- Ensuring the operational capability of the Emergency Operations Center (EOC);
- Activating and staffing the EOC;
- Keeping the Executive Group apprised of the County's preparedness status and anticipated needs;
- Serving as day-to-day liaison between County and State Emergency Management;
- Maintaining liaison with organized emergency volunteer groups and private agencies; and
- Maintaining the Community Shelter Plan for Baker County.

Each County department and any other agency referenced in this plan is responsible for developing and maintaining its own protocols and procedures that are consistent with this plan, in addition to carrying out specific duties that may be assigned as a part of this plan. Such plans and procedures will be referenced, as appropriate, in the annexes to this EOP.

If a major emergency or disaster occurs during non-working hours, critical County employees who have direct public safety responsibilities, or have been designated by their departments, have a responsibility to report to work as soon as self-preservation concerns for themselves and their families have been met (advance family planning and preparations shall be made to the extent possible, to allow employees' immediate return to work).

All other County employees should follow departmental procedures for emergency situations, if possible, or tune to local radio/television for Emergency Alert System (EAS) broadcasts and listen for direction.

3.4 Function-Specific Roles and Responsibilities

The Emergency Manager is responsible for emergency management planning and operations for the area of the County lying outside the corporate limits of the incorporated municipalities of the County. The Mayor of each incorporated municipality is responsible for emergency management planning and operations for that jurisdiction. (These responsibilities may be shared with the County EMO under agreement.)

Most of the departments within Baker County have emergency functions as part of their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures. Department-specific procedures should not necessarily be considered all-inclusive but should cover most major emergency operations. Additional, detailed information is available in the respective ESF and Incident-Specific Annexes.

3. Roles and Responsibilities

3.4.1 Executive Group Functions

The Executive Group is referred to in this plan as a single body but in fact may have several components, with representation from each local political jurisdiction within the emergency management program. Each group is responsible for the activities conducted within its respective jurisdiction. The members of the Group include both elected and appointed executives with certain legal responsibilities. The functions of the executive group are outlined in the following sections.

3.4.1.1 County Board of Commissioners

- Direct the overall preparedness program for Baker County.
- Make emergency policy decisions.
- Declare a state of emergency when necessary.
- Implement the emergency powers of local government.
- Serve as EOC controller during activations (senior acting official or designee).
- Request/authorize outside assistance when necessary (in accordance with existing Mutual Aid Agreements and/or through the State Emergency Management Division).
- Keep the public and the State Emergency Management Office informed of the situation (through the assistance of the Public Information Officer [PIO]).
- Ensure that all County departments develop, maintain, and exercise their respective service annexes to this plan.
- Operational decisions will only be made after consultations with the Incident Commander (IC).

3.4.1.2 City Mayors (during City involvement)

- Ensure that all city departments develop, maintain, and exercise their respective service annexes to this plan.
- Coordinate response activities with the County BOC during emergencies.
- Implement the policies, decisions, and emergency powers of the municipal governing body.
- Serve as EOC controller during activations (senior acting official or designee).

3. Roles and Responsibilities

- Support the overall preparedness program in terms of its budgetary and organization requirements.
- Direct the emergency operational response of city services.
- Request emergency assistance from the County, as events dictate.
- Keep the public and Baker County Emergency Management informed of the situation.

3.4.1.3 Emergency Manager

- Serve as staff advisor to the County BOC on emergency matters, chairing the Executive Group in the absence of the BOC.
- Coordinate with organizations within the County to promote emergency planning and general preparedness activities.
- Analyze the emergency skills required and arranging the training necessary to provide those skills.
- Prepare and maintain a resource inventory for Baker County.
- Ensure the operational capability of the EOC.
- Activate the EOC and notify the Executive Group and appropriate Emergency Response Group members.
- Keep the Executive Group members (particularly the BOC) apprised of Baker County's preparedness status and anticipated needs.
- Serve as day-to-day liaison between Baker County and the State Emergency Management Office.
- Maintain liaison with organized emergency volunteer groups and private agencies.
- Keep the public and the State Emergency Management Office informed of situations (coordinating with the PIO).
- Maintain updates to the County EOP.

3.4.1.4 County Accountant

- Advise the County BOC on financial issues resulting from the emergency.

3.4.1.5 County Counsel

- When requested, advise County officials on emergency powers of local government and necessary procedures to:

3. Roles and Responsibilities

- 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;
- Use any publicly or privately owned resource with or without payment to the owner; and
- 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 required during an emergency.
- Advise County officials and department heads on record keeping requirements and other documentation necessary to exercise emergency powers.

3.4.2 Emergency Response Group Functions

The Emergency Response Group includes services required for an effective emergency management program, of which response is a key element. Functions of this group are outlined below.

3.4.2.1 Emergency Operations Center (Senior Acting Commissioner)

- Provide direction and control for local operating forces.
- Make emergency policy decisions.

3.4.2.2 Direction, Control, and Warning (Emergency Manager)

- Disseminate emergency public information, as requested.
- Receive and disseminate warning information to the public and key city or County officials.
- Coordinate with other County jurisdictions and State and Federal agencies.
- Activate the EOC and notify the Executive Group and appropriate Emergency Response Group members.

3.4.2.3 Law Enforcement Services (Sheriff's Office/City Police)

- Provide law enforcement services.
- Conduct traffic and crowd control.

3. Roles and Responsibilities

- Isolate damaged areas.
- Conduct damage reconnaissance and reporting.
- Evacuate disaster areas.
- Plan, organize, and train for emergency operations.
- Provide security at shelters, the EOC, and other critical facilities.
- Maintain Mutual Aid Agreements with other law enforcement agencies.

3.4.2.4 Fire Services (City Fire Chief/Rural District Chief)

- Provide fire prevention and suppression.
- Inspect damaged areas for fire hazards.
- Perform hazardous spills containment and clean-up.
- Inspect shelters for fire hazards.
- Coordinate heavy rescue activities and light search and rescue operations with the sheriff.
- Assist in the maintenance of the Fire Annex to this plan; develop a hazardous materials response plan and supporting standard operating procedures (SOPs).

Note: the responding party to any hazardous material incident will be responsible for that incident until that agency having jurisdiction can be identified.

3.4.2.5 Medical and Health Services (County Health Administrator)

- Coordinate planning efforts of St. Elizabeth's Hospital and other health facilities with County (or city) planning requirements.
- Coordinate the development, maintenance, and execution of an emergency plan to provide health and medical services that include handling of mass casualties; health problems; collection, identification, and dispositions of large numbers of fatalities; and dissemination of emergency information regarding sanitary measures to be taken by individuals or groups.
- Assess health hazards from damage to water distribution and sewage collection systems.
- Establish and maintain a relationship with the State Health Emergency Coordinator.

3. Roles and Responsibilities

- Develop emergency health and sanitation information for the public.
- Prepare and maintain the Health & Medical Annex.

3.4.2.6 Public Works and Engineering Services (County Roadmaster/City Public Works Director)

- Barricade hazardous areas.
- Conduct priority restoration of streets and bridges.
- Protect and restore waste treatment and disposal systems.
- Augment sanitation services.
- Assess damage to streets, bridges, traffic control devices, wastewater treatment systems, and other public works facilities.
- Remove debris.
- Assess damage to County- and City-owned facilities.
- Condemn unsafe structures.
- Direct temporary repair of essential facilities.
- Prepare and maintain ESF 3 – Public Works and ESF 3.2 – Debris Management Plan.

3.4.2.7 Communication Services (Director 9-1-1)

- Establish and maintain Emergency Communications Systems.
- Coordinate use of all public and private communication systems necessary during emergencies.
- Manage and coordinate all emergency communication conducted within the EOC, once activated.
- Coordinate the Red Communications radio frequencies as the secondary communications link.
- Maintain Communications Annex and supporting Standard Operating Procedures.

3.4.2.8 Damage Assessment (Assessor's Office)

- Establish a damage assessment team with assessment capabilities and responsibilities.
- Train and provide a damage plotting team to the EOC.

3. Roles and Responsibilities

- Develop systems for reporting and compiling information on deaths, injuries, and damage to public facilities, utilities, and private property.
- Assist in determining the geographic extent of damaged areas.
- Compile estimates of damage for use by County or City officials in requesting disaster assistance.
- Evaluate the effect of damage on County or City economic index, tax base, bond ratings, insurance ratings, etc., for use in long-range recovery planning.

3.4.2.9 Emergency Public Information (BOC/City Manager)

- Conduct ongoing 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's status during extended emergency situations.
- Secure printed and photographic documentation of the disaster situation.
- Handle unscheduled inquiries from the media and the public.
- Maintain the ESF 15 External Affairs and supporting SOPs.

3.4.2.10 Resource Management (Administrative Services)

- Establish procedures for employing temporary personnel for disaster operations.
- Establish and maintain a manpower reserve.
- Coordinate deployment of reserve personnel to County and City departments requiring augmentation.
- Establish emergency purchasing procedures and/or a disaster contingency fund.
- Maintain records of emergency-related expenditures for purchases and personnel.
- Maintain the ESF 7 – Resource Support and supporting SOPs.
- Develop and maintain a resources inventory of all categories of resources belonging to government (county, city, state, and federal); business and industry; civic groups; and other private resources.

3. Roles and Responsibilities

- Maintain and update Mutual Aid Agreements.

3.4.2.11 Shelter and Mass Care (Emergency Manager/American Red Cross/Salvation Army)

- 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.
- Plan and provide for emergency housing, feeding, clothing, registration, and inquiry services.
- Maintain a current shelter list with agreements for use and contact numbers for each shelter.
- Maintain the County's Shelter Plan.

The Shelter Officer and Emergency Manager are responsible for coordinating with the American Red Cross and Salvation Army as necessary.

3.4.2.12 Evacuation Management (Sheriff's Office/Law Enforcement)

- Define responsibilities of County (or city) departments and private sector groups.
- Identify high-hazard areas and corresponding numbers of potential evacuees.
- Coordinate evacuation planning, including:
 - Movement control,
 - Health and medical considerations of evacuated populations,
 - Number of persons affected and transportation needs,
 - Emergency Public Information materials and family location assistance,
 - Shelter and reception locations, and
 - Safety considerations allowing re-entry into the area.

3.4.2.13 Other Agencies' Responsibilities

Other County and City department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the County EOC.

3.4.2.14 Volunteer and Donation Management

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

3. Roles and Responsibilities

into its response activities. Planning for volunteer and donation tracking, as well as identifying, deploying, utilizing, supporting, dismissing, and demobilizing unaffiliated volunteers, will strengthen County emergency management activities.

3.4.2.15 Search and Rescue (Sherriff's Office)

The Sheriff is responsible for the planning, organizing, and supervision of all search and rescue operations, except those related to firefighting. Upon request, the Sheriff will assist in rescue operations, including "heavy rescue," when such assistance is within organizational capabilities and resources. In conjunction with the requirements of ORS, Chapter 401.066, the Sheriff will prepare a search and rescue annex to support the County EOP. Likewise, the Sheriff will coordinate search and rescue planning and activities with the Chief of Firefighting Services and the County Emergency Manager, including communications and logistics.

3.4.2.16 Radiological Protection (Fire Service/Regional HazMat)

- 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.
- Provide monitoring services and advice at the scene of accidents involving radioactive materials.
- Coordinate radiological monitoring throughout the city and County.
- Maintain the information relating to radiological protection in the Hazardous Materials Annexes.

3.4.2.17 Warning Services (Director 9-1-1)

- Establish warning procedures for informing the public during emergency situations.
- Maintain all warning points and facilities in constant readiness.
- Maintain and update the warning information in ESF 2 – Communications.

3.4.3 Local and Regional Response Partners

Baker County's emergency organization is supported by a number of outside organizations, including the incorporated cities, service organizations, and the

3. Roles and Responsibilities

private sector. A list of supporting local and regional agencies can be found in the individual ESF Annexes to this EOP.

3.4.3.1 Private Sector

Private sector organizations play a key role before, during, and after an incident. First, they must provide for the welfare and protection of their employees in the workplace. In addition, Baker County Emergency Management 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.

3.4.3.2 Nongovernmental Organizations

Nongovernmental Organizations (NGOs) play enormously important roles before, during, and after an incident. In Baker 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;

3. Roles and Responsibilities

- 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 assistance.

3.4.3.3 Individuals and Households

Although not formally a part of Baker 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 emergency supply kits and household emergency plans;
- Monitoring emergency communications carefully;
- Volunteering with established organizations;
- Enrolling in emergency response training courses; and
- Maintaining a 72-hour emergency support capability.

3.4.4 State Response Partners

Under the provisions of ORS 401.055 through 401.155, the Governor has broad responsibilities for the direction and control of all emergency activities in a State-Declared Emergency. The administrator of OEM is delegated authority by ORS 401.260 to 401.280 to coordinate all activities and organizations for emergency management within the State and to coordinate in emergency matters with other states and the Federal government.

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

3.4.5 Federal Response Partners

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

3. Roles and Responsibilities

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

3. Roles and Responsibilities

Table 3-1 Baker County Response Partners by ESF

| ESF | Scope (Federal) | Primary Local Agency | Primary State of Oregon Agency | Primary Federal Agency |
|--|---|---|---|--|
| ESF 1 Transportation | <ul style="list-style-type: none"> ■ Aviation/airspace management and control ■ Transportation safety ■ Restoration and recovery of transportation infrastructure ■ Movement restrictions ■ Damage and impact assessment | County Road Department, County Sheriff’s Office | Department of Transportation | Department of Transportation |
| ESF 2 Communications | <ul style="list-style-type: none"> ■ 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 | County Emergency Management, County Consolidated Dispatch | County Communications | Department of Homeland Security (National Communications System) |
| ESF 3 Public Works and Engineering | <ul style="list-style-type: none"> ■ Infrastructure protection and emergency repair ■ Infrastructure restoration ■ Engineering services and construction management ■ Emergency contracting support for life-saving and life-sustaining services | County Road Department | Department of Transportation | Department of Defense (U.S. Army Corps of Engineers) |
| ESF 4 Firefighting | <ul style="list-style-type: none"> ■ Coordination of Federal firefighting activities ■ Support to wildland, rural, and urban firefighting operations | County Fire Department | Fire Departments, County Emergency Management | Department of Agriculture (U.S. Forest Service) |
| ESF 5 Emergency Management | <ul style="list-style-type: none"> ■ Coordination of incident management and response efforts ■ Issuance of mission assignments ■ Resource and human capital ■ Incident action planning ■ Financial management | County Emergency Management | Office of Emergency Management | Department of Homeland Security (FEMA) |
| ESF 6 Mass Care, Emergency Assistance, Housing and Human Services | <ul style="list-style-type: none"> ■ Mass care ■ Emergency assistance ■ Disaster housing ■ Human services | County Emergency Management | Department of Human Services | Department of Homeland Security (FEMA) |
| ESF 7 Logistics Management and Resource Support | <ul style="list-style-type: none"> ■ Comprehensive, national incident logistics planning, management, and sustainment capability ■ Resource support (facility space, office equipment and supplies, contracting services, etc.) | County Administrative Services | County Administrative Services Director | General Services Administration Department of Homeland |

3. Roles and Responsibilities

Table 3-1 Baker County Response Partners by ESF

| ESF | Scope (Federal) | Primary Local Agency | Primary State of Oregon Agency | Primary Federal Agency |
|---|--|-----------------------------|--|---|
| | | | | Security (FEMA) |
| ESF 8 Public Health and Medical Services | <ul style="list-style-type: none"> ■ Public health ■ Medical ■ Mental health services ■ Mass fatality management | County Health Department | Department of Human Services – Public Health Division | Department of Health and Human Services |
| ESF 9 Search and Rescue | <ul style="list-style-type: none"> ■ Life-saving assistance ■ Search and rescue operations | County Sheriff’s Office | Office of Emergency Management, Office of the State Fire Marshal | Department of Homeland Security (FEMA) |
| ESF 10 Oil and Hazardous Materials | <ul style="list-style-type: none"> ■ Oil and hazardous materials (chemical, biological, radiological, etc.) response ■ Environment short- and long-term cleanup | Fire Departments | Fire Departments, County Emergency Management | Environmental Protection Agency |
| ESF 11 Agriculture and Natural Resources | <ul style="list-style-type: none"> ■ 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 | County Emergency Management | Department of Agriculture | Department of Agriculture |
| ESF 12 Energy | <ul style="list-style-type: none"> ■ Energy infrastructure assessment, repair, and restoration ■ Energy industry utilities coordination ■ Energy forecast | County Emergency Management | Department of Administrative Services, Department of Energy, Public Utility Commission | Department of Energy |
| ESF 13 Public Safety and Security | <ul style="list-style-type: none"> ■ Facility and resource security ■ Security planning and technical resource assistance ■ Public safety and security support ■ Support to access, traffic, and crowd control | County Sheriff’s Office | Department of Justice, Oregon State Police | Department of Justice |
| ESF 14 Long-Term Community Recovery | <ul style="list-style-type: none"> ■ 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 | County Emergency Management | County Emergency Management, County Planning, and Community Development | Department of Homeland Security (FEMA) |
| ESF 15 External Affairs | <ul style="list-style-type: none"> ■ Emergency public information and protective action guidance ■ Media and community relations ■ Congressional and international affairs ■ Tribal and insular affairs | County Emergency Management | Office of Emergency Management | Department of Homeland Security |

4

Concept of Operations

4.1 General

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

The basic concept of emergency operations centers around managing and using all available resources in the County for effectively responding to all types of emergencies. Local government has the primary responsibility for emergency management functions and for protecting life and property from the effects of hazardous events. This EOP should be used when County municipalities or emergency response agencies are reaching or have exceeded their abilities to respond to an emergency incident. Please see Figure 4-1, Baker County Response to Major Emergencies/Disasters.

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

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

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

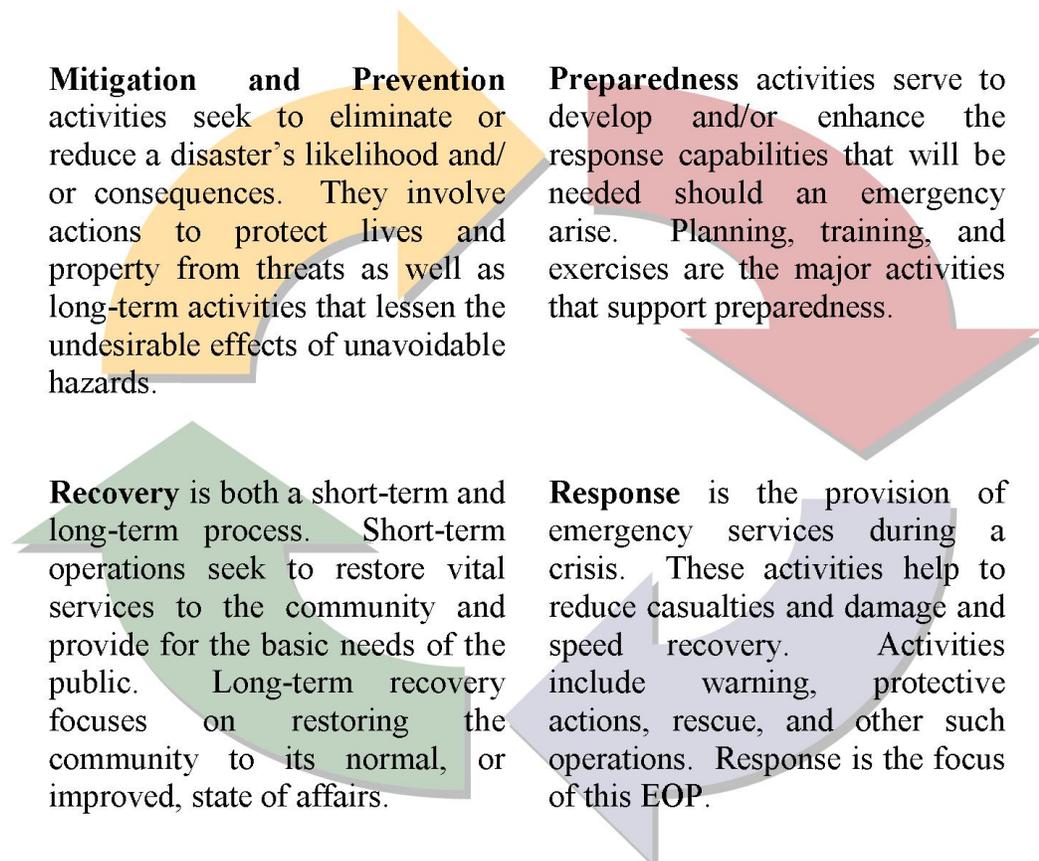
- Operational status;
- Readiness and availability of essential resources;

4. Concept of Operations

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

4.2 Phases of Emergency Management

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



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.

4. Concept of Operations

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

4.3 Incident Levels

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

4.3.1 Emergency Incident

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

4.3.2 Special Emergency

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

4.3.3 Major Emergency

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

4.3.4 Disaster

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

4. Concept of Operations

4.3.5 State of Emergency

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

Table 4-1 Baker County Incident Action Levels

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

4.4 Response Priorities

1. **Self-Preservation.** Protection of County employees (including dependents) from the effects of a disaster would be the first priority in the event of an emergency. It is expected that employees’ families will be sufficiently 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.

4. Concept of Operations

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

4.5 Incident Management

4.5.1 Activation

When an emergency situation arises, and it is determined that the normal organization and functions of County government are insufficient to effectively meet response requirements, the Emergency Manager, under direction of the BOC, will activate and implement all or part of this plan. In addition, the Emergency Manager 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 Baker County EM with the following information:

4. Concept of Operations

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

4.5.2 Initial Actions

Upon activation of all or part of this plan, the Emergency Manager (or designee) will implement the following actions immediately.

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

4.6 Inter-jurisdictional Coordination

4.6.1 Municipalities

The Chief Executive(s) of the incorporated cities within the County are responsible for the direction and control of their local resources during

4. Concept of Operations

emergencies, including requesting additional resources not covered under mutual aid for emergency operations. Such requests will be directed to the Baker County EM. Should the County be unable to support the request, a County Declaration of Emergency will be forwarded to the State.

Under the provisions of ORS 401.305, each city may establish an emergency management agency and appoint an emergency program manager. Cities that do so shall notify the County of the individual responsible for emergency management activities in their respective jurisdictions. Any city choosing not to establish an emergency management agency may develop a cooperative intergovernmental agreement with the County, specifying the emergency management activities to be accomplished at each level. If a city takes no action to increase its emergency management capability, it will be covered under County planning, and County response resources will be deployed under the direction of the County should emergency conditions arise that threaten that city's residents.

4.6.2 Special Service Districts

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

- Education Service District,
- Fire Districts,
- Healthcare District,
- Soil and Water Conservation,
- Weed Control District, and
- Water/Irrigation Districts.

4.6.3 Private Sector

Disaster response by local government agencies may be augmented by business, industry, and volunteer organizations. The Emergency Manager will coordinate response efforts with the private sector, 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 Emergency Manager 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

4. Concept of Operations

coordinated by the sponsoring agencies of such organizations as the American Red Cross, faith-based groups, and amateur radio clubs.

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

4.6.4 State Government

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

4.6.5 Federal Government

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

4.7 Transition to Recovery

4.7.1 Demobilization

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

4.7.2 Recovery

Recovery comprises steps the County will take after an emergency to restore government function and community services to levels existing prior to the emergency. Recovery is both a short- and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public, such as bringing necessary lifeline systems (e.g., power, communication, water and sewage, disposal of solid and hazardous wastes, or removal of debris) to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter). Once stability is achieved, the County can concentrate on long-term recovery efforts, which focus on restoring the community to a normal or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to

4. Concept of Operations

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, a similar disaster in the future.

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

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Direction and Control

5.1 General

The Chair of the County BOC (or designee) and the County Emergency Manager, are jointly responsible for ensuring that coordinated and effective emergency response systems are developed and maintained.

During an emergency, the Chair of the BOC (or designee) is responsible for policy-level decisions that need to be made for effective emergency management and for the continuing functioning of local government. The Emergency Manager (or designee) will typically act as the EOC Director. The EOC Director will provide overall tactical direction of the response activities of all Baker County departments.

In the event that the Emergency Manager is called upon to act as the on-scene Incident Commander, the Emergency Manager will appoint, if possible in consultation with Chair of the BOC, a Deputy to remain at the EOC and provide incident command support to the Incident Commander in the field.

The Chair of the BOC will remain the senior government official, is (and will be) responsible for Continuity of Government (COG) operations and will continue to support the incident from the EOC or if needed from another secure location.

Department heads will retain control over their employees and equipment unless directed otherwise by the Emergency Manager or Incident Commander. Each agency will be responsible for having its own SOPs to be followed during response operations. These plans should meet the needs set forth in the Basic Plan.

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.

Outside assistance, whether from other political jurisdictions or from organized volunteer groups, may be requested when the emergency response effort required to appropriately respond to the emergency exceeds Baker County's capacity to respond. The Emergency Manager or Incident Commander will make this determination in consultation with the Chair of the BOC.

5.2 Emergency Operations Center

Response activities will be coordinated from an EOC, which will be activated upon notification of a possible or actual emergency. EOC responsibilities and activation procedures are addressed in the Basic Plan portion of this EOP and in

5. Direction and Control

Annex ESF 5 – Emergency Management. During large-scale emergencies, the EOC may become the seat of government for the duration of the crisis. Continuity of government actions and incident response actions will remain separate functions unless combining them becomes necessary. The EOC will serve as a multiple agency coordination system, if needed.

5.2.1 EOC Activation

During emergency operations, and upon activation, the EOC staff will assemble as directed by this plan and by their department SOPs and protocols. Activation of the EOC will take place as outlined below.

- The EOC will be activated by the Emergency Manager (or designee). He or she will assume responsibility for all operations and for direction and control of response functions.
- The Emergency Manager will determine the level of staffing required and will alert the appropriate personnel, agencies, and organizations.
- The Emergency Manager will serve as the overall EOC Director, except when acting as the on-scene Incident Commander.
- Emergency operations will be conducted by County and city departments, augmented as required by trained reserves, volunteer groups, and personnel supplied through mutual aid agreements. State and Federal support will be requested if the situation dictates.
- Communications equipment in the EOC will be used to receive information, disseminate instructions, and coordinate emergency operations.
- The Emergency Manager may establish a presence at the on-scene command post to improve incident response. The on-scene command post must maintain close contact and coordination with the EOC. When the Emergency Manager is called upon to act as the on-scene Incident Commander, the Emergency Manager will appoint a Deputy to ensure information is communicated effectively between the EOC and the on-site command post for the duration of the incident.
- Elected officials, department heads, and organization leaders are responsible for emergency functions assigned to their activities, as outlined in their appropriate annex.
- The EOC will normally operate on a 24-hour basis, rotating on 12-hour shifts, or as needed and defined by the Emergency Manager.
- The Emergency Manager will immediately notify the State Emergency Management office upon activation (1-800-452-0311). He or she will

5. Direction and Control

provide updates on the incident using a Situation Report or other selected process

- Each EOC member will have a previously designated alternate in case circumstances prevent his or her presence at the EOC.
- Provisions for sufficient food, water, sanitary facilities, and sleeping arrangements will be made.
- The use of reports and records will vary according to the type of emergency. The Emergency Manager will determine level of documentation to be used. However, “complete and accurate” records must be maintained in order to prevent post-legal entanglements, sequence of events, and proper documentation for requesting assistance, whether from local, State, or Federal sources. Forms and references are located in Appendix C this plan.
- Appropriate security for the EOC will be maintained, and persons not connected with the emergency situation will be prevented from entering.

5.2.2 Location

The primary location for the County EOC is in the Baker County Courthouse in Baker City, Oregon.

If the primary EOC is unusable for any reason, a secondary EOC will be established in the Baker City Department of Public Safety. To avoid jeopardizing operations, care must be taken to locate the EOC away from dangers associated with the event.

5.2.3 Coordination

Other agencies may activate and staff individual Agency Operations Center (AOC) facilities for various types of emergencies; for example, if a biological incident such as pandemic influenza occurs, the Baker County Health Department and area medical centers may jointly staff a Medical EOC, which will coordinate closely with the Baker County Health Department’s AOC and the Baker County EOC. In all cases, however, the County EOC will serve as the central point for coordinating response operations, resource requests and tracking, public information, and overall incident management.

The ESF annexes attached to this plan contain general guidelines for Baker 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

5. Direction and Control

well. Note that the lead agency designated for each ESF is responsible for updating, maintaining, and disseminating appropriate plans, procedures, and guidance prior to, during, and following an emergency incident.

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

| ESF No. | Title | Section |
|---------|---|------------------------------------|
| ESF-1 | Transportation | Logistics |
| ESF-2 | Communications | Operations |
| ESF-3.1 | Public Works and Engineering | Operations |
| EST-3.2 | Debris Management Plan | Operations |
| ESF-4 | Firefighting | Operations |
| ESF-5 | Emergency Management | Incident Command |
| ESF-6 | Mass Care, Emergency Assistance, Housing and Human Services | Operations, Logistics, and Liaison |
| ESF-7 | Resource Support | All |
| ESF-8 | Public Health and Medical Services | Operations and Liaison |
| ESF-9 | Search and Rescue | Operations |
| ESF-10 | Oil and Hazardous Materials Response | Operations |
| ESF-11 | Agriculture and Natural Resources | Operations |
| ESF-12 | Energy | Logistics |
| ESF-13 | Public Safety and Security | Operations |
| ESF-14 | Long-Term Community Recovery | Admin/Finance, Planning |
| ESF-15 | External Affairs | IC, Liaison |

5.3 Incident Command System

In Oregon, implementation of NIMS and ICS is mandatory during an emergency incident. NIMS is a comprehensive, national approach to incident management applicable to all jurisdictional levels and across functional disciplines. ICS, a standardized, flexible, scalable, all-hazard incident management system, is designed to be active from the time an incident occurs until the requirement for management and operations no longer exists.

The ICS structure can be expanded or contracted, depending on an 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. ICS allows agencies to communicate using common terminology and operating procedures and facilitates effective coordination and allocation of resources throughout an incident's duration.

5. Direction and Control

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. These positions 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 Baker 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 Baker 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 is trained on ICS functions other than those in their areas of expertise. Regularly exercising ICS, including sub-functions and liaison roles with volunteers and other support staff, will improve overall EOC operation efficiency and add depth to existing County emergency management and response organizations.

Additional information regarding the Baker County’s emergency management command structure is provided in Annex ESF 5 – Emergency Management.

Plain language will be used during any multi-jurisdictional emergency response occurring in Baker 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 have been adopted and implemented by Baker County. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle managers, and command and general staff.

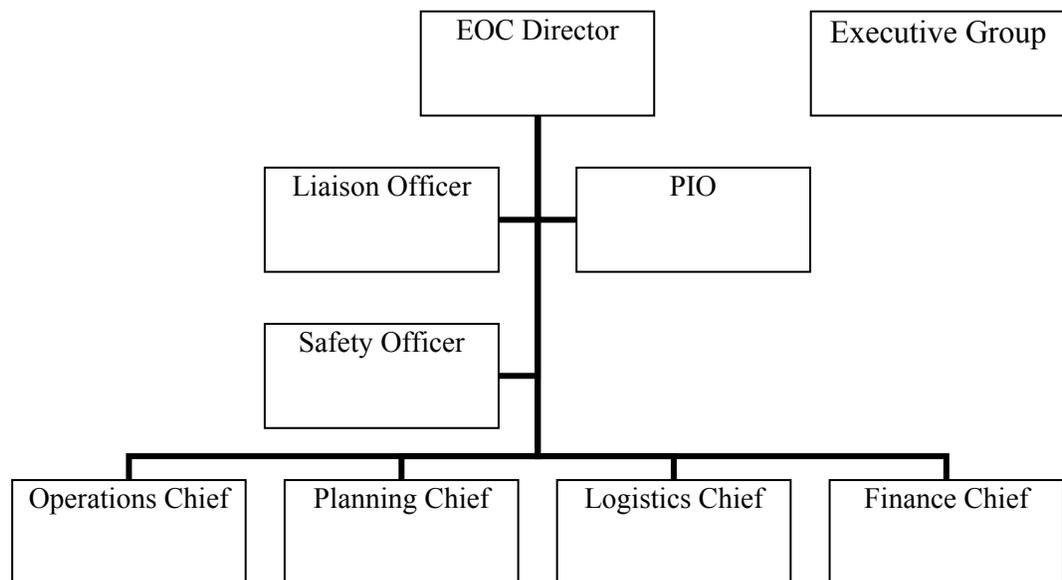
NIMS identifies these positions as:

- Emergency medical service personnel,
- Firefighters,
- Hospital staff,

5. Direction and Control

- Law enforcement personnel,
- Public health personnel,
- Public works/utility personnel,
- Skilled support personnel,
- Other emergency management response personnel, and
- Support and volunteer personnel at all levels.

Figure 5-1 Example of an Incident Command Structure for Baker County



5.3.1 Command Staff

5.3.1.1 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 Baker County regarding lead and support roles during emergency response are provided in the ESFs and the IAs attached to this plan.

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

5. Direction and Control

- 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, and
 - Liaison Officer.

5.3.1.2 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.

5.3.1.3 Public Information Officer

A lead 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 Joint Information System and, if applicable, establishing and staffing a Joint Information Center;
- Implementing information clearance processes with the IC; and
- Conducting and/or managing media briefings and implementing media-monitoring activities.

5. Direction and Control

The PIO is appointed by the County BOC.

5.3.1.4 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). The following responsibilities are typically included in a liaison role:

- 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 Baker 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.

5.3.2 General Staff

5.3.2.1 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: 1) Fire (emergencies dealing with fire, earthquake with rescue, or hazardous materials); 2) Law Enforcement (incident(s) involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal investigations); 3) Public Health (contamination issues, disease outbreaks, and/or emergency incidents posing threats to human, animal, and environmental health); and 4) public works (incidents resulting in major utility disruptions, damage to critical infrastructure, and building collapse). Private entities, companies, and NGOs 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;

5. Direction and Control

- Managing and coordinating various liaisons representing community response partners and stakeholders;
- Directing IAP tactical implementation; and
- Requesting resources needed to support the IAP.

5.3.2.2 Planning Chief

The Planning section is responsible for forecasting future needs and events of the response effort while ensuring implementation of appropriate procedures and processes. 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.

5.3.2.3 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.

5.3.2.4 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

5. Direction and Control

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.

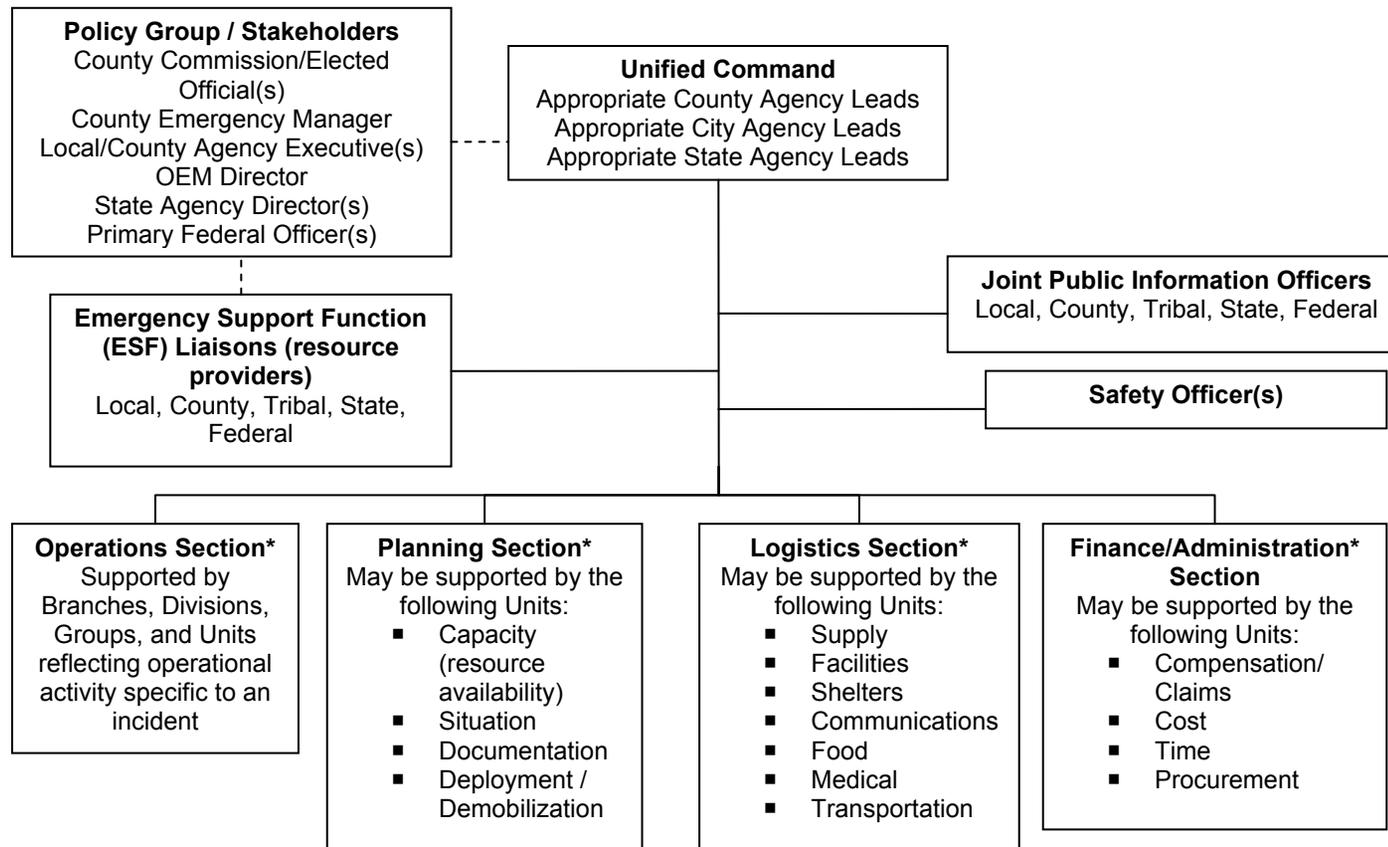
5.4 Unified Command

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 Baker County, providing operational flexibility to expand or contract staffing depending on the incident's nature and size.

5. Direction and Control

Figure 5-2 Example Unified Command Structure for Baker 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.*

5. Direction and Control

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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 Baker County Emergency Management 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:

Baker County Emergency Management
County Courthouse
Baker, OR 97814

6.2 Training Program

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

Current training and operational requirements set forth under NIMS have been adopted and implemented by Baker County. Baker County Emergency Management maintains records and lists of training received by County personnel. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle management, and command and general staff. NIMS identifies these positions as follows:

6. Plan Development, Maintenance, and Implementation

- 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 Baker County emergency personnel.

Table 6-1 Baker County Minimum Training Requirements

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

6.3 Exercise Program

Baker County will conduct exercises throughout the year to continually test and evaluate this EOP. Whenever feasible, Baker 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, Baker 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>.

Baker 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. Plan Development, Maintenance, and Implementation

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. Baker County Emergency Management 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 Baker County.

6.5 Community Outreach and Preparedness Education

Baker County currently does not have a robust program of community outreach and preparedness education. However, public preparedness information is available on the Baker County Emergency Management website:
<http://www.bakercounty.org/emergency/emgmt.html>.

6. Plan Development, Maintenance, and Implementation

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Acronyms and Glossary

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A. Acronyms and Glossary

| Acronym | Definition |
|----------------|---|
| AAR | After Action Report |
| AOC | Agency Operations Center |
| ARC | American Red Cross- |
| BCCD | Baker County Consolidated 9-1-1 Dispatch Center |
| BOC | Board of Commissioners |
| CBRNE | Chemical, Biological, Radiological, Nuclear, and Explosive |
| CDC | Centers for Disease Control |
| CEHS | Center for Environmental Health Systems |
| CFR | Code of Federal Regulations |
| CHEMTREC | Chemical Transportation Emergency Center **Used once in ESF 1 |
| COG | Continuity of Government |
| COOP | Continuity of Operations Plan |
| County | Baker County |
| CPR | Cardiopulmonary Resuscitation |
| CRP | Conservation Reserve Program |
| DEQ | Department of Environmental Quality |
| DHS | State of Oregon Department of Health and Human Services |
| DRC | Disaster Recovery Center |
| EAS | Emergency Alert System |
| ECC | Oregon Emergency Coordination Center |
| EM | Baker County Emergency Management |
| EMO | Emergency Management |
| EMP | State of Oregon Emergency Management Plan |
| EMS | Emergency Medical Services |
| EMT | Emergency Medical Technician |
| EOC | Emergency Operations Center |
| EOP | Emergency Operations Plan |
| EPI | Emergency Public Information |

A. Acronyms and Glossary

| | |
|--------|---|
| ESF | Emergency Support Function |
| FAA | Federal Aviation Administration |
| FAD | Foreign Animal Disease |
| FBI | Federal Bureau of Investigations |
| FEMA | Federal Emergency Management Agency |
| HazMat | Hazardous Materials |
| HIPPA | Health Information Portability and Privacy Act |
| HMC | Hazard Mitigation Coordinator |
| HMT | Hazard Mitigation Team |
| HSEEP | Homeland Security Exercise and Evaluation Program |
| IA | Incident Annex |
| IAP | Incident Action Plan |
| IC | Incident Commander |
| ICP | Incident Command Post |
| ICS | Incident Command System |
| IDA | Initial Damage Assessment |
| MAC | Multi-Agency Coordination Center |
| MMWR | Morbidity and Mortality Weekly Report |
| NAWAS | National Warning System |
| NGO | Nongovernmental Organization |
| NIMS | National Incident Management System |
| NRF | National Response Framework |
| NWS | National Weather Service |
| OAR | Oregon Administrative Rules |
| ODA | Oregon Department of Agriculture |
| ODFW | Oregon Department of Fish and Wildlife |
| ODOT | Oregon Department of Transportation |
| OEM | Oregon Emergency Management |
| OERS | Oregon Emergency Response System |
| ORS | Oregon Revised Statute |

A. Acronyms and Glossary

| | |
|-------|---|
| OSHA | Occupational Safety and Health Administration |
| OSP | Oregon State Police |
| PA | Public Alert |
| PDA | Preliminary Damage Assessment |
| PHI | Protected Health Information |
| PIO | Public Information Officer |
| POD | point of distribution **once in ESF1 |
| PSAP | Public Safety Answering Point |
| SAR | Search and Rescue |
| SCBA | self-contained breathing apparatus |
| SNS | Strategic National Stockpile |
| SOP | Standard Operating Procedures |
| SSF | State Support Function |
| State | State of Oregon |
| UC | Unified Command |
| USDA | United States Department of Agriculture |
| VHF | Very High Frequency |
| WMD | Weapons of Mass Destruction |

A. Acronyms and Glossary**Glossary**

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

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

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

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

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

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

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

A. Acronyms and Glossary

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.

A. Acronyms and Glossary

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.

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.

A. Acronyms and Glossary

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

Emergency Management Assistance Compact: The Emergency Management Assistance Compact is an interstate mutual aid agreement that allows states to assist one another in responding to all kinds of natural and man-made disasters. It is administered by the National Emergency Management Association.

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

Emergency Management Director: The Baker 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.

A. Acronyms and Glossary

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.

A. Acronyms and Glossary

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

A. Acronyms and Glossary

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.

A. Acronyms and Glossary

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.

A. Acronyms and Glossary

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.

A. Acronyms and Glossary

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

A. Acronyms and Glossary

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. The National Response Plan was replaced by the National Response Framework.

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.

A. Acronyms and Glossary

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

A. Acronyms and Glossary

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.

A. Acronyms and Glossary

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

A. Acronyms and Glossary

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.

A. Acronyms and Glossary

(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).

A. Acronyms and Glossary

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>

B

Sample Disaster Declaration Forms

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B. Sample Disaster Declaration Forms

SAMPLES
DECLARATION OF EMERGENCY
BEFORE THE BOARD OF COMMISSIONERS
FOR BAKER COUNTY, OREGON

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

RESOLUTION

This matter came before the Board of Commissioners at an emergency meeting on
, involving an emergency situation created by
; and

WHEREAS,
;and (Date/time of occurrence; cause of incident)

WHEREAS,
;and (Specify location of incident and effects)

WHEREAS,
;and (Specify location of incident and effects)

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

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

BE IT RESOLVED that the Board of Commissioners, under the emergency powers
granted by ORS 401.305, declares that a State of Emergency exists within Baker County
due to the fact that local resources have been exhausted. Further, Baker County's Office
of Emergency Management is hereby directed to take all necessary steps authorized by
law to secure the persons and property of the citizens of Baker County. State assistance
is requested immediately and includes the following:

- *
*
*

Dated at Baker City, Oregon, this day of

BAKER COUNTY BOARD OF COMMISSIONERS

Chairperson

Commissioner

Commissioner

B. Sample Disaster Declaration Forms

BEFORE THE CITY COUNCIL

FOR THE COUNTY OF _____, OREGON

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

WHEREAS, (incident/date/time of occurrence) has affected the County of _____, specifically: _____ and (specify N, E, W, S boundaries of impacted area, entire city limits)

WHEREAS, this emergency/disaster was caused _____; and (describe cause of incident more specifically)

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

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

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

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

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

IT IS HEREBY RESOLVED that:

- 1. A "State of Emergency" exists in the City of _____, and
2. All appropriate and available resources have been expended and further response is beyond the capability of the City of _____.

B. Sample Disaster Declaration Forms

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

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

DATED THIS _____ day of _____.
CITY OF _____, OREGON
By _____
Authorized Official

REVIEWED

By _____
City Attorney

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

B. Sample Disaster Declaration Forms

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C

Incident Command System Forms

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C. Incident Command System Forms

Index of Incident Command System (ICS) Forms

The following ICS forms are included in this appendix.

| ICS Form No. | Form Title |
|----------------|--------------------------------------|
| ICS Form 201 | Incident Briefing |
| ICS Form 202 | Incident Objectives |
| ICS Form 203 | Organization Assignment List |
| ICS Form 204 | Assignment List |
| ICS Form 205 | Incident Radio Communications Plan |
| ICS Form 206 | Medical Plan |
| ICS Form 207 | Organizational Chart |
| ICS Form 209 | Incident Status Summary |
| ICS Form 210 | Status Change Card |
| ICS Form 211 | Check-in List |
| ICS Form 213 | General Message |
| ICS Form 214 | Unit Log |
| ICS Form 215 | Operational Planning Worksheet |
| ICS Form 215a | Incident Action Plan Safety Analysis |
| ICS Form 216 | Radio Requirements Worksheet |
| ICS Form 217 | Radio Frequency Assignment Worksheet |
| ICS Form 218 | Support Vehicle Inventory |
| ICS Form 219-2 | Green (Crew) |
| ICS Form 219-4 | Blue (Helicopter) |
| ICS Form 219-6 | Orange (Aircraft) |
| ICS Form 219-7 | Yellow (Dozer) |
| ICS Form 220 | Air Operations Summary |
| ICS Form 221 | Demobilization Plan |
| ICS Form 226 | Individual Performance Rating |
| ICS Form 259-1 | Resource Order Form (front) |
| ICS Form 259-2 | Resource Order Form (back) |
| ICS Form 259-3 | Resource Order Form (example) |

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

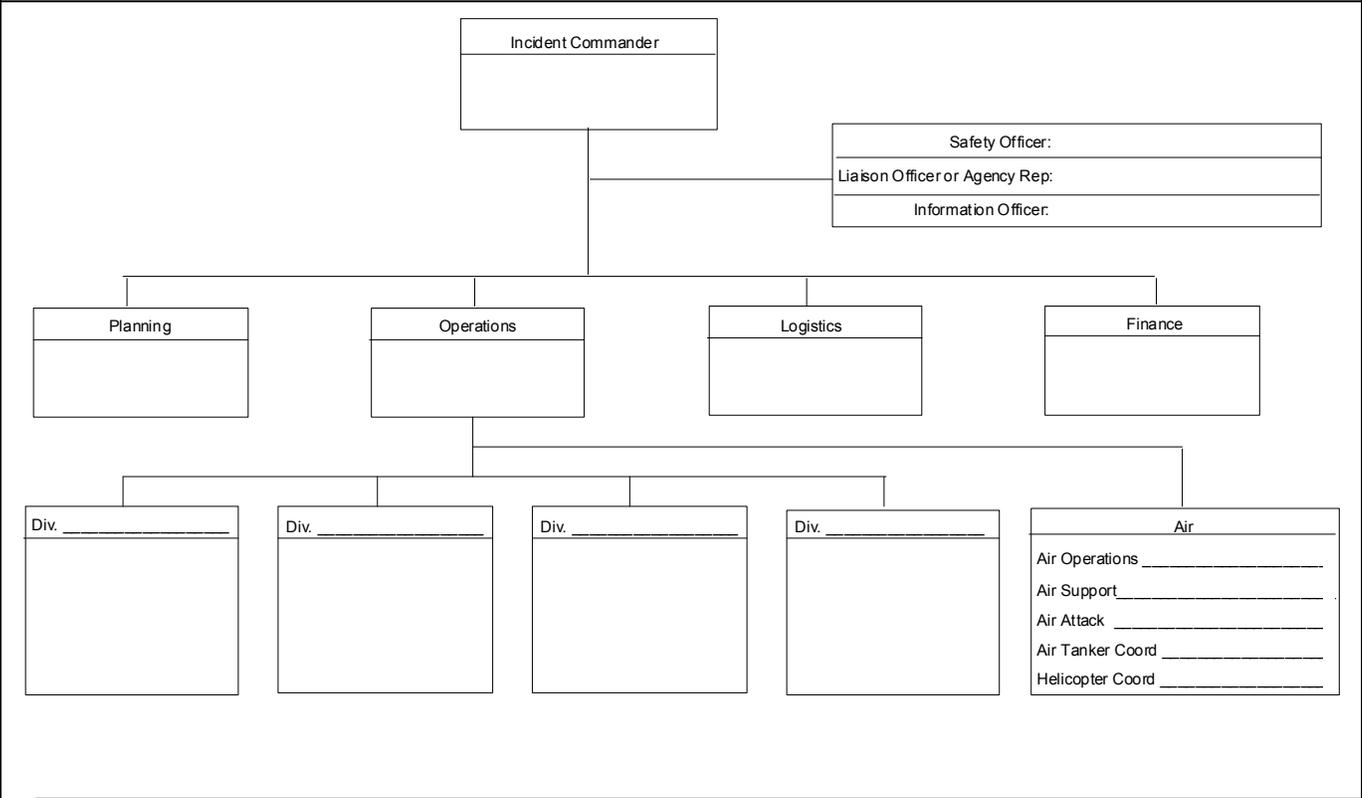
C. Incident Command System Forms

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

4. Map Sketch

5. Current Organization



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

| | | | |
|---|---|----------------------------------|---------|
| INCIDENT OBJECTIVES | 1. Incident Name | 2. Date | 3. Time |
| | 4. Operational Period | | |
| 5. General Control Objectives for the Incident (include alternatives) | | | |
| 6. Weather Forecast for Period | | | |
| 7. General Safety Message | | | |
| 8. Attachments (mark if attached) | | | |
| <input type="checkbox"/> Organization List - ICS 203 | <input type="checkbox"/> Medical Plan - ICS 206 | <input type="checkbox"/> (Other) | |
| <input type="checkbox"/> Div. Assignment Lists - ICS 204 | <input type="checkbox"/> Incident Map | <input type="checkbox"/> | |
| <input type="checkbox"/> Communications Plan - ICS 205 | <input type="checkbox"/> Traffic Plan | <input type="checkbox"/> | |
| 9. Prepared by (Planning Section Chief) | 10. Approved by (Incident Commander) | | |

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| ORGANIZATION ASSIGNMENT LIST | | 9. Operations Section | |
|---------------------------------|------|------------------------------------|--|
| 1. Incident Name | | Chief | |
| | | Deputy | |
| 2. Date | | 3. Time | |
| | | a. Branch I - Division/Groups | |
| 4. Operational Period | | Branch Director | |
| | | Deputy | |
| Position | Name | Division/Group | |
| 5. Incident Commander and Staff | | Division/Group | |
| Incident Commander | | Division/Group | |
| Deputy | | Division/Group | |
| Safety Officer | | b. Branch II - Division/Groups | |
| Information Officer | | Branch Director | |
| Liaison Officer | | Deputy | |
| 6. Agency Representative | | Division/Group | |
| Agency | Name | Division/Group | |
| | | Division/Group | |
| | | Division/Group | |
| | | Division/Group | |
| | | Division/Group | |
| | | c. Branch III - Division/Groups | |
| | | Branch Director | |
| | | Deputy | |
| 7. Planning Section | | Division/Group | |
| Chief | | Division/Group | |
| Deputy | | Division/Group | |
| Resources Unit | | Division/Group | |
| Situation Unit | | Division/Group | |
| Documentation Unit | | Division/Group | |
| Demobilization Unit | | d. Air Operations Branch | |
| Technical Specialists | | Air Operations Branch Director | |
| Human Resources | | Air Attack Supervisor | |
| Training | | Air Support Supervisor | |
| | | Helicopter Coordinator | |
| | | Air Tanker Coordinator | |
| | | 10. Finance Section | |
| | | Chief | |
| | | Deputy | |
| 8. Logistics Section | | Time Unit | |
| Chief | | Procurement Unit | |
| Deputy | | Compensation/Claims Unit | |
| Supply Unit | | Cost Unit | |
| Facilities Unit | | Prepared by (Resource Unit Leader) | |
| Ground Support Unit | | | |
| Communications Unit | | | |
| Medical Unit | | | |
| Security Unit | | | |
| Food Unit | | | |

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| INCIDENT RADIO COMMUNICATIONS PLAN | | | | | 1. Incident Name | 2. Date/Time Prepared | 3. Operational Period Date/Time |
|---|---------|----------|----------------|------------|------------------|-----------------------|---------------------------------|
| 4. Basic Radio Channel Utilization | | | | | | | |
| Radio Type/Cache | Channel | Function | Frequency/Tone | Assignment | Remarks | | |
| King | | | | | | | |
| NIFC | | | | | | | |
| King | | | | | | | |
| NIFC | | | | | | | |
| King | | | | | | | |
| NIFC | | | | | | | |
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| King | | | | | | | |
| NIFC | | | | | | | |
| King | | | | | | | |
| NIFC | | | | | | | |
| 5. Prepared by (Communications Unit) | | | | | | | |

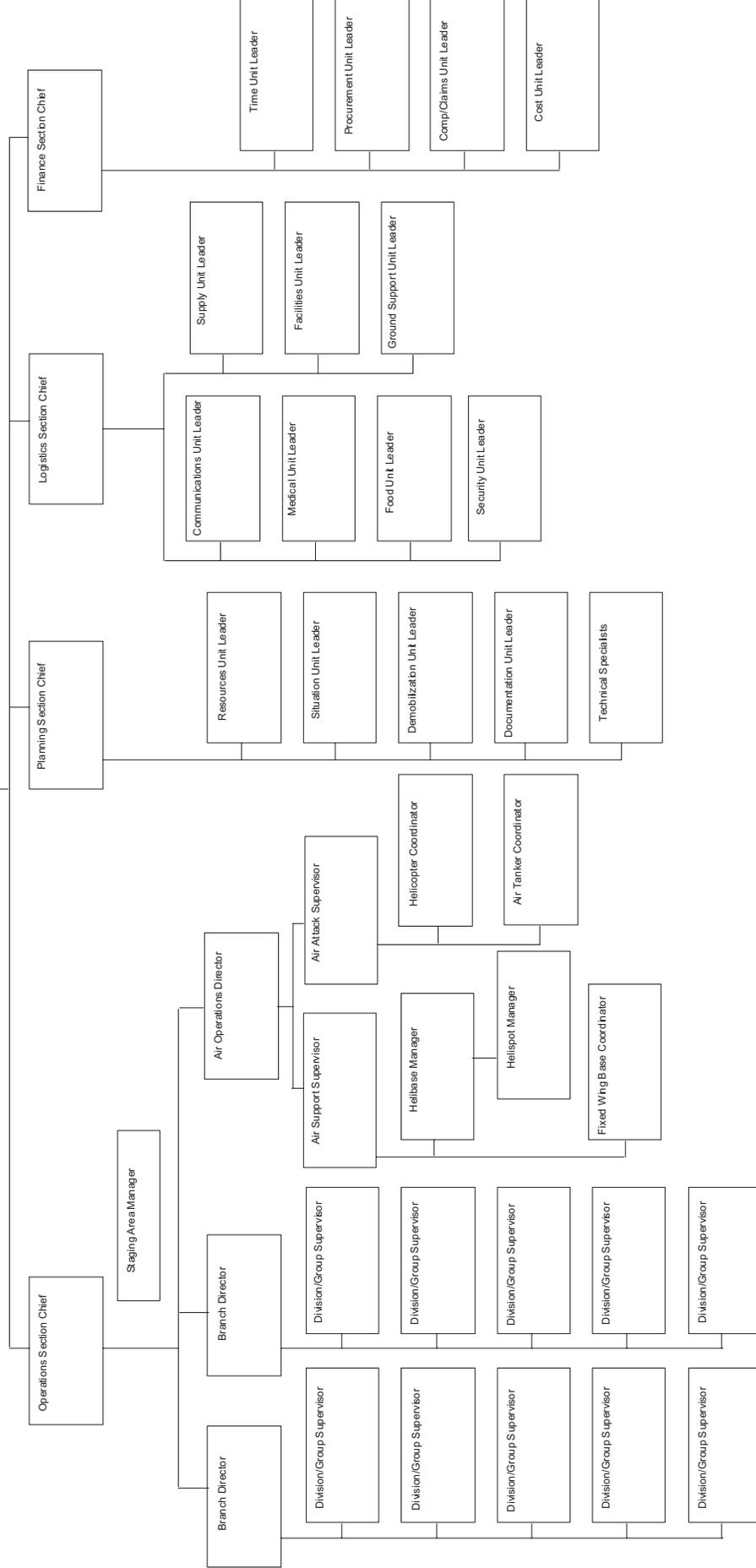
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| | | | | | | | | | | |
|--|--|------------------|------------------|-----------------------|------------|----------------------------------|---------|----|-------------|----|
| MEDICAL PLAN | 1. Incident Name | 2. Date Prepared | 3. Time Prepared | 4. Operational Period | | | | | | |
| | 5. Incident Medical Aid Station | | | | | | | | | |
| Medical Aid Stations | | Location | | | Paramedics | | | | | |
| | | | | | Yes | No | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| 6. Transportation | | | | | | | | | | |
| A. Ambulance Services | | | | | | | | | | |
| Name | | Address | | Phone | | Paramedics | | | | |
| | | | | | | Yes | No | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| B. Incident Ambulances | | | | | | | | | | |
| Name | | Location | | | Paramedics | | | | | |
| | | | | | Yes | No | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| 7. Hospitals | | | | | | | | | | |
| Name | Address | | Travel Time | | Phone | | Helipad | | Burn Center | |
| | | | Air | Ground | | | Yes | No | Yes | No |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| 8. Medical Emergency Procedures | | | | | | | | | | |
| | | | | | | | | | | |
| Prepared by (Medical Unit Leader) | | | | | | 10. Reviewed by (Safety Officer) | | | | |

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Incident Name _____
 Operational Period _____
 Date _____ Time _____

| | |
|--|---------------------|
| Incident Commander | Safety Officer |
| Liaison Officer or Agency Representative | Information Officer |



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INCIDENT STATUS SUMMARY FS-5100-11

| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|----|--|----|-----------------------|----|---------------------------------------|----|---------------------------------------|----|----|----|--------------------------------------|----|------|----|----|----|----|----|----|----|----|----|--------|----|----|--|
| 1. Date/Time | | 2. Initial <input type="checkbox"/> Update <input type="checkbox"/> Final <input type="checkbox"/> | | 3. Incident Name | | | | 4. Incident Number | | | | | | | | | | | | | | | | | | | |
| 5. Incident Commander | | 6. Jurisdiction | | 7. County | | 8. Type Incident | | 9. Location | | | | 10. Started Date/Time | | | | | | | | | | | | | | | |
| 11. Cause | | 12. Area Involved | | 13. % Controlled | | 14. Expected Containment Date/Time | | 15. Estimated Controlled Date/Time | | | | 16. Declared Controlled Date/Time | | | | | | | | | | | | | | | |
| 17. Current Threat | | | | | | 18. Control Problems | | | | | | | | | | | | | | | | | | | | | |
| 19. Est. Loss | | 20. Est Savings | | 21. Injuries | | Deaths | | 22. Line Built | | | | 23. Line to Build | | | | | | | | | | | | | | | |
| 24. Current Weather | | | | 25. Predicted Weather | | | | 26. Cost to Date | | | | 27. Est. Total Cost | | | | | | | | | | | | | | | |
| WS Temp | | WD RH | | WS Temp | | WD RH | | | | | | | | | | | | | | | | | | | | | |
| 28. Agencies | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29. Resources | | | | | | | | | | | | | | | | | | | | | | | | TOTALS | | | |
| Kind of Resource | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | |
| ENGINES | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DOZERS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CREWS Number of Crews: | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of Crew Personnel: | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HELICOPTERS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AIR TANKERS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRUCK COS. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RESCUE/MED. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WATER TENDERS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OVERHEAD PERSONNL | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL PERSONNEL | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30. Cooperating Agencies | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31. Remarks | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 32. Prepared by | | | | | | 33. Approved by | | | | | | 34. Sent to: | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | Date | | Time | | By | | | | | | | | | | | |

General Instructions

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

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

DESIGNATOR

NAME/ ID. NO. _____

STATUS

ASSIGNED AVAILABLE O/S REST

O/S MECHANICAL O/S MANNING

_____ ETR (O/S= Out of Service)

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

MESSAGES

RESTAT

TIME _____

PROCESS

ICS
FORM

STATUS CHANGE CARD

210 6/83

NFES 1334

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GENERAL MESSAGE

| | |
|------------|-----------|
| TO: | POSITION: |
|------------|-----------|

| | |
|--------------|-----------|
| FROM: | POSITION: |
|--------------|-----------|

| | | |
|-----------------|--------------|--------------|
| SUBJECT: | DATE: | TIME: |
|-----------------|--------------|--------------|

MESSAGE:

| | |
|-------------------|------------------|
| SIGNATURE: | POSITION: |
|-------------------|------------------|

REPLY:

| | | |
|--------------|--------------|----------------------------|
| DATE: | TIME: | SIGNATURE/POSITION: |
|--------------|--------------|----------------------------|

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BLUE CARD STOCK (HELICOPTER)

| | | | | |
|---|----|--------------------|------|----------|
| AGENCY | ST | KIND | TYPE | I.D. NO. |
| ORDER/REQUEST NO. | | DATE/TIME CHECK IN | | |
| HOME BASE | | | | |
| DEPARTURE POINT | | | | |
| PILOT NAME | | | | |
| DESTINATION POINT | | | | ETA |
| REMARKS | | | | |
| INCIDENT LOCATION | | | | |
| STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR | | | | |
| NOTE | | | | |
| INCIDENT LOCATION | | | | TIME |
| STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR | | | | |
| NOTE | | | | |
| INCIDENT LOCATION | | | | TIME |
| STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR | | | | |
| NOTE | | | | |
| ICS 219-4 (Rev. 4/82) HELICOPTER NFES 1346 | | | | |

| | | | |
|---|------|--------------|----------|
| AGENCY | TYPE | MANUFACTURER | I.D. NO. |
| INCIDENT LOCATION | | | TIME |
| STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR | | | |
| NOTE | | | |
| INCIDENT LOCATION | | | TIME |
| STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR | | | |
| NOTE | | | |
| INCIDENT LOCATION | | | TIME |
| STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR | | | |
| NOTE | | | |
| INCIDENT LOCATION | | | TIME |
| STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR | | | |
| NOTE | | | |
| *U.S. GPO: 1988-594-771 NFES 1346 | | | |

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ORANGE CARD STOCK (AIRCRAFT)

| | | | |
|---|------|--------------------|----------|
| AGENCY | TYPE | MANUFACTURER | I.D. NO. |
| ORDER/REQUEST NO. | | DATE/TIME CHECK IN | |
| HOME BASE | | | |
| DATE TIME RELEASED | | | |
| INCIDENT LOCATION | | TIME | |
| STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR | | | |
| NOTE | | | |
| INCIDENT LOCATION | | TIME | |
| STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR | | | |
| NOTE | | | |
| INCIDENT LOCATION | | TIME | |
| STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR | | | |
| NOTE | | | |
| ICS 219-6 (4/82) AIRCRAFT | | | |

| | | | |
|---|------|-----------------------|----------|
| AGENCY | TYPE | MANUFACTURER NAME/NO. | I.D. NO. |
| INCIDENT LOCATION | | TIME | |
| STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR | | | |
| NOTE | | | |
| INCIDENT LOCATION | | TIME | |
| STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR | | | |
| NOTE | | | |
| INCIDENT LOCATION | | TIME | |
| STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR | | | |
| NOTE | | | |
| INCIDENT LOCATION | | TIME | |
| STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR | | | |
| NOTE | | | |
| *U.S. GPO: 695-162-1986 NFES 1348 | | | |

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YELLOW CARD STOCK (DOZERS)

| | | | | | |
|---|----|--------------------|------|------|----------|
| AGENCY | ST | TF | KIND | TYPE | I.D. NO. |
| ORDER/REQUEST NO. | | DATE/TIME CHECK IN | | | |
| HOME BASE | | | | | |
| DEPARTURE POINT | | | | | |
| LEADER NAME | | | | | |
| RESOURCE ID. NO.S/NAMES | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| DESTINATION POINT | | | | | ETA |
| REMARKS | | | | | |
| INCIDENT LOCATION | | | | | TIME |
| STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR | | | | | |
| NOTE | | | | | |
| ICS 219-7 (Rev. 4/82) DOZERS NFES 1349 | | | | | |

| | | | | | |
|---|----|----|------|------|----------|
| AGENCY | ST | TF | KIND | TYPE | I.D. NO. |
| INCIDENT LOCATION | | | | | TIME |
| STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR | | | | | |
| NOTE | | | | | |
| INCIDENT LOCATION | | | | | TIME |
| STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR | | | | | |
| NOTE | | | | | |
| INCIDENT LOCATION | | | | | TIME |
| STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS. <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR | | | | | |
| NOTE | | | | | |
| *U.S. GPO: 1990-794-006 | | | | | |

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DEMOBILIZATION CHECKOUT

| | | |
|--|--|---------------|
| 1. Incident Name/Number | 2. Date/Time | 3. Demob. No. |
| 4. Unit/Personnel Released | | |
| 5. Transportation Type/No. | | |
| 6. Actual Release Date/Time | 7. Manifest? <input type="checkbox"/> Yes <input type="checkbox"/> No Number | |
| 8. Destination | 9. Notified: <input type="checkbox"/> Agency <input type="checkbox"/> Region <input type="checkbox"/> Area <input type="checkbox"/> Dispatch Name: Date: | |
| 10. Unit Leader Responsible for Collecting Performance Rating | | |
| 11. Unit/Personnel | | |
| You and your resources have been released subject to sign off from the following: <i>Demob. Unit Leader check the appropriate box</i> | | |
| Logistics Section | | |
| <input type="checkbox"/> Supply Unit | | |
| <input type="checkbox"/> Communications Unit | | |
| <input type="checkbox"/> Facilities Unit | | |
| <input type="checkbox"/> Ground Support Unit Leader | | |
| Planning Section | | |
| <input type="checkbox"/> Documentation Unit | | |
| Finance Section | | |
| <input type="checkbox"/> Time Unit | | |
| Other | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| 12. Remarks | | |
| | | |
| 13. Prepared by (include Date and Time) | | |

Instructions for completing the Demobilization Checkout (ICS form 221)

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

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

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D

Emergency Operations Center Position Checklists

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D. Emergency Operations Center Position Checklists

COMMAND

**EMERGENCY OPERATIONS CENTER
DIRECTOR**

Welcome to the Emergency Operations Center. In this booklet you will find:

1. A checklist for your EOC position listed by type of disaster; including the common steps you should take for any disaster.
2. Action plans by type of disaster

These checklists are always going to be a ***DRAFT***. Every time you use them, you'll find something else to add. They are not comprehensive, and not every position will have a complete checklist for every type of disaster, but with your help, we are working on it!

D. Emergency Operations Center Position Checklists

EMERGENCY OPERATIONS CENTER DIRECTOR

MISSION: Responsible for recommending activation of the EOC, for the overall management of the EOC, and for the County’s emergency management organization; approves all news releases, action plans, public information being disseminated, etc.; establishes contact with City EOCs, OEM, and adjacent counties; coordinates with the County Policy Group (Board of Commissioners) and keeps them apprised of the situation. Radio Designation - “EOC Director.”

(Many of these tasks are to be delegated)

A. All Hazards - Immediate Actions

- ___ Upon notification that an emergency has occurred, recommend that the County Emergency Program Director and/or the Board of Commissioners approve activation of the County’s EOC.
- ___ Notify the Emergency Management deputy to activate the EOC.
- ___ Put on your vest, take supplies from carts, and ensure that your phones work.

Review the appropriate “Action Plan” (attached) and determine your section’s responsibilities, assigning as needed

- ___ (Notifications can be assigned to Plans/Intelligence; you just have to make sure they get done.)
- ___ Obtain pertinent information from emergency response personnel regarding the situation.
- ___ Request the Emergency Preparedness Manager or Liaison Officer to establish contact with city EOCs and OEM and report that the County’s EOC has been activated.
- ___ Notify all 911 centers.
- ___ Notify the adjacent countries (local emergency managers).
- ___ Conduct an initial briefing as soon as possible.
- ___ Determine which positions need to be activated, and appoint appropriate individuals to those positions unless or until the pre-designated manager arrives and takes over the positions’ responsibilities.
- ___ Post ICS position chart with names to identify staff.
- ___ Refer staff to their checklists.
- ___ Brief staff on message flow in the EOC.
- ___ Have the public information phone lines manned.
- ___ Direct the Operations Chief to coordinate all activities directed toward reducing immediate hazards, establishing control of response forces, and restoring normal County operations.
- ___ Direct the Planning Chief to gather, analyze, evaluate, display, and disseminate

D. Emergency Operations Center Position Checklists

damage assessment, technical and resource information to the EOC staff and to document the incident by establishing the Documentation Unit, if not already accomplished.

- ___ Direct the Logistics Chief to develop support capability, including food, facilities, communications, ground support, communications, resource supply, medical support, and a base for receipt of resources.
- ___ Direct the Finance Administration Chief to develop the capability for coordinating mass care and shelter, coordinating volunteer acquisition and training, supporting families for County responders, providing legal services, and establishing financial support, including purchasing, timekeeping, tracking costs, and managing compensations and claims.
- ___ Ensure coordination with adjacent counties' EOCs and field command posts, as well as Oregon Emergency Management's EOC.
- ___ Issue a formal Declaration of Emergency if appropriate.
- ___ Notify other relevant organizations of EOC opening.
- ___ Establish briefing schedules, using posted EOC briefing agenda.
- ___ Ensure plans such as evacuations **are coordinated with** all 9-1-1 centers, etc.
- ___ Appoint "Acting" Incident Commander when absent from EOC.
- ___ Schedule an over flight if appropriate.
- ___ Ask the BOC to notify our Congressional Delegation if appropriate.

Intermediate Actions

- ___ Direct the Deputy Emergency Manager to develop a 24-hour staffing plan with each Section Chief and to work with Logistics to ensure that the EOC has food, water, adequate sleeping facilities, trash removal services, medical care, etc.
- ___ Approve all news releases; establish parameters in which the PIO may develop information for release; and arrange for a spokesperson for all news conferences.
- ___ Set objectives and assign the Planning Chief to develop the Emergency Action Plan; approve the plan before dissemination to all EOC staff, and, if appropriate, to field command posts.
- ___ Consider the need to proclaim a LOCAL EMERGENCY; have the Deputy Emergency Manager draft the proclamation.
- ___ Request representatives from appropriate agencies and/or private volunteer organizations to send a representative to the County EOC to assist in coordinating their efforts and the County's.

Extended Actions

- ___ Discuss recovery/re-entry needs with the Section Chiefs.
- ___ Document all actions and decisions on an activity log.
- ___ Ensure that the Finance/Administration Chief is beginning the process to request State and Federal reimbursement.
- ___ Direct the Planning Chief to develop a demobilization plan.

D. Emergency Operations Center Position Checklists

- When appropriate, ensure that all County EOC staff participates in a Critical Incident Stress Debriefing session prior to leaving. Schedule a follow up Critical Incident Stress Debriefing(s) for all County staff, especially field and EOC responders.
- Request that all County EOC staff turn in their logs to the Planning Section on a routine basis.
- Coordinate with the Command staff if there are expected visits from political officials to view the disaster site.
- Direct staff to take actions to restore normal County operations as soon as practicable.

B. **Flood Response** (Use in addition to the All Hazards Checklist)

- Stage rescue crews.
- Restrict traffic into high water/flooded areas.
- Staff technical positions (river level projections, National Weather Service liaison) as soon as possible.
- Use Road Department/Water Resources staff to project flood levels/locations (also on Planning Chief checklist).

C. **Earthquake Response** (Use in addition to the All Hazards Checklist)

- Put on your vest, take supplies from carts, and ensure that your phones work.
- Go through the appropriate “Action Plan” (attached) and determine your section’s responsibilities.
- Check on Mason, Thief Valley, and Unity Dams and notify the public of any problems. (The USBR “Dams Plans” and the hazard analysis has estimated flood arrival time for the path created by a failure.)
- Establish a family contact center to assist employees in determining the status of their families.
- Ensure that Amateur Radio volunteers are being activated; phones will most likely be difficult to use due to system overloads.
- Have the County Building Inspector implement building inspections and warnings to stay out of buildings that appear to be damaged.
- Initiate bridge and road inspections.
- Have Road Department staff develop a debris removal plan.
- Review the problems and issues of earthquakes from the Hazard Response Annex

D. **Aircraft Disaster Response** (Use in addition to the All Hazards Checklist)

- Notify Hospitals.
- Notify the Baker County Health Department.
- Notify the American Red Cross.
- Have a Liaison establish contact with the airline carrier and the National Transportation Safety Board and Federal Aviation Administration (FAA);

D. Emergency Operations Center Position Checklists

- _____ determine type of aircraft, people on board, hazardous cargo, estimated amount of fuel on board, etc.
- _____ Start public information dissemination as soon as possible.
- _____ Notify OEM.
- _____ Establish scene security and access into the area.
- _____ Request airspace restrictions from the FAA authority if search/rescue aircraft are being used.
- _____ Initiate cost tracking for later reimbursement.
- _____ Initiate critical incident debriefing for EOC staff, first responders, and any other interested parties.

E. Windstorm Response (Use in addition to the All Hazards Checklist.)

F. Power Outage Response (Use in addition to the All Hazards Checklist.)

G. Dam Failure (Use in addition to the All Hazards Checklist.)

- _____ Apply technology (GIS, etc.) to situation.
- _____ Send a disaster declaration to the State.

H. Terrorism (Use in addition to the All Hazards Checklist.)

- _____ Provide security recommendations to the public, critical facilities, and businesses (using your PIO if desirable).

D. Emergency Operations Center Position Checklists

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E

Maps

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To be added at a later date by Baker County

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F

Agency/Organization-to-ESF Cross-Reference Matrix

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F. Agency /Organization-to-ESF Cross-Reference Matrix

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

| Baker County Emergency Support Functions | | | | | | | | | | | | | | | | |
|--|------------------------------|------------------------|--|----------------------------------|----------------------|------------------------------|--|--------------------------|--|---------------------------|--------------------------------------|--|-----------------|-------------------------------------|---------------------------------------|---------------------------|
| Key: P – Primary S – Support | ESF-1 – Transportation | ESF-2 – Communications | ESF-3.1 – Public Works and Engineering | ESF 3.2 – Debris Management Plan | ESF-4 – Firefighting | ESF-5 – Emergency Management | ESF-6 – Mass Care, Emergency Assistance, Housing, and Human Services | ESF-7 – Resource Support | ESF-8 – Public Health and Medical Services | ESF-9 – Search and Rescue | ESF-10 – Oil and Hazardous Materials | ESF-11 – Agriculture and Natural Resources | ESF-12 – Energy | ESF-13 – Public Safety and Security | ESF-14 – Long-Term Community Recovery | ESF 15 – External Affairs |
| | Baker County Agencies | | | | | | | | | | | | | | | |
| Administrative Officer | | | | | | P | | S | | | | | | | S | S |
| Board of Commissioners | S | | S | | | P | | P | | | | S | S | S | P | P |
| County Clerk | | | | | | | | | | | | | | | S | |
| Emergency Management | P | P | S | | S | P | S | P | S | S | S | P | P | S | P | P |
| Planning | | | | | | S | | | | | | | | P | P | S |
| Public Works | P | | P | | | S | | S | | | S | | | | S | S |
| Sheriff's Office | | P | | | | S | | | | P | S | | | P | S | S |
| Treasurer | | | | | | | | | | | | | | | | S |
| Youth Services | | | | | | | | S | | | | | | S | | |
| City Agencies | | | | | | | | | | | | | | | | |
| Mayor/City Council | | | | | | S | | S | | | | | | | S | S |
| City Administrator | | | | | | S | | S | | | | | | | S | S |
| Emergency Management | S | S | S | | S | S | S | S | S | S | S | S | S | S | S | S |
| Police Department | | S | | | S | S | S | S | | S | S | | | S | S | S |
| Public Works Department | S | S | S | | S | S | | S | | | S | | S | S | S | S |
| Fire Department | | | | | | | | S | | | P | | | | | S |
| Special Districts | | | | | | | | | | | | | | | | |
| Education Services District | S | | | | | | S | S | | | | | | | | S |
| State Agencies | | | | | | | | | | | | | | | | |
| Oregon Department of | | | | | | | | | | | S | | | | | |

F. Agency /Organization-to-ESF Cross-Reference Matrix

| Baker County Emergency Support Functions | | | | | | | | | | | | | | | | |
|---|------------------------|------------------------|--|----------------------------------|----------------------|------------------------------|--|--------------------------|--|---------------------------|--------------------------------------|---|-----------------|-------------------------------------|---------------------------------------|---------------------------|
| Key: | ESF-1 – Transportation | ESF-2 – Communications | ESF-3.1 – Public Works and Engineering | ESF 3.2 – Debris Management Plan | ESF-4 – Firefighting | ESF-5 – Emergency Management | ESF-6 – Mass Care, Emergency Assistance, Housing, and Human Services | ESF-7 – Resource Support | ESF-8 – Public Health and Medical Services | ESF-9 – Search and Rescue | ESF-10 – Oil and Hazardous Materials | ESF-11 –Agriculture and Natural Resources | ESF-12 – Energy | ESF-13 – Public Safety and Security | ESF-14 – Long-Term Community Recovery | ESF 15 – External Affairs |
| | P – Primary | | | | | | | | | | | | | | | |
| S – Support | | | | | | | | | | | | | | | | |
| Environmental Quality | | | | | | | | | | | | | | | | |
| Oregon Department of Forestry | | | | | S | | | | | | | | | | | |
| Oregon Department of Transportation | S | S | S | | | | | | | | | | | | | S |
| Oregon Emergency Management | | S | | | | S | | S | S | | | | | | S | S |
| Oregon Health Resources and Services Administration | | | | | | | | S | S | | | | | | | S |
| Oregon State Fire Marshal | | | | | S | | | | | | S | | | | S | |
| Oregon State Police | | S | | | | S | | S | | | | | | S | | S |
| Federal Agencies | | | | | | | | | | | | | | | | |
| Emergency Alert System | | S | | | | | | | | | | | | | | |
| National Warning System | | S | | | | | | | | | | | | | | |
| National Weather Service | | S | | | | | | | | | | | | | | |
| U.S. Army Corps of Engineers | | | S | | | | | S | | | | | | | | |
| U.S. Bureau of Land Management | | | | | S | | | | | | | | | | | |
| U.S. Environmental Protection Agency | | | | | | | | | | | S | | | | | |
| U.S. Forest Service | | | | | S | | | | | | | | | | | |
| Private/Non-Profit Organizations | | | | | | | | | | | | | | | | |
| American Red Cross (Eastern Oregon Chapter) | | | | | | | P | S | | | | | | | S | S |
| Cable Companies | | S | | | | S | | | | | | | | | | S |
| Hospitals | | | | | | | | | P | | | | | | | S |
| Amateur Radio Emergency Service | | S | | | | S | | | | | | | | | | |

G

Mutual Aid Agreements

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G. Mutual Aid Agreements

The following Mutual Aid Agreement is in place for Baker County and its municipalities.

Date:
Who:
Baker County will:
_____ **will:**
Both will:

Date:
Who:
Baker County will:
_____ **will:**
Both will:

Date:
Who:
Baker County will:
_____ **will:**
Both will:

Date:
Who:
Baker County will:
_____ **will:**
Both will:

Date:
Who:
Baker County will:
_____ **will:**
Both will:

Date:
Who:
Baker County will:
_____ **will:**
Both will:

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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.

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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Emergency Support Functions

ESF 1 **Transportation**

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Table of Contents

| | | |
|----------|---|-----------------|
| 1 | Purpose and Scope | ESF 1-1 |
| 2 | Situation and Assumptions | ESF 1-1 |
| 2.1 | Situation | ESF 1-1 |
| 2.2 | Assumptions..... | ESF 1-2 |
| 3 | Roles and Responsibilities | ESF 1-3 |
| 3.1 | Organization | ESF 1-3 |
| 3.2 | Task Assignment..... | ESF 1-3 |
| 3.2.1 | Emergency Manager | ESF 1-3 |
| 3.2.2 | Transportation Officer, Director of County Road Department (Roadmaster)..... | ESF 1-4 |
| 3.2.3 | County Sheriff's Office and City Law Enforcement..... | ESF 1-4 |
| 3.2.4 | Road Department..... | ESF 1-4 |
| 3.2.5 | Fire Department | ESF 1-5 |
| 3.2.6 | Shelter Officer (may be American Red Cross representative) | ESF 1-5 |
| 3.2.7 | American Red Cross (through agreement)..... | ESF 1-5 |
| 3.2.8 | Public Information Officer (identified by the BOC)..... | ESF 1-5 |
| 3.2.9 | Other Departments and Organizations that may be involved | ESF 1-5 |
| 4 | Concept of Operations | ESF 1-6 |
| 4.1 | Incident Size-Up and Evacuation Decision Recommendation | ESF 1-6 |
| 4.2 | Implementation Recommendations | ESF 1-7 |
| 4.2.1 | Shelter-In-Place..... | ESF 1-7 |
| 4.2.2 | Evacuation..... | ESF 1-7 |
| 4.2.2.1 | Phases of Evacuation Management..... | ESF 1-8 |
| 4.2.2.2 | Evacuation Notice | ESF 1-9 |
| 4.2.2.3 | Evacuation Area Definition | ESF 1-9 |
| 4.2.3 | In General..... | ESF 1-11 |
| 5 | Direction and Control | ESF 1-12 |

ESF 1 Transportation

6 Administration and Support.....ESF 1-13
6.1 Communications..... ESF 1-13
6.2 Report and Records ESF 1-13
6.3 Support..... ESF 1-13

7 Continuity of GovernmentESF 1-13

8 Annex Development and Maintenance.....ESF 1-13

9 Supporting Plan and Procedures.....ESF 1-14

10 ReferencesESF 1-14

11 AppendicesESF 1-14

| ESF 1 Tasked Agencies | |
|-----------------------|---|
| Primary Agencies | Baker County Road Department Baker County Sheriff's Office |

1 Purpose and Scope

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

- Supporting distribution of medical supplies and pharmaceuticals to designated medical care facilities and point-of-distribution (POD) sites;
- Transporting/transferring victims to medical care facilities; and
- Identifying, mobilizing, and coordinating activities with government and private sector transportation vendors available to supply equipment and vehicles, personnel, and technical expertise during an emergency.

Note that specific procedures for special needs populations and animals has not yet been developed by Baker County.

2 Situation and Assumptions

2.1 Situation

- Local transportation resources would be stressed during certain major emergencies and may be overwhelmed during a major population relocation.
- Emergencies or disasters may require evacuation of people from hazard areas to areas of lower risk. An evacuation could range from evacuating an unsafe building to evacuating large areas and segments of Baker County.
- Several emergency situations may require an evacuation of part or all of Baker County.
 - Small scale, localized evacuations might be needed as a result of a riverine flood, hazardous materials accident, major fire, or transportation accident.
 - Mass evacuation could be required in the event of a dam failure, mass flooding, or civil unrest. Additionally, site-

ESF 1 Transportation

specific evacuation planning is needed at chemical facilities, for example.

- Decision to evacuate shall be made by the Emergency Manager with an accurate assessment of the incident.
- Special populations must be considered in evacuation planning. These may include the handicapped, disabled, elderly, nursing home, hospital occupants, and prisoners.
- Evacuation centers may be established to care for displaced residents.
- Termination of evacuation shall be determined by the Emergency Manager.
- In an attack situation, Baker County may be designated as a host area for citizens from the Umatilla Army Depot or Wallowa County Hells Canyon Dam, due to their high risk status. Transportation may be required to support this larger population and maintain a flow of essential goods and services.
- In major natural disasters, normal transportation systems may be disrupted leaving many people without transportation.
- While the scope of the disaster may be beyond the local capability to respond, the county may be required to support evacuation efforts for up to 36 hours without outside assistance.

2.2 Assumptions

- The primary mode of transportation in evacuations will be private vehicles; transportation must be provided for those who cannot drive or do not have access to vehicles.
- Both public and privately-owned local transportation resources will be made available for the duration of the emergency.
- Sources outside Baker County may provide additional vehicles through mutual aid agreements and requests to state/Federal officials.
- In the event of population relocation due to nuclear attack, there will be an alert period to allow Baker County to prepare for the arrival of relocates.
- Officials will be able to communicate information and instructions to the public.

- The need to evacuate may occur at any hour with very little notice. Also, disaster conditions may last for a prolonged period.
- Evacuations may include livestock and/or companion animals, requiring appropriate care and shelter.
- The public will receive and understand official information related to evacuation. Most of the public will act in its own interest and evacuate dangerous areas when advised to do so by local government authorities. Some individuals may refuse to evacuate.
- Agency personnel will follow pre-existing chains of command.

3 Roles and Responsibilities

3.1 Organization

The Emergency Manager maintains overall responsibility for transportation assets during Baker County disaster events. As Transportation Officer, the Director of the County Road Department (Roadmaster) will coordinate the activities of this function. Additional details on roles and responsibilities of the Emergency Manager and Transportation Officer are provided below.

The evacuation function is organized around the Emergency Manager who has overall authority and serves as the planning coordinator between agencies during an evacuation.

3.2 Task Assignment

3.2.1 Emergency Manager

- Decide whether any areas of Baker County should be evacuated and which reception areas should be used to receive evacuees.
- Coordinate location, supplies, and staffing of reception centers and/or shelters with Liaison Officer.
- Advise citizens to evacuate, when appropriate. Ensure that broadcasts include information on evacuation routes for residents in private vehicles (determined by Law Enforcement) and information on locations to obtain public transportation, for those without private transit (determined by Transportation Officer).
- Ensure information on locations of assembly areas are disseminated to the public.
- Establish Disaster Recovery Centers (DRCs), as needed (See ESF 6).

- With the Public Information Officer (PIO), make EPI and press releases regarding areas evacuated and reception centers and shelters.

3.2.2 Transportation Officer, Director of County Road Department (Roadmaster)

- Identify available transportation resources and develop resource list.
- Develop agreements with schools, churches, neighboring jurisdictions, and private organizations for use of assets in emergencies.
- Determine evacuation routes and reception center locations; ensure Public Information Officer and Law Enforcement are made aware of routing.
- Coordinate delivery of consumables to designated reception centers and shelters.
- Properly prioritize transportation of medicine, equipment, staff, etc, in conjunction with other emergency response agencies.
- Coordinate debris removal from roadways, especially along evacuation routes.
- Inform Emergency Manager of location(s) where people should go to await transportation out of the evacuation area to reception centers.
- Provide signs and barriers to guide vehicles along evacuation route to reception centers.

3.2.3 County Sheriff's Office and City Law Enforcement

- Coordinate law enforcement activities among law enforcement jurisdictions and with other emergency services.
- Ensure security of roadways.
- Determine evacuation routes and ensure Emergency Manager and PIO are made aware of routes.
- Assist in evacuation by providing perimeter and/or traffic control and road blocks, and provide security for the vacated area.
- Assist in warning the public.

3.2.4 Road Department

- Debris removal from roadways.
- Assist in evacuation by providing signs and roadblocks along designated evacuation route.

3.2.5 Fire Department

- In the event of an evacuation, assist in evacuating the aged, handicapped, and other special population groups.
- Assist in guiding residents out of the evacuation zone to reception centers.
- Ensure fire security in vacated area.
- Assist in warning the public.

3.2.6 Shelter Officer (may be American Red Cross representative)

- Coordinate with the American Red Cross, Salvation Army, and other service organizations for shelter/mass care operations in cases of evacuation.
- In evacuation, coordinate with the Superintendent of Schools, pastors of churches, administrators of government buildings and/or owners of private buildings that may be used as lodging and/or feeding facilities to ensure readiness of facilities.
- Provide food and other welfare assistance to evacuees.
- Coordinate special care requirements for unaccompanied children, the aged, handicapped, and others requiring special consideration.
- Manage government disaster assistance programs.

3.2.7 American Red Cross (through agreement)

- Coordinate opening of mass care facilities if evacuation is declared, and ensure Emergency Manager, PIO, and Transportation Officer are made aware of reception center locations.

3.2.8 Public Information Officer (identified by the BOC)

- Handle media calls directed to all involved agencies.
- Release information to the press regarding emergency status and evacuation instructions.
- Coordinate dissemination of emergency instructions to the public.

3.2.9 Other Departments and Organizations that may be involved

State agencies with an ongoing emergency role, such as the State Police, may assist in evacuation of threatened areas as resources allow. Additional State resources, such as the National Guard may be ordered to assist in evacuation.

Federal agencies with an ongoing emergency role, such as Air Force reserve or the U.S. Forest Service, may provide immediate resources to assist in evacuation of isolated areas.

Other entities that may be involved include:

- Baker County Board of Commissioners
- Baker City Fire Department
- Baker County Public Safety Answering Point
- Municipal/Rural Fire Departments
- Wildland Fire Suppression Agencies
- Oregon State Fire Marshall's Office
- Oregon Department of Transportation
- Utility Companies
- Tow Truck Companies
- News Media Organizations
- Bus Transportation Companies
- Amateur Radio Operators

4 Concept of Operations

The issues of evacuation and shelter-in-place are complex and critical. Utilization of the National Incident Management System (NIMS) will promote efficient handling of public safety concerns. Accurate incident assessment and subsequent decisions regarding evacuation or shelter-in-place are important early steps in incident management.

4.1 Incident Size-Up and Evacuation Decision Recommendation

There are a number incident types in which evacuation should be immediately declared by the on-scene Incident Commander (IC). In some cases, evacuation decisions may even be made from initial 911 calls. Such incidents include, but are not limited to:

- Hazardous material/chemical incidents;
- Urban-Interface and Major Urban fires;
- Flood/debris flow incidents; and

- Major law enforcement incidents.

Incident size-up, performed by first responders on-scene, will result in classification of the incident into one of the following categories:

- Obvious risk, need for an immediate action recommendation – This category describes situations where any type of hazard is in direct contact with people and poses an immediate threat to life.
- Significant risk, with a likely action recommendation – This category describes situations where a hazard is not in direct contact with people, but is very near, and reasonably expected to pose a threat to life in a very short period of time.
- Some risk, with potential for a future action recommendation – This category describes situations where a hazard is present but at some distance from people, and any potential threat to life would occur at a later time.
- No risk, no expected action recommendation – This category describes situations where a hazard may exist in the extended environment but is not presently believed to be a threat to people either in the short or long-term.

4.2 Implementation Recommendations

4.2.1 Shelter-In-Place

The decision to recommend shelter-in-place must be made with care. Shelter-in-place philosophy dictates that personal risk would be greater in evacuating than in remaining in the home.

The incident and associated risks should be thoroughly assessed by the Emergency Manager or Incident Commander (if there is on-scene presence).

Means of communicating with people in the affected areas are necessary to disseminate recommendations to evacuate or shelter-in-place. When possible, all relevant hazard information should be relayed to residents, including how to know when the emergency is over and any special considerations that may follow an incident.

Shelter-in-place requires an efficient public information structure to disseminate information determined by management staff (See ESF 15).

4.2.2 Evacuation

Baker County does not have a mandatory evacuation ordinance. Law Enforcement has the authority to restrict access to areas when public safety is a concern. A mandatory and enforceable evacuation order may be requested by the county of the governor.

The decision to evacuate is a very serious matter. The characteristics of the hazard such as its magnitude, intensity, spread, and presumed duration, must be considered when planning evacuation. These factors can help to determine the number of people to be evacuated and the time and distance of travel necessary to ensure safety.

Coordination, communication, and cooperation among key decision makers are critical in a successful evacuation. Response agencies must respond to any evacuation recommendation from the Emergency Manager. Evacuation will be conducted from the Emergency Operating Center (EOC) and on-scene command post(s). Agency heads of relevant local, county, and state agencies must be contacted to coordinate information and activities anytime an emergency incident occurs.

4.2.2.1 Phases of Evacuation Management

Mitigation

- Identification of areas potentially in need of evacuation (i.e., flood plains, areas near hazardous materials, etc.).
- Discourage development in hazard zones, particularly residential development.

Preparedness

- Identify population groups that may require special assistance during evacuation (senior citizens, disabled, hospital residents, etc.)
- Plan possible evacuation routes, taking into account traffic capacities and likely road conditions.
- Develop a public information program to increase public awareness of reasons for possible evacuation, possible evacuation routes, availability of transportation, reception locations, essential items to pack when evacuating, etc.
- Coordinate with reception locations.

Response

- Advise residents to evacuate when necessary and disseminate the route of evacuation and transportation pick-up locations for those without vehicles. Keep the public informed of emergency conditions throughout evacuation.
- Arrange to evacuate populations needing assistance.
- Provide traffic and perimeter control, as needed, throughout evacuation.

- Activate shelter operations, as appropriate.

Recovery

- Initiate return, when and where possible.
- Provide traffic control for return.
- Establish Disaster Response Center (DRC), if appropriate.

4.2.2.2 Evacuation Notice

The Emergency Manager shall advise the public to evacuate a hazard area in most emergency situations. In situations where rapid evacuation is critical to the continued health and safety of the population, the IC (senior on-scene official) may advise the public in the immediate vicinity to evacuate. In the case of hazardous material spills or fire, the evacuation recommendation will be made by the senior fire official on-scene, acting as Incident Commander. During floods, evacuation notice is likely to be initiated by the Emergency Manager following situation evaluation. In the event of a radiological accident, the extent of the evacuation area will be based on the recommendation of the Bureau of Radiation Control of the Oregon State Department of Health.

4.2.2.3 Evacuation Area Definition

The definition of the area to be evacuated will be determined by those officials recommending the evacuation based on the advice of appropriate advisory agencies. In the case of hazardous materials incidents, evacuation information is available in DOE P5800.4, Emergency Response Guidebook as well as provided by the Chemical Transportation Emergency Center (CHEMTREC). The command authority will ensure that the evacuation area is defined in terms clearly understandable by the general public and that this information is provided to the Public Information Officer for rapid dissemination.

Public Notification

Persons to be evacuated should be given advance warning, when possible.

1. Pre-Evacuation Warning:
2. Provide traffic control for return.
 - a. In slow-moving events, evacuation notice should be given to affected residents in advance if it appears that hazard conditions may warrant evacuation.
 - b. Residents should be advised that they may have to evacuate upon thirty (30) minutes notice or less.
3. Evacuation Warning:
 - a. All warning modes will be utilized to direct the affected population to evacuate. Wherever possible, the warning

should be given on a direct basis as well as through the media.

- b. The use of law enforcement and fire emergency vehicles moving through the affected area with sirens and public address is recommended. If used, this procedure should be communicated to the public in advance so as to preclude public confusion concerning the use of these vehicles.
 - c. Door-to-door notification should be considered, particularly in rural areas.
 - d. Residential and health care institutions should be notified directly by the EOC or on-scene authorities.
 - e. Law enforcement personnel will sweep the evacuated area to ensure all persons have been advised and have responded.
 - f. Persons who refuse to follow evacuation instructions will be left alone until all who are willing to leave have been assisted. Time permitting; further efforts may be made to persuade the remainders to evacuate.
4. Emergency Public Information.
 - a. The PIO will ensure that evacuation information is disseminated to the media on a timely basis.
 - b. Instructions such as evacuation routes, locations of temporary reception centers and situation updates will be issued as information becomes available.

Movement

It is anticipated that the primary evacuation mode will be in private vehicles. Traffic control will be conducted by the law enforcement agencies involved.

1. Evacuation routes will be selected by law enforcement officials at the time of the evacuation decision. Route information will be part of the warning and subsequent public information releases.
2. If possible, two-way traffic will be maintained on all roadways to allow continued site access for emergency vehicles.
3. Law enforcement communications will coordinate with Public Works to ensure disabled vehicles are cleared from evacuation routes.

4. Traffic control devices such as signs and barricades will be provided by Public Works Department.

Access Control

In an evacuation, access control and security are extremely important. Law enforcement agencies will establish a perimeter to provide security and protection of property left behind. Disaster Area Permits may be used to limit sightseers. Many types of vehicles may be exempt from restriction if it is directly related to response activities.

Re-entry

Reoccupation of an evacuated area requires the same consideration, coordination, and control as in initial evacuation. The Emergency Manager determines that the evacuation zone is safe for re-entry once the threat has passed and the evacuated area has been inspected by fire, law, and utilities personnel for safety. Some specific re-entry considerations are:

1. Ensure that the hazard that caused evacuation is over.
2. Ensure that homes have been inspected and that they are safe to inhabit.
3. If homes have been damaged, determine the long-term housing requirements.
4. Determine the number of persons in shelter who will have to be transported back to their homes.
5. Coordinate traffic control and movement back to the area.
6. Inform the public of proper re-entry actions, particularly cautions regarding utilities services.

4.2.3 In General

Arriving first responders shall provide the official assessment of an incident and identify potential need for evacuation or shelter-in-place. Mandatory evacuation orders do not exist in the State of Oregon. Authority does exist to control ingress and egress to and from a disaster area, the movement of persons, and the occupancy of premises in the area after a disaster occurs.

Any time protective actions are undertaken, the situation will be reported to the Baker County Public Safety Answering Point (PSAP) as quickly as possible. The PSAP will make immediate notification to County Emergency Management and Law Enforcement officials.

Activation of the EOC is the decision of the Emergency Manager. If the County EOC is activated, the process will be followed as outlined in ESF 5 – Emergency Management.

In cases where the EOC is not immediately activated the Emergency Manager will notify officials of the situation and coordinate an on-scene command post location.

In most local disasters, transportation requirements can be satisfied using private vehicles, school and church buses, and local government-owned vehicles. If needs cannot be met locally, additional assets may be requested through mutual aid agreements with neighboring jurisdictions or through state assistance.

Tow trucks and passenger busses may be called up through the EOC and staged as required to facilitate evacuations. Local government requests for transportation support should be made directly to the agency concerned (i.e., school, church, business, etc.). All requests for resources will be directed through the EOC or on-scene Command Post. The EOC/Command Post shall track all field resources.

Traffic control points shall be coordinated between appropriate transportation organizations and law enforcement. To facilitate re-entry, traffic control points may identify evacuees.

Under circumstances where emergency sheltering of evacuees is necessary, the Emergency Manager will coordinate the number and locations of shelters with shelter liaison.

The Incident Action Plan should be developed as quickly as possible and recognize pre-existing lines of command from all participating agencies.

A Public Information Officer shall be identified by the Emergency Manager. Media calls will be directed to this contact by all agencies involved.

A transportation resource list should be developed and maintained before times of crisis. Possible transportation needs that could result from various disasters should be identified.

5 Direction and Control

All emergency activities will be coordinated through the EOC. The Emergency Manager is the overall authority for all incident-related activities and, thus, any evacuation effort. The Emergency Manager will provide overall direction and control to the EOC. All transportation resources, both locally-owned and those provided through outside assistance are coordinated by the Transportation Officer, the County Roadmaster.

It is possible that additional personnel to assist in traffic control, information dissemination to evacuees, and incident staffing may be needed. Depending on the scope of the incident, long term logistical support may be required as well.

6 Administration and Support

6.1 Communications

The Transportation Officer will use all available EOC communications networks to coordinate transportation requests.

6.2 Report and Records

Records of the use of all privately-owned equipment shall be maintained. These records shall include the date equipment was acquired, whether or not operating personnel were furnished with the equipment, the date equipment/personnel was returned to the owner, and remarks on any damage or repair to the vehicle that occurred. These records will be used to determine possible reimbursement to the owner, and will be kept until a final decision is made by the County Commissioners concerning the disposition of disaster claims.

6.3 Support

Appropriate private sector agreements, along with mutual aid agreements with neighboring jurisdictions, will be invoked when necessary. Implementation of agreements will be coordinated through the EOC. Requests for state or Federal assistance will be made to the State Emergency Management Office in Salem. All requests will be made by the Emergency Manager or by other authorized officials.

7 Continuity of Government

The Baker County Roadmaster assumes the responsibilities of the Transportation Officer in times of emergency. If the Roadmaster is unavailable or incapacitated, his duties fall to the Assistant Roadmaster.

Lines of succession shall be according to existing standing operating procedures. Uncertain lines of succession will be determined by the Emergency Manager.

8 Annex Development and Maintenance

This annex reflects implementation of Unified Command amongst emergency response agencies in Baker County. Each agency/department identified in this ESF must maintain this document and incorporate it into their internal Standard Operating Procedures. The director of Baker County Emergency Management is responsible for modifying it and distributing changes. Participating agencies that would like to suggest changes to this ESF should send them to the attention of:

Baker County Emergency Management
1995 Third St.
Baker City, OR
(541) 523-8200
Emergencies: 911

9 Supporting Plan and Procedures

None at this time.

10 References

Federal Emergency Management Agency (FEMA), 1984. Transportation Planning Guidelines for the Evacuation of Large Populations, CPG 2-15

11 Appendices

Appendix 1 – Passenger Transportation Assets

Appendix 2 – Vehicle/Equipment Record Form

APPENDIX 1

PASSENGER TRANSPORTATION ASSETS

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To be added at a later date by Baker County

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**APPENDIX 2
VEHICLE AND EQUIPMENT RECORD FORM**

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Appendix 2 – VEHICLE/EQUIPMENT RECORD FORM

Date and time acquired:

Odometer/hour meter reading:

Vehicle type:

Vehicle ID number:

License number:

Operator provided: Yes No

Operational status: Good Fair Poor

Acquired from:

Vehicle owner (if known):

Maintenance performed, if any:

Date and time vehicle returned:

Odometer/hour meter reading:

Operational status: Good Fair Poor

Remarks:

Name:

Signature:

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ESF 2 **Communications**

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Table of Contents

| | | |
|----------|--|----------------|
| 1 | Purpose and Scope..... | ESF 2-1 |
| 2 | Policies and Agreements..... | ESF 2-1 |
| 3 | Situation and Assumptions..... | ESF 2-1 |
| 3.1 | Situation | ESF 2-1 |
| 3.2 | Assumptions..... | ESF 2-2 |
| 4 | Roles and Responsibilities..... | ESF 2-3 |
| 4.1 | Baker County Consolidated Dispatch Center Director..... | ESF 2-3 |
| 4.2 | Emergency Manager | ESF 2-3 |
| 4.3 | County Sheriff..... | ESF 2-4 |
| 4.4 | City Fire/Rural Fire Protection District Fire Chiefs | ESF 2-4 |
| 4.5 | Communications Dispatchers..... | ESF 2-4 |
| 4.6 | Amateur Radio Operators..... | ESF 2-4 |
| 4.7 | Monitors..... | ESF 2-4 |
| 4.8 | Call Takers | ESF 2-4 |
| 4.9 | Media, Broadcast, and Print | ESF 2-4 |
| 4.10 | Special Locations | ESF 2-5 |
| 5 | Concept of Operations..... | ESF 2-5 |
| 5.1 | General..... | ESF 2-5 |
| 5.1.1 | Natural Hazards | ESF 2-6 |
| 5.1.2 | War Related/Homeland Security Related Events | ESF 2-6 |
| 5.1.3 | Other Major Incidents | ESF 2-6 |
| 5.2 | Day-to-Day Operations..... | ESF 2-6 |
| 5.3 | Emergency Operations..... | ESF 2-7 |
| 5.3.1 | Mitigation | ESF 2-7 |
| 5.3.2 | Preparedness | ESF 2-7 |
| 5.3.3 | Response | ESF 2-7 |
| 5.3.4 | Recovery | ESF 2-8 |
| 6 | Direction and Control..... | ESF 2-8 |
| 7 | Continuity of Government | ESF 2-8 |
| 7.1 | Facilities and Equipment | ESF 2-8 |
| 7.2 | Communications Protection..... | ESF 2-8 |
| 7.2.1 | Radio..... | ESF 2-8 |

ESF 2 Communications

7.2.2 Telephone ESF 2-9
7.2.3 Interference ESF 2-9

8 Administration and Support.....ESF 2-9
8.1 System Testing..... ESF 2-9
8.2 Security ESF 2-10
8.3 Training ESF 2-10
8.4 Support..... ESF 2-10
8.5 Facilities and Equipment ESF 2-10

9 Supporting Plan and Procedures.....ESF 2-10

10 Annex Development and Maintenance.....ESF 2-10

11 ReferencesESF 2-10

12 AppendicesESF 2-11

| ESF 2 Tasked Agencies | |
|----------------------------|---|
| Primary Agencies | Emergency Management Baker County 9-1-1 Consolidated Dispatch (BCCD) |
| Supporting Agencies | Local broadcast media |

1 Purpose and Scope

ESF 2 organizes, establishes, and maintains the communications capabilities among appropriate agencies/entities that are necessary to meet the County's operational requirements in preparing for, responding to, and recovering from emergencies and disasters. This ESF also outlines the structure and operation of the warning systems used to alert key officials and the general public of a potential or occurring emergency or disaster. Emphasis is placed on technical considerations of communication functions. Collection, control, and dissemination of emergency public information are covered by ESF 15 – External Affairs.

2 Policies and Agreements

The National Warning System (NAWAS) is the primary method of communicating alert and warning messages from national authorities to state authorities and between state authorities and local authorities or warning points. (Baker County is not currently a NAWAS answering point) The Emergency Alert System (EAS) is the primary method of communicating alert and warning messages to the public.

3 Situation and Assumptions

3.1 Situation

The 9-1-1 Emergency Communications Center is operated by the Baker County Consolidated 9-1-1 Dispatch Center (BCCD) and is located in the Sheriff's Office in Baker City. It provides routine and emergency communications to various Baker County agencies on a contractual basis. It is staffed on a 24-hour basis by County Communications personnel. The Baker City Fire Department headquarters is designated as an alternate Public Safety Answering Point (PSAP) site. All necessary equipment is available to provide communications support necessary for emergency operations.

Under emergency circumstances, additional personnel and/or communications equipment will be mobilized to the EOC, or appropriate other locations, to assist in providing coordinated communications during an incident.

The BCCD is the County's designated PSAP. Calls for service are dispatched through this agency via radio and telephone. The primary agencies dispatched by the BCCD include one hospital-based ambulance service with units located in two locations, four municipal fire departments, three law enforcement agencies, one public health organization, and one emergency management organization.

ESF 2. Communications

The BCCD equipment is available to provide communications necessary for all emergency operations. Current equipment includes: VHF radios, normal business and emergency hard wire telephones, cellular telephones, satellite telephones, teletype, and internet communications. Additional resources include amateur radio and message runners, available on an as needed basis.

The County Extension building has been designated as an alternate Public Safety Answering Point (PSAP) site.

3.2 Assumptions

- Adequate communications are vital for effective and efficient warning, response, and recovery operations.
- Current communications may be disrupted or disabled by a particular hazard occurrence.
- Additional communications equipment required for emergency operations will be made available from citizens, business, and/or other governmental agencies.
- A warning period will be available for most emergency situations, although the amount of lead time will vary from hazard to hazard. There may be situations and events for which there is little to no warning period. Proper use of adequate warning will save lives, reduce injuries, and protect property.
- Both an alternate and mobile EOC are available.
- Communications personnel will be available to respond as needed.
- Existing public information sources are operational and can transmit information and warning to the public.
- Multiple telephone line systems will be utilized to receive and process telephone calls.
- Amateur radio operators self-activate during an incident.
- All radio transmissions will be made in English using plain text.
- BCCD will function as the County's communications hub during the initial response to any incident.
- Equipment replacement and maintenance funds will be available when need.
- Repair of communication equipment will be prompt and affordable.

ESF 2. Communications

- Emergency communication situations will be more stressful and require more resources than day to day operations.

4 Roles and Responsibilities

The Baker County emergency communications system is coordinated through the Baker County Consolidated Communications Center. The Center will ensure warning information received through the BCCD is disseminated to the County Staff. The responsibility for ensuring the communications system is operational and incorporates all available resources rests with the Center Director.

4.1 Baker County Consolidated Dispatch Center Director

- Develop and maintain a communications resource inventory.
- Develop and maintain a recall roster for essential personnel.
- Ensure a communications capability exists between the BCCD and EOC. This will include coordination with the telephone company for installation of dedicated telephone lines into the BCCD and/or EOC.
- Coordinate the inclusion of business/industry and amateur radio operators into the communications network.
- Ensure the communications systems are operational through periodic testing.
- Maintain agreements between the BCCD and other agencies.
- Develop and maintain hazard-specific warning procedures covering warning receipt, verification, and dissemination. See Appendix.

4.2 Emergency Manager

The Emergency Manager is the overall authority for the EOC and works with the BCCD Director who is the overall authority for the BCCD.

The Emergency Manager will:

- Develop and maintain communications resource inventory.
- Coordinate the inclusion of business/industry and amateur radio operators into the communications network.
- Develop and coordinate an adequate warning system.
- Issue all warnings through the warning point.
- Educate public regarding the use of the warning system.
- Provide manpower for door to door warning, if necessary.

4.3 County Sheriff

- Dispatch siren equipped mobile units to key locations to provide supplemental sound coverage.
- Maintain and repair all mobile siren units.
- Provide mobile public address units, if necessary.
- Provide manpower for door-to-door warning, if necessary.

4.4 City Fire/Rural Fire Protection District Fire Chiefs

- Provide additional siren-equipped mobile units, where necessary, to supplement sound coverage.
- Maintain and repair all mobile siren units.
- Provide mobile public address units, if necessary.
- Provide manpower for door-to-door warning, if necessary.

4.5 Communications Dispatchers

- Be responsible for proper use of the equipment, correct message handling, and expedient transmission of all pertinent communications in a reliable and accurate format.
- Be responsible for proper screening and routing of all incoming telephone calls.
- Maintain proper training and certification by accepted state standards.

4.6 Amateur Radio Operators

- Responsible for proper use of the equipment and for correct message handling.

4.7 Monitors

- Monitors are responsible for checking commercial radio and television broadcasts for accuracy of public information.

4.8 Call Takers

- Responsible for proper screening and routing of all incoming telephone calls.

4.9 Media, Broadcast, and Print

- Disseminate warning messages provided by authorized sources to the general public as rapidly as possible in the event of impending or actual disaster.

ESF 2. Communications

- Maintain a constant state of readiness to disseminate critical information.
- When instructed by authorized authorities, activate the Emergency Broadcast System (EBS).
- Assist in an on-going public awareness program of life-saving measures to be taken concerning all catastrophic events.

4.10 Special Locations

- Those schools, hospitals, nursing homes, major industries, and places of public assembly equipped with warning system radio receivers will be responsible for monitoring the channel for warnings and taking appropriate action.
- Those schools, hospitals, nursing homes, major industries, and places of public assembly not on the warning network will be contacted by telephone and will then take appropriate action.

5 Concept of Operations**5.1 General**

- Communications play a critical role in emergency operations. Communication networks and facilities are in existence throughout the County. When these capabilities are properly coordinated, response activities become more effective and efficient.
- The existing County communications network consisting of telephone, email, fax, teletype, and radio facilities will serve to perform the initial and basic communications effort for emergency operations. Land-line circuits, when available, will serve as the primary means of communications, with radio as a back-up.
- During emergency operations, all City and County departments will maintain their existing equipment and procedures for communicating with their field operations. They will keep the EOC informed of their operations at all times.
- When day-to-day operations are insufficient to meet increased communications needs of an emergency, various state and federal agencies including Oregon State Police (OSP) and Oregon Emergency Management (OEM), as well as the US Forest Service, amateur radio operators, and business/industry radio systems may be capable of providing expanded communication capabilities.

ESF 2. Communications

- The BCCD will notify schools, small cities, and the hospital via telephone, radio, or in person. Baker City government will be notified by the same means via the Baker City Police Department.
- The alternate PSAP located in the County Extension Building will have additional lines routed from Oxbow, Halfway, Richland, Huntington, Durkee, Unity, Hereford, Sumpter, Haines, Medical Springs, and Fox Creek.
- The capability exists to activate the radio pagers assigned to emergency service providers within the Baker County PSAP jurisdiction.
- Direct communications capabilities exist between BCCD, fire departments, and all law enforcement agencies (including OSP) which serve Baker County.

5.1.1 Natural Hazards

The most common warnings are those issued for severe weather. Other events that may evoke local warnings are health-related incidents, severe winter snow or wind storms, severe thunder storms, wildfire, and localized flooding.

5.1.2 War Related/Homeland Security Related Events

In the event of an attack upon any part of the United States, warning will be issued through the National Warning System (NAWAS). Union County Communications is the answering point for Baker County. It is Union County's responsibility to notify Baker County Sheriff's Office immediately upon receipt of an emergency warning of any nature concerning Baker County or its surroundings. It is the responsibility of the BCCCD to immediately notify the Baker County EOC, the Emergency Manager, and other law enforcement personnel as necessary upon receipt of an emergency warning affecting Baker County or its surrounding environs.

5.1.3 Other Major Incidents

Warnings may be issued when any other event might endanger life or property. Other events may include major hazardous materials incidents.

5.2 Day-to-Day Operations

Calls for service arriving in the BCCD are taken by a Communications Dispatcher, who then notifies the appropriate first response agency by radio, telephone or radio pager. Dispatchers give priority to emergency calls over normal business calls.

The Dispatcher then tracks and supports the first responders by coordinating and documenting information, calling up additional resources, and making requested contacts.

An incident log is closed out when all involved resources have returned to station/service.

5.3 Emergency Operations

5.3.1 Mitigation

- Establish a communications system.
- Conduct periodic reviews of the system are made and plans for improvement formulated as necessary.
- Develop a public awareness program outlining the use of the warning system.

5.3.2 Preparedness

- Keep equipment under a schedule of testing, maintenance, and repair to ensure it can be maintained on an emergency basis 24 hours a day, seven days a week.
- Keep replacement parts at the EOC, and make arrangements for additional repair facilities.
- Train personnel on the appropriate equipment, as necessary.
- Ensure communications personnel are trained by the Oregon Board on Public Safety Standards and Training to handle various types of emergency calls and appropriate equipment as necessary.
- Test the warning system, including sirens, on a regular basis.

5.3.3 Response

- If emergency operations are initiated, the Center Director will determine the need for additional communications personnel. Staff requirements will vary according to the incident.
- The primary warning point for most warnings is OEM in Salem. Upon notification of an emergency situation, OEM will notify the local warning point. The local warning point for Baker County is the BCCD in Baker City. The local warning point is manned on a 24-hour basis.
- Upon receipt of information, the warning point will issue the appropriate warnings using all systems necessary. All warnings will continue until such time as they are no longer required.
- When emergency operations are initiated, the affected agencies will determine which communications personnel will be required. Staff requirements will vary according to the incident.
- Arrangements will be made to ensure emergency equipment repair is available on a 24-hour basis.

ESF 2. Communications**5.3.4 Recovery**

- The public will be informed when the crisis has passed through the use of the Emergency Alert System (EAS). A termination of attack or alert will be disseminated to the public when received from proper authority.

All activities in the emergency phase will continue until such time as emergency communications are no longer required. A disaster follow-up critique of communications functions and abilities will be performed to determine its adequacy.

6 Direction and Control

The Emergency Manager, is the overall authority for the EOC, and works with the BCCD Director who is the overall authority for the BCCD.

The BCCD Director is directly responsible for coordinating communications to/from the EOC. The BCCD Director or his designee is directly responsible for the activities and establishment of facilities in the EOC. That person will ensure adequate and reliable communications are maintained during emergency disaster conditions.

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.

The BCCD will request assistance from the amateur radio operators and assign personnel where needed. Amateur Radio Operators may be assigned to the Communications Center with their personal radio equipment to maintain communications with other amateur operators in the field. Listing of available operators will be maintained in the Call Listing section of this plan.

During a local state-of-disaster, plain language will be used to ensure comprehension. In addition, local time will be used during transmissions.

7 Continuity of Government

Lines of succession within each department head are according to the standing operating procedures established by each department.

7.1 Facilities and Equipment

A listing of equipment and capabilities is maintained by Emergency Management and the BCCD.

7.2 Communications Protection**7.2.1 Radio**

- Electromagnetic Pulse (EMP) - One of the effects of a nuclear detonation that is particularly damaging to radio equipment is EMP. Plans call for the disconnection of radios from antennas and power source when an Attack Warning is issued. A portable radio unit will

ESF 2. Communications

then be employed as a backup to maintain limited communications with field groups. This procedure will be used until an All Clear is announced. Telephones will also be used while operable.

- Lightning - Standard lightning protection is used including arrestors and the use of backup or emergency power during severe weather. Emergency power is provided at each radio repeater site
- Wind and Blast - Damaged antennas can be quickly replaced with spare units maintained by the dispatch center and Gem State Communications.

7.2.2 Telephone

- Jammed Circuits - During emergencies, telephone usage in a community increases dramatically. In order to prevent vital telephone circuit from jamming, a line-load protection feature is utilized, which cuts non-vital users off the circuit.
- Emergency Service - During major emergencies, a direct line to the Telephone Office will be placed in the EOC for emergency service calls.
- Priority Service Restoration will be met by the following companies servicing all Baker County lines:

| | |
|----------------------------------|--------------|
| US West Communications | 242-7700 |
| Pine Telephone Company | 742-6688 |
| | 742-2411 |
| | 742-4892 |
| Eagle Telephone Company | 893-6111 |
| Cascade Utilities | 856-3661 |
| Oregon Telephone Company | 932-4411 |
| | 932-4900 |
| Midvale Telephone Exchange, Inc. | 208-355-2211 |

7.2.3 Interference

- Radio interference will be addressed as indicated in the Federal Communications rules.

8 Administration and Support

8.1 System Testing

All components of the warning system are tested, at a minimum, on a monthly basis. Standing operating procedures will provide details of tests and exercises of the warning system.

ESF 2. Communications**8.2 Security**

Due to the vital role of communications during emergency operations, particularly for defense purposes, the Sheriff's Office reserves the right to investigate the personal background of any radio operator assigned to the EOC

Amateur radio personnel will be identified and subjected to the same background checks prior to acceptance in the communications center and corresponding network.

8.3 Training

- The certified telecommunicators will provide necessary training for outside emergency communications workers after the EOP has been completed and those persons identified who are going to be assigned to this function.
- Additional training on emergency communications equipment and procedures will be provided by the staff personnel as necessary.

8.4 Support

If requirements exceed the capability of local communications resources, support from state resources will be requested by the Emergency Manager through proper channels outlined by Baker County. The BCCD Director, as head of the Communications Center, is responsible for keeping the Emergency Manager apprised of the on-going communications operations.

8.5 Facilities and Equipment

A complete listing of all communications equipment and capabilities is maintained by the Baker County BCCD.

9 Supporting Plan and Procedures

There are no supporting plans or procedures at this time.

10 Annex Development and Maintenance

The BCCD Director, is responsible for maintaining this ESF. The Baker County Sheriff and Roadmaster is responsible for working with agencies involved in warning equipment and maintaining related sections of this ESF. Each agency will develop SOPs that address assigned tasks.

11 References

Federal Emergency Management Agency (FEMA), 1977. Emergency Communications, CPG 1-18.

FEMA, 1982. FEMA Attack Environment Manual, Chapter 4, CPG 2-1A4.

FEMA, 1983. Guidelines for Maintenance of Emergency Use Equipment, CPG 2-13.

ESF 2. Communications

FEMA, 1984. State and Local Communications and Warning Systems Engineering Guidance, CPG 1-37.

FEMA, 1984. Federal Assistance Handbook, CPG 1-3.

12 Appendices

Appendix 1 – Emergency Communications Diagram

Appendix 2 – Health Department Communication Protocol

Appendix 3 – County Commissioner Communication Protocol

Appendix 4 – ARES/RACES Communication Protocol

Appendix 5 – Radio Guidelines for Emergency Response Agencies

Appendix 6 – Radio Guidelines for Medical Aircraft Interface

Appendix 7 – Existing Communication Systems and Use

Appendix 8 – Existing Warning Systems and Use

Appendix 9 – Law Enforcement Communications Network

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**APPENDIX 1
EMERGENCY COMMUNICATIONS DIAGRAM**

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**APPENDIX 2
HEALTH DEPARTMENT COMMUNICATION PROTOCOL**

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**APPENDIX 3
COUNTY COMMISSIONER COMMUNICATION PROTOCOL**

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**APPENDIX 4
ARES/RACES COMMUNICATION PROTOCOL**

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**APPENDIX 5
RADIO GUIDELINES FOR EMERGENCY RESPONSE AGENCIES**

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**APPENDIX 6
RADIO GUIDELINES FOR MEDICAL AIRCRAFT INTERFACE**

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**APPENDIX 7
EXISTING COMMUNICATION SYSTEMS AND USE**

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**APPENDIX 8
EXISTING WARNING SYSTEMS AND USE**

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**APPENDIX 9
LAW ENFORCEMENT COMMUNICATIONS NETWORK**

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ESF 3.1 Public Works and Engineering

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Table of Contents

| | | |
|----------|---|------------------|
| 1 | Purpose and Scope..... | ESF 3.1-1 |
| 2 | Policies and Agreements..... | ESF 3.1-2 |
| 3 | Situation and Assumptions..... | ESF 3.1-2 |
| 3.1 | Situation | ESF 3.1-2 |
| 3.2 | Assumptions..... | ESF 3.1-2 |
| 4 | Roles and Responsibilities..... | ESF 3.1-2 |
| 4.1 | Roadmaster..... | ESF 3.1-3 |
| 4.2 | County and City Engineers..... | ESF 3.1-3 |
| 4.3 | City Street Superintendent | ESF 3.1-3 |
| 4.4 | Sanitation Superintendant or Designee..... | ESF 3.1-4 |
| 4.5 | Building Maintenance/Inspection Superintendant..... | ESF 3.1-4 |
| 4.6 | Road Department Administrative Staff | ESF 3.1-4 |
| 4.7 | Planning and Community Development Department..... | ESF 3.1-4 |
| 5 | Concept of Operations..... | ESF 3.1-5 |
| 5.1 | General..... | ESF 3.1-5 |
| 5.2.1 | Mitigation | ESF 3.1-5 |
| 5.2.2 | Preparedness | ESF 3.1-5 |
| 5.2.3 | Response | ESF 3.1-6 |
| 5.2.4 | Recovery | ESF 3.1-6 |
| 6 | Direction and Control..... | ESF 3.1-6 |
| 7 | Continuity of Government | ESF 3.1-7 |
| 8 | Administration and Support..... | ESF 3.1-7 |
| 8.1 | Administration..... | ESF 3.1-7 |
| 8.2 | Supply and Support..... | ESF 3.1-7 |
| 8.3 | Transportation and Equipment | ESF 3.1-7 |
| 8.4 | Resource Management | ESF 3.1-7 |
| 8.5 | Communications..... | ESF 3.1-8 |
| 8.6 | Key Facilities | ESF 3.1-8 |
| 8.7 | Records..... | ESF 3.1-8 |

9 Annex Development and Maintenance.....ESF 3.1-8

10 Supporting Plan and Procedures.....ESF 3.1-8

11 ReferencesESF 3.1-8

12 AppendicesESF 3.1-8

ESF 3.1 Public Works and Engineering

| ESF 3 Tasked Agencies | |
|----------------------------|---|
| Primary Agencies | County Road Department |
| Supporting Agencies | Baker County Emergency Management, Baker County Planning and Community Development Department |

1 Purpose and Scope

ESF 3 outlines coordination of infrastructure and engineering services during all phases of emergency management. Resources included in ESF 3 (personnel, equipment, facilities, materials, and supplies) will be coordinated through the County EOC following established procedures and agreements. Resources may also be obtained through contractors, vendors, and suppliers.

Road Department resources, under the authority of ESF 3, will be used to assist in the following activities associated with emergency response:

- Debris clearance from transportation infrastructure;
- Coordination of the closure and repair of transportation infrastructure;
- Repair and restoration of damaged public systems (e.g., water, wastewater, solid waste, electrical, natural gas, and stormwater systems);
- Stabilization of damaged public and private structures to facilitate search and rescue and/or protect the public’s health and safety;
- Identification and labeling of uninhabitable/unsafe structures;
- Establishment of priorities and processes for issuing demolition and building permits;
- Development and designation of emergency collection, sorting, and debris routes and sites for debris clearance from public and private property;
- Determination of extent of damage to the following systems: transportation, water, sold waste, electrical, natural gas, wastewater, and hazardous materials;
- Prioritization and initiation of recovery efforts to restore, repair, and mitigate city and county-owned infrastructure; and
- Provide technical assistance with respect to flooding, water management, structure integrity assessments, and impact assessments of infrastructure.

ESF 3.1 Public Works and Engineering**2 Policies and Agreements**

Baker County Emergency Management has established the following service and equipment agreements with local, State, and regional entities. These agreements are on file with the Baker County Emergency Management. They will be made available at the County EOC during an emergency incident:

- Cooperative Assistance Agreement between the Counties of Baker, and/or Union, and/or Grant, and/or Harney, and/or Malheur and/or Wallowa.

3 Situation and Assumptions**3.1 Situation**

Baker County may be subject to a number of disaster circumstances that would create a need for emergency public works services.

3.2 Assumptions

- All public works equipment and personnel shall be available to cope with any anticipated disaster.
- Without assistance, the Road Department does not have sufficient resources to cope with a disaster.
- Local contractors have resources that can assist public works recovery efforts.
- Assistance may be available from outside the jurisdiction through mutual aid and other existing agreements.
- Repair and restoration of essential services and vital facilities is possible and such that public works can reasonably be expected to accomplish this task.
- The Road Department will be able to accomplish debris clearance in an emergency.

4 Roles and Responsibilities

During emergencies, public works activities will be managed by the Roadmaster, the director of the Road Department, with support from the Planning and Community Development Department. In multi-jurisdictional emergencies, the County Road Department and the City Public Works Departments will be expected to work closely.

The Baker County Road Department is responsible for the overall coordination of engineering and public works services supporting emergency response and recovery. The Roadmaster shall assign resources and personnel to respond to and recover from any emergency.

ESF 3.1 Public Works and Engineering

The Emergency Manager is responsible for the overall coordination and management of resources during any type of event, while ensuring support is provided to all ESF coordinators and command staff for the duration of an incident. If environmental or human health concerns arise during response or recovery, the Baker County Health Director will provide consultation, support staff, and other needed resources or services to assist in Public Works-related operations.

4.1 Roadmaster

- Coordinate emergency public works activities.
- Train personnel in emergency procedures.
- Develop resource lists.
- Identify local private contractors who can provide support.
- Develop and initiate mutual aid agreements relating to Public Works.
- Repair and restore essential services and vital facilities.
- Report to or maintain contact with EOC.
- Participate in development and execution of emergency preparedness exercises.
- Review and update ESF 3 – Public Works and Engineering.

4.2 County and City Engineers

- Provide training of damage survey teams.
- Provide engineering services and advice.
- Assist Damage Assessment Team.
- Safeguard vital engineering records.
- Maintain contact with EOC.

4.3 City Street Superintendent

- Maintain reasonable stock piles of emergency paving materials.
- Complete emergency repair of essential streets, bridges, and storm drain systems.
- Remove debris from public right-of-way, storm drains, and in or around those structures where public safety and/or health are endangered.

ESF 3.1 Public Works and Engineering

- Assist Fire Department in decontamination.
- Place barricades when needed for public safety.
- Support the collection and disposal of refuse.
- Assist in search and rescue operations, as needed.
- Assist in emergency repairs of utilities.
- Maintain contact with EOC.

4.4 Sanitation Superintendent or Designee

- Collection and disposal of refuse.
- Provide Radiological Protection monitoring and decontamination of all Public Works field forces.
- Support Street Superintendent with available resources.
- Maintain contact with EOC.

4.5 Building Maintenance/Inspection Superintendent

- Perform emergency repairs of essential City/County structures.
- Assist in damage assessment.
- Enforce building codes.
- Inspect shelter sites for structural capabilities.
- Maintain contact with EOC.

4.6 Road Department Administrative Staff

- Establish and maintain emergency power.
- Maintain two-way radio capabilities.
- Maintain and support other emergency communications as determined by the Emergency Manager.
- Maintain contact with EOC.

4.7 Planning and Community Development Department

- Provide available personnel and equipment to support operations
- Secure permitting for debris removal and catalog any salvaged unclaimed property removed.

ESF 3.1 Public Works and Engineering

- Establish security and storage areas for salvaged unclaimed property.
- Release or transfer stored property when directed by proper authority.

5 Concept of Operations**5.1 General**

Overall responsibility for providing public works services during emergencies rests with the Baker County Board of Commissioners. The County Roadmaster will manage his resources and equipment and coordinate public works activities through the Emergency Operations Center. The Assistant Roadmaster may take over these duties if deemed prudent by the Roadmaster.

5.2 Actions by Phase of Emergency**5.2.1 Mitigation**

- Train personnel in emergency procedures.
- Work with legislative body to ensure that ordinances are created to protect public works system.
- Identify vulnerabilities in public works.
- Provide input into after-action reports to improve preparedness, response, and recovery capabilities.
- Work with planning commission to ensure that new construction does not increase hazard or vulnerability threat.
- Work with legislative body to improve building codes.

5.2.2 Preparedness

- Ensure adequate storm drainage.
- Ensure that debris removal equipment is in good repair.
- Ensure that adequate barrier and road block materials and equipment are available.
- Review and update all utility and public works maps of jurisdiction.
- Review emergency staffing plans.
- Secure all equipment against damage.
- Organize damage survey teams.
- Place standby equipment in operational readiness.

ESF 3.1 Public Works and Engineering

- Coordinate communications procedures with EOC.
- Review contingency plans and coordinate task assignments with other agencies and volunteer groups.
- Develop procedures to support accomplishment of tasks outline in annex.

5.2.3 Response

- Survey disaster areas and evaluate in terms of engineering estimates.
- Maintain contact with EOC.
- Repair EOC facilities and equipment, as necessary.
- Clear roads, repair water and sewer systems, as necessary.
- Barricade damage areas, as directed.
- Request assistance from private contractors, as necessary.
- Assist in search and rescue operations, as directed.

5.2.4 Recovery

- Repair public works and buildings.
- Support decontamination work, as necessary.
- Participate in compiling after-action report and critiques. Make necessary changes and improvements in emergency management plan.
- Make recommendations to legislative body about changes in planning, zoning and building code ordinances to mitigate impact of future disasters.

6 Direction and Control

The Roadmaster shall manage equipment and personnel. The Roadmaster will set priorities for resource deployment and coordinate activities with the EOC. When the EOC is activated, a Road Department representative will be dispatched to the EOC. All activities and resources in support of ESF 3 will be coordinated by the County EOC and managed using the ICS.

The Assistant Roadmaster will coordinate the call-up and deployment of mutual aid forces and volunteer/auxiliary forces. Mutual aid forces will operate under the direct supervision of their own supervisors while volunteer/auxiliary forces will work under the supervision of the senior road department/public works official in the jurisdiction where they are deployed.

ESF 3.1 Public Works and Engineering**7 Continuity of Government**

During most large-scale or complex incidents, the EOC will become the center for all local government control and all major emergency decisions.

Lines of succession for personnel have been established and are presented in the Basic Plan and departmental standard operating procedures. Each designated EOC member will have an alternate standby in the event that he or she is absent, unavailable, or unable to respond for any reason. Personnel assigned to duty at the EOC must be given the authority to commit resources for their department or agency.

The County Road Department may assist in the removal and/or storage of vital County documents should the need for removal arise.

8 Administration and Support**8.1 Administration**

- The Roadmaster shall assign priorities which shall be coordinated between the EOC and the field.
- The Roadmaster shall develop procedures for the emergency hiring of private contractors and individuals to assist in response and recovery.

8.2 Supply and Support

- During periods of increased readiness, supplies should be stockpiled to the extent that independent operations could be sustained for at least four days. A preplanned list will be prepared with stock-level requirements.
- Emergency requests shall be coordinated with the EOC. Subject to the approval of the Emergency Manager, The Roadmaster is authorized to purchase equipment, supplies and personnel services as necessary to support response and recovery efforts. Emergency purchases are coordinated with the department of Administrative Services. Adequate records of all purchases will be maintained.

8.3 Transportation and Equipment

- During periods of increased readiness, full fuel loads, extra fuel tanks and appropriate check-outs of essential transportation and heavy equipment shall be accomplished. The EOC shall be provided with a list of available equipment.
- Any request for heavy equipment shall be relayed to the EOC where outside support will be pursued.

8.4 Resource Management

A listing of available equipment is maintained by the Road Department.

8.5 Communications

The County Road Department is a vital part of the overall communications network as outlined in Appendix 2. An internal recall roster shall be maintained.

8.6 Key Facilities

A listing of key facilities can be found in Appendix 3.

8.7 Records

All records generated during the emergency will be collected and filed in an orderly fashion, so a chronology of events can be reviewed for future planning, settlement of claims, and assessment of overall emergency operations.

9 Annex Development and Maintenance

The Roadmaster will be responsible for the development and maintenance of this ESF with support from organizations specified under the Direction and Control section. Each department will develop standard operating procedures that address assigned tasks.

10 Supporting Plan and Procedures

None at this time.

11 References

Brouillet, John R. The Department of Public Works: A Community Emergency Organization. Columbus: Disaster Research Center, Ohio State University, 1968.

Federal Emergency Management Agency (FEMA), 1981. A Climatological Oil Spill Planning Guide, No. 2. P&P-10.

FEMA, 1980. Decontamination Considerations for Architects and Engineers. TR-71.

FEMA, 1981. Design Guidelines for Flood Damage Reduction. FEMA-15.

FEMA, 1981. Disaster Operations: A Handbook for Local Governments. CPG 1-6.

FEMA, 1981. Industrial Protection Guide. TD-8.

FEMA, 1982. Local Government Emergency Planning CPG 1-8.

National Response Team (NRT), 1987. Hazardous Materials Emergency Planning Guide. NRT-1.

12 Appendices

Appendix 1 – Key Facilities

Appendix 2 – Communications Network

**APPENDIX 1
KEY FACILITIES**

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APPENDIX 1 – KEY FACILITIES

| Essential Operation | Location(s) |
|------------------------------------|-------------|
| Direction and Control | |
| Primary EOC | |
| Alternate EOC | |
| Communication Services | |
| Transmission Lines | |
| Transformers | |
| Relays | |
| Antennas | |
| Law Enforcement Services | |
| County Sheriff’s Office | |
| City Police | |
| State Police | |
| Fire Services | |
| City Fire Department | |
| County Fire Department | |
| Health and Medical Services | |
| City Hospital | |
| County Hospital | |
| Private Hospital | |
| Utility Services | |
| Waterworks Plant | |
| Waste Treatment Plant | |
| Power Company | |
| Telephone Company | |
| Public Information Services | |
| EBS Radio Station | |
| EBS TV Station | |
| Print Media | |
| Population Protection | |
| Fallout Shelter | |
| Natural Disaster Shelters | |
| Mass Care Facility | |
| Disaster Recovery Center | |
| Other Facilities | |
| | |
| | |

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**APPENDIX 2
COMMUNICATIONS NETWORK**

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ESF 3.2 Debris Management Plan

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Table of Contents

| | | |
|-----------|---|------------------|
| 1 | Purpose and Scope | ESF 3.2-1 |
| 2 | Mission | ESF 3.2-1 |
| 3 | Situation | ESF 3.2-1 |
| 4 | Roles and Responsibilities | ESF 3.2-1 |
| 5 | Implementation | ESF 3.2-2 |
| 6 | Concept of Operations | ESF 3.2-2 |
| 6.1 | Pre-Disaster and Post-Disaster Action | ESF 3.2-2 |
| 6.1.1 | Normal Operations | ESF 3.2-3 |
| 6.1.2 | Increased Readiness..... | ESF 3.2-3 |
| 6.1.3 | Response | ESF 3.2-3 |
| 6.1.4 | Recovery | ESF 3.2-4 |
| 6.2 | Debris Removal Priorities | ESF 3.2-4 |
| 6.3 | Debris Categories..... | ESF 3.2-4 |
| 7 | Contract Development | ESF 3.2-4 |
| 7.1 | Types of Contracts | ESF 3.2-5 |
| 7.2 | Specifics | ESF 3.2-5 |
| 7.3 | Contract Monitoring | ESF 3.2-5 |
| 8 | Storage Site | ESF 3.2-5 |
| 9 | Initial Damage Assessment | ESF 3.2-6 |
| 10 | Preliminary Damage Assessment | ESF 3.2-7 |
| 11 | Debris Forecasting/Estimation | ESF 3.2-7 |
| 12 | Public Information Activities | ESF 3.2-8 |
| 13 | Volunteer Management | ESF 3.2-8 |
| 14 | Federal Agencies | ESF 3.2-8 |

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ESF 3 Tasked Agencies**Primary Agencies**Baker County Road Department, Baker County
Planning and Community Development Department**1 Purpose and Scope**

Debris management is one piece of the overall disaster response and recovery efforts for Baker County. This plan addresses the specific debris management elements to be considered and addressed in the recovery phase of a disaster.

2 Mission

To facilitate and coordinate the removal, collection and disposal of debris following a disaster to mitigate potential threats to the health, safety and welfare of the impacted citizens, expedite recovery efforts in the impacted areas, and address any threat of significant damage to improved public or private property. Reduction and recycling practices will be used when appropriate.

3 Situation

Natural and man-made disasters can generate debris that includes, but is not limited to, such things as trees, sand, gravel, building/construction materials, vehicles, and personal property.

Collection and disposal methods are based on the type of debris, its location, and the size of the area over which it is dispersed. Associated costs incurred, and the speed with which the problem can be addressed are also dependent on these factors.

In a major or catastrophic disaster, many State agencies and local governments experience difficulty locating staff, equipment, and funds to devote to debris removal, in the short and long-term.

Private contractors play a significant role in the debris collection, transport, and disposal process of State agencies and local governments.

The debris management program implemented by State agencies and local governments will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration, and landfilling, in that order.

4 Roles and Responsibilities

The Baker County Road Department is responsible for the development, monitoring, and implementation of the Debris Management Plan. The Road Department will work cooperatively with local cities. Implementation of the Plan must be done in conjunction with other activities through the Emergency Operations Center (EOC).

The County is encouraged to enter into cooperative agreements with other State agencies and local governments to maximize public assets. The development of such agreements must comply with the guidelines established in their agency procurement process. All State agencies and local governments that wish to

participate in such agreements should be identified prior to the development and implementation of the agreement.

A Cooperative Assistance Agreement between the Counties of Baker, Union, Grant, Harney, Malheur, and Wallowa County was signed on July 1, 2002

5 Implementation

In the event of an emergency or disaster occurs within Baker County, which is of sufficient magnitude to necessitate the activation of the jurisdiction EOC, this Debris Management Plan may automatically be implemented, with appropriate elements being utilized to deal with the event.

6 Concept of Operations

The following task assignments need to be made:

- Staff development/responsibilities – Human Resources Officer or as assigned;
- Mutual aid – Road Master or as assigned;
- Volunteers/Other agencies – Baker County Emergency Management or as assigned;
- Temporary debris storage site evaluation – Landfill Supervisor;
- Debris forecasting estimating – Road Master or as assigned;
- Contract development and monitoring – Baker County Planning and community Development;
- Initial damage assessment responsibilities – Road Department/Assessor’s Office/Planning and Community Development/Baker County Emergency Management;
- Preliminary damage assessment responsibilities – Road Department/Assessor’s Office/Planning and Community Development Baker County Emergency Management;
- Recorder for Documentation; Planning and Community Development
- Public Information Officer (PIO).

The following Incident Command System (ICS) structure may be implemented or modified to manage the debris operation. Sample:

6.1 Pre-Disaster and Post-Disaster Action

Emphasis should be placed on those planning issues necessary to develop or update the Debris Management Plan. Specific action included:

6.1.1 Normal Operations

- Develop list of available contractors.
- Develop sample contracts with generic scope of work to expedite the implementation of their debris management strategies
- Develop the necessary right of entry and hold harmless agreements indemnifying all levels of government against any potential claims (see appendix 2).
- Coordinate with regulatory agencies.
- Review local ordinances.
- Review local, State and Federal environmental regulations.
- Develop mutual aid agreements with State agencies and local governments.

6.1.2 Increased Readiness

If a natural or man-made disaster is threatening the local area:

- Review and update plans, standard operating procedures, generic contracts and checklists relating to debris removal, storage, reduction, and disposal process.
- Alert local departments that have debris removal responsibilities ensuring that personnel, facilities, and equipment are ready and available for emergency use.
- Relocate personnel and resources out of harm's way and stage in area where they can be effectively mobilized.
- Review potential local and regional debris staging and reduction sites that may be used in the response and recovery phases in the context of the impending threat.

6.1.3 Response

- Activate debris management plan, coordinate with needs assessment team.
- Begin documenting costs.
- Coordinate and track resources (public & private).
- Establish priorities regarding allocations and use of available resources.

- Identify and establish debris temporary storage and disposal sites.

6.1.4 Recovery

- Continue to collect, store, reduce and dispose of debris generated from the event in a cost effective and environmentally responsible manner.
- Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site restoration actions.
- Perform necessary audits of operation and submit claim for Federal assistance.

6.2 Debris Removal Priorities

- Clear debris from key roads to provide access for emergency vehicles and resources.
- Provide access to critical facilities.
- Eliminate debris related to threats to public health and safety.

6.3 Debris Categories

To facilitate the debris management process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations will be standardized. The categories of debris appear below. Modifications to materials/contaminated soils and debris generated by the event will be handled in accordance with Federal, State and local regulations.

- Burnable Materials
 - Burnable Debris
 - Burnable Construction Debris
- Stumps
- Ineligible Debris

7 Contract Development

Contracts should be developed with:

- Temporary site owners/operators
- Haulers
- Collectors
- Trainers – Develop and deliver training for damage assessment, site monitoring and debris estimation

- Phone company – Activate lines and additional hotline information
- Computer company – Provide facility and equipment for hotline operators
- Print shops
- Develop database for public education and placards
- Media-Public Relations – public information

7.1 Types of Contracts

- Lump Sum (first 72 hours)
- Unit Price for follow up
- Personal Services – trainers, inspectors, hotline operators
- Land-lease Agreement with Landowners

7.2 Specifics

- Pre-approved pricing
- Identification of critical routes
- Incentives – recycling, complete early
- Recycling goals
- Odor abatement
- Vector control
- Length of storage to processing
- All reserve right to hire other contractors, sub-contractors

7.3 Contract Monitoring

- Mutual aid agreements
- Private contractors to supplement our staff

8 Storage Site

These sites will be identified by the site selection teams from the county public works agencies with assistance from local municipalities. Technical assistance may also be available from the state or federal agencies.

The site selection size and area should comply with all applicable County, State, and federal rules and regulations.

The site used in this Plan may be a temporary or a permanent site. Sites may be restricted for one type of material, or may be a multi-use site. The priority land ownership should be county, local special district, state, federal and lastly private property, taking into consideration road condition and access.

Sites may be selected and identified as potential areas ahead of a disaster and inventoried. Prior to use of a site, the following activities may be completed:

- Site Survey
- Documentation
- Soil samples
- Water samples
- Land stability samples
- Any other activity as deemed appropriate

9 Initial Damage Assessment

The Baker County Road Department has the primary responsibility for collecting the initial damage assessment (IDA) information on damage which has occurred to the infrastructure of Baker County. This includes damage to bridges, roads, right of ways, culverts and other lifeline systems which are the responsibility of the local government. Part of the IDA must also include estimating the amount and type of debris which will need to be removed/cleaned up.

For reporting, tracking, billing and other documentation purposes, debris removal activities will be recorded on IDA reporting forms. This will facilitate the transfer of information to the appropriate reporting categories for the State and FEMA.

The City/County Building Codes Official or designee has the responsibility to collect IDA information on governmental owned buildings, to include estimating the amount and type of debris which will need to be removed/cleaned up.

All IDA information will be forwarded to the EOC and be collated in the Damage Assessment Section to determine the overall scope of damage to the public infrastructure, estimated financial impact, and estimated amount of debris which will need to be dealt with.

Individual citizen and business/industry debris information may not be readily available. The IDA information collected for the general public does not currently address this particular issue. Information from the American Red Cross Windshield Survey does include limited information on damages to homes, which could be utilized to determine an extremely rough debris management estimate to be included with the public infrastructure information.

Information and figures generated as part of the IDA are a rough estimate only to be utilized by Oregon Emergency Management (OEM) to determine the need to request a PDA from FEMA. All IDA information will be forwarded to OEM.

10 Preliminary Damage Assessment

In the event there is the potential for federal assistance, FEMA may send in a team to conduct a joint Preliminary Damage Assessment (PDA). The Road Department is responsible for providing staff to be a part of the joint Preliminary Damage Assessment Team representing local government. The PDA is a quick visit to the disaster area, and is normally conducted in a 24-48 hour period. Not all damages to the infrastructure will be seen, only the larger areas of damage.

During the PDA, FEMA will look for and document damages done to the public infrastructure, which also includes estimating the amount and types of debris which will need to be removed/dealt with by Baker County and potential mitigation activities. Figures generated from the PDA are used as part of the documentation provided by the State in their formal request for federal assistance.

11 Debris Forecasting/Estimation

Prior to the event, develop building and block plan plans with construction companies. Debris estimates per building and per block can then be established in both cubic yards and tons and information can be maintained at local fire departments, the Building Inspection Department and the Tax Assessors Office.

Aerial and surface photos, along with vegetative cover maps will be taken and updated on a regular basis.

Damage assessment teams and debris estimation teams will be trained on how to utilize the above formula and information in developing their figures for the initial and preliminary damage assessments, and debris estimates in tonnage cubic yards (see Appendix 3 Debris Estimation Checklist).

Debris Estimation Teams to assist Damage Assessment Teams will consist of people from the following professions:

- Engineer
- Public Works
- Environmental Agency
- Waste Hauler

Additional teams will be identified from surrounding jurisdictions and accessed through mutual aid or intergovernmental agreements. Contracting will supply training for additional team members.

Debris estimates will be grouped into the following categories whenever possible:

- Construction/Demo
- Woody
- Mixed
- Metal
- Household Hazardous/Toxic Waste (HHTW)

Aerial and surface maps, along with vegetation maps, will be updated. All news videos will be reviewed to aid in debris estimation.

12 Public Information Activities

The PIO will be responsible for working with the debris manager/coordinator, Incident Commander or assigned personnel to educate the public on recycling and debris disposal methods. Press releases will be issued through currently established media links. A flier will be created and distributed from structure to structure (household to household) outlining disposal methods.

13 Volunteer Management

A volunteer manager will be appointed to deal with volunteers. Only volunteers from recognized agencies will be utilized. A phone bank should be created.

Additional volunteers will be used to go from structure to structure with the flier to educate the public on debris recycling. It will include:

- 5 types of debris recycling and what they are
- Include dates that the volunteer will be in the neighborhood to assist in questions about separation of debris
- Dates and times a pickup will occur in the neighborhood
- The hazards of burning debris, hazardous materials, toxic fumes, smoke, etc.

Volunteers will leave the flyers on the doors, but be available for questions if the occasion arises.

Note: Volunteers can be the emergent volunteer calling in or can be displaced city, state employees or employees reassigned until normal duties can be reestablished.

14 Federal Agencies

In the event of a Presidentially Declared Emergency or Disaster, Debris Management activities may be coordinated with state and federal agencies. In a large scale event, Debris Removal activities may be written as a Category A project, and mission assignment/assistance will be tasked to a federal agency.

ESF 3.2 Debris Management Plan

Agencies included but not limited to, the Department of Transportation, US Military, US Army Corps of Engineers, or other Debris Management specialists.

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ESF 4 Firefighting

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Table of Contents

| | | |
|-----------|---|----------------|
| 1 | Purpose and Scope..... | ESF 4-1 |
| 2 | Policies and Agreements..... | ESF 4-1 |
| 3 | Situation and Assumptions..... | ESF 4-1 |
| 3.1 | Situation | ESF 4-1 |
| 3.2 | Assumptions..... | ESF 4-1 |
| 4 | Roles and Responsibilities..... | ESF 4-2 |
| 5 | Concept of Operations..... | ESF 4-3 |
| 5.1 | General..... | ESF 4-3 |
| 5.2 | Actions by Phase of Emergency..... | ESF 4-3 |
| 5.2.1 | Mitigation | ESF 4-3 |
| 5.2.2 | Preparedness | ESF 4-3 |
| 5.2.3 | Response | ESF 4-4 |
| 5.2.4 | Recovery | ESF 4-4 |
| 6 | Direction and Control..... | ESF 4-4 |
| 7 | Continuity of Government | ESF 4-4 |
| 8 | Administration and Support..... | ESF 4-5 |
| 8.1 | Communications..... | ESF 4-5 |
| 8.2 | Resources | ESF 4-5 |
| 9 | Supporting Plan and Procedures..... | ESF 4-5 |
| 10 | Annex Development and Maintenance..... | ESF 4-5 |
| 11 | References | ESF 4-5 |
| 12 | Appendices | ESF 4-5 |

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| ESF 4 Tasked Agencies | |
|----------------------------|---|
| Primary Agencies | Baker City Fire Department |
| Supporting Agencies | Baker County Rural Fire Districts Oregon Department of Forestry United State Forest Service |

1 Purpose and Scope

Emergency Support Function (ESF) 4 provides a mechanism for coordinating firefighting services to meet the demands of a disaster situation, which often involve multiple fire departments through mutual aid agreements. In addition to firefighting, this ESF address responsibilities in rescue, warning, and radiological protection operations.

2 Policies and Agreements

Baker County mutual aid agreements supporting this ESF are currently in place and available through the Emergency Manager and shall be made available at the County Emergency Operations Center (EOC) during an emergency incident (See Appendix 4). All Baker County fire service districts and departments have entered into an agreement to provide assistance during an emergency.

3 Situation and Assumptions

3.1 Situation

Fire prevention and control are tasks are regularly carried out by fire services personnel. These duties are both more complicated and often more crucial in emergency situations; strict operational structure must be followed to ensure efficient response. Existing chains of command shall be maintained in emergencies, but the involvement of many agencies in emergency situations obscures normal lines of direction and control.

Numerous hazards, such as general conflagrations, forest fires, nuclear attack, and hazardous materials accidents, increase the risk of fire. Structural damage from fire hazards may result in people trapped in rubble, missing persons, and casualties. Fire service may assist in heavy rescue operations.

3.2 Assumptions

Local fire departments are capable of handling most emergency situations with the assistance of neighboring fire departments, accessed through mutual aid agreements. When additional support is required, assistance can be obtained from State and Federal agencies. The greatest priority in emergency response is protection of lives, vital facilities, and shelters. A trained, equipped rescue service will assist in large-scale rescue operations. All Baker County agencies and any other agencies involved through mutual aid agreements will use the Incident Command System (ICS).

4 Roles and Responsibilities

Fire Department procedures and organizational structures followed on a day-to-day basis will be maintained during an emergency.

Fire Services within Baker County include:

- Baker City Fire Department,
- Richland Rural Fire District (Eagle Valley),
- Pine Valley Rural Fire District,
- Sumpter Valley Rural Fire District,
- Baker Valley Rural Fire District, and
- Haines Rural Fire District.

4.1 Baker City Fire Department

- Assist with fire prevention and control.
- Coordinate all firefighting activities within the city.
- Assist in warning and operation of warning sirens (See ESF 2).
- Support shelter and mass care operations (See ESF 6).
- Assist with rescue operations (See ESF 9).
- Support radiological protection activities.
- Assist with evacuation (See ESF 1).
- Assist in hazardous material response (See ESF 10).
- Prepare and maintain mutual aid agreements.
- Support other public safety operations.

4.2 Baker County Fire Districts North/South

- Be responsible for the duties outlined for Baker City Fire Department outside city limits. The Fire Districts must adhere to district boundaries.
- Each District will render assistance in accordance with the standing mutual aid agreements.

4.3 Bureau of Land Management

- Coordinate firefighting on Federal lands.
- Support local fire control operations.
- Provide resources to Baker County in the event of a local emergency that threatens life or property.

4.4 Oregon State Forest Service

- Coordinate firefighting on State lands.
- Support local fire control operations.

4.5 US Forest Service

- Coordinate firefighting on Federal lands.
- Support local fire control operations.

4.6 Military Support

- Support local fire control operations after a State Emergency Declaration has been requested and approved.

5 Concept of Operations

5.1 General

Fire control is the primary responsibility of fire departments, both in emergencies and non-emergency times. Regular fire department responsibilities also include search and rescue, hazardous materials control, and support for radiological protection activities.

5.2 Actions by Phase of Emergency

5.2.1 Mitigation

- Enforce fire code.
- Provide public fire safety information programs.

5.2.2 Preparedness

- Maintain equipment.
- Train personnel.
- Develop communications procedures.
- Train rescue and Emergency Medical Services (EMS) personnel on a regular basis.
- Test, maintain, and repair equipment on a scheduled basis.

- Revise and update response plans at regular intervals.

5.2.3 Response

- Contain, control, and extinguish fires.
- Assist in rescue missions, as initiated by the Sheriff's office (see ESF 9).
- Assist in local warning system operations (see ESF 2).
- Perform radiological protection measures as necessary.
- Control hazardous materials incidents, requesting assistance as needed. (See ESF 10.)

5.2.4 Recovery

- Inspect restored or reconstructed buildings.
- Inspect damaged structures and recommend condemnation of unsafe buildings.
- Assist in decontamination.
- Provide a follow-up assessment of overall disaster efforts.

6 Direction and Control

Routine operations are handled by standard procedures, utilizing ICS. During major emergency or disaster situations in which the Baker County EOC is activated, the Chief Fire Officer is responsible for coordinating all emergency fire service operations within the jurisdiction from the Baker County EOC.

An on-scene Incident Command Post (ICP) shall be established at the site(s) of a disaster situation. Fire service personnel on scene shall be in command of fire suppression activities and report to the Chief Fire Officer in the EOC, utilizing the ICS/EOC interface.

The Chief Fire Officer shall establish and maintain communications with the IC and direct emergency firefighting activities from the EOC, in coordination with other responding agency representatives. If local capabilities are exceeded, the Chief Fire Officer can request outside assistance utilizing the State Fire Marshal Fire Service Mobilization Plan. Outside assistance can be requested through mutual aid agreements or through State or Federal sources.

7 Continuity of Government

Lines of succession within each department follow standing operating procedures (SOPs).

- Should the Baker City Fire Chief be unavailable, absent, or incapacitated for any reason, the next ranking officer from that agency will assume command.
- Further assistance is available from surrounding districts through pre-designated mutual aid agreements

8 Administration and Support

8.1 Communications

The fire communications network is shown in Appendix 1. The EOC is the center of all communication during response operations. An internal recall roster will be maintained. All communications shall follow ICS.

8.2 Resources

A listing of available fire department resources is found in Appendix 2.

9 Supporting Plan and Procedures

Baker County Community Wildfire Protection Plan. Department of Forestry. 2006.

10 Annex Development and Maintenance

It is the responsibility of each fire department to ensure its own operational capabilities. The Baker City Fire Chief shall ensure the maintenance of this annex. Each agency shall develop and uphold SOPs that address assigned tasks.

11 References

Federal Emergency Management Agency (FEMA), 1981. Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis, CPG 1-7.

FEMA, 1982. FEMA Attack Environmental Manual, Chapter 3; What the Planner Needs to Know About Ignition and Spread, CPG 2-1A3.

FEMA, 1981. Support Assistants for Fire Emergencies, SM-9.2 A.

FEMA, 1981. Support Assistants for Fire Emergencies, SM-9.2 B.

FEMA, 1980. Fire Suppression Assistance Handbook, DR & R-4.

12 Appendices

Appendix 1 – Communications Network

Appendix 2 – Fire Department Resources

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**APPENDIX 1
COMMUNICATIONS NETWORK**

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**APPENDIX 2
FIRE DEPARTMENT RESOURCES**

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ESF 5 Emergency Management

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Table of Contents

| | | |
|-----------|--|----------------|
| 1 | Purpose and Scope | ESF 5-1 |
| 2 | Policies and Agreements | ESF 5-1 |
| 3 | Situation and Assumptions | ESF 5-1 |
| 3.1 | Situation | ESF 5-1 |
| 3.2 | Assumptions..... | ESF 5-1 |
| 4 | Roles and Responsibilities | ESF 5-1 |
| 5 | Concept of Operations | ESF 5-2 |
| 5.1 | General..... | ESF 5-2 |
| 5.2 | Actions by Phase of Emergency..... | ESF 5-2 |
| 5.2.1 | Mitigation | ESF 5-2 |
| 5.2.2 | Preparedness | ESF 5-2 |
| 5.2.3 | Response | ESF 5-2 |
| 5.2.4 | Recovery | ESF 5-3 |
| 5.3 | Execution..... | ESF 5-3 |
| 6 | Direction and Control | ESF 5-4 |
| 7 | Continuity of Government | ESF 5-4 |
| 8 | Administration and Support | ESF 5-4 |
| 8.1 | Emergency Operations Center | ESF 5-4 |
| 8.2 | Alternative Emergency Operations Center | ESF 5-4 |
| 8.3 | Mobile Emergency Operations Center | ESF 5-5 |
| 8.4 | Integrated On-Scene Command Post..... | ESF 5-5 |
| 8.5 | Reports and Records..... | ESF 5-5 |
| 8.6 | Security | ESF 5-5 |
| 8.7 | Media..... | ESF 5-5 |
| 9 | Supporting Plan and Procedures | ESF 5-5 |
| 10 | Annex Development and Maintenance | ESF 5-5 |

11 ReferencesESF 5-6

12 AppendicesESF 5-6

ESF 5 Tasked Agencies

| | |
|-------------------------|-----------------------------------|
| Primary Agencies | Baker County Emergency Management |
|-------------------------|-----------------------------------|

1 Purpose and Scope

ESF 5 provides for direction, control, and management of emergency operations and coordination of resources to support response and recovery activities. This ESF also includes a detailed description of the incident management system (ICS), the standardized command structure utilized by the county in all types of hazards. It also designates a primary and alternate County emergency operations center (EOC).

2 Policies and Agreements

There is a Cooperative Assistance Agreement between the Counties of Baker, and/or Union, and/or Grant, and/or Harney, and/or Malheur, and/or Wallowa.

3 Situation and Assumptions**3.1 Situation**

To provide the most effective response to an emergency, all management activities should be coordinated through the EOC. The Baker County EOC is located in the Board of Commissioner Chambers, Baker County Courthouse in Baker City (1995 Third Street, Baker City, OR 97814). It has been designated as the base for all Emergency Management Organization (EMO) activities.

3.2 Assumptions

The response activities are based on an all-hazards approach to emergency management utilizing the National Incident Management System (NIMS) and will direct comprehensive and coordinated emergency management using the ICS.

4 Roles and Responsibilities

Roles of Baker County Emergency Management during all phases of emergency operations include the following:

- Develop and maintain the County Comprehensive Emergency Management Plan, including the EOP.
- Coordinate the development, revision, and dissemination of ESF annexes, agency-specific operational procedures, and supporting documentation to the County emergency operations and management plans.
- Offer seminars, exercises, and training courses in emergency management and ICS/NIMS for County personnel and support agencies.
- Confirm communication capabilities exist with local response agencies, tribal entities, regional response partners, neighboring

jurisdictions, state government, federal government and other support services.

- Maintain and update a Countywide resource list, including copies of supporting intergovernmental and mutual aid agreements;
- Review EOPs and standard operating procedures (SOPs).
- Activate County EOC, and implement a command and control structure appropriate to the emergency situation at hand.

5 Concept of Operations

5.1 General

The EOC is the key to successful response operations because it allows decision-makers to gather at one location to coordinate manpower and resources efficiently and effectively. Coordination of activities will ensure that all tasks are accomplished with minimal duplication of effort.

Incidents that involve multiple jurisdictions may require the establishment of a multi-agency coordination center (MAC).

5.2 Actions by Phase of Emergency

5.2.1 Mitigation

- Develop the EMO and EOC locations.
- Provide adequate communications capabilities.
- Keep the EOC operational on a daily basis as the Emergency Management Office.

5.2.2 Preparedness

- Instruct officials on EOC locations and operations.
- Stock adequate food, water, and administrative supplies.
- Maintain a constant program of testing, maintenance and repair of equipment to ensure readiness.

5.2.3 Response

- Activate the EOC (see Appendix 2).
- Initiate response activity from the EOC.
- Coordinate all operations through the EOC.

5.2.4 Recovery

- Release unnecessary personnel and begin to deactivate the EOC when emergency conditions have ceased.
- Begin recovery activities.
- Conduct a post-disaster critique of emergency operations.

5.3 Execution

- The Emergency Manager, or designee, assumes responsibility for coordination of emergency operations from the EOC and provides overall direction and control of the EOC.
- The Emergency Manager shall notify Oregon Emergency Management in Salem via the Oregon Emergency Response System (OERS – 1-800-452-0311) upon activation of the EOC due to an emergency or disaster
- The Emergency Manager determines the level of staffing required based on the situation, and notifies the appropriate personnel, agencies and organizations.
- The Emergency Manager will serve as EOC Director during its activation.
- Emergency operations will be conducted by County personnel, and may be augmented by trained auxiliaries, volunteer groups, and forces supplied through mutual aid agreements. State and/or Federal support may be requested if regional support is not sufficient.
- The Emergency Manager may establish an integrated On-Scene Command Post at the scene of the incident, which shall maintain close contact with the EOC.
- Heads of agencies, departments, and organizations are responsible for emergency functions assigned to their group, as outlined in the ESFs.
- The EOC may operate on a 24-hour basis during the emergency, and the staff may be required to work 12-hour shifts. Department heads may identify an additional designee to participate in emergency operations due to an emergency or disaster.
- When multiple cities are involved in the emergency incident, a MAC may be established.
- Communication equipment in the EOC will be used to receive information, disseminate instructions, and coordinate emergency operations.

6 Direction and Control

During emergency operations, the EOC staff is organized into four groups as described in the Basic Plan, outlined below, and shown in Appendix 1. The County Emergency Manager will serve as EOC Director and will ensure the operational effectiveness of the EOC.

- Planning (Executive) Group consists of the Emergency Manager, Commissioners, and County Counsel. This group is responsible for all major operational decisions.
- Operations Group and their field personnel are responsible for conducting response activities in the field. The Operations Group may be folded in with the Planning Group during small-scale incidents.
- Logistics (Communications) Group is responsible for all communications activities, as well as tasks like food and porta-potties. Communications includes EOC radio operation, EAS, liaison with Baker County 9-1-1 Consolidated Dispatch (BCCD), public warning, and media relations.
- Finance (Administrative) Group includes all EOC support staff such as fiscal management, message coordinators, security services, legal services, County/City Clerks, damage assessment teams, etc.

7 Continuity of Government

During most large-scale emergency responses, the EOC (or MAC if established) will become the center for all major emergency decisions. Management-level lines of succession have been established and are presented in the Basic Plan. Existing department lines of succession and standard operating procedures shall be maintained in emergencies. Each department head will designate a backup individual in case directors are unavailable.

8 Administration and Support

8.1 Emergency Operations Center

The Primary EOC is located at the Baker County Courthouse Board of Commissioners Chambers in Baker City (1995 Third Street, Baker City, OR 97814).

8.2 Alternative Emergency Operations Center

Should the primary EOC become unusable, emergency operations can continue with a reduced staff at the Baker City Fire Department, Baker City, OR 97814). An alternate EOC may also be established in a public building in near the disaster site.

8.3 Mobile Emergency Operations Center

The Baker County Consolidated Communications Center maintains a mobile complex EOC and Communications Center. These units are stored at the Baker County Sheriff's Office and are available 24-7.

8.4 Integrated On-Scene Command Post

During emergency operations, it may be necessary to set up an On-Scene Command Post to coordinate response activities at the scene. Should such a situation arise, the Emergency Manager, in conjunction with the IC, will appoint an individual to direct the Command Post.

8.5 Reports and Records

The use of reports and records will vary according to the type of emergency.

- Messages – All requests for assistance and general messages will be handled using the procedures and form found in Appendix 4.
- Initial Disaster Report – This report provides state officials with basic information about an emergency situation (Appendix 5).
- Operational Situation Report – These reports are compiled daily and forwarded to Oregon Emergency Management to keep State officials informed about the current status of operations (Appendix 6).
- Duty Officer Log – A record of major events during EOC operations will be compiled by a member of the support staff under the direction of the Planning Section Chief.
- Security Log – The security personnel at the entrance will maintain a record of all persons entering and leaving the EOC (Appendix 8).
- Other Reports – Additional operational reports may be necessary.

8.6 Security

All persons entering the EOC are required to check in at a security desk at the main entrance. Entry passes shall be issued upon entrance and returned upon exit.

8.7 Media

A media room may be established near the EOC. Scheduled news conferences shall be conducted regularly. Media personnel may be allowed entrance to the EOC in small groups accompanied by the Public Information Officer.

9 Supporting Plan and Procedures

None at this time.

10 Annex Development and Maintenance

While the Emergency Manager is responsible for the overall contents of this ESF, all EOC staff are responsible for being familiar with its contents. The Baker

County Emergency Manager will be responsible for the development and maintenance of this Annex. Each participant group shall develop internal SOPs that address assigned tasks.

11 References

Federal Emergency Management Agency (FEMA), 1984. Emergency Operating Centers Handbook. CPG 1-20

FEMA, 1981. Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis. CPG 1-7.

FEMA, 1983. Guidelines for Maintenance of Emergency Use Equipment. CPG 2-13

FEMA, 1984. State and Local Communications and Warning Systems Engineering Guidance. CPG 1-37

FEMA, 1984. Federal Assistance Handbook. CPG 1-3.

12 Appendices

Appendix 1 – EOC Organizational Chart

Appendix 2 – EOC Activation Checklist

Appendix 3 – Message Form

Appendix 4 – Initial Disaster Report

Appendix 5 – Operational Situation Report

Appendix 6 – Legal

Appendix 7 – Emergency Response Team Support

Appendix 8 – EOC Staffing Roster

Appendix 9 – EOC Floor Plan

Appendix 10 – Security Log Sheet

Appendix 11 – EOC Identification Card Template

APPENDIX 1
EOC ORGANIZATIONAL CHART

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APPENDIX 2
EOC ACTIVATION CHECKLIST

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APPENDIX 2 – EOC ACTIVATION CHECKLIST

| Entity | Emergency Contact | Time Alerted | Date Alerted | Initials |
|--|-------------------|--------------|--------------|----------|
| County Court City Manager (as appropriate) Emergency Manager Sheriff City Police Oregon State Police Rural District Fire Chief City Fire Chief (as appropriate) Other Fire Services Public Works Chief Assistant Public Works Chief City Road Department (as appropriate) Ambulance Medical Clinics Planning Department Building Department Transportation District State Emergency Management Red Cross Salvation Army Water Company Gas and Electric Company Telephone Company | | | | |

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APPENDIX 3
MESSAGE FORM

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| GENERAL MESSAGE <input type="checkbox"/> PRIORITY <input type="checkbox"/> ROUTINE | | |
|--|-----------|---------------------|
| TO: | POSITION: | |
| FROM: | POSITION: | |
| MESSAGE NUMBER: | LOCATION: | PHONE/RADIO: |
| SUBJECT: | DATE: | TIME: |
| MESSAGE: | | |
| | | |
| SIGNATURE: | POSITION: | |
| REPLY: | | |
| | | |
| DATE: | TIME: | SIGNATURE/POSITION: |

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APPENDIX 4
INITIAL DISASTER REPORT

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APPENDIX 4 – INITIAL DISASTER REPORT

| ITEM | SUMMARY |
|---|--|
| What happened: | <input type="checkbox"/> Flood <input type="checkbox"/> Explosion <input type="checkbox"/> Hurricane <input type="checkbox"/> Tornado <input type="checkbox"/> Fire <input type="checkbox"/> HAZMAT incident <input type="checkbox"/> Other, please specify: |
| When: | |
| Where: | |
| Extent of damage or loss: | |
| Estimate of injuries, homelessness, fatalities: | |
| Type and extent of assistance required, if known: | |
| Additional remarks regarding the situation: | |

| | |
|-------|------------|
| Date: | Time: |
| Name: | Signature: |

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**APPENDIX 5
OPERATIONAL SITUATION REPORT**

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APPENDIX 5 – SITUATION REPORT

| SITUATION REPORT | |
|------------------|-----------|
| TO (OEM): | POSITION: |
| FROM: | POSITION: |
| SITREP NUMBER: | SUBJECT: |
| DATE: | TIME: |

Type of Emergency

- *Identify the type of emergency (by name if one has been given).*
- *Describe where and when it happened.*

Damage

- *Identify number of casualties and/or injuries.*
- *Describe type and extent of property damage – particularly as it directly impacts to people (e.g. major highways, bridges, railroads, airports, deep water ports), or military facilities).*
- *Indicate any additional damage potential.*

State and Local Actions

- *Describe major emergency management actions (e.g. dissemination of warning, activation of EOCs, activation of shelters or mass care facilities, rescue operations, evacuations, coordination with mass media, etc.)*
- *List requests for assistance from State and/or Federal agencies.*
- *List requests for military support and whether actions are to be performed by National Guard or another entity. Indicate which requests have been made and which are anticipated.*

Federal Actions

- *Describe participation of FEMA Regional Staff to assist affected locations.*

Military Action

- *State National Guard or Federal Active Duty Forces involved. Indicate number of troops and type of equipment committed and the mission(s).*
- *Indicate actions by the Army Corps of Engineers.*

Other Federal Agencies

- *List actions by other Federal agencies in support of local operations.*

Organized Volunteer Action

- *Identify American Red Cross and other volunteer agencies that are participating in emergency actions. Describe actions taken.*

Other

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APPENDIX 6
LEGAL

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APPENDIX 6 – LEGAL

1 Purpose

The purpose of this appendix is to provide a plan for the use of emergency powers of government that can be activated during disaster situations.

2 Situation and Assumptions

Baker County is subject to a number of emergency or disaster circumstances. Elected officials will pursue extraordinary measures to manage the emergency situation.

3 Concept of Operations

General

- The County Judge can declare a state of emergency. This declaration is good for up to seven days, at which time the County Counsel may extend the declaration for a longer period.
- In a locally declared emergency, the County Court may exercise the same powers as the governor, on a local scale.

Phases of Management

Mitigation

- Advise elected officials of ordinances and codes which could reduce the effects of a disaster.
- Prepare sample documents.

Preparedness

- Review plans/procedures from a legal standpoint.
- Stay aware of new legislation pertinent to emergency management.
- Advise staff of necessary legal actions.

Response

- Advise County and City officials on possible liabilities due to disaster operations.

Recovery

- Advise County and city officials of legal aspects of recovery operations.

4 Organization and Assignment of Responsibilities

General

The organizational arrangements followed on a day to day basis will be followed during an emergency.

Task Assignments

County Court

- Declare a state of emergency, when necessary.
- Manage the disaster as necessary, with attention to pertinent legislative requirements and guidelines.

County Legal Counsel

- Advise officials of 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;
- Use any publicly or privately owned resource with or without payment to the owner; and
- Remove debris from public or private property.
- Review and advise officials on possible liabilities in disaster operations, including the exercising of any of the above powers.
- Prepare and guide legislation relating to government powers in times of emergency.
- Advise officials and department heads on record keeping requirements and other documentation necessary for the exercising of emergency powers.

County Clerk

- Attest all documents.
- Publish required agendas.
- Record all public meetings.
- Ensure proper protection of all records.

5 Direction and Control

County Legal Council will advise county and city officials on all legal matters arising before, during, and after a disaster.

6 Continuity of Government

Lines of Succession

To ensure continuity of legal advisors the following line of succession has been established:

- Next senior Board Commissioner
- County Legal Council

Preservation of Records

Vital records of each department will be protected to the greatest extent possible. All records generated during an emergency will be collected and filed in an orderly manner so a chronology of events can be devised, claims can be settled, and lessons learned can be developed.

7 Annex Development and Maintenance

The County Legal Council is responsible for the development, maintenance, and updating of this appendix.

This appendix will be reviewed annually. Any deficiencies found during review will be edited. Changes made to the appendix will be distributed to agencies assigned tasks in this annex.

8 Attachments

Attachment 1 – Sample Disaster Declaration

Attachment 2 – Sample Ordinance

Attachment 3 – Joint Resolution

APPENDIX 7
EMERGENCY RESPONSE TEAM SUPPORT

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APPENDIX 7 – EMERGENCY RESPONSE TEAM SUPPORT

1 Purpose

This appendix provides guidance for the support of response team members and their families.

2 Situation and Assumptions

Citizens and officials of Baker County may reasonably expect emergencies to occur within the jurisdiction. Hazards may be natural or man-made. Thorough preparation should include provisions for persons involved in emergency response and their families.

3 Concept of Operations

General

Government and private sector organizations (Such as the American Red Cross and Salvation Army) are responsible for increasing awareness of and ensuring preparedness for emergencies. They are also responsible for ensuring support of emergency response team members. Such support is, for the purpose of this annex, defined as personal, spouse, and family support. Support may deal with the location, notification, transport, shelter, or general support of family members.

Requirements of response team support should be fully integrated into this EOP. Emergency Response organizations should maintain a range of activities related to response team members' families.

Such activities include:

- Identification of response team members' families in Baker County. This responsibility shall be an option afforded to all employees or volunteer personnel. Active participation of family members is necessary so that response organizations can provide effective assistance.
- Attachment 1 is a sample of the Emergency Response Team Support Locator File, which should be kept on file for all emergency response personnel family members.
- Identification, warning, evacuation, and sheltering can be successful only when family members are registered with emergency response agencies.
- Maintenance of resource inventories is necessary for efficient response activities, including support of family members.
- Development, testing, and use of alert/warning systems to contact emergency response team family members are necessary. These systems include, but are not limited to:
 - Captioned television;
 - Commercial radio broadcast system (EBS);
 - Standard warning systems such as sirens, klaxons, and public address loudspeaker systems; and
 - Individual house to house notification by emergency response personnel.

- Plan development and exercising for emergency response team family members is necessary. Location of appropriate shelters should be emphasized. Relatives or neighbors who may assist evacuation/sheltering should be identified and included in plans/exercises.
- Identification of shelters approved by Baker County Emergency Management for emergency response team family members. The present locations of such shelters are:
 - Baker Middle School, 2025 4th St., Baker City. Intended for unattended children of response personnel.
 - Churchill School, 3451 Broadway, Baker City. Intended for spouses and children of response personnel.
- Exercising and evaluation of emergency operations plans should be conducted to assure that EOP appropriately deals with emergency response team family members.

Organization

Primary responsibility for providing for emergency response team family members during emergencies or disasters rests with county or city government. It is charged with the protection of life and property for the entire jurisdictional area. Inherent trust is placed with elected officials to carry out these protective expectations.

Local government recognizes the importance of supporting emergency response team members' families, so that responders may focus on the response task.

Responsibilities

Emergency Manager

- Shall develop an inventory of all agencies that provide services during an emergency/disaster in Baker County. Periodically review and evaluate the preparedness of these agencies.
- Assist agencies in the development of EOPs if none is in place.
- Assist the development of a communication network among agencies to serve emergency response team families.
- Conduct seminars or workshops for staff of agencies that serve emergency response team family members to provide information relating to alerts, warnings, sheltering, and evacuation procedures.
- Designate shelters for emergency response team family members.

Emergency Response Team Members & Their Families

- Register with Baker County Emergency Management.
- Maintain supplies, equipment, medication, etc. for up to three days in shelter.
- Be aware of warning procedures, evacuation plans, and shelter locations.

4 Attachments

Attachment 1 – Emergency Response Family Locator File

Appendix 8
EOC Staffing Roster

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Appendix 9
EOC Floor Plan

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Appendix 10
Security Log Sheet

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To be added at a later date by Baker County

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Appendix 11
EOC Identification Card Template

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To be added at a later date by Baker County

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ESF 6 **Mass Care, Emergency Assistance, Housing, and Human Services**

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Table of Contents

| | | |
|----------|---|----------------|
| 1 | Purpose and Scope..... | ESF 6-1 |
| 2 | Policies and Agreements..... | ESF 6-1 |
| 3 | Situation and Assumptions..... | ESF 6-1 |
| 3.1 | Situation | ESF 6-1 |
| 3.2 | Assumptions..... | ESF 6-2 |
| 4 | Roles and Responsibilities..... | ESF 6-3 |
| 4.1 | Emergency Manager | ESF 6-3 |
| 4.2 | Law Enforcement | ESF 6-4 |
| 4.3 | Fire Service | ESF 6-4 |
| 4.4 | Transportation | ESF 6-4 |
| 4.5 | Baker County Health Department..... | ESF 6-4 |
| 4.6 | Mental Health | ESF 6-4 |
| 4.7 | American Red Cross (through agreement)..... | ESF 6-5 |
| 4.8 | Salvation Army (through agreement)..... | ESF 6-5 |
| 5 | Concept of Operations..... | ESF 6-5 |
| 5.1 | General..... | ESF 6-5 |
| 5.2 | Actions by Phase of Emergency..... | ESF 6-6 |
| 5.2.1 | Mitigation | ESF 6-6 |
| 5.2.2 | Preparedness | ESF 6-6 |
| 5.2.3 | Response | ESF 6-6 |
| 5.2.4 | Recovery | ESF 6-6 |
| 5.3 | Mass Care | ESF 6-7 |
| 5.3.1 | Registration | ESF 6-7 |
| 5.3.2 | Temporary Lodging and Feeding Facilities..... | ESF 6-7 |
| 5.3.3 | Protective Shelters | ESF 6-7 |
| 5.3.4 | Human Services | ESF 6-8 |
| 6 | Direction and Control..... | ESF 6-8 |
| 7 | Continuity of Government | ESF 6-8 |

ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

8 Administration and Support.....ESF 6-8
8.1 Records ESF 6-8
8.2 Training ESF 6-9
8.3 Inquiries..... ESF 6-9
8.4 Support..... ESF 6-9
8.5 Communications..... ESF 6-9

9 Supporting Plan and Procedures.....ESF 6-9

10 Annex Development and Maintenance.....ESF 6-9
10.1 Development and Maintenance..... ESF 6-9

11 ReferencesESF 6-9

12 AppendicesESF 6-10

ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

| ESF 6 Tasked Agencies | |
|------------------------------|---|
| Primary Agencies | Baker County Emergency Management |
| Supporting Agencies | Baker County Health Department Oregon Department of Health and Human Services American Red Cross Faith based Organizations |

1 Purpose and Scope

ESF 6 establishes plans and procedures for provisioning of protective shelters, temporary lodging, emergency feeding, and personal effects for persons evacuated due to an emergency.

Bulk distribution of emergency relief items, such as food, water, and ice, is managed and coordinated via established sites within the County. Victims are fed through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care/sheltering facilities. Coordination of volunteer services and donated goods may be necessary.

ESF 6 also includes the following:

- Assistance for victims’ short- and long-term housing needs;
- Coordination of mental health services; and
- Assistance for special needs groups within the impacted area.

2 Policies and Agreements

- A Cooperative Assistance Agreement exists between the Counties of Baker, and/or Union, and/or Grant, and/or Harney, and/or Malheur, and/or Wallowa.

3 Situation and Assumptions

3.1 Situation

- Facilities to deal with the direct effects and indirect effects of a hazard may become necessary.
- Protective shelters (i.e., direct effects shelters) are life supporting. Due to the facility design, they will afford protection from the direct effect emergencies. In the case of a nuclear attack, these shelters are designed as Nuclear Fallout Shelter (NFS) facilities
- Mass care facilities (i.e., indirect effects facilities) are life supporting. They are needed for support from the effects of hazards causing

ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

evacuations of areas flooded, near an explosion or chemical spill, etc. These facilities are designated as RAC (Reception and Care) facilities.

- Although Baker County has a resident population of approximately 15,700, certain scenarios may create the need for shelter and mass care for as little as a few families or as many as several thousand.
- Provisions of this annex concerning mass care will be implemented as soon as a need for temporary lodging or feeding is noted. While a coordinated local government/American Red Cross (ARC) decision is desirable, the ARC may independently activate their operations
- Communications will be established with all agencies. In the event of an evacuation, essential personnel including volunteers will be alerted and required material resources (cots, blankets, food, etc.) located and prepositioned, if necessary. Medical facilities 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.

3.2 Assumptions

- Although local government has the overall responsibility, the Eastern Oregon Chapter of the ARC shall manage and coordinate shelter and mass care operations.
- Until the ARC arrives on-scene, local government shall manage and coordinate all shelter and mass care activities.
- Both the ARC and the Salvation Army can provide general assistance to disaster victims. Other professional and volunteer organizations that normally respond to emergency situations may do so.
- Assistance from outside Baker County may be requested through mutual aid agreements with regional emergency services agencies.
- Facilities planned for shelter and mass care use shall be available at the time of need.
- Essential public and private services shall remain functional during a mass care situation. Normal activities in some schools and churches may be curtailed or discontinued.
- Churches and church groups are a vital community resource and may function as support organizations and provide assistance to disaster victims.

ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

- 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.
- Approximately half of the residents in the evacuation zone will seek lodging with friends or relatives rather than go to established facilities.
- Shelter/mass care operations may not be implemented; even in emergencies without mass care operations, citizens may require public assistance.
- The public can understand official information disseminated related to evacuation. Most of the public may act in its own interest and evacuate dangerous areas when advised to do so by local government authorities.

4 Roles and Responsibilities

The ultimate responsibility for the care of evacuees and displaced disaster victims rests with the Emergency Manager. A designated member of the Emergency Operations Center (EOC) staff will serve as the Baker County Human Services Branch Director. Services will be provided through the coordinated efforts of ARC staff members and other supported agencies and other state supported agencies, volunteer agencies, and mutual-aid agreements with various support groups.

4.1 Emergency Manager

- Coordinate with supporting agencies to develop a shelter and mass care program.
- Coordinate with supporting agencies to develop a human service program.
- In an event requiring mass care, notify the ARC of a need for shelters, estimated persons affected, and evacuation routes.
- Inform the public of shelter and mass care operations.
- Establish Disaster Recovery Centers (DRCs), as deemed appropriate.

Human Services Branch Director

- Establish contact with the ARC and Salvation Army.
- Identify volunteer agencies and develop emergency agreements. (See Appendix 1.)
- Identify potential protective shelters and mass care facilities.

ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

- Ensure mass care facilities are staffed and feeding is available.
- Coordinate the distribution of donated clothing.
- Coordinate with area officials for supplementary food from the US Department of Agriculture (USDA) sources.
- Identify volunteer agencies and develop emergency agreements. (See Appendix 1.)
- Solicit and distribute clothing and food from various agencies and individuals.
- Assist ARC with registration of evacuees/victims.
- Assist shelter managers by providing special care for groups such as unaccompanied children, the aged, handicapped, and others.
- Coordinate crisis counseling for disaster victims/workers.
- Staff DRCs, as required.

4.2 Law Enforcement

- Provide security and law enforcement at shelter facilities.
- Provide back-up communications.
- Provide traffic and crowd control.

4.3 Fire Service

- Assess fire security of shelter and mass care sites.
- Provide and maintain shelter fire extinguishers.
- Train shelter personnel in fire safety and suppression.

4.4 Transportation

- Provide and coordinate public transportation to emergency feeding sites, food distribution points, clothing pickup points--including special needs groups.
- Assist with traffic flow and crowd control.

4.5 Baker County Health Department

- Coordinate medical assistance at mass care facilities.

4.6 Mental Health

- Provide crisis counseling for disaster victims/workers.

ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services**4.7 American Red Cross (through agreement)**

- Staff and operate shelter and mass care facilities.
- Register evacuees.
- Distribute emergency food.
- Distribute emergency clothing.
- Process inquiries from concerned families outside the disaster area.
- Assist in temporary home repairs.

4.8 Salvation Army (through agreement)

- Assist in mass feeding operations.
- Collect and distribute food, clothing, and other supplies.
- Perform counseling and morale-building services
- Provide specialized skills, such as interpreters and social workers.

5 Concept of Operations**5.1 General**

- Responsibility for the protection and welfare of citizens residing in Baker County rests with the County Board of Commissioners (BOC) and is assigned to the Emergency Manager.
- In cooperation with available volunteer disaster assistance organizations, Baker County shall make shelter and lodging available for displaced people.
- In cooperation with available volunteer disaster assistance organizations, Baker County will make available shelter and lodging for people displaced from their residences.
- The ARC and other private disaster assistance organizations may be called upon to manage and support shelters for the displaced population providing registration, food and clothing services, or other assistance.
- In some disasters, the federal government may be requested to provide emergency housing. Disaster victims are encouraged to obtain housing with family or friends or in commercial facilities in times of emergency. To the extent possible, local government can assist and coordinate post-disaster housing needs of the homeless.

ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services**5.2 Actions by Phase of Emergency****5.2.1 Mitigation**

- Develop a shelter and mass care capability.
- Encourage shelter considerations in new construction.
- Identify volunteer groups.
- Encourage residents to plan an at-home shelter.

5.2.2 Preparedness

- In coordination with the ARC, identify potential mass care facilities and protective shelters.
- With the ARC, obtain cooperation of facility owners for use of facilities as mass care sites and protective shelters.
- Train facility shelter managers.
- Maintain feeding supplies.
- Identify sources of food and clothing.
- Coordinate training and communication procedures.
- Coordinate responsibilities with other agencies and/or volunteer groups.
- Identify population groups requiring special assistance during an emergency and ensure assistance can be provided.

5.2.3 Response

- Open and staff shelters and mass care facilities.
- Assist registration of evacuees and victims.
- Provide food and clothing as needed.
- Identify DRCs.
- Maintain communications between facilities and EOC.
- Provide information for victims needing additional services.

5.2.4 Recovery

- Deactivate shelters and mass care facilities when possible.
- Assess continued human needs of victims.

ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

- Coordinate post-disaster housing needs.
- Inform public of extended care, if available.
- Coordinate location of DRC with state and federal officials.
- Staff DRC.

5.3 Mass Care

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

5.3.1 Registration

The ARC will assist local government in registration of evacuees, and will communicate with appropriate government agencies regarding those evacuees who are housed in ARC shelters.

5.3.2 Temporary Lodging and Feeding Facilities

- The designation of specific lodging and feeding facilities depends on the actual hazard and the location of the incident. Facilities shall be located far enough from the hazard area so that the possibility of the threat reaching mass care facility is at a minimum. Designated facilities must be suitable for lodging special needs groups. Agreements for use of facilities have been obtained by the ARC. The Emergency Manager may obtain permission for the use of other facilities, as required.
- When ARC facilities are opened, it is the responsibility of the ARC to maintain all operation and staffing according to ARC policy.
- As needed, meals and snacks shall be provided to evacuees and workers through both mobile and fixed feeding sites. ARC is responsible for meal planning, coordination of mobile feeding, identifying feeding sites and resources for the procurement of food and related supplies.
- The ARC and the Baker County Emergency Manager will jointly maintain listing of qualified and trained shelter and lodging facility managers.

5.3.3 Protective Shelters

Protective shelters are designed to withstand the effects of a specific hazard. These are life protecting and may include the life support equipment.

ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services**5.3.4 Human Services**

Many services are required in shelter environments including crisis counseling, missing persons reporting, and the care of special needs groups. As a consequence, the stress on human service organizations may increase

■ Crisis Counseling

Disaster victims shall be provided emergency counseling services by the Oregon Department of Mental Health and Mental Retardation through the State Hospital or Community Center. These services may be augmented by local mental health professionals and members of local ministerial associations.

■ Emergency Assistance

Some emergencies do not necessitate mass care; however, a limited amount of emergency food and clothing will be needed. This assistance will be coordinated by the Human Services Officer through existing Baker County staff, volunteer organizations, and church groups.

■ Special Needs Groups

Disaster victims and special needs groups may require extra assistance. Local and state human service organizations will identify any special needs groups (elderly, handicapped, non-English speaking, etc.) and ensure that their needs are met.

■ Disaster Recovery Centers

Upon a Presidential Disaster Declaration, DRCs may be established to organize recovery funding. Grant and assistance programs are available through the DRC, such as the Individual and Family Grant Program which provides grants to meet disaster-related expenses.

6 Direction and Control

All activities will be coordinated through the Shelter and Human Services Branch Director in the EOC. Shelter/lodging facility managers will be responsible for the operation of their individual facilities.

7 Continuity of Government

The Emergency Manager determines lines of succession, as necessary.

8 Administration and Support**8.1 Records**

The ARC shall maintain records of all expenses incurred by mass care activities. The Emergency Manager will ensure that adequate records of local government expenses are maintained.

ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services**8.2 Training**

The Emergency Manager ensures that the ARC Shelter Manager training and other appropriate training are made available to officials and volunteers who may participate in mass care activity. Training programs in Shelter Systems and Shelter Management are available through State Emergency Management and ARC Disaster Welfare Inquiry Operations.

8.3 Inquiries

The ARC shall establish a Disaster Welfare Inquiry Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. Welfare Inquiry listings, along with registration listings, will be coordinated with the EOC and law enforcement agencies for comparison with missing person's lists.

8.4 Support

- The status of shelter and mass care facilities shall be maintained by the Branch Director.
- Public school facilities are prime emergency mass care facilities. Utilization of these shall be coordinated with school officials.
- Permission to use facilities for disaster operations shall be secured from the owner or managers by the ARC Shelter Officer in advance of emergency situation.

8.5 Communications

- The primary communications link between shelter facilities and the EOC is telephone. If telephones cannot be used or are overloaded, the Baker County Communications Center shall provide radio assistance.
- Shelter managers shall ensure that staff at each facility monitors communication sources for guidance and announcements.

9 Supporting Plan and Procedures

(to be developed)

10 Annex Development and Maintenance**10.1 Development and Maintenance**

The ARC Baker County Chairperson is responsible for the development and maintenance of this annex. Extensive coordination with Baker County Emergency Management, support agencies, and volunteer groups is necessary.

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12 Appendices

Appendix 1 – Volunteer Groups

Appendix 2 – Reception and Care Facilities

Appendix 3 – American Red Cross Agreement

Appendix 4 – Disaster Recovery Centers

Appendix 5 – Vulnerable Populations

**APPENDIX 1
VOLUNTEER GROUPS**

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ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

APPENDIX 1 - VOLUNTEER GROUPS

The following volunteer agencies provide disaster relief services in major disasters and traditionally provide extensive assistance to local government.

| Volunteer Group | Contact Person | Contact Information | 24-Hour Contact Information |
|--|--|--|-----------------------------|
| American Red Cross | Betty Everson, Boise Field Service Manager | 523-2231 (office), 523-2746 (home), (208) 344-4506 | |
| Salvation Army, Portland Headquarters | Lt. Roger Davis, Commander | (503) 794-3200 523-5853 (office), 523-9786 (home) | |
| United Way, Portland office | | 363-1651 | |
| Goodwill Industries, Portland | | 585-9423 | |
| Seventh Day Adventist Disaster Relief | Frank Baker, Upper Columbia Region (Spokane) | (509) 838-2761 | |
| Menonite Disaster Services | Clarence Kropf, Regional Coordinator (Lebanon) | 258-5764 | |
| United Methodist Disaster Relief | Reverend Meredith Groves, Coordinator & Vernon Groves, Alternate | 364-6411 (Salem), 746-3515 (Springfield) | |

In addition to the above listed relief services, consult the local church directories, service organizations and Boy Scout Troops in your area for various types of relief and support.

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**APPENDIX 2
RECEPTION AND CARE FACILITIES**

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ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

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**APPENDIX 3
AMERICAN RED CROSS AGREEMENT**

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ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services**1 General**

- The Chapter of the American Red Cross, hereafter referred to as the Red Cross, identifies all personnel employed by this disaster relief agency, to include its volunteer force, and any other personnel assigned for special duties.

2 Mobilization

- The executive director, when notified of impending disaster, will remain at his/her regular position at chapter headquarters. From this vantage point, he/she will coordinate, under direction of the chapter disaster chairperson, all disaster relief activities as they apply to the Red Cross. Personnel with predisaster assignments will proceed to designated points and carry out their assigned duties.
- Take all precautions necessary to safeguard chapter records.
- Emergency mass care assistance services provided:
 - Food for disaster victims and emergency workers.
 - Temporary shelter.
 - Medical and nursing aid.
 - Clothing.
 - Flood and blood products.

3 Standard Operating Procedure

- The executive director or disaster chairperson will be notified before any impending disaster. During this stage, designated committees within the chapter will activate in-house emergency plans that outline specific duties that must be accomplished before any disaster occurs. For the benefit of the citizens of Baker County, these plans should include, but are not limited to:
 - Notifying designated representative to take up assigned duties in the EOC to serve as liaison between the city/county and the Red Cross.
 - Notifying chapter communications coordinator to take up assigned duties at chapter headquarters and establish radio contact with appropriate agencies.
 - Checking all emergency equipment, special clothing, supplies, and special vehicles required to carry out pre-disaster and recovery duties.
 - Checking fuel to include type, amount needed, and procedure, for refueling, location, and time needed.
 - Coordinating with the following city departments concerning shelters:

ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

- Emergency management for evaluation and determination of which buildings will be opened as Red Cross shelters. (For Red Cross-designated shelters, administrative responsibility and financial control are inseparable. Red Cross makes no commitment for expenditures other than designated shelters agreed on by the Red Cross and the emergency management department.) Shelters will be opened when evacuation begins.
- Police department for auxiliary police.
- School systems for shelter kits and letter of credit, as appropriate.
- Senior citizens for shelter and first aid kits and letter of credit in designated shelter for the aged and infirm.
- Housing authority for temporary shelter where needed in the recovery stage.
- If disaster occurs, all personnel will report to designated places and proceed with assigned duties.
- The emergency Management department will be kept informed on a recurring basis of the status of all shelters used, to include:
 - Shelter location;
 - Number of shelterees; and
 - Special requirements.

4 Disaster Recovery

- The Red Cross, since its beginning, has served as the community agent for disaster relief. Its ability to respond to the needs of the community is based on the organized efforts of many volunteers, on community groups, and on the recognized fields of responsibility of the individual, the family, the community, and the components of the community.
- The ability of each of these groups to function in a disaster represents a vital community resource that must be considered when combining the efforts of disaster and bring about an orderly recovery.
- It is also during this phase that the Red Cross has a vital role in providing assistance to help alleviate human suffering.
- Immediate assistance on individual family basis may provide for:
 - Social services inquiry and information services
 - Emergency assistance for food, clothing, rent, bedding, selected furnishings, transportation, medical needs, temporary home repairs, occupational supplies, and other essentials.
 - Referral to government disaster programs
- Additional aid for recovery to families may be provided after all are used.

ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

5 Authority

- Authority for the preceding is contained in Public Law 4, approved January 5, 1905 (33 Stat. 599), as amended.

_____ Date: _____
Emergency Manager, Baker County

_____ Date: _____
American Red Cross, Baker County

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**APPENDIX 4
DISASTER RECOVERY CENTERS**

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ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services**Disaster Recovery Centers****Purpose**

This appendix defines the concept of a Disaster Recovery Center (DRC) and proposes possible locations for their establishment in each of Baker County's four geographical areas. It has been determined that the DRC is the most effective means of guiding a community in an orderly and expeditious recovery process.

Situation

Baker County could be subjected to any of several disaster scenarios which would disrupt community life and necessitate recovery efforts. Various State, Federal, Local, and volunteer agencies can provide assistance to the community after a disaster. DRCs serve as a nexus of assistance provided by these agencies, and must be located so that they are a safe distance from the disaster area can be easily accessed by the population in need.

Assumptions

The stability of the impacted area will be strengthened if victims have direct contact with the governmental agencies.

There will be instances where the transportation infrastructure will not allow for travel to certain areas of Baker County.

In certain emergency situations, residents will not have the ability to leave the impacted area due to ongoing response activities.

Concept of Operations

The characteristics of the hazard such as its magnitude, intensity, expected duration and geographic extent must be considered when planning DRCs. These factors will help the Emergency Manager to determine the number of people that will require assistance and the specific agencies that will need to present at the DRC to provide support.

Routes of access must also be considered when establishing a DRC. Provision must be met for those people unable to supply their own transportation (See ESF 1 – Transportation).

Disaster Recovery Center locations require consideration of the following:

- Ease of access;
- Adequate space for all Human Service agencies;
- Considerations for special needs population;
- Telecommunications support;
- Adequate break/rest areas for staff;
- Site security;

ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

- Accessible meals and lodging for staff;
- Security from additional impact from the event; and
- Not co-located with the response effort, staging area, or command post.

Assignment of Responsibility

Baker County Emergency Management has the responsibility to pre-designate Disaster Recovery Center sites in the four geographical areas in Baker County (See attachments). Oregon Emergency Management personnel shall review the needs of recovery agencies to ensure that sites shall continue to meet the needs of the agencies and the residents.

Attachments

- 1 – Disaster Recovery Center Locations, list
- 2 – Disaster Recovery Center Locations, maps

ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

Attachment 1

Baker Valley

Location: Baker City Country Club, Indiana Avenue, Baker City (see attached map DRC 1)

Communities Served:

- Baker City
- Haines
- Sumpter
- Keating
- Medical Springs
- Sparta
- Greenhorn
- Baker Valley Rural Area

Panhandle

Location: Halfway Fairgrounds, Fairgrounds Drive, Halfway (see attached map DRC 2)

Communities Served

- Halfway
- Richland
- Oxbow
- Homestead
- Cornucopia
- Pine Valley
- Eagle Valley
- New Bridge

South County

Location: VFW Hall, Adams Street, Huntington (see attached map DRC 3)

Communities Served:

- Huntington
- Durkee
- Lower Snake River

ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

Burnt River

Location: Unity Community Hall, Main Street, Unity (see attached map DRC 4)

Communities Served:

- Unity
- Hereford
- Bridgeport
- Whitney
- Burnt River Valley

**APPENDIX 5
VULNERABLE POPULATIONS**

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ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services

To be added at a later date by Baker County

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ESF 7 Resource Support

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Table of Contents

| | | |
|-----------|--|----------------|
| 1 | Purpose and Scope | ESF 7-1 |
| 2 | Policies and Agreements | ESF 7-1 |
| 3 | Situation and Assumptions | ESF 7-1 |
| 3.1 | Situation | ESF 7-1 |
| 3.2 | Assumptions..... | ESF 7-1 |
| 4 | Roles and Responsibilities | ESF 7-2 |
| 4.1 | Emergency Operations Center Director..... | ESF 7-2 |
| 4.2 | County Administrative Services Director | ESF 7-2 |
| 4.3 | Individual Department Heads | ESF 7-2 |
| 5 | Concept of Operations | ESF 7-3 |
| 5.1 | General..... | ESF 7-3 |
| 5.2 | Actions by Phase of Emergency..... | ESF 7-3 |
| 5.3 | Resource Typing | ESF 7-4 |
| 6 | Direction and Control | ESF 7-5 |
| 7 | Continuity of Government | ESF 7-5 |
| 7.1 | Lines of Succession | ESF 7-5 |
| 7.2 | Preservation of Records..... | ESF 7-5 |
| 8 | Administration and Support | ESF 7-5 |
| 8.1 | Administration..... | ESF 7-5 |
| 8.2 | Resources | ESF 7-5 |
| 9 | Annex Development and Maintenance | ESF 7-6 |
| 10 | References | ESF 7-6 |
| 11 | Appendices | ESF 7-6 |

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ESF 7 Tasked Agencies

| | |
|-------------------------|-----------------------------------|
| Primary Agencies | Baker County Emergency Management |
|-------------------------|-----------------------------------|

1 Purpose and Scope

ESF 7 focuses on procedures for activating, dispatching, distributing, allocating, and deactivating resources needed for emergency and disaster operations from government, private, or volunteer sources. In addition, ESF 7 describes available resource tracking systems, including databases or basic equipment/supply lists for personnel, facilities, equipment, and supplies in the County or region.

Formal pre-incident agreements (i.e., mutual aid agreements or memos of understanding) between government agencies and private sector and/or other nongovernmental entities may be necessary to support ESF 7 to facilitate acquisition of resources, pre-purchasing agreements (such as implementation of pre-disaster pricing when applicable), and the adoption of standardized interoperable equipment during emergency response activities. Procedures outlined in this support function include both medical and non-medical resources.

2 Policies and Agreements

- A Cooperative Assistance Agreement exists between the Counties of Baker, and/or Union, and/or Grant, and/or Harney, and/or Malheur, and/or Wallowa.

3 Situation and Assumptions

3.1 Situation

Baker County is subject to a number of emergency or disaster circumstances that could occur locally or that could be part of a national crisis and would require inventorying resources on a continuing basis and to have procedures to use these resources in a timely manner during an emergency or disaster.

3.2 Assumptions

- Baker County resources would become depleted very quickly in any emergency that lasts longer than 24 hours.
- Private contractors and volunteer agencies are willing and able to assist the community during an emergency or disaster.
- Mutual aid agreements may be invoked and honored.
- Support is available from State and Federal agencies. Requests may be submitted once local capacity to respond is deemed inadequate.
- Evacuees being cared for may volunteer to assist.

- Baker County agencies will support emergency actions pertaining to resource management.

4 Roles and Responsibilities

During emergencies and disasters, individual department heads shall manage the resources belonging to their department. These activities will be coordinated through the Emergency Operations Center (EOC). The Logistics Chief has authority to manage all resources made available to Baker County.

4.1 Emergency Operations Center Director

- Utilize all physical resources within the county, whether publicly or privately owned.
- Ensure resource surveys are conducted and maintained.
- Resolve resource priority issues.
- Authorize emergency purchase requests through respective department heads.
- Institute resource controls.

4.2 County Administrative Services Director

- 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.
- Establish emergency purchasing procedures.
- Maintain records of emergency purchases.

4.3 Individual Department Heads

- Develop and maintain resource lists of personnel, equipment, and supplies.
- Coordinate emergency distribution of resources.
- Prepare records of emergency expenditures and submit to County Administrative Services.

- Identify resource needs for special or critical facilities and submit lists to the County Administrative Services Director.
- Develop procedures for the movement of equipment and critical supplies for various emergency situations
- Identify resources required in specific emergency situations.

5 Concept of Operations

5.1 General

- During an emergency or disaster, all physical resources within Baker County, whether publicly or privately owned, will be utilized when deemed necessary by the Emergency Manager.
- The County assumes no financial or civil liability for the use of publicly or privately owned resources.
- Accurate records of expenditures shall be maintained for possible reimbursement.
- Each department given responsibilities in the Basic Plan shall identify personnel, equipment, and material to accomplish listed tasks.
- If additional equipment, personnel, and material are required by a department head, those requests shall be relayed to the EOC where outside support will be contacted. Emergency purchase requests are subject to the approval of the EOC Director and shall be coordinated through the EOC.

5.2 Actions by Phase of Emergency

5.2.1 Mitigation

- Analyze resource requirements.
- Train personnel on effective use of available resources.
- Designate responsibility in resources management.

5.2.2 Preparedness

- Identify sources of equipment, manpower, and transportation.
- Prepare and update resources list.
- Coordinate resources with other agencies and volunteers.
- Ensure adequate reserves are maintained.

- Establish letters of understanding with private sector organizations and mutual aid agreements with neighboring jurisdictions.
- Establish emergency purchasing procedures.

5.2.3 Response

- Establish priorities and allocate resources.
- Coordinate and preplan for the delivery of resources to response teams and disaster victims.
- Identify resource distribution centers.
- Identify staging areas for nonlocal emergency response personnel, equipment, and supplies.
- Coordinate local efforts with other agencies.
- Maintain records of emergency-related expenditures.

5.2.4 Recovery

- Assess recovery needs.
- Estimate costs of recovery supplies.
- Assess impact on available resources and identify repair, maintenance, and replenishment needs.
- Maintain appropriate records.
- Disseminate public information regarding resource availability.

5.3 Resource Typing

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

Most resources are available in numerous sizes, power outputs, or quantities. Each variety is designated as Type I, Type II, Type III, et. cetera. If interpreted properly, a resource typing list can increase the efficiency of the product ordering process and may reduce costs by eliminating extraneous orders. Response personnel and support staff should be familiar with resource typing lists and the standard terminology for commonly requested resources. The following electronic links provide access to Federal guidance documents supporting resource typing.

- http://www.fema.gov/preparedness/mutual_aid retrieves a FEMA list of acceptable terms for resources requested in a mutual aid context and provides other information.

- <http://www.uscg.mil/hq/gm/mse/equiplist.htm> retrieves a list of Federal code (46 CFR) definitions of U.S. Coast Guard resources.

6 Direction and Control

- The Board of Commissioners serves as the overall authority for resource management.
- Department heads and supervisors maintain day-to-day responsibilities during an emergency. They will keep the County BOC informed of resource requirements and coordinate emergency resource requests. Resource shortages shall be projected, identified, and made known to the Logistics Chief.
- Priorities for resource allocation shall be established by the EOC staff.
- The EOC Director may designate private citizens to coordinate resources obtained from the private sector, under the supervision of EOC management.

7 Continuity of Government

7.1 Lines of Succession

Lines of succession to each department head are according to standing operating procedures established by each department.

7.2 Preservation of Records

Vital records of each department shall be protected, where possible. All records generated during an emergency shall be collected and filed so a chronology of events can be reviewed when revising the EOP and settling claims.

8 Administration and Support

8.1 Administration

- Emergency requests shall be coordinated through the EOC.
- Through the department heads, the Finance Chief, shall maintain and retain adequate records of all emergency purchases, costs, and expenses incurred in order to support reimbursement claims and critique the operation. Conventional accounting methods will be used.

8.2 Resources

- The County Administrative Services Director is responsible for agreements and understandings with private organizations.

- The EOC Director with assistance from Administrative Services may initiate mutual aid agreements pertaining to resource support with neighboring jurisdictions.
- The Emergency Manager will advise the BOC on the need and timeliness of requests for State or Federal resource assistance.

9 Annex Development and Maintenance

The Emergency Manager is responsible for the development, exercise, and maintenance of this annex. Each agency shall develop SOPs that address assigned tasks.

10 References

Federal Emergency Management Agency (FEMA), 1981. Disaster Operations, CPG 1-6.

11 Appendices

Appendix 1 – Resource Providers

Appendix 2 – Emergency Requisition Form

**APPENDIX 1
RESOURCE PROVIDERS**

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| Heavy Equipment | | | |
|-----------------|----------------|-------------------|-----------------------|
| Owner | Phone | Type of Equipment | Delivery Capabilities |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| USFS | (541) 426-4978 | | |
| State Forestry | (541) 886-2881 | | |

| Fuel Distributors | | | |
|-------------------|----------------|------------------|--------------|
| Owner | Phone | Storage Capacity | Type of Fuel |
| Byrnes Oil Co. | (541) 426-3323 | | Gasoline |
| Henderson Fuel | (541) 886-3027 | | Gasoline |
| Liquid Gas | (541) 426-3811 | | Propane |

| Hazmat response equipment and facilities | | |
|--|-----------|---------------------------|
| Type of equipment/facilities | Location | Phone |
| Hazmat Response Team | | |
| Local Fire Departments | | |
| OEM | Salem | (800) 452-0311 |
| Bu. Of Explosives | Portland | (503) 241-3460 (days) |
| Chem-Nuclear | Arlington | (503) 454-2777 (24 hours) |
| CHEMTREC | | (800) 424-9300 (24 hours) |
| Dow Chemical | | (415) 432-5437 days |
| Mult. HM Van | | (503) 221-9009 Emerg. |
| Pennwalt Chem. (Chlorexp Resp.) | | (503) 228-7655 (24 hours) |
| Poison Cont. Ctr | | (800) 452-7165 (24 hours) |
| Reidel – E.E.S. | Portland | (503) 283-5600 (24 hours) |
| Shell Chem. | | (800) 426-6622 (24 hours) |
| Stauffer Chem. (Pesticide Resp) | | (503) 242-1793 (24 hours) |
| Personal Protective Equipment | | |
| Level A Protection | | |
| Level B Protection | | |
| Level C Protection | | |
| Containment Equipment | | |
| | | |
| | | |

| Hazmat response equipment and facilities | | |
|---|----------|--------------------|
| Type of equipment/facilities | Location | Phone |
| Technical Support Resources | Location | Areas of Expertise |
| Local Laboratories | | |
| Private Consultants | | |
| Universities | | |
| Chemical Plants | | |

| Baker County Equipment Inventory |
|--|
| ▪ State Highway Division 541-426-4320 |
| ▪ Baker County Road Department 541-523-6417 |
| ▪ Oregon Department of Forestry 541-886-2881 |
| |

| City of Baker (541-523-6541) |
|-------------------------------------|
| ▪ |
| ▪ |
| ▪ |

| Countywide Fire & Heavy Equipment (private ownership) |
|--|
| ▪ |
| ▪ |
| ▪ |
| ▪ |
| ▪ |
| ▪ |
| ▪ |
| ▪ |

| Countywide Medical Resources |
|-------------------------------------|
| ▪ |
| ▪ |
| ▪ |
| ▪ |

| Oregon State Highway Division |
|--------------------------------------|
| ▪ Fatal Accidents |
| ▪ Signal Malfunctions |

**APPENDIX 2
EMERGENCY REQUISITION FORM**

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To be added at a later date by Baker County

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ESF 8 Public Health and Medical Services

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Table of Contents

| | | |
|----------|---|-----------------|
| 1 | Purpose and Scope..... | ESF 8-1 |
| 2 | Situation and Assumptions..... | ESF 8-1 |
| 2.1 | Situation | ESF 8-1 |
| 2.2 | Assumptions..... | ESF 8-2 |
| 3 | Roles and Responsibilities..... | ESF 8-2 |
| 3.1 | County Health Department..... | ESF 8-2 |
| 3.2 | County Health Officer | ESF 8-3 |
| 3.3 | Emergency Manager | ESF 8-4 |
| 3.4 | Human Resources Officer/Designee | ESF 8-4 |
| 3.5 | Mental Health Authority | ESF 8-4 |
| 4 | Concept of Operations..... | ESF 8-4 |
| 4.1 | Phases of Management..... | ESF 8-4 |
| 4.1.1 | Mitigation | ESF 8-4 |
| 4.1.2 | Preparedness | ESF 8-5 |
| 4.1.3 | Response | ESF 8-5 |
| 4.1.4 | Recovery | ESF 8-5 |
| 4.2 | Public Health Notification..... | ESF 8-6 |
| 4.3 | Public and Media Information | ESF 8-6 |
| 4.4 | Disease/Health Threat Investigation..... | ESF 8-6 |
| 4.5 | Specific Environmental Responsibilities | ESF 8-9 |
| 4.6 | Evacuation Plans and Quarantine | ESF 8-11 |
| 4.7 | Patient Health Care Facilities | ESF 8-11 |
| 4.8 | Strategic National Stockpile /Chempack..... | ESF 8-11 |
| 4.9 | Crisis Counseling | ESF 8-12 |
| 4.10 | Damage Assessment | ESF 8-12 |
| 5 | Continuity of Government..... | ESF 8-13 |
| 6 | Administration and Support..... | ESF 8-13 |
| 7 | Annex Development and Maintenance..... | ESF 8-13 |
| 8 | Appendices | ESF 8-13 |

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ESF 8 Public Health and Medical Services

| ESF 8 Tasked Agencies | |
|-----------------------|-----------------------------------|
| Primary Agencies | Baker County Health Department |
| Supporting Agencies | Baker County Emergency Management |

1 Purpose and Scope

ESF 8 ensures that the following services are provided to disaster victims and emergency response workers to supplement disrupted or overburdened local medical personnel and facilities:

- Essential public health and sanitation services;
- Emergency medical, dental, and hospital services;
- Crisis counseling and mental health services;
- Animal and vector control; and
- Mortuary services.

ESF 8 also outlines services, equipment, and personnel needed to protect the health of the public from communicable disease, contamination, and epidemics. Services such as health and symptomatic monitoring, food and water inspections, immunization and mass prophylaxis delivery, laboratory testing, and animal health/disease management (as it pertains to potential or actual impacts on public health) are highlighted. Other essential tasks included in this support function involve the provisioning of professional personnel, services, and facilities to relieve victims and their families, first responders, and/or special needs populations of trauma and mental health conditions caused or aggravated by an emergency/disaster or its aftermath. Depending on the nature and severity of the incident, services and resources may be in demand for prolonged periods of time.

Note: Refer to ESF 11 for information regarding incidents/disasters potentially or actually impacting the health of livestock, wildlife, and other animals without concern for impacts to human health.

2 Situation and Assumptions

2.1 Situation

- Residents of Baker County are vulnerable to different hazards, both naturally-occurring and human-caused, that may result in the need for emergency health and medical support. A mass casualty incident producing a large number of patients may occur as isolated events.
- The County Health Department serves the executive body of Baker County by enforcing laws which protect the health of the people of Baker County.

ESF 8 Public Health and Medical Services**2.2 Assumptions**

- Although many health-related issues are associated with disasters, there is an adequate local capability to meet most disaster situations. When necessary, support can be made available from the Oregon Emergency Response System (OERS), the Oregon Health Department, and Federal agencies through Baker County's Emergency Operations Center (EOC).
- The public may require information concerning how best to avoid health risks related to the disaster and dangerous conditions in the affected area during recovery and rehabilitation phases.
- Day-to-day functions that are not applicable to emergency operation may be suspended for the duration of the emergency. The efforts that would normally be directed to those functions shall be re-directed to accomplish emergency tasks. In addition, certain medical or public health events may necessitate the use of medical/public health resources from outside the jurisdiction.
- The County Health Director, or designee, will be stationed at the EOC to coordinate with the County Health Officer, hospitals, county department heads, and others to ensure adequate support is made available.

3 Roles and Responsibilities

The Health Department represents the public health and medical services of the EOC. Response activities may be coordinated from the EOC.

Upon receiving an official notification of an actual or potential emergency, it is the responsibility of the Health Department to receive and evaluate all requests for health and medical assistance and to disseminate such notification to all appropriate public health, medical, and mortuary services.

3.1 County Health Department

- Coordinate essential medical care and treatment for persons whose illnesses or injuries are a result of a disaster or where care and treatment are complicated by a disaster.
- Plan for transportation of casualties to suitable emergency care facilities.
- Provide public health protection for the affected population.
- Provide mortuary and vital records services.
- Assess damage for public health and medical facilities and systems.

ESF 8 Public Health and Medical Services**3.2 County Health Officer**

The Health Department will be primarily responsible for directing and coordinating emergency programs relating to medical operations. Baker County has contracted with a County Health Officer (physician) to reside as the authority relating to disaster planning. These duties may be shared jointly with the Public Health Nurse. Those responsibilities include:

- Ensure medical care is provided for persons whose illness or injuries are a result of the disaster or where care and treatment are complicated by the disaster.
- Determine the management, distribution and use of health resources such as personnel, materials and facilities.
- Issue health instructions to the general public.
- Determine the need for emergency treatment stations and implement such stations if deemed necessary.
- Evaluate the ability of the existing medical care facilities to handle an emergency situation.
- Evaluate existing blood banks, collection centers and blood distribution networks and, if deemed necessary, identify additional blood services.
- In a mass casualty situation, implement collection, identification, storage and dispatch of deceased.
- Transmit pertinent health care information that is not protected under the Health Information Portability and Privacy Act (HIPPA) to the Public Information Officer (PIO) for dissemination to the media.
- Determine the need for Emergency Medical Services (EMS) teams and triage stations. Implement such stations if deemed necessary.
- Direct and coordinate emergency programs.
- Liaise with external sources of assistance for public health/medical resources as needed.
- Compile health reports for State and Federal officials.
- Encourage non-emergency public information programs dealing with public health, personal health, and personal hygiene.

ESF 8 Public Health and Medical Services

- Coordinate disease surveillance and control operations including mass prophylaxis/vaccination and biological/epidemiological tracking and response for biological/epidemiological threats.
- Assess damage at medical facilities and public utilities essential to public health.
- Coordinate environmental health activities including:
 - Solid waste and wastewater disposal;
 - Food and water safety; and
 - Vector control.
- Liaise with state labs and other Regional, State, and National resources.

3.3 Emergency Manager

- Develop human service program.
- Inform the public of the program.

3.4 Human Resources Officer/Designee

- Identify volunteer agencies and develop emergency agreements.
- Coordinate and assist registration of evacuees/victims.
- Coordinate crisis counseling assistance for disaster workers.

3.5 Mental Health Authority

- Provide crisis counseling for disaster victims and workers.

4 Concept of Operations

This ESF is based on the concept that emergency functions for public health, medical, and mortuary services will general parallel their typical 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 that do not contribute directly to the emergency operation may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency.

4.1 Phases of Management**4.1.1 Mitigation**

- Report presence of contagious infections.
- Identify area resources for dealing with mass casualties.

ESF 8 Public Health and Medical Services

- Identify and list State/Federal contacts that may assist during mass casualty/fatalities.
- Identify volunteer groups.
- Identify population groups requiring special assistance during an emergency.

4.1.2 Preparedness

- Maintain medical supplies and ensure adequate disease surveillance and tracking systems.
- Ensure safe water supply.
- Coordinate waste disposal.
- Identify sources of food and clothing.
- Coordinate responsibilities with other agencies and/or volunteer groups.

4.1.3 Response

- Initiate public information programs dealing with personal health and hygiene.
- Coordinate disease control operations.
- Coordinate sanitation activities.
- Secure potable water supply.
- Coordinate environmental health activities (refuse, vector control, food and water control).
- Collect vital statistics.
- Provide food and clothing.
- Assist registrations of evacuees/victims.
- Instruct residents of public health activities.
- Coordinate media releases with PIO.

4.1.4 Recovery

- Continue response activities, as needed, including biological/epidemiological follow up.
- Compile health reports for State and Federal officials.

ESF 8 Public Health and Medical Services

- Identify potential or continuing hazards affecting public health and offer appropriate guidance for mitigation of harmful effects.
- Identify areas where emergency medical personnel can continue to assist recovery efforts.
- Inform public of extended care availability.
- Staff Disaster Response Center (DRC). Refer to ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services for information on DRCs.

4.2 Public Health Notification

- Health Department personnel shall utilize established communication facilities and networks that are used in normal day-to-day operations.
 - Day-to-day communications include the Health Alert Network (HAN) and the employee notification system embedded in the program.
- Health Department personnel are available 24-hours a day and 7-days a week. A designated staff member will be wearing a pager that can be contacted through 9-1-1 or the Baker County Communications Center
- Public Health Activation
- For a large-scale event, Baker County Health Department shall operate within the Emergency Operation Center (EOC). The EOC shall provide a centralized management center to facilitate policy making, coordination and control of operating forces. The County Health Administrator is responsible for developing policies relating to health and welfare services.
- For smaller incidents that only affect the health department, the department may operate out of the day-to-day department offices at 3330 Pocahontas Road, Baker City, OR.

4.3 Public and Media Information

- Public information related to an emergency event shall be coordinated in the EOC by the Public Information Officer and released once approved by the Incident Commander/EOC Director.
- The County Health Department will provide staff to support the county PIO in the Joint Information Center on health-related issues.

4.4 Disease/Health Threat Investigation

- Primary responsibility for conducting the investigation of a public health disaster rests with the Center for Human Development and local

ESF 8 Public Health and Medical Services

environmental health services. In a terrorism event, public health investigation will be coordinated with the criminal justice system, including the FBI. The county sheriff or a designated law enforcement official will act as the liaison between public health and the criminal justice system officials conducting the investigations.

- Local environmental health staff may be responsible for sample collection and analysis. In some situations, a contractor may collect the samples and analyze them. The Oregon Department of Agriculture (ODA) will be involved if there is a contamination of grocery stores, farm animals or crops.
 - Public Health Emergency Assessment
 - Detection of Exposure
 - a) The health department officials will determine the protocols for active surveillance. If active surveillance is needed, local public health will notify area physicians/clinics, hospitals, nursing homes and other agencies concerning the surveillance plan. This will include the need to report disease and instructions about the collection and transport of samples and specimens for laboratory analysis to be evaluated by the Oregon State Public Health Laboratory (OSPHL) and other appropriate state agencies.
 - b) If environmental contaminants are suspected, county emergency management and the health department will coordinate sample collection and analysis with the State, Center for Environmental Health Systems (CEHS) to identify environmental contaminants, including contamination of groundwater, drinking water supplies and food and beverages. The CEHS in conjunction with local public health will be responsible for providing the protocols for continuing environmental monitoring as needed.
 - Conducting the Epidemiological Investigation
 - a) The epidemiological investigation will characterize the outbreak emergency, including source and spread of the disease as well as the agent and the at-risk population. Based on this investigation and available assessment data, recommendations will be made to the appropriate Public Health Officer regarding

ESF 8 Public Health and Medical Services

- prevention/mitigation plans, including treatment and prophylaxis of at-risk population.
- b) The State office of Disease Prevention and Epidemiology (CDPE) will have primary responsibility for coordinating the investigation efforts unless the health department has the capability and resources to conduct the epidemiological investigation.
 - c) The county public health officials will coordinate with the State, area providers/clinics, hospitals and other involved agencies when conducting epidemiological investigations to determine the source and spread, populations at risk and to develop a prevention plan. This may include providing staff, phone banks, cell phones and other assistance, as needed.
 - d) The public health department will have primary responsibility for coordination of investigation logistics, including communications with emergency operations planning staff at the local level.
 - e) Environmental Health Investigations
 - Food and Water. Public health and local environmental health will work with the CEHS to investigate food and water-borne outbreaks. This includes an environmental evaluation of the food facility or water source suspected of causing the disease outbreak. For outbreaks at grocery stores and meat packing plants, this will be coordinated with the ODA and the United States Department of Agriculture (USDA), as appropriate.
 - Private Well Management. Local environmental health, public health and emergency management will work with the State Drinking Water Program and the public to mitigate threats to wells. Workplace exposure will involve the Occupational Safety and Health Administration (OSHA) and other agencies that have regulatory authority for individual workplace sites.

ESF 8 Public Health and Medical Services

- f) Indoor Air Program
 - Environmental health and local public health in conjunction with State Public Health and the Oregon Department of Environmental Quality (DEQ) will be responsible for investigating illness related to indoor and outdoor air quality. As with other types of public health investigations, activities will be coordinated with local emergency management.
- g) Radiological Emergencies
 - Local public health will work with the State, Radiation Protections Services (RPS) and local emergency management regarding radiological incidents.

4.5 Specific Environmental Responsibilities

- Determine the availability of a safe reliable drinking water supply for areas affected by disaster. This includes public systems, care facilities, shelters and private sources.
 - Minimum water requirements - supply sources
 - Storage
 - Private wells & springs
 - Home disinfection
 - Large volume disinfection
 - Emergency pipe lines & line disinfection
 - Hauling of water
 - Source of contamination; sewage, radioactive, etc.
 - Advise the public on modes of communication
 - Inspection
- Ensure safe food sanitation at shelters and other temporary facilities involved in food production, transportation, storage and preparation.
 - Selection of emergency feeding centers
 - Food preparation
 - Food storage
 - Food service workers
 - Cleaning dishes and utensils
 - Hand washing facilities
 - Examination and salvage of food supplies and food serving equipment
 - Denaturant materials

ESF 8 Public Health and Medical Services

- Cleaning and sanitizing
- Inspection with Union County
- Coordinate to insure that safe solid waste collection disposal, storage, incineration and/or burial occurs in affected areas.
 - Home garbage disposal
 - Garbage disposal for institutions
 - Disposal of dead animals
 - Hospital waste - double bagged
 - Inspection
- Coordinate sanitation at shelters with Emergency Management and Red Cross.
 - Space requirement
 - Water
 - Feeding facilities
 - Toilet facilities
 - Laundry facilities
 - Lighting
 - Ventilation
 - Heating
 - Safety & fire
 - Janitorial supplies
 - Inspection
- Coordinate vector control effects in affected areas.
 - Insect Control
 - Elimination of fly breeding
 - Fly control by screening
 - Chemical treatment
 - Interior spraying
 - Outside spraying
 - Rodent Control
 - Protection of human food
 - Removal of the rodents' food supply
 - Elimination of rat harborage
 - Poisoning of rodents
 - Snakes
- Coordinate use and services of laboratory facilities with:
 - Public Health Department Services
 - Health Officer
 - State Department of Human Services/Health Services

ESF 8 Public Health and Medical Services

- Local environmental health services, in conjunction with the State CEHS and other responsible agencies will establish which water supplies and food supplies have been affected by a disaster and are considered unsafe. Once a water or food supply has been listed as unsafe, the supply will no longer be considered useable until approved for use.
- The local public health department is responsible to notify the public of the contaminated facility/utilities.
- Protocols for clean-up will be developed and provided to the affected facility/utility by local environmental health services or the State CEHS. Once a facility/utility is safe, the local health department shall notify the public.

4.6 Evacuation Plans and Quarantine

- Local emergency management will be responsible for the coordination of the evacuation procedures. Local and State public health are responsible to advise the county on issues related to infectious disease, infection control procedures and quarantine issues.
- Local and State public health shall make recommendations on the necessity for evacuation when a biologic/chemical agent is involved in the emergency.
- Evacuation of health care facilities (e.g., hospitals and long-term care facilities...) shall be accomplished through the required evacuation plan for each facility. Assistance for evacuation should be coordinated with local law enforcement and not public health.
- Details on evacuation procedures can be found in ESF 1.

4.7 Patient Health Care Facilities

Local public health and emergency management will work with local physicians, clinics and hospitals in establishing alternate health care sites for system overflow or overload. Services may include, but not be limited to, items such as medical emergencies, basic first aid and mental health issues.

4.8 Strategic National Stockpile /Chempack

The local health department, in coordination with local emergency management, will decide if the SNS/Chempack system should be deployed to the local area. If the decision is made to deploy the SNS/Chempack system, then the local public health department shall submit the proper paperwork through the emergency management channels. The paperwork must flow from:

ESF 8 Public Health and Medical Services

- Local public health to;
- Local emergency management agency to;
- State Emergency Coordination Center to;
- State Public Health Agency Operations Center
- State RSS Warehouse

4.9 Crisis Counseling

Disaster victims will be provided emergency counseling services by the Oregon Department of Mental Health and Mental Retardation through the appropriate Mental Health Authority. These services may be augmented by local professionals and members of the local ministerial association.

4.10 Damage Assessment

- **Injuries and Fatalities** – The Baker County Health Department has primary responsibility for gathering information concerning injuries and fatalities resulting from disaster or disease occurrences. Since accurate information concerning casualties is essential in identifying required medical support, information of this type must be forwarded by to the EOC as soon as it is available.
- **Water Treatment Facilities** – In cooperation with incorporated cities and the County, the Oregon Health Department has responsibility for evaluating damage to water treatment facilities following disaster occurrences. Because the system is vulnerable 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.
- **Medical Facilities** – The Baker County Health Department has primary responsibility for evaluating damage sustained by medical facilities in a disaster area. Support for this activity will be provided by individual medical clinics and the St. Elizabeth Hospital located in La Grande. Each facility administrator or designee will gather initial damage reports and identify which patients must be removed, pending repairs. This data will be provided directly to the County Health Director in the EOC.
- **Disaster Area Medical Support** – The Baker County Health Administrator or designee must be prepared to receive damage assessment reports from the various Baker County medical facilities. Each medical facility will report its operational capability and assistance to the Administrator , or designee. Those reports will be evaluated in the EOC and the appropriate action will be taken.

ESF 8 Public Health and Medical Services

5 Continuity of Government

To ensure continuity of public health and medical services during threatened or actual disasters, the following line of succession is established as:

- County Health Administrator;
- Public Health Nurse;
- Public Health Planner.

6 Administration and Support

The medical and health services shall participate in drills and exercises conducted by Baker County Emergency Management. Additional drills and exercises may be conducted by various agencies to develop and test response to various types of emergency.

7 Annex Development and Maintenance

The Health Administrator is responsible for maintaining this Annex. 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.

8 Appendices

- Appendix 1 – Authorities, Codes, and Policies
- Appendix 2 – Critical Biological Agents
- Appendix 3 – Triage
- Appendix 4 – Morgue Services
- Appendix 5 – Ambulance and Transportation

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**APPENDIX 1
AUTHORITIES, CODES, AND POLICIES**

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APPENDIX 1 - AUTHORITIES CODES AND POLICIES**General**

- Emergency response is primarily a local responsibility ORS 401.015 (2). The State Department of Human Services (DHS) expects that the local health department is an active part of the local response. Therefore it is a basic assumption of this plan that the DHS primary effort will be to support the local health departments. In the absence of a functional local health department, DHS may assume direct responsibility to the best of its ability. If state resources are exhausted, DHS will request federal support in coordination with the ECC in accordance with the State Emergency Operations Plan. It is the assumption of DHS that local health departments will have, or have immediate access to, plans that are annually reviewed and exercised.
- Public health law governs public health duties and responsibilities, the authority of public health officials, and legal restraints on the exercise of public health authority.
- It is important to emphasize that in Oregon, counties are directly responsible for protecting the public's health. The local Health Administrator can and often delegates the duty and authority to enforce State statute and County and City codes and ordinances to the local county Health Officer (LHO). State law does not give the State Department of Human Services' Public Health Division the same degree of responsibility to act in the public's health interests that is assigns to local county government. Selected public health authorities are attached in A-1 of this Chapter, included but not limited to:
 - Powers of local government in an emergency response – ORS401
 - Authority of the Health Department and Health Officer – ORS 431
 - Investigation and Control Measures; Isolation & Quarantine – ORS 431/433
 - Emergency Preparedness – OAR 333.014.0050; ORS 401; 488.160; 469.611
 - Confidentiality of Information – ORS 192
 - Federal Privacy Rule (HIPAA)
 - Policies Governing Acquisition of the Strategic National Stockpile.
 - Regulations -Packaging and Shipping of Diagnostic Specimens and Infectious Substances

Chapter 401. Powers of Local Government

- 431.015 Statement of policy and purpose. (2) It is declared to be the policy and intent of the Legislative Assembly that preparations for emergencies and governmental responsibility for responding to emergencies be placed at the local government level. The state shall prepare for emergencies, but shall not assume authority or responsibility for responding to such an event unless the appropriate response is beyond the capability of the city and county in which it occurs, the city or county fails to act, or the emergency involves two or more counties. [1983 c.586 s.1]
- 401.035 Responsibility for Emergency Services Systems. (1) The Governor is responsible for the emergency services system within the State of Oregon. (2) The executive officer or governing body of each county or city of this state is responsible for the emergency services system within that jurisdiction.
- 401.65 Police powers during state of emergency; suspension of agency rules. During a state of emergency, the Governor shall: (1) Have complete authority over all executive agencies of state government and the right to exercise, within the area designated in the proclamation, all police powers vested in the state by the Oregon Constitution in order to effectuate the purposes of ORS 401.015 to 401.105, 401.260 to 401.355 to 401.580; (2) Have authority to suspend provisions of any order or rule of any state agency, if the Governor determines and declares that strict compliance with the provisions of the order or rule would in any way prevent, hinder or delay mitigation of the effects of the emergency; and (3) Have authority to direct any agencies in the state government to utilize and employ state personnel, equipment and facilities for the performance of any activities designed to prevent or alleviate actual or threatened damage due to the emergency, and may direct the agencies to provide supplemental services and equipment to local governments to restore any services in order to provide for the health and safety of the citizens of the affected area. [1983c.586 s.5]
- 401.515 Non-liability for emergency services; exception. (1) During the existence of an emergency, the state and any local government, any agent thereof or emergency service worker engaged in any emergency services activity, while complying with or attempting to comply with ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580 or any rule promulgated under those sections, shall not, except in cases of willful misconduct, gross negligence or bad faith, be liable for the death or injury of any person, or damage or loss of property, as a result of that activity. (Note: This is section 1 of 6 sections)

Oregon Revised Statutes-Chapter 431

Authority of the Health Department and Health Officer

- 431.110 General powers of Department of Human Services; Subject to ORS 417.300 and 417.305, the Department of Human Services shall: (1) Have direct supervision of all matters relating to the preservation of life and health of the people of the state. (2) Keep the vital statistics and other health related statistics of the state. (5) Have full power in the control of all communicable diseases. (6) Have authority to send a representative of the department to any part of the state when deemed necessary.
- 431.120 The Department of Human Services shall: (1) Enforce state health policies and rules.
- 431.150 Endorsement of health laws generally. (1) The local public health administrators are charged with the strict and thorough enforcement of the public health laws of this state in their districts, under the supervision and direction of the Health Division. They shall make an immediate report to the division of any violation of such laws coming to their notice by observation, or upon the complaint of any person, or otherwise. (2) The Health Division is charged with the thorough and efficient execution of the public health laws of this state in every part of the state, and with supervisory powers over all local public health administrators, to the end that all the requirements are complied with. (3) The health Division may investigate cases of irregularity or violation of law. All local public health administrators shall aid the division, upon request, in such investigation. (4) When any case of violation of the public health laws of this state is reported to any district attorney or official acting in said capacity, such official shall forthwith initiate and promptly follow up the necessary proceedings against the parties responsible for the alleged violations of law. (5) Upon request of the Health Division, the Attorney General shall like wise assist in the enforcement of the public health laws of this state. [Amended by 1959 c.314 s.22; 1971 c.650 s.12; 1973 c.833 s.43; 1973 c.835 s.165; 1974 c.36 s.12; 1977 c.582 s.11]
- 431.155 Restraining violation of public health laws. (1) Whenever it appears to the Health Division that any person engaged or about to engage in any acts or practices which constitute a violation of any statute administered by the division or its assistant director, or any rule or order issued thereunder, the division may institute proceedings in the circuit courts to enforce obedience thereto by injunction, or by other processes, mandatory or otherwise, restraining such person, or its statute, rule or order, and enjoining upon them obedience thereto. (2) The provisions of this section are in addition to and not in substitution

ESF 8 Public Health and Medical Services

of any other enforcement provisions contained in any statute administered by the Health Division or its assistant director. [1967 c.94 s.2; 1971 c.650 s.13; 1977 c.582 s.12]

- 431.157 County authority to restrain violation of public health laws. Pursuant to ORS 448.100 (1),
- 446.425 (1) and 624.510 (1), the county is delegated the authority granted to the Assistant Director for Health in ORS 431.155. [1983 c.370 s.4]
- 431.416 Local public health authority or health district; duties. The local public health authority or health district shall: (1) Administer and enforce the rules of the local public health authority or the health district and public health laws and the rules of the Health Division. (2) Assure activities necessary for the preservation of health or prevention of disease in the area under its jurisdiction as provided in the annual plan of the authority or district are performed. These activities shall include but not be limited to:
 - Epidemiology and control of preventable diseases and disorders;
 - Parent and child health services, including family planning clinics as described in ORS 435.205;
 - Collection and reporting health statistics;
 - Health information and referral services; and
 - Environmental health services. [1961 c.610 s.8; 1973 c.829 s.23; 1977 c.582 s.28; 1983 c.398 s.4]
- 431.418 Local public health administrator; health officer; duties; salary.
 - Each district board of health shall appoint a qualified public health administrator to supervise the activities of the district in accordance with law. Each county governing body in a county that has created a county board of health under ORS 431.412 shall appoint a qualified public health administrator to supervise the activities of the county health department in accordance with law. In making such appointment, the district or county board of health shall consider standards for selection of administrators prescribed by the Health Division.
 - Where the public health administrator is a physician licensed by the Board of Medical Examiners for the State of Oregon, the administrator shall serve as health officer for the district or county board of health. Where the public health administrator is not a physician licensed by the Board of Medical Examiners for the State of Oregon, the administrator will employ or otherwise contract for services with a health officer who shall be licensed physician and who will perform those specific medical responsibilities requiring the services of a physician

ESF 8 Public Health and Medical Services

and shall be responsible to the public health administrator for the medical and paramedical aspects of the health programs.

- The public health administrator shall:
 - Serve as the executive secretary of the district or county health board, act as the administrator of the district or county health department and supervise the officers and employees appointed as described below.
 - Appoint with the approval of the health board, administrators, medical officers, public health nurses, sanitarians and such other employees as are necessary to carry out the duties and responsibilities of the office.
 - Provide the board at appropriate intervals information concerning the activities of the department and submit an annual budget for the approval of the county governing body except that, in the case of the district public health administrator, the budget shall be submitted to the governing bodies of the participating counties for approval.
 - Act as the agent of the Health Division in enforcing state public health laws and rules of the Health Division, including such sanitary inspection of hospitals and related institutions as may be requested by the Health Division.
 - Perform such other duties as may be required by law.
- 431.440 **Public health administrators have police powers.** All district and county public health administrators shall possess the powers of constables or other peace officers in all matters pertaining to the public health. [Amended by 1961 c.610 s.11; 1973 c.829 s.27]
- 431.530 Authority of local health administrator in emergency.
 - The local public health administrator may take any action which the Health Division or its assistant director could have taken, if an emergency endangering the public health occurs within the jurisdiction of any local public health administrator and:
 - The circumstances of the emergency are such that the Health Division or its assistant director cannot take action in time to meet the emergency; and
 - Delay in taking action to meet the emergency will increase the hazard to public health.
- Any local public health administrator who acts under 431.530 shall report the facts constituting the emergency and any action taken under the authority granted by subsection (1) of this section to the Assistant

ESF 8 Public Health and Medical Services

Director for Health by the fastest possible means. [1973 c.829 s.9; 1977 c.582 s.31]

Oregon Revised Statutes - Chapter 433

Investigation and Control Measures

- 433.006 Investigation and control measures. In response to each report of a reportable disease, the local public health administrator shall assure that investigations and control measures, as prescribed by Health Division rule, shall be conducted. [1987 c.600. s.4]
- 433.106 Power to impose public health measures. (1) When compliance with a necessary control measure is not voluntarily obtained or where noncompliance is imminently threatened, the assistant director or any local public health administrator, in the manner described in ORS 433.019 and 433.022, may impose a public health measure on a person or property in order to prevent the spread of or exposure to a disease or a contaminant that is a threat to the public.
- (2) Nothing in this section or in ORS 433.019 or 433.022 prohibits excluding any person from any occupation or from attendance in any school or facility as is otherwise authorized by law.
- [1973 c.259 s.9 (enacted in lieu of 433.105); 1987 c.600 s.9]
- 433.135 Providing for quarantined persons. When a person is quarantined on account of a communicable disease, the local board of health having jurisdiction may provide for such person confined the necessities of like, including medical care when necessary. [1973 c.259 s.12]
- 433.150 Quarantine hospital; seizure, control of and compensation for emergency hospital. (1) Any city or municipality may establish a quarantine hospital within or without its own limits, but if within its own limits, consent of the municipality within which it is proposed to establish such hospital shall be first obtained. Such consent shall not be necessary if the hospital is more than 800 feet from any occupied house or public highway. (2) When a great emergency exists the board of health may seize and occupy temporarily for such quarantine hospital any suitable vacant house or building within its jurisdiction and the board of health of any city or municipality having a quarantine hospital shall have control over the same. However, in case of use of such house or premises, due compensation shall be tendered for their use.

Oregon Administrative Rules

Community Health and Emergency Response

- ORS 333.014.0050 (3) In addition, each county and district health department should include or provide for programs in the following areas (according to the community's health needs):
- Emergency preparedness including participation in the development of the county's emergency response plans and internal procedures necessary to carry out the health department's role in the plans;

Confidentiality of Information

- ORS 192.502 (3) EXEMPTS FROM DISCLOSURE "public body employee (except elected officials) or volunteer addresses, dates of birth and telephone numbers contained in personnel records maintained by the public body" unless the party seeking disclosure shows by clear and convincing evidence that the public interest requires disclosure in a particular instance."
- ORS 192.501 (22) Exempts from disclosure "records or information that, if disclosed, would allow a person to "identify those areas of structural or operational vulnerability that would permit unlawful disruption to, or interference with, the services provided by a public body" or "disrupt, interfere with or gain unauthorized access to communication systems."
- ORS 192.501 (18) Exempts from disclosure "specific operational plans in connection with an anticipated threat to individual or public safety for deployment and use of personnel and equipment, prepared and used by a law enforcement agency, if public disclosure thereof would endanger the life or physical safety of a citizen or law enforcement officer or jeopardize the law enforcement activity involved."
- ORS 192.501 (18) Exempts form disclosure "records or information that would reveal the security measures taken or recommended to be taken to protect an officer or employee of a public body;" "buildings or other property used or owned by a public body" or "information processing, communication or telecommunications systems, included in the information contained therein, that are used or operated by a public body."

Federal Privacy Rule

(Hippa) And Public Health

- The Health Insurance Portability and Accountability Act of 1996, (HIPAA) privacy rule establishes national standards for the use and management of protected health information (PHI). This policy has

ESF 8 Public Health and Medical Services

thus proven to be of specific interest to public health preparedness planners. The April 11, 2004 issue of CDC's Morbidity and Mortality Weekly Report (MMWR) serves as formal guidance from the Department of Health and Human Services on the implementation and application of the HIPAA Privacy Rule.

- The HIPAA Privacy Rule is written both to protect an individual citizen's privacy and the effective function of the public health system in order to "accomplish essential public health objectives and to meet certain other societal needs (e.g., administration of justice and law enforcement).* Selected provisions and definitions of HIPAA specific to public health activities follow: *Emphasis added.
- Protected Health Information
 - PHI is defined in an April 11 issue of the CDC's Morbidity and Mortality Weekly Report (MMWR) as "generally individually identifiable health information that is transmitted by, or maintained in, electronic media or any other form or medium. This information must relate to:
 - The past, present or future physical or mental health, or condition of an individual;
 - Provision of health care to an individual; or
 - Payment for the provision of health care to an individual
 - If the information identifies or provides a reasonable basis to believe it can be used to identify an individual, it is considered individually identifiable health information."
 - Public Health Authority, Defined under HIPAA
 - Per the same MMWR, "A public health authority is broadly defined as including agencies or authorities of the United States, territories, political subdivisions of states or territories, American Indian tribes, or an individual or entity acting under a grant of authority from such agencies and responsible for public health matters as part of an official mandate."
 - Covered Entity, Defined under HIPAA
 - Covered entities are those that are required to conform to HIPAA rule when handling protected health information (PHI). Entities include health plans, health care clearinghouses, and health care providers. The MMWR of April 11, 2004 acknowledges that some public health agencies may perform covered functions such as providing health care and may be subject to the privacy rule for those covered activities. Per the MMWR, such agencies may wish to designate themselves hybrid agencies, thus "a public health

ESF 8 Public Health and Medical Services

authority can carve out its non-covered functions, so that the majority of Privacy Rule provisions apply only to its health-care component...”

- Public Health Activities under Memoranda or Agreement
- The HIPAA Privacy Rule provides that the “other entities” identified in contracts, letters and memoranda of agreement that frequently used by public health “are public health authorities under the Privacy Rule with respect to the activities they conduct under a grant of authority from such a public health agency.”
- Permitted PHI Disclosures without Authorization
- Per the MMWR, “The Privacy Rule permits covered entities to disclose PHI without authorization, to public health authorities or other entities who are legally authorized to receive such reports for the purpose of preventing or controlling disease, injury, or disability.” Further, the MMWR states that “PHI can be disclosed to public health authorities and their authorized agents for public health purposes including but not limited to public health surveillance, investigations, and interventions.”
- Minimum Necessary Standard
- With regard to the amount of information that may be disclosed to a public health or other non-covered entity, the MMWR states that “The Privacy Rule usually directs covered entities to limit the amount of information disclosed to the minimum necessary to achieve the specific goal [45CFR s. 164.514(d)(1)]. This requirement usually applies to disclosures to a public health agency. It would not apply, however, if the disclosure were required by law, authorized by the individual, or for treatment purposes.* A covered entity may also reasonably rely on a public official’s determination that the information requested is the minimum necessary for public health purposes.”
*Emphasis added.
- The HIPAA Privacy Rule and State Laws
- According to the MMWR the Privacy Rule preempts less stringent state laws that related to privacy of PHI. Further, according to the MMWR, the Department of Health and Human Services “may, upon specific request from a state or other entity or person, determine that a provision of state law that is contrary to the federal requirements and that meets certain additional

ESF 8 Public Health and Medical Services

criteria, will not be preempted by the federal requirements.” The MMWR identifies several possible reasons for such a determination, including that the state law “is necessary to serve a compelling public health, safety or welfare need and, if a Privacy Rule provision is at issue, if the Secretary determines that the intrusion into privacy is warranted when balanced against the need to be served.” Finally, the MMWR notes that the Privacy Rule “specifically does not preempt contrary state public health laws that provide for the reporting of disease or injury, child abuse, birth or death, or for the conduct of public health surveillance, investigation or intervention [45 CFR s. 160.202].” * *Emphasis added.

State Of Oregon***Policies Governing Acquisition of The Strategic National Stockpile***

- Refer to: Oregon DHS interim SNS Plan “Emergency Support Function 8, Appendix 1, National Pharmaceutical Stockpile Reception and Distribution Plan, II Policy; and TAB A Roles and Responsibilities, II Policy; TAB D, II Policy D” (for clarity in this document, National Pharmaceutical Stockpile (NPS) is changed to National Strategic Stockpile (SNS)).
- Policy
 - The State of Oregon will request deployment of the SNS 12-hour Push Package from CDC as soon as state officials (in consultation with local officials) determine that it is necessary to do so to protect the public health. ESF 8, appendix 1, II. Policy A.
 - Within the State of Oregon, only the Governor, or in his absence, the officers who may succeed him as described in the State Constitution or statute, Director of the Department of Human Services or the State Public Health Officer may formally request the deployment of the SNS 12-hour Push Package from the CDC. ESF 8, appendix 1, II. Policy B.
 - Oregon Emergency Management Plan lists detailed roles and responsibilities for state agencies in support of specific State Support Functions (SSF) that closely follow the Emergency Support Function (ESF) organization of the Federal Response Plan. This allows for consistency of language and the coordination of federal, state and local entities in deploying the Strategic National Stockpile. ESF 8, appendix 1, TAB A, II. Policy A.

ESF 8 Public Health and Medical Services

- The Department of Human Services' Emergency Response Plan describes how DHS will respond to major emergencies or disasters affecting public health in the State of Oregon. ESF 8, appendix 1, TAB A, II. Policy B.
- Nothing in this tab should be construed as independent of or as bypassing regular emergency
- Management procedures. ESF 8, appendix 1, TAB A, II. Policy C.
 - Safety is the responsibility of all supervisors and workers. Safe operations will be a priority at all times. All safety violations will be reported or corrected immediately. ESF 8, appendix 1, TAB D, II. Policy D.
 - "State and federal laws related to patient treatment, confidentiality, record retention, prescriptive, and dispensing practice may apply to dispensing antibiotics in an emergency situation. ESF 8, Appendix 1, TAB E: This plan employs efficiencies to expedite the dispensing process without jeopardizing adherence to these laws.

Oregon Health Division***Regulations for Packaging and Shipping of Diagnostic Specimens and Infectious Substances***

- World Health Organization Guidelines for the Safe Transport of Infectious Substances and Diagnostic Specimens -1997, Page 1: http://www.who.int/emc/pdfs/emc97_3.pdf
- International Air Transport Association (IATA) Dangerous Goods Regulations DGR's -44th edition-2003, at this site: <http://www.iata.org/dangerousgoods/products/index> IATA 3.6.2.1.4
- U.S. Government Federal Agencies Regulations:
- CDC: (Health)
- 42 CFR Part 72- Minimum packaging and labeling for infectious and diagnostic specimens
- 42 CFR Part 73 – New Select Agent Regulation
- Department of Transportation (DOT): Regulations enforced by the (FAA)
- 49 CFR Parts 171 through 178
- United States Postal Service (USPS)
- 39 CFR Part 111
- Domestic Mail Manual (DMM) CO23

Regulations for Packaging & Shipping of Diagnostic Specimens and Infectious Substances Manual is located at the Baker County Public Health Department

ESF 8 Public Health and Medical Services

(policies, procedures, instructions and all forms needed for collection and shipping are included in this document).

**APPENDIX 2
CRITICAL BIOLOGICAL AGENTS**

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APPENDIX 2 - CRITICAL BIOLOGICAL AGENTS

The U.S. Public Health system and primary healthcare providers must be prepared to address varied biological agents, including pathogens that are rarely seen in the United States. The critical agents are listed below in priority order:

Category A

High priority agents include organisms that pose a risk to national security because they can be easily disseminated or transmitted person-to-person; cause high mortality, with potential for major public health impact; might cause public panic and social disruption; and require special action for public health preparedness.

Category A Agents:

- variola major (smallpox);
- *Bacillus anthracis* (anthrax);
- *Yersinia pestis* (plague);
- *Clostridium botulinum* toxin (botulism);
- *Francisella tularensis* (tulararemia);
 - filoviruses:
 - Ebola hemorrhagic fever and Marburg hemorrhagic fever;
- Arenaviruses:
 - Lassa (Lassa fever), Junin (Argentine hemorrhagic fever) and related viruses

Category B

Second highest priority agents include those that are moderate easy to disseminate; cause moderate morbidity and low mortality; and require specific enhancements of CDC's diagnostic capacity and enhanced disease surveillance.

Category B Agents

- *Coxiella burnetti* (Q fever);
- *Brucella species* (brucellosis);
- *Burkholderia mallei* (glanders);
- alphaviruses:
 - Venezuelan encephalomyelitis and eastern and western equine encephalomyelitis
- ricin toxin from *Ricinus communis* (castor beans);
- epsilon toxin of *Clostridium perfringens*; and
- *Staphylococcus enterotoxin B*

ESF 8 Public Health and Medical Services

A subset of List B agents includes pathogens that are food or waterborne. These pathogens include but are not limited to:

- *Salmonella species*,
- *Shigella dysenteriae*,
- *Escherichia coli* O157:H7
- *Vibrio cholerae*, and
- *Cryptosporidium parvum*.

Category C

Third highest priority agents include emerging pathogens that could be engineered for mass dissemination in the future because of availability; ease of production and dissemination; and potential for high morbidity and mortality and major health impact.

Category C Agents

- Nipah virus,
- hantaviruses,
- tickborne hemorrhagic fever viruses
- tickborne encephalitis viruses,
- yellow fever, and
- multidrug-resistant tuberculosis

**APPENDIX 3
TRIAGE**

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APPENDIX 3 - TRIAGE**Pre-Emergency**

All ambulances and emergency rescue vehicles in Baker County will be equipped with twenty (20) METTAGs (International Field Triage Tags). These tags are to be furnished by the Baker County Office of Emergency Management.

All ambulances serving in Baker County shall contain at all times those essential items as specified by the Oregon Department of Health, Bureau of Emergency Management.

Medical supplies for providing advanced life support to trauma victims will be stored in a major rescue vehicle or trailer, or every responding service brings a predetermined mass casualty supply package. Adequate supplies for treatment of victims requiring advanced life support will be stored in the rescue vehicle and mobilized to the scene of a mass casualty disaster.

Emergency

It is the responsibility of the EMT who first arrives on the scene to institute a triage, confer with the nearest emergency department physician, and to implement action that may be necessitated by the situation.

The nearest hospital with emergency facilities will be notified immediately that a mass casualty disaster may have occurred

The senior EMS responder shall respond to the scene during medical disaster and shall act as liaison between the on-scene commander and EMS. He/she is in charge of patient care, triage, transportation, and all EMS personnel. He/she is responsible for formal declaration of a medical disaster.

The Triage Officer (if one is designated) shall respond immediately to the scene of a local disaster. He/she is in charge of sorting patients to establish priorities of treatment and transportation. He/she is also in charge of the care of patients awaiting transportation.

The Transportation Officer (if one is designated) is in charge of all ambulances and directs the loading and transportation of patients. He/she acts as liaison with the field and the hospitals.

Registered nurses and paramedics employed with local ambulance services and capable of providing advanced life support in the field will respond immediately

ESF 8 Public Health and Medical Services

to the disaster site. They will work with the Triage Officer and apply their skills as required to disaster victims.

Equipment and medication for administering advanced life support to trauma victims will be transported to the scene by the assigned rescue unit. Additional supplies will be obtained from local hospitals or medical clinics upon request.

Triage Priorities – Patients with certain conditions or injuries have priority for transportation and treatment over others. An outline of these conditions is as follows

- Red Category – First Priority, most urgent
 - Airway and breathing difficulties;
 - Uncontrolled or suspected severe bleeding;
 - Shock;
 - Open chest or abdominal wounds;
 - Severe Head injuries;
 - Severe medical problems: poisoning, diabetes with complications, cardiac disease.
- Yellow Category – Second Priority, urgent
 - Burns;
 - Major or multiple fractures;
 - Back injuries with or without spinal damage.
- Green Category – Third Priority, non-urgent
 - Transportation and treatment is required for minor injuries but not necessary by EMS personnel; minor fractures or other injuries of a minor nature.
- Black Category – Deceased, non-urgent
 - Cardiac arrest;
 - Obviously deceased.

The triage tag should be placed around the patient's neck and the appropriate flap removed so as to indicate the priority by the last remaining flap. Any medications administered prior to the patient's arrival at the hospital should be indicated on the triage tag. Should the receiving hospital decide to institute its own disaster tag upon the patient's arrival, the original triage tag should be retained with the hospital disaster tag.

A separate category of triage should also be noted, as it supersedes all others. Patients who have undergone radiation contamination and are themselves carrying radiating particles must be decontaminated as an initial step. EMS Radiological Incident SOPs contain instructions for treatment of victims of radiation contamination.

Direction and Control

The Direction and Control of procedures in relation to the care of injured victims shall follow the chain of command detailed below:

- Triage Officer
- EMS Transportation Officer
- Senior Ranking EMT
- Ambulance Provider

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**APPENDIX 4
MORGUE SERVICES**

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APPENDIX 4 - MORGUE SERVICES

Responsibility

The Baker County Medical Examiner is responsible for the collection, identification, storage, and dispatch of deceased victims.

Direction and Control

The direction and control of procedures in relation to the care of deceased victims shall follow the chain of command detailed below.

- County Medical Examiner
- County Health Administrator
- Oregon State Health Department Representative

General Procedures

Collection

- The Health Department shall be notified immediately in the event of an emergency situation and shall dispatch appropriate staff to the scene.
- Collection of victims on scene, from hospitals, and other designated collection points shall be accomplished through the use of enclosed vehicles such as funeral home coaches.
- Victims will be taken to designated identification points as dispatched by the County Medical Examiner.

Identification

- Identification of victims shall be made by use of accepted forensic methods by the County Health Director as supplemented by:
 - Funereal home personnel
 - Other coroners and their staffs
- If circumstances warrant, the County Medical Examiner may be assisted in the positive identification of victims through the State Health Department.

Internment

- Upon positive identification of victims, bodies will be released to funeral homes specified by the deceased's family.
- If no preference is noted, bodies will be released to local funeral homes on a rotating basis.

**APPENDIX 5
AMBULANCE AND TRANSPORTATION**

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APPENDIX 5 - AMBULANCE AND TRANSPORTATION

Pre-Emergency

All ambulance and emergency rescue vehicles in Baker County will be equipped with twenty (20) METTAGs (International Field Triage Tags), furnished by Baker County Emergency Management.

All ambulances serving in Baker County shall contain at all times those essential items as specified by the Oregon Health Department, Bureau of Emergency Management.

Civilian EMS services shall designate an individual to serve as Triage Officer for its jurisdiction.

Emergency

Upon notification of an emergency situation, the appropriate ambulance services shall respond the necessary units to the scene.

The ambulance service whose service does not cover the scene will also be notified and will place themselves on standby status to respond to the scene if the situation warrants.

The Senior EMT or Paramedic who first arrives on the scene shall:

- Survey the disaster scene;
- Report to the On-Scene Commander and establish a proper triage area;
- Institute a preliminary screening of casualties and begin stabilizing and transporting those most critically injured as prioritized in the Triage Annex. He/she will record the number of casualties transported and their destination.

If the disaster warrants, the EMT will request, via the EOC, that other ambulance service(s) begin responding units to the scene.

Upon arrival of the EMS Control Officer or Triage Officer, all ambulance service personnel will place themselves at his/her disposal and will follow their directions in regard to casualty movement.

ESF 8 Public Health and Medical Services

The Senior EMT will report to the Triage Office and inform the Triage Officer as to what procedures have begun, the location of the triage area, the number of casualties, and the number transported.

ESF 9 Search and Rescue

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Table of Contents

| | | |
|-----------|---|----------------|
| 1 | Purpose and Scope..... | ESF 9-1 |
| 2 | Situation and Assumptions..... | ESF 9-1 |
| 3 | Roles and Responsibilities..... | ESF 9-1 |
| 3.1 | Task Assignments..... | ESF 9-1 |
| 3.1.1 | Coordination..... | ESF 9-1 |
| 3.1.2 | Operations..... | ESF 9-1 |
| 3.1.3 | Communications..... | ESF 9-1 |
| 3.1.4 | Advanced Medical Life Support..... | ESF 9-2 |
| 3.2 | Support Entities..... | ESF 9-2 |
| 4 | Concept of Operations..... | ESF 9-2 |
| 4.1 | General..... | ESF 9-2 |
| 4.1.1 | Day-to-Day Rescue Operations..... | ESF 9-2 |
| 4.1.2 | War-Related Events..... | ESF 9-2 |
| 4.1.3 | Natural Disaster and Technological Hazards..... | ESF 9-3 |
| 4.2 | Action by Phase of Management..... | ESF 9-3 |
| 4.2.1 | Mitigation..... | ESF 9-3 |
| 4.2.2 | Preparedness..... | ESF 9-3 |
| 4.2.3 | Response..... | ESF 9-3 |
| 4.2.4 | Recovery..... | ESF 9-3 |
| 5 | Direction and Control..... | ESF 9-3 |
| 6 | Continuity of Government..... | ESF 9-4 |
| 7 | Supporting Plans and Procedures..... | ESF 9-4 |
| 8 | Annex Development and Maintenance..... | ESF 9-4 |
| 9 | References..... | ESF 9-4 |
| 10 | Appendices..... | ESF 9-4 |

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ESF 9 Tasked Agencies

| | |
|----------------------------|-----------------------------------|
| Primary Agencies | Baker County Sheriff |
| Supporting Agencies | Baker County Emergency Management |

1 Purpose and Scope

The purpose of ESF 9 is to coordinate Search and Rescue (SAR) operations and resources during emergency response and recovery. ESF 9 describes the use of resources in support of both Urban SAR and Wilderness SAR during actual or potential emergencies, and also addresses mass casualty and mass fatality incidents. The scope of this function includes Urban SAR challenges generated as the result of an earthquake or building collapse, the search for persons lost in wilderness or other recreational or natural environments, the search for escaped prisoners and detainees, the search for downed aircraft, and the extrication of accident victims.

2 Situation and Assumptions

County buildings may be subject to severe structural damage from flood, earthquake, explosions, water-related disaster, or war, which may result in people trapped in damaged structures, missing persons, and death.

Baker County residents and visitors also engage in numerous outdoor and back country activities, including wood cutting, mushroom picking, hiking, skiing, snowmobiling, mountain climbing, fishing, horseback riding, camping, boating, etc.

A trained, equipped, organized rescue team will provide the capability to conduct methodical search and rescue operations, minimize loss of life, stabilize weak structures, release trapped persons, and locate the missing and dead.

3 Roles and Responsibilities

3.1 Task Assignments

3.1.1 Coordination

- Normal day-to-day search and rescue is managed by the Baker County Sheriff's Office.
- Disaster events are managed through the on-scene command post and the EOC.

3.1.2 Operations

- Motor transport will be provided the rescue squad.

3.1.3 Communications

Communications will occur between:

- The County EOC (provides primary coordination);

- Baker County Sheriff's Office; and
- Baker County 9-1-1 Consolidated Dispatch (BCCD) (PSAP).

3.1.4 Advanced Medical Life Support

- The EMS will furnish trained personnel and equipment to administer advanced medical life support.

3.2 Support Entities

- Baker County Search and Rescue
- Sumpter Valley Snowmobile Club
- Halfway Snowmobile Club
- Burnt River Snowmobile Club
- Anthony Lakes Ski Team
- Rural Fire Districts
- USFS Ranger Districts
- Powder River Correctional Institution
- Oregon State Police
- Oregon National Guard
- Oregon Office of Emergency Management
- Adjacent Counties Sheriff's Offices

4 Concept of Operations

4.1 General

4.1.1 Day-to-Day Rescue Operations

The Baker County Sheriff's office is on call 24 hours a day regarding search and rescue operations and maintains equipment and manpower in a continuous state of readiness. Additional personnel shall be trained in map and compass reading, first aid/CPR, search and rescue operations, protection of evidence, and proper radio communications procedures.

4.1.2 War-Related Events

The technical competence and availability of the rescue force may be augmented during emergencies with the mobilization of additional skills in medical, building

trades, engineering services, heavy equipment operation, communications, air support (rotary and fixed-wing aircraft), and water support (divers).

4.1.3 Natural Disaster and Technological Hazards

Day-to-day rescue capabilities may be augmented during natural disasters to the extent necessary. The operation may involve medical personnel, building trades, engineering services, heavy equipment operation, the heavy-duty rescue squad, and military support.

4.2 Action by Phase of Management

4.2.1 Mitigation

- Develop public awareness programs in an effort to reduce accidents on land and at sea.
- Conduct training exercise.

4.2.2 Preparedness

- Provide regular training for rescue squads and EMTs.
- Maintain a constant schedule of testing, maintenance and repair of equipment.
- Revise response plans regularly.

4.2.3 Response

- Initiate search and rescue missions.
- Coordinate operations through the EOC.
- Mobilize support services.
- Assist with traffic control and evacuation.

4.2.4 Recovery

- Initiate return when mission completed.
- Inventory and replace losses.
- Conduct public awareness events.

5 Direction and Control

- Direction and control of BCSAR is the primary responsibility of the Baker County Sheriff's Office. All requests for response involving operations and coordination for additional resources will be channeled through the Sheriff's office or designate representative for approval and assignment of priority.

- The Rescue Officer will manage the overall rescue operations from the Baker County Sheriff's Office Headquarters of the on-scene command post. All personnel, equipment, and resources assigned to the BCSAR operation will be under the Sheriff's direction and control.

6 Continuity of Government

Each unit will maintain existing chains of command to ensure continuity of management. They will also coordinate with the Sheriff's Office.

7 Supporting Plans and Procedures

None at this time.

8 Annex Development and Maintenance

The primary responsibility for the development and maintenance of ESF 9 rests with the County Sheriff with the support of the fire service, the law enforcement service, and EMS. Each agency will develop SOPs that address assigned tasks.

9 References

Federal Emergency Management Agency (FEMA), 19981. Disaster Operations, CPG 1-6.

FEMA, 1982. Local Government Emergency Planning, CPG 1-8.

10 Appendices

None at this time.

ESF 10 Oil and Hazardous Materials Response

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Table of Contents

| | | |
|----------|---|-----------------|
| 1 | Purpose and Scope..... | ESF 10-1 |
| 2 | Situation and Assumptions..... | ESF 10-1 |
| 2.1 | Situation | ESF 10-1 |
| 2.2 | Assumptions..... | ESF 10-1 |
| 3 | Roles and Responsibilities..... | ESF 10-2 |
| 3.1 | Fire Department | ESF 10-2 |
| 3.2 | Law Enforcement | ESF 10-3 |
| 3.3 | Emergency Manager and/or County Board of Commissioners..... | ESF 10-4 |
| 3.4 | County Road Department..... | ESF 10-4 |
| 3.5 | County Health Department..... | ESF 10-5 |
| 3.6 | American Red Cross | ESF 10-6 |
| 3.7 | Fixed Site Hazardous Materials Facility (Private Industry) | ESF 10-6 |
| 3.8 | State Government Role..... | ESF 10-6 |
| 3.9 | Federal Government Role | ESF 10-7 |
| 4 | Concept of Operations..... | ESF 10-8 |
| 4.1 | General..... | ESF 10-8 |
| 4.2 | Actions by Phase of Emergency..... | ESF 10-8 |
| 4.2.1 | Mitigation | ESF 10-8 |
| 4.2.2 | Preparedness | ESF 10-8 |
| 4.2.3 | Response | ESF 10-8 |
| 4.2.4 | Recovery | ESF 10-8 |
| 5 | Direction and Control..... | ESF 10-9 |
| 5.1 | General..... | ESF 10-9 |
| 6 | Continuity of Government | ESF 10-9 |
| 7 | Administration and Support..... | ESF 10-9 |
| 7.1 | Support..... | ESF 10-9 |
| 7.2 | Communications..... | ESF 10-10 |
| 7.3 | Documentation and Investigative Follow-up | ESF 10-10 |
| 7.4 | Hazardous Materials Incident Report | ESF 10-10 |
| 7.5 | Resources | ESF 10-10 |

ESF 10 Oil and Hazardous Materials Response

7.6 Training ESF 10-11
7.7 Exercising ESF 10-11

8 Annex Development and Maintenance.....ESF 10-12
8.1 General..... ESF 10-12
8.2 Updates ESF 10-12

9 Supporting Plans and Procedures.....ESF 10-12

10 ReferencesESF 10-12

11 AppendicesESF 10-12

ESF 10 Oil and Hazardous Materials Response

| ESF 10 Tasked Agencies | |
|-------------------------------|---|
| Primary Agencies | Baker County Emergency Management |
| Supporting Agencies | Local Fire Agencies and Local Law Enforcement |
| Adjunct Agencies | La Grande Fire Regional HAZMAT Team |

1 Purpose and Scope

Emergency Support Function 10 provides for response to, and recovery from, hazardous materials releases, including oil spills. This support function is applicable to all types and sizes of hazardous materials—chemical, biological, radiological, nuclear, and explosive—incidents potentially involving transportation corridors (railway and highway), abandoned waste sites, pipelines, tank farms, and fixed facilities (chemical plants, laboratories, operating hazardous waste sites, hospitals, etc.). This ESF also includes hazardous materials response and support for response to terrorist incidents.

2 Situation and Assumptions

2.1 Situation

- Hazardous materials are commonly used, transported, and stored in Baker County. Hazardous materials incidents may occur as the result of natural disasters, human error, or accident.
- The identification of facilities and routes within Baker County is found in the appendices to this annex.
- There is no local HAZMAT Response Team in Baker County.
- The nearest HAZMAT Response Team is the Regional HAZMAT Response Team, located in La Grande, Union County, Oregon—approximately one hour away.
- A hazardous materials-related incident from the freeway or railroad could be potentially catastrophic for the County, especially for the most vulnerable populations.

2.2 Assumptions

- The County and cities will have the capability to perform protective responses in the event of an incident involving the transport, storage, usage, or manufacture of hazardous materials.
- Protective action recommendations in the vulnerable zone include in-place sheltering, evacuation, and notification of contaminated water, milk, livestock, and food supply sources.

ESF 10 Oil and Hazardous Materials Response

- The amount of time available to determine the scope and magnitude of the incident (lead time) will impact the protective action recommended.
- In the event of a serious hazardous material incident, many of the residents in the vulnerable zone may choose to evacuate spontaneously without official recommendation.
- A transportation-related hazardous materials incident may require the evacuation of residents along the routes within Baker County.
- Hazardous materials entering the sewage system may necessitate the shutdown of sewage plants, which may result in the release of untreated sewage.
- Wind shifts may occur that require re-designating protective action measures.
- The resources of industry and of local, State, or Federal government, separately or in combination, may be required to cope with the situation.

3 Roles and Responsibilities

Proper response to an incident involving the release of hazardous materials requires the coordinated actions of numerous city and County departments. Rapid communications must be utilized to inform responsible officials of the situation and facilitate decision-making. The following tasks are not intended to be all-inclusive or exclusive, nor are they presented in order of execution priority; they represent a guide for actions to be taken when a hazardous materials incident occurs.

3.1 Fire Department

- The first Fire Department present at the scene of an incident involving the release of hazardous materials will perform the following tasks.
 - Take immediate steps to identify the nature of the hazardous material and report to the Emergency Operations Center (EOC).
 - Initiate appropriate action to control and eliminate the hazard.
 - Apply appropriate firefighting techniques if the incident has resulted in fire.
 - Ensure that no action is taken to flush or wash the contaminate into the storm drain system until approval is obtained.
 - Determine a safe route into the area and relay this information to the appropriate Fire District.

ESF 10 Oil and Hazardous Materials Response

- The ranking on-scene Fire Department will perform the following tasks.
 - Ensure that the appropriate Baker County Fire Districts have been notified of the incident and given the available information.
 - Notify proper law enforcement personnel and other necessary responders as appropriate.
 - Instruct the dispatch center to immediately notify the Oregon Emergency Response System (OERS) at 1-800-452-0311 to request deployment of the La Grande Fire Regional HAZMAT Team or State agency assistance or further instruction.
 - Serve as Incident Commander (IC) and ensure the following:
 - Determine the response level of the incident;
 - Determine which public protective action will be used;
 - Establish the hazardous area (hot line, contamination control area);
 - Establish a staging area upwind at a safe location;
 - Designate an evacuation zone, if appropriate;
 - Initiate public notification, if appropriate;
 - Request appropriate resources and support services;
 - Coordinate all emergency and support activities; and
 - Maintain overall command of the emergency scene until the hazard is contained or until command can be passed to the proper agency.
 - Establish an integrated on-scene command post:
 - Promptly identify the hazardous material and disseminate the information to appropriate emergency forces and citizens in the area of the incident;
 - Obtain assistance from medical representatives to determine the hazards involved and the proper limits of an evacuation zone, if appropriate;
 - Ensure that all department representatives at the integrated on-scene command post are informed of the evacuation zone and of the need for evacuation, as appropriate; and
 - Assist law enforcement by providing protective clothing and breathing apparatus, if appropriate.
 - Determine when the zone is safe for re-entry.

3.2 Law Enforcement

- The ranking law enforcement officer at the incident scene will report to the integrated on-scene command post and perform the following duties, in addition to the responsibilities and procedures outlined in ESF 13 – Public Safety and Security.
 - Keep one radio-equipped law enforcement officer at the integrated on-scene command post until released by the fire official in charge

ESF 10 Oil and Hazardous Materials Response

- of on-scene operations. Relay information to the Sheriff's Department as may be requested by the fire official in charge.
- Evacuate citizens when requested to do so by the IC. Inform the County Board of Commissioners (BOC) as soon as possible regarding the evacuation. Request the assistance of the Fire Department if protective clothing and breathing apparatus are required.
 - Cordon off the incident scene for safety and exclude entry by unauthorized personnel:
 - Entry by non-emergency personnel will be permitted on the basis of officer judgment or upon presentation of a Disaster Area Permit; and
 - Questionable persons who insist on right of entry will be referred to the integrated on-scene command post for determination of status.
 - Provide assistance for identification of casualties as needed and report on the number of fatalities to the County BOC;
 - Protect sensitive and critical installations and prevent looting in the evacuation zone;
 - Enforce traffic control in and around the scene of the incident;
 - Secure and dispatch buses, vans, etc. to transport evacuees to appropriate holding areas or shelter facilities as needed;
 - Disseminate information to the media and public as outlined in ESF 15 – External Affairs.

3.3 Emergency Manager and/or County Board of Commissioners

- The Emergency Manager and/or County BOC will report to the integrated on-scene command post and perform the following tasks.
 - Based on the response level and IC input, initiate EOC activation.
 - When evacuation is directed by the senior fire official, coordinate the evacuation operations through the EOC. See ESF 1 – Transportation for pre-planned evacuation information.
 - If deemed necessary, ensure that the County Council or City Attorney is notified of the incident and the circumstances causing or surrounding it.

3.4 County Road Department

- The senior Road Department official at the scene will report to the integrated on-scene command post and perform the following tasks, in addition to the responsibilities and procedures outlined in ESF 3.1 – Public Works and Engineering.
 - Assist with appropriate heavy equipment for rescue or recovery operations or clearing access for emergency vehicles, etc.

ESF 10 Oil and Hazardous Materials Response

- Provide barricades around the incident evacuation zone and the integrated on-scene command post, as requested.
- Provide material for building dikes to contain liquids and absorbing hazardous materials.
- Cooperate with law enforcement to establish an efficient detour with the appropriate signs, arrows, and law enforcement officers to expedite movement of traffic.
- Provide assistance to public utilities in checking for damage and restoring services.
- Assist in the removal, transportation, and disposal of liquid or solid contaminants by either appropriate private or public means.
- Coordinate with fire and law enforcement evidence-gathering personnel in clearing and moving debris.
- Regulate the water supply for fire suppression and respond to water main damage to restore service, as necessary.
- Respond to the entry of any pollutant or contaminant into the water supply sources by shutting off appropriate intakes or switching to alternate sources; and
- Cooperate with State Health Department engineers in determining and carrying out actions designed to neutralize or eliminate pollutants that have entered the water supply.

3.5 County Health Department

- A physician may be requested to report to the integrated on-scene command post to perform the following tasks in addition to the responsibilities and procedures outlined in ESF 8 – Public Health and Medical Services.
 - Make a medical estimate of the situation, based on the magnitude of the disaster, and take appropriate actions.
 - Direct injured persons to the proper medical facility capable of handling exposure to and/or contamination by hazardous materials.
- The Oregon Water Resources Division may be requested to send (in long-term situations) a representative to report to the integrated on-scene command post and:
 - Assist in determining the identity of the hazardous material and establish the type and degree of the hazard involved;
 - Provide assistance or advice on actions required; and
 - Determine the proper method for neutralizing, containing, or removing the hazardous materials.

ESF 10 Oil and Hazardous Materials Response**3.6 American Red Cross**

In most instances, it is not anticipated that evacuees would require shelter for an extended period. If such a requirement should develop, however, the American Red Cross may be responsible for shelter management and for providing sleeping equipment and food service. The American Red Cross would be notified of any anticipated requirement by the Emergency Manager or County BOC as far in advance of the need as possible.

3.7 Fixed Site Hazardous Materials Facility (Private Industry)

- Designate facility emergency coordinator.
- Develop on-site contingency plan that specifies notification and emergency response responsibilities, procedures, and methods.
- Provide technical support for the development of off-site risk assessment.
- Provide planning support for off-site release contingency planning, including vulnerable zone identification.
- Provide emergency response liaison to the Union County Emergency Operations Center (EOC).
- Provide an emergency services representative to the integrated on-scene command post.
- Provide public information representative to the Public Information Officer (PIO), as required.
- Participate in exercises and drills.
- Coordinate on-site emergency plans with the IC.
- Initiate emergency notification and written follow-ups, as outlined in Section 304 of SARA Title III.
- Provide initial assessment.

3.8 State Government Role

- Oregon Emergency Management
 - Develops and implements comprehensive emergency management programs that include mitigation preparedness, response and recovery elements;
 - Coordinates requests for State/Federal assistance from local political subdivisions following a major incident (OERS 1-800-452-0311); and
 - Renders assistance to Federal Departments, Agencies, or Commissions as requested in pre- or post-disaster operations.

ESF 10 Oil and Hazardous Materials Response

- Oregon Water Resources Division
 - Serves as the primary on-scene contact for State agencies;
 - Serves in an advisory role to the Federal On-Scene Coordinator;
 - Monitors all removal operations and coordinates all State activities; and
 - Determines the adequacy of containment and cleanup operations.
- Oregon State Highway Department
 - Provides, through an interagency contract, personnel, equipment, and materials for State-sponsored cleanup.

3.9 Federal Government Role

- Federal Environmental Protection Agency
 - Enforces toxic air chemical release notification and ensures appropriate fixed hazardous materials facility record-keeping of reportable quantity requirements;
 - Maintains and updates a list identifying substances most likely to cause serious harm in the event of a large accidental release;
 - Operates an air-toxic information clearinghouse, which will facilitate the exchange of information on air toxics among State and local agencies;
 - Coordinates Federal funding, equipment, personnel, and expertise during major ground, air toxic incidents, and inland water spills;
 - Provides toxic air contingency planning and exercise guidance and training; and
 - Provides technical assistance for developing site-specific risk assessments.
- Federal Emergency Management Agency
 - Provides training and emergency planning and exercise guidance related to incidents involving transport, manufacture, storage, and disposal of hazardous material;
 - Coordinates Federal hazardous materials training programs;
 - Participates in the National Response Team;
 - Participates in the Regional Response Team; and
 - Provides technical assistance and resources to state and local government for hazardous materials program development.

ESF 10 Oil and Hazardous Materials Response**4 Concept of Operations****4.1 General**

- Emergency information efforts should focus on specific event-related information. This information will generally be of an instructional nature, focusing on such activities as warning, evacuation, and shelter. It is also important to keep the public informed of the general progress of events.
- A special effort should be made to report positive information regarding emergency response in order to reassure the community that the situation is under control. Rumor control must be a major aspect of the informational program. Public feedback should be used as a measure of the informational program's effectiveness.
- Education efforts will be directed toward increasing public awareness of potential hazards and how people should deal with them. All information and education efforts will rely heavily on the cooperation of commercial media organizations.

4.2 Actions by Phase of Emergency**4.2.1 Mitigation**

- Conduct hazard awareness programs.
- Coordinate with media.

4.2.2 Preparedness

- Conduct public education programs.
- Prepare emergency information for release during emergencies.
- Procure resources necessary for initial containment until outside assistance arrives.

4.2.3 Response

- Release public information.
- Coordinate rumor control.
- Schedule news conferences.

4.2.4 Recovery

- Provide public information.
- Compile records of events.
- Assess the effectiveness of information and education program.

ESF 10 Oil and Hazardous Materials Response

- Evaluate the success of response operations.

5 Direction and Control**5.1 General**

- The IC has overall responsibility for direction and control.
- The direction and control function is the combined capability of the EOC and the integrated on-scene command post. The exchange of critical information between these facilities, such as requests for support and key decisions, will enable first response efforts and support operations to be synchronized.
- An EOC is the focal point for coordinating resource requirements in support of on-scene activities and off-site protective action decisions. EOC procedures are detailed in ESF 5 – Emergency Management.
 - The EOC is staffed with representatives from each department and private sector organization, as appropriate.
- The purpose of the integrated command post is to coordinate on-scene support to deployed emergency service response elements.
 - It is essential that the integrated on-scene command post management team remain at their established position to coordinate the on-scene response.
 - The integrated on-scene command post is supported by a communications system that can monitor and transmit via all Baker County emergency service channels.
 - The respective Baker County City/Rural Fire Districts are in charge of the operation, maintenance, and deployment of the integrated on-scene command post.

6 Continuity of Government

Lines of succession to each department head are determined according to the standard operating procedures (SOPs) established by each department.

7 Administration and Support**7.1 Support**

- When the situation exceeds the capability of local government, requests for assistance will be made to the Oregon Emergency Management Division in Salem at 1-800-452-0311 or 503-378-4124. All requests will be made by the County BOC, Emergency Manager, or another official duly authorized.

ESF 10 Oil and Hazardous Materials Response

- Requests for assistance from local, private, and public sector groups will be made, as appropriate, by contacting agencies previously listed in mutual aid agreements.

7.2 Communications

- On-scene radio command at hazardous materials incidents will be handled by the Fire Department. Radio traffic will be relayed to the IC at the integrated on-scene command post. The IC will periodically update all agencies present at the command post and the EOC, if activated.
- The law enforcement department will communicate on Sheriff's Department channel. All emergency medical services (EMS), hospital, and other medical activities will transmit via the pre-approved designated channel.
- Interdepartmental/Agency communications will be coordinated through the Baker County Consolidated Dispatch Center (BCCD) .
- Additional information about the Baker County communications system, equipment, and procedures is contained in ESF 2 – Communications.

7.3 Documentation and Investigative Follow-up

- The fixed site responsibility for documentation of accidental releases is to prepare the fixed site version of the incident, including time, cause of spill, material and quantity released, location, response action, etc.
- The Baker County Sheriff Dispatcher is responsible for preparing a report detailing the communications between the city/County and the fixed site, to include initial specifics of the spill, e.g., time, location, materials and quantity spilled, spiller, source of spill, public health hazards, agencies contacted, comments, etc.
- The Sheriff is responsible for preparing an investigative report, witness statements, photographs, etc.

7.4 Hazardous Materials Incident Report

- The form for collection and dissemination of incidents involving the release of hazardous materials is provided in Appendix 1.

7.5 Resources

- Every agency with response capabilities and task assignments is responsible for providing and maintaining equipment and supplies necessary for hazardous materials operations. Specific resources are addressed in ESF 7 – Resource Support.

ESF 10 Oil and Hazardous Materials Response**7.6 Training**

- All employees that may potentially serve as IC will receive Incident Command System (ICS) training.
- All employees that may act as a hazardous materials On-Scene IC will receive hazardous materials on-scene IC training, in accordance with 29CFR1910.120(q)(6)(i), (ii), and (v).
- All fire service employees that are first responder operations personnel will receive hazardous materials training to the operations level in accordance with 29CFR1910.120(q)(6)(i) and (ii).
- All other first responders will receive hazardous materials training to the awareness and/or operations level in accordance with 29CFR1910.120(q)(6)(i) and (ii).
- All members of the Regional Hazardous Materials Emergency Response Team will receive hazardous materials training to the Technician and/or Specialist levels in accordance with 29CFR1910.120(q)(6)(i), (ii), (iii), and (iv).
- Refresher training will be of sufficient content and duration to maintain competency, or emergency responders will demonstrate competencies in those areas annually.
- In addition to existing local internal training programs, emergency response and medical personnel will attend hazardous materials-related training courses offered by Federal and State agencies, as well as by the private sector.
- Schedules for training of personnel will be developed according to existing procedures.

7.7 Exercising

- The Fire Chief is responsible for scheduling, designing, conducting, and evaluating all exercises.
- An annual tabletop exercise and field simulation exercise will be conducted to train personnel on the use of this and other annexes. Each exercise will be followed by a critique to review the effectiveness of this annex and its support systems. The annex will be revised, based on the results of the exercise critiques.

ESF 10 Oil and Hazardous Materials Response**8 Annex Development and Maintenance****8.1 General**

- All agencies assigned responsibilities in this annex are responsible for developing or updating internal procedures that will ensure a continuing acceptable degree of operational readiness to carry out their responsibilities.
- The Fire Chief is responsible for the overall development of this annex and will ensure proper annex distribution and changes thereto. Each agency identified will develop SOPs that address assigned tasks.

8.2 Updates

- Recommended changes to the annex should be forwarded to the appropriate Baker County Fire Chief.
- As revisions are made, revised, and dated, change pages will be provided to all individual and agencies listed as holding copies. It is the responsibility of the copy holder to keep individual copies current. Each change should be recorded in the Record of Change sheet in the front of the annex.

9 Supporting Plans and Procedures

Regional HAZMAT Team procedures

Crowd control procedures

10 References

National Response Team (NRT) of the National Oil and Hazardous Substances Contingency Plan, 1987. Hazardous Materials Emergency Planning Guide. NRT-1. Washington, D.C.

Department of Transportation (DOT). Hazardous Materials Accident/Incident Prevention: An Outreach Guide for Emergency Response Personnel in Your Community.

DOT, 1983. Community Teamwork: Working Together to Promote Hazardous Materials Transportation Safety – A guide for Local Officials. Washington, D.C.

U.S. Environmental Protection Agency (EPA). The National Oil and Hazardous Substances Pollution Contingency Plan. Washington, D.C.

State of Oregon Emergency Operations Plan, Annex O for Hazardous Materials.

11 Appendices

Appendix 1 – Hazardous Materials Incident Report

Appendix 2 – Response Personnel Safety

ESF 10 Oil and Hazardous Materials Response

Appendix 3 – Personal Protection of Citizens

Appendix 4 – Containment and Clean-Up

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**APPENDIX 1
HAZARDOUS MATERIALS INCIDENT REPORT**

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ESF 10 Oil and Hazardous Materials Response

HAZARDOUS MATERIALS INCIDENT REPORT

1. Date: _____ Time of Notification: _____
2. Name of person receiving call: _____
3. Name and telephone number of on-scene contact: _____

4. Incident Location: _____
5. Nature of emergency (e.g. leak, explosion, spill, fire, derailment, container type, and condition):

6. Name of materials released: _____

7. Time and duration of release: _____

8. Amount and speed of release: _____
9. Total amount of material that may be released: _____

10. Direction, height, color, and odor of any vapor clouds or plumes: _____

11. Medium or media into which the release occurred: _____

12. Characteristics of material (e.g., color, smell, etc.): _____

13. Present status of materials (e.g. gas, liquid): _____
14. Weather conditions: _____
15. Local terrain conditions: _____
16. Possible health effects/medical emergency information: _____

a. Precautions to take: _____

ESF 10 Oil and Hazardous Materials Response

-
17. Number of injured or dead: _____
-
18. Nearby populations: _____
-
19. Personnel at the scene: _____
-
20. For transportation incidents:
NOTE: Sources for this information in transportation incidents are identification numbers, shipping manifests, and placard information.
- a. Shipper and shipping point: _____

 - b. Carrier: _____

 - c. Consignee and Destination: _____

**APPENDIX 2
RESPONSE PERSONNEL SAFETY**

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ESF 10 Oil and Hazardous Materials Response**RESPONSE PERSONNEL SAFETY**

To reduce the risks to first responders in the event of a hazardous materials incident, the following health and safety procedures have been developed.

1 Medical Surveillance

The Baker County Rural Health Districts response team consists of emergency medical technicians who are responsible for surveillance of team members for indicators of toxic exposure effects, including:

- Change in complexion, skin discoloration;
- Lack of coordination;
- Changes in demeanor;
- Excessive salivation, papillary response;
- Changes in speech pattern;
- Headaches;
- Dizziness;
- Blurred vision;
- Cramps; and
- Irritation of eyes, skin, or respiratory tract.

2 Exclusion Zone

This is the area where contamination does or could occur. All first response personnel entering the exclusion zone must wear prescribed levels of protective equipment. An entry and exit checkpoint must be established at the perimeter of the exclusion zone to regulate the flow of personnel and equipment into and out of the zone and to verify that the procedures established to enter and exit are followed. Decontamination procedures will be closely followed to preclude inadvertent exposure.

3 Personnel protective equipment for hazardous materials

- Level A Protection should be worn when the highest level of respiratory, skin, eye, and mucous membrane protection is needed. Personal protective equipment includes:
 - Supplied-air respirator. Respirators be pressure-demand, self-contained breathing apparatus (SCBA) or pressure-demand airline respirators;
 - Full encapsulating chemical-resistant suit;
 - Coveralls;
 - Long cotton underwear;
 - Gloves, chemical-resistant;
 - Boots, chemical-resistant, with steel toe and shank;
 - Hard hat (under suit);
 - Disposable gloves and boot covers;
 - Cooling unit; and
 - Two-way radio communications.

ESF 10 Oil and Hazardous Materials Response

- Level B Protection should be selected when the highest level of respiratory protection is needed but a lesser level of skin and eye protection. Level B protection is the minimum level recommended on initial site entries until the hazards have been further identified and defined by monitoring, sampling, and other reliable methods of analysis and personnel equipment corresponding with those finding utilized. Personal protective equipment includes:
 - SBCA,
 - Supplied-air respirator,
 - Chemical resistant clothing,
 - Long cotton underwear (optional),
 - Coveralls,
 - Gloves (outer), chemical resistant,
 - Gloves (inner), chemical-resistant,
 - Boot covers (outer), chemical-resistant,
 - Hard hat, and
 - Two-way radio communications.
- Level C Protection should be selected when the type of airborne substance is known, concentration measured, criteria for using air-purifying respirators met, and skin and eye exposure unlikely. Periodic monitoring of the air must be performed. Personal protective equipment includes:
 - Air-purifying respirator, full-face, canister-equipped;
 - Chemical-resistant clothing (coveralls; hooded, one-piece or two-piece chemical splash suit; chemical-resistant coveralls);
 - Gloves (other), chemical-resistant;
 - Boots (other, chemical-resistant, with steel toe and shank); and
 - Two-way radio communications

**APPENDIX 3
PERSONAL PROTECTION OF CITIZENS**

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ESF 10 Oil and Hazardous Materials Response

PERSONAL PROTECTION OF CITIZENS

The following establishes policies and procedures regarding the personal protection of citizens potentially affected by hazardous materials incidents. It includes the strategies of in-place sheltering and evacuation as well as relocation, water supply protection, and sewage system protection.

1 In-Place Sheltering

- In some cases, advising people to stay indoors and to attempt to reduce the flow of air into a structure may be the most effective protection option. This strategy has been used by emergency officials when it has been recognized that people could not be evacuated from an area prior to the arrival of a toxic cloud.
- For an indoor protective strategy to be effective, planning and preparedness activities should provide:
 - An emergency management system and decision-making criteria for determining when an indoor protection strategy should be used;
 - A system for warning and advising the public;
 - A system for determining when a cloud has cleared a particular area;
 - A system for advising people to leave a building at an appropriate time; and
 - Public education on the value of indoor protection on an expedient means to reduce ventilation rates.

2 Evacuation

- Evacuation can be completely effective in protecting the public if it can be accomplished prior to the arrival of the toxic cloud at a particular location. The effectiveness of evacuation is dependent upon the time required to evacuate an area compared to the time available before the cloud arrives.
- The responsibility for recommending an evacuation normally rests with the Mayor/County BOC/Fire Department. The Incident Commander (IC) (senior fire official) will carry out the evacuation. In situations where rapid evacuation is critical to the continued health and safety of the population, the IC may advise the public in the immediate vicinity to evacuate. The Emergency Manager will coordinate all evacuation procedures, supported by City, County, and Private Sector operational forces.
- If the emergency warrants, and the senior fire official on scene recommends, law enforcement officers will immediately initiate an evacuation. (Recommended evacuation guidelines for specific hazardous materials are contained in the 1990 EMERGENCY RESPONSE GUIDEBOOKS (for Hazardous Materials Incidents). The routes of evacuation will be determined by the senior law enforcement officer.
- Routes for incoming personnel must be determined, so as not to endanger their lives in the process of reporting to the incident site. Evacuation

ESF 10 Oil and Hazardous Materials Response

procedures must be coordinated with liaison personnel at the on-scene command post to ensure the safety of the law enforcement officers and evacuees.

- If a state of disaster is declared, the EOC will be activated to coordinate the efforts of other County and municipal agencies and response personnel.
- Once a hazardous materials release has occurred, an evacuation zone would be designated, if appropriate. A general evacuation would involve the movement of the entire population located within an affected area, whereas a selective evacuation would involve a portion of the population.
- To ensure an orderly traffic flow in the event of an evacuation, control points must be established at major intersections along main evacuation routes. To restrict traffic from entering an evacuation zone, access control points are needed to divert traffic. The Police Chief/County Sheriff is responsible for establishing traffic and access points. Evacuation operations will be initiated using the following procedures:
 - The Police Department will ensure that traffic and access control points are staffed in preparation for evacuation;
 - The Public Works Department will mobilize those road clearance resources assigned to support road clearance operations along primary evacuation routes; and
 - Emergency Management will coordinate transportation requirements to support special facility evacuation.

3 Other Public Protection Strategies

- Relocation. Some hazardous materials incidents may contaminate the soil or water of an area and pose a chronic threat to people living there. It may be necessary for people to move out of the area for a substantial period of time until the area is decontaminated or until natural weathering or decay reduces the hazard.
- Water Supply Protection. Surface and ground water supplies can be contaminated by a hazardous chemical release. Planning must provide for the quick identification of a threat to the drinking water supply, notification of the public and private system operators, and warning of the users.
- Sewage System Protection. A hazardous chemical entering the sewage system can cause serious and long-term damage to a treatment plant. It may be necessary to divert sewage, creating another public health threat.

**APPENDIX 4
CONTAINMENT AND CLEANUP**

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ESF 10 Oil and Hazardous Materials Response

CONTAINMENT AND CLEAN-UP

This appendix provides for containment and clean-up operations and identifies resources available for clean-up and disposal.

1 Techniques for spill containment and clean-up

- The responsibility for selecting and implementing the appropriate counter measures is assigned to the Incident Commander (IC) in coordination with the State/Federal on-scene coordinator.
- The spiller is, by law, responsible for all clean-up counter-measures. The Baker County Health Department/Emergency Manager is responsible for determining this responsibility and monitoring the clean-up operations to ensure that the following actions are taken:
 - An approved disposal site is selected; and
 - Temporary storage sites are selected that are safe, secure, and approved by a local and/or State on-scene coordinator
- The IC is responsible for monitoring response activity to ensure that appropriate containment or displacement techniques are being initiated. Containment methods may include:
 - Dikes,
 - Berms and drains,
 - Trenches,
 - Booms,
 - Barriers in soil,
 - Stream diversion,
 - Patching and plugging of containers or vessels,
 - Portable catch basins,
 - Over-packed drums or other forms of containerization, and
 - Re-orientation of the container.
- The IC, in conjunction with the EOC and assisted by communications, will secure private contractors for displacement techniques. They may include:
 - Hydraulic and mechanical dredging,
 - Excavating,
 - Skimming,
 - Pumping,
 - Dispersion/dilution, and
 - Vacuuming.
- Treatment of spilled hazardous substances can be physical, chemical, or biological in nature. Treatment operations are the responsibility of the operator. Monitoring responsibility is assigned to the Oregon Water Resources Division, in accordance with the State of Oregon Emergency Operations Plan (EOP), Annex O (HAZMAT).

ESF 10 Oil and Hazardous Materials Response

- Exposure Assessment: Initial assessment of the incident is the responsibility of the fixed facility. It should be recognized that industrial capability to assess the situation is supported by in-depth knowledge of the chemicals, facilities, and the environment. The fixed facility is liable for damages resulting from a release and is motivated to provide timely and accurate assessment of each situation. Other assessment capability is available as well.
 - The Hazardous Materials Response Team has limited monitoring and assessment capability;
 - The City/County Health Department has the ability to monitor and assess exposure;
 - The Oregon State Health Division has an air toxic response program with personnel and equipment to sample suspected airborne toxic compounds;
 - The Federal Regional Response Team has in-depth assessment and monitoring resources. Mobilization and deployment the Federal Response Team is estimated at 3 hours.
- Restoration
 - The Baker County Health Department, in conjunction with state and Federal authorities, is in charge of restoration efforts;
 - Treatment of contaminated soils and sediments is a responsibility of the industrial site;
 - When feasible, contaminated soils and sediments will be treated on the site. Technologies available include:
 - Incineration,
 - Wet air oxidation,
 - Solidification,
 - Encapsulation,
 - Solution mining (soil washing or soil flushing),
 - Neutralization/detoxification, and
 - Microbiological degradation.

ESF 11 **Agriculture and Natural Resources**

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Table of Contents

| | | |
|----------|---|------------------|
| 1 | Purpose and Scope | ESF 11-1 |
| 2 | Policies and Agreements | ESF 11-1 |
| 3 | Situation and Assumptions | ESF 11-2 |
| 4 | Roles and Responsibilities | ESF 11-3 |
| 4.1 | United States Department of Agriculture (USDA)..... | ESF 11-3 |
| 4.2 | Oregon Department of Agriculture..... | ESF 11-3 |
| 4.3 | Baker County Board of Commissioners (BOC) | ESF 11-4 |
| 4.4 | Baker County Emergency Management..... | ESF 11-4 |
| 4.4 | Private Veterinarian Practices | ESF 11-5 |
| 4.5 | Affected Fire District | ESF 11-5 |
| 4.6 | Law Enforcement – Sheriff’s Office, Oregon State Police..... | ESF 11-5 |
| 4.7 | Oregon Department of Fish and Wildlife..... | ESF 11-5 |
| 4.8 | Oregon State University Extension Agent | ESF 11-6 |
| 4.9 | Baker County Road Department | ESF 11-6 |
| 4.10 | USDA Farm Service Agency | ESF 11-6 |
| 4.11 | Baker County Health Department..... | ESF 11-6 |
| 4.12 | Baker County Livestock Association | ESF 11-6 |
| 4.13 | Baker Farm Bureau | ESF 11-6 |
| 4.14 | Federal Bureau of Investigation..... | ESF 11-6 |
| 4.15 | Oregon Emergency Management | ESF 11-7 |
| 4.16 | Federal Emergency Management Agency | ESF 11-7 |
| 5 | Concept of Operations | ESF 11-7 |
| 5.1 | Foreign Animal Disease | ESF 11-8 |
| 5.2 | Disasters Where Animals Are Involved | ESF 11-9 |
| 6 | Administration and Logistics | ESF 11-10 |
| 6.1 | Mutual Aid | ESF 11-10 |
| 6.2 | Use of Volunteers..... | ESF 11-10 |
| 6.3 | Expenditures during an Emergency and Resource Management | ESF 11-10 |
| 7 | Supporting Plan and Procedures | ESF 11-10 |

ESF 11 Agriculture and Natural Resources

8 Annex Development and Maintenance.....ESF 11-10

9 Authorities and References.....ESF 11-10

10 AppendicesESF 11-11

ESF 11 Agriculture and Natural Resources

| ESF 11 Tasked Agencies | |
|----------------------------|---|
| Primary Agencies | Baker County Emergency Management |
| Supporting Agencies | Baker County Health Department |
| Adjunct Agencies | Oregon State Brand Inspector Oregon Dept of Agriculture, State Veterinarian’s Office Oregon Dept of Agriculture, Veterinary Emergency Response Team Oregon Dept of Fish and Wildlife Oregon Dept of Human Services, Dept of Health Services Oregon Dept of Environmental Quality Oregon State Police Oregon Dept of Parks and Recreation US Department of Agriculture, Area Veterinarian In-Charge US Department of Agriculture, FSA |

1 Purpose and Scope

ESF 11 focuses on protecting the food supply and ensures that victims of emergencies/disasters are provided with adequate nutrition. This support function also outlines procedures for control and eradication of disease or infestation potentially impacting plant and animal health while also introducing significant risk to the local economy (dairy and poultry operations, feedlots, auction yards, Christmas tree farms, timber/logging operations, agricultural crops, wildlife, etc). ESF 11 includes information regarding emergency animal sheltering and evacuation specific to livestock, such as dairy, cattle, poultry, sheep, goats, equine, and other production species.

2 Policies and Agreements

The Oregon Department of Agriculture (ODA), in accordance with Oregon State law, specifically ORS, Chapter 596 (Disease Control Generally) and OAR 603 Division 11 has the authority to:

- Declare an animal health emergency;
- Impose restrictions on importations of animals, articles, and means of conveyance;
- Quarantine animals, herds, parts of the state, the entire state, and create quarantine areas;
- Stop the movement of animals;

ESF 11 Agriculture and Natural Resources

- Require the destruction of animals, animal products, and materials;
- Specify the method for destruction and disposal of animals, products, and materials;
- Indemnify owners for animals destroyed; and
- Employ deputy state veterinarians and livestock inspectors.

Farm Service Agency programs are administered through the U.S. Department of Agriculture and are subsequently activated by the U.S. Secretary of Agriculture in support of a natural hazard event, such as drought. These include the following.

- Noninsured Assistance Program
- Emergency Conservation Program
- Emergency CRP Haying and Grazing Assistance
- Emergency Loans

Not all Farm Service Agency programs require a disaster declaration prior to activation.

The Farm Service Agency has local offices throughout the state that are often co-located with the Natural Resources Conservation Service, and/or the local soil and water conservation district office. More info on programs administered by Farm Service Agency can be accessed via the following website:

<http://disaster.fsa.usda.gov/fsa.asp>.

3 Situation and Assumptions

- While a quick identification of a disease agent is preferable, discovery may take some time, allowing for spread across a larger area.
- Information management is critical regardless whether a disease is present or not.
- Media attention will be overwhelming in Foreign Animal Disease events (FAD events).
- The U.S. economy will be significantly impacted by a disease outbreak regardless of the disease center.
- Domestic household pets are found in approximately 60 percent of households.
- People will refuse to evacuate or evacuation assistance unless their pet “family member” is also evacuated.

ESF 11 Agriculture and Natural Resources

- A hoaxed event may impact economic markets.
- Investigation of animal disease occurs on a regular basis.
- When areas are evacuated, planning should consider domestic animals left behind in the evacuation area.
- Reuniting companion animals to owners may become a major undertaking.
- The term “Domestic Animal,” for purposes of this annex includes: Cattle, sheep, goats, pigs, llamas, horses, chickens, captive herds of elk (as allowed by ODFW), captive flocks of upland game birds (as allowed by ODFW), 4-H program animals, or other animals commonly considered as livestock production.
- The term “Companion Animal,” for purposes of this annex include: Dogs, cats, captive rats/mice/hamsters/ferrets, captive birds, captive non-native fish, captive snakes, or other animals commonly considered family pets.

4 Roles and Responsibilities**4.1 United States Department of Agriculture (USDA)**

- Issues Agricultural Secretary’s Declaration of Disaster.
- Oversees United States Forest Service, Natural Resources Conservation Service, and Farm Service Agency.
- Operates Federal meat inspection program.
- Operates Foreign Animal Disease Diagnostic Lab (FADDL).
- Coordinates animal disease testing.

4.2 Oregon Department of Agriculture

- Direct the overall animal health activities in a FAD event.
- Develop statewide strategy and policy specific to disease eradication.
- Issue hold orders, direct quarantines, develop destruction orders.
- Arrange for individual indemnification in cooperation with USDA.
- Coordinate deployment of state veterinary personnel, other animal health officials and the VETT.

ESF 11 Agriculture and Natural Resources

- Recruit, train and hire reserve deputized veterinarians for emergency duty.
- Coordinate activity among the ODA headquarters and field operations.
- Provide incident commanders, technical support and liaison staff.
- Communicate with the public through the Joint Information Center.

4.3 Baker County Board of Commissioners (BOC)

- Serve as Policy Group for the Emergency Operations Center (EOC).
- Oversees County Budget on day-to-day basis.
- Coordinate public information on County's emergency response activities.
- Declare a local emergency as needed.
- Request activation of Mutual Aid Agreements.
- Request support from Oregon Emergency Management.
- Requests assistance from other quarters as appropriate.
- Authorizes EOC Activation.
- Under emergency authorization, direct County staff and resources to respond to the event.
- Direct recovery effort.

4.4 Baker County Emergency Management

- Serve as key contact between participating agencies on day-to-day basis.
- Provides notification to County Board of Commissioners and Emergency Response Group, as needed.
- Requests EOC activation through Commissioners, as warranted.
- Responsible for notification of agencies involved in EOC.
- Serves as technical advisor to County Board of Commissioners
- Point of Contact for Oregon Emergency Management on day-to-day basis.

ESF 11 Agriculture and Natural Resources

- Responsible for Disaster and animals Annex revision work and distribution.

4.4 Private Veterinarian Practices

- Follow state law regarding animal disease reporting.
- Assist with emergency domestic companion care as possible.
- Assist County with technical information on animal rescue, health, and housing issues, when possible.
- Assist with reunification of domestic companion animals, when possible.

4.5 Affected Fire District

- When disinfection needs arise, coordinate disinfection program for public facilities.
- Participate in EOC at administrative level.
- Provide day-to-day fire response to effected and non-effected areas.
- Request State Fire Conflagration Act Declaration, if necessary, in support of event response.

4.6 Law Enforcement – Sheriff’s Office, Oregon State Police

- Enforce livestock quarantine when requested by Oregon Department of Agriculture – State Veterinarian or Deputy State Veterinarian.
- Coordinate security for EOC, Media Information Center, and other facilities involved with disaster event.
- Coordinate security activities around perimeter or quarantine area.
- Participate in EOC at administrative level.
- Provide ongoing law enforcement services.
- Restrict areas of County for public safety reasons.

4.7 Oregon Department of Fish and Wildlife

- Provide intelligence information on wildlife populations and movement during contagious animal disease events.
- Assist with depopulation of wildlife populations, as necessary.
- Assist in collection and reunification of companion animals with owners, when possible

ESF 11 Agriculture and Natural Resources

- Assist in delivering emergency feed to domestic animals.

4.8 Oregon State University Extension Agent

- Provide intelligence information on numbers of domestic animals in the County.
- Assist Oregon Department of Agriculture with identifying owners of contact herds.
- Serve as a technical advisor to the Baker County Board of Commissioners for agricultural issues related to event.

4.9 Baker County Road Department

- Assist Law Enforcement with traffic control and signage.
- Maintain inventory of heavy equipment.
- Participate in EOC at an administrative level.

4.10 USDA Farm Service Agency

- Assist in identifying effected producers for response and recovery efforts.
- Provide livestock technical assistance, when possible

4.11 Baker County Health Department

- Provide correct health information during event to the public.
- Facilitate human disease diagnostics as appropriate to presenting animal disease.

4.12 Baker County Livestock Association

- Assist in identifying effected producers for response and recovery efforts.
- Participate in education and information dispersal to livestock producers.

4.13 Baker Farm Bureau

- Assist in identifying effected producers for response and recovery efforts.
- Participate in education and information dispersal to livestock producers.

4.14 Federal Bureau of Investigation

- Work in connection with Baker County Sheriff's Office, taking the lead on criminal or terrorism investigation, as appropriate.

ESF 11 Agriculture and Natural Resources**4.15 Oregon Emergency Management**

- Confirm notification with ODA, Animal Disease Department of the potential or suspected diseased case to determine location, scale, and stage of outbreak.
- Initiate contact with the County Emergency Manager.
- Notify the OEM Executive Duty Officer
- Partially activate the State Emergency Coordination Center (ECC) consistent with the extent of information received.
- Keep the Governor and necessary State Government agencies (OSP, ODOT, ODFW) aware of developing issues.
- Assign an OEM County Liaison to work issues related to the incident with the County Emergency Management staff.
- Be the recipient of any request for State assistance and/or County declaration request. Forward as appropriate.
- Act as liaison between FEMA, other Federal agencies (USDA, FBI) and County government.
- Maintain contact with the County throughout the event, including recovery stages.

4.16 Federal Emergency Management Agency

- Coordinate with USDA to determine situation and extent of request assistance (such as Federal Operations Support Assistance).
- Coordinate with impacted state(s) to determine unmet needs and whether the state might seek major disaster declaration or other support from FEMA.
- Report information on situation to FEMA headquarters and seek direction.
- Coordinate with Regions 8 and 9, as well as Emergency Preparedness Canada, to help ensure a consistent response and sharing of information.

Actions may result in EOC activation depending on circumstances.

5 Concept of Operations

OEM is guided by directives set forth in Oregon Revised Statutes (ORS) 401. As such, OEM will function to provide support to local government authorities and will coordinate state assets in situations where a State declaration of emergency

ESF 11 Agriculture and Natural Resources

has been made. Deployed state assets will depend on a declaration of emergency/disaster by the local County government.

5.1 Foreign Animal Disease

It is over simplistic to say that the organizational structure during an animal disease outbreak would be based on a multi-agency, unified command system. In reality, there are two separate response operations going on simultaneously. One directly addressing the animal disease vector and resolution; the second, addressing the people side of this disaster, the recovery effort and logistical support to both incidents.

Over the top of these two incidents may lay a law enforcement investigation case, requiring all involved agencies to coordinate and cooperate in their disaster response activities and attention paid to disruption of evidence.

To facilitate correct information and address the expected media attention, a Joint Information Center (JIC) should be established whereby all participating agencies can route press release and media contacts through the duration of the incident.

While specific State and Federal agencies are charged with certain responsibilities in FAD outbreaks (foreign animal disease – USDA/ODA, terrorism – FBI), local government remains in charge of the overall disaster relief effort within its boundaries.

A list of animal diseases reportable to the ODA, Animal Health and Identification Division is attached in Appendix A

Because animal disease events and actions are disease specific, detailed information will be maintained in Appendix B on the expected flow of the event for specific diseases. Currently this annex covers Food and Mouth Disease.

The general expected flow of any animal disease event would be as follows:

- Livestock producer contacts local veterinarian because of animal health issues; Veterinarian detects potential disease during course of normal duties; Disease indicators surface during slaughter; Animal owner discovers abnormality and inquires through local veterinarian.
- Veterinarian (or meat inspector) makes report to USDA/State Veterinarian per State Law and quarantines animals (herd).
- Foreign Animal Disease Diagnostician visits animals as part of investigation. Sample material taken for diagnosis. Coordination with other agencies and annex implemented may occur at this point if collaborating evidence of disease present. County Emergency Operations Center activated and local disaster declaration signed as appropriate.

ESF 11 Agriculture and Natural Resources

- Laboratory results returned to State Veterinarian. Coordination with other agencies and annex implementation only if laboratory results are positive for disease. County Emergency Operations Center activated and local disaster declaration signed as appropriate.

General Local Response to animal disease event:

- Notification to the County Emergency Manager from Oregon Emergency Management and/or the ODA of positive test result, or a high degree of confidence that an animal disease is present in the County. However, depending on the circumstances, the County Sheriff may be the first contact if the ODA requires enforcement of a quarantine area.
- Emergency Manager notifies the Baker County BOC and County Emergency Management of the event.
- The Emergency Operations Center may, or may not, be activated depending on the specific disease agent, anticipated impact to County, or other factors at the time of the event. In cases where the EOC is not activated, incident management will be carried out through the Emergency Manager.
- When notified of an activation of the EOC, Oregon Emergency Response System will notify adjacent County emergency management programs of the activation and reason for activation.
- A combined public information effort between Baker County and the lead animal health agency will be implemented. In the case of an animal disease that can spread to humans, the Baker County Health Director will participate for medical issues in this cooperative public information effort.
- The EOC will coordinate requests by the lead animal disease agency for local resources and mutual aid resources. If the request is beyond the County's capability to meet, the County will request assistance from adjacent mutual aid partners and/or the State.
- Local recovery efforts will occur simultaneously with the event response and will be coordinated with the County Board of Commissioners.

5.2 Disasters Where Animals Are Involved

The organizational structure for the rescue, care and reuniting of animals with owners follows a more standard incident management system. Once the need for domestic animal assistance is noted, this annex should be implemented and coordinated through the Baker County Emergency Operations Center

ESF 11 Agriculture and Natural Resources**6 Administration and Logistics**

The administration of this annex occurs through the EOC or the Emergency Manager when appropriate.

6.1 Mutual Aid

Mutual Aid resources are intended to provide assistance during the time of critical need directly following a disaster. They can also be accessed in cases where specialized or specific technical assistance is required for a set task. Accessing mutual aid resources requires a coordinated effort between the requestor and the requested agency.

Baker County has signed off on a County Mutual Aid agreement. The BOC enacts any request for mutual aid under this agreement.

Other department-specific mutual aid agreements are in place. To provide a coordinated effort, the requesting department should coordinate with the BOC before enacting.

All resources activated through mutual aid agreements need to be tracked by the EOC for cost and liability purposes.

6.2 Use of Volunteers

At this time there are no plans that cover the use of volunteers in Baker County emergency response activities.

6.3 Expenditures during an Emergency and Resource Management

All purchases made on the County's behalf need to be approved per County guidelines. Department heads with budget authority may not exceed their authority without the permission of the BOC.

County equipment or property damaged during emergency conditions will be filed as such. Where private property or resources are used, a claim against the County will be checked against receipt and authorization.

7 Supporting Plan and Procedures

None at this time

8 Annex Development and Maintenance

This plan is revised by the Baker County Emergency Manager. Questions, suggestions, or revision materials should be forwarded to this position.

9 Authorities and References

Oregon Revised Statue 401
Oregon Revised Statue 596
Oregon Revised Statue 599
Oregon Revised Statue 601
OAR 603-011

OIE Code Chapter 2.1.1
Stafford Act as revised
Homeland Security Presidential Directive/HSPD-9

10 Appendices

Appendix 1 – Reportable Animal Diseases

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APPENDIX 1
REPORTABLE ANIMAL DISEASES

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ESF 11 Agriculture and Natural Resources

Appendix 1 – Reportable Animal Diseases

Any person practicing veterinary medicine in Oregon shall immediately notify the department by telephone (503-986-4680) immediately upon observing the following abnormalities.

- Any unidentified vesicular disease;
- Any exotic disease or foreign animal disease, even if only suspected;
- Any disease of unknown etiology exhibiting highly pathogenic or lethal effect.

Any person practicing veterinary medicine in Oregon shall immediately notify the department by telephone (503-986-4680) immediately upon observing clinical evidence of any of the following diseases:

- Anthrax;
- Avian Chlamydiosis/Psittacosis;
- Avian Influenza;
- Bluetongue;
- Brucellosis (*Brucella Abortus*, *Brucella melitensis*, or *Brucella suis*)
- Equine ehrlichiosis (including Potomac horse fever)
- Equine encephalomyelitis;
- Equine infectious anemia;
- Equine viral arteritis;
- Food and mouth disease;
- Hog cholera;
- Laryngotracheitis in poultry;
- Newcastle disease;
- Paratuberculosis (Johne's Disease);
- Pseudorabies (Aujeszky's Disease);
- Pollorum/Typhoid Disease Rabies;
- Scabies Psoroptes;
- Scrapie;
- Trichomoniasis in cattle;
- Tuberculosis;
- Vesicular Stomatitis

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ESF 12 Energy / Utilities

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Table of Contents

| | | |
|-----------|--|-----------------|
| 1 | Purpose and Scope..... | ESF 12-1 |
| 2 | Situation and Assumptions..... | ESF 12-1 |
| 2.1 | Situation | ESF 12-1 |
| 2.2 | Assumptions..... | ESF 12-1 |
| 3 | Roles and Responsibilities..... | ESF 12-2 |
| 3.1 | Emergency Manager | ESF 12-2 |
| 3.2 | Deputy Emergency Manager..... | ESF 12-2 |
| 3.3 | Water/Wastewater Manager (affected district) | ESF 12-3 |
| 4 | Concept of Operations..... | ESF 12-3 |
| 4.2 | Action by Phase of Management..... | ESF 12-3 |
| 4.2.1 | Mitigation | ESF 12-3 |
| 4.2.2 | Preparedness | ESF 12-4 |
| 4.2.3 | Response | ESF 12-4 |
| 4.2.4 | Recovery | ESF 12-5 |
| 5 | Direction and Control..... | ESF 12-5 |
| 6 | Continuity of Government | ESF 12-6 |
| 7 | Administration and Support..... | ESF 12-6 |
| 7.1 | Administration..... | ESF 12-6 |
| 7.2 | Support..... | ESF 12-6 |
| 7.3 | Communications..... | ESF 12-6 |
| 8 | Annex Development and Maintenance..... | ESF 12-6 |
| 9 | References | ESF 12-6 |
| 10 | Appendices | ESF 12-6 |

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| ESF 12 Tasked Agencies | |
|------------------------|--|
| Primary Agencies | Baker County Emergency Management |
| Supporting Agencies | Oregon Trail Electric Coop/Idaho Power Corp/Northwest Natural Gas/Landline-Wireless Phone providers |

1 Purpose and Scope

ESF 12 is responsible for the restoration of damaged energy utility infrastructure and accompanying systems within the County following a disaster. Also considered in this ESF, is the provision of temporary emergency power generation capabilities to support critical facilities until permanent restoration is accomplished. All forms of energy production and transmission and its associated infrastructure should be considered, including electrical, natural gas, petroleum products, hydroelectric, wind, etc. Critical facilities may include primary and alternate Emergency Operations Centers (EOCs), hospitals/critical care facilities, designated shelters, Agency Operations Centers (AOCs) (if applicable), government offices/facilities, water/sewage systems, and other essential community services.

2 Situation and Assumptions

2.1 Situation

Baker County is subject to a number of emergency disaster circumstances that could occur locally and would create a need for emergency energy utility services and could have negative effects on the safety and welfare of the people.

2.2 Assumptions

- All utility equipment and personnel will be available to cope with any anticipated disaster.
- Repair and restoration of essential services and vital facilities is possible and such that utilities can reasonably be expected to accomplish this task.
- The primary responsibility of utilities will be the maintenance and restoration of utility services.
- Utility services have the capability to accept increased demands.
- Private utility companies will cooperate and assist Baker County government services.
- In the event of a nuclear attack on the United States, the national electric power grids will go down, telephone service will not be reliable, and natural gas service will be interrupted.

- Utility responsibilities include:
 - Electric power services
 - Water and sewer services
 - Telephone services

3 Roles and Responsibilities

During emergencies, utilities will be managed by the Emergency Manager through the existing divisions with existing organization structure.

3.1 Emergency Manager

- Coordinate emergency utility activities.
- Prepare and train personnel in emergency procedures.
- Initiate mutual aid agreements.
- Identify private sources of backup support (contractors, dealers).
- Develop resource lists.
- Participate in planning, execution and critique of exercises.
- Provide engineering services.
- Assess damage to utility system.
- Safeguard vital records.
- Maintain reasonable stockpiles of emergency materials.
- Accomplish emergency repair of essential services.
- Remove debris from and in or around utility service area.
- Assist in decontamination.
- Place barricades when needed for public safety.
- Provide equipment, as needed.

3.2 Deputy Emergency Manager

- Review plans for continuation of services during emergencies.
- Determine allocations and priorities for consumers, essential facilities and essential users within Baker County.

- Assist local officials in informing customers of any necessary curtailment and resolve any conflicts between essential users on the basis of state government policy directives which provide guidance.
- Develop procedures for recovery, acquisition of materials necessary for emergency repair, and restoration of electrical service.
- Ensure cost accounting records are maintained during all phases of an emergency.
- Ensure that increased security measures safeguard against any increased probability of sabotage at power generating and distribution points; request additional law enforcement protection, if needed.

3.3 Water/Wastewater Manager (affected district)

- Maintain water pressure. (See Appendix 6.)
- Provide potable water. (See Appendix 6.)
- Maintain sewage system. (See Appendix 7.)
- Provide temporary sanitary facilities, as needed.
- Coordinate with Health Department on water testing.
- Decontaminate water system.
- Assess Damages.
- Maintain contact with EOC.

4 Concept of Operations

4.1 General

Ultimate responsibility for providing utility services during emergencies rests with BOC.

The Emergency Manager has the option of delegating authority for tasks and responsibilities as required.

4.2 Action by Phase of Management

4.2.1 Mitigation

- Train personnel in emergency procedures.
- Participate in hazard analysis and identify vulnerabilities in utilities.
- Accomplish mutual aid agreements.

- Identify private contractors useful for support during emergencies.
- Review and update this annex.
- Review other ESFs and clarify utilities role.
- Participate in planning, execution and critique of exercises.
- Work with planning commission to ensure new construction does not increase hazard or vulnerability threat.

4.2.2 Preparedness

- Review emergency plans and procedures.
- Review utility capabilities status; initiate made-ready actions.
- Ensure debris removal equipment is in good repair.
- Ensure barrier and road block material and equipment is available.
- Review and update utility emergency plans.
- Review emergency staffing plan.
- Secure equipment against damage.
- Place standby equipment in operational readiness.
- Review communications procedures with EOC.
- Review contingency plans.
- Review procedures to support accomplishment of task outlined in this annex.
- Effect movement of equipment and critical supplies as anticipated necessary to ensure their survival.

4.2.3 Response

- Maintain contact with EOC.
- Maintain EOC utilities as necessary.
- Repair and restore essential services and vital utility services, as required.
- Provide emergency power.
- Conduct inspections required for restoration of service.

- Clear debris, as necessary.
- Assess damage; survey disaster area and evaluate in terms of utility estimates.
- Barricade damage areas, as necessary.
- Secure assistance of private contractors, request aid from other jurisdictions and from the private sector, as needed.
- Make recommendations to alleviate problems.
- Effect movement of equipment and supplies, as required.
- If shortages or overload conditions appear imminent, the Emergency Manager, in coordination with the EOC Executive Group, will initiate curtailment procedures as outlined in utilities SOPs.
- Install or restore service to refugee locations without utility service.
- Ration utility usage, if necessary.

4.2.4 Recovery

- Repair plant.
- Support decontamination work, as necessary.
- Coordinate private and volunteer aid.
- Replace damaged or destroyed utilities equipment.
- Participate in after-action report and critiques; Update Emergency Management Plan.
- Make recommendations to legislative body regarding changes in planning, zoning, and building code ordinances to mitigate impact of future emergencies.
- Restore normal services.
- Terminate services to vacated refugee locations.

5 Direction and Control

The usual utilities supervisors will continue their day-to-day responsibility during an emergency, exercising operational control of utility forces. Once the EOC is activated, a utilities representative will report to the EOC. The Emergency Manager shall maintain overall management of equipment and personnel, and shall set priorities for resources and coordinate activities with the EOC.

The Emergency Manager will coordinate the request for deployment of mutual aid forces and volunteer/auxiliary forces. Mutual aid forces will operate under the direct supervision of their own supervisors. Volunteer and auxiliary forces will work under the supervision of the senior utility official where they are deployed.

6 Continuity of Government

Lines of succession within each division and department will be according to the established standard operating procedures.

7 Administration and Support

7.1 Administration

- The timely and efficient response of utility forces will require extraordinary coordination between field forces and the EOC. Priorities will be assigned by the EOC to facility an orderly use of utility forces
- The EOC will develop procedures for requesting assistance from private contractors and private citizens during emergencies if needed

7.2 Support

- Emergency requests shall be coordinated through the EOC.
- The EOC may purchase equipment, supplies and personnel services to support response and recovery efforts.
- Adequate records of all purchases, costs and expenses, incurred in direct support of an emergency or disaster situation will be maintained to support subsequent reimbursement claims and to critique the operation.

7.3 Communications

- Procedures and guidelines for communication in times of emergency can be found in ESF 2 – Communication.

8 Annex Development and Maintenance

The Emergency Manager is responsible for the development, exercise and maintenance of this annex. Each agency will develop standard operating procedures which address assigned tasks.

9 References

FEMA, 1981. Disaster Operations: A Handbook for Local Governments. CPG 1-6.

10 Appendices

Appendix 1 – Utilities Listing

Appendix 2 – Emergency Power Listing

- Appendix 3 – Electric Service Emergencies
- Appendix 4 – Water Emergencies
- Appendix 5 – Wastewater Emergencies

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**APPENDIX 1
UTILITIES LISTING**

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APPENDIX 1 - UTILITIES LISTING

| Utility | Main Contact | Service Area | Phone No. |
|----------------------------|---------------------|---------------------|------------------|
| Oregon Trail Electric COOP | | Baker County | |
| Idaho Power | | Baker County | |
| Northwest Natural Gas | | Baker County | |
| Quest | | | |
| Oregon Telephone | | | |
| Century Telephone | | | |
| Pine Telephone | | | |
| Eagle Valley Telephone | | | |
| Midvale Telephone | | | |
| Cascade Telephone | | | |
| Verizon Wireless | | | |
| US Cellular | | | |

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**APPENDIX 2
EMERGENCY POWER LISTING**

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APPENDIX 2 - EMERGENCY POWER LISTING

| Name | Location | Size | Fuel Storage/Type | Capacity (Days) |
|--------------|-----------------|-------------|--------------------------|------------------------|
| Baker County | Justice Center | | | |
| Baker County | Road Department | Portable | | |
| | | | | |
| | | | | |
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**APPENDIX 3
ELECTRIC SERVICE EMERGENCIES**

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APPENDIX 3 - ELECTRIC SERVICE EMERGENCIES

1 Curtailment of Electric Power Services

In case of electric power shortage, local government may curtail local use as shown below. Steps 1 through 6 can be enforced by action of local government. Step 7 is carried out by the electric utility. Inform and instruct the public through any available means of communication. Modify curtailment steps to suit local conditions. During restoration of electric power service, reverse order of the steps listed below.

Step 1 - Discontinue

Discontinue use of the following:

- All advertising, decorative and flood lighting and display and showcase lighting;
- All comfort air conditioning;
- Use of electric ovens and broilers in home cooking; and
- Use of all residential electric appliances except freezers, refrigerators, ranges, and television or radio receivers.

Step 2 – Reduce

Reduce use of the following:

- Public lighting;
- Thermostat setting to maximum of 65 degrees daytime and 50 degree night-time;
- Use of hot water heated by electricity to minimum;
- General illumination by 50 percent in all commercial and residential establishments; and
- Use of radio and television receivers to the minimum necessary to receive emergency information and instruction.

Step 3 – Discontinue Use of Electricity

Discontinued use of electricity in:

- All places of amusement.
- Nonessential public places.

Step 4 – Discontinue Use of Electricity

Discontinued use of electricity in:

- All commercial, wholesale and retail establishments, except those engaged in food, fuel, medical supplies, distribution, or storage;
- All industrial establishments not engaged in the manufacture, processing, or storage of staple foods, medicines, and medical supplies, or specifically designated as essential facilities; and

- All office building not engaged in essential services.

Step 5 – Discontinue Use of Electricity

Discontinued use of electricity in:

- All industrial facilities except those engaged in manufacturing, processing, refrigeration, and distribution of staple foods, fuel and medical supplies.

Step 6 – Discontinue Use of Electricity

Discontinued use of electricity to:

- Preferred services.

Step 7 – Electric Utility Should Disconnect All Power Supply

**APPENDIX 4
WATER EMERGENCIES**

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WATER EMERGENCIES

Guidelines for Managing Water Supplies

Information obtained from: <http://www.fema.gov/plan/prepare/watermanage.shtm>

Essentials

1. Allow people to drink according to their needs. Many people need even more than the average of one-half gallon, per day. The individual amount needed depends on age, physical activity, physical condition, and time of year.
2. Never ration water unless ordered to do so by authorities. Drink the amount you need today and try to find more for tomorrow. Under no circumstances should a person drink less than one quart (four cups) of water each day. You can minimize the amount of water your body needs by reducing activity and staying cool.
3. Drink water that you know is not contaminated first. If necessary, suspicious water, such as cloudy water from regular faucets or water from streams or ponds, can be used after it has been treated. If water treatment is not possible, put off drinking suspicious water as long as possible, but do not become dehydrated.
4. Do not drink carbonated beverages instead of drinking water. Carbonated beverages do not meet drinking-water requirements. Caffeinated drinks and alcohol dehydrate the body, which increases the need for drinking water.
5. Turn off the main water valves. You will need to protect the water sources already in your home from contamination if you hear reports of broken water or sewage lines, or if local officials advise you of a problem. To close the incoming water source, locate the incoming valve and turn it to the closed position. Be sure you and other family members know how to perform this important procedure.
 - To use the water in your pipes, let air into the plumbing by turning on the faucet in your home at the highest level. A small amount of water will trickle out. Then obtain water from the lowest faucet in the home.
 - To use the water in your hot-water tank, be sure the electricity or gas is off, and open the drain at the bottom of the tank. Start the water flowing by turning off the water intake valve at the tank and turning on the hot water faucet. Refill the tank before turning the gas or electricity back on. If the gas is turned off, a professional will be needed to turn it back on.

Water Sources

Safe Sources

- Melted ice cubes
- Water drained from the water heater (if the water heater has not been damaged)

- Liquids from canned goods such as fruit or vegetable juices
- Water drained from pipes

Unsafe Sources

- Radiators
- Hot water boilers (home heating system)
- Water beds (fungicides added to the water or chemicals in the vinyl may make water unsafe to use)
- Water from the toilet bowl or flush tank
- Swimming pools and spas (chemicals used to kill germs are too concentrated for safe drinking but can be used for personal hygiene, cleaning, and related uses)

Water Treatment

Treat all water of uncertain quality before using it for drinking, food washing or preparation, washing dishes, brushing teeth, or making ice. In addition to having a bad odor and taste, contaminated water can contain microorganisms (germs) that cause diseases such as dysentery, cholera, typhoid, and hepatitis.

There are many ways to treat water. None is perfect. Often the best solution is a combination of methods. Before treating, let any suspended particles settle to the bottom or strain them through coffee filters or layers of clean cloth.

Make sure you have the necessary materials in your disaster supplies kit for the chosen water treatment method.

There are three water treatment methods. They are as follows:

- Boiling
- Chlorination
- Distillation

These instructions are for treating water of uncertain quality in an emergency situation, when no other reliable clean water source is available, or you have used all of your stored water.

Boiling

Boiling is the safest method of treating water. In a large pot or kettle, bring water to a rolling boil for 1 full minute, keeping in mind that some water will evaporate. Let the water cool before drinking.

Boiled water will taste better if you put oxygen back into it by pouring the water back and forth between two clean containers. This also will improve the taste of stored water.

Chlorination

You can use household liquid bleach to kill microorganisms. Use only regular household liquid bleach that contains 5.25 to 6.0 percent sodium hypochlorite. Do

not use scented bleaches, color safe bleaches, or bleaches with added cleaners. Because the potency of bleach diminishes with time, use bleach from a newly opened or unopened bottle.

Add 16 drops (1/8 teaspoon) of bleach per gallon of water, stir, and let stand for 30 minutes. The water should have a slight bleach odor. If it doesn't, then repeat the dosage and let stand another 15 minutes. If it still does not smell of chlorine, discard it and find another source of water.

Other chemicals, such as iodine or water treatment products sold in camping or surplus stores that do not contain 5.25 to 6.0 percent sodium hypochlorite as the only active ingredient, are not recommended and should not be used.

Distillation

While the two methods described above will kill most microbes in water, distillation will remove microbes (germs) that resist these methods, as well as heavy metals, salts, and most other chemicals.



Distillation involves boiling water and then collecting only the vapor that condenses. The condensed vapor will not include salt or most other impurities. To distill, fill a pot halfway with water. Tie a cup to the handle on the pot's lid so that the cup will hang right-side-up when the lid is upside-down (make sure the cup is not dangling into the water) and boil the water for 20 minutes. The water that drips from the lid into the cup is distilled.

Effectiveness of Water Treatment Methods

| Methods | Kills Microbes | Removes other contaminants (heavy metals, salts, and most other chemicals) |
|--------------|----------------|--|
| Boiling | yes | no |
| Chlorination | yes | no |
| Distillation | yes | yes |

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APPENDIX 5
WASTEWATER EMERGENCIES

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WASTEWATER EMERGENCIES

If the local sewage system becomes overloaded or if there are not enough toilet facilities to accommodate relocated people in their lodging areas, the Wastewater Manager will need to improvise waste disposal latrines and other sanitation devices.

General considerations for improvised toilet facilities and waste disposal:

- Select a site at least 100 yards from any food preparation area and 150 feet away from nearest water source.
- Site should be accessible to users but away from lodging or residential areas.
- Provide separate latrines for men and women and place canvas or other type of screen or tent around them.
- There should be enough latrine seats to accommodate from 8-12 percent of people at one time.
- Prevent surface water from flowing into latrines by digging drainage ditches.
- Control flies by spraying area with insecticides; spray latrine pit twice weekly; keep latrine area clean.
- Install hand washing device and disinfecting solution near the latrine area; keep supply of toilet paper in rainproof containers.
- When latrine pit becomes filled with waste to within one foot from the surface, close the latrine.
 - Cover contents with minimum of two feet of earth and pack down firmly
 - Spray the area with oil or insecticide
 - Mount pit over with at least one foot of dirt and spray again
 - Mark site "CLOSED LATRINE"

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ESF 13 Public Safety and Security

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Table of Contents

| | | |
|-----------|---|-----------------|
| 1 | Purpose and Scope | ESF 13-1 |
| 2 | Policies and Agreements | ESF 13-1 |
| 3 | Situation and Assumptions | ESF 13-1 |
| 3.1 | Situation | ESF 13-1 |
| 3.2 | Assumptions..... | ESF 13-1 |
| 4 | Roles and Responsibilities | ESF 13-2 |
| 4.1 | Baker County Sheriff's Office | ESF 13-2 |
| 4.2 | Baker City Police Department | ESF 13-2 |
| 4.3 | Road Department/Oregon Department of Transportation | ESF 13-2 |
| 5 | Concept of Operations | ESF 13-2 |
| 5.1 | General..... | ESF 13-2 |
| 5.2 | Emergency Support Function Actions by Phase of Emergency | ESF 13-3 |
| 5.2.1 | Mitigation | ESF 13-3 |
| 5.2.2 | Preparedness | ESF 13-3 |
| 5.2.3 | Response | ESF 13-3 |
| 5.2.4 | Recovery | ESF 13-3 |
| 6 | Direction and Control | ESF 13-4 |
| 7 | Continuity of Government | ESF 13-4 |
| 8 | Administration and Support | ESF 13-4 |
| 8.1 | Disaster Area Access | ESF 13-4 |
| 8.2 | Communications..... | ESF 13-5 |
| 8.3 | Resources | ESF 13-5 |
| 8.4 | Key Facilities | ESF 13-5 |
| 9 | Annex Development and Maintenance | ESF 13-5 |
| 10 | References | ESF 13-5 |

11 AppendicesESF 13-5

| ESF 13 Tasked Agencies | |
|-------------------------------|--|
| Primary Agency | Baker County Sheriff’s Office |
| Supporting Agency | Baker County Emergency Management |
| Adjunct Agencies | Baker City Police Department Baker County Road Department Oregon Dept of Transportation Oregon State Police Federal Bureau of Investigation US Drug Enforcement Agency US Bureau of Alcohol, Tobacco, and Firearms US Bureau of Land Management (Law Enforcement) US Department of Agriculture Forest Service (Law Enforcement) |

1 Purpose and Scope

ESF 13 coordinates law enforcement personnel and equipment to support emergency response operations. This support function is inclusive of general law enforcement duties, emergency police, and public safety services. Local law enforcement agencies will also provide support for evacuation traffic control, criminal investigations, access control to incident sites and/or governmental facilities (including County and local EOCs), and security at community care/sheltering facilities and hospitals, prisons, and other critical care facilities involved in emergency response activities.

2 Policies and Agreements

- Cooperative Assistance Agreement

3 Situation and Assumptions

3.1 Situation

During times of emergency, law enforcement agencies will be called upon to expand their operations. Disasters restricted to a municipality will be under control of city authorities. If city resources are not sufficient to handle the situation, officials may request assistance from the County. Baker County can request support from several State and Federal agencies which can provide assistance to local agencies.

3.2 Assumptions

The staff of each county department will be available in times of emergency. Local law enforcement personnel will be able to provide adequate police control through existing mutual-aid agreements. If local capabilities are exceeded, support will be available from any of several State and Federal law enforcement groups. Resource assistance from private contractors may be requested as well.

4 Roles and Responsibilities

The organizational arrangements followed on a day-to-day basis shall be maintained in an emergency.

4.1 Baker County Sheriff's Office

- Coordinate all law enforcement activities in Baker County.
- Maintain law and order.
- Provide security for key facilities resources and the disaster area.
- Provide protection of property in damaged areas
- Provide traffic and crowd control.
- Coordinate warning and communications. (See ESF 2.)
- Support for shelter/mass care operations. (See ESF 6.)
- Assist evacuation. (See ESF 1.)
- Support in medical and search and rescue (SAR) operations. (See ESFs 8 & 9.)
- Assist in hazardous materials response and radiological protection activities. (See ESF 10.)
- Prepare appropriate mutual aid agreements.
- Support other public safety activities.

4.2 Baker City Police Department

- Assist the County Sheriff's Office in its duties, as outlined above.

4.3 Road Department/Oregon Department of Transportation

- Position traffic control devices (e.g. barricades, covers, etc.) as per law enforcement instructions.

5 Concept of Operations

5.1 General

Emergency operations for law enforcement agencies are an expansion of normal responsibilities. These responsibilities include maintenance of law and order, traffic control, and crowd control. Local agencies have primary responsibility for routine law enforcement and support groups shall assist in traffic and crowd control.

5.2 Emergency Support Function Actions by Phase of Emergency

5.2.1 Mitigation

- Provide continuous plan review and updating.
- Identify potential shortfalls in manpower and equipment resources.
- Review legislative codes to identify deficiencies in capability and upgrade local ordinances and regulations.

5.2.2 Preparedness

- Prepare plans for traffic control.
- Ensure communications systems are adequate for emergencies.
- Provide training of primary and auxiliary personnel.
- Ensure all necessary equipment and resources are in proper working order.
- Coordinate emergency communications systems with Baker County Emergency Management (see also ESF 2).

5.2.3 Response

- Operate local warning system. (See ESF 2.)
- Provide mobile units for warning purposes. (See ESF 2.)
- Provide security for key facilities.
- Patrol evacuated areas.
- Provide back-up communication for shelter operations.
- Support other public safety operations.
- Provide traffic and crowd control.
- Monitor access to restricted areas.

5.2.4 Recovery

- Continue response operations.
- Assist in damage assessment.
- Provide follow-up assessment of response and relief efforts.

6 Direction and Control

Routine operations shall be handled by standard procedures. During emergency or disaster situations, which require Baker County EOC activation, the Chief Law Enforcement Officer will be responsible for coordinating all emergency law enforcement operations within the jurisdiction from the Baker County EOC.

An on-scene command post may be established at the site(s) of a disaster in conjunction with other responding agencies and the senior law enforcement official on-scene will be in charge of law enforcement activities and report to the Chief Law Enforcement Officer in the EOC. The Chief Law Enforcement Officer will establish and maintain communications with the on-scene command post and direct emergency operations from the EOC in coordination with other responding agency representatives at the EOC. If local capabilities are exceeded, the Chief Law Enforcement Officer will request outside assistance through the EOC. Outside assistance may be provided from mutual aid agreements, or State or Federal sources.

7 Continuity of Government

Lines of succession in each department shall follow standing operating procedures established by each department.

- Should the County Sheriff be unavailable, absent, or incapacitated, county law enforcement responsibilities will be assumed by his Undersheriff.
- Oregon State Police will be available to facilitate law enforcement efforts when requested.

8 Administration and Support

8.1 Disaster Area Access

The on-scene law enforcement representative, or designee, is responsible for granting access to affected areas during and after disaster conditions. Those persons unable to prove official recovery business within the area shall not be allowed access. Access will be allowed only when deemed safe by the Incident Commander and presence will not impede response operations.

Some vehicles may be exempt from restriction if directly related to response activities. The following vehicles and their occupants are exempt from pass requirements: marked utility company vehicles (power, phone, gas companies, etc.), military and government vehicles, marked City and County vehicles (water, sewer, trucks, etc.), and relief agencies (American Red Cross, Salvation Army, etc.).

Common sense dictates that many emergency passes are already in existence (press cards, medical personnel, etc.). These passes will be honored, unless a reasonable doubt of their authenticity arises. If such questions should arise, the

party should be routed to the nearest law enforcement agency for consideration of a temporary pass.

8.2 Communications

The law enforcement communications network is shown in Appendix 8 to ESF 2 – Communications. An internal recall roster will be maintained.

8.3 Resources

A listing of available law enforcement resources is available at the Sheriff’s Office.

8.4 Key Facilities

A listing of facilities designated for police protection during an emergency may be found in Appendix 4.

9 Annex Development and Maintenance

It is the responsibility of each law enforcement agency to ensure operational capabilities. The Sheriff’s Office shall plan all law enforcement operations related to emergency management and ensure the maintenance of ESF 13. Each agency shall develop SOPs that address assigned tasks.

10 References

Federal Emergency Management Agency (FEMA), 1981. Guide for Increasing Local Government Civil Defense Readiness of International Crises. CPG 1-7.

FEMA, 1977. Law and Order Training for Civil Defense Emergency, Part A. SM-2.

11 Appendices

Appendix 1 –Disaster Area Permit

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APPENDIX 1
DISASTER AREA PERMIT

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DISASTER AREA PERMIT

Vehicle control into a cordon area has always been a concern to the local law enforcement officials during periods of emergency crisis or a disaster. In an attempt to control this problem, a DISASTER AREA PERMIT has been developed by this office to be used during these events.

The intent of this Disaster Area Permit is to assist the officer in determining who is authorized to enter the cordon area. Only persons who have been issued a permit will be allowed access to the cordon area.

The distribution of this permit will be through the Office of Emergency Management or at the field command post. The decision to use this permit will be based on the type of crisis and duration of the event.

If the decision is made to utilize the permit, a verbal communiqué will be issued through two-way communications to other agencies involved in the recovery.

Verification of a particular permit may be requested by an officer through either the command post or Office of Emergency Management. Verification of the permit may be obtained by giving the verification number (example: 0013). The person who is receiving the request will transmit the following information back to the officer requesting verification:

- Name
- Address
- Make of car and license plate number
- Date of issuance

In the event an officer may wish to expel a person from a cordon area, it is requested that this officer notify the command post or Office of Emergency Management of this decision, in order that the verification number can be removed from the log book.

The recipients of a Disaster Area Permit will fall into these categories:

- Persons living within the cordon area.
- Persons requesting admittance into the cordon area to assist friends and/or relatives.
- Emergency personnel not driving a marked vehicle.
- Persons not listed above, but with approval of a field supervisor at the command post.

With the development of this Disaster Area Permit, control of vehicle traffic into the cordon area can be maintained. This type of control method will lessen the possibility of unauthorized persons and certainly restrict the possibility of looting.

Any questions concerning the use of this permit may be directed to the Office of Emergency Management.

ESF 14 Long-Term Community
Recovery

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Table of Contents

| | | |
|----------|--|-----------------|
| 1 | Purpose and Scope..... | ESF 14-1 |
| 2 | Policies and Agreements..... | ESF 14-2 |
| 3 | Situation and Assumptions..... | ESF 14-2 |
| 3.1 | Situation | ESF 14-2 |
| 3.2 | Assumptions..... | ESF 14-3 |
| 4 | Roles and Responsibilities..... | ESF 14-3 |
| 4.1 | Hazard Mitigation Coordinator..... | ESF 14-4 |
| 4.2 | Hazard Mitigation Team Members | ESF 14-4 |
| 4.3 | Damage Assessment Teams | ESF 14-4 |
| 4.3.1 | Emergency Manager | ESF 14-4 |
| 4.3.2 | Assessor..... | ESF 14-5 |
| 4.3.3 | Assistant Director, Emergency Management | ESF 14-5 |
| 4.3.4 | Assistant Roadmaster/ (City Engineer)..... | ESF 14-5 |
| 4.3.5 | Assistant Roadmaster/Director of Public Works | ESF 14-5 |
| 4.3.6 | Utilities Representative..... | ESF 14-6 |
| 4.3.7 | School Superintendent, Independent School District | ESF 14-6 |
| 5 | Concept of Operations..... | ESF 14-6 |
| 5.1 | Definitions..... | ESF 14-6 |
| 5.1.1 | Hazard Mitigation | ESF 14-6 |
| 5.1.2 | Appropriate Mitigation Actions..... | ESF 14-6 |
| 5.1.3 | Incident..... | ESF 14-6 |
| 5.1.4 | Risk Factors | ESF 14-6 |
| 5.1.5 | Disaster | ESF 14-7 |
| 5.2 | General..... | ESF 14-7 |
| 5.3 | Phases of Management..... | ESF 14-8 |
| 5.3.1 | General..... | ESF 14-8 |
| 5.3.2 | Pre-Incident Mitigation..... | ESF 14-8 |
| 5.3.3 | Post-Incident Mitigation | ESF 14-9 |
| 5.3.4 | Preparedness | ESF 14-9 |
| 5.3.5 | Response | ESF 14-9 |
| 5.3.6 | Recovery | ESF 14-9 |
| 6 | Direction and Control..... | ESF 14-9 |

ESF 14 Long-Term Community Recovery

7 Continuity of GovernmentESF 14-10

8 Administration and Support.....ESF 14-10

8.1 Records and Reports..... ESF 14-10

8.2 Release and Distribution of Information..... ESF 14-11

9 Supporting Plan and Procedures.....ESF 14-11

10 Annex Development and Maintenance.....ESF 14-11

11 ReferencesESF 14-11

12 AppendicesESF 14-12

ESF 14 Long-Term Community Recovery

| ESF 14 Tasked Agencies | |
|------------------------|---|
| Primary Agencies | Baker County Emergency Management/Baker County Planning and Community Development |

1 Purpose and Scope

1.1 Purpose

ESF 14 provides an overview of the general process to be followed in recovering from a disaster or other emergency in Baker County. It outlines the immediate steps to be taken to request State and Federal assistance and the type of assistance that may be available. Recovery activities are intended to return the community's infrastructure to its pre-disaster condition.

Effective recovery consists of a complex array of interdependent and coordinated actions. These actions are undertaken at several levels (individuals, organizations, communities, nation) over a long period of time.

To be most effective, this annex should be used in conjunction with the Oregon *State Disaster Recovery Assistance Guidebook*.

The recovery process begins during the response phase of the emergency. Incident management must document all costs that are eligible for reimbursements from the Robert T. Stafford Act PL 277, CRF 44 as amended.

Emergency Management will coordinate the initial damage assessment in cooperation with the Baker County Assessor and the American Red Cross. The County Assessor will calculate an estimated dollar amount for total loss and damages.

The Department of Homeland Security and other Federal agencies offer several sources of recovery-oriented disaster relief. FEMA provides two types of recovery assistance programs, the Public Assistance Program and the Individual and Family Assistance Program. A Presidential Declaration of Disaster determines what type of assistance is authorized, although in most cases, both programs are available. Additionally, the Small Business Administration can also declare a disaster and provide low interest loans for businesses and local residences. The U.S. Department of Agriculture may declare an area to be eligible for the emergency feed program to assist farmers with additional assistance. The American Red Cross also provides a safety net for assisting individual and families with emergency assistance programs, which includes grants and additional financial assistance.

1.2 Scope

This ESF describes coordinated hazard mitigation planning and implementation measures to accomplish the long-term prevention or reduction of the adverse impacts of natural and man-made hazards in Baker County.

ESF 14 Long-Term Community Recovery

2 Policies and Agreements

There are a number of policies and programs available to support recovery operations, financial reimbursement, and other types of assistance following an emergency or disaster. The following agencies/entities have established disaster programs that can assist with local recovery efforts:

- To be completed at a later date by Baker County.

3 Situation and Assumptions

3.1 Situation

- Baker County faces the possibility of many natural and man-made disasters that could cause the loss of infrastructure, such as roads, bridges, water, and sewage treatment.
- Depending on the type and magnitude of damage, disaster recovery activities can continue for months or years.
- The disaster recovery process has changed significantly in the last few years. Planning, training, and review will make recovery more straightforward and thorough.
- During disaster response, Baker County will expend large sums of money and resources. If a presidential declaration of disaster has been made, these expenditures can be recouped, assuming recovery efforts are thorough and efficient.
- Following a presidential declaration of disaster, public assistance is made available to eligible applicants. Eligible applicants are those responsible for disaster-damaged facilities located within the disaster area. A facility is defined as “any publicly or privately owned building, works, system, or equipment, built or manufactured on an improved or maintained nature. Land used for agriculture purposes is not a facility.” Applicants for federal reimbursement monies may be any of the following:
 - A State or State Agency
 - Political subdivisions or States
 - A local government (such as a City, County, or Town)
 - A Native American tribe or authorized organization

Additionally, certain private and/or non-profit facilities may be eligible for public disaster assistance. Under FEMA regulations 44 CFR Part 206, Subpart H, a private non-profit facility is defined as, “Any private non-profit educational, utility, emergency, medical, or custodial care facility, including a facility for the

ESF 14 Long-Term Community Recovery

aged, or disabled, and other facilities providing essential governmental type service to the general public.”

3.2 Assumptions

- Exposure to risks from hazards exist, whether or not an incident actually occurs.
- Adverse impacts of hazards can be minimized through mitigation techniques implemented in advance of a disaster. Effective post-incident mitigation actions can also reduce the risk of future incidents.
- Hazard mitigation planning and implementation activities are an integral and on-going part of an effective comprehensive emergency management program.
- Mitigation efforts will require the cooperation of various levels of government and may be augmented by the involvement of experts outside of government.
- The effective, long-term reduction of risks is a goal and responsibility shared by all residents of Baker County.
- Timely assessment of damage to private and public properties is of vital concern following a disaster. This assessment will be valuable to local and state officials and will have a great impact on the recovery process in Baker County.
- Documentation of expenses incurred during the response phase will begin as soon as the first units are activated.
- Disaster recovery will be initiated in advance of the termination of active response.

4 Roles and Responsibilities

Hazard mitigation requires the coordination of various on-going activities. The Emergency Manager has been designated as the Hazard Mitigation Coordinator (HMC) and serves as the single manager/coordinator for this function.

The Hazard Mitigation Team (HMT) consists primarily of representatives of local government but may also include representatives from industry and the private sector. Individual team members and functional areas of expertise are listed in Appendix 1 of this annex. The HMT provides a pool of local people with skills in a wide variety of disciplines which may be needed to achieve effective hazard mitigation objectives. Team members are selected by the HMC.

ESF 14 Long-Term Community Recovery**4.1 Hazard Mitigation Coordinator**

- Coordinate all hazard mitigation activities of this jurisdiction.
- Select individual members of the HMT, assign and manage tasks which contribute to thorough mitigation planning.
- Develop SOP for compiling information, determining priority of efforts, preparing reports, and monitoring implementation of mitigation measures.
- Ensure development, distribution, and retention of mitigation reports, records and associated correspondence, and monitor implementation of mitigation measures.
- Serve as point of contact and provide local assistance for Federal and State level mitigation planning activities.
- Maintain this annex and ensure that all component parts of this annex are updated appropriately.

4.2 Hazard Mitigation Team Members

- Assist in team tasks and management as assigned by the HMC.
- Provide technical assistance and functional expertise in disciplines as assigned in Appendix 1 of this annex.

4.3 Damage Assessment Teams

Damage Assessment teams will consist primarily of local government employees. When necessary, private sector personnel from the fields of engineering, building trades, property assessment, and other related areas, may be used to supplement existing team members

The team composition should include those possessing the necessary expertise such as: Assessor; Assistant County Roadmaster(City Engineer); Assistant Director of Planning and Community Development; Utilities Representative; County Building Official.

When an operation such as a hazardous material accident is in need of specialized assistance, appropriate personnel will be added to the teams.

4.3.1 Emergency Manager

- Ensure the mitigation activities of building codes and land use regulation are followed.
- Identify a Damage Assessment Team.
- Ensure team members are trained.

ESF 14 Long-Term Community Recovery**4.3.2 Assessor**

- Gather and compile information from Damage Assessment Team members.
- Estimate dollar loss to the County (or City).
- Assimilate information on damage to private structures and businesses.
- Evaluate effect of damage on tax base and economy.
- Evaluate effect of damage on school districts' tax base and economy.
- Develop Standing Operating Procedures for compiling information and for reporting information and assessments to the Board of Commissioners/City Council.

4.3.3 Assistant Director, Emergency Management

- Ascertain the number of deaths resulting from disaster.
- Determine the number of injuries and classify according to severity.
- Develop Standing Operating Procedures for information and for reporting the information to the Assessor/Finance Director.

4.3.4 Assistant Roadmaster/ (City Engineer)

- Evaluate extent of damage suffered by County (City) –owned buildings, with highest priority on buildings which are critical to public safety and continuity of government.
- Evaluate approximate costs of restoration.
- Develop Standing Operating Procedures for gathering and reporting information to the Assessor/Finance Director.

4.3.5 Assistant Roadmaster/Director of Public Works

- Survey and evaluate damage sustained by County (City) streets and bridges, with highest priority on main arteries and routes to medical facilities.
- Evaluate damage to waste water and sanitation systems.
- Determine damage to traffic control devices.
- Devise Standing Operating Procedures to collect and report information to the Assessor.

ESF 14 Long-Term Community Recovery

4.3.6 Utilities Representative

- Evaluate damage to County (City) –owned electrical and water distribution systems.
- Secure damage estimates of damage to privately-owned utilities systems from those companies.
- Evaluate cost of restoring County (City) facilities.
- Develop SOPs for gathering and reporting damage information to the Assessor.

4.3.7 School Superintendent, Independent School District

- Determine extent of damage inflicted upon facilities owned by the system.
- Develop estimate of cost and restoration.
- Devise Standing Operating Procedures for collecting and reporting information to the Assessor.

5 Concept of Operations**5.1 Definitions****5.1.1 Hazard Mitigation**

Hazard mitigation is defined as any action taken to eliminate or reduce long-term risk to human life and property from natural and man-made hazards.

5.1.2 Appropriate Mitigation Actions

Mitigation measures balance the cost of implementation against the potential cost of damages if no mitigation action is taken. Floodplain management and the adoption and enforcement of safe land use regulations and construction standards, are examples of common mitigation actions. Such actions are relatively inexpensive to implement, are long-term in nature, and are applicable on an area-wide basis.

5.1.3 Incident

An incident is any event or occurrence in which people and/or property are at risk due to a natural or man-made hazard. The severity of an incident is determined by the degree of risk during the incident.

5.1.4 Risk Factors

Risk factors are possible consequences of a particular hazard. Analyzing risk factors assesses the degree (magnitude) of risk that could result from a particular type of incident. These analyses, consequently, provide a means of establishing priorities in mitigation planning and implementation. Individual risk factors are as follows:

ESF 14 Long-Term Community Recovery

- Number of previous incidents due to a particular hazard.
- Probability of future incidents due to this hazard.
- Human injuries and casualties that occurred in previous incidents and number of people potentially at risk from future incidents due to this hazard.
- Extent of damage to homes, businesses, public facilities, crops and livestock in previous incidents, and scope of impact in the case of future incidents.
- Capabilities and shortfalls of emergency management organizations in incident response to incidents due to this hazard.
- Recovery activities deemed necessary to return to pre-incident status. The recovery process must consider time requirements and any associated costs to repair damages and restore services after an incident.

5.1.5 Disaster

A disaster is a state of widespread or severe damage due to an incident. Often, disaster conditions result in injury or loss of life and damaged property, Disaster recovery efforts typically exceed the capabilities of an independent jurisdiction. Disaster assistance provided by the Federal or State government is intended to supplement local government resources and so enhance recovery capabilities to achieve a speedy and efficient return to pre-incident conditions.

5.2 General

- This annex is not intended to provide a comprehensive description of all aspects of the mitigation program of Baker County. Hazard mitigation is a priority in Baker County, and all departments will seek out and implement risk reduction measures.
- The HMC is responsible for the coordination of all mitigation activities of this jurisdiction. To achieve mitigation objectives, the HMC will be assisted by a HMT composed of representatives of the local population.
- Members of the HMT provide a multi-disciplined local capability to identify mitigation opportunities and implement mitigation measures in either a pre-incident or post-incident situation.
- The HMT is not viewed as a standing organization of rigid membership and regular duties, but rather one of flexible membership whose makeup and duties are dependent upon the particular mitigation activity under consideration. This flexibility allows the HMC to tailor

ESF 14 Long-Term Community Recovery

the group to meet the situation while ensuring the involvement of appropriate individuals from the community.

- The data collection process provides a systematic means to identify hazards and assess their impact on this jurisdiction.
- The HMT Report system described in this annex provides a means to develop a multi-disciplined, on-going mitigation planning and implementation process.
- Consistent with capabilities, the Oregon Emergency Management (OEM) will provide coordination, technical assistance and guidance to achieve effective risk reduction objectives.
- In the event of a Presidential Major Disaster Declaration for this jurisdiction, the HMC and HMT will provide assistance to the FEMA Disaster Team.
- This mitigation planning and implementation process is intended to facilitate the identification and implementation of appropriate mitigation actions. This process, in turn, facilitates the development of a joint Federal, State and Local government partnership dedicated to the achievement of effective risk reduction objectives.
- The Baker County Assessor is responsible for compiling the necessary information regarding the loss of life, injuries, and property damage. Appraised value information will be provided by the County Tax Appraiser. The Assessor or his designee will accomplish the damage assessment function by creating and coordinating a Damage Assessment Team from existing City/County personnel.

5.3 Phases of Management**5.3.1 General**

- The mitigation process is an on-going element of the emergency management program involving all elements of an emergency management program: preparedness, response, and recovery.
- Mitigation activities can be initiated at any time, but are classified as either pre-incident or post-incident activities because program objectives are hazard oriented. These activities are not mutually exclusive and should be merged into a coordinated, continuous mitigation process.

5.3.2 Pre-Incident Mitigation

Pre-incident mitigation includes activities that take place prior to the occurrence of an incident. This time frame allows for a more relaxed atmosphere for the

ESF 14 Long-Term Community Recovery

development and implementation of long-term, multi-hazard oriented mitigation measures. This time frame is the most appropriate for reducing risks and potential damages. Pre-incident mitigation should include the development and enforcement of adequate building codes and land use regulation.

5.3.3 Post-Incident Mitigation

Post-incident mitigation includes activities that take place after an incident has already adversely affected the jurisdiction. These activities are a response and thus cannot reduce the impacts already suffered. Mitigation opportunities can be identified and implemented after the incident, which can be very helpful in reducing damage from future incidents.

5.3.4 Preparedness

The preparedness phase involves the identification of the damage assessment team members and train in damage assessment techniques. All maps, photos and documents should be maintained for damage assessment purposes. Preparedness phase should also involve a listing of facilities requiring priority repairs if damaged.

5.3.5 Response

In the response phase, the damage assessment team should collect damage information, compile damage assessment reports, and complete disaster summary outlines.

5.3.6 Recovery

Recovery activities include the identification of unsafe structures and recommended condemnation, monitoring of restoration activities, and a review of building codes and land use regulations for possible improvements.

6 Direction and Control

The Hazard Mitigation Coordinator will manage the activities of the Hazard Mitigation Team and coordinate all hazard mitigation related activities of this jurisdiction.

Following Emergency Situations, the appropriate local officials will coordinate all Damage Assessment activities. When directed by the Chair Board of Commissioners, the Assessor will notify Damage Assessment team members. Once surveys of the affected areas have been completed, the results should be reported to the Baker County Chair, Board of Commissioners (Mayor). It is imperative that accuracy be maintained in compiling Damage Assessment Reports so that local officials can judge the need for requesting State and Federal assistance. If a determination is made that State and Federal assistance is needed, then a Initial Disaster Assessment should be forwarded to Oregon Emergency Management.

7 Continuity of Government

Lines of succession for the HMC will be in accordance with the county's SOP. Lines of succession within each agency or department will be according to established SOPs.

8 Administration and Support

8.1 Records and Reports

- Each department and agency will keep details and complete records of all expenses, damage, repairs, and recovery costs. The cornerstone of recouping losses following a disaster is documentation.
- Records contain data pertinent to risk factor analysis and, consequently, aid in determination of mitigation requirements. Risk factor analysis provides a means to determine significant levels of risk or significant incidents that require initiation of a HMT Report.
- The HMT Report is a three-part, time-phased record of mitigation planning and implementation activities. The report is a management tool to facilitate the identification of mitigation opportunities and the development of an action plan and implementation schedule. This report system also provides a means to increase inter-governmental participation in the mitigation process through exchange of ideas, technical assistance, and guidance. Report components and instructions are contained in Appendices 2 through 4 of this annex.
- A listing of Baker County documents which relate to mitigation is provided as Appendix 7 to this annex. This catalog includes plans, programs, regulations, studies, maps, etc., which address hazards or mitigation activities unique to this jurisdiction. An example of items listed are flood control studies, levee improvement agreements, dam safety plans/guidance, local ordinances, Hazard Mitigation Plans, Flood Hazard Boundary Maps, Flood Insurance Rate Maps, drainage studies, etc. This record provides a listing of reference documents to be maintained and utilized. These reference materials can be utilized by Baker County Emergency Management to identify and accomplish mitigation objectives.
- Additional reports to monitor long-term implementation measures will be prepared as needed.
- Survey Team Reports will be completed after each damage survey team has collected field data using the appended Disaster Summary Outline form. These reports will be forwarded to the appropriate personnel.

ESF 14 Long-Term Community Recovery

- The Damage Assessment Report should be utilized to determine priorities for beginning repairs and evaluating the need for requesting State and Federal assistance.

8.2 Release and Distribution of Information

- Completed HMT Reports will be submitted to the chief elected official of this jurisdiction for review and action as appropriate. Completed reports along with letter of transmittal will be provided to the following address:

Oregon Emergency Management,
ATTN: Hazard Mitigation Officer.

- Private appraisers, insurance adjusters, and others may obtain damage assessment reports from the authorized coordinator with the consent of local authorities. Accurate information will be provided to the State for necessary release to the Federal agencies in a timely and effective manner.

9 Supporting Plan and Procedures

- None at this time.

10 Annex Development and Maintenance

The HMC and Assessor will together ensure the maintenance of all components of this annex, to include report, record, SOPs, and associated correspondence files.

11 References

Code of Federal Regulations (CFR) 44, Part 205, Subpart M (Hazard Mitigation), October 1985.

FEMA, 1981, Floodplain Management Handbook. DR&R-11 (Change 1 dated 1/1982).

FEMA, 1982. Survive Winter Wisely. FEMA-27.

FEMA, 1983. Earthquake Safety Checklist. FEMA-46.

FEMA, 1984. Financing Dam Safety Projects. FEMA-61.

FEMA, 1987. Mitigation Program Development Guidance. FEMA-122.

FEMA, 1984. Objectives for Local Emergency Management. CPG1-5.

ESF 14 Long-Term Community Recovery

FEMA. Current “Flood Hazard Boundaries Maps” and “Flood Insurance Rate Maps” are available for most flood-prone areas.

U.S. Army Corps of Engineers. “High Flood Hazard Area Studies” conducted under authority of Section 22 of Public Law 93-251 are available for many areas of Oregon.

12 Appendices

Appendix 1 – Hazard Mitigation Team

Appendix 2 – Hazard Mitigation Team Report (Part I, Survey)

Appendix 3 – Hazard Mitigation Team Report (Part II and III, Implementation Progress)

Appendix 4 – Instructions for Completing Mitigation Reports

Appendix 5 – Incident Record

Appendix 6 – Disaster Declaration Record

Appendix 7 – Mitigation Reference Record

**APPENDIX 1
HAZARD MITIGATION TEAM**

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ESF 14 Long-Term Community Recovery

APPENDIX 1 HAZARD MITIGATION TEAM

The implementation of effective hazard mitigation measures requires utilization of all resources available to this jurisdiction. Multi-disciplined, long-range mitigation planning requires a coordinated team of personnel with technical knowledge and expertise in a variety of functional areas which may be needed to achieve mitigation objectives. HMT membership and functional areas of responsibility for this jurisdiction are listed in this appendix. Team members will provide technical assistance for hazard mitigation activities as requested by the HMC. Team members have been selected for all functional areas which apply to this jurisdiction and which may require local expertise.

| Functional Area | Team Member/Agency |
|---------------------------------------|--------------------------------|
| OPERATIONS & PLANNING | |
| Public Awareness/Education | PIO |
| Emergency Preparedness & Response | Emergency Management |
| Disaster Recovery | Planning Community Development |
| Floodplain Management | Planning Community Development |
| Engineering Services | Road Department |
| Damage Assessment | Assessor |
| Hazard Analysis | Emergency Management |
| Water Treatment | DEQ |
| Wastewater Treatment | DEQ |
| Drainage/Flood Control | Road Department |
| Public Health | Health Department |
| REGULATIONS AND ADMINISTRATION | |
| Legislative Representation/Liaison | Board of Commissioners |
| Building Codes and Permits | Building Official |
| Zoning Regulations | Planning Community Development |
| Legal Services | County Counsel |
| Development Planning | Planning Community Development |
| Subdivision Regulations | Planning Community Development |
| Fiscal/Funding Resources | Administrative Services |
| Tax Assessment | Assessor |
| Septic Tank/Sanitation Standards | DEQ |
| Environmental Protection | DEQ |
| Land Use Planning | Planning Community Development |
| Property Condemnation | County Counsel |
| Land Acquisition | Board of Commissioners |
| MISCELLANEOUS | |
| Dam Safety/Reservoir Management | USBOI/Irrigation District |
| Agricultural Recovery Programs | OSU/FSA |

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**APPENDIX 2
HAZARD MITIGATION TEAM REPORT (PART 1: SURVEY)**

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**APPENDIX 2 HAZARD MITIGATION TEAM REPORT
(PART 1, SURVEY)**

Impact Area: _____

Hazard Mitigation Coordinator: _____ Phone: _____

Hazard Identification: _____

Incident Period: _____

Number of Previous Incidents Involving This Hazard: _____

Number of Residents at Risk From This Hazard: _____

Disaster Summary Outline (DSO) (is/is not) Included With This Report.

Background and Discussion:

Hazard Mitigation Team recommendations and current implementation status.

Work Element #1:

Mitigation Action:

Lead Agency:

Approximate Cost of Action:

Funding Method:

Schedule:

Work Element #2:

Mitigation Action:

Lead Agency:

Cost of Action:

Funding Method:

Schedule:

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**APPENDIX 3
HAZARD MITIGATION TEAM REPORT
(PARTS 2 & 3, IMPLEMENTATION PROGRESS)**

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**APPENDIX 3 HAZARD MITIGATION TEAM REPORT
(PART 2 & 3, IMPLEMENTATION PROGRESS)**

Impact Area: _____

Hazard Mitigation Coordinator: _____ Phone: _____

Hazard Identification: _____

Incident Period: _____

Date Part I Report Completed (Survey): _____

Date Part II Report Completed (Three Month Progress): _____

Date Part III Report Completed (Six Month Progress): _____

Comments concerning this report and/or activities which have occurred since last report are as follows:

Hazard Mitigation Team recommendations and current implementation status.

Work Element #1:

Mitigation Action:

Lead Agency:

Cost of Action:

Funding Method:

Schedule:

Work Element #2:

Mitigation Action:

Lead Agency:

Cost of Action:

Funding Method:

Schedule:

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**APPENDIX 4
INSTRUCTIONS FOR COMPLETING MITIGATION REPORTS**

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APPENDIX 4 INSTRUCTIONS FOR COMPLETING MITIGATION REPORTS

1 General

The three-part HMT Reports discussed in this annex are all concerned with one basic goal. This goal is to assist in the identification and implementation of mitigation actions which will eliminate, or at least reduce, the potential for future losses. Part I of the report is an initial survey and provides a means to identify mitigation opportunities and develop a coordinated plan of action. Parts II and III are time phased status reports which indicate implementation progress and provide a means to identify additional mitigation opportunities. The mitigation reports are primarily a response action following a disaster or significant incident. This report system, however, should also be used at any time a hazardous condition exists, or a mitigation opportunity is identified.

2 Letter of Transmittal

A letter of transmittal should be prepared for each mitigation report submitted to OEM. The letter should include the name of the jurisdiction, the name and address of the HMC, and should be signed in accordance with current local administrative procedures. Any additional information and/or attachments pertinent to hazard mitigation activities should also be included when reports are submitted to OEM.

3 Components of the Three-Part Hazard Mitigation

PART I (Survey):

This report contains initial identification of mitigation opportunities and addresses them as work elements to be accomplished. The various work elements contained in the report constitute an action plan to reduce risk levels in this jurisdiction. The report will be prepared no later than 15 working days following a significant incident. The report should also be prepared anytime an analysis of risk factors indicates a significant level of risk, or opportunities for mitigation action are identified.

ITEM

- 1) Impact Area: Identify area or areas impacted by incident/disaster or area at risk from potential hazards.
- 2) Hazard Mitigation Coordinator: _____ Phone: _____
Provide name and phone number of coordinator to serve as point of contact for mitigation activities.
- 3) Hazard Identification: Identify specific hazard(s) addressed in this report. For example – severe thunderstorms with flooding from

ESF 14 Long-Term Community Recovery

Hurricane Allen; wind damage from tornadoes; dam failure and downstream flooding, etc.

- 4) Incident Period: Identify time(s) and date(s) of incident/disaster. If report is prepared prior to an incident/disaster, use “Pre-Incident Report” for this entry.
- 5) Number of Previous Incidents Involving This Hazard
- 6) Self Explanatory
- 7) Self Explanatory
- 8) Background and Discussion: Briefly describe what happened, or what could possibly happen, and the real cause of the problem. A flood is a hazard, but what really caused the flood? – perhaps drainage ditches overflowed because excessive vegetation impeded water flow, or flood control gates were rusty and inoperable. If possible, identify specific conditions which directly contributed to impact of incident/disaster.
- 9) This section of the report is a listing of specific actions to be accomplished which will eliminate, or at least reduce the impact of this hazard. This section is essentially a mitigation action plan to reduce risk and vulnerability levels of this jurisdiction. Each “Work Element” is numbered and consists of a specific mitigation action along with a discussion of the means to be employed to accomplish the action. The number of work elements (i.e., mitigation actions), developed for each report will be determined by the Hazard Mitigation Coordinator and will be based on the nature of the hazard, and the degree of risk to this jurisdiction.)

Mitigation Action

Identify a specific mitigation action to be accomplished. For example – develop and implement a master drainage plan of the jurisdiction; conduct public awareness campaign to increase flood insurance coverage; revise and implement building code standards to meet current recommended criteria; widen and straighten 2.5 miles of main drainage ditch to allow for increased flow of runoff, etc.

Lead Agency

Identify the local agency or organization which is best suited to accomplish this action. In most cases, the organizations represented on the HMT will be ideally suited to accomplish specific mitigation actions.

Cost of Action: Indicate what the cost will be to accomplish this action.

This amount will, of course, have to be estimated until the action is completed and an actual final dollar amount is determined.

Funding Method: Indicate how the costs to complete the actions will be funded. For example – funds may be provided for existing operating budget, or from a previously established contingency fund, or a cost sharing Federal or State grant, etc. Remember that various funding

ESF 14 Long-Term Community Recovery

methods are available and that creative funding techniques may be necessary.

Schedule: Indicate when action will begin, and when action is expected to be completed. Remember that some actions will require only a minimum time, while others may require a long-term continuing effort.

PART II AND III (Implementation Progress):

These progress reports provide the current status of the various work elements identified in Part I and are prepared no later than three and six months following the initial Survey Report. These reports identify what has been accomplished during the previous three month period, and include any additional findings, discussions, or newly developed work elements which contribute to risk reduction objectives.

ITEM (See Part I Explanation)

- 1) (See Part I Explanation)
- 2) (See Part I Explanation)
- 3) (See Part I Explanation)
- 4) (Self Explanatory)
- 5) (Self Explanatory)
- 6) (Self Explanatory)
- 7) (Provide any comments or explanations which are pertinent to mitigation activities. The mitigation process is long-term in nature and changes which impact planning and implementation efforts are to be expected.)
- 8) (Provide the current status of each of the numbered Work Elements identified in the Part I Report. This is a time phased progress report to identify what has been accomplished in a three month and six month time period. As time passes, some actions will be completed and actual implementation costs can be determined while other actions may be far from completed and have both actual and estimated implementation costs. It is also expected that additional Work Elements will be identified and added to the report. Remember that effect mitigation consists of a combination of both short-term and long-term mitigation actions and in reality is an on-going, continuous process.)

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**APPENDIX 5
INCIDENT REPORT**

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APPENDIX 5 INCIDENT RECORD

| | | | |
|--------------------------|--|-----------------------|--|
| Hazard | | | |
| Incident Date(s) | | Time | |
| Impact Area | | | |
| People Killed | | Injured | |
| People Evacuated | | Sheltered | |
| Damages | | Recovery Costs | |
| Response Agencies | | | |

| | | | |
|--------------------------|--|-----------------------|--|
| Hazard | | | |
| Incident Date(s) | | Time | |
| Impact Area | | | |
| People Killed | | Injured | |
| People Evacuated | | Sheltered | |
| Damages | | Recovery Costs | |
| Response Agencies | | | |

| | | | |
|--------------------------|--|-----------------------|--|
| Hazard | | | |
| Incident Date(s) | | Time | |
| Impact Area | | | |
| People Killed | | Injured | |
| People Evacuated | | Sheltered | |
| Damages | | Recovery Costs | |
| Response Agencies | | | |

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**APPENDIX 6
DISASTER DECLARATION RECORD**

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APPENDIX 6 DISASTER DECLARATION RECORD

| | | | |
|-------------------------|-------------|-----------------------------|------------|
| Hazard | | | |
| Impact Area | | | |
| Disaster Date(s) | | | |
| Declaration Date | | Local Recovery Costs | |
| Agency | FEMA | USDA | SBA |
| Declaration Type | | | |
| Declaration # | | | |

| | | | |
|-------------------------|-------------|-----------------------------|------------|
| Hazard | | | |
| Impact Area | | | |
| Disaster Date(s) | | | |
| Declaration Date | | Local Recovery Costs | |
| Agency | FEMA | USDA | SBA |
| Declaration Type | | | |
| Declaration # | | | |

| | | | |
|-------------------------|-------------|-----------------------------|------------|
| Hazard | | | |
| Impact Area | | | |
| Disaster Date(s) | | | |
| Declaration Date | | Local Recovery Costs | |
| Agency | FEMA | USDA | SBA |
| Declaration Type | | | |
| Declaration # | | | |

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**APPENDIX 7
MITIGATION REFERENCE RECORD**

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ESF 15 External Affairs

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Table of Contents

| | | |
|-----------|--|-----------------|
| 1 | Purpose and Scope | ESF 15-1 |
| 2 | Policies and Agreements | ESF 15-1 |
| 3 | Situation and Assumptions | ESF 15-1 |
| 4 | Roles and Responsibilities | ESF 15-2 |
| 4.1 | Emergency Manager | ESF 15-2 |
| 4.2 | Emergency Public Information Officer | ESF 15-3 |
| 4.3 | Baker County Chamber of Commerce..... | ESF 15-4 |
| 4.4 | KBKR Radio | ESF 15-4 |
| 4.5 | Other Media..... | ESF 15-4 |
| 5 | Concept of Operations | ESF 15-4 |
| 5.1 | Prevention and Mitigation | ESF 15-5 |
| 5.2 | Preparedness | ESF 15-5 |
| 5.3 | Response | ESF 15-5 |
| 5.4 | Recovery | ESF 15-6 |
| 6 | Direction and Control | ESF 15-6 |
| 6.1 | General..... | ESF 15-6 |
| 6.2 | Educational Programs | ESF 15-6 |
| 6.3 | Emergency Public Information Programs | ESF 15-6 |
| 7 | Continuity of Government | ESF 15-6 |
| 8 | Administration and Logistics | ESF 15-7 |
| 8.1 | Media Organizations | ESF 15-7 |
| 8.2 | Films and Publications..... | ESF 15-7 |
| 9 | Annex Development and Maintenance | ESF 15-7 |
| 10 | References | ESF 15-7 |
| 11 | Appendices | ESF 15-8 |

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ESF 15 Tasked Agencies

| | |
|-------------------------|-----------------------------------|
| Primary Agencies | Baker County Emergency Management |
|-------------------------|-----------------------------------|

1 Purpose and Scope

Emergency Support Function (15) provides guidance and procedures for gathering, controlling, and disseminating emergency information to the public, media partners, community leaders, and other stakeholders. This ESF also establishes policies for internal review and approval of public information prior to its release to the community and/or media partners, while clearly defining clearance procedures within the incident command structure. This support function pertains to all response agencies and is applicable to all types of incidents.

Coordination and collaboration with local and regional media and public information personnel is essential to providing accurate, consistent, and timely information regarding the status of the emergency response/recovery. Where applicable, information should be provided in appropriate languages to accommodate non-English-speaking populations. Public information and educational materials dealing with emergency management and preparedness can be provided to the general public and community partners prior to a disaster/incident. Information can be disseminated in a variety of formats and via multiple communication avenues.

The primary means for disseminating public information in this jurisdiction are the Internet, brochures, newspapers, community meetings, workshops, and schools.

2 Policies and Agreements

- There is a Cooperative Assistance Agreement between the Counties of Baker, and/or Union, and/or Grant, and/or Harney, and/or Malheur, and/or Wallowa.

3 Situation and Assumptions

During periods of emergency, the public is dependent on detailed information regarding the status of the incident and instructions for any protective action that may minimize loss of life and property. There are times when disaster strikes without warning, and the public information system cannot reach the public in time to express the situation. 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.

An effective program combining 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, regardless of exposure to educational programs. Thus, special emphasis must be placed on the effectiveness of the emergency information program.

- Emergencies that endanger life, property, and/or the environment in Baker County require activation of the County's Emergency Public Information Officer (PIO).
- The PIO reports to the Incident Commander (IC)/Emergency Manager and obtains approval from the appropriate person prior to releasing information.
- A pre-emergency warning will be issued, when possible.
- The principal means of disseminating Emergency Public Information (EPI) with immediate life/safety issues is through KBKR Radio (1490 AM). The station is also a part of the Emergency Alert System (EAS).
- EPI may also be disseminated by commercial radio broadcasts, National Weather Service Weather Radio broadcasts, web sites, newspapers, flyers, verbal notifications, community networks, and service groups or public meetings.
- The Baker City Herald is published 3 times per week. The East Oregonian is published daily, including Sundays.
- Regional media (print and broadcast) are vulnerable to disruptions or delays due to weather or electrical power outages.
- External media interest will place extra pressure on the EPI organization.
- People will telephone County offices in search of up-to-the-minute information.

4 Roles and Responsibilities

The overall responsibility for public information rests with the Emergency Manager. The Emergency Manager may appoint a Public Information Officer as the situation warrants. This person will coordinate all activities relating to emergency information.

4.1 Emergency Manager

- Authorize release of information to the media.
- Based on hazards that present risk to Baker County, develop and maintain EPI guidance materials, including: (1) General materials dealing with the nature of hazards and basic protective actions to take in the event of an emergency; (2) Hazard-specific instructions on "where to go and what to do" in an emergency, including detailed instructions on protective actions such as shelter and evacuation; and (3) Meaning of warning signals.

- With the PIO, develop methods (e.g., newspaper supplements, prepared radio scripts for broadcast stations) for distribution of EPI materials to the public. Include materials for the visually impaired and non-English-speaking groups, as appropriate.
- With the PIO, develop written agreements with broadcast media (i.e., radio stations, television stations, cable television, educational television) to receive and disseminate warning messages and emergency information.
- Educate all department heads and administrative staff on media access (see Appendix 2).
- Ensure that a public information and education program is developed and maintained.
- Work with the Board of Commissioners (BOC) to authorize release of information to the media.

4.2 Emergency Public Information Officer

- Direct all emergency public information efforts, in conjunction with the Emergency Manager.
- Serve as the primary source of official EPI materials to the public.
- Conduct public education programs as an ongoing activity.
- Based on the hazards likely to affect Baker County, develop and maintain EPI guidance materials that include the following:
 - General materials dealing with the nature of hazards and basic protective actions to take in the event of an emergency;
 - Hazard-specific instruction on where to go and what to do in an emergency, including detailed instructions on protective actions such as shelter and evacuation; and
 - Meaning of warning signals.
- With the Emergency Manager, develop methods (e.g. newspaper supplements, prepared TV/radio scripts for broadcast stations) for distribution to the public; this includes materials for the visually impaired and non-English-speaking groups.
- With the Emergency Manager, develop written agreements with broadcast media (e.g. radio stations, TV stations, cable TV, educational TV) to receive and disseminate warning messages and emergency information.

- Verify all information for accuracy before disseminating.
- Monitor media for accuracy of reports (television, radio, print).
- Secure printed and photographic documentation of the situation.
- Provide news releases for the media, after clearing with Emergency Manager.
- Handle unscheduled inquiries from the media and the public.
- Maintain a Unit Record Log of events.
- Take action to control rumors.

4.3 Baker County Chamber of Commerce

- Receive, verify, and disseminate public information, as appropriate.
- Coordinate and maintain web based information, as appropriate.

4.4 KBKR Radio

- Participate and cooperate in dissemination of life/safety information.
- Maintain contact with the County's Emergency PIO for updates.

4.5 Other Media

- Provide coverage of emergency management activities.
- Work with Emergency Management on educational programs.
- Check accuracy of information with Emergency Management.

5 Concept of Operations

Emergency information efforts should focus on specific event-related information. This information will generally be instruction, focusing on warning, evacuation, and shelter. During emergency events, it is also important to keep the public informed of the general progress of emergency response and relief activities.

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 also be addressed. Public feedback should be used as a measure of the informational program's effectiveness.

Educational efforts will be directed toward increasing public awareness of potential hazards and how people should prepare for them. All information and educational efforts will rely heavily on the cooperation of commercial media organizations.

The EPI Organization is activated upon request by the County's Emergency Manager.

In most cases, this notification will be made by telephone or by runner.

EPI personnel should report to the Baker County Emergency Operations Center (EOC) unless officially directed elsewhere.

Priorities for EPI personnel are as follows:

- Production and dissemination of life/safety information;
- Production and dissemination of incident updates, including media briefings;
- Response to public inquiries;
- Monitoring and rumor control; and
- Media relations.

The Emergency PIO will serve as the single point of release for incident information for all Baker County Departments. Releases from multiple departments should be coordinated.

All inquiries, regardless of receiving department, should be directed to the Emergency PIO.

The Emergency PIO reports to the Emergency Manager and should seek approval prior to releasing information. Approval should be expressed with initials on completed incident press release form.

The EPI staff may participate in inter-jurisdictional information coordination. The PO will work in a joint information center, where possible, to best coordinate EPI. This also ensures that PIOs from multiple agencies or jurisdictions can work together effectively.

5.1 Prevention and Mitigation

- Conduct hazard awareness programs.
- Coordinate with media.

5.2 Preparedness

- Conduct public education programs.
- Prepare emergency information for release during emergencies.

5.3 Response

- Establish and maintain a priority system for release of Public Information.

- Coordinate rumor control.
- Schedule news conferences for information release.
- Maintain records of all releases of public information and supporting documents.

5.4 Recovery

- Provide public information.
- Compile a record of events.
- Assess effectiveness of an information and education program.

6 Direction and Control

6.1 General

The Emergency Manager is responsible for all education and information programs. During disaster incidents, the Emergency Manager will designate a PIO, who will direct all emergency information activities as a member of the EOC staff. All departments and agencies shall coordinate public information/media releases with the PIO.

6.2 Educational Programs

There are many activities involved in the educational programs. The media are continually updated on developments in emergency management activities. Thus, much information reaches the public via television, radio, and newspapers. Lectures and other presentations are often requested by various organizations, presenting another opportunity for public education. Educational brochures and films are also distributed to the general public and organizations.

6.3 Emergency Public Information Programs

Many of these activities are continuations of the educational programs. Camera-ready copy and audio-visual material are kept at the EOC and distributed to the media as necessary (see Appendices). In addition, television and radio stations maintain a selection of public service announcements related to emergency preparations. Specific measures related to warning are found in ESF 2 - Communications.

7 Continuity of Government

Lines of succession to each department are established internally.

Should the PIO be unavailable, absent, or incapacitated for any reason, the Emergency Manager (or designee) shall identify another PIO from an outside agency (U.S. Forest Service, Oregon Department of Transportation, Oregon Department of Forestry, etc) for the duration of the incident.

8 Administration and Logistics

The Emergency PIO must be supported with effective communications equipment and access to incident management staff in the EOC.

This includes, at a minimum, access to three voice telephone lines, one FAX line, and a computer with high speed Internet connection. To carry out media verifications, the PIO will need access to FM Radio and television monitors. In gathering information, locating officials, or verifying information, a VHF or Amateur radio may be needed, as well. In severe disasters that cause breakdown of traditional communications infrastructure, access to a satellite telephone may become necessary.

The EPI staff depend on information and updates from the incident management staff. The EPI staff can then develop releases regarding the incident.

EPI staff may be augmented through the direct re-assignment of other County employees by their supervisors or the Emergency Manager.

The EPI staff may not have a suitable facility to utilize during the initial response phase. A County facility may be appropriated by the Emergency Manager based on the nature and duration of the incident.

In the event of an incident in which media convergence occurs, the Emergency Manager will be responsible for identifying and procuring an appropriate facility.

8.1 Media Organizations

A list of the media organizations involved in local emergency services programs is found in Appendix 1.

8.2 Films and Publications

Films and publications dealing with various aspects of emergency services are available from the State, through the Division of Emergency Management Regional Liaison Officer, and the Federal Emergency Management (FEMA).

9 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 the annex will work with the Emergency Manager as necessary.

10 References

Christensen, Larry, 1979. Review of Mass Media Campaigns. Boulder, Colorado: Natural Hazards Research and Applications Information Center, University of Colorado.

Davenport, Sally S. and Penny Waterstone, 1979. Hazard Awareness Guidebook. Austin, Texas: Texas Coastal and Marine Council.

Federal Emergency Management Agency (FEMA), 1981. Guide for Increasing Local Government, Readiness During Periods of International Crisis, CPG, 1-7.

FEMA, 1981. Public Affairs Workshop, SM21

Regulska, Joanna, 1979. Public Awareness Programs for Natural Hazards. Boulder, Colorado: Natural Hazards Research and Applications Information Center, University of Colorado

FEMA, 1984. Formulating Public Policy in Emergency Management, SM51.

11 Appendices

Appendix 1 – Media Organizations

Appendix 2 – Sample Media Message for Road Closure(s)

Appendix 3 – Sample Media Message for Evacuation Recommendation

Appendix 4 – Emergency Field checklist for Hazardous/Radioactive Materials Spill/Release

Appendix 5 – Sample Media Message for (Un)identified Hazardous materials Spill/Release

Appendix 6 – Sample Media Message for High Hazard Spill/Release – School Evacuation

Appendix 7 – Sample Media Message for Flooding

Appendix 8 – Applicant Briefing Notification Process

**APPENDIX 1
MEDIA ORGANIZATIONS**

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APPENDIX 1 LOCAL MEDIA ORGANIZATIONS

| Broadcast | |
|--|---|
| <p>KWVR 220 W Main ST Enterprise, OR 97828 (telephone):541-426-4577 facsimilie:541-426-4578 Station Owner: Lee Perkins Station Manager: David Nelson</p> | <p>CRESTVIEW CABLE TV 103 Hwy 82 Suite 1A Enterprise, OR 97828 (telephone):541-426-3636 facsimilie:541-426-2091</p> |
| <p>KTVR – TV Oregon Public Broadcasting 3302 Union St LaGrande, OR (telephone):541-963-9000</p> | <p>KCMB - 104.7 FM 1009-C Adams Ave La Grande, OR 97850 (telephone):541-963-3405 Facsimilie:541-963-5090</p> |
| Print | |
| <p>UNION COUNTY CHIEFTAN <i>(weekly)</i> 106 NW 1st ST Enterprise, OR 97828 Editor: Rick Swart (telephone):541-426-4567 (facsimile):541-426-3921</p> | <p>THE OBSERVER <i>(daily, except Sundays)</i> 911 Court ST Enterprise, OR 97846 Reporter: Gary Fletcher (telephone):541-426-3255 (facsimile):541-426-3255</p> |
| <p>THE (Portland) OREGONIAN <i>(daily)</i> P.O. Box 634 La Grande, OR 97850 Reporter: Dick Conkle (telephone):541-963-8890 (facsimile):541-963-7307</p> | <p>THE NICKEL <i>(weekly advertisement)</i> 1112&1/2 Adams Ave La Grande, OR 97850 (telephone):800-654-5829</p> |
| Public Information Centers | |
| <p>UNION COUNTY CHAMBER OF COMMERCE Box 427 936 W North St Enterprise, OR 97828 Amy Johnston, Deputy Manager (telephone): 541-426-4622, 1-800-585-4121 (facsimile):541-426-2032 Union@eoni.com www.Unioncountychamber.com</p> | <p>JOSEPH CHAMBER OF COMMERCE Box 13 102 E 1st ST Joseph, OR 97846 Debbie Short, Office Manager M-W-F, 11 am - 2 pm (telephone):541-432-1015 (facsimile):541-432-4205</p> |

| Public Information Centers <i>Continued</i> | |
|---|--|
| <p>USDA - FOREST SERVICE, UNION-WHITMAN NATIONAL FOREST Visitor Center 88401 Hwy 82 Enterprise, OR 97828 Attn: Visitor Center - Sue Womack (telephone):541-426-5546 (facsimile):541-426-5522</p> | <p>UNION BAND NEZ PERCE TRAIL Interpretive Center P.O. Box 15 Union, OR 97885 (telephone):541-886-3101 (facsimile):541-886-3016</p> |
| <p>CITY OF ENTERPRISE, City Hall 108 NE 1st ST. Enterprise, OR 97828 (telephone):541-426-4196 (facsimile):541-426-3395</p> | <p>UNION LAKE STATE PARK 72214 Marina Lane Joseph, OR 97846 (telephone):541-432-8855 (facsimile):541-432-4141 Park Manager: Chris Booth:541-432-4185 Assistant Manager: Wes Jones</p> |
| <p>HELLS CANYON CHAMBER OF COMMERCE Information Center 160 S Main P.O. Box 841 Halfway, OR 97834 (telephone):541-742-5722</p> | |

**APPENDIX 2
SAMPLE MEDIA MESSAGE FOR ROAD CLOSURE(S)**

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To be added at a later date by Baker County

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**APPENDIX 3
SAMPLE MEDIA MESSAGE FOR EVACUATION RECOMMENDATION**

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**Appendix 4
Emergency Field checklist for Hazardous/Radioactive Materials
Spill/Release**

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**APPENDIX 5
SAMPLE MEDIA MESSAGE FOR (UN)IDENTIFIED HAZARDOUS
MATERIALS SPILL/RELEASE**

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**APPENDIX 6
SAMPLE MEDIA MESSAGE FOR HIGH HAZARD SPILL/RELEASE—
SCHOOL EVACUATION**

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**APPENDIX 7
SAMPLE MEDIA MESSAGE FOR FLOODING**

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**APPENDIX 8
APPLICANT BRIEFING NOTIFICATION PROCESS**

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Incident Annexes

1

Severe Weather/Landslide

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IA 1 Severe Weather/Landslide

1 Purpose

Baker County experiences a broad range of winter storms each season. On occasion, these storms are severe enough to require the activation of County emergency management. When weather conditions warrant, the following primary services would generally be activated by Baker County Emergency Management.

2 Situation and Assumptions

Baker County has a high probability of, and vulnerability to, a winter storm event. Severe winter storms result in highway closures approximately 20 to 25 times per year. During these situations, travelers have to seek accommodations, sometimes in communities where lodging is very limited. Local residents must also be concerned with heating, food, and care of livestock and farm animals. Additionally, several of Baker's communities have limited evacuation routes. If road closures occur due to a winter storm, populations may be isolated from emergency services.

Baker County also has a high probability of, and moderate vulnerable to, landslides. Several of Baker's communities have limited evacuation routes. If road closures occur due to a landslide, populations may be isolated from emergency services. During the 1984 "Hole in the Wall" landslide, the Cities of Richland and Halfway were isolated from Baker City when Highway 86 was covered.

3 Concept of Operations

Baker County would activate its Emergency Operations Center (EOC), from which it could arrange emergency housing and food service for stranded motorists and displaced residents. Transportation of key EOC personnel will be provided by the Baker County Emergency Team, if necessary. After the primary response period, a rotation of personnel should occur within the EOC to ensure that individuals are not taxed beyond their limits.

A limited capability exists in the County for providing short-term power generation. Some storage of gasoline and other fuel could be made available, if necessary. Baker County has emergency transportation and evacuation capability for all but the worst storm conditions.

It is expected that most Baker County residents are equipped to survive storm conditions, but the large transient population passing through Baker County each day on Interstate 84 presents a greater at-risk population. During a severe winter storm, Baker County may have to house a large number of motorists for several days. This problem has been anticipated and could be handled at the local level, with additional State support by Governor's Declaration.

3.1 Incident Detection

Baker County may receive some warning of an approaching storm from the National Weather Service in Pendleton, either directly or relayed from the Oregon Emergency Management (OEM) Division in Salem. It is likely that weather con-

IA 1 Severe Weather/Landslide

ditions would develop gradually; therefore, Baker County would be reacting to conditions prior to and during the actual event, and detection and assessment would occur simultaneously with emergency response.

Appendices

Appendix 1 – Severe Weather/Landslide Response Checklist

Appendix 2 – Response Agencies

IA 1 Severe Weather/Landslide

| Appendix 1 –Severe Weather/Landslide Incident Checklist | | |
|---|--|--|
| Phase of Activity | Action Items | Supplemental Information |
| PRE-INCIDENT PHASE | <input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to severe weather and landslides, including the County EOP as well as supporting procedures and plans. | |
| | <input type="checkbox"/> Monitor weather and flood reports. | |
| | <input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to landslides or other hazards relating to severe weather. | |
| | <input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to severe weather and landslides. This information supplements ESF 1 - Transportation and ESF 6 - Mass Care, Housing, and Human Services. | |
| | - 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. | |
| | <input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Baker County Emergency Management in coordination with ESF 1 - Transportation and ESF 6 - Mass Care, Housing, and Human Services leads and coordinators. | <i>County National Incident Management System (NIMS) Implementation and Training Plan; ESF 1 and ESF 6 Annexes to the Baker County EOP</i> |
| | <input type="checkbox"/> Participate in Baker County severe weather and landslide preparedness activities, seeking understanding of interactions with participating agencies in a severe weather scenario. | |
| | <input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Baker County EOC. | |
| | <input type="checkbox"/> Ensure that landslide and flood response equipment and personnel inventories are current for Baker County. Test and maintain response and communications equipment. Keep a stock of necessary response supplies. | |
| | <input type="checkbox"/> Inform Baker County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.). | |
| | <input type="checkbox"/> Work with the County Planning Department for to establish appropriate infrastructure protection measures in landslide and flood-prone areas. | |
| | <input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response. | |

IA 1 Severe Weather/Landslide

| Appendix 1 –Severe Weather/Landslide Incident Checklist | | |
|---|---|--|
| Phase of Activity | Action Items | Supplemental Information |
| RESPONSE PHASE | <input type="checkbox"/> Activate the Baker EOP when severe weather and/or landslides incidents pose threats to the County. | |
| | <input type="checkbox"/> Activate the appropriate EOC(s) 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 IC, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed. | <i>ESF 5 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support. | |
| | <input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by severe weather, landslides, or floodwaters. | |
| | <input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>). | <i>ICS Form 203: Organization Assignment List</i> |
| | <input type="checkbox"/> Notify supporting agencies through ESF 1 - Transportation, ESF 5 - Emergency Management, ESF 6 - Mass Care, Housing, and Human Services leads and coordinators, as well as the BOC. | <i>ESF 1, ESF 5, and ESF 6, Annexes to the Baker County EOP</i> |
| | - Identify local, regional, tribal, State, and Federal agencies and entities that may be able to mobilize resources to support local response efforts and EOC staffing. | |
| | <input type="checkbox"/> Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the County. | <i>ICS Form 209: Incident Status Summary</i> |
| | - Notify command staff, support agencies, adjacent jurisdictions, ESF leads and coordinators, and liaisons of any situational changes. | |
| | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| | - Dedicate time during each shift to preparing for shift change briefings. | <i>ICS Form 201: Incident Briefing</i> |
| | <input type="checkbox"/> Confirm or establish communications links among local and County EOCs, AOCs, and the State ECC. Confirm operable phone numbers and verify the functionality of alternate communications resources. | <i>ESF 2 of the Baker County EOP</i> |
| | <input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, tribal, State, and Federal agencies and entities that may be affected by the incident. Notify them of the status. | <i>Established emergency contact lists maintained at the EOC</i> |
| | <input type="checkbox"/> 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. | |

IA 1 Severe Weather/Landslide

| Appendix 1 –Severe Weather/Landslide Incident Checklist | | |
|---|--|--|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Implement local plans and procedures for severe weather, landslide, and/or flood operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs. | <i>Local, agency, and facility-specific Standard Operating Procedures</i> |
| | <input type="checkbox"/> Obtain current and forecasted weather to project potential damage and determine the affected area (<i>recurring</i>). | |
| | <input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>). Evacuation activities will be coordinated among ESF 1 - Transportation, ESF 5 - Emergency Management, ESF 6 - Mass Care, Housing, and Human Services), and ESF 15 - External Affairs. | <i>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes to the Baker County EOP</i> |
| | <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>). | <i>ESF 7 Annex to the Baker County EOP</i> |
| | <input type="checkbox"/> Submit a request for an emergency/disaster declaration, as applicable. | <i>Section 1 of the Baker County EOP</i> |
| | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs. | |
| | <input type="checkbox"/> 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. | <i>ICS Resource Tracking Forms</i> <i>ESF 7 Annex to the Baker County EOP</i> |
| | <input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders. | |
| | <input type="checkbox"/> Establish a Joint Information Center and designate a lead PIO for Baker County. | <i>ESF 15 Annex to the Baker County EOP</i> |
| | <input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>). | |
| | - Information will be approved for release by the IC and lead PIO before dissemination to the public. | <i>ESF 15 Annex to the Baker County EOP</i> |
| | <input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks. | <i>EOC Planning Section job action guide</i> |
| | <input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and names of those sending or receiving them, should be documented as part of the EOC log. | |
| | <input type="checkbox"/> Develop situation reports (<i>recurring</i>). At regular intervals, the EOC Manager and staff will assemble a situation report. | |
| | <input type="checkbox"/> Develop and update the IAP (<i>recurring</i>). 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. | <i>ICS Form 202: Incident Objectives</i> |
| | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>). | |
| | <input type="checkbox"/> Coordinate with private-sector partners as needed. | |

IA 1 Severe Weather/Landslide

| Appendix 1 –Severe Weather/Landslide Incident Checklist | | |
|---|---|---|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer. | |
| | <input type="checkbox"/> Activate Vulnerable Populations Plan. | |
| RECOVERY/DEMobilIZATION PHASE | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans. | |
| | <input type="checkbox"/> Once the threat to public safety is eliminated, conduct cleanup and recovery operations. | |
| | <input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, COOP, and/or COG plans. | <i>ESF 14 Annex to the Baker County EOP</i> |
| | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the AAR/Improvement Plan. | |
| | <input type="checkbox"/> Deactivate/demobilize the EOCs, AOCs, and command posts. | |
| | <input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan. | |
| | <input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response. | |
| | <input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov). | |

Appendix 2 – Response Entities

| Response Entities | Emergency Contact Information |
|---------------------------------------|-------------------------------|
| Local | |
| Baker County Emergency Services | |
| All Municipalities | |
| Local Utility Companies | |
| Sheriff’s Posse | |
| Baker County Snowmobile Club | |
| All Fire Districts | |
| Baker Hospital | |
| KBKR Radio | |
| Local Amateur Radio Club | |
| Baker County Chapter of the Red Cross | |
| Medic Alert Team – Baker Ambulance | |
| State | |
| Oregon Emergency Management Division | |
| State Police – Baker District | |
| State Highway Division | |
| Oregon National Guard | |
| Federal | |
| National Weather Service - Pendleton | |
| Federal Emergency Management Agency | |
| U.S. Forest Service | |
| Bureau of Land Management | |

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Flood

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1 Purpose

The intent of this plan is to effect rapid, effective warning and evacuation of areas subject to flooding. Through advanced preparation, it is further intended that order and confidence of the populace be maintained, hazardous conditions minimized, and a rapid recovery accomplished.

2 Situation and Assumptions

2.1 Situation

Baker County has a high probability of, and moderate vulnerability to, a flood event. Principle sources of flooding within Baker County include the Powder River, Pine Creek, North Pine Creek, Eagle Creek, Summit Creek, Clear Creek, Rock Creek, Mill Creek, Marble Creek, Stices Gulch, Snake River, and Burnt River. Within the County, nearly every city's water treatment facility (except for Richland and Haines) is adjacent to a river and is thus susceptible to flooding.

3 Roles and Responsibilities

3.1 Baker County Emergency Management

- Notify the Board of Commissioners (BOC) and activate the Emergency Operations Center (EOC) upon receipt of flood notification.
- Alert local officials and volunteers to open pre-designated shelters. For further information on sheltering, see ESF 6.
- Initiate the notification and warning process. Priority for warning and assistance will be determined by local officials.
- Prepare news and information releases—through the public information office—including instructions to the public. For further information on public information release, see ESF 15.
- Collect accurate damage assessment information, and consolidate, evaluate, and analyze data. If it is determined that State assistance is necessary, consolidated data will be submitted to the State Office of Emergency Management (OEM) to support a Disaster Declaration.

3.2 Baker County Sheriff's Department

- Receive and disseminate notifications.
- Establish and maintain contact with the EOC.
- Warn and assist with evacuation.
- Direct traffic and establish roadblocks, as necessary.

3.3 Emergency Medical, Fire, and Rescue Services

- Receive notification from Emergency Management.
- Warn and assist with evacuation.
- Conduct rescue operations, as needed, in flooded areas.
- Establish and maintain liaison with the EOC.

- Coordinate outside assistance with regard to medical emergencies, firefighting, and specific rescue operations.
- Establish medical aid stations at reception centers and arrange transport of any sick and injured people.

3.4 Baker County Road Department

- Receive notification from Emergency Management.
- Maintain safety of roads for transit and evacuation purposes.
- Assist the Sheriff's Office in establishing roadblocks and rerouting traffic.

3.5 County Health Department

- Receive notification from Emergency Management.
- Establish health care facilities, as directed by the EOC.
- Test for pollution of water systems in the affected area.
- Maintain disease control in the affected area.

4 Concept of Operations

4.1 General

The EOC will continually receive and analyze information and direct agencies and personnel involved in evacuation and management. After determining that conditions are favorable for evacuees to reenter the evacuated areas, the EOC will notify all agencies and evacuees and assist residents' return to their homes.

Disaster Recovery Centers (DRCs) will be established as needed. County, State, and Federal disaster assistance will be requested in accordance with the Oregon Emergency Response Plan.

4.2 Activation

Emergency response activities will be initiated by the Baker County Emergency Manager, when he or she is notified by city, County, or State monitoring personnel of an imminent flood threat.

4.1.1 Primary Warning System

The National Weather Service (NWS) and the Oregon State Water Resources Department are responsible for issuing warnings of dangerous or hazardous conditions due to dam or waterbody issues. Threat advisories and bulletins are issued to local emergency response agencies, and are also broadcast by radio, television, or emergency public alert (PA) systems.

4.1.2 Alternate Warning System

If the telephone contact with Baker County Consolidated 9-1-1 Dispatch (BCCD) fails, the Flood Warning Office will notify the Baker City Police Department, who will, in turn, notify BCCD by radio or face-to-face.

Appendices

Appendix 1 – Flood Incident Checklist

Appendix 2 – Baker County Dam Inventory

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Appendix 1 – Flood Incident Checklist

| Phase of Activity | Action Items | Supplemental Information |
|---------------------------|---|---|
| PRE-INCIDENT PHASE | <input type="checkbox"/> Arrange for personnel to participate in necessary training and develop exercises relative to flood events. | <i>County National Incident Management System (NIMS) Implementation and Training Plan</i> |
| | <input type="checkbox"/> Coordinate Baker County preparedness activities, seeking understanding of interactions with participating agencies in flooding scenarios. | |
| | <input type="checkbox"/> Ensure that emergency contact lists are updated and establish a prevent duty roster allowing for 24/7 operational support to the County EOC. | |
| | <input type="checkbox"/> Contact supporting emergency response agencies to review and determine if major developments have arisen that could adversely affect response operations (e.g. personnel shortages, loss of equipment, etc.). | <i>Local-, regional-, and state-specific plans</i> |
| | <input type="checkbox"/> Annually review and update the EOP and SOPs, as needed. | <i>County EOP, ESF Annexes, and agency-specific Standard Operating Procedures</i> |
| | <input type="checkbox"/> Review and revise extent of flood-prone areas. | <i>County Hazard Mitigation Plan</i> |
| | <input type="checkbox"/> Familiarize staff with requirements for requesting State and Federal disaster assistance. | <i>Stafford Act, FEMA guidance, and Oregon Emergency Management Plan (EMP)</i> |
| | <input type="checkbox"/> Ensure that supplies, such as communications devices and sandbags, are prepared and ready for use. This includes primary and alternate communications and warning systems. | <i>ESF 2, 3, and 14 Annexes to the Baker County EOP</i> |
| | <input type="checkbox"/> Identify and review local contractor lists to see who may provide support specific to flood response. | |
| | <input type="checkbox"/> Review, revise, and (where necessary), establish mutual aid agreements with other County agencies and private contractors relative to multiple agency response to floods. | |
| | <input type="checkbox"/> Ensure that Baker County Emergency Management Organization contact information is kept current. | |
| | <input type="checkbox"/> Review results of annual dam inspections to identify any changes in risk. | |
| RESPONSE PHASE | <input type="checkbox"/> The EOC Manager will provide overall guidance for the deployment of resources. | |
| | <input type="checkbox"/> Activate mutual aid agreements. | |
| | <input type="checkbox"/> Notify the BOC. Activate the Baker County EOC and implement appropriate staffing plans. Contact appropriate private partners or dam owners/operators to assign liaisons to the EOC for coordination of specific response activities. | <i>Section 5 of the Baker County EOP, agency and company-specific plans</i> |
| | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors. | |

Appendix 1 – Flood Incident Checklist

| Phase of Activity | Action Items | Supplemental Information |
|-------------------|--|---|
| | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | <i>Standard Operating Procedures and command structure for Baker County EOC</i> |
| | <input type="checkbox"/> Submit request for disaster/emergency declaration, as applicable. | <i>Section 1.4 of the Baker County EOP</i> |
| | <input type="checkbox"/> Coordinate the evacuation of the affected area, if necessary. Assign appropriate ESF liaisons to the County EOC, as situation requires. The following ESFs may provide lead roles during various phases of evacuation: <ul style="list-style-type: none"> - ESF 1 – Transportation - ESF 2 – Emergency Communications and Warning - ESF 13 – Public Safety and Security - ESF 15 – External Affairs | <i>ESF 1, 2, 13, and 15 Annexes of the Baker County EOP</i> |
| | <input type="checkbox"/> Support SAR operations by coordinating resource requests outside of the jurisdiction. | <i>ESF 9 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Request American Red Cross to activate sheltering plans and open and staff shelters, if needed. | <i>ESF 6 and American Red Cross Shelter Plans</i> |
| | <input type="checkbox"/> Establish a Joint Information Center. <ul style="list-style-type: none"> - Formulate emergency public information messages and media responses using “one voice, one message” concepts. | <i>ESF 15 Annex of the Baker EOP</i> |
| | <input type="checkbox"/> Record all EOC activities, completion of personnel tasks, and incoming and outgoing messages. <ul style="list-style-type: none"> - These should be documented in EOC logbooks. | <i>Existing ICS and EOC forms</i> |
| | <input type="checkbox"/> Begin damage assessments in coordination with the Public Works departments and County/local government. | <i>ESF 3 and 14 Annexes of the Baker County EOP</i> |
| | <input type="checkbox"/> Assist with the coordination of Public Works activities, such as debris removal from: <ul style="list-style-type: none"> - Storm drains - Bridge viaducts - Main arterial routes - Public rights-of-way - Dams (via established liaisons at the County EOC) - Other structures, as needed | <i>ESF 3 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> 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). | <i>Existing contact lists at EOC</i> |
| | <input type="checkbox"/> Coordinate with Baker County Sheriff’s Office and local police departments to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.). | <i>ESF 13 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Collect and chronologically file records and bills generated during the incident to ensure timely submittal of documents for reimbursement. | |
| | <input type="checkbox"/> Activate Vulnerable Populations Plan. | |

Appendix 1 – Flood Incident Checklist

| Phase of Activity | Action Items | Supplemental Information |
|---|---|--|
| RECOVERY/ DEMobilIZATION PHASE | <input type="checkbox"/> 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. | |
| | <input type="checkbox"/> Deactivate/demobilize the Baker County EOC. Deactivate mutual aid resources as soon as possible. | <i>ESF 5 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and COOP/COG plans until normal daily operations can be completely restored. | <i>ESF 14 Annex of the County EOP and agency-specific recovery plans</i> |
| | <input type="checkbox"/> Implement revisions to the Baker County EOP and supporting documents based on lessons learned and best practices adopted during response. | |
| | <input type="checkbox"/> Offer recommendations to County government and Public Works departments for changes in planning, zoning, and building code ordinances. | |
| | <input type="checkbox"/> Participate in AAR/Improvement Plans and critiques. Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov). | |

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Appendix 2 – Baker County Dam Inventory

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IA 2 Flood

| Name of Dam | River | Type | Capacity (acre-ft) | Downstream City or Town | Population |
|--------------------|----------------------------|----------|-----------------------|----------------------------|------------|
| Bacher Cr. | Bacher Cr. | Earth | 120 | Keating | |
| Balm Cr. | Balm Cr. | Earth | 2,926 | Richland | 130 |
| Bennett | Tr-Erell Cr. | Earth | 250 | Baker | 9,440 |
| Benson | Benson | Earth | 100 | Homestead | |
| Brownlee | Snake | Rockfill | 1,425,700 | Copperfield | |
| Camp Cr. | Camp Cr. | Earth | 1,700 | Hereford | |
| Clear Cr. | West Fork Clear Cr. | Earth | 257 | Halfway | 300 |
| Crater Lake | Kettle Cr. | Earth | 190 | Richland | |
| East Lakes | Tr-East Fork Pine Cr. | Earth | 132 | Cornucopia | |
| Elms | Tr-Job Cr. | Earth | 190 | Hereford | |
| F.M. Crow | Deer Gulch | Earth | 191 | Homestead | |
| Fish Lake | Tr-Lake Fork | Earth | 747 | Homestead | |
| Goodrich | Goodrich Cr. | Earth | 603 | Wingville | |
| Killamacue | Killamacue Cr. | Gravity | 150 | Rock Creek | |
| Kivett | Birch Cr. | Earth | 39 | Homestead | |
| Laird | Sag Cr. | Earth | 69 | Pine | |
| Licklider | Tr-Powder River | Earth | 45 | Baker | 9,440 |
| Little Summit Lake | Tr-North Fork Powder River | Earth | 290 | N. Powder | 400 |
| Long Cr. | Long Creek | Earth | 70 | Hereford | |
| Love | Love, Lawrency & River Cr. | Earth | 570 | Keating | |
| Lower Pine Lake | West Fork Pine Cr. | Gravity | 75 | Cornucopia | |
| Mason | Powder | Earth | 108,410 | Baker | 9,440 |
| Melborn-Bassett | Tr-Clear Cr. | Earth | 216 | Halfway | 300 |
| Morfitt | Job Cr. & Bull Run Cr. | Earth | 280 | None | |
| Munn | Mid. Fork Burnt Cr. | Earth | 120 | Hereford | |
| Murray | E. Fork Camp | Earth | 467 | Hereford | |
| Oxbow | Snake | Rockfill | 58,000 | Copperfield | |
| Pine Cr. | Pine Creek | Earth | 85 | Wingfield | |
| R.K. Moseley | Tr-East Pine | Earth | 180 | Halfway | 300 |
| Rock Lake | Rock Creek | Earth | 500 | Haines | 370 |
| Saw Mill Gulch | Spring | Earth | 150 | Keating | |
| Smith Lake | Powder Riv. | Earth | 1,155 | Haines | 370 |
| Sugarloaf | Tr-Fish Lake | Earth | 260 | Homestead | |
| Summit Lake | Tr-N. Fork Powder River | Earth | 430 | North Powder | |
| Thief Valley | Powder River | Buttress | 26,000 | Keating | |
| Unity | Burnt River | Earth | 29,300 | Hereford | |
| Upper Pine Lake | W. Fk. Pine Creek | Gravity | 150 | Cornucopia | |
| Van Patton Lake | Tr-Dutch Flat Creek | Earth | 290 | North Powder | 400 |
| Vaughn | Timber Gulch | Earth | 230 | Baker | 9,440 |
| Whited | S. Fk. Burnt River | Earth | 700 | Hereford | |
| Widman | W. Fk. Love Creek | Earth | 65 | Keating | |
| Wirth | Tr-Hig Cr. | Earth | 59 | Keating | |

IA 2 Flood

| Name of Dam | River | Type | Capacity (acre-ft) | Downstream City or Town | Population |
|--|--------------|-------------|-------------------------------|------------------------------------|-------------------|
| Union County Dams that flow to Baker County | | | | | |
| Eagle Lake | Eagle Cr. | Rockfill | 844 | Richland | 130 |
| Echo Lake | W. Eagle Cr. | Rockfill | 300 | Richland | 130 |
| Looking Glass Lake | Tr-Eagle Cr. | Earth | 504 | Richland | 130 |
| Traverse Lake | W. Eagle Cr. | Rockfill | 170 | Richland | 130 |

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 | <input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to drought, including the Baker County EOP and supporting procedures and plans. | |
| | <input type="checkbox"/> Pre-designate alternative sources of drinking water in case of drought or other water shortage event. | |
| | <input type="checkbox"/> 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. | |
| | <input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Baker County Emergency Management in coordination with the ESF 6 - Mass Care, Housing, and Human Services lead. | <i>ESF 6 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Participate in Baker County drought preparedness activities, seeking understanding of interactions with participating agencies in a drought scenario. | |
| | <input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the County EOC. | |
| | <input type="checkbox"/> Identify local contractors and vendors that could assist during a drought and develop Memoranda of Understanding with those private businesses. | |
| | <input type="checkbox"/> Inform Baker County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.). | |
| | <input type="checkbox"/> Work with the local planning commission to ensure that new construction does not increase hazards or vulnerability threat. | |
| | <input type="checkbox"/> Ensure that city maps of water mains, valves, and public sewer systems are up-to-date and accessible. | |
| | <input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response. | |
| RESPONSE PHASE | <input type="checkbox"/> When deemed necessary, activate the Baker County EOP when drought and other water shortage incidents pose a threat. | |
| | <input type="checkbox"/> 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 IC, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed. | <i>ESF 5 Annex of the Baker County EOP</i> |

| Drought Incident Checklist | | |
|-----------------------------------|--|---|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support. | |
| | <input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by drought. | |
| | <input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>). | <i>ICS Form 203: Organization Assignment List</i> |
| | <input type="checkbox"/> Notify supporting agencies through ESF 5 - Emergency Management and ESF 6 - Mass Care, Housing, and Human Services) leads and coordinators as well as the County Court. | <i>ESF 5 and ESF 6 Annex of the Baker County EOP</i> |
| | - Identify local, regional, State, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing. | |
| | <input type="checkbox"/> Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the County. | <i>ICS Form 209: Incident Status Summary.</i> |
| | - Notify command staff, support agencies, adjacent jurisdictions, ESF leads and coordinators, and liaisons of any situational changes. | |
| | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| | - Dedicate time during each shift to preparing for shift change briefings. | <i>ICS Form 201: Incident Briefing</i> |
| | <input type="checkbox"/> Confirm or establish communications links among local and county EOCs, AOCs, and the State ECC. Confirm operable phone numbers and verify the functionality of alternate communications resources. | <i>ESF 2 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, State, and Federal agencies and entities that may be affected by the incident. Notify them of the status. | <i>Established emergency contact lists maintained at the EOC</i> |
| | <input type="checkbox"/> 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. | |
| | <input type="checkbox"/> Implement local plans and procedures for drought and/or water shortage operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs. | <i>Local, agency, and facility-specific Standard Operating Procedures</i> |
| | <input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area (<i>recurring</i>). | |
| | <input type="checkbox"/> Repair and restore essential services and vital systems as required. | |
| | <input type="checkbox"/> Secure assistance from private contractors/vendors as needed. | |
| | <input type="checkbox"/> Provide emergency power as needed to maintain service to the community. | |
| | <input type="checkbox"/> Initiate curtailment procedures if shortages or overload conditions appear imminent. | |
| | <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>). | <i>ESF 7 Annex of the Baker County EOP</i> |

| Drought Incident Checklist | | |
|---|---|---|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable. | <i>Section 1 of the Baker County EOP</i> |
| | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs. | |
| | <input type="checkbox"/> 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. | <i>ICS Resource Tracking Forms; ESF 7 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders. | |
| | <input type="checkbox"/> Establish a Joint Information Center and designate a lead PIO for the County. | <i>ESF 15 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Formulate emergency public information messages and media responses, utilizing “one message, many voices” concepts (<i>recurring</i>). | |
| | - Public information will be reviewed by the IC (or designee). Information will be approved for release by the IC and lead PIO with support from tribal liaison(s) prior to dissemination to the public. | <i>ESF 15 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks. | <i>EOC Planning Section job action guide</i> |
| | <input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending/receiving them, should be documented as part of the EOC log. | |
| | <input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the IC/EOC Manager and staff will assemble a situation report. | |
| | <input type="checkbox"/> Develop and update the IAP (<i>recurring</i>). 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. | <i>ICS Form 202: Incident Objectives.</i> |
| | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>). | |
| | <input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer. | |
| | <input type="checkbox"/> Activate Vulnerable Populations Plan. | |
| Emergency Management Organization BILIZATION | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations, in accordance with current demobilization plans. | |
| | <input type="checkbox"/> Once the threat to public safety is eliminated, conduct and/or coordinate recovery operations. | |
| | <input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, COOP and/or COG plans. | <i>ESF 14 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> 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. | |

| Drought Incident Checklist | | |
|-----------------------------------|--|--------------------------|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the AAR/Improvement Plan. | |
| | <input type="checkbox"/> Deactivate/demobilize EOCs, AOCs, and command posts. | |
| | <input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan. | |
| | <input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response. | |
| | <input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov). | |

4

Wildland Fire

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1 Purpose

The purpose of this annex is to provide an outline of roles and responsibilities of the many different agencies involved in an urban/wildland fire interface incident in an effort to ensure the safety of life and property during a wildfire that threatens citizens, resources, and property of Baker County.

Many agencies and jurisdictions will be involved should a wildfire threaten Baker County. It will take a cooperative effort from all local, county, state, and Federal agencies to adequately protect the lives and property of citizens.

2 Situation and Assumptions

2.1 Situation

- Much of Baker County is composed of rural farms, ranches, and wildland. Extensive portions of these areas have no fire protection available.
- Baker County covers approximately 3,089 square miles of agricultural lands, wild lands, light lands, and timber lands, each with specific boundaries and jurisdictions. A significant portion of central Baker County is recognized as not having structural or wildland protection by organized fire agencies.
- All areas of the county are subject to thunder and lightning storms throughout the spring and summer months, causing many fire each year. Also, most areas of the county have hunters, hikers, and other outdoor activities, providing cause for concern when dealing with potential fire operations.

2.2 Assumptions

- The protection of life and property is paramount in decisions relating to firefighting procedures. Another consideration is the natural resources found in Baker County.
- With the number of agencies and jurisdictions potentially involved, cooperation between agencies is vital to achieve maximum suppression efforts.
- Assistance through mutual aid agreements may be necessary.
- Resource assistance may be necessary through county and private contractors.

3 Roles and Responsibilities

3.1 General

Organization response procedures adhered to on a day-to-day basis will also be followed during disaster situations and augmented as necessary. Support will be provided by other departments or through contractors as events dictate.

3.2 Task Assignments

3.2.1 Baker County Rural Fire Agencies

- Coordinate all fire control and rescue activities within their affected districts.
- Request and coordinate mutual aid response from outside agencies, e.g. county, state and federal fire agencies.
- Provide support and assistance for warning, sheltering, evacuation, and other public safety operations as needed within, or in support of another agency.

3.2.2 Baker County (City/Municipal) Fire Departments

- Perform duties (as outlined above) pertaining to all activities within the jurisdictional boundaries of the incorporated city, or extended areas as ordinance allow.
- Provide mutual aid assistance to other Baker County cities and jurisdictions (e.g. county, state, federal) as requested and as outlined under agreements in-place.

3.2.3 Baker County Emergency Management / Fire Division Manager

- Coordinate all fire control activities and resources within affected lands.
- Request and coordinate mutual aid response from outside agencies, e.g. district, municipal, state, federal fire agencies.
- May respond to Baker County EOC to coordinate, or may provide operational or support assistance at incident ICP.
- May have active role at incident location (e.g. Agency Representative, Operations, or other ICS role, and maintain a communication link with the EOC.
- May respond to municipals, districts, state or federal agencies to assist with coordination, or play an active role management of resources.
- May take temporary management role of incident in the form of IC, with authority of the Baker County Emergency Management Director, and an agreed upon request from a (municipal, district, state or federal agency) only under extreme situations of multiple incidents or limited resources.

3.2.4 Baker County Fire Defense Chief

- May respond to Baker County EOC to coordinate, or provide assistance during an incident, but will maintain a communication link with the EOC – linked may be establish thru Baker County Emergency Management Fire Division Manager.
- Advise Office of State Fire Marshal of fire situations that exceed local capacities within Baker County.

- Request conflagration from the State Fire Marshal if required.

3.2.5 Baker County Sheriff's Office

- Maintain a communications link with the EOC.
- Be responsible for uninterrupted law enforcement activities within the unincorporated areas of Baker County during disaster conditions. Also, order the evacuation of residents affected by the incident.
- Coordinate outside assistance for law enforcement (including Oregon State Police).
- May provide direction and support for other response departments and public safety agencies (fire, communications, road/public works).
- Direct and manage traffic control, security, and evacuation of affected areas.

3.2.6 Other Law Enforcement Agencies

- Be responsible for duties as outlined above, within the city's jurisdiction.
- Assist the Sheriff as resources permit, or coordinate outside resources when necessary.

3.2.7 Baker County Road Department

- Provide equipment and personnel to assist in fire suppression.
- Maintain a communications link with the EOC.
- Be available to support cities' inquiries and requests.
- Repair and restore vital facilities and essential services.
- Utilize and coordinate outside private resources that are at the county's disposal.
- Assist utilities in essential emergency repairs.
- Assist other public safety agencies in search and rescue, evacuation, site security, and other pertinent functions as time and personnel permit.

3.2.8 Baker County Emergency Management

- Notify the Board of Commissioners of the situation.
- Activate the EOC if required.
- Notify Oregon Emergency Management of the situation.
- Advise adjacent counties of potential mutual aid requests.
- Alert sheltering organizations of the potential for a crisis.
- Prepare emergency declarations if required.
- Prepare county public information release.
- May respond to Fire ICP's as the Baker County Representative, or designate the Baker County Emergency Management Deputy Director/Fire Division Manager.

3.2.9 Baker County Consolidated Communications

- Initiates warning and communication function.
- Maintain a communications link with the EOC.
- May provide, upon request, communications equipment to support incident operations.

3.2.10 State of Oregon Departments

- Oregon State Police will assist county law enforcement agencies with site security, evacuation, and technical expertise, as requested.
- The Department of Transportation will assist with emergency road maintenance and debris removal.
- State Forestry will direct fire suppression on state protected lands.
- State Military Department (Oregon National Guard) will assist county departments with personnel, expertise, and equipment for all the above areas of operation.

Involvement of state agencies other than what is normally provided on a day-to-day basis, or as outlined under agreements in-place. Resources may be committed, and thus unavailable. All Baker County emergency declarations will be requested by the county and approved by the governor.

3.2.11 Federal Land Management Agencies

The U.S. Forest Services and the Bureau of Land Management may provide assistance when there is a threat to life and property from a wildland fire. **Their assistance may have to be requested through the Oregon Department of Forestry,** or as outlined under agreements in-place. Resources may be committed, and thus unavailable.

Fire incidents exceeding the capacity of Baker County fire agencies, will require a notification to the Oregon State Fire Marshal by the Baker County Fire Defense Board Chair. All other Baker County emergency declarations will be requested by the county and approved by the governor.

4 Concept of Operations

4.1 General

Primary responsibility for operations rests with department heads. Overall guidance is provided by the Chair, Board of Commissioners, and on-scene Incident Commander as to deployment of departmental resources. The Incident Command System will be utilized in all county emergency situations. Each department will maintain contact with the EOC to ensure proper coordination.

4.1.1 Preparedness

- Update mapping of area jurisdictions and provide to all mutual aid agencies.
- Preplan and coordinate communications and frequency use.
- Identify vulnerable areas and plan for their defense or evacuation.
- Preplan and be familiar with evacuation plans and routes.
- Be familiar with requirements for requesting state and Federal emergency assistance.
- Ensure all equipment is in working order (all departments).
- Make public information available through handouts on how citizens can prevent and defend their property and lives.
- Conduct trainings, drills, and exercises; review and update plans and materials as needed.

4.1.2 Response

Departmental public service responses are as follows:

Law Enforcement

- Preserve law and order.
- Implement the warning system.
- Provide security, traffic control, and crowd control.
- Authorize and manage evacuation and egress procedures.

Fire Services

- Contain and control fires.
- Perform related rescue events (if trained).
- Provide HAMAT expertise and containment, at Awareness/Operations Level.
- Request additional resources from other agencies.

Road Department/Public Works

- Repair facilities, systems, and equipment as necessary.
- Remove debris and maintain roads on a priority basis.
- Provide barricades and other barriers as needed for traffic controls, road blocks, and fire fighter safety.

5 Direction and Control

Routine operations will be handled by individual departmental standard operating procedures. During heightened emergency conditions requiring activation of the EOC, the department head of each involved county department will coordinate activities from the EOC. Each department will name an alternate to cover any shift change or the absence of the primary manager.

It may also be necessary to staff individual disaster site command posts (incident command) with supervisory personnel. **The major activity at the site will dic-**

tate overall departmental responsibility for incident command. Each department's ranking officer at the incident command post will establish and maintain communications, direct emergency operations, and coordinate all requests for assistance through agency representatives at the EOC. When on-scene capabilities are exceeded, outside assistance will be requested and coordinated from the EOC.

6 Continuity of Government

Lines of succession within each department and division are according to the standard operating procedures. The Incident Command and Command Post location will be quickly identified as soon as possible and relayed to all responding agencies.

- If the County Sheriff, Emergency Management Director/Fire Chief, Communications Center Director, or Road Department Director (Roadmaster) be unavailable for any reason, or incapacitated to a degree of being unable to fill the position, departmental responsibilities will be assumed by the next ranking member of the organization.
- Further succession become necessary, the Chair of the Board of Commissioners will determine who will fill the position responsibility.
- During a "declared emergency," consideration may be given to utilizing state emergency management personnel to assist with expertise and filling vacant key positions.
- Procedures must be followed to ensure protection of all vital county and individual departmental records, whether disaster-related or day-to-day operations. Safe storage facilities that are safe from disaster-related events (e.g. flood damage) should be utilized.
- Any U.S. Forest Service, Bureau of Land Management, or Oregon Department of Forestry resources will be dispatched with the Emergency Management Director/Fire Division Chief, or Deputy Director/Fire Division AC to assist Incident Commander.

7 Administration and Support

7.1 Communications

- Communications play a vital role in each department's response mode, and will be supported by the EOC.
- All resources will be assigned command tactical frequencies, upon checking in at the incident.

7.2 Administration

- The timely and efficient response of public safety agencies during emergencies requires extraordinary coordination between field units

and the EOC. Priorities assigned by department heads will facilitate orderly and efficient use of response personnel.

- Records generated during emergencies will be collected and filed chronologically. Good recordkeeping procedures are essential for review, future planning, and event reconstruction.
- Resource lists are available in the resource section attached to this annex.

7.3 Support

- Requests for supply support will be coordinated through the EOC.

8 Annex Development and Maintenance

Each county and city public safety agency is responsible for its own operational capabilities. The Baker County Emergency Manager will assume responsibility for the maintenance of this annex, and coordinate input from department heads of each response agency.

9 Appendices

- Appendix 1 Wildland Fire Incident Checklist
- Appendix 2 Mutual Aid Agreements
- Appendix 3 Community Wildfire Protection Plan
- Appendix 4 Resource Lists (see CWPP)

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**APPENDIX 1
WILDLAND FIRE INCIDENT CHECKLIST**

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| Appendix 1 – Wildland Fire Incident Checklist | | |
|---|---|---|
| Phase of Activity | Action Items | Supplemental Information |
| PRE-INCIDENT PHASE | <input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by Baker County Emergency Management and ESF-4 lead. | <i>County National Incident Management System (NIMS) Implementation and Training Plan</i> |
| | <input type="checkbox"/> Participate in Baker County preparedness activities, seeking understanding of interactions with participating agencies in a wild-fire scenario. | |
| | <input type="checkbox"/> Ensure emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to Baker County Emergency Operations Center (EOC). | |
| | <input type="checkbox"/> Inform Baker County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.). | |
| RESPONSE PHASE | <input type="checkbox"/> 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. | <i>Section 5 of the County EOP, agency and company-specific plans</i> |
| | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support. | |
| | <input type="checkbox"/> Develop work assignments for Incident Command System (ICS) positions (<i>recurring</i>). | <i>ICS Form 203-Organization Assignment List</i> |
| | <input type="checkbox"/> Notify ESF-4 supporting agencies. | <i>ESF 4 Annex to county EOP.</i> |
| | – Identify local, regional, and/or state agencies that may be able to mobilize resources and staff to the County EOC for support. | |
| | <input type="checkbox"/> Determine scope and extent of wildfire (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. | <i>ICS Form 209-Incident Status Summary</i> |
| | – Notify command staff, support agencies, adjacent jurisdictions, ESF coordinators, and/or liaisons of any situational changes. | |
| | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| | – Dedicate time during each shift to prepare for shift change briefings. | <i>ICS Form 201-Incident Briefing.</i> |
| | <input type="checkbox"/> Confirm or establish communications links among county EOC, State Emergency Communications Center (ECC), and other Agency Operations Centers (AOCs), as applicable. Confirm operable phone numbers and verify functionality of alternative communication equipment/channels. | <i>ESF 2 Annex of county EOP</i> |

| Appendix 1 – Wildland Fire Incident Checklist | | |
|---|--|---|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> 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. | <i>Section 4.2 of the County EOP; Established emergency contact lists at the County EOC</i> |
| | <input type="checkbox"/> In the event of multiple fire agencies responding to the incident, the Emergency Management/Fire Division Manager may respond to act as Baker County Representative, or be integrated into the Operations Section of the County EOC due to multiple incidents. | <i>ESF 4 Annex of the County EOP</i> |
| | <input type="checkbox"/> 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 wildland 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. | |
| | <input type="checkbox"/> 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. - <i>Oregon State Fire Service Mobilization Plan (03/04)</i> - <i>Baker County Community Wildfire Protection Plan (03/24/06)</i> | <i>Agency-specific Standard Operating Procedures</i> |
| | <input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the wildfire (<i>recurring</i>). | |
| | <input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>). Evacuation activities should be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Sheltering, Mass Care, Housing, and Human Services), and ESF-15 (Public Information and External Affairs) | <i>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes of the Baker County EOP</i> |
| | <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>). | <i>ESF 7 Annex of county EOP</i> |
| | <input type="checkbox"/> Submit request for a local or county-wide disaster/emergency declaration, as applicable. | <i>Section 1.4 of Baker County EOP</i> |
| | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby, and alerting resource suppliers with potential needs as well as current needs. | |
| | <input type="checkbox"/> 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. | <i>ICS Resource Tracking Forms; ESF 7 Annex of Baker County EOP</i> |
| | <input type="checkbox"/> Develop plans and procedures for registration of task fire forces/strike teams as they arrive on scene and receive deployment orders. | |
| | <input type="checkbox"/> Establish a Joint Information Center (JIC). | <i>Refer to ESF 15 Annex of the Baker County EOP</i> |

| Appendix 1 – Wildland Fire Incident Checklist | | |
|--|--|--|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>). | |
| | <ul style="list-style-type: none"> - Public information focusing on fire prevention, control, and suppression will be reviewed by the Baker County Fire Defense Board Chief or designee. Information will be approved for release by the Incident Commander and lead Public Information Officer (PIO) prior to dissemination to the public. | <i>Refer to ESF 15 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks. | <i>EOC Planning Section job action guide</i> |
| | <input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the person making/receiving them, should be documented as part of the EOC log. | |
| | <input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular periodic intervals, the EOC Manager and staff will assemble a Situation Report. | |
| | <input type="checkbox"/> Develop an Incident Action Plan (IAP) (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular periodic intervals and modified as the situation changes. | <i>ICS Form 202 – Incident Objectives</i> |
| | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>). | |
| | <input type="checkbox"/> Coordinate with the private sector partners as needed. | |
| RECOVERY/ DEMOBILIZATION PHASE | <input type="checkbox"/> Ensure all reports of injuries, deaths, and major equipment damage due to wildfire response are communicated to the Incident Commander and/or Safety Officer. | |
| | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans. | |
| | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| | <input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. | <i>ESF 14 Annex of the Baker County EOP; Agency recovery plans</i> |
| | <input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan (AAR/IP). | |
| | <input type="checkbox"/> Deactivate/demobilize the County EOC. | <i>ESF 5 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Implement revisions to the Baker County EOP and supporting documents based on lessons learned and best practices adopted during response. | |
| | <input type="checkbox"/> Correct response deficiencies reflected in the IP. | |
| <input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov). | | |

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**APPENDIX 2
MUTUAL AID AGREEMENTS**

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**APPENDIX 3
COMMUNITY WILDFIRE PROTECTION PLAN**

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**APPENDIX 4
RESOURCE LISTS**

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Earthquake/Seismic Activity

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IA 5 Earthquake/Seismic Activity

NOTE: This annex also includes landslides as a secondary hazard.

| Earthquake/Seismic Activity Incident Checklist | | |
|--|--|--------------------------|
| Phase of Activity | Action Items | Supplemental Information |
| PRE-INCIDENT PHASE | <input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to earthquakes and other seismic activity, including the Baker County EOP and supporting procedures and plans. | |
| | <input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to earthquakes. | |
| | <input type="checkbox"/> 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. | |
| | <input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Baker County Emergency Management in coordination with ESF 1 - Transportation and ESF 6 - Mass Care, Housing, and Human Services) leads. | |
| | <input type="checkbox"/> Participate in Baker County earthquake preparedness activities, seeking understanding of interactions with participating agencies in an earthquake scenario. | |
| | <input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the EOC. | |
| | <input type="checkbox"/> Ensure that earthquake response equipment and personnel inventories for Baker County are updated. Test and maintain response and communications equipment. Keep a stock of necessary response supplies. | |
| | <input type="checkbox"/> Inform Baker County Emergency Management of any major developments that could adversely affect response operations (e.g. personnel shortages, loss of firefighting equipment, etc.). | |
| | <input type="checkbox"/> Work with the Baker County planning department and local planning commissions to establish 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. | |
| | <input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response. | |

IA 5 Earthquake/Seismic Activity

| Earthquake/Seismic Activity Incident Checklist | | |
|--|--|---|
| Phase of Activity | Action Items | Supplemental Information |
| RESPONSE PHASE | <input type="checkbox"/> Activate the Baker County EOP when earthquake and/or seismic incidents pose threats. | |
| | <input type="checkbox"/> 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 IC, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed. | <i>ESF 5 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support. | |
| | <input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by earthquake, also being cognizant of aftershocks. | |
| | <input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>). | <i>ICS Form 203: Organization Assignment List</i> |
| | <input type="checkbox"/> Notify supporting agencies through ESF 1 - Transportation, ESF 5 - Emergency Management, and ESF 6 - Mass Care, Housing, and Human Services leads/coordinators. | <i>ESF 4 Annex of the Baker County EOP</i> |
| | - Identify local, regional, State, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing. | |
| | <input type="checkbox"/> Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within Baker County. | <i>ICS Form 209: Incident Status Summary</i> |
| | - Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes. | |
| | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| | - Dedicate time during each shift to preparing for shift change briefings. | <i>ICS Form 201: Incident Briefing</i> |
| | <input type="checkbox"/> Confirm or establish communications links among local and County EOC(s), AOCs, and the State ECC. Confirm operable phone numbers and verify functionality of alternate communications resources. | <i>ESF 2 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Ensure that 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. | <i>Established emergency contact lists maintained at the EOC</i> |
| | <input type="checkbox"/> 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. | |
| | <input type="checkbox"/> Implement local plans and procedures for earthquake operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs. | <i>Local, agency, and facility-specific standard operating procedures</i> |

IA 5 Earthquake/Seismic Activity

| Earthquake/Seismic Activity Incident Checklist | | |
|--|---|--|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area (<i>recurring</i>). | |
| | <input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>). Evacuation activities will be coordinated among ESF 1 - Transportation, ESF 5 - Emergency Management, ESF 6 - Mass Care, Housing, and Human Services, and ESF 15 - External Affairs. | <i>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes of the Baker County EOP</i> |
| | <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>). | <i>ESF 7 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable. | <i>Section 1 of the Baker County EOP</i> |
| | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs. | |
| | <input type="checkbox"/> 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. | <i>ICS Resource Tracking Forms</i> <i>ESF 7 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders. | |
| | <input type="checkbox"/> Establish a Joint Information Center and designate a lead PIO for the County. | <i>ESF 15 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Formulate emergency public information messages and media responses, utilizing “one message, many voices” concepts (<i>recurring</i>). | |
| | - Public information will be reviewed by the IC (or designee). Information will be approved for release by the IC and lead PIO prior to dissemination to the public. | <i>ESF 15 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks. | <i>EOC Planning Section job action guide</i> |
| | <input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending/receiving them, should be documented as part of the EOC log. | |
| | <input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the IC/EOC Manager and staff will assemble a situation report. | |
| | <input type="checkbox"/> Develop and update the IAP (<i>recurring</i>). 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. | <i>ICS Form 202: Incident Objectives.</i> |
| | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>). | |
| | <input type="checkbox"/> Coordinate with private sector partners as needed. | |
| | <input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer. | |

IA 5 Earthquake/Seismic Activity

| Earthquake/Seismic Activity Incident Checklist | | |
|--|--|---|
| Phase of Activity | Action Items | Supplemental Information |
| RECOVERY/ DEMOBILIZATION PHASE | <input type="checkbox"/> Activate Vulnerable Populations Plan. | |
| | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations, in accordance with current demobilization plans. | |
| | <input type="checkbox"/> Once the threat to public safety is eliminated, conduct and/or coordinate cleanup and recovery operations. | |
| | <input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, COOP and/or COG plans. | <i>ESF 14 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the AAR/Improvement Plan. | |
| | <input type="checkbox"/> Deactivate/demobilize EOCs, AOCs, and command posts. | |
| | <input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan. | |
| | <input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response. | |
| | <input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov). | |

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Hazardous Materials

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| Hazardous Materials Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| PRE-INCIDENT PHASE | <input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Baker County Emergency Management and the ESF-10 lead (including the regional HAZMAT Teams that support Baker County). | |
| | <input type="checkbox"/> Participate in Baker County preparedness activities, seeking understanding of interactions with participating agencies in HAZMAT scenario. | |
| | <input type="checkbox"/> Ensure emergency contacts lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Baker County Emergency Operations Center (EOC). | |
| | <input type="checkbox"/> Inform Baker County Emergency Management of any major developments that could adversely affect response operations (e.g. personnel shortages, loss of equipment, etc.). | |
| RESPONSE PHASE | <input type="checkbox"/> In most incidents, the local fire district will initially respond, assume initial Incident Commander responsibilities, and request activation/deployment of the regional HAZMAT Team. | <i>ESF 10 (Oil and HAZMAT Response) Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Determine the type, scope, and extent of the HAZMAT incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. | <i>ICS Form 209: Incident Status Summary</i> |
| | - 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. | |
| | <input type="checkbox"/> Provide support for implementation of applicable Geographic Response Plans (GRPs) established by the Oregon Department of Environmental Quality (DEQ) to guide activities throughout the duration of the incident. | <i>Northwest Area Contingency Plan</i> |
| | <input type="checkbox"/> Ensure that proper containment methods have been implemented by the first responders until HAZMAT response teams arrive. | |
| | <input type="checkbox"/> Establish access control to the incident site through local law enforcement agencies. | |
| <input type="checkbox"/> If the situation warrants it, request activation of the Baker County EOC via the Incident Commander through the County Emergency Manager. | <i>Section 5 of the Baker County EOP</i> | |
| | <input type="checkbox"/> Activate the Baker County EOC, coordinate response activities among agency operations centers (AOCs) and incident command posts (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. | <i>Section 5 of the Baker County EOP</i> <i>ESF 5 Annex of the Baker County EOP.</i> |
| | <input type="checkbox"/> If applicable, establish immediate gross decontamination capability for victims. | |

IA 6 Hazardous Materials

| Hazardous Materials Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support. | |
| | <input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>). | |
| | <input type="checkbox"/> Notify ESF-10 supporting agencies. | <i>ESF 10 Annex of the Baker County EOP</i> |
| | - Identify local, regional, and/or state agencies that may be able to mobilize resources to the County EOC for support. | |
| | <input type="checkbox"/> Contact the Oregon Emergency Response System (OERS) at 1-800-452-0311 for technical assistance and support in requesting the regional HAZMMAT Team. | <i>OERS is available 24 hours a day.</i> |
| | <input type="checkbox"/> Assign liaisons to the County EOC representing government agencies, private entities (e.g. railroad companies, chemical manufacturers, etc.), and other stakeholders to the Baker County EOC. | |
| | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| | - Dedicate time during each shift to prepare for shift change briefings. | <i>ICS Form 201: Incident Briefing.</i> |
| | <input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the Baker County EOC, and the State Emergency Communications Center (ECC). Confirm operable phone numbers and backup communication links. | <i>ESF 2 Annex to the County EOP</i> |
| | <input type="checkbox"/> 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. | <i>Section 4.2 of the Baker County EOP Established emergency contact lists maintained at the Baker County EOC</i> |
| | - 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. | <i>ESF 11 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> A lead PIO will be designated by the Incident Commander. The PIO will issue information individually or through the Joint Information Center, if established, in coordination with appropriate local, regional, and state agencies. | <i>ESF 15 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by incident. | |
| | <input type="checkbox"/> 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 per- | <i>ESF-10 of the Baker County EOP Baker County Haz-</i> |

IA 6 Hazardous Materials

| Hazardous Materials Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| | sonnel. | <i>ardous Materials Incident Management Plan Northwest Area Contingency Plan (02/05)</i> |
| | - 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. | |
| | <input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the plume (recurring). | <i>ESF 2 Annex of the County EOP</i> |
| | <input type="checkbox"/> Based upon the incident size, type of chemical/substance, and weather projections, establish a safe zone and determine a location for an on-site staging and decontamination. Re-evaluate as the situation changes. | |
| | <input type="checkbox"/> 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). | <i>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes of the County EOP</i> |
| | <input type="checkbox"/> Establish a victim decontamination and treatment area(s). | |
| | <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (recurring). | <i>ESF 7 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable. | <i>Section 1.4 of the Baker County EOP</i> |
| | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs. | |
| | <input type="checkbox"/> 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. | <i>ICS Resource Tracking Forms ESF 7 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Develop plans and procedures for registering regional HAZMAT teams as they arrive on the scene and receive deployment orders. | |
| | <input type="checkbox"/> Establish the Joint Information Center, as needed. | <i>ESF 15 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Formulate emergency public information messages and media responses using “one message, many voices” concepts (recurring). | <i>ESF 15 Annex of the Baker County EOP</i> |
| | - Public information will be reviewed and approved for release by the Incident Commander and the lead Public Information Officer (PIO) before dissemination to the public and/or media partners. | |
| | <input type="checkbox"/> Record all EOC and individual personnel activities (recurring). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks. | <i>EOC Planning Section job action guide</i> |
| | <input type="checkbox"/> 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. | |
| | <input type="checkbox"/> Develop and deliver situation reports (recurring). At regular intervals the IC/EOC Manager and staff will assemble a Situation Report. | |
| | <input type="checkbox"/> 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. | <i>ICS Form 202: Incident Objectives</i> |

| Hazardous Materials Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>). | |
| | <input type="checkbox"/> Coordinate with private sector partners as needed. | |
| | <input type="checkbox"/> Ensure all reports of injuries, deaths, and major equipment damage due to HAZMAT incidents are communicated to the Incident Commander and/or Safety Officer. | |
| | <input type="checkbox"/> As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the Baker County EOC, the responsible party (if known), and the Oregon DEQ. | |
| RECOVERY/ DEMOBILIZATION PHASE | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans. | <i>ESF-14 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Consider long-term environmental decontamination and remediation needs and coordinate tasks with the appropriate state agencies and/or private sector partners. | |
| | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan (AAR/IP). | |
| | <input type="checkbox"/> Deactivate/demobilize the Baker County EOC. | |
| | <input type="checkbox"/> Correct response deficiencies reflected in the IP. | |
| | <input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov). | |

IA 6 Hazardous Materials

1 Purpose

The purpose of this annex is to provide an outline of roles and responsibilities of the different agencies that may be involved in a Hazardous Materials (HazMat) Incident, and to support all efforts to ensure the safety of life and property during incident that threatens citizens, property and the resources of Baker County.

A variety of agencies and jurisdictions may be involved when a HazMat Incident threaten Baker County. It will take a cooperative effort from all local, county, state, and Federal agencies to adequately protect the lives and property of citizens.

2 Situation and Assumptions

2.1 Situation

- Much of Baker County is composed of rural farms, roadways, free-ways and railway systems. Extensive portions of these areas have limited, or no fire agency protection available.
- Baker County covers approximately 3,089 square miles of agricultural lands, wild lands, light lands, and timber lands, each with specific boundaries and jurisdictions. A significant portion of central Baker County is recognized as not having hazardous materials/fire protection by organized fire agencies.
- All areas of the county are subject to extreme weather events, and have seasonal concerns that may play a role, or contribute to a HazMat event. Also, most areas of the county have tourism and other outdoor activities, adding complexity when dealing with HazMat operations.

2.2 Assumptions

- The protection of life, property and the environment is paramount in decisions relating to Hazmat Incidents.
- With the number of agencies and jurisdictions potentially involved, cooperation between agencies is vital to achieve maximum response efforts.
- Assistance through mutual aid agreements may be necessary.
- Resource assistance in the form of personnel, apparatus, or equipment may be necessary through county, state and/or private contractors.
- Oregon State Fire Marshal will provide HazMat response and specialized assistance, via Regional Teams as requested – NEO Teams are located in Ontario and Hermiston.

3 Roles and Responsibilities

3.1 General

Organization response procedures adhered to on a day-to-day basis will also be followed during HazMat situations and augmented as necessary. Support will be provided by other agencies as events dictate. OSFM HazMat Teams will not as-

IA 6 Hazardous Materials

sume command, but rather respond to assist with specialized assistance and support for mitigation.

3.2 Task Assignments

3.2.1 Baker County Rural Fire Agencies

- Coordinate all HazMat control and rescue activities within their affected districts boundaries.
- Request and coordinate mutual aid response from outside agencies, e.g. county, state and federal fire agencies.
- Provide support and assistance for warning, sheltering, evacuation, and other public safety operations as needed within, or in support of another agency.

3.2.2 Baker County (City/Municipal) Fire Departments

- Perform duties (as outlined above) pertaining to all activities within the jurisdictional boundaries of the incorporated city, or extended areas as ordinance allow.
- Provide mutual aid assistance to other Baker County cities and jurisdictions (e.g. county, state, federal) as requested and as outlined under agreements in-place.

3.2.3 Baker County Emergency Management / Fire Division Manager

- Coordinate all HazMat control activities and resources within affected lands.
- Request and coordinate mutual aid response from outside agencies, e.g. district, municipal, state, federal agencies.
- May respond to Baker County EOC to coordinate, or provide assistance at on scene ICP during an incident.
- May have a variety of active roles at incident location (e.g. Agency Representative, Operations, or other ICS role, and will maintain a communication link with the EOC.
- May respond to municipals, districts, state or federal protection areas to assist with coordination, or play an active role management of resources.
- May take *temporary* management of an incident in the form of IC, with authority of the Baker County Emergency Management Director, and upon request from a (municipal, district, state or federal agency) under extreme conditions or times of limited resources.

3.2.4 Oregon State Fire Marshal (Oregon HazMat Teams)

Coordinate all HazMat specific control activities and resources within affected lands, and conduct operations in supportive manner to jurisdiction of authority.

IA 6 Hazardous Materials

3.2.5 Baker County Fire Defense Chief

- May respond to Baker County EOC to coordinate, or provide assistance during an incident, but will maintain a communication link with the EOC – this link may be accomplished via (Baker County Emergency Management / Fire Division Manager).

3.2.6 Baker County Sheriff's Office

- Maintain a communications link with the EOC.
- Be responsible for uninterrupted law enforcement activities within the unincorporated areas of Baker County during disaster conditions. Also, order the evacuation of residents affected by the incident.
- Coordinate outside assistance for law enforcement (including Oregon State Police).
- Provide direction and direct support for other response departments and public safety agencies (fire, communications, road/public works).
- Direct and manage traffic control, security, and evacuation of affected areas.

3.2.7 Other Law Enforcement Agencies

- Be responsible for duties as outlined above, within the city's jurisdiction, or in the case of the Oregon State Police – jurisdiction as allowable.
- Assist the Sheriff as resources permit, or coordinate outside resources when necessary.

3.2.8 Baker County Road Department

- Provide equipment and personnel to assist in fire suppression.
- Maintain a communications link with the EOC.
- Be available to support cities' inquiries and requests.
- Repair and restore vital facilities and essential services.
- Utilize and coordinate outside private resources that are at the county's disposal.
- May assist utilities in essential emergency repairs.
- May assist other public safety agencies in search and rescue, evacuation, site security, and other pertinent functions as time and personnel permit.

3.2.9 Baker County Emergency Management

- Notify the Board of Commissioners of the situation.
- Activate the EOC if required.
- Notify Oregon Emergency Management of the situation.
- Confirm that Oregon Emergency Response System (OERS) has been notified by the agency having jurisdiction, or by Baker County.
- Advise adjacent counties of potential mutual aid requests.
- Alert sheltering organizations of the potential for a crisis.
- Prepare emergency declarations if required.

IA 6 Hazardous Materials

- Ensure a county public information release is completed.
- Respond to the ICP as the Baker County Representative, or designate the Baker County Emergency Management / Fire Division Manager.

3.2.10 Baker County Consolidated Communications

- Initiates warning and communication function.
- If activated, maintain a communications link with the EOC.
- May provide, upon request, communications equipment to support incident operations.

3.2.11 State of Oregon Departments

- Oregon State Police will manage state and federal highways, and may assist county law enforcement with area security, evacuation, and technical expertise, as requested.
- The Department of Transportation will assist with emergency road management, maintenance and where applicable, debris removal.

Involvement of state agencies other than what is normally provided on a day-to-day basis, or as outlined under agreements in-place. Resources may be committed, and thus unavailable. All Baker County emergency declarations will be requested by the county and approved by the governor.

3.2.12 Federal Land Management Agencies

The U.S. Forest Services and the Bureau of Land Management may provide assistance as outlined under agreements in-place. Resources may be committed, and thus unavailable.

Baker County emergency declarations as a result of a HazMat Incident will be requested by the county and approved by the governor.

4 Concept of Operations**4.1 General**

Except for primary responsibility for operations that rests with independent agencies, all primary responsibility for operations rests with Baker County department heads. Overall guidance is provided by the Chair, Board of Commissioners, and on-scene Incident Commander as to deployment of departmental resources. The Incident Command System will be utilized in all county emergency situations. Each department will maintain contact with the EOC to ensure proper coordination.

4.1.1 Preparedness

- Update mapping of area jurisdictions and provide to all mutual aid agencies.
- Preplan and coordinate communications and frequency use.

IA 6 Hazardous Materials

- Identify vulnerable areas and plan for their defense or evacuation.
- Preplan and be familiar with evacuation plans and routes.
- Be familiar with requirements for requesting state and Federal emergency assistance.
- Ensure all equipment is in working order (all departments).
- Make public information available through handouts on how citizens can prevent and defend their property and lives.
- Conduct trainings, drills, and exercises; review and update plans and materials as needed.

4.1.2 Response

Departmental public service responses are as follows:

Law Enforcement

- Preserve law and order.
- Implement the warning system.
- Provide security, traffic control, and crowd control.
- Authorize and manage evacuation and egress procedures.

Fire Services

- Contain and control fires.
- Perform related rescue events (if trained).
- Provide HAMAT expertise and containment at Awareness/Operations Levels.
- Request additional resources from other agencies, including OSFM.

Road Department/Public Works

- Repair facilities, systems, and equipment as necessary.
- Remove debris and maintain roads on a priority basis.
- Provide barricades and other barriers as needed for traffic controls, road blocks, and fire fighter safety.

5 Direction and Control

Routine operations will be handled by individual departmental standard operating procedures. During heightened emergency conditions requiring activation of the EOC, the department head of each involved county department will coordinate activities from the EOC. Each department will name an alternate to cover any shift change or the absence of the primary manager.

It may also be necessary to staff individual disaster site command posts (incident command) with supervisory personnel. **The major activity at the site will dictate overall departmental responsibility for incident command. Each department's ranking officer at the incident command post will establish and maintain communications, direct emergency operations, and coordinate all requests for assistance through agency representatives at the EOC. When on-scene capabilities are exceeded, outside assistance will be requested and coordinated from the EOC.**

6 Continuity of Government

Lines of succession within each department and division are according to the standard operating procedures. The Incident Command and Command Post location will be quickly identified as soon as possible and relayed to all responding agencies.

- Should the County Sheriff, Emergency Management Director, Communications Center Director, or Road Department Director (Roadmaster) be unavailable for any reason, or incapacitated to a degree of being unable to fill the position, departmental responsibilities will be assumed by the next ranking member within the organization.
- Further succession become necessary, the Chair of the Board of Commissioners will determine who will fill the position.
- During a “declared emergency,” consideration may be given to utilizing state emergency management personnel to assist with expertise and filling vacant key positions.
- Procedures must be followed to ensure protection of all vital county and individual departmental records, whether disaster-related or day-to-day operations. Safe storage facilities that are safe from disaster-related events (e.g. flood damage) should be utilized.
- Any U.S. Forest Service, Bureau of Land Management, or Oregon Department of Forestry resources will be dispatched with the Emergency Management Director, or Deputy Director to assist the Incident Commander.

7 Administration and Support

7.1 Communications

- Communications play a vital role in each department’s response mode, and will be supported by the EOC.
- All resources will be assigned command tactical frequencies, upon checking in at the incident.

7.2 Administration

- The timely and efficient response of public safety agencies during emergencies requires extraordinary coordination between field units and the EOC. Priorities assigned by department heads will facilitate orderly and efficient use of response personnel.
- Records generated during emergencies will be collected and filed chronologically. Good recordkeeping procedures are essential for review, future planning, and event reconstruction.
- Resource lists are available in the resource section attached to this annex.

7.3 Support

- Requests for supply support will be coordinated through the EOC.

8 Annex Development and Maintenance

Each county and city public safety agency is responsible for its own operational capabilities. The Baker County Emergency Manager will assume responsibility for the maintenance of this annex, and coordinate input from department heads of each response agency.

9 Appendices

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Terrorism

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1 Purpose

The purpose of this annex is to provide a coordinated response and recovery plan for a terrorism incident that limits damage to life and property. Terrorist incidents include, but are not limited to, incidents involving Weapons of Mass Destruction (WMD) and Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) materials.

2 Situation and Assumptions

2.1 Situation

- All governmental facilities, including public schools, libraries, reservoirs, and recreational facilities, are potential targets for domestic or international terrorists, militant groups, or any other person desiring to plant or mail an explosive or incendiary device containing some form of contaminant.
- Even though most of the bomb threats are false, each situation has to be handled as if it were real, until determined otherwise.
- Most bombs, including mail bombs, are homemade and are limited in their design only by the bomber's imagination and available resources. The only common denominator that exists among bombs is that they are designed to cause injury and/or damage.
- Increased physical security measures in response to terrorist threats can generate inconveniences for the public and for public employees.
- There is a slight possibility that a WMD may be used within the County or surrounding area.

2.2 Assumptions

- Proper planning will instill confidence in the leadership and reduce the potential for personal injury and property loss in case a terrorist incident occurs.
- Proper planning can also reduce panic. When people are panicked, the potential for injury and property damage is greatly increased. In the context of a bomb threat, panic is the ultimate achievement of the perpetrator.
- Even though the threat of Chemical, Biological, or Radiological materials being used in an attack is low, all responders need to be aware of this potential. During their situation assessment, all first responders need to consider the probability of such attacks, when approaching or arriving at a scene of a possible terrorist attack.

- Local public safety personnel, hospitals, and emergency responders will have sufficient training and will follow their established standard operating procedures (SOPs) in response to any terrorist incident.

3 Roles and Responsibilities

3.1 General

- The Incident Command System (ICS) will be used in the Emergency Operations Center (EOC) as the organizational structure for response activities. The structure will be expanded as needed by the Incident Commander (IC).
- When a suspected device is found, the responding agency will assume control of the incident and will be responsible for coordinating mutual aid support from other cooperating entities.
- If an explosive device detonates, causing injuries, fatalities, and/or fire, the fire district may assume command during life safety and fire suppression operations. A unified command between police and fire may also be established.

3.2 Task Assignments

3.1.1 All Entities

- Conduct an initial assessment of the scene.
- Observe crowd conduct, and identify possible witnesses or suspicious-looking individuals.
- Maintain scene security and preservation of evidence.
- Check the immediate area for a possible secondary device.

3.1.2 Fire Services

- Suppress fires.
- Exercise command and control, as needed.
- Provide light and heavy rescue.
- Administer triage and treat victims.
- Provide Hazardous Material Response until the HAZMAT Team arrives.

3.1.3 Emergency Medical Response Teams

- Provide initial medical response.
- Transport injured persons to medical facilities.

3.1.4 Public Health Department

- In the case of a bio-terrorist incident, the Public Health Department Director will most likely be designated the IC.

IA 7 Terrorism

- The Department Director or Health Officer will notify the Emergency Services Coordinator and law enforcement of the bio-terrorist activity.
- Coordinate the use of available resources during the attack response, including the use of private or other governmental entities.
- Assess the effectiveness of local response and capabilities.
- If needed, administer vaccine and chemoprophylactic medications, as they are available.
- Coordinate the expansion of the local health care system to accommodate health care needs.
- Coordinate the submission of samples to Oregon State Public Health Laboratory and other qualified laboratories as needed for appropriate testing. Chain of custody procedures will be followed.
- Cooperate with law enforcement to maintain evidence for investigation purposes.
- Report disease-related response information to Oregon Department of Human Services (DHS), and provide information as to where to deliver supplies and equipment needed from the Strategic National Stockpile (SNS).
- Establish quarantine operations, as needed.
- Following an incident, assess and report results and recommendations for improvement to the Emergency Management and other entities affected.

3.1.5 Public Works Department

- Initiate debris removal.
- Establish traffic control (barricades, detours, and personnel to assist with directing traffic).
- Bring in heavy equipment and operators to support fire personnel in heavy rescue or HAZMAT scene stabilization.
- Assist in damage assessment and evidence collection, as requested.
- Coordinate restoration of interrupted utilities and services as requested.
- Provide and coordinate support for shoring up unsafe structures (primarily county structures).
- Provide technical support for any other system, as requested.

3.1.6 Law Enforcement

- Designate an on-scene IC.
- Establish scene security.
- Conduct criminal investigations.
- Contact Regional Bomb Disposal Unit in the event that explosive devices are found.

3.1.7 Federal Bureau of Investigation and Bureau of Alcohol, Tobacco, and Firearms

- As a courtesy, the Federal Bureau of Investigations (FBI) and Bureau of Alcohol, Tobacco, and Firearms would like to be notified of potential or confirmed bomb incidents; however, their response will be limited to incidents involving Federal facilities.
- In cases where a “bomb” has been defused, they will provide assistance in investigations conducted to determine the manufacturer.

4 Concept of Operations

4.1 General

Routine incidents will be handled according to SOPs. During a major emergency, which requires EOC activation, the Chair of the Board of Commissioners (BOC), or designee, may designate an Incident Commander (IC)/EOC Manager who will be responsible for coordinating all emergency operations from the EOC. An on-scene Incident Command Post (ICP) may be established at the site of a terrorist incident in conjunction with other responding agencies. Additionally, the Emergency Manager will activate the EOC based the determined severity of the incident.

4.2 Security Levels

- During periods where there is a potential or actual increase in the threat of attacks against governmental facilities or employees, procedures will be established and followed to reduce the vulnerability of facilities or employees.
- The IC will determine the security level to be implemented by the County. This level will be determined based upon an assessment of potential or actual threats to the county, surrounding jurisdictions, or “the government” in general.
- Each security level has corresponding actions that should be taken and physical security measures that need to be implemented. The threat parameters listed are to be used as guidelines in the decision-making process.

4.2.1 Normal

Threat

- There is no perceived threat beyond the normal “nuisances”.

Actions

- Conduct normal daily routines.

4.2.2 Low

Threat

- Threats are received which the IC sees as potentially serious in nature, but there is no evidence that the capability exists for the threats to be carried out.
- A highly visible or unpopular activity is scheduled to take place.
- General threats against government are received nationally or regionally.

Actions

- Implement appropriate physical security measures.
- Increase attention to visitors in governmental facilities.
- Conduct periodic checks of critical facility sites.

4.2.3 Medium

Threat

- Law enforcement information indicates that an organized threat exists against government in the region.
- General threats of a serious nature are received and it is determined that the capability to carry out the threat exists.
- Threats were carried out in other parts of the County, and Federal law enforcement agencies suspect that additional governmental facilities may be targeted.

Actions

- Initiate routine patrols and security checks of all governmental facilities in the county on a 24-hour basis.

4.2.4 High

Threat

- Specific threats against a facility in the County, or against the County in general, are received and are determined to be valid.
- Threats against other facilities in the adjoining region have been carried out and the potential for additional “attacks” exists.
- An actual device has been located or detonated, and suspects are still at large.

Actions

- Implement immediate security measures, including advising all employees to be alert for people who act in a suspicious manner, and for objects, items, or parcels which look out of place or suspicious.
- Staff all County facilities for 24 hours per day.

- Establish controls for identifying personnel who have authorized access to County facilities and for denying access to unauthorized personnel.
- Restrict parking and limit vehicle access to areas close to government buildings. If restricted parking is not feasible, implement procedures for identifying employee vehicles and for not allowing visitors to park close to any building.

4.3 Phases of Management

4.3.1 Mitigation

- Prepare a list of potential sites for terrorism in the County.
- Identify groups or individuals in the County that have had connections to terrorist activity.
- Discourage controversial or hate groups from having a presence in the County.
- Develop a public awareness of potential terrorist methods and hazardous agents.

4.3.2 Preparedness

- Prepare security plans and evacuation plans for each city or County facility.
- Prepare and update a bio-terrorism response plan on a regular basis.

4.3.3 Response

- Implement the Incident Command System (ICS) with an Incident Commander as determined by the Sheriff, or his designee, based upon the results of the initial assessment.
- Active all relevant ESFs of the Emergency Operations Plan.

4.3.4 Recovery

- Continue response efforts until the situation is under control and it is determined that people and facilities are safe.
- Determine damages to facilities and their status for occupancy.
- Assess loss of life and injury to the population.
- Review the situation and make recommendations for improvement of response capabilities.

5 Continuity of Government

Lines of succession for each department and agency head are according to SOPs established by the department or agency.

6 Administration and Support

6.1 Administration

The IC will determine the level of threat, and therefore the response level necessary. This will be done in conjunction with an on-scene IC.

6.2 Phases of Management

Training for response will be conducted through State and Federal programs, and will be coordinated (at least) annually by either a “table top”, functional, or full-scale exercise.

7 Annex Development and Maintenance

The Emergency Manager is responsible for the development and maintenance of this annex.

8 Appendices

- Appendix 1 Terrorism Incident Checklist
- Appendix 2 Bio-Agent Response Materials
- Appendix 3 Anthrax Response Guidelines

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**APPENDIX 1
TERRORISM INCIDENT CHECKLIST**

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Appendix 1 – Terrorism Incident Checklist

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 Baker 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 (OSP) and the Federal Bureau of Investigation (FBI).

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 Emergency Operations Center (EOC) typically will be activated and have the lead role in terrorism consequence management for most types of terrorist incidents, but the Baker County Public Health Department will be assigned the lead local role in terrorism consequence management for incidents involving biological agents. The Oregon Office of Emergency Management and Federal Emergency Management Agency (FEMA) are the state and Federal consequence management leads.

| Phase of Activity | Action Items | Supplemental Information |
|---------------------------|---|--|
| PRE-INCIDENT PHASE | <input type="checkbox"/> Continue to maintain and revise, as needed, the appropriate emergency response plans relating to terrorism response, including the Baker County EOP and annexes. | |
| | <input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Baker County Emergency Management and ESF 8 and ESF 10. | <i>ESF 8 and ESF 10 Annex to the Baker County EOP</i> |
| | <input type="checkbox"/> Participate in Baker County, regional, State, and Federal terrorism preparedness activities, seeking understanding of interactions with participating agencies in a terrorism scenario. | |
| | <input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Baker County EOC. Include appropriate regional, State, and Federal emergency contacts for terrorism response. | <i>Existing emergency contact lists for Baker County and response partners</i> |
| | <input type="checkbox"/> Ensure that terrorism response equipment and personnel inventories for Baker County and the regional teams are updated. This includes response to CBRNE agents. Test and maintain response and communications equipment. Keep a stock of necessary supplies. | |
| | <input type="checkbox"/> Inform Baker County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.). | |
| | <input type="checkbox"/> Provide public safety information and educational programs for terrorism emergency preparedness and response. | |

| Phase of Activity | Action Items | Supplemental Information |
|--|---|---|
| SURVEILLANCE PHASE (BIO ONLY) | <input type="checkbox"/> Activate Incident/Unified Command upon recommendation from Baker County Public Health Department. Unified Command may consist of County, regional, State, and Federal crisis management and consequence management agencies. | |
| | <input type="checkbox"/> 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. | |
| | <input type="checkbox"/> Evaluate the safety of emergency personnel. Initiate development of site and agent-specific Health and Safety Plan. | |
| | <input type="checkbox"/> 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. | <i>ICS Form 209: Incident Status Summary</i> |
| | <input type="checkbox"/> 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. | |
| | <input type="checkbox"/> Control the scene. Alert the public and consider shelter-in-place needs, relocation of people and animals, and special needs. This task should be coordinated with law enforcement. | |
| | <input type="checkbox"/> 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? | |
| | <input type="checkbox"/> Draft an IAP. Outline response goals and timelines and prepare for longer term (1–7 day) logistics, staffing, and operations. | |
| | <input type="checkbox"/> Maintain communication between field response crews, local and County EOCs, Regional REOC, and State ECC, as applicable. Communications should be ongoing throughout the duration of the response and include incident status reports, resource requests, and projected staffing and equipment needs. | |
| | <input type="checkbox"/> Gather additional information. Include photographs and video recordings. | |
| | <input type="checkbox"/> Determine if the threat level for that area should be elevated and inform appropriate agencies. | |
| | <input type="checkbox"/> Determine if any advisories should be issued to the public. | <i>ESF 2 – Communications of Baker County EOP</i> |

| Phase of Activity | Action Items | Supplemental Information |
|--|---|---|
| RESPONSE PHASE | <input type="checkbox"/> If an explosive device is found, clear the immediate area and notify appropriate first responders. | |
| | - Be cognizant of any secondary devices that may be on site. | |
| | - Be cognizant that CBRNE agents may be present. | |
| | <input type="checkbox"/> Investigate the crime scene and collect vital evidence. | |
| | <input type="checkbox"/> Activate the Baker County EOP. | <i>Baker County EOP</i> |
| | <input type="checkbox"/> 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 IC, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed. In the case of a bio-terrorist incident, the Public Health Director or Health Officer will most likely be designated the Incident Commander. | |
| | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support. | |
| | <input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>). | <i>ICS Form 203: Organization Assignment List</i> |
| | - Establish an ICP near the incident location. The ICP should be uphill and upwind of the incident location. | |
| | <input type="checkbox"/> Notify ESF 10 and/or ESF 8 supporting agencies (dependent on the type of incident) and the BOC. | <i>ESF 10 and 8 Annex to the Baker County EOP</i> |
| | - Identify local, regional, and/or State agencies that may be able to mobilize resources to the EOC for support. | |
| | <input type="checkbox"/> Determine the type, scope, and extent of the terrorism incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Also verify the status of critical infrastructure. | <i>ICS Form 209: Incident Status Summary</i> |
| | - 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. | |
| | - 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. | |
| | <input type="checkbox"/> Determine if the threat level for that area should be elevated and inform appropriate agencies. | |
| | <input type="checkbox"/> Disseminate appropriate warnings to the public. | <i>ESF 2 Annex to the Baker County EOP</i> |
| <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | | |
| - Dedicate time during each shift to preparing for shift change briefings. | <i>ICS Form 201: Incident Briefing</i> | |

IA 7 Terrorism

| Phase of Activity | Action Items | Supplemental Information |
|--|--|--|
| | <input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the County EOC, and ECC. Confirm operable phone numbers and backup communication links. | <i>ESF 2 Annex to the Baker County EOP</i> |
| | <input type="checkbox"/> 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. | <i>“Notification and Activation” section of the Baker County EOP</i> <i>Established emergency contact lists maintained at the EOC</i> |
| | <ul style="list-style-type: none"> - Notification to the OSP and the FBI is required for all terrorism incidents. | |
| | <ul style="list-style-type: none"> - If an incident occurs on State highways, ensure that ODOT has been notified. | |
| | <ul style="list-style-type: none"> - 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. | |
| | <ul style="list-style-type: none"> - If agricultural areas and livestock are potentially exposed, contact local Extension Services (Oregon State University), Baker County Public Health Department, ODA, and the State Veterinarian, as applicable to situation. | <i>ESF 11 Annex to the Baker County EOP</i> |
| | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident. | |
| | <input type="checkbox"/> 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. | |
| | <input type="checkbox"/> Obtain current and forecasted weather to project potential HAZMAT vapor plumes (<i>recurring</i>). <ul style="list-style-type: none"> - <i>Note: Vapor plume modeling support may be obtained through regional HAZMAT teams, state, and/or Federal environmental protection agencies.</i> | <i>ESF 2 Annex to the Baker County EOP</i> |
| | <input type="checkbox"/> Determine the need to implement evacuations and sheltering activities (<i>recurring</i>). 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 - External Affairs). A determination of the use of shelter-in-place for surrounding residences and public facilities should be made. <ul style="list-style-type: none"> - <i>Note: Refer to the U.S. Department of Transportation Emergency Response Guidebook for determining the appropriate evacuation distance from the source.</i> | <i>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes to the Baker County EOP</i> |
| | <input type="checkbox"/> Determine the need for and activate emergency medical services (<i>recurring</i>). Medical services should be coordinated through ESF 8 - Public Health and Medical Services). | <i>ESF 8 Annex to the Baker County EOP</i> |
| <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>). | <i>ESF 7 Annex to the Baker County EOP</i> | |

| Phase of Activity | Action Items | Supplemental Information |
|-------------------|---|--|
| | <input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable. | <i>Section 1 of the Baker county EOP</i> |
| | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs. | |
| | <input type="checkbox"/> 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. | <i>ICS Resource Tracking Forms</i> |
| | <input type="checkbox"/> Develop plans and procedures for registering regional HAZMAT or health and medical teams as they arrive on the scene and receive deployment orders. | |
| | <input type="checkbox"/> Establish a Joint Information Center. | <i>ESF 15 Annex to the Baker County EOP</i> |
| | <input type="checkbox"/> Formulate emergency public information messages and media responses, utilizing “one message, many voices” concepts (<i>recurring</i>). | |
| | - Public information will be reviewed and approved for release by the IC and lead PIO before dissemination to the public and/or media partners. | <i>ESF 15 of the Baker County EOP</i> |
| | <input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks. | <i>EOC Planning Section job action guide</i> |
| | <input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending or receiving them, should be documented as part of the EOC log. | |
| | <input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the EOC Manager and staff will assemble a situation report. | |
| | <input type="checkbox"/> Develop an IAP (<i>recurring</i>). 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. | <i>ICS Form 202: Incident Objectives</i> |
| | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>). | |
| | <input type="checkbox"/> Coordinate with private sector partners as needed. | |
| | <input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to the terrorist incident are communicated to the IC and/or Safety Officer. | |
| | <input type="checkbox"/> Activate Vulnerable Populations Plan. | |

| Phase of Activity | Action Items | Supplemental Information |
|--|---|--|
| <p style="text-align: center;">RECOVERY/Emergency Management Organization DEMobilization PHASE</p> | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans. | <p><i>ESF 14 Annex to the Baker County EOP</i></p> |
| | <input type="checkbox"/> As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among Baker County, the responsible party (if known), and the Oregon Department of Environmental Quality. Support from the Environmental Protection Agency may be necessary. | |
| | <input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, COOP and/or COG plans. | |
| | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the AAR/Improvement Plan. | |
| | <input type="checkbox"/> Deactivate and demobilize the EOC. | |
| | <input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan. | |
| | <input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response. | |
| <input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov). | | |

**APPENDIX 2
BIO-AGENCY RESPONSE MATERIALS**

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**APPENDIX 3
ANTHRAX RESPONSE GUIDELINES**

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To be added at a later date by Baker County

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8

Public Health–Related Incident

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IA 8 Public Health-Related Incident

| Public Health-Related Incident Checklist | | |
|--|--|---|
| Phase of Activity | Action Items | Supplemental Information |
| PRE-INCIDENT PHASE | <input type="checkbox"/> Have personnel participate in training and exercises, as determined by Baker County Emergency Management and/or the Baker County Public Health Department. | |
| | <input type="checkbox"/> Participate in Baker County preparedness activities, seeking understanding of interactions with participating agencies in a public health emergency scenario. | |
| | <input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support. | |
| | <input type="checkbox"/> 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 that lines of communication and roles and responsibilities are clear across the participating entities. | |
| | <input type="checkbox"/> Inform Baker County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.). | |
| | <input type="checkbox"/> Monitor and report the presence of contagious infections within Baker County. | |
| | <input type="checkbox"/> Evaluate the ability of existing health care facilities to handle public health emergencies. | |
| | <input type="checkbox"/> Maintain medical supplies and equipment. | <i>Hospital Standard Operating Procedures</i> |
| | <input type="checkbox"/> Coordinate with the Baker County Sanitarian to ensure drinking water quality. | <i>Water District Standard Operating Procedures</i> |
| | <input type="checkbox"/> Coordinate with the Baker County Sanitarian to provide safe wastewater and sewage disposal. | <i>Water District Standard Operating Procedures</i> |
| RESPONSE PHASE | <input type="checkbox"/> Baker County Public Health Department will initially respond, assume initial IC responsibilities, and determine the level of EOC activation necessary to manage the public health threat. | <i>ESF 5 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Determine the type, scope, and extent of the public health incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. | <i>ICS Form 209: Incident Status Summary</i> |
| | - 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 requirements. | |
| | - 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. | |
| | <input type="checkbox"/> Ensure that area hospitals have been notified. | <i>ESF 8 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> 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 the Oregon State Public Health Division . | <i>ESF 8 Annex of the Baker County EOP</i> |

IA 8 Public Health-Related Incident

| Public Health-Related Incident Checklist | | |
|--|--|---|
| Phase of Activity | Action Items | Supplemental Information |
| | - If the pathogen or agent requires laboratory analysis, Baker 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 Baker County Emergency Management or from Baker 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. | |
| | <input type="checkbox"/> If quarantine is in place, establish access control to the area through local law enforcement agencies. | |
| | <input type="checkbox"/> Collect and report vital statistics. | |
| | <input type="checkbox"/> Plan for transportation of mass casualties to suitable care facilities and mass fatalities to suitable emergency morgue facilities. | <i>Baker County Mass Fatalities Incident Plan</i> |
| | - Implement the collection, identification, storage, and disposition of deceased victims in a mass fatality situation. | |
| | <input type="checkbox"/> If necessary, conduct a damage assessment for public health facilities and systems. | |
| | <input type="checkbox"/> Saint Elizabeth Hospital conducts an inventory of its Health Resources and Services Administration cache. If more health resources are needed, requests for these supplies should be made through the Baker County EOC. | <i>ESF 7 and 8 of the Baker County EOP</i> |
| | <input type="checkbox"/> Activate the Baker County EOC, coordinate response activities among AOCs and the 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 IC, all Section Chiefs, the Resource Coordinator, and management support positions may be necessary. | <i>ESF 5 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support. | |
| | <input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>). | |
| | <input type="checkbox"/> Notify all other ESF-8 supporting agencies of the Baker County response, requesting additional support as necessary. | <i>ESF 8 Annex of the Baker County EOP</i> |
| | - Identify local, regional, state, and federal agencies that may be able to mobilize resources to the Baker County EOC for support. | |
| | <input type="checkbox"/> Assign a liaison to other County EOCs to facilitate resource requests. | |
| | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| | - Dedicate time during each shift to prepare for shift change briefings. | <i>ICS Form 201: Incident Briefing</i> |
| | <input type="checkbox"/> Confirm or establish communications links among primary and support agencies, other County EOCs, and State ECC. Confirm operable phone numbers and backup communication links. | <i>ESF 2 Annex of the Baker County EOP</i> |

IA 8 Public Health-Related Incident

| Public Health-Related Incident Checklist | | |
|--|--|--|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> The Baker County Emergency Manager, in collaboration with the Baker 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. | <i>ESF 8 & 15 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident. | |
| | <input type="checkbox"/> Implement local plans and procedures for public health emergencies. Ensure that copies of all documents are available to response personnel. Implement agency-specific SOPs. | <i>ESF 8 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>). Evacuation assistance should be coordinated among ESF 1 - Transportation, ESF 5 - Emergency Management, ESF 6 - Mass Care, Housing, and Human Services, and ESF 15 - External Affairs | <i>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes of the Baker County EOP</i> |
| | <input type="checkbox"/> Establish treatment area(s). | |
| | <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>). | <i>ESF 7 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable. | |
| | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs. | |
| | <input type="checkbox"/> 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. | <i>ICS Resource Tracking Forms</i> <i>ESF 7 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> Establish a Joint Information Center, as needed. | |
| | <input type="checkbox"/> Formulate emergency public information messages and media responses, utilizing “one message, many voices” concepts (<i>recurring</i>). | <i>ESF 15 Annex of the Baker County EOP</i> |
| | - Public information will be reviewed and approved for release by the IC and the PIO prior to dissemination to the public and/or media partners. | |
| | - Develop and disseminate public information programs regarding personal health and hygiene. | |
| | <input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible and significant actions taken should be documented in log-books. | |
| | <input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the person sending or receiving them, should be documented as part of the EOC log. | |

IA 8 Public Health-Related Incident

| Public Health-Related Incident Checklist | | |
|--|---|---|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals the EOC Manager and staff will assemble a situation report. | |
| | <input type="checkbox"/> Develop an IAP (<i>recurring</i>). 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. | <i>ICS Form 202: Incident Objectives</i> |
| | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>). | |
| | <input type="checkbox"/> Coordinate with private sector partners as needed. | |
| | <input type="checkbox"/> Ensure that all reports of injuries and deaths due to a public health emergency are communicated to the Baker County EOC for transmittal to the Baker County Health Department as soon as it is available. | <i>ESF 8 Annex of the Baker County EOP</i> |
| | <input type="checkbox"/> For handling of fatalities, coordination between the Baker County Health Department and Baker County EOC is needed for Medical Examiner services. | <i>ESF 8 Annex of the Baker County EOP</i> <i>Baker County Mass Fatalities Incident Plan</i> |
| | <input type="checkbox"/> Activate Vulnerable Populations Plan. | |
| RECOVERY/ BILIZATION PHASE | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans. | |
| | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the AAR/Improvement Plan. | |
| | <input type="checkbox"/> Deactivate/demobilize the County EOC. | |
| | <input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan. | |
| | <input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov). | |

9

Animal and Agriculture-Related Incident

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IA 9 Animal and Agriculture-Related Incident

| Animal and Agriculture-Related Incident Checklist | | |
|---|--|---|
| Phase of Activity | Action Items | Supplemental Information |
| PRE-INCIDENT PHASE | <input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by Baker County Emergency Management and ESF 8 and ESF-11 leads. | <i>County National Incident Management System (NIMS) Implementation and Training Plan</i> |
| | <input type="checkbox"/> Participate in Baker County preparedness activities, seeking understanding of interactions with participating agencies in an animal disease or agriculture-related emergency. | |
| | <input type="checkbox"/> Ensure contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to Baker County. Contact lists should include the following agencies (notification procedures will depend on the nature of the incident): <ul style="list-style-type: none"> - ODFW - ODA - Baker County Extension Service - Farm Service Agency - Baker County Health Department - Oregon State Public Health Division - Local and State Veterinarians | <i>ESF 11 Annex to the Baker County EOP</i> |
| | <input type="checkbox"/> Inform Baker County Emergency Management of any major developments that could adversely affect response operations (e.g. personnel shortages, loss of equipment, etc.). | |
| RESPONSE PHASE | <input type="checkbox"/> 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. | <i>ESF 5 and ESF 11 Annexes of the Baker County EOP</i> |
| | <input type="checkbox"/> 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. | |
| | <input type="checkbox"/> If incident response exceeds local capabilities and/or resources, submit a request for emergency/disaster declaration according to established County procedures. | <i>Section 1.4 of the County EOP</i> |
| | <input type="checkbox"/> Contact the County Sheriff if the ODA requires enforcement of a quarantine area. The Emergency Manager (or designee) will contact the BOC with information on required measures and resources. Local police departments and OSP may be called upon to provide additional resources. | <i>ESF 13 Annex of the EOP</i> |
| | Impose animal movement restrictions by emergency order, if necessary (enforcement activities supported by law enforcement agencies). | <i>ESF 13 Annex of the EOP</i> |

IA 9 Animal and Agriculture-Related Incident

| Animal and Agriculture-Related Incident Checklist | | |
|---|---|---|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support. | |
| | <input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>). | <i>ICS Form 203-Organization Assignment List</i> |
| | <input type="checkbox"/> Notify appropriate ESF 11 and ESF 8 supporting agencies. Support agencies may include, but are not limited to: <ul style="list-style-type: none"> - USDA <ul style="list-style-type: none"> • Animal Plant Health Inspection Service • Foreign Animal Disease Diagnostic Lab • Food Safety Inspection Service - ODA <ul style="list-style-type: none"> • State Veterinarian’s Office • Regional Veterinary Emergency Response Teams - Private Veterinarians - ODFW - Oregon DEQ - Baker County Health Department - Baker County Extension Service - Farm Service Agency - Oregon State University , College of Veterinary Medicine - Baker County Farm Bureau - Local volunteer organizations (Society for the Prevention of Cruelty to Animals, Humane Society) | <i>ESF 8 and ESF 11 Annexes to the Baker County EOP</i> |
| | - Identify local, regional, or state agencies that may be able to mobilize resources and staff to the County EOC for supporting response operations. | |
| | <input type="checkbox"/> With support from the local health department, State Veterinarian, and Area Veterinarian In-Charge, determine the scope and extent of outbreak/disease (<i>recurring</i>). Verify reports and obtain estimates of the areas/livestock operations in Baker County that may be affected. | <i>ICS Form 209-Incident Status Summary</i> |
| | - Notify command staff, support agencies, adjacent jurisdictions, ESF coordinators, and/or liaisons of any situational changes. | |
| | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| | - Dedicate time during each shift to prepare for shift change briefings. | <i>ICS Form 201-Incident Briefing.</i> |
| | <input type="checkbox"/> 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. <ul style="list-style-type: none"> - <i>Note: Depending on the type and size of the incident, an Area Command Center may be instituted at the Oregon Department of Agriculture.</i> | <i>ESF 2 Annex of county EOP</i> |
| | <input type="checkbox"/> Ensure that 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. | <i>Section 4.2 of the County EOP; established emergency contact lists at the County EOC</i> |

IA 9 Animal and Agriculture-Related Incident

| Animal and Agriculture-Related Incident Checklist | | |
|---|---|--|
| Phase of Activity | Action Items | Supplemental Information |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases. | |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Implement local plans and procedures for responding to animal/agriculture-related emergencies. Implement agency-specific protocols and SOPs. Ensure that copies of the following documents are available to response personnel: <ul style="list-style-type: none"> - Oregon Animal Disease Emergency Management Plan (2004) - Applicable animal disease-specific protocols, including Public Health plans focusing on potentially contagious diseases | <p><i>Agency-specific Standard Operating Procedures and ESF 11 Annex to the Baker County EOP</i></p> |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Determine need to conduct human and/or animal evacuations and sheltering activities (<i>recurring</i>). 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 - External Affairs. | <p><i>ESF 1, ESF 5, ESF 6, ESF 11, and ESF 15 Annexes of the Baker County EOP</i></p> |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>), including activation of intergovernmental agreements and memos of understanding. <ul style="list-style-type: none"> - Note: All resources activated through mutual aid agreements needs to be tracked by the County EOC for cost and liability purposes. | <p><i>ESF 7 Annex of Baker County EOP</i></p> |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs. <ul style="list-style-type: none"> - Note: The County EOC will coordinate requests by the lead animal disease/public health agency for local resources and mutual aid resources. | |
| | <ul style="list-style-type: none"> <input type="checkbox"/> 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. | <p><i>ICS Resource Tracking Forms and ESF 7 Annex of Baker County EOP</i></p> |
| | <ul style="list-style-type: none"> <input type="checkbox"/> 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. | <p><i>ESF 5 and 7 Annexes of the Baker County EOP</i></p> |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Establish a JIC. 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 Joint Information Center, if it is activated. | <p><i>ESF 15 Annex of the Baker County EOP</i></p> |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>). | <p><i>ESF 15 Annex of the Baker County EOP</i></p> |

IA 9 Animal and Agriculture-Related Incident

| Animal and Agriculture-Related Incident Checklist | | |
|--|--|---|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Public information focusing on animal/agriculture-related incidents will be developed in conjunction with ODA (State Veterinarian’s Office), local/state public health agencies, Baker County Extension Services, and other support agencies. Public information dissemination will be coordinated through the County EOC and Joint Information Center and supported by the Board of Commissioners. Information will be approved for release by the IC and lead PIO prior to dissemination to the public. | |
| | <input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks. | <i>EOC position checklists/forms and applicable ICS forms</i> |
| | <input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular periodic intervals, the EOC Manager/Emergency Management Director and staff will assemble a situation report. | |
| | <input type="checkbox"/> Develop, update, and implement an IAP (<i>recurring</i>) 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. | <i>ICS Form 202 – Incident Objectives</i> |
| | <input type="checkbox"/> Ensure that all reports of injuries, illness, and deaths occurring during animal/agriculture emergency response are communicated to the IC and/or Safety Officer. | |
| | <input type="checkbox"/> Activate Vulnerable Populations Plan. | |
| RECOVERY/Emergency Management Organization BILIZATION PHASE | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current county procedures and implement community recovery plans – including COOP/COG. | <i>ESF 14 Annex to the County EOP</i> |
| | <input type="checkbox"/> 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. | <i>Specific Agency Standard Operating Procedures</i> |
| | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| | <input type="checkbox"/> Coordinate disposal of infected livestock, contaminated animal carcasses/feed, and other potentially contaminated items following response procedures. Consult with Oregon DEQ for identification of disposal sites and appropriate procedures. | |
| | <input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of AAR/Improvement Plan). | |
| | <input type="checkbox"/> Deactivate/demobilize the County EOC. | <i>ESF 5 Annex of the County EOP</i> |
| | <input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan. | |
| | <input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov). | |