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EMERGENCY OPERATIONS PLAN
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GENERAL PLAN

I. PURPOSE

The City of Oakridge Emergency Operations Plan describes a comprehensive emergency management system based on the National Incident Management System which provides for a planned response to disaster situations occurring within the City of Oakridge. The purpose of this plan is to provide a basis of mutual understanding of the authority and responsibility of each agency during a major emergency, establish a base for conducting the management of critical resources, and to provide a mechanism for developing a comprehensive line and staff organization to support the command officers in their use of resources.

II. SCOPE

This Emergency Operations Plan is to be used in the event of major emergencies occurring wholly within the jurisdiction of the City of Oakridge. In the event of multi-jurisdictional emergencies, unified incident command will be utilized. Any part of this plan may be used in conjunction with the County's plan at the discretion of the City Administrator (or his/her designee). **Every effort shall be made to coordinate emergency response efforts between Lane County and the City of Oakridge.**

III. DISASTER BACKGROUND

Any state of emergency that grows in size and severity to require total mobilization of a community's emergency resources in order to maintain control can be called a disaster. Total mobilization includes not only fire and police response but also city administration, community development, utilities, and volunteer organizations. Disasters may be man-made or acts of nature. Disasters may create traffic problems sometimes isolating large areas into sections where mechanized traffic is impossible or disallowed. Special routes will have to be designated and persons assigned to direct traffic at various points. Emergency workers must have a free hand to perform their duties quickly and accurately without interference from crowds, curiosity seekers, and other persons not under the control of the Incident Commander. Weapons of mass destruction often have chemical, biological, radioactive, nuclear, and/or explosive (CBRNE) contaminants associated with them. Thus, crowd control becomes essential. Even though looting and vandalism have been shown to be minor problems in most disaster situations, the

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possibility cannot be ignored. Mass evacuation and relocation may become necessary especially if properties such as schools, hospitals, rest homes, etc. are involved or threatened. The Emergency Operations Center (EOC), should be set up to allow for a quiet, secure location for decision making. Communications between the Emergency Operations Center and the deployed emergency personnel should have priority and should be maintained to the highest degree. Food, clothing, shelter, first aid, and medical care may be needed. For emergency workers, the cancellation of leave or regular days off and the call back of off duty personnel becomes a possibility. If it is estimated that the emergency will not be sharply reduced within a reasonable time, consideration must be given to relieving personnel for sufficient rest periods.

IV. DISCLAIMER

The City of Oakridge, while complying with the concepts and provisions of this Plan, shall not be liable for death, injury, or loss of property and possessions except in cases of willful misconduct, gross negligence, or bad faith.

V. CHARACTERISTICS OF MAJOR EMERGENCIES

The City of Oakridge will someday face a major emergency. It may come in any form, including but not limited to:

- Adverse Weather Conditions
- Earthquake
- Hazardous Material Incident
- Airplane Crashes
- Explosion
- Major Fire
- Chemical/Biological Terrorist Attack
- Flood
- Radiological/Nuclear Incident

Each of these incidents will have its own unique effect on the City's population, environment, and operations. Most often, the complications listed below are not experienced by themselves, rather, they tend to be cumulative. Besides the obvious problems caused by the emergency, usually there are a series of related effects that magnify and complicate a disaster. In general these effects are:

1. **Changes in public behavior.** Reactions such as panic, shock, fear, or even fearlessness that endangers others can set in.
2. **Loss of control.** A major emergency can spread beyond normal control capabilities even before any control effort is exerted.
3. **Deterioration of normal response patterns.** Multiple incidents can overload response procedures and force reallocation of resources.

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4. **Destruction of related resources.** Loss of water lines, sewer lines, electricity, fuel for vehicles, and manpower often occur. These limit the use of equipment and facilities in their normal fashion.
5. **Overloading of personnel or resources.** Massive casualties or massive efforts of any kind quickly strip personnel from equipment and overload facilities.

VI. PHASES OF A MAJOR DISASTER

While every disaster is unique, there are common phases that occur. Each phase imposes different demands on the controlling agencies.

1. **Threat Phase.** This is the phase when the possibility of a specific type of disaster is increased. The threat may be static (the early weather forecasts suggesting a major snow storm) or it could be an intermittent threat (tornado season).
2. **Warning Phase.** This phase has three levels of warning: strategic, tactical, and crisis. The strategic level is based upon information that a major emergency could happen. For example, if weather conditions were such that a tornado could be produced. A tactical warning is considered to be the warning that develops through intelligence as an incident escalates. (For instance, if it begins to rain few people will worry; but if it rains for several days in a row, waterways will have to be monitored.) The crisis warning means that the incident is imminent. These warning levels are not controlled by any agency but rather they are controlled by the emergency itself.
3. **Impact Phase.** This is the phase of physical destruction and/or direct threat to lives. It may be of a short duration or a long one. The dimensions of a disaster are generally shaped during the impact phase.
4. **Action Phase.** During this phase there is mobilization and deployment of control resources.
5. **Escalation Phase.** This phase is a variable period of time during which the control agencies try to gain control of a rapidly spreading problem. The length of the escalation phase often determines the ultimate amount of loss suffered.
6. **Control Phase.** While difficult to define, the control phase can be said to be in effect when the action phase exceeds the escalation phase. The emergency forces are in control of the emergency, but the emergency can regain control if conditions change.
7. **De-escalation Phase.** Non-emergency workers beginning to focus on recovery efforts normally characterizes this phase of a disaster. Almost always the last services to de-escalate are police, fire, and/or public works.

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8. **Recovery Phase.** The return to normal is complete when there is a restoration of both physical and social order to the impacted area.

This plan is a part of the City's response to the threat phase and covers the remaining phases with due regard for the characteristics of a major emergency.

VII. ACTIVATION

This Emergency Operations Plan is designed to be activated upon declaration of a state of emergency within the City of Oakridge. The Mayor and/or the City Administrator and/or will declare such a state of emergency. This activation process does not preclude the use of this Plan, either in whole or in part, by the City of Oakridge on a progressive scale as an incident escalates. Many features of this Plan can stand alone such as Evacuation or Warning and are designed to be used by the appropriate City Departments as needed. For example, the warning section may be used during the warning phase of an emergency but prior to the impact phase. If there is no impact there would be no need for a state of emergency to be declared, however, the warning system, or parts of it, may need to be implemented.

VIII. EMERGENCY OPERATIONS CENTER (EOC)

The normal site for the Emergency Operations Center is the City Fire Station, located on highway 58.

Secondary sites will be located in order of priority:

- 1) Willamette Activity Center
- 2) Oakridge High School Administration Office
- 3) City Hall

Activation:

The EOC shall be opened upon order of the City Administrator or his/her designee.

Set-up:

Upon order to open the EOC, the Police Chief (or his/her designee) will:

1. Insure EOC is set up by available personnel in accordance with the procedures outlined in this plan;
2. Determine the number of personnel that will be at the EOC for the specific incident;
3. Coordinate use of the fire station with the Fire Chief.
4. Establish an appropriate media gathering place, if available;
5. Assigned police officers to ensure the security of the EOC; and

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6. Ensure that there are enough communications personnel to maintain the function of communications.

IX. CARE FOR EMERGENCY WORKERS & FAMILIES

In the event of extended operations, the shelter and feeding of the emergency workers becomes a requirement. The Incident Commander will designate a shelter for emergency workers. This shelter should be separate from any relocation areas designated for the general public. When the Incident Commander deems necessary, an Emergency Care Unit (ECU) may be created, under the Logistics Section, with the primary responsibility for the care (sleep, relief, emergency medical attention, family notifications, etc.) and feeding of emergency workers. The Red Cross will have secondary responsibility for this function. Extended operations also require consideration being given to relief personnel for emergency workers. Mutual Aid becomes a primary source of relief personnel. Experience has shown that emergency workers have reasonable worries about the well-being and safety of their families during operations that exceed 24 hours. With that in mind the ECU will establish a pool of workers who shall be available to:

1. Check on the welfare of families of emergency workers.
2. Maintain communications with families to ascertain their well-being and/or needs.
3. Communicate with families to convey the status of the emergency and the emergency workers.
4. Establish one designated emergency telephone number for family notification/families to use to contact the ECU.

CONSIDERATION:

If the emergency incident could last longer than 12 hours, consider dividing management staff into two teams, each designed to work rotating 12-hour shifts.

X. NOTIFICATIONS Upon activation of the plan, the City Administrator (or his/her designee) will notify the City of Oakridge Emergency Communications, Oakridge City Council, the Police Chief, the Fire Chief, all other City Directors, a designated Public Information Officer and clerical support personnel as needed. Unless otherwise specified in the plan, the following information will be supplied during notification:

1. A state of emergency has been declared or that the City of Oakridge faces an immediate threat to its safety and well-being;
2. The type of emergency or threat;

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3. The location of Emergency Operations Center; and
4. If the person needs to report to the Emergency Operations Center or to another site.

Additionally, the below-listed City departments and PIO will be responsible for notifying those people/agencies as assigned. (The lists of people/agencies to be notified are not in priority order; priorities may be set as the incident dictates. An asterisk (*) denotes optional notification as needed.)

a. City of Oakridge Emergency Communications

1. Oakridge Police Department
2. Oakridge Fire Department
3. Lane County Emergency Management
4. Lane County Communications requesting notification of
5. Lane County Sheriff's Office
6. Lane County Fire Chief
7. Off-duty Communications, Police, and Firefighters
8. Hospital Emergency Departments
9. Oregon State Police
10. American Red Cross

b. Mayor, City of Oakridge

1. State of Oregon Office of Emergency Management (OEM) with information provided in the Initial Damage Assessment, found in the [Building Annex](#).
2. Members of the City Council. Contact information can be found in [Emergency Contact List](#).

c. City Attorney

1. Any necessary staff

d. Finance Director

1. Any necessary staff

e. Community Services Director

1. City of Oakridge Public Works
2. City of Oakridge Building Department
3. Private Contractors
4. American Red Cross
5. Social Services
6. Lane County Health Department

f. Communications Director

1. The local telephone provider company
2. Lane County Amateur Radio Operations
3. The local cable television company provider

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g. Public Information Officer

1. News Media

XI. RESPONSIBILITIES OF KEY PERSONNEL AND ORGANIZATIONS

1. City Administrator (or his/her designee)

- a) Official in charge of the City; the City Administrator has the ultimate authority and responsibility for a major incident within the City of Oakridge
- b) Will arrange for the release of all information to the media, through a Public Information Officer
- c) Will designate an alternate Emergency Operations Center if the normal Emergency Operations Center cannot be used
- d) Will report to the Emergency Operations Center
- e) Will hold regular staff briefings throughout the incident
- f) Will notify or cause to be notified Fire and Police personnel as the situation warrants
- g) Will be responsible for the updating of the City's Emergency Operations Plan as per City policy
- h) Will prepare for, and carry out tests of the Emergency Operations Plan as per City Policy; which will include a post-test critique of the Plan
- i) Will cause the preparation and coordination of a post-disaster critique

2. Mayor of the City of Oakridge (or the City Council President in the Mayor's absence)

- a) Will respond to the Emergency Operations Center
- b) Will request military assistance if necessary
- c) Facilitates necessary meetings of the governing body; coordinates policy decisions and updates the City Council
- d) Act as the City of Oakridge's liaison to the Governor's office.
- e) Will initiate the notification to the State of Oregon Office of Emergency Management (OEM)
- f) Will make an official declaration of disaster; if a state of disaster extends for a period of seven (7) days or longer, the Oakridge City Council must declare a state of continuing local disaster

3. Chief of the Oakridge Police Department (or his/her designee)

- a) Will report to the Emergency Operations Center
- b) Will coordinate the use of police resources
- c) Will report to the City Administrator and subsequently to the Incident Commander

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- d) Will act as a liaison between the Incident Commander and outside police agencies
- e) Will direct as necessary, the sounding of an alert signal by Police vehicles and personnel under direction of the Incident Commander
- f) Is responsible for the set-up and maintenance of the EOC, if needed, as outlined in this Plan
- g) Will act as the Incident Commander when appointed by the City Administrator, or as dictated by this Plan

4. Oakridge Police Department

- a) Will respond as directed
- b) Will assign one person to act as liaison between the Operations Chief and Police personnel at an incident
- c) Primarily responsible for traffic and crowd control, scene security, and the directing of same
- d) Will assist other departments in rescue, evacuation, and immediate first aid to persons in need of same
- e) Will assign officers for EOC security as needed
- f) Will assign officers for security at other critical infrastructure sites, as deemed necessary by the IC

5. Chief of the Oakridge Fire Department (or his/her designee)

- a) Will report to the Emergency Operations Center
- b) Will report to the City Manager and subsequently to the Incident Commander
- c) Will request, as needed, outside fire agency assistance
- d) Will coordinate the use of fire resources
- e) Will act as a liaison between outside fire agencies and the Incident Commander
- f) Will direct as necessary, the sounding of an alert signal by fire vehicles and personnel under direction of the Incident Commander
- g) Will act as the Incident Commander when appointed by the City Administrator, or as dictated by this Plan

6. Oakridge Fire Department

- a) Will respond as directed
- b) Will be primarily responsible for the suppression of fires and the handling of other emergency incidents, such as medical, hazardous materials spills, natural disasters, bioterrorism, specialized rescues and chemical, biological, radiological, nuclear and explosive (CBRNE) incidents
- c) Will be responsible for coordination of search and rescue operations, as needed
- d) Will solicit aid from other appropriate agencies as needed for fires, rescue, search, or first aid
- e) Will provide medical support to the incident

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7. Operations Chief (If appointed by the IC)

- a) May be a supervisor from the lead agency, designated by the Director of such agency, as the situation warrants
- b) May respond to, or establish an incident command post
- c) Will report to the Incident Commander
- d) Is responsible for the direct management of all incident tactical activities
- e) Will give the Incident Commander regular progress reports in a timely manner throughout the duration of the incident

8. Public Information

- a) A Public Information Officer (PIO) shall be appointed by the City Administrator
- b) All information for release to the public will be directed by the appointed PIO
- c) Will respond to the EOC
- d) Will report to the Incident Commander (IC)
- e) Upon arrival at the EOC, will obtain a briefing from the IC
- f) Will establish a single incident information center whenever possible
- g) Will arrange for necessary work space, materials, telephones, and PIO staffing as needed
- h) Will prepare an initial information summary as soon as possible after arrival
- i) Will observe constraints on the release of information imposed by the IC
- j) Will obtain approval from the IC for release of information
- k) Will coordinate press releases with the Lane County PIO as necessary
- l) Will release information to news media and may post updates at an information center and/or other appropriate locations
- m) Will attend briefings to receive updated information
- n) With assistance from the Fire Chief, will provide protective clothing for media and VIPs if possible and needed
- o) Will respond to special requests for information, as time permits
- p) If mass pooling of news coverage becomes necessary, the PIO may designate one representative of each major media to make guided visits to the scene of an incident; safety of these representatives and lack of interference with operations are priorities in these situations
- q) Will coordinate with a federal Joint Information Center (JIC) if one is established

9. City Attorney

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- a) Will advise the City Administrator, Mayor, City Council, or any staff personnel on legal precedents pertaining to the incident

10. Community Services Director (or his/her designee)

- a) Will report to the Emergency Operations Center
- b) Will report to the Incident Commander
- c) Will make available all resources under his/her control
- d) Will act as a liaison for outside contractors such as heavy equipment operators, paving companies, etc.
- e) Will locate available heavy equipment and operators as needed
- f) Will develop and maintain a resource list to identify source, location, and availability of earthmoving equipment, dump trucks, road graders, cranes, fuels, etc.
- g) Will act as a liaison for outside water agencies, surrounding water and sanitation districts, and the State engineer's office
- h) Primary responsibility is the maintenance or re-establishment of the potable water distribution and sewer system
- i) Will establish and distribute temporary potable water supplies when necessary
- j) Will act as the Logistics Chief when appointed by the City Administrator, or as dictated by this Plan

11. Finance Director (or his/her designee)

- a) Will report to the Incident Commander at the Emergency Operations Center
- b) Will attend staff incident briefings and provide input on financial and cost analysis matters
- c) Will identify and obtain supplies and staff needed for a Finance section
- d) Will ensure that all time records are maintained
- e) Will ensure that outside agencies are informed of time spent by their personnel and equipment
- f) May set up a Time Unit to handle time records
- g) Will determine the need for a commissary operation
- h) At the direction of the IC, will participate in all demobilization planning
- i) Will ensure that all obligation documents generated by the incident are properly prepared and completed
- j) At the direction of the IC, will brief all staff personnel on all incident related business management issues needing attention and follow-up prior to leaving the incident
- k) Develop and maintain emergency purchasing procedures
- l) Establish familiarity with State and federal regulations on emergency funding, disaster aid, and reimbursement should a state of emergency be declared

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- 12. Incident Medical Unit Leader** (if established by the Logistics Chief)
- a) Will respond to the command post at the incident site (if established)
 - b) Will report to Logistics Chief
 - c) Composed of personnel from the Oakridge Fire & EMS, Five Rivers Family Practice Clinic.
 - d) Incident Medical Unit is given sole responsibility and authority for medical treatment, operating under the control of the Logistics Chief
 - e) Requests for personnel to assist with medical aid are to be made through the Medical Unit Leader
 - f) Will establish and control an on-scene triage area
 - g) Will coordinate with the Operations Chief the staging of ambulances and the establishing of landing zones for medical air support
 - h) Will coordinate with the Staging Area Manager the traffic flow for ambulances
 - i) Will coordinate through the established MIP/MCI Plan for alternative destinations for ambulances
 - j) Will coordinate with the Logistics Chief and the County Coroner to establish a temporary morgue when necessary
 - k) Will brief the Logistics Chief on status and activities
 - l) Will advise the Logistics Chief when medical demobilization is possible
- 13. Manager of the Emergency Communication Center** (or his/her designee)
- a) Will respond to the Communication Center
 - b) Will report to the Chief of Police (or his/her designee)
 - c) Will be responsible for the staffing of the Communication Center
 - d) Will act as the liaison between the EOC and the Communication Center
 - e) Will staff and run the Message Center of the EOC
 - f) Will provide Computer Aided Dispatch Data, and Incident and Field Unit Status information to the Incident Commander or his designate
 - g) Will cooperate with the Lane County Emergency Management office in the testing of the Emergency Broadcasting System (EBS)
 - h) Will arrange for emergency telephone communications at the EOC and at any established command post(s)
- 14. Public Works**
- a) A representative will report to the Emergency Operations Center when requested
 - b) Will report to the Community Development Director, Operations, or Logistics Section Chief as directed
 - c) Will establish and distribute temporary sanitary facilities when necessary

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- d) Will make available personnel to assist the Building Division with damage assessment when requested
- e) Will, make designs for emergency road repair.
- f) Will perform road repairs
- g) Will perform and coordinate clean-up efforts as needed
- h) Will secure the fuel, water and wastewater facilities with the assistance of law enforcement as necessary.

15. Building Inspection Division

- a) A representative will report to the Emergency Operations Center when requested
- b) Will report to the Community Development Director, Operations, or Logistics Section Chief as directed
- c) Will mobilize building inspection personnel
- d) Will lead the damage assessment process

For **more** information about the roles and responsibilities for each of the above-listed positions, please refer to the appropriate **Annex** in the general **Emergency Operations Plan** document. All personnel in the EOC may have, in addition to the responsibilities above, other duties as assigned by the Incident Commander which may be necessary to accomplish the emergency operations.

XII. POST INCIDENT OPERATIONS

Recovery and return to normal after the immediate emergency and threat from an incident has ended will usually be a long term project, and in extreme cases, may be impossible. The City should not view the cessation of an immediate threat as an end to an incident. The City can expedite recovery by several methods. Other, more specific, steps that can be taken are:

- a. **Utilities and Roadways.** One of the most important acts the City can do to help return to normalcy is to reestablish utilities and roadways as soon as possible. Electrical service, water and wastewater service, gas, telephone, and city streets are all high priority items that should be returned as near as possible to normal. This should become the City's highest post-crisis priority.

The City should extend as much help as possible to those private utility companies working to reestablish service. The amount of help the City can deliver will be decided

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upon by the Incident Commander in consultation with the City Administration.

- b. **Establish Crisis Recovery Center(s).** A Crisis Recovery Center (CRC) is a single location where persons can go to get help in returning to normal. These centers will normally include representatives of insurance companies, mental health workers, chaplains, American Red Cross representatives, and others who will aid in recovery. If the Logistics Section Chief recognizes a need to establish a CRC he shall appoint a CRC manager who will:
- i. Identify and procure a suitable location. This location will require many individual offices, office supplies and telephones;
 - ii. Identify and notify those agencies needed at the center. This would include those listed above;
 - iii. Act as the City representative for agencies at the CRC, and will aid those agencies in obtaining what is needed for the citizens;
 - iv. Through the Public Information Officer insure that the location of the CRC is publicized to the citizenry;
 - v. Determine when the need for a CRC has passed; and
 - vi. Demobilize the CRC.
- c. **Contact a Critical Incident Stress Management Team.** A crisis, especially one involving a large number of injured or killed, becomes an extremely stressful situation for those who are charged with mitigating the incident. Due to this fact, it becomes necessary to deal with the emergency workers' mental health. A professionally handled stress debriefing and necessary follow-up will help mitigate any long-term mental problems. The Incident Commander will establish a stress debriefing and make the necessary preparations and notifications.
- d. **Financial.** The process of identifying and documenting costs to the City of the incident is an ongoing one that begins at the time of activation. Gathering, compiling, and reporting costs is the responsibility of the Finance Section Chief (or his/her designee). A major incident is an extreme burden on the City and there are mechanisms in place by the State and Federal governments for reimbursements for disaster expenses. The Finance Section Chief (or his/her designee) assumes the financial reporting responsibilities of the City.

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XIII. CONTINGENCIES

As with any plan, contingencies must be included to account for disruption of normal operations due to the nature of the disaster. Each department is responsible for contingency planning in the event their normal operations are suddenly disrupted. Suggestions and guidelines that may help in this planning process are listed below:

a. **Emergency Operations Center.** The Oakridge Fire Station is designated as the Primary Emergency Operations Center for several reasons. The following should be considered when designating an **alternate site** for Emergency Operations Center:

- i. **The new location should be remote from the scene of the emergency.** This will allow for the safety of those at the Emergency Operations Center and allow operations to continue without interference. Plan to include a possible escalation of the incident in order to avoid relocating the Emergency Operations Center a second time.
- ii. **The alternate site should be large enough to allow all responding parties room to work.** One location is preferable for the site, however, it may become necessary to designate a second alternate site for some of the necessary functions such as Media, Communications, Relocation Coordinator, etc. The City Administrator (or his/her designee) will have to decide which of the functions he will need immediate personal communications with and which can be moved to the secondary location. If a second location is necessary, communications between the two locations becomes a priority.
- iii. **Locate a building that has sufficient telephone lines and offices.** An office building would be ideal however it would require pre-established agreements between the City and the owners/occupants of the building.
- iv. **The time factor for use of the secondary site must be taken into account.** When an Emergency Operations Center is necessary it is needed immediately and establishment cannot wait until necessary permissions are obtained. Preplanning for this contingency is obviously necessary. City owned facilities would not require permission and may be good secondary locations. Some possible secondary sites are:
 - a) Oakridge City Hall located on Ash Street.
 - b) Willamette Activity Center located on School Street; or
 - c) Oakridge School District administrative office located on W 1ST Street

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- b. **Communications.** Maintaining communications is vital to the successful conclusion of any incident. For purposes of this plan, communications can be divided into two broad categories, telephone and radio communications.
- c. **Telephone Communications.** In the event telephone communications are disrupted, radio communications can be used. The city's emergency radio communications have a limited number of frequencies and will, in most cases, be extremely busy. Amateur radio clubs can be an invaluable resource in this event. Most clubs are involved in conducting annual drills to set up alternate emergency communications. This resource should be used until regular telephone service can be restored. (Note: Repeated radio technology is dependant upon telephone circuitry. If the telephone circuits are down or overloaded, radio coverage will be diminished.)

It may become necessary to set up special telephone lines. For example, if the Emergency Operations Center is moved to a location that has insufficient telephone lines, or none at all, special lines will be needed. If possible, normal city phone numbers should be used to contact the Emergency Operations Center. Special banks of outside lines are often set up in disaster situations to allow the citizens to contact friends and relatives outside of the City. Restoration of telephone communications and setting up special telephone lines will be accomplished by the local telephone provider. The City should fully cooperate with the local telephone provider in order to restore this vital link.

- d. **Emergency Radio Communications.** If it becomes necessary to abandon the primary EOC, a secondary means of emergency communications will be needed. There are several alternatives and the Communications Manager will be charged with the responsibility of making the decision on which alternative to choose.

These alternatives are:

1. The Fire Station base radio.
2. Mobile radios from police and/or fire vehicles;
3. Mutual aid with the Forest Service
4. Amateur Radio Emergency Service.

- e. **Medical.** Eugene has full service hospitals that have capabilities to handle the medical needs of the citizens, and there are many possibilities in a disaster situation that can arise to compromise these

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capabilities. The hospital's disaster plan includes expansion of emergency treatment capabilities when necessary, making early notification with an estimate of casualties very important. In the event the number of casualties exceeds the expanded capacity, access to the hospital is cut off, or the hospital itself is physically affected by the disaster, other facilities in the City may be set up as temporary care facilities. Some possible facilities are the Five Rivers Family Practice Clinic. These facilities are not large enough to house people for emergency care. It may be necessary to establish medical treatment centers local schools. The decisions to expand capacity, relocate, or establish temporary facilities lies with Logistics Chief and Incident Commander.

- f. **De-contamination.** The city does not have decontamination facilities for CBRNE decontamination. In the event of contamination, the Oregon Emergency Response System will be notified by the Communications Center for dispatch of the regional Hazardous Materials Team.

XIV. ORGANIZATIONAL OPERATIONAL RESPONSIBILITIES – LEAD AGENCIES

The following list of organizations and the emergencies in which they will assume operational responsibilities is intended as a guideline. The responsibility for operations as set forth in this section may be changed at any time by the City Administrator/Incident Commander. In most cases, normal procedures will dictate which agency assumes responsibility for operations. However, no plan can foresee all contingencies and any disputes or conflicts will be resolved by the City Administrator

XV. UNIFIED COMMAND

In some events the issues may cross agency jurisdictional boundaries. A unified command may be established, in which command is staffed by more than one agency. The Incident Commander may decide that any incident needs a unified command and will establish that command.

a. OAKRIDGE FIRE DEPARTMENT

Downed Aircraft	Earthquake
Explosions	Fires
Floods	Hazardous Materials Incidents
Medical	Motor Vehicle Crashes
Radioactive Accidents	Railroad Accidents
Structural Collapse	Tornado

Wind Storm (joint with PW)

b. OAKRIDGE POLICE DEPARTMENT

Bomb Threats
Hostage Situations
Motor Vehicle Crashes
Terrorist Activities

Civil Disturbances
Major Criminal Activity
Suicide Threats

c. PUBLIC WORKS DIVISION

Blizzard/Heavy Snow
Floods (joint with FD)
Extended Drought
Systems

Severe Cold Spells
Wind Storms (joint with FD)
Major Disruptions to Water/Wastewater



Figure 1 Emergency Organization Chart

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XVI. SUCCESSION OF COMMAND FOR CITY'S INCIDENT COMMANDER

Unless otherwise directed by the City Council, the following order shall be established for succession of command (in the event the City Administrator is absent during an emergency situation). Below is the ordered list of who will assume the duties of the Incident Commander:

1. Community Services Director
2. Police Chief
3. Finance Director
4. A designee from any of these departments

XVII. SPECIFIC HAZARDS

The City of Oakridge has identified eight Specific Hazard occurrences that could befall the City. A separate **Annex** has been written for each of these hazards, and they are included in the binder of **Annexes** included as part of the City's Emergency Operations Plan. The eight hazards are (in alphabetical order):

- A. Airplane Crash
- B. Chemical/Biological Terrorist Attack Incidents(s)
- C. Earthquake
- D. Explosives
- E. Flood
- F. Hazardous Materials Incident
- G. Major Fire
- H. Nuclear/Radiological Incidents
- I. Severe Winter Weather

XVIII. HAZARD ANALYSIS

The City of Oakridge, by its very existence, faces risks of disaster every day. These disasters vary in their probability of occurrence. There are five main factors to consider when determining the dangers to our community from hazards: 1) the past history of disasters caused by the hazard; 2) weather patterns; 3) geographical considerations; 4) community characteristics; and 5) distance from transportation routes, large urban areas, large industrial areas, or military bases. The decisions to be made by the City involve the degree of resources to be allocated towards preparation for and mitigation of various types of disasters. A hazard analysis will help with these decisions by giving the probabilities of occurrence of each type of disaster using the above factors. This analysis was conducted using the format given in the book *Emergency Management USA* published by the Federal Emergency Management Agency (FEMA).

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We have grouped the various hazards into two main categories for purposes of this analysis, **natural** hazards and **technological** hazards. We then rated each as a high, moderate or low risk hazard. The ratings are based upon a scale of 1 through 5 for each of two categories, with 1 being the lowest and 5 the highest. The first category is **historical** and includes past incidents and the severity of those incidents, while the second category, **potential**, includes the other four considerations. The scores for each category are then added together in the summary for a final score, which gives us a relative degree of the individual hazard probability. A hazard with a score of 2, 3, or 4 will be considered a low risk hazard, one with a score of 5, 6, or 7 can be considered moderate risk, and a high risk will have a score of 8, 9, or 10.

A discussion on each of the hazards scoring six or higher is presented in the [Hazard Analysis Annex](#), and is a part of the binder of annexes included in the City's Emergency Operations Plan.

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Emergency Operations Plan 2020

Administration Annex

Administration Annex

I. Emergency Contact List:

The **Administration Emergency Contact** data can be found behind **Tab 30** of this document. All data behind Tab 30 is **CONFIDENTIAL** and **IS NOT** to be used at any time other than a City emergency.

It shall be the responsibility of the City Administrator, or a designee, to maintain and update this Emergency Contact List biennially to keep this Emergency Operations Plan viable and up-to-date.

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II. Government / Utilities / Private Institutions

TYPE	AGENCY	CONTACT	TELEPHONE NUMBER	
Government	City of Oakridge	See Tab 30 for specific info on Oakridge Staff contacts		
		Administration		
		Street, Sewer, & Park Maint.		
		Water & Light (office)		
		Water & Light (after hours)		
		Public Works (office)		
		Public Works (after hours)		
		Lane County		
		State of Oregon	Emergency Response System (OERS – OEM)	800.452.0311
			Dept. Human Services (Drinking Water Program)	503.731.4317
			Dept. Human Services Radiological Prot. Svcs.	503.731.4014
			DEQ (Water Quality Program)	800.452.4011
			ODOT –	
			Oregon National Guard Emergency Ops Center	503.584.3980
			State Fire Marshal	503.373.1540
			Department of Forestry	503.945.7200
		Public Utilities Commission	503.378.5849	
		Department of Fish & Wildlife	503.947.6000	
	Fed. Government	Army Corps of Engineers District Readiness Mgmt.		
		US Coast Guard Haz-Mat & Oil Spills	503.240.9370	

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		Nuclear Regulatory Commission	800-952-9677
		Bureau of Land Management	503.808.6002
		US Forest Service	
		National Oceanic & Atmospheric Admin.	202.482.6090
		Department of Energy (Operations & Planning)	360.418.2999
		Department of the Interior	202.208.3100
		US Fish & Wildlife	800.344.9453
		FEMA	202.566.1600
		Center for Disease Control (CDC) Atlanta, GA	404.639.3311
Schools	Public	Oakridge School District Admin. Office	541 782-2813
Industry	Private Industry	CHEMTREC	
		Union Pacific Railroad	
			See separate document behind Tab 31
Vounteer Organizations	Social Services	American Red Cross	
		Senior Services	541 782-4726
		Poison Control Center	800.452.7165

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Utilities	Lane County Electric Co-op	Power Outage Notification	541 484-1151
	Verizon Telephone	Outage	800.527.3323 800.483.8860
Medical	Hospitals	Sacred Heart Medical Center	541.686.7332
		McKenzie Willamette	541.726.4580
	Clinics	Five Rivers	541 782-4068
		Green Mountain	541 782-4201

III. EOC MESSAGE FORM

Message # _____

Incident/Site # _____

Message Center

Message From: _____ Callback # _____

Date: _____ Time: _____ Incoming Outgoing

Message Assigned To:	<input type="checkbox"/> Command	<input type="checkbox"/> Operation	<input type="checkbox"/> Planning
	<input type="checkbox"/> Logistics	<input type="checkbox"/> Finance	<input type="checkbox"/> Safety
	<input type="checkbox"/> Liaison	<input type="checkbox"/> P.I.O.	<input type="checkbox"/> Red Cross

PRIORITY KEY: 1 - Life Threat 2 - Facility Threat 3 - Routine
 4 - Can Be Delayed 5 - Information Only

ACTION TAKEN:

MESSAGE:

IV. EOC MESSAGE LOG SHEET

Name: _____ Agency: _____

Date: _____ Page _____ of _____

TIME	TO	FROM	SUMMARY OF MESSAGE/ACTION

Emergency Operations Plan 2020

Building Department Annex

Initial Damage Assessment Report

Reporting Location: _____ Date and Time: _____

Area Affected: _____

Cause of Damage: _____
(flood, windstorm, earthquake, etc.)

Persons (insert number in space provided):

A. Killed _____ B. Injured _____ C. Sick _____
D. Displaced _____ E. Missing _____ F. Hospitalized _____

Damage to essential facilities (indicate capability lost and estimated dollar loss)

A. Hospital % _____ \$ _____ D. Railroad % _____ \$ _____
B. Food Availability % _____ \$ _____ E. _____ % _____ \$ _____
C. Communications % _____ \$ _____ F. _____ % _____ \$ _____

Damage to Public Property

A. Roads % _____ \$ _____ E. Sewage Plant % _____ \$ _____
B. Bridges % _____ \$ _____ F. Disribut. Lines % _____ \$ _____
C. Schools % _____ \$ _____ G. _____ % _____ \$ _____
D. Water Treatment % _____ \$ _____ H. _____ % _____ \$ _____

Damage to Private Property

A. Dwelling Units % _____ \$ _____ C. Farms/Ranches % _____ \$ _____
B. Comm. Buildings % _____ \$ _____ D. Livestock % _____ \$ _____

Are there large accumulations of debris? Yes _____ No _____ (If yes, explain in remarks)

Is the reporting government intact enough to fulfill its governing functions? Yes _____ No _____

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Initial Damage Assessment Report (cont)

Dollar amount of reporting government resources which have been committed to alleviating damage, loss, hardship, or suffering.

	PERSONNEL	MATERIALS	EQUIPMENT
Emergency Services	_____	_____	_____
Road Bridges	_____	_____	_____
Law Enforcement	_____	_____	_____
Fire & Rescue	_____	_____	_____
Other Services	_____	_____	_____
Contract Services	_____	_____	_____
Sub-Total	\$ _____	\$ _____	\$ _____
TOTAL RESOURCES	\$ _____		

Assistance required to cope with the disaster or emergency (check [Y] requirement)

PUBLIC NEEDS	WATER SUPPLY	FLOOD FIGHTING
_____ Restore Power	_____ Drinking	_____ Dike Building
_____ Communications	_____ San. Sewers	_____ Sandbagging
_____ Transportation	_____ Fire Fighting	_____ Pumps
_____ Secure Area	_____ Other (Specify)	_____ Other (Specify)
_____ Debris Clearance	_____	_____

VICTIM NEEDS	ADMINISTRATION
_____ Search & Rescue	_____ Activate EOC
_____ Evacuation	_____ Public Announcements
_____ Food	_____ Maps Available for:
_____ Shelter	_____ General Disaster Area
_____ Clothing	_____ Specific Damage Sites
_____ Medical	_____ Location of EOC,DAC
_____ Other (Specify)	_____ Other

(Explain items checked in remarks)

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Initial Damage Assessment Report (cont)

Location of Emergency Operations Center (EOC) _____

Telephone Number of EOC _____

Other Communications _____

Amount of local government funding available and expected to be appropriated to meet the needs of this disaster:

Remarks

Name and Title of Person Filing Report _____

Date and Time _____

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City of Oakridge Evacuation Annex – Transportation

Evacuation Annex – Transportation

Transportation Resources

1. Local Public Equipment (City, County, Senior Services)

Owner	Type	Quantity	Capacity	Special Equipment

2. Private Equipment (Businesses, School District)

Owner	Type	Quantity	Capacity	Special Equipment

CONTACT INFORMATION FOR ABOVE RESOURCES

#	NAME TO CONTACT	CONTACT NUMBER(S)
1		
2		
3		
4		
5		
5		
5		
6		
7		
8		

**City of Oakridge
Finance Department Annex**

Finance Department Annex

I. PURPOSE

The purpose of this annex is to ensure the on-going fiscal integrity of the City during disaster situations. The Finance Department's primary responsibility is to maintain adequate monetary reserves to meet any emergency operational needs and ensure regular payroll events occur per schedule. They are also responsible for tracking and recording all contract encumbrances incurred during an emergency, and tracking and recording all employee/contract laborer hours spent during a declared emergency event.

It is the policy of the Oakridge Finance Department to work cooperatively with other city departments in order to best meet the needs of the situation at hand. It is also the policy of this Department to provide training to Department personnel which is designed to aid in the appropriate response to disaster situations and conditions.

II. SITUATION AND ASSUMPTIONS

1. Situation

Under normal conditions, the City of Oakridge Finance Department performs tasks vital to the fiscal well-being of the City. These may include payroll, accounting, employee benefits coordination, investment management, utilities billing and collection, purchasing, and budget preparation, tracking, and reporting.

2. Assumptions

When a disaster threatens or strikes a community, there will be costs incurred outside of "normal" expenditure procedures, and that will most likely not be included within the parameters of the City's budget. These additional costs must be carefully tracked for payment and inclusion in any supplemental budgeting that may be required to account for the expenditures.

III. CONCEPT OF OPERATIONS

A. General

The City of Oakridge has the responsibility for receiving, spending, and accounting for the public's dollars. This is valid during both emergency and non-emergency periods. For many emergency situations, the Finance Department may be called upon to assist other City Departments in the emergency expenditure of these public dollars.

B. Phases of Emergency Management

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a. Mitigation

Participation in the mitigation phase will include, but not be limited to the following:

- a. Train personnel in performing the necessary day-to-day operations;
- b. Through analysis, identification of vulnerable areas of responsibility assigned to the Finance Department;
- c. Establish and maintain adequate stocks of all supplies used in the Finance Department; and
- d. Develop and maintain standard operating guidelines (SOG) for all Department functions, both day-to-day and in emergency settings.

b. Preparedness

In order to better ensure preparedness, The City of Oakridge Finance Department will:

- a. Annually review its Standard Operating Guidelines to ensure updating;
- b. Ensure that the Finance Department assignments are within the Emergency Operations Plan basic policy and any annexes with reference to Finance activities are consistent;
- c. Develop and maintain emergency contact lists for access to the State's Investment Pool center and to any and all commercial banking institutions used by the City;
- d. See that equipment is maintained in operating condition and that essential supplies and materials necessary for any disaster response and recovery phases are available;
- e. Establish and maintain staffing levels;
- f. Participate as requested in the development of emergency management exercises and facilitate staff attendance and exercise participation;
- g. Identify areas and uses of significant risk and pre-plan response and control activities needed in an emergency;
- h. Develop and maintain emergency purchasing procedures; and
- i. Establish familiarity with state and federal regulations on emergency funding, disaster assistance, and reimbursement should a state of emergency be declared.

c. Response

In response to emergency and disaster situations, The City of Oakridge Finance Department will:

- a. Assign personnel to the Emergency Operations Center (EOC);
- b. Establish and maintain contact with the EOC;
- c. Initiate activities which lead to the opening of a commissary operation;
- d. Ensure that all time records are maintained; if necessary, a Time Section will be established to accomplish this task;
- e. Ensure that all private resources utilized are tracked; and
- f. Ensure the monitoring of all private contracts entered into.

d. Recovery

In order to facilitate the recovery from a disaster, Oakridge's Finance Department will:

- a. Participate in all demobilization planning;
- b. Return operations to routine functions, with only necessary staff to remain on emergency duty;
- c. Insure that all obligation documents generated by the incident are properly prepared and completed;
- d. Brief all staff personnel on all incident-related business management issues needing attention and follow-up prior to leaving the incident; and
- e. Conduct a departmental debriefing after all incidents.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

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

B. The City of Oakridge Finance Director shall:

- a. Respond to the EOC;
- b. Report to the Incident Commander;
- c. Attend staff incident briefings and provide input on financial and cost analysis matters;
- d. Identify and obtain supplies and staff needed for a finance section;
- e. Ensure that all time records are maintained;
- f. Ensure that outside agencies are informed of time spent by their personnel and equipment;
- g. Establish, as necessary, a Time Section to handle time records;
- h. Determine the need for a commissary operation;
- i. Participate in all demobilization planning;
- j. Ensure that all obligation documents generated by the incident are properly prepared and completed;
- k. Brief all staff personnel on all incident-related business management issues needing attention and follow-up prior to leaving the incident;
- l. Develop and maintain emergency purchasing procedures; and
- m. Establish familiarity with state and federal regulations on emergency funding, disaster assistance, and reimbursement should a state of emergency be declared.

V. DIRECTION AND CONTROL

Routine City Finance Department operations will be handled under standard operating guidelines. During major emergency or disaster situations, which require the City of Oakridge EOC activation, the Finance Director will be responsible for all tasks listed in Section IV, above.

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are according to the standard operating guidelines established by each department.

VII. ADMINISTRATION AND SUPPORT

Utility billing may be suspended or delayed depending on the timing of a disaster.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

The City of Oakridge Finance Director, or a designee, will provide for the coordination of activities related to the review of this document. This should occur at least annually, and ideally, following an exercise or actual plan/procedure implementation.

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**City of Oakridge
Fire Services Annex**

Fire Services Annex

I. PURPOSE

The purpose of this annex is to provide the City of Oakridge with a fire fighting plan to meet the demands of a disaster situation. In addition to firefighting, the Oakridge Fire Department also has responsibility for providing first response emergency medical service (EMS), ambulance transport, rescue, water rescue, radiological, and biological protection operations at the level of their current training.

II. SITUATION AND ASSUMPTIONS

1. Situation

Fire prevention and control are daily problems faced by fire services personnel. These problems become more significant during emergency situations. Several hazards present difficulties with regard to fire protection including conflagrations, forest fires and hazardous materials accidents. Severe structural damage from these hazards could result in people being trapped in damaged and/or collapsed structures, missing persons, and death.

2. Assumptions

Existing fire personnel and equipment will be able to handle general emergency situations through the use of existing mutual aid agreements. When additional support is required, assistance can be obtained from state and federal agencies. A trained, equipped, and organized EMS/ambulance will be requested to provide the capability to conduct search and rescue operations.

III. CONCEPT OF OPERATIONS

1. General

The responsibilities of fire services in disaster situations are basically the same as in daily operations. Their primary responsibility is life safety over fire control. They are also involved on a regular basis with providing first response EMS, ambulance transport, rescue, water rescue operations, hazardous materials incident stabilization, and support for radiological and biological protection activities.

2. Phases of Emergency Management

1. Mitigation

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- 1) Fire code enforcement
- 2) Provide public fire safety information programs
- 3) Develop appropriate mutual aid agreements

2. Preparedness

- 1) Test, maintain, and repair equipment on a scheduled basis
- 2) Train fire personnel on a regular basis
- 3) Develop communications procedures
- 4) Train first response EMS, ambulance transport, rescue, and water rescue personnel on regular basis
- 5) Revise and update response plans at regular intervals

3. Response

- 1) Contain, control, and extinguish fires
- 2) Provide fire leadership at the Emergency Operations Center (EOC)
- 3) Initiate rescue/water rescue missions as necessary at the level trained.
- 4) Provide first response EMS and ambulance transport when requested
- 5) Perform radiological and biological protection as necessary at the level trained.
- 6) Activate mutual aid as required
- 7) Control hazardous materials incidents within capability – request assistance as needed

4. Recovery

- 1) Perform inspection of restored or reconstructed buildings
- 2) Perform or assist in decontamination and cleanup
- 3) Recommend condemnation of unsafe buildings

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

a. General

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

b. City of Oakridge Fire Department shall:

- 1) Coordinate all fire services activities within the City;
- 2) Provide fire control;
- 3) Provide fire prevention services;
- 4) Provide emergency medical services as needed;
- 5) Provide ambulance transport as needed;
- 6) Staff EOC with appropriate fire personnel;

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- 7) Support for shelter and mass care operations;
- 8) Support for radiological and biological protection;
- 9) Assist evacuation;
- 10) Activate mutual aid as necessary;
- 11) Identify, isolate and containment of hazardous materials at their level of training;
- 12) Provide fire code enforcement;
- 13) Review and preparation of appropriate mutual aid agreements;
- 14) Support for other public safety operations; and
- 15) Rescue/water rescue operations as necessary at their level of training.

V. DIRECTION AND CONTROL

Routine operations will be handled under standard operating guidelines. During major emergency or disaster situations, which require the City of Oakridge's EOC activation, the Fire Chief, and/or his designee, will be responsible for coordinating all emergency fire service operations within the jurisdiction from the City of Oakridge EOC. A unified command post may be established at the site of a disaster situation in conjunction with other responding agencies, such as law enforcement, and the senior fire person on-scene will be in charge of fire suppression activities and report to the Fire Chief in the EOC. The Fire Chief, and/or his designee, will establish and maintain communications with the unified 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 Fire Chief, or his designee, will request outside assistance from the person in overall charge of the EOC. Outside assistance will be provided from mutual aid agreements, State or federal sources.

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each Department Head are according to the standard operating guidelines (SOG) established by each department.

VII. ADMINISTRATION AND SUPPORT

a. Communications

Fire Service radio communication shall be maintained with the EOC throughout any disaster event. The Fire Services communication system shall be through a complex of landline and cellular telephone systems, and a low-band radio system.

b. Resources

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A listing of available fire department resources is found in Appendix 1.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

It is the responsibility of the Fire Department to ensure its own operational capabilities. The Fire Chief will coordinate the planning of all fire services related to emergency management operations and ensure the maintenance of this annex.

IX. APPENDICES TO THE FIRE SERVICES ANNEX

Appendix 1

Department Resource List

Appendix 1

FIRE DEPARTMENT RESOURCES LIST

ITEM	QUAN.	DESCRIPTION
Apparatus	4	Class A pumpers, 1 with 1000 gallons of water,
	3	Water tenders, each with 3000 gallons of water
	3	Command Vehicle
	1	Rescue trucks equipped with first aid and extrication equipment
	3	Ambulances with complete EMS capabilities
	1	Water rescue boat and support vehicle complete with swift water rescue equipment
Radios		
	22	150 mhz mobile radios
	71	150 mhz portable radios
	4	150 mhz portable radio spare batteries
	0	Low band mobile radios
	0	Low band portable radios
0	Low band portable radio spare batteries	
Extra Hose		
	1500'	1 ¾ " hose
	0	1 ½ " hose
	0	1" hose
Extra Ladders		
	7	Ground ladders on apparatus
AEDs	3	Automated External Defibrillators
Breathing Apparatus	30	Complete Self-Contained Breathing Apparatus
	30	Extra SCBA air bottles
Extrication Tools	1	Extrication tools & support equipment
Miscellaneous	2	Infra-red cameras

City of Oakridge
Hazard Analysis Annex

Hazard Analysis Annex

I. PURPOSE

The purpose of this annex is to identify, rank, and analyze natural and technological hazards that might cause disaster for the City of Oakridge.

II. SITUATION AND ASSUMPTIONS

A. Situation

The City of Oakridge, by its very existence, faces risks of disaster every day. These disasters vary in their probability of occurrence. There are five main factors to consider when determining the dangers to our community from hazards:

1. The past history of disasters caused by the hazard;
2. Weather patterns;
3. Geographical considerations;
4. Community characteristics; and
5. Distance from transportation routes, large urban areas, large industrial areas, or military bases.

The decisions to be made by the City involve the degree of resources to be allocated towards preparation for and mitigation of various types of disasters. A hazard analysis will help with these decisions by giving the probabilities of occurrence of each type of disaster using the above factors.

B. Assumptions

We have grouped the various hazards into two main categories for purposes of this analysis, **natural** hazards and **technological** hazards. We then rated each as a high, moderate, or low risk hazard. The ratings are based upon a scale of 1 through 5 for each of two categories, with 1 being the lowest and 5 the highest. The first category is **historical** and includes past incidents and the severity of those incidents while the second category, **potential**, includes the other four considerations. The scores for each category are then added together in the summary for a final score, which gives us a relative degree of the individual hazard probability. A hazard with a score of 2, 3, or 4 will be considered a low risk hazard, one with a score of 5, 6, or 7 can be considered moderate risk, and a high risk will have a score of 8, 9, or 10.

II. RATING

HAZARD	Historical Score					Potential Score					Total
ACCIDENTS AND MAN MADE DISASTERS	1	2	3	4	5	1	2	3	4	5	H+P
Fires – Structural			X					X			6
Fires – Wildland		X						X			5
Explosions	X						X				2
Airplane Crashes		X					X				4
Multi Motor Vehicle Accidents				X					X		8
Bus Crashes		X					X				5
Water System Failure	X						X				4
Water Shortage		X					X				4
Structural Collapse	X						X				3
Hazardous Chemical Transportation Accident		X							X		6
Chemical Spill		X					X				4
Bomb Threat	X						X				3
Railroad Accidents		X						X			5
Hazardous Materials Storage Accident	X							X			4
Fire - High Rise	X					X					2
RADIOACTIVE INCIDENTS	1	2	3	4	5	1	2	3	4	5	H+P
Transportation Accidents	X					X					2
Low Level Radiation	X					X					2
Industrial	X					X					2
ENERGY	1	2	3	4	5	1	2	3	4	5	H+P
Natural Gas/LPG Shortage	X					X					2
Petroleum-based Fuels Shortage		X						X			5
Electrical Energy Shortage			X					X			5
Communications Failure	1	2	3	4	5	1	2	3	4	5	H+P
Fire Radio System			X						X		7
Police Radio System			X					X			4
Public Works Radio System			X						X		4

HAZARD	Historical Score					Potential Score					Total
Communications Failure (continued)	1	2	3	4	5	1	2	3	4	5	H+P
Telephone System		X					X				4
HUMAN	1	2	3	4	5	1	2	3	4	5	H+P
Civil Disturbance		X					X				4
Terrorism	X							X			4
Strike – Municipal	X					X					2
Strike – Major Employer	X					X					2
Terrorist – Chemical	X					X					2
Terrorist – Biological	X					X					2
Terrorist – Nuclear	X					X					2
MEDICAL	1	2	3	4	5	1	2	3	4	5	H+P
Epidemic		X						X			5
Mass Poisoning	X					X					2
Water Pollution		X				X					3
Hospital Emergency	X					X					2
Nursing Home Emergency	X					X					2
WEATHER AND NATURAL DISASTERS	1	2	3	4	5	1	2	3	4	5	H+P
Wind Storm				X					X		8
Tornado	X					X					2
Blizzard / Heavy Snow			X					X			6
Severe Cold Spell				X					X		8
Drought			X				X				4
Flooding			X						X		7
Earthquake		X							4		5
Volcanic Eruption	X							X			4

III. ANALYSIS

For purposes of this annex and the City of Oakridge’s Emergency Operations Plan, only those hazards that have received an Historic and Potential (H+P) score of six or greater will be analyzed; those which are believed to be of moderate to high potential for occurring in Oakridge.

A. NATURAL HAZARDS

Natural hazards are those caused by natural events. They are often predictable and many of the damaging effects can be mitigated. Natural hazards tend to occur in the same geographical areas. This can be because they are related to weather patterns (tornadoes, blizzards, floods, etc.) or to the physical characteristics of an area (floods, forest fires, earthquakes). The following list contains the hazards classified as natural hazards occurring in the Oakridge area:

- | | |
|-------------------|--------------------------|
| Wind Storm | Earthquake |
| Flood | Forest Fire (Major Fire) |
| Severe Cold Spell | |

Four of the above hazards received an H+P score of six or greater. Below is an analysis of each of those four hazards.

1. Wind Storm

- a. **Definition:** Wind storm – for purposes of this annex, a wind storm is defined as being sustained wind strengths from 25-31 mph, with gusts from 64-74 mph. According to the Beaufort Wind Scale, these wind strengths are classified from a strong breeze through a violent storm. (*The Beaufort Wind Scale is a simple numerical relationship to wind speed based on an observation of the effects of the wind developed by Rear-Admiral Sir Francis Beaufort, Knight Commander of the Bath in 1838.*)
- b. **Related hazards:** Damages from these wind intensities can cause damage to trees, structures, and power lines (loss of electricity and interruption of traffic).

Historical Score: 4

Oakridge lies in the Cascade Mountains of Eastern Lane County. The prevailing winds during the fall and winter months (those times most susceptible to experiencing high winds) are from the west and northwest. While somewhat protected by the surrounding mountains, Oakridge has still experienced winds of such velocity as to cause power interruption for more than 24 hours, and leave large and small trees uprooted and into structures.

Potential Score: 4

The most bearing factors in this rating are the geographic location and the ever-changing weather characteristics. As the City grows and becomes more urbanized, the potential for wind storm damage increases. As development occurs, larger stands of trees are drastically thinned, leaving smaller stands of trees which are not as tolerant of high winds, and will fall easier. Another result of urbanization is more houses, power lines, and traffic; all susceptible to the problems of high winds and falling trees.

2. **Blizzard/Heavy Snow**

- a. **Definition:** Blizzard – a storm with dry, driving snow, strong winds, and intense cold, or a heavy and prolonged snowstorm covering a wide area.
- b. **Related hazards:** Damages from blizzards can cause damage to trees, structures, and power lines (loss of electricity and interruption of traffic).

Historical Score: 3

The topographical conditions in Oakridge (see Historical under #1 above) protect Oakridge from much of the severe winter snows. However, Oakridge has sporadically (every five or six years) received snowfall sufficient to disrupt transportation in and through the Oakridge area.

Potential Score: 3

Oakridge is an area prone to receiving large amounts of snow, on occasion. The City was isolated for several days in 1969 and thus is not prepared for such events. Snow depths of 3-6” can cause a slow-down in inner-city travel

3. **Severe Cold Spell**

- a. **Definition:** Severe Cold Spell – for purposes of this analysis, a severe cold spell will be defined as temperatures in the sub-freezing range for periods greater than 24 hours.
- b. **Related hazards:** Damages from blizzards can cause damage to trees, structures, and power lines (loss of electricity and interruption of traffic), icy roads, and damage to water lines.

Historical Score: 4

Again, the topographical conditions in Oakridge (see Historical under #1 above) protect Oakridge from much of the severe winter snows coming from the northwest and south. But, given the right alignment of upper air currents and flow, Oakridge has experienced extended periods of sub-freezing temperatures. Coupled with any amounts of precipitation (rain and/or snow), these periods make for treacherous, icy driving into/out-of, and around the city.

Potential Score: 4

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Based on past data, Oakridge can expect at least one extended cold spell per year; and given the weather patterns prevalent in this area, some sort of precipitation will occur within that period. The geography in the City presents significant hilly areas prone to icy road conditions. The city public works department has a well developed winter weather program that can mitigate most normal icy roads.

4 Earthquake

- a. **Definition:** Earthquake – a trembling or shaking movement of the earth's surface. Most earthquakes are minor tremors. Larger earthquakes usually begin with slight tremors but rapidly take the form of one or more violent shocks, and end in vibrations of gradually diminishing force called aftershocks.
- b. Related **hazards:** Damage and loss of life sustained during an earthquake result from falling structures and flying glass and objects. The worst damage occurs in densely populated urban areas where structures are not built to withstand intense shaking. There, shock waves can produce destructive vibrations in buildings and break water and gas lines, starting uncontrollable fires.

Historical Score: 3

Earthquakes from three different sources threaten communities in Oregon and the Pacific Northwest. These sources are crustal, subduction zone, and intraplate earthquakes. The most common are crustal earthquakes, which typically occur along faults, or breaks in the earth's crust, at shallow depths of 6-12 miles (10-20 km) below the surface. The two largest earthquakes in recent years in Oregon, Scotts Mills, (magnitude 5.6) and the Klamath Falls main shocks (magnitude 5.9 and magnitude 6.0) of 1993 were crustal earthquakes. The Scotts Mills quake, remembered as the Spring Break Quake, did minor to moderate damage in the Scotts Mills area. Scotts Mills is located at a convergent continental boundary, where two tectonic plates are colliding. This boundary is called the Cascadia Subduction Zone. It lies offshore and extends from British Columbia to northern California. The two plates are converging at a rate of about 1-2 inches/year, and the northeast-moving Juan de Fuca Plate is pushing into North America, causing stress to accumulate. Earthquakes are caused by the abrupt release of this slowly accumulated stress.

Potential Score: 3

Although scientists have long tried to predict earthquakes, no reliable method has been discovered. Seismicity in the Pacific Northwest has only been extensively studied for a couple of decades. Seismologists are still trying to understand the frequency and hazards of earthquakes in our region. Geologically, earthquakes around the Pacific Rim are normal and expected. The long fault zones that ring the Pacific are subdivided by geologic irregularities into smaller fault segments which rupture individually. Earthquake magnitude and timing are controlled by the size of a fault segment, the stiffness of the rocks, and the amount of accumulated stress. Where faults and plate motions are well known, the fault segments most likely to break can be identified. If a fault segment is known to have broken in a past large earthquake, recurrence time and probable magnitude can be estimated based

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on fault segment size, rupture history, and strain accumulation. This forecasting technique can only be used for well-understood faults, such as California's San Andreas. Although there are clear seismic hazards in our area, Pacific Northwest faults are complex and it is not yet possible to forecast when any particular fault segment in Washington or Oregon will break. In the Pacific Northwest, earthquake hazards are well known and future earthquake damage can be greatly reduced by identifying and improving or removing the most vulnerable and dangerous structures. Seismologists have determined that a 9.5 or greater earthquake occurs in the Cascadia Subduction Zone about once every 500 years. It is estimated that the last earthquake occurred about 700 years ago.

C. TECHNOLOGICAL HAZARDS

Technological hazards are those caused by the tools, machines, and substances used in everyday life. These are sometimes called man-made hazards. These hazards can be identified in five general categories:

Domestic Disturbances (riots, strikes, bomb threats);

Hazardous Materials (spills, transportation, and storage problems);

Radiological Accidents;

Resource Shortages; and

Structural Fires and Explosions

As with the Natural Hazards analysis, only those hazards that received a score of six or greater will be analyzed.

1. Structural Fires

- a. **Definition:** Structural fires – any fire, accidental or man-caused, causing damage or loss to something which has been made or built from parts, such as a building.
- b. **Related hazards:** Loss of use, loss of monetary investment, loss of personal belongings, and loss of life are hazards related to structural fires.

Historical Score: 3

The majority of structure fires in Oregon occur in the home. In 2001, there was an average of 11 fires a day in Oregon homes (3,986). Eight out of the ten leading causes of residential structure fires resulted from human acts of intention, error, or carelessness. Thirty-two Oregonians lost their lives in structure fires in 2001, while another 391 individuals sustained injuries (119 of these were firefighters). Most of the fatalities were as a result of human actions, and were preventable. The dollar loss from these structure fires was nearly \$95 million. Newberg suffered 42 structural fires in 2001, with an accumulated dollar loss in excess of \$700,000. No fatalities were reported.

Potential Score: 3

Over the last five years, Newberg has experienced, on average, 38 structure fires per year. Year-by-year, these have ranged from 22 in 2000 to 42 in 2001. This is to say that no

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matter how good the fire prevention education, and no matter how good the fire detection devices, accidents (and arson) still happen, and **will** strike again in Newberg.

2. Multiple Motor Vehicle Accidents

- a. **Definition:** Multiple Motor Vehicle Accidents – for purposes of this analysis, multiple motor vehicle accidents will be defined as those accidents involving four or more vehicles.
- b. **Related hazards:** With motor vehicle accidents, the related hazard of gasoline spills must always be addressed. Multi-casualty incidents are always possible and, depending upon the vehicles involved, and any freight they may be carrying, the possibility of this being a hazardous material incident can exist. Other related possibilities are damage to structures, disruption to traffic, bodily injury, and loss of life.

Historical Score: 4

The City of Oakridge is bisected by Highway 58, one of Oregon’s major transportation routes from the Willamette Valley to Central and Southern Oregon. Other than routine maintenance performed by ODOT, Highway 58 have been unchanged for more than 50 years. No other significant changes have been made despite the **drastically** increased (and ever increasing) traffic counts through the City.

Potential Score: 4

Oakridge has responded to its share of multiple-vehicle traffic crashes, some with fatalities. As traffic loads increase on a 50+ year old transportation system, the potential for seeing an increase in multiple-vehicle traffic crashes will increase proportionally with the increased traffic counts.

3. Hazardous Chemical Transportation Accident

- a. **Definition:** Hazardous Chemical Transportation Accident – accidents while in transit involving substances classified as hazardous by the Department of Transportation (DOT). Transportation accidents involving chemicals can produce extremely hazardous situations when they occur in or near populated areas, commercial plants, waterways, or busy thoroughfares – particularly if cargoes are highly toxic, flammable, or explosive.
- b. **Related hazards:** Normal transportation accident problems are compounded by the presence of hazardous materials. Ecological contamination is always to be considered. Extended operations can quickly make even a small incident extremely costly. Weather conditions play an extremely important role in the severity of the incident. Explosions due to heating pressurized gases are not uncommon and can be very severe.

Historical Score: 1

See the Historical notation in #2 above for a description of the transportation routes into and through the City of Oakridge. In addition, Oakridge has a secondary rail transportation line traversing the City from west to east, and dividing the City’s core business area. One

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of the State's east/west waterway lies along the southern border of the City. The Middle Fork of the Willamette River serves as a recreation area for boating and fishing.

Potential Score: 5

Hazardous materials are growing in use throughout the country at an alarming rate. Over 3,000 new chemicals are introduced every year. Almost every industry uses some form of hazardous materials. Most of these chemicals are manufactured elsewhere and shipped to the end user. They are shipped by air, ship, train, truck, and car. Conceivably, every gas station in Oakridge, along Highway 58 could be the destination of 5,000 gallons of flammable liquid (gasoline) on a regular basis. Every hardware store and supermarket is a destination for corrosives (oven cleaner), insecticides, and flammables (charcoal starter, lighter fluid, etc.) The point here is that as the use of hazardous materials grows in everyday life, the potential for accidents will grow.

Perhaps one of the most serious threats for a major hazardous materials disaster in the City is due to the railroad line running through the middle of Oakridge. Currently, the rail line is used to transport hazardous materials. Railroads have the potential to transport hazardous materials in large quantities. Tank cars can range in size up to 34,500 gallons, while boxcars can carry up to 100 tons. Along with these sizeable single-car capacities is the fact that multiple carloads of hazardous materials (not always compatible) are normally in the same train, and frequently placed together.

There are several ways an accident can occur. There are derailments, accidents with motor vehicles at crossings, on-board fires, and leaks from old or defective equipment. The causes of these accidents also vary. However, as the amount of hazardous materials transported increases both in quantity and percentage of load, the number of accidents involving hazardous materials also increases. Other factors in determining the potential risk are the occupancies located close to the railroad right-of-way. The rails travel through mainly residential and industrial areas through the City of Oakridge. One of the largest target hazards for loss of life in Oakridge, a High School and Middle School, are located within a few hundred feet of the main railroad right-of-way.

4. Chemical Spill

- a. **Definition:** Chemical spill – there are several thousand chemicals in use every day that, if spilled in any quantity, can affect a large number of people. A major chemical spill can occur at any commercial facility which uses or stores chemicals, or from any problems arising from the transportation of these chemicals through the City.
- b. **Related hazards:** A chemical spill can cause many compound adverse effects on a community. If fire is involved there is a good chance that the smoke from the fire is toxic and immediate evacuation becomes a necessity, and a fire may be easily spread by a liquid fuel. Even without fire, all ignition sources need to be eliminated when dealing with a flammable. Depending upon the chemical involved, it may even become necessary to ignite a gas, or leave it burning, so as to limit the spread of the gas.

Familiarity with a substance often adds to the problem. Emergency crews often hear "I've been working with this stuff for years and never had a problem." There are two main points in that statement which need to be addressed. First, while there may not

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have been a problem before that does not mean the potential is any less, and second, many chemicals are cancer-causing agents. An exposure to the chemical may cause cancer to develop 10, 15, or 20 years later. This gives rise to the possibility that the worker was killed by the chemical 15 years ago but he hasn't died yet.

All of these related problems give rise to other issues. A hazardous material incident is usually a very lengthy and expensive incident. Emergency crews need to isolate an area, contain a spill, and identify the chemical with which they are dealing. Then they must obtain the proper protective equipment and expertise and deal with the immediate problem. Finally, there is clean-up, which often involves specialized teams from other areas. Environmental concerns are also ever present.

Historical Score: 2

Hazardous material incidents have been occurring in the City for decades. The realization of the dangers of hazardous materials, however, is a fairly new concept. Many hazardous material incidents were not reported. A gasoline spill is a good example. Even though a highly flammable substance was involved, it was often unreported, and shrugged off as “*it’s just gasoline*”. As the realization of hazardous materials grows and as emergency personnel are better educated in hazardous materials and their associated dangers, reporting becomes more accurate. Many citizens are also uninformed and, therefore, many small incidents still go unreported.

Potential Score: 5

As the City grows, and new chemicals increase the complexity of the problem, and our commercial and industrial base grows, the potential for problems in hazardous materials will also grow. The number of storage facilities (or commercial facilities that store hazardous materials) will increase over the years.

5. Railroad Accidents

- a. **Definition:** Railroad accident – the interruption of rail traffic due to derailment, fire, equipment failure, or accidental collision with a pedestrian and/or motor vehicle.
- b. **Related hazards:** Hazards associated with a railroad accident include fires, motor vehicle damage, and personal injury and loss of life.

Historical Score: 3

The safety record for Pacific Railroad, the rail transportation company operating on the rail line through Oakridge, is excellent, and currently they report that they have and do intend of transporting hazardous materials through Oakridge. Fortunately there have not been too many accidents in the Oakridge area that have caused damages other than to the roadbed and some dented rail cars. Other accidents associated with this line generally involve crashes with motor vehicles.

Potential Score: 3

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As motor fuels continue to rise in price, business and industry will turn more frequently to more inexpensive transportation means. This spells increased rail traffic, and perhaps a re-evaluation on the part Pacific Railroad has on the shipping of cargoes through Oakridge..

Historical Score: 2

America suffered through its most recent nation-wide petroleum-based fuel shortage in 1973. Since that time, unstable domestic production and international import supplies and prices have driven the cost to consumers to an all-time high. Today, the world oil markets are nervously reacting to changing politics, the most obvious cause of our pricing/supply instability.

Potential Score: 4

Despite the last few years of robust oil prices, many of the largest oil companies are hesitant to greatly increase their investments in oil production because they fear volatile prices in the future, according to a Cambridge Energy Associates report in February, 2003. The hesitancy comes just as the oil industry begins to grapple with a host of challenges over the next seven years in nearly every realm, from drilling for oil to shipping and refining it. And if such caution continues, world markets could face possible shortages and companies could face lower returns on future projects.

IV. ANNEX DEVELOPMENT AND MAINTENANCE

The Fire Chief, or a designee, is responsible for the maintenance and updating of this annex.

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**City of Oakridge
Hazard Mitigation Annex**

Hazard Mitigation Annex

I. PURPOSE

This annex describes coordinated hazard mitigation planning and implementation measures to accomplish the long-term prevention or reduction of the adverse impacts of natural and manmade hazards on the citizens of the City of Oakridge.

This annex addresses mitigation as a long-term, ongoing process, and identifies planning and implementation procedures applicable to both pre-incident and post-incident situations.

The primary mitigation objective is to save lives and reduce property damage through the utilization of coordinated hazard mitigation planning and implementation activities.

II. SITUATION AND ASSUMPTIONS

a. Situation

Several hazardous conditions exist within this jurisdiction, which have the potential of causing loss of lives, inflicting injuries, or causing extensive property damage.

b. Assumptions

- a. Exposure to risks from hazards exist whether or not an incident actually occurs.
- b. The adverse impact of hazards can be directly affected by hazard mitigation actions accomplished prior to an incident occurrence. Effective post-incident mitigation actions can also reduce the risk of repeat disasters.
- c. Hazard mitigation planning and implementation activities are an ongoing program/process and are an integral and complimentary part of an effective comprehensive emergency management program.
- d. Mitigation action to save lives and reduce damage can be achieved through properly coordinated group effort. This effort will require the cooperation of various levels of government and may be well served by the involvement of talented individuals with expertise in varying disciplines outside of government.
- e. The effective, long-term reduction of risks is a goal and responsibility shared by all residents of the City of Oakridge.

III. CONCEPT OF OPERATIONS

a. Definitions

- a. **Hazard Mitigation** – Any action taken to eliminate or reduce long-term risk to human life and property from natural and manmade hazards.
- b. **Appropriate Mitigation Actions** – Mitigation measures balance the cost of implementation against the potential cost of continued damages, if such measures are not taken. Mitigation measures should be less costly to implement than the damage they are intended to prevent. Floodplain management, and the adoption and enforcement of safe land use regulations and construction standards, are considered as highly appropriate mitigation actions. Such actions are relatively inexpensive to implement, are long-term in nature, and are applicable on an area-wide basis.
- c. **Incident** – Any event, or occurrence, in which people and/or property are placed at risk of the adverse impact of a natural or manmade hazard. The severity of an incident is determined by the character and degree (magnitude) of risk produced during the incident.
- d. **Risk Factors** – A group of identifiable facts and assumptions concerning the impact of specific or associated hazards. An analysis of interrelated risk factors provides a means to determine the degree (magnitude) of risk produced by a particular hazard or an incident and, consequently, provides a means to determine a priority of mitigation planning and implementation activities. Individual risk factors are as follows:
 - a. Number of previous incidents involving this hazard;
 - b. Probability of future incidents occurring which also involve this hazard;
 - c. Number of people killed or injured during previous incidents and number of people potentially at risk from future incidents involving this hazard;
 - d. Damages to homes, businesses, public facilities, crops, and livestock which have been caused by previous incidents or are potentially at risk from future incidents involving this hazard;
 - e. Capabilities and shortfalls of an emergency management organization to effectively respond to incidents involving this hazard; and
 - f. Recovery activities needed to return the City of Oakridge to pre-incident status. The recovery process involves not only time requirements, but also the associated costs to repair damage, restore services, and return economic stability after an incident.
- e. **Disaster** – A situation resulting from an incident which causes widespread or severe damage, injury, or loss of life, property, or resources, and exceeds the recovery capabilities of a jurisdiction. Disaster assistance provided by the federal or State government is intended to supplement local government resources and to enhance

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recovery capabilities to achieve a speedy and efficient return to post-incident conditions.

b. General

- a. This annex is not intended to describe in detail all aspects of the mitigation program of the City of Oakridge.
- b. The achievement of hazard mitigation objectives is a high governmental priority, and all departments will seek out and implement risk reduction measures.
- c. Until the City is able to appoint a Hazard Mitigation Coordinator (HMC), the City Administrator is responsible for the coordination of all mitigation activities for the City of Oakridge. To achieve mitigation objectives, the City Administrator will be assisted by City Department Heads until a Hazard Mitigation Team (HMT) can be assembled. This HMT will be comprised of Department Heads and representatives from the community.
- d. The City of Oakridge will provide a multi-disciplined local capability to identify mitigation opportunities and implement mitigation measures in either a pre-incident or a post-incident situation.
- e. When appointed, the HMT will not be viewed as a standing organization of rigid membership and regular duties, but rather one of flexible membership whose makeup and duties are dependent on the particular mitigation activity under consideration. This flexibility allows the City Administrator to tailor the group to meet the situation while ensuring the involvement of appropriate individuals from the community.
- f. The data collection process described in this annex provides a systematic means to identify hazards and assess their impact on the City.
- g. The Hazard Mitigation Team Report system described in this annex provides a means to develop a multi-disciplined, ongoing mitigation planning and implementation process.
- h. Consistent with capabilities, the State Division of Emergency Management (OEM) will provide coordination, technical assistance, and guidance to achieve effective risk reduction objectives.
- i. In the event of a Presidential Major Disaster Declaration for the City of, the City Administrator (HMC) and Team will provide assistance to the Interagency Hazard Mitigation Team established by FEMA.
- j. 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.

c. Phases of Emergency Management

a. General

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- a. Hazard mitigation activities are not only a response to an incident and a known hazard, but are also an active search for ways to prevent or reduce the impact from newly discovered hazards. The mitigation process is long-term in nature and, therefore, is an ongoing element of the emergency management program which directly influences preparedness, response, and recovery requirements.
- b. 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.
- c. These activities are not mutually exclusive and should be merged into a coordinated, continuous mitigation process.

b. Pre-Incident Mitigation

Pre-incident activities take place prior to the occurrence of an incident. This time frame provides a more relaxed atmosphere for the development and implementation of long-term, multi-hazard oriented mitigation measures. This time frame is preferred and is the most appropriate for reducing risks and potential damages.

c. Post-Incident Mitigation

Post-incident activities take place after an incident has already adversely affected the community. These activities are responses and are too late to prevent or reduce the impacts already suffered. Heightened hazard awareness and a desire for speedy recovery provide incentive for conducting mitigation activities during this time frame. Mitigation opportunities can be identified and implemented which can be very effective in reducing potential damage from future incidents.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

a. Organization

1. Hazard mitigation is a function which requires the coordination of a variety of multi-disciplined ongoing activities. The City Administrator is responsible for the overall emergency management program, and, therefore, will handle the duties of HMC until one is appointed. The HMC, when appointed, serves as the single manager/coordinator for this function.
2. The Hazard Mitigation Team currently consists of the Department Heads from the City of Oakridge, but may also include representatives from industry and the private sector. Individual team members and functional areas of expertise are listed in Appendix 1 of this annex. The HMT provides a pool of local people with skills in the wide variety of disciplines which may be needed to achieve effective hazard mitigation objectives. Team members are selected by the City Administrator, who also serves as team leader and functional manager.

b. Task Assignments

1. The City Administrator (HMC) shall:

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- a) Coordinate all hazard mitigation-related activities for the City of Oakridge;
- b) Select individual members of the Hazard Mitigation Team, assign tasks, and manage the various activities of the team so as to accomplish mitigation planning and implementation objectives;
- c) Ensure development, distribution and retention of mitigation reports, records and associated correspondence, and monitor implementation of appropriate mitigation measures;
- d) Serve as point of contact and provide local assistance for federal and State level mitigation planning activities;
- e) Develop standing operating guidelines (SOGs) for compiling information, determining priority of efforts, preparing reports, and monitoring implementation of mitigation measures; and
- f) Maintain this annex and ensure that all component parts of this annex are updated and contain current data

2. The Hazard Mitigation Team members shall:

- a) Assist in the accomplishment of team objectives as assigned by the City Administrator (HMC); and
- b) Provide technical assistance and functional expertise in disciplines as assigned in **Appendix 4** of this annex

V. *DIRECTION AND CONTROL*

The City Administrator (HMC) will manage the activities of the Hazard Mitigation Team and coordinate all hazard mitigation-related activities of this jurisdiction.

VI. *CONTINUITY OF GOVERNMENT*

Lines of succession for the City Administrator (HMC) will be in accordance with the standard operating guidelines.

VII. *ADMINISTRATION AND SUPPORT*

a. Records and Reports

1. Any necessary records and/or reports of significant incidents in the past that may be needed in the preparation of a Hazard Mitigation Team Report will be made available to the Team by the City Administrator (HMC).
2. The Hazard Mitigation Team Report is a three-part, time-phased record of mitigation planning and implementation activities. The report is a management tool to facilitate the identification of mitigation opportunities and the development of an action plan and implementation schedule. This report system also provides a means to increase inter-governmental participation in the mitigation process through exchange of ideas.

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technical assistance, and guidance. Report components and instructions are contained in **Appendices 2 through 4** of this annex.

- 3. Additional reports to monitor long-term implementation measures will be prepared as needed.

b. Release and Distribution of Information

Completed Hazard Mitigation Team reports will be presented to the Mayor and City Council of the City of Oakridge for review and action as appropriate. Completed reports along with a letter of transmittal will be provided to Oregon Emergency Management, attention Hazard Mitigation Officer, as necessary.

Completed reports, historical records and associated correspondence will be maintained and utilized as management tools for the continued development of a mitigation strategy for the City.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

The Community Development Director will ensure the maintenance of all components of this annex, to include reports, records, standard operating guidelines, and associated correspondence files.

IX. APPENDICES TO THE HAZARD MITIGATION ANNEX

Appendix 1	Hazard Mitigation Team Report (Part I)(Survey)
Appendix 2	Hazard Mitigation Team Report (Part II) (Implementation Progress)
Appendix 3	Instructions for Completing Mitigation Reports
Appendix 4	Hazard Mitigation Team
Appendix 5	Incident Record
Appendix 6	Disaster Declaration Record

Appendix 1

Hazard Mitigation Team Report – Part 1, Survey

1. Impact Area: _____

2. Hazard Mitigation Coordinator: _____ Phone: _____

3. Hazard Identification: _____

4. Incident Period: _____

5. Number of Previous Incidents Involving This Hazard: _____

6. Number of Residents At Risk From This Hazard: _____

7. Disaster Summary Outline (DSO) (is / is not) Included With This Report:

8. Background and Discussion:

9. Hazard Mitigation Team Recommendations and Current Implementation Status:

WORK ELEMENT #1:

Mitigation Action: _____

Lead Agency: _____

Cost of Action: _____

Funding Method: _____

Schedule: _____

WORK ELEMENT #2:

Mitigation Action: _____

Lead Agency: _____

Cost of Action: _____

Funding Method: _____

Schedule: _____

Appendix 2

Hazard Mitigation Team Report – Part 2 Implementation Progress

3. Impact Area: _____

4. Hazard Mitigation Coordinator: _____ Phone: _____

3. Hazard Identification: _____

5. Incident Period: _____

5. Date Part 1 Report Completed (Survey): _____

6. Date Part 2 Report Completed (Three Month Progress): _____

8. Date Part 2 Report Completed (Six Month Progress): _____

8. Comments concerning this report and/or activities which have occurred since last report are as follows:

10. Hazard Mitigation Team Recommendations and Current Implementation Status:

WORK ELEMENT #1:

Mitigation Action: _____

Lead Agency: _____

Cost of Action: _____

Funding Method: _____

Schedule: _____

WORK ELEMENT #2:

Mitigation Action: _____

Lead Agency: _____

Cost of Action: _____

Funding Method: _____

Schedule: _____

Appendix 3

Instructions For Completing Mitigation Reports

I. General

The three-part Hazard Mitigation Team (HMT) Reports discussed in this annex are all concerned with one basic goal: to assist in the identification and implementation of mitigation actions which will eliminate, or at least reduce, the potential for future losses. Part 1 of the report is an initial survey and provides a means to identify mitigation opportunities and develop a coordinated plan of action. Part 2 is a time-phased status report which indicates implementation progress and provides 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.

II. Letter of Transmittal

A letter of transmittal should be prepared for each mitigation report submitted to Oregon Emergency Management (OEM). The letter should include the name of the jurisdiction, the name and address of the City Administrator who serves as the Hazard Mitigation Coordinator (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.

III. HMT Explanation

Following is an explanation of the components of the Three-Part Hazard Mitigation Team Report:

Part 1: 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 any time an analysis of risk factors indicates a significant level of risk, or opportunities for mitigation action are identified.

ITEM:

3. **Impact Area:** Identify the area or areas impacted by the incident/disaster or area at risk from potential hazards.

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4. **City Administrator (HMC):** Provide the name and phone number of the coordinator serving as the point of contact for mitigation activities.
5. **Hazard Identification:** Identify specific hazard(s) addressed in this report. For example – severe thunderstorms with flooding from the Columbus Day Storm; major building damage from the Spring Break Quake, etc.
6. **Incident Period:** Time and date of the beginning and end of an incident.
7. **Number of Previous Incidents Involving This Hazard:** Identify the number of events caused by this hazard in the time frame for which records are available. For example – two events in 1986; 5 events from 1983 to present, etc.
8. **Number of Residents At Risk From This Hazard:** Self-explanatory
9. **Disaster Summary Outline (DSO) Is/Is Not Included With This Report:** Self explanatory
10. **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.
11. **Hazard Mitigation Team Recommendations and Current Implementation Status:** 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 City Administrator (HMC) and will be based on the nature of the hazard, and the degree of risk to this jurisdiction.

WORK ELEMENTS:

Mitigation Action: Identify a specific mitigation action to be accomplished. For example: – develop and implement a master drainage plan for the jurisdiction; conduct public awareness campaign to increase flood insurance coverage; revise and implement building code standards to meet current recommended criteria; widen and straighten 2.5 miles of main drainage ditch to allow for increased flow of runoff, etc.

Lead Agency: Identify the local agency or organization which is best suited to accomplish this action. In most cases the organizations represented on the Hazard Mitigation Team will be ideally suited to accomplish specific mitigation actions.

Cost of Action: Indicate what the cost will be to accomplish this action. This amount will, of course, have to be estimated until the action is completed and an actual final dollar amount is determined.

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Funding Method: Indicate how the costs to complete the actions will be funded. For example: – funds may be provided from existing operating budget, or from a previously established contingency fund, or a cost sharing federal or State grant, etc. Remember that various funding methods are available and that creative funding techniques may be necessary.

Schedule: Indicate when the action will begin, and when the 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 2: Implementation Progress

This progress report provides the current status of the various work elements identified in Part 1 and is prepared no later than three and six months following the initial Survey Report. This report identifies what has been accomplished during the previous three month period, and includes any additional findings, discussions, or newly developed work elements which contribute to risk reduction objectives.

ITEM:

1 through 4: See Part 1 Explanation

5. **Date Part 1 Report Completed (Survey):** Self Explanatory
 6. **Date Part 2 Report Completed (Three Month Survey):** Self Explanatory
 7. **Date Part 2 Report Completed (Six Month Survey):** Self Explanatory
 8. **Comments concerning this report and/or activities which have occurred since last report are as follows:** 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.
- b. **Hazard Mitigation Team Recommendations and Current Implementation Status:** Provide the current status of each of the numbered Work Elements identified in the Part 1 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 effective mitigation consists of a combination of both short-term and long-term mitigation actions and in reality is an on-going, continuous process.

Appendix 4

Hazard Mitigation Team

The implementation of effective hazard mitigation measures requires utilization of all resources available to this jurisdiction. Multi-disciplined, long-range mitigation planning requires a coordinated team of personnel with technical knowledge and expertise in a variety of functional areas which may be needed to achieve mitigation objectives. Hazard Mitigation Team membership and functional areas of responsibility for this jurisdiction are listed in this appendix. Team members will provide technical assistance for hazard mitigation activities as requested by the City Administrator. 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
1 OPERATIONS AND PLANNING	
Public Awareness/Education	
Emergency Preparedness & Response	
Disaster Recovery	
Floodplain Management	
Engineering Services	
Damage Assessment	
Hazard Analysis	
Water Treatment	
Wastewater Treatment	
Drainage/Flood Control	
Public Health	
2 REGULATIONS AND ADMINISTRATION	
Legislative Representation/Liaison	
Building Codes and Permits	
Zoning Regulations	
Legal Services	
Development Planning	
Fiscal/Funding Resources	
Tax Assessment	
Septic Tank/Sanitation Standards	
Environmental Protection	
Land Use Planning	
Property Condemnation	
Land Acquisition	
3 MISCELLANEOUS	
Agricultural Recovery Programs	

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

Appendix 6

Disaster Declaration Record

Hazard _____
Disaster Date _____
Impact Area _____
Declaration Date _____ Local Recovery Costs _____
Agency FEMA _____ USDA _____ SBA _____
Declaration Type _____
Declaration Number _____

Hazard _____
Disaster Date _____
Impact Area _____
Declaration Date _____ Local Recovery Costs _____
Agency FEMA _____ USDA _____ SBA _____
Declaration Type _____
Declaration Number _____

Hazard _____
Disaster Date _____
Impact Area _____
Declaration Date _____ Local Recovery Costs _____
Agency FEMA _____ USDA _____ SBA _____
Declaration Type _____
Declaration Number _____

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**City of Oakridge
Legal Department Annex**

Legal Department Annex

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

I. Situation

The City of Oakridge is subject to a number of emergency or disaster circumstances that could occur locally or be part of a national crisis, and would require elected officials to take extraordinary measures in the interest of effective emergency management.

II. Assumptions

Extraordinary measures will be required to ensure a rapid return to normal conditions.

III. CONCEPT OF OPERATIONS

1. General

- a. The Mayor or City Administrator of the City of Oakridge can declare that a state of emergency exists. This declaration is good for up to seven days, at which time the Oakridge City Council can extend the time period.
- b. By Executive Order of the Governor in locally-declared disaster emergencies, the Mayor or City Administrator of the City of Oakridge may exercise the same powers on an appropriate local scale as granted to the Governor.

2. Phases of Emergency Management

a. Mitigation

1. Advise elected officials on ordinances and codes which could lessen the effects of a disaster
2. Prepare sample documents

b. Preparedness

1. Keep current with existing disaster-related laws
2. Advise staff of necessary legal actions

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3. Review plans/procedures

c. Response

1. Advise City officials on possible liabilities arising from disaster operations

d. Recovery

1. Advise City officials on legal aspects of recovery operations

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

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

B. Task Assignments

1. The Mayor of the City of Oakridge shall:

- a.** Report to the Emergency Operations Center (EOC);
- b.** Open the Policy Group Center (see the **Functional Emergency Organization Chart** in **Tab 1, Appendix 3**);
- c.** Make decisions and take such actions that are necessary to allow the City Administrator and other public officials to take actions that are legal and necessary to manage the disaster at hand; and
- d.** Declare a state of disaster.

2. The City Attorney shall:

- a.** Report to the EOC;
- b.** Staff the Policy Group Center with the Mayor and City Council;
- c.** Advise City officials on emergency powers of local government and necessary procedures for invocation of measures to:
 - a. implement wage, price, and rent controls;
 - b. establish rationing of critical resources;
 - c. establish curfews;
 - d. restrict or deny access;
 - e. specify routes of egress;
 - f. limit or restrict use of water or other utilities;
 - g. use any publicly or privately owned resource with or without payment to the owner; and/or
 - h. remove debris from publicly or privately owned property;

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- d.** Review and advise City officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers;
- e.** Prepare and recommend legislation to implement the emergency powers which may be required during an emergency; and
- f.** Advise the City Administrator, department heads, and other city officials on record-keeping requirements and other documentation necessary for exercising of emergency powers.

3. The City Recorder shall:

- a.** Attest all documents;
- b.** Publish required agendas;
- c.** Record all public meetings; and
- d.** Ensure proper protection of all records.

V. DIRECTION AND CONTROL

The City Attorney will advise City officials on all legal matters arising before, during, and after a disaster.

VI. CONTINUITY OF GOVERNMENT

A. Lines of Succession

- 1.** To ensure continuity of legal advisors, the following line of succession is established:

- a.** City Attorney
- b.** First Assistant

B. Preservation of Records

- 1.** Vital records of each City Department will be protected to the maximum extent feasible. All records generated during an emergency will be collected and filed in an orderly manner so a chronology of events can be reviewed for future plans, settlement of claims, and lessons learned.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

- A.** The City Attorney is responsible for the development and maintenance along with the periodic review and updating of this annex.

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- B.** This annex will be reviewed annually. Any deficiencies will cause this annex to be updated. Changes made to the annex will be in accord with the **Monitoring & Updating** section, found behind **Tab 29**.

VIII. APPENDICES TO THE LEGAL ANNEX

Appendix 1
Appendix 2
Appendix 3

Sample Disaster Declaration
Sample Continuing Ordinance
EOP – Authority

Appendix 1

DECLARATION OF A LOCAL DISASTER

WHEREAS the City of Oakridge, Oregon, on the _____ day of _____, 20____, has suffered widespread or severe damage, injury, or loss of life or property (or there is imminent threat of same) resulting from _____, and

WHEREAS, the Mayor of the City of Oakridge has determined that extraordinary measures must be taken to alleviate the suffering of people and to protect or rehabilitate property;

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor of the City of Oakridge, Oregon,

Section 1. That a state of disaster is declared within the City of Oakridge.

Section 2. That the City’s Emergency Operations Plan has been implemented.

Section 3. That Chapter 401, section 305 of the Oregon State revised statutes regarding Powers of Local Governments in Emergency Service procedures, provides the basis for invoking this emergency declaration for a period of _____ days from the date hereof, unless the same is continued by consent of the City Council of the City of Oakridge, Oregon.

Section 4. That this proclamation shall take effect immediately from and after its issuance.

ORDERED this _____ day of _____, 20 _____.

Mayor, City of Oakridge, Oregon

ATTEST:

City Recorder, City of Oakridge, Oregon

Appendix 2

CITY OF OAKRIDGE ORDINANCE No. _____

WHEREAS, on _____, 20 _____, the legal body issued a proclamation declaring a state of disaster for _____ resulting from _____; and

WHEREAS, the conditions necessitating declaration of a state of disaster continue to exist; and

WHEREAS, that Chapter 401 of the State of Oregon revised codes provides the authority for emergency response in disaster situations and that this proclamation shall remain in effect for a period of _____ days unless amended by consent of this governing body.

Section 1. That the state of disaster proclaimed for _____ by the Mayor of the City of Oakridge, on _____ shall continue until terminated by order of the legal counsel.

Section 2. That this Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of the City of Oakridge, and it is accordingly so ordained.

ORDERED this the _____ day of _____, 20 _____.

Mayor, City of Oakridge, Oregon

ATTEST:

City Recorder, City of Oakridge, Oregon

Appendix 3

Emergency Operations Plan – Authority

This Emergency Operations Plan is issued by order of the City Council of the City of Oakridge, Oregon, through the powers vested in them by the provisions of Chapter 401, Oregon Revised Statutes (ORS), including the “Powers of Local Government” (401.305 to 401.335).

401.305 – Emergency Management Agency of City or County: Emergency Program Manager.

“Each County of this state shall, and each city may, establish an emergency management agency which shall be directly responsible to the executive officer or governing body of the county or city. The executive officer or governing body of each county and any city which participates shall appoint an emergency program manager who shall have responsibility for the organization, administration and operation of such agency, subject to the direction and control of the county or city. Each emergency management agency shall perform emergency program management functions within the territorial limits of the county or city and may perform such functions outside the territorial limits as required under any mutual aid agreement or as authorized by the county or city.”

401.315: -- City or County authorized to incur obligations for Emergency Services. “In carrying out the provisions of ORS 401.015 to 401.105, 401.260 to 401.325, and 401.355 to 401.581, counties or cities may enter into contracts and incur obligations necessary to mitigate, prepare for, respond to, or recover from emergencies or major disaster.”

401.325 – Emergency Management Agency Appropriation: Tax Levy. (1) “Each county and city may make appropriations, in the manner provided by law for making appropriations for the expenses of the county or city, or the payment of expenses of its emergency management agency and may levy taxes upon the taxable property within the county or city.” (2) An appropriation made under subsection (1) of this section shall be budgeted so that it is possible to identify it as a distinguishable expense category.”

401.335 – Temporary Housing for Disaster Victims; Political Subdivisions’ Authority. “Any political subdivision of this state is expressly authorized to acquire, temporarily or permanently, by purchase, lease, or otherwise, sites required for installation of temporary housing units for disaster victims, and to enter into arrangements necessary to prepare or equip such sites to utilize the housing.”

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**City of Oakridge
Police Department Annex**

Police Department Annex

I. PURPOSE

The purpose of this annex is to set forth Oakridge Police Department policies and procedures for effectively dealing with emergency situations.

The Oakridge Police Department's (OPD) primary mission of protecting life and property remains the same during emergency situations. The demands placed on OPD are many. It is the policy of OPD to strive towards preparedness. It is through ongoing training that OPD can meet the challenges of emergency management. OPD recognizes that it is through communication, cooperation, and coordination with other emergency service responders that the needs of the community are best met during disasters and other emergency situations.

II. SITUATION AND ASSUMPTIONS

I. Situation

The Oakridge Police Department is comprised of 1 Chief of Police, 4 full-time sworn officers, 6 sworn reserve officers, 1 Administrative Sergeant, 1 Clerk (.5 FTE) and 1 code enforcement officer. The demands of all disasters include an increased need for police support services.

II. Assumptions

During the onset of all disasters, OPD can be called upon to respond immediately to mitigate the effects of the impact of a disastrous event. The demands of the incident may be far more than the department's resources can withstand. Therefore, activation of mutual aid agreements with other departments would be deemed appropriate. It is assumed that OPD can participate in mutual aid agreements designed to augment the department's resources during emergency situations. It is also assumed that OPD can plan responses to provide for maximum continuation of police services giving life threatening situations the highest priority of response. OPD may strive to carry out the task of emergency management consistent with the City of Oakridge's Emergency Operations Plan (EOP).

III. CONCEPT OF OPERATIONS

d. General

When called to respond to an emergency situation, OPD may do so by committing available duty persons who can be expected to take every precaution to secure citizen and responder safety.

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As soon as is reasonable, command personnel may be notified of the circumstances involved. Command personnel may respond to the emergency in order to coordinate the continued appropriate response to the situation.

The responsibilities include, but are not limited to maintenance of law and order, crowd control, traffic control, emergency first aid, and establishment of incident perimeters (inner and outer).

OPD can actively participate in the four phases of emergency management as listed below.

e. Phases of Emergency Management

a. Mitigation

Participation in the mitigation phase may include, but not be limited to the following:

- a. Familiarization of specific identified hazards;
- b. Assisting in preplanning activities;
- c. Create and participate in mutual aid-type agreements;
- d. Establish and meet training goals in the area of emergency response to all types of disasters;
- e. Participate in the ongoing review of the City's EOP;
- f. Assist in the establishment and maintenance of a community resource list; and
- g. Assist in the development and maintenance of the Emergency Operations Center (EOC).

b. Preparedness

In order to better assure preparedness, OPD may:

- a. Develop and maintain general orders that provide the necessary guidelines for efficient and effective responses to all identified hazards;
- b. Develop call-out procedures for all department personnel and volunteers;
- c. Assign responsibilities for continued development and maintenance of this annex, the hazard specifics, and the resource index;
- d. Develop training activities for all personnel;
- e. Assist in developing meaningful disaster drills to test the City's preparedness;
- f. Review and maintain mutual aid agreements with other agencies;
- g. Assist in development of effective public warning systems;
- h. Develop an effective communication network, both primary and backup for telephone and radio equipment;
- i. Develop plans for dealing with the media during emergencies (in the event the EOC is not yet activated); and
- j. Develop plans for meeting post-disaster needs of the emergency responders.

c. Response

In response to emergency and disaster situations, OPD may:

- a. Set up the EOC and establish an EOC security checkpoint;
- b. Strive to maintain law and order;

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- c. Assist in implementation of the City's disaster warning system;
- d. Provide crowd control;
- e. Provide traffic control at evacuation and/or shelter locations;
- f. Assist with first aid and directed by EMS personnel;
- g. Assign appropriate command person(s) to the EOC;
- h. Provide staff support to document information regarding OPD response, damage location(s), and location(s) of injured or distressed citizens; and
- i. Provide a Public Information Officer (PIO) to assist in dealing with the media, in the event the EOC is not yet activated).

d. Recovery

In order to facilitate the recovery from a disaster, OPD may:

- a. Strive to maintain law and order while assisting in the orderly return to a state of normal operation within the City;
- b. Continue involvement as required at the EOC;
- c. Continue to assist with media information and providing necessary information to the public in the event the EOC is not yet activated;
- d. Provide for the controlled termination of assistance received from agencies involved in mutual aid agreements;
- e. Continue area traffic and crowd control as required; and
- f. Provide for the post-disaster needs of the primary disaster responders, in the event the Logistics Section Chief has not established an Emergency Care Unit.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

e. General

The organizational arrangements followed on a day-to-day basis can also be adhered to during an emergency.

f. Task Assignments

1. The City of Oakridge Police Department may:

- III. Set up the EOC and establish an EOC security checkpoint;
- IV. Strive to maintain law and order;
- V. Assist in implementation of the City's disaster warning system;
- VI. Provide crowd control;
- VII. Provide traffic control at evacuation and/or shelter locations;
- VIII. Assist with first aid as directed by EMS personnel;
- IX. Assign appropriate command person(s) to the EOC;
- X. Provide staff support to document information regarding OPD response, damage location(s), and location(s) of injured or distressed citizens; and
- XI. Provide a Public Information Officer (PIO) to assist in dealing with the media, in the event the EOC is not yet activated).

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V. DIRECTION AND CONTROL

The Chief of Police is the primary coordinator of the police services. The Chief of Police, or his/her designee, may participate as necessary at the EOC, performing the following tasks:

- g. Direct all police services as required by the incident;
- h. Make on-site inspections of the disaster area;
- i. Establish priorities for police services during the duration of the emergency;
- j. When appropriate, activate mutual aid agreements with other law enforcement agencies in accordance with the terms of the mutual aid agreements; and
- k. As needed, assign a liaison officer to assist in the direction of activities of volunteers serving in the general area of providing police services.

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are according to the standard operating guidelines established by each department.

VII. ADMINISTRATION AND SUPPORT

- 1. Communications

The contracted dispatch services provider will provide primary dispatch services for the duration of an emergency. The OPD radio communication may be maintained with the EOC throughout any disaster event. The OPD communication system shall be through a VHF radio system, landline and cellular telephone systems, UHF 700/800 radio system, and a low-band radio system. An internal call roster will be maintained.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

It is the responsibility of the police department to ensure its own operational capabilities. The Police Chief may coordinate the planning of all police services related to emergency management operations and ensure the maintenance of this annex.

IX. APPENDICES TO THE POLICE DEPARTMENT ANNEX

Appendix 1

Department Resource List

Appendix 1

Department Resources List

ITEM	QUAN.	DESCRIPTION
Vehicles	7	Patrol cruisers
	2	Unmarked police vehicles
	1	Code Enforcement vehicle
	1	Mobile OPD office vehicle
Equipment		Detailed list will be held at Oakridge Police Department and with City Administrators office.
Personnel	5	Sworn police officers
	6	Sworn police reserve officers
	1.5	Communications/Support personnel
	1	Code Enforcement/Animal Control officer
		Volunteers

**City of Oakridge
Public Information Annex**

Public Information Annex

I. PURPOSE

The purpose of this annex is to provide a plan for the effective collection, control, and dissemination of emergency public information and for the minimization of confusion, misinformation, and rumors during times of emergency.

II. SITUATION AND ASSUMPTIONS

III. Situation

During periods of emergency, the public needs and generally desires detailed information regarding protective actions to be taken for minimizing loss of life and property. Also, the media will be covering all major disasters which will necessitate orderly and accurate information dissemination.

IV. Assumptions

An effective program for the dissemination of emergency information will significantly reduce disaster-related confusion and stress. Thus, special emphasis must be placed on the effectiveness of the public information program.

III. CONCEPT OF OPERATIONS

f. General

- a. Emergency information efforts should focus on specific event-related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation, and shelter. It is also important to keep the public informed of the general progress of events.
- b. 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.
- c. Educational efforts will be directed toward increasing public awareness about potential hazards and how people should deal with them. All information and education efforts will rely heavily on the cooperation of commercial media organizations.

g. Phases of Emergency Management

a. Mitigation

- a. Conduct hazard awareness programs
- b. Coordinate with media

b. Preparedness

- a. Conduct public education programs
- b. Prepare emergency information for release during emergencies

c. Response

- a. Release public information
- b. Coordinate rumor control
- c. Schedule news conferences

d. Recovery

- a. Provide public information
- b. Compile record of public information activities
- c. Assess effectiveness of the public information program

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

m. General

The overall responsibility for public information rests with the Incident Commander. The Incident Commander shall appoint a Public Information Officer as he deems necessary and if the situation warrants. This person will manage and coordinate all emergency information related activities. This coordination will be accomplished through the EOC.

n. Task Assignments

1. The Incident Commander shall:

- a) Appoint an Emergency Public Information Officer (PIO);
- b) Ensure that a public information and education program is developed and maintained;
- c) Provide official public information to the PIO; and
- d) Authorize the PIO to release emergency information to the media.

2. The EOC Public Information Officer (PIO) shall:

- a) Direct all emergency public information efforts;

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- b) Serve as the official City of Oakridge spokesperson and the sole source of dissemination of official emergency-related information to the public;
- c) Conduct public education programs concerning the emergency incident, as needed;
- d) Based on all hazards likely to confront the City during an emergency incident, develop and maintain emergency public information guidance materials as necessary;
- e) Develop methods (i.e., newspaper supplements, prepared TV/radio scripts for broadcast stations) for distribution of emergency public information materials to the public to include materials for the visually impaired and non-English speaking groups, as appropriate;
- f) Develop written agreements with broadcast media (i.e., radio stations, TV stations, cable TV, educational TV) to receive and disseminate warning messages and emergency information;
- g) Provide media news releases with clearance from the Incident Commander;
- h) Check all media for accuracy of reports (TV, radio, print);
- i) Maintain a record of public information activities;
- j) Take action to maintain and control rumors;
- k) Educate all department heads and administrative staff on media access;
- l) Authenticate sources of information and verify for accuracy, before releasing;
- m) Provide for dissemination of emergency warnings with the media;
- n) Secure printed and photographic documentation of the emergency/disaster situation; and
- o) Compile and prepare emergency information for the public in case of an emergency.

V. *DIRECTION AND CONTROL*

General

The Incident Commander is responsible for all education and information programs. During disaster incidents, the Incident Commander may designate a person as the PIO. All emergency disaster information will be coordinated through the PIO, if appointed. This person will operate from the EOC and function as a member of the EOC staff. All departments and agencies shall coordinate and brief the PIO, who will release information to the public.

Educational Programs

There are many activities involved in the educational programs. The media is constantly provided with information on new developments affecting emergency incident activities. Thus, much information reaches the public via television, radio, and newspapers concerning any given disaster. Educational information shall be distributed to the general public and organizations effectively, to prevent public confusion and unrest.

VI. *CONTINUITY OF GOVERNMENT*

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Lines of succession to each Department Head are according to the standard operating guidelines (SOG) established by each Department.

Should the PIO become unavailable, absent, or incapacitated for any reason, the IC shall act as the PIO, or appoint a designee for the duration of the incident.

VII. ADMINISTRATION AND SUPPORT

o. Media Organizations

A list of the media organizations that are involved in local emergency management programs will be assembled and made available to the EOC. (See **Appendix 1**)

p. Publications

Publications dealing with various aspects of emergency management are available from the State through Oregon Emergency Management and FEMA.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

The City Administrator, or designee, is responsible for the development and maintenance of the entire public information program. Other persons or organizations specified in this annex will work with the Administrator as necessary. The City Administrator, or a designee, is also responsible for the maintenance of this annex and the development of standard operating guidelines.

IX. APPENDICES TO THE PUBLIC INFORMATION ANNEX

Appendix 1
Appendix 2
Appendix 3

Emergency Media Contacts
PIO Release Form
PIO Activity Log

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Appendix 2

INFORMATION RELEASE FORM

Release #

(i.e., year & # 03-0001)

Date

Who

**What
Happened**

When

How

Why

*(only if you
know for
sure)*

**For More
Information**

Contact

(Name, address,

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**City of Oakridge
Public Works Department Annex**

Public Works Department Annex

I. PURPOSE

The purpose of this annex is to provide services during disaster situations. Such services include maintenance of water and wastewater transmission lines, clearance of roadways, provision for the sanitation needs of the community, as well as formalizing mutual aid agreements with other governmental public works departments.

The Oakridge Public Works Department (PWD) recognizes the need for resource agreements with private companies.

It is the policy of the Oakridge PWD to coordinate its resources with other City Departments in order to best meet the needs of the situation at hand. It is also the policy of the Oakridge PWD to provide training to Department personnel which is designed to aid in the appropriate response to disaster situations and conditions.

II. SITUATION AND ASSUMPTIONS

XII. Situation

Under normal conditions, the Oakridge PWD performs tasks vital to the maintenance and function of basic needs. These may include street construction and maintenance, as well as water and sewer line construction, maintenance, and repair. Additional services include assisting in setting up roadblocks around fire and emergency scenes, and clearing streets after storms or traffic accidents.

XIII. Assumptions

When a disaster threatens or strikes a community, there will be a great need for public works services. Coping with damages from earthquakes, major fires, flooding, freezing rain, or snow, or cleaning up after any other major weather emergency will often require more personnel and equipment than even the most well-equipped public works department will have available.

It is assumed that the need for coordination of the PWD functions with other Oakridge emergency services responders is a critical issue that must be addressed.

III. CONCEPT OF OPERATIONS

3. General

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The City of Oakridge has the responsibility for the provision of public works services. This is valid during both emergency and non-emergency periods. For many emergency situations, the PWD may be called upon to enhance response and recovery efforts of other city departments.

4. Phases of Emergency Management

a. Mitigation

Participation in the mitigation phase will include, but not be limited to the following:

1. Train personnel in public works, emergency management, and first aid procedures;
2. Through hazard analysis, identification of vulnerable areas of responsibility assigned to the PWD;
3. Establish and maintain mutual aid agreements with adjacent jurisdictions;
4. Determine resource needs outside the scope of public agencies, or those needs which might be necessary to augment public resources. Efforts within this area shall be incorporated within the Resources section of the City's Emergency Operations Plan;
5. Work with Oakridge's Planning and Building Departments to ensure that residential and/or commercial construction projects do not increase the vulnerability of either the sewer or water systems; and
6. Maintain maps reflecting water, sewer, storm, and street systems.

b. Preparedness

In order to better ensure preparedness, Oakridge's PWD will:

1. Annually review the PWD plans and procedures to ensure updating;
2. Ensure that public works assignments are within the Emergency Operations Plan basic policy and any annexes with reference to PWD activities are consistent;
3. Provide for the maintenance of the public works system;
4. See that equipment is maintained in operating condition and that essential supplies and materials necessary for the response and recovery phases are available;
5. Establish and maintain staffing levels;
6. Provide for the various sections to support one another;
7. Participate as requested in the development of emergency management exercises and facilitate staff attendance and exercise participation; and
8. Identify areas and uses of significant risk and pre-plan response and control activities needed in an emergency.

c. Response

In response to emergency and disaster situations, Oakridge's PWD will:

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1. Assign personnel to the Emergency Operations Center (EOC) as required by the IC;
2. Establish and maintain contact with the EOC;
3. Initiate activities which lead to damage assessment during the recovery phase;
4. Provide for essential repairs to the water, sewer, and street systems;
5. Maintain logs of actions taken in the preparation and response phase;
6. Provide support as may be required to other departments during this phase;
7. Implement mutual aid agreements;
8. List resource requirements beyond mutual aid support;
9. Match requirements with available contractors/vendors to supplement existing assets;
10. Provide for continued water and sewer services to the EOC and other critical facilities as appropriate;
11. Facilitate recovery efforts (if possible) in response phase to include initial debris clearing activities (including storm drains): and
12. Identify and provide for barricading efforts.

d. Recovery

In order to facilitate the recovery from a disaster, the Oakridge PWD will:

1. Participate in damage assessment activities;
2. Return operations to routine functions, with only necessary staff to remain on emergency duty;
3. Coordinate work efforts on utility restoration with private utilities;
4. Participate in incident review sessions, evaluating plans and procedures;
5. Provide necessary equipment and apparatus maintenance following an emergency response; and
6. Complete all reports and records initiated during the response.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

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

B. Task Assignments

1. The City of Public Oakridge Works Department shall:
 - a. Assign personnel to the EOC as required by the IC;
 - b. Establish and maintain contact with the EOC;
 - c. Initiate activities which lead to damage assessment during the recovery phase;
 - d. Provide for essential repairs to the water, sewer, and street systems;
 - e. Maintain logs of actions taken in the preparation and response phase;

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- f.** Provide support as may be required to other departments during this phase;
- g.** Implement mutual aid agreements;
- h.** List resource requirements beyond mutual aid support;
- i.** Match requirements with available contractors/vendors to supplement existing assets;
- j.** Provide for continued water and sewer services to the EOC and other critical facilities as appropriate;
- k.** Facilitate recovery efforts if possible) in response phase to include initial debris clearing activities (including storm drains); and
- l.** Identify and provide for barricading efforts.

V. DIRECTION AND CONTROL

Overall supervision of the PWD is under the City's **Community Services Director**, who may designate appropriate staffing responsibilities. The Public Works **Superintendent** shall participate in the EOC Operations group, or operationally in the field as directed by the **Community Services Director**.

Public Works personnel in the EOC should maintain knowledge of resources at other levels of government and within the private sector. Such resources would include equipment, supplies, and personnel.

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each Department Head are according to the standard operating guidelines (SOG) established by each Department.

VII. ADMINISTRATION AND SUPPORT

C. Administrative Needs

It is acknowledged that there are administrative tasks which are essential in either routine situations or in the response to an emergency. Accurate records of costs for personnel and other expenditures must be documented and maintained. By doing so, in seeking disaster assistance, the appropriate and necessary information has been maintained throughout the incident. Mutual aid agreements and other governmental agreements must remain current.

D. Emergency Authority

Local Public Works agencies are granted, by State statute and local ordinances, the rights and powers to exercise emergency authority.

E. Communications

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PWD radio communication shall be maintained with the EOC throughout any disaster event. The PWD communication system shall be through the radio system and landline and cellular telephone systems. An internal call roster will be maintained (see **Appendix 4**).

F. Reports

Documentation of activities and an accurate recording of actions taken during an emergency response by the Oakridge PWD is essential. Such documentation shall be accomplished in accordance with established division reporting procedures.

G. Resources

It is assumed that each Department within the City of Oakridge has documents available to them which list resources that might be necessary in emergency situations. Such listings should include not only public entity resources but also private sector resources. The PWD shall maintain such a listing of resources, updated as necessary, and make it available to other responders in the overall effort to address emergency needs.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

To ensure that the Oakridge PWD maintains operational capabilities, plan and procedure review should be considered an ongoing function. The **Community Service Director**, the PWD **Superintendent**, or a designee will provide for the coordination of activities related to the review of documents specifically designed to be implemented in emergency situations. This should occur at least annually, and ideally, following an exercise or actual plan/procedure implementation.

IX. APPENDICES TO THE PUBLIC WORKS DEPARTMENT ANNEX

Appendix 1
Appendix 2

Department Resource List
Private Sector Resource List

Appendix 1

City of Oakridge Resources List

This list includes all equipment owned by the City of Oakridge (excluding Fire and Police equipment), and this equipment may be found at the Public Works Yard, the City Wellfields, the Wastewater Treatment Plant, or in use by Public Works Staff or Community Services officials.

TYPE	QUAN.	DESCRIPTION
Pickup Trucks	0	½ ton pickup trucks
	4	¾ ton pickup trucks
	2	1 Ton
Dump Trucks	1	12-yard dump truck
	1	5-yard dump trucks
	1	10-yard dump truck
Other Trucks	1	Shop truck with crane, generator, welder, torch
	3	3-yard pump trucks
	1	Tanker pump truck 3,000 gal OOS
	1	Flat bed OOS
	1	SUV OOS
	1	Sewer cleaner / Vac truck
	1	Fire truck OOS
Other Vehicles	1	SUV
Heavy Equipment	1	Street Sweeper
	1	Road Grader OOS
	1	9020 B excavator
	1	580 M 4x4 Backhoe
	1	580 P 2wd Backhoe with rock breaker & grader blade
	1	T-250 Skid Steer
	1	Double drum static roller

(continued on next page)

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City Equipment Resources List *(continued)*

TYPE	QUAN.	DESCRIPTION
Trailers	1	3 axle Heavy Equipment Trailer 30,000 lbs.
	2	2 axle Utility Trailer 10,000 lbs.
	2	1 axle utility trailer 6,000 lbs.
	2	1 axle utility trailer 6,000 lbs. OOS
Tractors & Mowers	3	Riding Mowers
	2	Walk Behind mowers
	1	4x4 John Deere with backhoe, auger & Flail mower AH
Generators & Compressors	5	Portable range 1000w – 9500w
	1	185 CFM diesel tow-behind
	1	55 CFM gas portable
Pumps	4	Trash style 2” & 3”
	1	1 ½” submersible
Miscellaneous Equipment	5	Chain Saws
	9	Weed eaters
	2	Cut off saws
	2	Leaf blower
	2	Trench compactor
	1	¼ yard cement mixer
Confined Space Equipment		
Radios	7	Radios
	4	Cell Phones

Appendix 2

Private Sector Resources

TYPE	COMPANY	LOCATION	TELEPHONE
Electrical	Bear Mountian Brian Parks Dan Niblets	A local employee of Bear Mtn. Employee of TAG	541-520-5491
	Jim Sullivan Davidson’s Construction Oakridge Sand & Gravel Oakridge Tire Store Dowel Towing Chriss Herrion		541-852-7802 541-852-7809 541-782-4122 541-782-4401 541-221-2040 503-791-0860
Civil	Susan Duerksen		541-736-6424
Equipment Suppliers	Davidson’s Construction	48513 Hwy 58	541-782-4122
	Jerry Swerrigen		
	Oakridge Sand & Gravel	47859 Berry St	541-782-2201
	Don Henderson	45723 Westfir Rd Westfir 47597 Hwy 58	541-782-3389
	Oakridge Hardware Store	47975 Hwy 58	541-782-3271

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**City of Oakridge
Shelter & Mass Care Annex**

Shelter & Mass Care Annex

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

XIV. Situation

XV. Facilities may be needed in Oakridge for both the direct and indirect effects of a hazard.

XVI. Mass care facilities, i.e. indirect effects facilities, are life supporting. They are needed for support from the effects of hazards causing evacuations of areas flooded, near an explosion or chemical spill, etc. These facilities are designated as RAC (Reception and Care) facilities.

XVII. The City of Oakridge's Hazard Identification process identifies hazards that could cause an evacuation of some portion of the City. Oakridge has a resident population of approximately 3,600 citizens. The most likely scenarios requiring sheltering range from a few families to a large segment of an outside jurisdiction's population. This could occur with severe weather storms, severe flooding, wildland fires, or hazardous materials accidents in or near the City.

XVIII. Assumptions

XIX. Although local government has the overall responsibility, the American Red Cross (ARC) will manage and coordinate shelter and mass care operations within their capability.

XX. Until such time that the Red Cross arrives on-scene, local government will manage and coordinate all shelter and mass care activities

XXI. Other professional and volunteer organizations which normally respond to disaster situations will do so.

XXII. Assistance from outside Oakridge through mutual aid agreements, and from State and federal level emergency agencies will be available.

XXIII. Facilities planned for shelter and mass care use will be available at the time of need.

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- XXIV. Experience has shown that under localized emergency conditions, a high percentage (50% or more) of evacuees will seek lodging with friends or relatives rather than go to established facilities.
- XXV. 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.

III. CONCEPT OF OPERATIONS

5. General

- a. In the event of a disaster, the Incident Commander (IC) has the overall responsibility for ensuring the protection and welfare of citizens within the City of Oakridge.
- b. In cooperation with available volunteer disaster assistance organizations, the City of Oakridge will make available shelter and lodging for people displaced from their residences.
- c. The ARC and other private disaster assistance organizations will be called upon to provide management and support of shelters for the displaced population, and to care for their emergency needs by organizing shelter teams, providing services necessary to support the sheltered population, registration, or other life support assistance.
- d. The ARC will have agreements in place for use of specific shelters that can be activated by calling the ARC representative. These shelters may be utilized for specific events associated with as well as housing evacuees from neighboring city and rural areas when and if the need should arise. A listing of possible shelters is shown in **Appendix 2** of this annex.
- e. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the extent possible, local government will assist and coordinate post-disaster housing needs of the homeless.

6. Phases of Emergency Management – In Cooperation with the American Red Cross

- a. Mitigation
 1. Pre-plan sheltering agreements
 2. Identify and organize volunteer groups within the community
 3. Encourage shelter considerations in architectural design
- b. Preparedness
 1. Identify mass care facilities (temporary lodging and emergency feeding sites) and protective shelters

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2. Obtain cooperation of facility owners for use as mass care facilities and protective shelters
3. Identify emergency feeding supplies
4. Coordinate responsibilities with other agencies and volunteer groups
5. Identify population groups requiring special assistance during an emergency (i.e., senior citizens, handicapped) to ensure assistance is provided. (Refer to the **Special Needs Population Annex, Tab 15.**)

c. Response

1. Ensure facilities are opened and staffed by ARC representatives
2. Identify distribution sources for food and clothing
3. Maintain communications between facilities and EOC
4. Provide assistance with registration of evacuees and victims
5. Provide information for victims needing additional services

d. Recovery

1. Deactivate shelters and mass care facilities as necessary
2. Assess continued human needs of victims
3. Inform public of extended care availability
4. Coordinate with State and federal officials on location of a Disaster Application Center (DAC).

7. 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.

a. Registration

The American Red Cross will coordinate the registration of evacuees.

b. Temporary Lodging and Feeding Facilities

1. The designation of specific lodging and feeding facilities will depend on the actual situation and the location of the hazard area. Selected facilities will be located far enough from the hazard area so that there is no possibility of the threat extending to the mass care facility. Agreements for use of some facilities have been obtained by the ARC. The City Administrator (or designee) will obtain permission from others to use other facilities are required.
2. When ARC facilities are opened, it will be the responsibility of the ARC to maintain all functions and staffing according to ARC policy.
3. As needed, meals and snacks will be provided to evacuees and workers through both mobile and fixed feeding sites. The ARC will be responsible for

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meal planning, coordination of mobile feeding, identifying feeding sites and resources for the procurement of food and related supplies.

4. The ARC will maintain listings of qualified and trained shelter managers.

8. Protective Shelters

In the context of this annex, protective shelters are facilities designated as able to withstand the ravages of a specific hazard. These are life protecting and may or may not include the life supporting features associated with mass care facilities.

9. Human Services

In addition to the provision of shelter and mass care, unique demands will be placed upon the delivery of human services to include crisis counseling. These and other services are provide by the ARC.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

H. General

The ultimate responsibility for the care of evacuees and displaced disaster victims rests with the IC. A designated member of the EOC staff may serve as the City of Oakridge's liaison to the ARC to coordinate shelter. Services will be provided through the coordinated efforts of staff members, ARC, other State-supported agencies, volunteer agencies, and mutual-aid agreements with various support groups.

I. Task Assignments

1. The Incident Commander (IC) shall:
 - a. Coordinate with the ARC in the development of the shelter and mass care program;
 - b. Notify the ARC of the need to shelter (how many) persons, and the evacuation routes the evacuees may use; and
 - c. Keep the public informed of disaster and mass care issues.
2. The ARC Liaison (if designated by the Incident Commander) shall:
 - a. Establish ARC contacts, who will:
 - a. Identify volunteer agencies to develop agreements (see **Appendix 1**)
 - b. Identify potential protective shelters and mass care facilities;
 - c. Ensure mass care facilities are staffed and feeding is available; and

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- d. Coordinate with area officials for supplementary food stocks from USDA sources.

3. The Operations Chief shall:

- a. Ensure law enforcement security at shelters and mass care facilities where possible; and
- b. Ensure the inspection of shelter and mass care sites for fire safety.

4. The Logistics Chief shall:

- a. Assist evacuees with transportation to shelters; and
- b. Assist in providing/coordinating public transportation to emergency feeding sites and food distribution points.

5. The American Red Cross & Salvation Army

- a. Staff and operate shelter and mass care facilities;
- b. Register evacuees;
- c. Provide emergency food;
- d. Process inquiries from concerned families outside the disaster area;
- e. Coordinate medical assistance at mass care facilities;
- f. Coordinate crisis counseling; and
- g. Collect and distribute food, clothing, and other supplies.

V. DIRECTION AND CONTROL

All activities will be coordinated through the ARC Liaison (if appointed) in the EOC. Shelter or lodging facility managers will be responsible for the operation of their individual facilities.

VI. CONTINUITY OF GOVERNMENT

Lines of succession will be determined by the City Administrator as required.

VII. ADMINISTRATION AND SUPPORT

J. Records

The ARC will maintain records of all expenses incurred by their mass care activities. The Finance Director will ensure that adequate records of local government expenses are maintained.

K. Training

The ARC will ensure appropriate training is made available to officials and volunteers who would participate in mass care activity. Training programs in Shelter Management are available through the ARC program.

L. Inquiries

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

M. Support

1. The status of shelter and mass care facilities will be coordinated with the EOC.
2. Use of public school facilities will be a prime consideration for use as emergency mass care facilities. Utilization of these will be coordinated with school officials.
3. The permission to use other facilities for disaster operations will be secured from the owner or managers of those facilities.

N. Communications

1. The primary communications link between shelter facilities and the EOC will be telephone. If telephones cannot be used or are overloaded, ARC will deploy amateur radio operators to shelters.
2. Shelter facility managers should arrange for persons in their facility to monitor prescribed communication sources for guidance and announcements.

VIII. ANNEX IMPLEMENTATION, DEVELOPMENT, & MAINTENANCE

O. Implementation

1. 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 City of Oakridge/American Red Cross decision is desirable, the ARC may independently activate their operations.
2. Communications will be established with all agencies. In the event of an evacuation, essential personnel including volunteers will be alerted. Pre-positioned material resources (cots, blankets, food, etc.) will be made ready. Medical facilities will be alerted to the possibility of receiving evacuee patients.

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3. Once the evacuation decision has been made, preparations will begin to receive evacuees at selected facilities.

P. Development and Maintenance

The City of Oakridge ARC representative, working in conjunction with the City Administrator (or designee), will be responsible for the development and maintenance of this annex. As such, extensive coordination with support agencies and volunteer groups will be accomplished.

IX. APPENDICES TO SHELTER & MASS CARE ANNEX

Appendix 1
Appendix 2

Volunteer Groups
Reception and Care Facilities

Appendix 1

VOLUNTEER GROUPS

Group	Point of Contact	Telephone

Appendix 2

RECEPTION AND CARE FACILITIES

Facility	Name	Address
Public	Oakridge High School	
	Oakridge Elementary School	
	West Ridge Middle School	
	Willamette Activity Center	
Private		

The above list is supplied by the American Red Cross. They have described these facilities as “Potential Oakridge City Shelter Sites”. They are listed “for planning purposes only”.

This list is not for public release.

**City of Oakridge
Special Needs Population Annex**

Special Needs Population Annex

I. PURPOSE

The purpose of this annex is provide orderly, coordinated evacuation, or other protective measures in time of emergency for citizens and visitors in the City of Oakridge with special needs. These needs may include, but are not limited to persons who are hearing or visually impaired, mentally retarded, developmentally disabled, the frail elderly, and other persons with special needs.

II. SITUATION AND ASSUMPTIONS

Citizens and officials of the City of Oakridge may reasonably expect some type of disastrous situation to occur within its boundaries at some point in time. Types of hazards to expect may be manmade such as a hazardous materials spill resulting from a mobile accident, or from a fixed materials (chemical) plant. Other natural hazards that may occur may be from earthquake, flooding, or severe winter storms.

It is the assumption that City of Oakridge officials are aware of the possible disaster events that may strike Oakridge, and will be constantly preparing to respond accordingly to protect the lives and property of its citizens. Being prepared should include the preparation and maintenance of an All-Hazards Emergency Operations Plan, exercising of that Plan, and ensuring all persons involved in emergency response are aware of their roles and responsibilities.

III. CONCEPT OF OPERATIONS

V. Concept

- A.** Government at all levels, and private sector organizations involved in community service activities, are responsible for maintaining awareness of and being prepared to provide for persons with special needs. Those needs are, for purposes of this annex, defined as disabilities which are functional reductions or losses caused by an impairing medical condition. The disability may relate to physical function, mental function, motor function, the senses, or such hidden functions as respiratory or cardiac conditions or epilepsy.
- B.** Consideration for the requirements of special needs persons should be fully integrated into all elements of this Emergency Operations Plan (EOP). Emergency response organizations should carry on a range of continuing activities related to special needs persons in which the concerns of such persons are of particular importance.

Such activities should include:

- 1.** Identification of special needs persons in Oakridge. Active participation by special needs persons in the identification process is absolutely necessary if emergency response organizations are to provide effective assistance. **Appendix 1** is a sample of the **Special Needs Locator File** that should be kept

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on file for all persons with a special need. Identification, warning, evacuation, and sheltering can be successful only if those persons take responsibility for registering with emergency response agencies, making their needs known, and preparing themselves for potential emergencies to the maximum extent possible within their means. Emergency response organizations have a legal and moral obligation to hold information pertaining to persons with special needs in the strictest confidence. Under no circumstances will the identification, address, phone number, disability or any other information pertaining to persons with special needs be divulged to unauthorized persons.

2. Maintenance of resource inventories, both human and material, may be needed to assist persons with special needs. Resources to be considered should include those of government at all levels, volunteer agencies, the private sector, and those maintained by the individual.
3. Development, testing, and use of systems to provide alert or warning to special needs persons in emergency situations: These systems should include but not necessarily be limited to:

- XXVI. Captioned television;
- XXVII. Commercial radio broadcast system (EBS);
- XXVIII. Telephonic devices for the deaf (TDD);
- XXIX. Standard warning systems such as sirens, klaxons and public address/loudspeaker systems;
- XXX. Individual house-to-house notification by law enforcement, fire, or other emergency response personnel; and/or
- XXXI. Neighbor or neighborhood watch assistance;

4. Development and exercising of evacuation methods and procedures for persons with mobility impairment should include training persons in the use of specialized mobility equipment such as wheelchair lifts and in moving persons who are totally immobile or bedridden. Identifying relatives or neighbors who may be readily available to assist in an evacuation is also highly desirable.
5. Identification of shelters suitable for persons with special needs should include in-place sheltering and evacuation. The unique requirements of special needs persons must be given careful consideration during the processes of selecting shelters and reception and care centers.

These factors include:

- a. Ramp entrances and exits;
- b. Accessible restrooms;
- c. Refrigeration for medications;
- d. Emergency electric generator for respiratory and other equipment;
- e. Availability of oxygen; and
- f. Facilities for accommodating a guide dog.

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6. Exercising and evaluation of emergency operations plans to ensure that they are appropriate, practical and flexible in addressing the requirements of special needs persons.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

XXXII. General

Primary responsibility for providing for the needs of the Special Needs population during times of emergency or disaster rests with the City of Oakridge. It is charged with the protection of life and property for ALL segments of the City, and is inherent in the trust placed on elected officials to carry out those expectations.

However, local government may place heavy reliance on the American Red Cross (ARC) to already have in place those agreements necessary to secure sheltering and feeding of a majority of those persons displaced. That reliance will also include provisions for caring of the special needs population. The ARC is mandated by federal declaration to provide those needs to include: sheltering, feeding, and trained personnel to manage shelter operations.

XXXIII. Responsibilities

XXXIV. ARC Liaison (as directed by the Incident Commander):

- XXXV. Maintain close working relationship with the American Red Cross Chapter serving Oakridge;
- XXXVI. Develop an inventory of all agencies that represent and provide services to persons with special needs in Oakridge. Periodically review and evaluate those agencies' emergency preparedness plans to determine the adequacy of their emergency response procedures;
- XXXVII. In conjunction with the ARC, designate shelters for persons with special needs; and
- XXXVIII. Develop cooperative agreements between agencies serving persons with special needs for the provision of specialized vehicles and trained drivers to evacuate persons with special needs and to provide trained support personnel at shelters designated for persons with special needs.

V. ANNEX DEVELOPMENT AND MAINTENANCE

The City Administrator of the City of Oakridge shall be responsible for the updating and maintenance of this annex. As such, extensive coordination with support agencies and volunteer groups will be accomplished.

VI. APPENDICES

Appendix 1

Special Needs Locator File

CONFIDENTIAL

LOCATOR FILE

The purpose of the information requested in this file is to assist emergency response agencies and personnel in locating, providing warning to, and, if necessary, evacuating PERSONS WITH SPECIAL NEEDS, in the event of a disaster within the City of Oakridge.

COMPLETION OF THIS FORM IS VOLUNTARY. The information will be held in strict confidence, and will be disclosed only to authorized members of the emergency response organization as described in the City’s Emergency Operations Plan. When the form is completed, mail it to the City of **Oakridge Emergency Manager**. Your form will be kept on file in strict confidence for that time of disaster when and if the need arises. (You may be contacted annually to ensure the validity of the information you have presented below.)

Name: _____

Address: _____

Phone Number: _____ **Date of Birth:** _____

Preferred or Required Form of Notification:

Type of Disability: _____

Family Physician: _____

Phone Number: _____

Relative or Friend Who Can Provide Assistance:

Address: _____

Telephone Number: _____

NOTE: If applicable, please complete back of this form.

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**City of Oakridge
Utilities Department Annex**

Utilities Department Annex

I. PURPOSE

The purpose of this annex is to provide a utilities service plan for emergencies when extra measures must be taken to protect lives and property.

II. SITUATION AND ASSUMPTIONS

B. Situation

The City of Oakridge is subject to a number of emergency disaster circumstances that could occur locally and would create a need for emergency utilities services, and could have a general deterring effect on the safety and welfare of the people.

C. Assumptions

1. Utility equipment and personnel will be available to cope with any anticipated disaster
2. Repair and restoration of essential services and vital facilities is possible and such that the Utilities Division can be expected to accomplish this task
3. The primary responsibility of the Utilities Division will be the maintenance and restoration of services at the City's water treatment and wastewater treatment plants, pump stations, lift stations, wells, chlorine contact chamber, transmission lines.
4. Utility services have the capability to accept increased demands.

III. CONCEPT OF OPERATIONS

A. General

1. The ultimate responsibility for providing utility services during emergencies rests with the Incident Commander.
2. The Incident Commander shall appoint the Community Services Director, and/or a designee, to manage these resources and equipment and coordinate activities through the Emergency Operating Center (EOC).

B. Phases of Emergency Management

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1. Mitigation

- a. Train personnel in emergency procedures
- b. Participate in hazard analysis and identify vulnerabilities in utilities
- c. Develop mutual aid agreements
- d. Identify private contractors useful in support during emergencies
- e. Review and update this annex
- f. Review other annexes and clarify the Utilities Division role
- g. Participate in planning, execution, and critique of exercises
- h. Work with Oakridge's Planning Commission to ensure new construction does not increase hazard or vulnerability threats

2. Preparedness

- a. Review emergency plans and procedures
- b. Review utility capabilities status
- c. Review and update Utility Division's emergency plans (see the Water System and Wastewater System Emergency Response Plans incorporated in the EOP Resources binder)
- d. Secure equipment against damage
- e. Place standby equipment in operational readiness
- f. Review communications procedures with EOC
- g. Review contingency plans
- h. Review procedures to support accomplishment of tasks outlined in this annex
- i. Effect movement of equipment and critical supplies as anticipated necessary to ensure their survival

3. Response

- a. Maintain contact with EOC
- b. Repair and restore essential services and vital utility services, as required
- c. Conduct inspections required for restoration of service
- d. Clear debris as necessary
- e. Assess damage, survey disaster area, and evaluate in terms of utility estimates
- f. Barricade damage areas, as necessary
- g. Secure assistance of private contractors, request aid from other jurisdictions and from private sector as needed
- h. Make recommendations to alleviate problems
- i. Effect movement of equipment and supplies as required
- j. If shortages or overload conditions appear imminent, the Utilities Superintendent, in coordination with the EOC executive group, will initiate curtailment procedures as outlined in Utilities Division standard operating guidelines
- k. Ration utility usage if necessary

4. Recovery

- a. Repair plants, pump stations, lift stations wells and transmission lines as necessary

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- b. Support decontamination work, as necessary
- c. Coordinate private and volunteer aid
- d. Replace damaged or destroyed utilities equipment
- e. Participate in after-action report and critiques
- f. Update Emergency Operations Utility emergency operations plan if necessary
- g. Make recommendations regarding changes in planning, zoning, and building code ordinances to mitigate impact of future emergencies
- h. Restore normal services

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

D. Organization

During emergencies, utilities activities will be managed by the Community Services Director through the existing divisions within the existing organizational structure.

E. Responsibilities

1. Community Services Director:

- a. Coordinate emergency utility activities;
- b. Maintain contact with EOC;
- c. Prepare and train personnel in emergency procedures;
- d. Initiate mutual aid agreements;
- e. Identify private sources of backup support (contractors, dealers);
- f. Develop resource lists;
- g. Participate in planning, execution, and critique of exercises;
- h. Assess damage to utility system;
- i. Safeguard vital records;
- j. Maintain reasonable stockpiles of emergency materials;
- k. Accomplish emergency repair of essential services;
- l. Provide equipment as needed;
- m. Ensure cost accounting records are maintained;
- n. Review plans for continuation of services during emergencies;
- o. Determine allocations and priorities for consumers, essential facilities and essential users within the City of Newberg; and
- p. Ensure that increased security measures safeguard against any increased probability of sabotage at any point along the collection and/or distribution system to the water and wastewater treatment plants; request additional law enforcement protection as needed.

2. Water Treatment & Wastewater Senior Operators

- a. Maintain water pressure (see **Appendix 5**);
- b. Provide potable water (see **Appendix 5**);
- c. Coordinate with Health Department on water testing;

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- d. Decontaminate water system;
- e. Assess damages;
- f. Remove debris from in and/or around utility service areas;
- g. Assist in decontamination; and
- h. Place barricades when needed for public safety.

V. *DIRECTION AND CONTROL*

- F. The usual management personnel will continue their day-to-day responsibilities during an emergency, exercising operational control of utility forces. Once the EOC is activated, a Utilities representative will report to the EOC, if requested. The Community Services Director shall maintain overall management of equipment and personnel, and shall set priorities for resources and coordinate activities with the EOC.
- G. The Community Services Director will coordinate the request for deployment of mutual aid forces and volunteer/auxiliary forces. Mutual aid forces will operate under the direct supervision of their own supervisors. Volunteer and auxiliary forces will work under the supervision of the senior utility official where they are deployed.
- H. For additional information, see the Water and Wastewater Emergency Plans, found in the Resources binder of the Emergency Operations Plan.

VI. *CONTINUITY OF GOVERNMENT*

Lines of succession within the Utilities Division will be according to the established standard operating guidelines.

VII. *ADMINISTRATION AND SUPPORT*

I. Administration

1. The timely and efficient response of utility forces will require extraordinary coordination between field forces and the EOC. Priorities will be assigned by the Community Services Director to facilitate an orderly use of utility forces.
2. The Community Services Director shall develop procedures for requesting assistance from private contractors and private citizens during emergencies, if needed.

J. Support

1. Emergency requests shall be coordinated through the EOC.
2. The Community Services Director may purchase equipment, supplies, and personnel services to support response and recovery efforts, subject to approval by the City Administrator and the Incident Commander.
3. 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.

K. Communications

Utilities division radio communication shall be maintained with the EOC throughout any disaster event. The Utilities Division communication system shall be through a radio system and landline and cellular telephone systems. An internal recall roster will be maintained.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

The Community Services Director is responsible for the development, exercise, and maintenance of this annex. The Utilities Division will develop standard operating guidelines that address assigned tasks.

IX. APPENDICES TO THE UTILITIES DIVISION ANNEX

Appendix 1	Water System Emergency Response Matrix
Appendix 2	Wastewater System Emergency Response Matrix
Appendix 3	Water Emergencies

Appendix 1

WATER EMERGENCY RESPONSE MATRIX

Systems	Modes of Failure				
	Power Loss	Structural	Water Quality	Flooding	Mechanical
Well Field	5, 7, 6, 3, 1	1, 5, 6	5, 8, 9 Isolate, treat and flush	5, 1, Shut down well field, 2	5, 6, 1
Water Treatment Chlorinators	5, 8, 3, 9	5, 6, 1, 2, 9	5, 8, 1, 6, 2, 4, 9 w/ Chlorine injection	5, 1, Shut down well field, 2	5, 6, 1, 9
Reservoirs	5, 8, 3	5, 8, 6, 1 Notification of downstream residents	5, 8, Isolation, 1		5, 4, 6, 1
Booster Pump Station	5, Dedicated power generator is in-place.	5, 7, 6, 3, 1, 9			5, 4, 6 Notification of customers in service area
Springs		5, 1, 2 or Back feed	5, 8, boil order, 1, 2		
Pipeline	5, 7, 6, 3, 1	5, Isolate, 4, 6, 7, 1	5, Isolate, 8, 4, 6, 7, 1, 9		
Pipe Bridge	5, 7, 6, 3, 1	5, 8, 1, 4, 2, 6, 7	5, Isolate, 8, 4, 6, 7, 1, 9		

Typical Responses	<ol style="list-style-type: none"> 1. Water Use Curtailment 2. Import Water via Truck 3. Mobile Generator 	<ol style="list-style-type: none"> 4. Temporary By-Passing 5. City Crews 6. Contractor 7. Assistance from other agencies 	<ol style="list-style-type: none"> 8. Notification of regulatory agencies 9. Public Notification
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NOTE: The order that responses are listed in each category is the order to be taken.

Appendix 1 (cont)

WATER EMERGENCY RESPONSE MATRIX

Systems	Modes of Failure				
	Power Loss	Structural	Water Quality	Flooding	Mechanical
Well Field	5, 7, 6, 3, 1	1, 5, 6	5, 8, 9 Isolate, treat and flush	5, 1, Shut down well field, 2	5, 6, 1
Water Treatment Chlorinators	5, 8, 3, 9	5, 6, 1, 2, 9	5, 8, 1, 6, 2, 4, 9 w/ Chlorine injection	5, 1, Shut down well field, 2	5, 6, 1, 9
Reservoirs	5, 8, 3	5, 8, 6, 1 Notification of downstream residents	5, 8, Isolation, 1		5, 4, 6, 1
Booster Pump Station	5, Dedicated power generator is in-place.	5, 7, 6, 3, 1, 9			5, 4, 6 Notification of customers in service area
Springs		5, 1, 2 or Back feed	5, 8, boil order, 1, 2		
Pipeline	5, 7, 6, 3, 1	5, Isolate, 4, 6, 7, 1	5, Isolate, 8, 4, 6, 7, 1, 9		
Pipe Bridge	5, 7, 6, 3, 1	5, 8, 1, 4, 2, 6, 7	5, Isolate, 8, 4, 6, 7, 1, 9		

Typical Responses	<ul style="list-style-type: none"> 10. Water Use Curtailment 11. Import Water via Truck 12. Mobile Generator 	<ul style="list-style-type: none"> 13. Temporary By-Passing 14. City Crews 15. Contractor 16. Assistance from other agencies 	<ul style="list-style-type: none"> 17. Notification of regulatory agencies 18. Public Notification
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NOTE: The order that responses are listed in each category is the order to be taken.

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Appendix 2

Waste Water Emergency Response Matrix

IN WORK

Appendix 3

WATER EMERGENCIES

I. CURTAILMENT OF LOCAL WATER USAGE

WATER CURTAILMENT PLAN

SHORTAGE LEVEL	INITIATING CONDITIONS	REDUCTION OBJECTIVE
Level 1 – Water Alert Status	Water Shortage Predicted Storage level drops to 32’; 95% of normal	5%
Level 2 – Serious Water Shortage Status	Storage level drops to 26’; 75% of normal; continuation of hot, dry weather predicted	10%
Level 3 – Critical Water Shortage Status	Storage level drops to 22’; 65% of normal; Continuation of hot, dry weather predicted	20%
Level 4 – Emergency Water Shortage Status (Minimum Fire Protection Level)	Storage level drops to 19’; 50% of normal; Major transmission line break; disaster resulting in deprivation of water supply	35%

A. Level 1 – Water Alert Status (Voluntary):

The level 1 Water Alert Status should be activated when the reservoir level drops to around 32 feet, and staff predicts a water shortage.

Activities: Program is to inform customers of the potential for drought shortage and reasons to voluntarily conserve water, and to encourage conservation.

1. The water operator will e-mail daily reservoir levels as well as production and consumption data to the Community Services Director, the Public Works Supervisor, and the Community Services Coordinator (CSC).
2. At the beginning and end of each Shortage Level, the CSC shall e-mail all City Department Managers about a Water Alert Status. The Managers will relay information to their staff.
3. The CSC will notify media and keep them informed about current water supply status and conservation programs underway. The City Administrator will send press releases to the Dead Mountain Echo, the Register Guard, the Oregonian, and Lane Community College station KLCC 89.7FM, rebroadcast for Oakridge as KLCC 91.5FM
4. Additional responsibilities for the CSC may include:

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- a. Prepare and disseminate educational brochures; using various methods to distribute information, including placement at public forums, direct mailings, public events, etc.
- b. Develop a combination of media outreach materials (considering such means as billboards, bus-sides, movie theatre ads, radio, newspaper, television, etc.).
- c. Provide notice in water bills.
- d. Ask residents and businesses, multi-family complexes, home and neighborhood associations, etc. to voluntarily limit outdoor water use, and offer tips and resources for achieving conservation objectives. Encourage limiting irrigation to the late evening or early morning hours only, on alternating days, with sprinkler settings limited to 20 minutes per day, per zone.
- e. Ask “Top 10” large water users to limit outdoor water use. Encourage limiting irrigation to the late evening or early morning hours only, on alternating days, with sprinkler settings limited to 20 minutes per day, per zone. Contact these customers via telephone to remind them weekly until shortage is over. Send “Thank You” letters at the beginning and end of shortage.
- f. Set up public information booths where opportunities exist and look for other opportunities for public outreach, such as speaking engagements, etc.
- g. Contact potential partners in water conservation including local businesses that are the most affected (i.e., commercial water recycling carwashes, nurseries, etc.).
- h. Prepare, review, and/or update local water ordinances regarding curtailment enforcement, as needed.
- i. With Regional Water Providers Consortium, review Regional Conservation Plan; prepare uniform message for agency member customers and coordinate resources.
- j. Utilize the City’s internet web page.

B. Level 2 – Serious Water Shortage Status (Voluntary):

The Level 2 Serious Water Shortage Status should be activated when the reservoir level drops to around 26 feet, and the continuation of hot, dry weather is predicted.

1. **Activities:** Program to limit non-essential water use by both Level 1 Voluntary Measures and further voluntary reductions of water use.
2. Continue Level 1 measures – use a more vigorous outreach.
3. Additional responsibilities for the CSC may include:
 - a. Ask the ‘Top 10’ large water users to cease all but garden irrigation. Contact them via telephone to remind them weekly until shortage is over. Send “Thank You” letters at beginning and end of shortage.
 - b. Make “*Pardon My Lawn*” signs available to the public.
 - c. Limit city uses of water (recognizing the importance of public perception).
 - d. Limit hydrant flushing (emergencies only).
 - e. Curtail outside-of-City hydrant-metered water use, except use for City’s CIP construction projects. Temporarily-metered hydrant water may be used for construction inside City limits.
 - f. Turn off all fountains, except those that recirculate.
 - g. Temporarily suspend regulations that require the use of water (landscape ordinances, etc.).

C. Level 3 – Critical Water Shortage Status (Mandatory):

The Level 3 Critical Water Shortage Status should be activated when the reservoir drops to around 22 feet, and the continuation of hot, dry weather is predicted.

1. **Activities:** Program to strictly enforce the City’s Mandatory Curtailment requirements.
2. Continue Level 1 and 2 – rigorous public outreach efforts.
3. A system of fines for violations may be developed, implemented, and enforced by the City Enforcement Officers via ordinance and/or resolution.
4. Mandatory prohibition of all water wastage.
5. No water for cleaning paved surfaces.
6. No fountains, unless they use recirculated water.
7. No irrigation of City-owned flower baskets.
8. No water run-off allowed.
9. No watering (irrigation) during daytime hours (8am to 8pm).
10. No car washing, except at commercial car washes, which use recycled water.
11. Strict enforcement of water regulations. Provide reminders to violators by door hangers distributed by field staff. Records kept of violations; fines levied against violators.

D. Level 4 – Emergency Water Shortage Status (Mandatory):

The Level 4 Emergency Water Shortage Status should be activated when the reservoir level drops to around 19 feet. This is the lowest level allowable to permit continued fire protection to our residents.

1. Curtailment Activities: Program to eliminate outside water use and all non-essential use.
2. Continuation of Level 1, 2, and 3 measures. (In case of temporary water loss, and in cases such as natural disasters, transmission breaks, etc., it may be necessary to go directly to Level 4.)
3. Prohibit ALL outside water use (exceptions and enforcement to be determined by the City Administrator).
4. Notify industries to eliminate all non-essential water use.

II. MINIMUM WATER REQUIREMENTS PER PERSON PER DAY
(Minimum Range)

Table 1

TYPE OF FACILITY	GALLONS PER PERSON PER DAY
Hospital and Other Medical Facilities	5 - 25
Mass Care Centers Lodging and Emergency Feeding Lodging Centers - Drinking	5-15 2
Lodging Center With Flush Toilet Facilities: (Drinking, Feeding and Sanitary uses)	25
Mass-Feeding Stations: (Cooking and Sanitation)	3-10
Households: Drinking, Cooking and Cleaning With Operative Flush Toilets	5-15 25

III. METHODS OF EMERGENCY WATER DISINFECTION

A. For small amounts of water:

1. Boil two or three minutes
2. Add 3 drops of ordinary household 2% tincture of iodine to one quart clear water, wait one hour. (Add 6 drops for cloudy water.)

B. For large or small amounts of water:

1. Add sodium hypochlorite (NaHOCl) in amounts shown below. Ordinarily, liquid household laundry bleach contains this compound, usually at 5¼% strength. Add correct dose, mix thoroughly, and wait ½ hour. Treated water should have a distinct chloride odor. If no chloride odor is present, add more bleach, mix and let stand 15 minutes.

Table 2

LIQUID HOUSEHOLD LAUNDRY BLEACH

QUANTITY OF WATER	DOSE OF 5.25% SOLUTION	
	CLEAR	CLOUDY
1 quart	2-3 drops	5 drops
1 gallon	10 drops	20 drops
5 gallons	½ teaspoon	1 teaspoon
1500 gallons	1 quart	2 quarts

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2. Add water purification tablets (chlorine or iodine release) according to label. These tablets are available at drugstores.

C. For dishwashing purposes:

2. Chlorinate: Add at least 50 ppm of available chlorine at a temperature not less than 75 degrees F. (50 ppm = 50 mg chlorine per liter of water)
3. Iodine: At least 12.5 ppm of available iodine in a solution not having a pH above 5.0 at a temperature of not less than 70 degrees F. (12.5 ppm = 12.5 mg chlorine per liter of water).

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**City of Oakridge
Warning Annex**

Warning Annex

I. PURPOSE

The purpose of this annex is to provide a plan for disseminating adequate and timely warnings to the public and government officials in the event of an impending disaster situation.

II. SITUATION AND ASSUMPTIONS

VI. Situation

The need to warn the public of impending danger could arise at any time. In order to reduce loss of lives, adequate and timely warnings must be provided. Appropriate action-oriented information must be supplied.

VII. Assumptions

A warning period will be available for most emergency situations although the amount of lead time will vary from hazard to hazard. Proper use of adequate warning will save lives, reduce injuries and protect property.

III. CONCEPT OF OPERATIONS

h. General

- a. **Natural Hazards** – The most common warnings are those issued for severe weather. Other events that may prompt local warnings are severe winter snow or wind storms, earthquakes, and flooding.
- b. **Terrorism** – In the event of any terrorism action occurring in Oakridge, appropriate warning will begin in the City’s Emergency Communications Center (ECC); the warning will spread through the City via methods outlined in pre-determined standard operating guidelines.
- c. **Other Major Incidents** – Warnings will be issued when any other event might endanger life or property. Other such events may include major hazardous materials incidents endangering a significant segment of the population.

i. Phases of Management

a. Mitigation

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- a. A warning system is in use. Periodic reviews of the system will be made and plans for improvement formulated as necessary
 - b. A public awareness program may be developed outlining the use of the warning system
- b. Preparedness
- a. The warning system will be tested on a regular basis
 - b. New personnel will be trained in the use of the warning system as needed
- c. Response
- a. The primary warning point for most warnings is Oregon Emergency Management (OEM) in Salem. Upon notification of an emergency situation, OEM will notify the local warning point; in Oakridge, that warning point is the Emergency Communications Center (ECC). The ECC is manned on a 24-hour basis.
 - b. Upon receipt of information, the ECC will issue the appropriate warnings using all systems necessary. All warnings will continue until such time as they are no longer required.
- d. Recovery
- a. The public will be informed through the use of the warning system when the crisis has passed. A termination of attack or alert will be disseminated to the public when received from the proper authority.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

a. General

The Incident Commander has overall responsibility for warning the community. The Oakridge Police Chief, as head of communications, will coordinate the warning system operations. The Emergency Communications Coordinator may issue warnings to the public prior to the establishment of the EOC.

b. Task Assignments

- 1. The Incident Commander (or designee) shall:
 - a) Authorize activation of warning systems, after establishment of the EOC.
- 2. The Operations Section Chief shall:
 - a) Dispatch siren/loudspeaker-equipped mobile units to key locations as part of the warning system; and

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- b) Provide manpower for door-to-door warning, if necessary.
3. The Logistics Section Chief shall:
- a) Provide additional siren/loudspeaker-equipped mobile units where necessary to supplement sound coverage;
 - b) Maintain and repair all mobile siren/loudspeaker units; and
 - c) Provide additional manpower for door-to-door warning if necessary.
4. The Public Information Officer shall:
- a) Disseminate warning messages, provided by authorized sources, to the media and the general public as rapidly as possible in the event of impending or actual disaster;
 - b) Maintain a constant state of readiness to disseminate critical information;
 - c) Request activation of the Emergency Broadcast System (EBS) through the Lane County Communications center;
 - d) Assist in an ongoing public awareness program of life saving measures to be taken concerning all catastrophic events;
 - e) Those schools, hospitals, nursing homes, major industries, and places of public assembly equipped with warning system radio receivers will be responsible for monitoring the EBS channel for warnings and directed to take appropriate action by the PIO; and
 - f) Those schools and places of public assembly not on the warning network will be contacted by telephone and will then be directed to take appropriate action. (See **Appendix 3** for a list of Oakridge-area schools.)

V. DIRECTION AND CONTROL

General

The warning process may be activated from any of several points in the system. Once the network is activated, however, the responsibility for its continued operation belongs to the Incident Commander. All warning activities will be coordinated through the EOC staff.

Existing Warning Systems and Use

- 5. **National Warning System (NAWAS)** – NAWAS is a nationwide dedicated telephone warning system. It operates on three levels; federal, State, and local. If an enemy attack is confirmed by the North American Aerospace Defense Command (NORAD), a warning is disseminated to all warning points in the system.
- 6. **Oregon Warning System** – The office of Oregon Emergency Management (OEM) is the State-level extension of NAWAS. Each county Area Warning Center is on the NAWAS network.

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7. **National Weather Service (NWS)** – Current weather information and warnings are received over the NWS teletype circuit. OEM monitors this circuit and is responsible for the dissemination of all relevant information on a county-by-county basis. In addition, NWS will issue severe weather warnings over the NAWAS line.
8. **Flood Warning System** – The National Weather Service, the Corps of Engineers, and River Authorities have established a network of rain and river flood sensing warning devices to collect data for flood warning purposes. If excessive rainfall occurs, the NWS and the River Forecast Center make flood predictions and if necessary, warnings are issued.
9. **Emergency Broadcasting System (EBS)** – The EBS provides a means for supplying emergency information to the public. It utilizes commercial radio and television broadcast services which are provided on a voluntary, organized basis. The system may be activated at the federal, State or local level. The local EBS system is activated through contact with the Yamhill County office of Emergency Management.

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department are in accord with the standing operating guidelines established by each department.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Police Chief (or a designee) is responsible for the development, maintenance, and improvement of this annex.

10. **APPENDICES**

Appendix 1
Appendix 2

Warning System Procedures
Institutions Contact List

IN WORK

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Appendix 2

Institutions Contact List

IN WORK

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**City of Oakridge
Hazard-Specific Annex**

Hazard-Specific Annex

Aircraft Disaster

I. PURPOSE

The purpose of this annex is to provide a framework of coordination between agencies to help ensure the safety of life and property in the event of a major aircraft disaster impacting the City of Oakridge.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. One private general aviation airports serve the Oakridge area: The Oakridge Airport on the Western edge of Oakridge.
2. Oakridge does not experience many aircraft accidents but there is a potential for a major aircraft disaster in the Oakridge area.

B. Assumptions

1. Fire Department and Emergency Medical Service equipment and personnel will be available to cope with a general aviation accident. As long as the crews are not already actively engaged in an emergency call.
2. Assistance through mutual aid agreements may be necessary.
3. Stabilization of emergency conditions must be met before restoration takes place.
4. Protection of life and property is paramount in the decisions relating to airplane accident responses.

III. CONCEPT OF OPERATIONS

C. General

Primary responsibility for operations during disaster situations rests with the Incident Commander. Overall guidance is provided by each Department Head as to the deployment

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of departmental resources. Each department will maintain constant communications with the EOC to ensure proper coordination to maximize efforts.

D. Phases of Management

1. Mitigation

- a. Continually review and update emergency planning and SOGs
- b. Develop sound land use planning concepts to reduce potential vulnerability of homeowners and businesses

XXXIX. Identify expected shortfalls in personnel and equipment

2. Preparedness

- a. Implement changes identified in the mitigation process
- b. Be familiar with requirements for requesting State and federal disaster assistance
- d. Pre-plan and coordinate communications and frequency usage
- f. Train, test, exercise, review, and update

3. Response

- a. Locate crash site
- b. Notify the Emergency Communications Center with the following information:

- XL. location of crash site in relation to major landmark(s);
- XLI. type of aircraft (single/twin engine, jet, hang glider, hot air balloon);
- XLII. identification of aircraft (make and “N” number);
- XLIII. number of passengers/crew and condition;
- XLIV. name and phone number of owner (if known); and
- XLV. request notification of FAA

- c. Activate the EOC, if necessary
- d. Defend or evacuate populations at risk
- e. Assess damage
- f. Call out private contractors as needed

4. Recovery

- a. Participate in after-action reports and critiques
- b. Help neighborhoods (residents) return to normal pre-accident routine

IV. DIRECTION AND CONTROL

E. Routine operations will be handled by individual departmental standard operating guidelines. During heightened emergency conditions requiring activation of the EOC, the

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Department Head, and/or designee, of each of the departments will coordinate activities from the EOC.

V. ANNEX DEVELOPMENT AND MAINTENANCE

It is the responsibility of each City Department to ensure its capabilities. The City of Oakridge Fire Chief will assume responsibility for the maintenance of this “hazard specific” annex, and will coordinate input from any other agencies having a response function.

Bioterrorism

I. INTRODUCTION

Recent worldwide events have forced all levels of government in this country to address the issue of domestic preparedness and their own respective capacities to respond to terrorism. Terrorism is the threat or use of force or violence against persons and property to achieve political and social ends and is usually associated with community disruption, injuries and death. Bioterrorism is the intentional use of bacteria, viruses, parasites, and their by-products to inflict terror and cause illness.

II. MISSION, PURPOSE, AUTONOMY AND SCOPE

A. MISSION

The mission of Lane County Public Health in developing this annex is to prepare the community to respond in an appropriate and timely manner in a bioterrorism event, disaster, or other public health emergency and to provide a means to protect the public in a bioterrorist event.

B. PURPOSE

The purpose of this annex is to formulate a comprehensive plan and set of procedures that will guide all agencies within Lane County that are responsible for detecting and responding to a public health emergency caused by bioterrorism.

C. AUTONOMY

The jurisdictional autonomy of each individual agency must be respected at all times. Responding units, while under direct supervision of their own supervisors, must coordinate their activities with all those involved through adherence to the principals underlying the concept and operation of Unified Command.

D. SCOPE

The scope of this annex is to provide for a program that ensures effective mitigation, preparation, response, and recovery to disasters or emergencies caused by bioterrorism that affects the lives and well-being of individuals of Lane County.

It is the intention that this plan will work in concert with local and state plans dealing with bioterrorism.

III. POLICIES

A. OREGON REVISED STATUTES

ORS 401.035 Responsibility for emergency services systems.

- 1 The Governor is responsible for the emergency services system within the State of Oregon.
- 2 The executive officer or governing body of each county or city of this state is responsible for the emergency services system within that jurisdiction.
- 3 In carrying out their responsibilities for emergency services systems, the Governor and the executive officers or governing bodies of the counties or cities may delegate any administrative or operative authority vested in

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them by ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580 and provide for the sub-delegation of that authority. [1983 c.586 s.3]

ORS 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.

ORS 431.110 General Powers of Department of Human Services.

1. Subject to ORS 417.300 and 417.305, the Department of Human Services shall:
 - a. Have direct supervision of all matters relating to the preservation of life and health of the people of the state.
2. Make sanitary surveys and investigations and inquiries respecting the causes and prevention of diseases, especially of epidemics.
3. Have full power in the control of all communicable diseases.
4. Have authority to send a representative of the department to any part of the state when deemed necessary.

Paragraphs (2), (4), (7) and (8) do not directly relate to emergency response.

ORS 431.120 Duties of Department of Human Services.

1. The Department of Human Services shall:
 - j. Enforce state health policies and rules.
2. Give such instructions as may be necessary, and forward them to the various local public health administrators throughout the state.

Paragraphs (2), (4), (5), and (6) do not directly relate to emergency response.

ORS 431.530 Authority of local health administrator in emergency.

- 1 The local public health administrator may take any action which the Department of Human Services or its director could have taken, if an emergency endangering the public health occurs within the jurisdiction of any local public health administrator and:
 - a The circumstances of the emergency are such that the Department or its Director cannot take action in time to meet the emergency; and
 - b Delay in taking action to meet the emergency will increase the hazard to public health.
- 2 Any local public health administrator who acts under subsection 1 of this section shall report the facts constituting the emergency and any action taken under the authority granted by subsection 1 of this section to the Director of Human Services by the fastest possible means. [1973 c.829 §9; 1977 c.582 §31]

Department refers to the Oregon State Department of Human Services. The Director refers to the Director of the Oregon State Department of Human Services.

B. LIMITATIONS OF THE PLAN

This plan cannot anticipate all possible emergency bioterrorist events or situations and therefore should not be used without competent review, training and exercising of the plan by qualified emergency management professionals to test, revise and/or validate its contents. Conditions will develop in actual operations where standard methods will not suffice. Nothing in this plan shall be interpreted as an obstacle to the experience, initiative, and ingenuity of those responsible for responding to emergency situations in overcoming the complexities that exist under actual emergency conditions.

IV. Situation and Assumptions

Situation

1. Lane County Public Health believes that a disease outbreak of exceptional nature is occurring which could threaten citizens of Lane County. The Lane County Emergency Operations Plan has been activated as well as the Bioterrorism Response Plan. The following may indicate the event is related to bioterrorism:
 - a. Evidence of a known terrorist threat;
 - b. A single case of a Category A (anthrax, botulism, plague, smallpox, tularemia) or other rare communicable disease has occurred;
 - c. Larger than usual numbers of persons with a similar disease or syndrome;
 - d. Larger than usual numbers of cases of unexplained diseases or deaths;
 - e. Illness that is unusual or atypical for a given population or age group;
 - f. Unusual disease presentation;
 - g. Unusual pattern of death or illness among animals; and/or
 - H. The presence of bioterrorism elsewhere in the United States or other parts of the world.

Assumptions

1. This Bioterrorism Annex builds upon existing emergency response procedures and responsibilities at the local, State, and federal level.
2. Emergencies may or may not be initially recognized as terrorist incidents. Another emergency response plan may prevail until terrorism is suspected or determined as the cause.
3. Lane County response to terrorism will be determined by the substances (e.g., organisms and their characteristics) involved, the scale of the event, and by the authorities, plans, and operations that are put into action.
4. Terrorist attacks are usually directed at population centers and buildings or facilities that conduct operations for government, transportation, or industry.
5. Bioterrorist attacks may or may not be preceded by a warning or a threat, and may at first appear to be a natural outbreak of infectious disease.
6. Terrorist attacks may require a vast response effort involving all levels of government (local, State, federal).
7. Terrorist attacks may result in large numbers of casualties, including fatalities, those with physical illness, and those suffering from psychological trauma.
8. The attack may be at multiple locations or jurisdictions.

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9. The attack may be accompanied by fire, explosion, or other acts of sabotage.
10. An incident command system will be used during the response to a bioterrorist attack.
11. Lane County will require the assistance of Oregon Department of Human Services, Health Services (DHS/HS) for reception and movement of medical supplies, equipment and personnel. Support will also be required for logistics, law enforcement, crowd control, and other support.
12. There may be critical shortages of healthcare resources such as staffed hospital beds, mechanical ventilators, morgue capacity, temporary holding sites with refrigeration and other resources.
13. Disease surveillance will provide information such as trends, patient presentations, signs and symptoms, lab results and clinical diagnoses that will be critical to an effective response.
14. The Strategic National Stockpile (SNS) will be available through requests to DHS/HS upon approval by the Director of the Centers for Disease Control and Prevention. There are two components to the SNS: the 12-hour push package and Vendor Managed Inventory (VMI). (Lane County Public Health will be developing additional information regarding the SNS. This information will be maintained within the County's Emergency Operations Plan.).

V. Direction and Control

A. AUTHORITIES

2. **Federal Government:** Under provisions of Presidential Decision Directive-39 (PDD-39), the Federal Bureau of Investigation (FBI) is in charge of a terrorist event during the initial crisis and the Federal Emergency Management Agency (FEMA) is the lead federal agency during consequence management. The United States Public Health Service (USPHS) the lead agency for medical and health issues and manages activities under guidelines listed in the Federal Response Plan under Emergency Support Function-8.
3. **State Government:** The Oregon Department of Human Services, Health Services (DHS/HS) will provide for the organization, coordination, and direction of medical and public health services when local resources are not adequate. DHS/HS serves as the access point for local government to the federal government.
4. **Local Public Health:** At the local level the local health administrator (LHA) or designee has the legal authority and responsibility to lead the response to an epidemic bioterrorist event. Local law enforcement will assist the local health department in taking necessary actions. The LHA will coordinate with agencies coordinating the medical response.

For the purposes of this document the local Public Health Officials refer to the Local Health Administrator, the local Public Health Manager, and the Local Public Health Officer.

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Specific task assignments will be covered under section IV. Organization and Assignment of Responsibilities, subsection B. Task Assignments.

B. EMERGENCY OPERATIONS CENTER (EOC)

During a bioterrorist event, representatives from key agencies will assemble in the local emergency operations center (EOC) to form an emergency organization and provide a coordinated response. The City of Oakridge's primary EOC is in the Oakridge Fire Station on Highway 58,

The Incident Command System will be utilized to manage any bioterrorist event. The Incident Command System will enable the local response agencies to utilize common terminology, span of control, organizational flexibility, personnel accountability, comprehensive resource management, unified command, and incident action plans.

The role of the EOC is to evaluate the needs of the community, coordinate response efforts, manage off-site activities, and coordination of public information.

VI. Concept of Operations

A. GENERAL

1. In general, response will be done at the lowest level possible. Lane County Public Health will respond initially, requesting state assistance when unable to adequately respond to an event. In turn, Oregon will respond and request federal assistance when the abilities of Oregon to respond to an event are exceeded
2. If the event is multi-county, or if the local health department cannot adequately respond to the event, the State health officer will manage the incident.

B. A BIOTERRORIST ATTACK WILL EVOLVE THROUGH THE FOLLOWING SERIES OF PHASES:

1. An unusual disease will be detected in one or more persons by a healthcare provider in an office setting, clinic, or emergency room; a medical laboratory; at the Oregon State Public Health Laboratory; or may be announced by a terrorist group or by a federal agency or another state.
2. A healthcare provider, medical facility, or laboratory will report the unusual disease to Lane County Public Health and possibly to the HDS/HS.
3. Large numbers of patients and worried well will seek medical care, overwhelming medical facilities, public health capabilities, and straining law enforcement. Law enforcement agencies will collect criminal evidence at the same time medical diagnosis and treatment is occurring.
4. Depending upon the agent used, there may be one wave of patients or there may be a series of successive generations of disease as the biological agent infects others who were exposed by the initial patients.

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5. Once appropriate medical measures are implemented, cases will steadily decrease and recovery operations can begin.
6. Recovery will include the need for critical incident stress debriefing teams for responders as well as the general public.

C. PHASES OF MANAGEMENT

1. Mitigation

- a. Assure access to prevention and treatment of reportable diseases
- b. Establish plans developed to respond to bioterrorist attacks
- c. Coordinate planning activities with State and federal health, law enforcement, and emergency management agencies
- d. Conduct active disease surveillance
- e. Identify potential health hazards and prepare the appropriate response to such hazards
- f. Report presence of Category A agents within the County immediately to Oregon DHS/HS
- g. Maintain a 24 hours a day/7 days a week local communicable disease contact for rapid activation of a local response
- h. Establish and maintain liaison with clinics, nursing home/care centers, mental health organizations, EMS, hospitals, funeral service providers, and other jurisdictions
- i. Perform immunization on selected personnel and emergency responders as directed by Oregon DHS/HS
- j. Maintain alert, warning, and notification mechanisms such as through Health Alert Network and ORCD Alert

2. Preparedness

- a. Implement Oregon DHS/HS Investigative Guidelines for Reportable Diseases in relation to agents of bioterrorism
- b. Prepare and maintain emergency public health preventive measures and regulations to control and restrict communicable disease. Develop plans, as needed for the operation of appropriate immunization/prophylaxis programs or strategies that are agent specific
- c. Provide public education on treatment/management for agents of bioterrorism
- d. Follow-up on and investigate unusual events reporting and communicate these reports to DHS/HS. Examples of unusual distribution of ill persons, or unexpected illness in animal populations. At any point that there is sufficient information to suggest that the illness is intentionally caused, notification procedures to local, State, and federal law enforcement authorities will be initiated
- e. Maintain all specialized and general equipment and facilities in a ready condition for emergency use
- f. Coordinate with community health providers that can provide emergency health care, to include counseling and mental health services, community nursing, medical and dental health clinic support, mass casualty medical and health

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support, medical and health needs at American Red Cross Shelters and control of communicable diseases

- g. Communicate with volunteer groups to make requests for assistance consistent with the volunteer organization's resources, manpower and capabilities (see **Shelter and Mass Care, Tab 14, Appendix 1**)
- h. Train appropriate Public Health personnel regarding the Bioterrorism Response Plan and expected responsibilities
- i. Educate personnel on bioterrorist agents, scientific case definitions, basic epidemiology concepts, etc. to increase general awareness

3. Response

1. Notify DHS/HS, local law enforcement, local emergency management, Yamhill County Commissioners, hospitals, and local private, public and volunteer collaborators of an occurrence of an unusual disease which may indicate a bioterrorist attack
2. Review Bioterrorism Response Plans
3. Activate and maintain a 24 hours a day/7 days a week contact procedure for rapid communication
4. Obtain mutual aid from neighboring jurisdictions/regions as necessary
5. Access laboratory services through the Oregon State Public Health Laboratory (OSPHL) as necessary
6. Request SNS assets to Oregon DHS/HS prior to exhaustion of medical supplies and equipment
7. Coordinate disease control operations which may include mass prophylaxis, smallpox response procedures, pandemic influenza procedures, and implementing focused syndromic surveillance procedures (to be developed)
8. Perform health or epidemiological investigations (i.e. patient interviews, obtaining laboratory specimens, conducting site investigations, and reviewing records and other available data)
9. Maintain surveillance over the incidence of communicable disease
10. Establish public information programs dealing with personal health and hygiene
11. Coordinate activities of environmental health such as waste disposal, refuse, food and water control, and vector control
12. Collect vital record data (e.g., disease incidence data, fatality count records)
13. Provide clinical and immunization/prophylactic services
14. Work with America Red Cross to monitor sanitary conditions in shelters (see **Shelter and Mass Care Annex, Tab 14**).
15. Coordinate with agencies providing emergency medical care such as EMS, Emergency Departments, and clinics
16. Comply with required County documentation guidelines for reimbursement through federal funds

4. Recovery

- k. Assess local capacity to resume normal public health functions
- l. Assess local capacity to resume normal healthcare delivery

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- m. Assess fiscal impact of bioterrorist attack response
- n. Report results of assessment to local government officials and to DHS/HS
- o. Compile health reports for state and federal officials
- p. Identify potential or continuing hazards affecting public health and offer appropriate guidance for mitigation of harmful effects.
- q. Evaluate response to event to improve response methods.

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

EMERGENCY FUNCTIONS

There are five primary functions for detecting, responding to, and recovering from a bioterrorist attack:

- Detection and Diagnosis
- Incident Management
- Prevention and Control
- Fatality Management
- Environmental
- Surety

1. **Detection and Diagnosis**

Detection and diagnosis refers to those surveillance actions that are being undertaken on a continuous and ongoing basis, even before an attack has been launched.

- a. **Ongoing Surveillance:** Local Public Health Officials have primary responsibility for this function. Activities include ongoing disease surveillance, case investigations, outbreak investigations, and others that the local Public Health Officials conduct on a routine basis. Any of these activities may uncover the first indication that an unannounced (covert) release of a bioterrorist agent has occurred.
- b. **Unusual Event Reporting:** Unusual event reporting occurs when a healthcare facility, an astute clinician, or laboratory worker detects an unusual occurrence and reports this to the local Public Health Officials. Examples of unusual events include an uncharacteristic manifestation of disease, an unusual distribution of ill persons, or unexpected illness in animal populations. Local Public Health Officials are responsible for following up and investigating these reports and reporting to DHS/HS. Reports should be made to DHS/HS at (503) 731-4024 or (503) 731-4030 after hours, or to the Oregon Emergency Response System at 1-800-452-0311.
- c. **Laboratory Diagnosis and Testing:** Laboratory workers may identify laboratory test results that suggest a bioterrorist event. These reports will be reported to local Public Health Officials for investigation. Lane County Public Health may submit specimens for laboratory confirmation to the Oregon State Public Health Laboratory, 1717 SW Tenth Avenue, Portland, OR 97201 or may be hand delivered to ensure transport occurs in a timely manner. Prior notification is requested by calling the laboratory at (503) 229-5882 and DHS Acute and Communicable Disease Prevention at (503) 731-4024. The Oregon State Public Health Lab will provide information on shipping of specimens, perform tests for biological agents within their ability, send selected isolates to the CDC, and report results to Yamhill County Public Health.

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- d. **Case investigation:** Local Public Health personnel are responsible for following up on any unusual illness, patterns, laboratory results, or other information that suggests an unusual occurrence. At any point that there is sufficient information to suggest that the illness is intentionally caused, notification procedures to local, State, and federal law enforcement authorities will be initiated.

2. Incident Management

- a. **Command And Control: Law Enforcement:** Local public safety will have lead local responsibilities for law enforcement. Local public safety will coordinate its efforts with Oregon State Police and the FBI. Bioterrorist threats may be categorized into three general types:
 - i **Overt (observed) threat with likely hoax agent:** *For example, package with powder purported to be anthrax received. Law enforcement will have incident command. Public health will be notified. Threat assessment performed.*
 - ii **Overt (observed) exposure with credible bioterrorist agent:** *For example, a plume of material wafts over a group of persons. After threat assessment, material is believed to be a biological agent that can cause adverse health effects. Public safety has command and control of law enforcement, and public health assumes command and control for health.*
 - iii **Covert (unobserved) exposure with credible bioterrorist agent:** *For example, persons become ill after an incubation period and seek medical care at emergency rooms and doctors' offices. Illness is believed to have been caused intentionally. Source and location of exposure may not be known. Public safety has command and control for law enforcement; public health has command and control for health.*
- b. **Command and Control: Health:** Local Public Health will have command and control for health under circumstances of overt and covert exposures with credible bioterrorist agents. Local Public Health will have a role in determining that hoax material is not a threat and will also ensure that response is consistent with local jurisdiction policies. Local Public Health will coordinate its activities with Oregon Department of Human Services/Health Services (DHS/HS). Depending upon the magnitude of the incident, DHS/HS may assume central coordinating role.
- c. **Public Information:** County Public Information Officers (PIO's) will coordinate dissemination of information to the media and the public through the EOC. All releases must be cleared through the on-scene senior official and technical advisor or the Director at the EOC or designee. (Refer to the **Public Information Annex, Tab 12.**)
- d. **Emergency Operations Center Activation:** Lane County's Emergency Management, in consultation with public safety and public health officials, under the authority of the Sheriff, will activate the local EOC. During a bioterrorist event, a Unified Command structure will be assumed that may consist of Public Health, Police, Sheriff, Fire/EMS, and Hospitals.

3. Prevention and Control

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Prevention and Control involves all of the activities that may be required to identify the source and type of biological exposure, investigate crime, provide medical care to persons who are already ill, provide vaccines or medications to exposed persons who have not yet become ill, and provide mental health services.

- a. **Health Investigation:** Public Health will have primary responsibility for conducting the health or epidemiological investigation of the bioterrorist event. Such an investigation may include interviewing patients, obtaining and testing laboratory specimens, conducting site investigations, and reviewing records and other available data. These efforts will be coordinated with those of law enforcement. Depending upon the magnitude of the incident, the health investigation may involve State and federal public health officials.
- b. **Criminal Investigation:** Law enforcement will be responsible for any criminal investigations. Law enforcement will coordinate its efforts with those of public health and will share any discoveries with public health that could have bearing on the care or treatment of ill or exposed persons.
- c. **Patient Medical Care:** Hospitals and other medical care facilities, physicians, EMS, First Responders, and other health care workers will have primary responsibility for providing medical care to ill and exposed persons. If a bioterrorist event is suspected, the hospitals will activate the Comprehensive Emergency Management Plan, Hazard Materials Exposure Plan, and the Bioterrorism Response Plan.
- d. **Prophylaxis:** Prophylaxis is the administration of vaccine, antibiotics, and other medications to prevent or ameliorate illness in exposed persons. Public Health, in consultation with State and federal health officials, if necessary, will provide guidance on appropriate treatment of exposed persons. Yamhill County Emergency Management, upon activation of the EOC, will be responsible for coordinating with the Oregon Emergency Management Agency and FEMA any logistical support that is needed to supply immunoprophylaxis to the exposed population. Types of logistical support may include emergency transportation of supplies, security, crowd control, establishment of temporary distribution and treatment centers, and others.
- e. **Isolation:** Public Health will be responsible for guidance on the need for the isolation of symptomatic ill or exposed persons in consultation with federal and State authorities. Hospitals and other health care facilities will be responsible for implementing appropriate infection control practices within their facilities, including isolation if necessary.
- f. **Mental Health:** Lane County Mental Health will be responsible for coordinating efforts to provide mental health services and support to those in need by following Critical Incident Stress Debriefing (CISD) standards. Those in need may include both victims and first responders. The American Red Cross has mental health responders that could supplement Lane County resources.

4. Fatality Management

- a. **Investigation and Identification:** The County Medical Examiner and District Attorney will be responsible for investigating the cause of death and identifying the victims according to ORS 146.095. The Medical Examiner may consult with funeral service providers and law enforcement to determine if any specialized examinations need to be done or if any additional procedures need to be employed while examining the remains. Depending upon the magnitude of the incident, the Medical Examiner

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may have to coordinate efforts with State and federal officials or obtain additional resources.

- b. **Notification:** Notification of next-of-kin is the responsibility of the Medical Examiner or designee (ORS 146.109). Depending upon the magnitude of the incident, public safety officials may seek the assistance of additional State and federal personnel to perform this function.
- c. **Disposition:** The Medical Examiner will be responsible for timely disposition of the remains in a culturally sensitive manner. The Medical Examiner may consult with Public Health to determine if any special procedures need to be followed in disposing of the remains (i.e. no cremation).
- d. **Vital Records:** Lane County Vital Records Registrar will be responsible for complying with instructions of the State Registrar of the Center for Health Statistics in regards to the collection and compilation of reports and records related to deaths.

5. Environmental Surety

Environmental surety refers to those actions that are undertaken to ensure that the conditions in the environment following a bioterrorist event do not pose a health threat to the public or condition of the environment. In some circumstances, when the biological agent has been identified and it is known not to pose a threat in the environment, Public Health may be able to declare that no hazard exists. Under other circumstances, sampling, testing and remediation to the physical environment may be needed.

- a. **Sampling and Testing:** Oregon State Hazardous Materials Response Teams, or those with responsibility for hazardous materials will be responsible for any sampling and testing that is performed. Under certain circumstances, there may arise the need for air, water, or other materials to be tested. These public safety officials may consult with Public Health, with environmental health officials, and with others to determine the types of samples and tests that are needed.
- b. **Vector Control:** Under some circumstances, vector control efforts may need to be implemented. Vectors that may be involved in a bioterrorist event include insects, rodents, and other animals. **At this time Lane County Public Health does not have a vector control program. (NEED TO CHECK WITH LANE CO.)**
- c. **Remediation:** In some situations, remediation of the environment will need to be undertaken. Such remediation will be the responsibility of Oregon Department of Environmental Quality (DEQ). Oregon DEQ has responsibility for cleaning up spills and releases of hazardous materials and for managing the proper disposal of such materials.
- d. **Communications:** Responding agencies shall utilize established communication methods and networks that are utilized in normal day to day operations. These methods include telephones, cell phones, satellite phones, radios, secure internet, and alpha-numeric pagers. Redundant modes of communication will be most effective.

Task Assignment

The following task assignments represent all of the local response agencies that would respond to a bioterrorist event.

11. Lane County Emergency Management

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- a. Lane County Emergency Management Manager activates the Emergency Operations Center (EOC) under the direction of the Sheriff and determines the appropriate level of activation
- b. Determine which agencies will comprise the Unified Command system structure
- c. Determine which agencies should send representatives to the EOC
- d. Gather information related to the incident
- e. Coordinate activation of the Joint Information Center
- f. If necessary, declare a local state of emergency
- g. Refer to internal operating procedures to coordinate evacuation and transportation needs
- h. Serve as clearinghouse for public information
- i.** Coordinate with OEM and FEMA any logistical support that is needed to supply immunoprophylaxis to the exposed population (i.e. emergency transportation of supplies, security, crowd control, establishment of temporary distribution and treatment centers and others)

12. Oregon Department of Agriculture, Veterinarians, and Other State agencies

- a. Provide centralized veterinary support for exposed animals
- b. Call local Emergency Management office for event updates and direction
- c. Quarantine live animals and meat as necessary
- d. Conduct animal disease exposure investigations
- e. Inspect animal carcasses and stock markets
- f. Track food lot numbers
- g. Conduct food and water-related sampling and investigations
- h.** Contact Public Health partners to coordinate additional personnel as needed

13. Oregon State Hazardous Materials Response Teams

- a. Coordinate the identification and decontamination of hazardous materials
- b. Coordinate sampling and testing activities
- c. Consult with Public Health, with environmental health officials, and with others to determine the types of samples and tests that are needed as necessary

14. Fire

- a. Activate upon notification
- b. Initiate incident command
- c. Set up exclusion/isolation zone
- d. Conduct fact findings and assessment
- e. Conduct hazard analysis
- f. Call local emergency management agency
- g. Collect samples and turn over to law enforcement
- h. Develop and implement action plan (evaluate and reassess)
- i. Provide first responder medical care until transport arrives
- j.** Decontamination of potentially exposed persons in consultation with public health officials

15. Emergency Medical Services (EMS)

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- a. Activate upon notification
- b. Assess patients and obtain chief complaints and other demographic information
- c. Provide medical attention
- d. Assist in decontamination, if necessary
- e. Provide transportation to hospital
- f. Follow-up with hospital for discharge diagnosis information
- g. Provide EMS personnel with public health education with assistance from Public Health
- h. Obtain prophylaxis of EMS personnel, if necessary
- i. Follow-up with Public Health

16. Acute Care Hospitals

- a. The initial management of potentially exposed persons, in consultation with Infection Control and Public Health, will take place as outlined in the Bioterrorism component of Hospital Emergency Management Plan
- b. Activate the Comprehensive Emergency Management Plan, Hazard Materials Exposure Plan, and the Bioterrorism Response Plan
- c. Notify the Infection Control Department and Hospital Administration immediately
- d. Infection Control, or designee, will coordinate the response within the healthcare system
- e. Infection Control, or designee, will notify Public Health
- f. All patients who have been exposed to a potential agent of bioterrorism or have a diagnosis of infection due to an agent of bioterrorism will be managed utilizing Standard Precautions
- g. Additional isolation may be warranted, depending on the suspected agent (i.e. quarantine); hospitals and other health care facilities will be responsible for implementing appropriate infection control practices within their facilities
- h. Media Relations, in conjunction with county PIO's, will collaboratively coordinate information for the media
- i. Administration of prophylactic medications to healthcare workers will be coordinated with local and State Public Health
- j. Lab specimens will be shipped according to laboratory recommendations
- k. Hospital Administration will determine the need for additional resources (staffing, equipment, etc.) and coordinate procurement of additional resources
- l. Media Relations will prepare information for patients and visitors
- m.** Restrict traffic in collaboration with law enforcement in and around the facility in the event of an outbreak

17. Medical Examiner(s)

- a. Work with County District Attorney to investigate the cause of death and identify victims according to ORS 146.095
- b. Consult with funeral service providers and law enforcement to determine in any specialized examinations need to be done or if any additional procedures need to be employed while examining the remains
- c. Provide field personnel for fatality management when notified, contact Fire for appropriate personal protective equipment
- d. Receive notification for the following: extent of investigations, operating equipment, and disposition of bodies

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- e. Local medical examiner will decide if autopsies need to be expedited, secure additional staff and equipment if necessary
- f. Coordinate disposition of bodies, collaborate with local funeral service providers
- g. Secure additional storage for bodies if necessary, including use of non-traditional facilities to augment existing facilities
- h. Maintain database of identification of deceased, autopsy status, dates, cause of death, etc.
- i. Locate and notify next-of-kin or designate individual(s) to perform this function (i.e. funeral service providers) according to ORS 146.109. Depending upon the magnitude of the incident, public safety officials may seek the assistance of additional State and federal personnel to notify the next-of-kin
- j.** Request deployment of Disaster Operations Mortuary Services (DMORT) (portable morgue facilities and personnel to augment local capability)

18. Law Enforcement

- a. Activate upon notification
- b. Send designated personnel to Emergency Operations Center and joint Information Center
- c. If scene exists, establish inner/outer perimeters
- d. Make notifications to other law enforcement agencies as necessary
- e. Coordinate efforts with public health and communicate any discoveries that could have bearing on the care or treatment of ill or exposed persons
- f. Control and protect the crime scene
- g. Provide adequate security for personnel, equipment, and vehicles
- h. Gather intelligence and update the Incident Commander
- i. Control access to the scene
- j. Coordinate traffic flow for emergency and rescue vehicles
- k. When necessary, implement a plan for the identification, collection, and preservation of evidence
- l.** Secure hospital facilities as needed

19. American Red Cross and Other Volunteer Disaster Relief Organizations

- a. Provide disaster services, including but not limited to provision of shelter, food, health and mental health services, and blood and blood products
- b.** Establish and operate emergency shelter care centers during an evacuation. This includes reception and care facilities, which may provide basic first aid and coordination of welfare inquiries for disaster victims

20. Lane County Director of Health and Human Services

- a. Serve as liaison between the EOC and health services agencies and personnel
- b. Responsible for contacting all area hospital disaster coordinators to notify them the EOC has been activated and to ask about response capabilities such as number of available beds, staff availability, pharmaceutical supplies, etc.
- c. Establish health service priorities to serve as a basis for emergency public health service operations
- d. Ensure that the EOC, State, and federal officials are kept informed of all health and medical developments

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- e. Request the Strategic National Stockpile
- f. Ensure that Public Health service personnel remain under the direction and supervision of the local health administrator

21. Lane County Health Officer

- a. Assist the Lane County Director of Health and Human Services with technical advice, assist the health promotion section in preparation of public notice announcements, and assist in coordination between medical service centers
- b. In consultation with State and federal health officials, provide guidance on appropriate treatment of exposed persons as necessary
- c. In consultation with State and federal health officials, provide guidance on the need for isolation of symptomatic ill or exposed persons
- d. Establish liaison and ongoing communication with key representatives of hospitals and emergency medical services
- e. Make and communicate immediate estimate of magnitude of damage to human life, and hazards that may offer serious threat to the health of the County
- f. Provide public preventive measures and regulations to control and restrict communicable disease
- g. Control and dispense vaccine as needed
- h. Oversee emergency clinic operations to provide prophylaxis to ill or exposed

22. Lane County Public Health Manager or Designee(s)

- a. Assess information or threat
- b. Activate notification procedures
- c. Activate internal EOC Incident Command Procedure
- d. Activate Bioterrorism Response Plan
- e. Communicate reports to DHS/HS by calling (503) 731-4030 after hours, or to the OEM at 1-800-452-0311
- f. Submit specimens for laboratory confirmation to the Oregon State Public Health Laboratory in Portland. Specimens may be hand delivered to ensure transport occurs in a timely manner. Notify the Laboratory at (503) 229-5882 and DHS Acute and Communicable Disease Prevention at (503) 731-4024 prior to the shipment of specimens
- g. Coordinate local activities with DHS.HS
- h. Issue Public Health Alerts to local health care providers
- i. Send designated personnel to local/State EOC/JIC
- j. Conduct epidemiologic investigation; coordinate with law enforcement and FBI as needed
- k. Implement measures to protect healthcare workers and public health staff responding to the outbreak (i.e. personal protective equipment, immunization, or prophylaxis)
- l. Coordinate public health-related information releases and press conferences with the EOC
- m. Provide communication and education to individuals/public on safety/prevention issues related to bioterrorism or other public health concerns
- n. Set up mass prophylaxis/immunization clinics if and where needed
- o. Assess for the presence/occurrence of communicable diseases
- p. Issue health instructions to the general public through the Public Information Officer (PIO) function

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- q. In a mass casualty situation, implement the collection, identification, and disposition of deceased victims in coordination with mortuary services and Medical Examiners
- r. Transmit pertinent related health care information to the PIO for dissemination to the media
- s. Assist the Medical Examiners and funeral service providers to provide mortuary and vital record services

23. Lane County Environmental Health

- a. Perform functions relevant to environmental health
- b. Collaborate with State and federal agencies performing actions to ensure that the conditions in the environment following a bioterrorist event do not pose a health threat to the public or condition of the environment
- c. Receive information related to sampling, testing, and remediation to the physical environment
- d. Implement vector control efforts that may be put into operation in an emergency situation. Vectors that may be involved in a bioterrorist event include insects, rodents, and other animals. At this time Yamhill County does not have a vector control program
- e. In the event that remediation of the environment is undertaken, remediation will be the responsibility of the Oregon Department of Environmental Quality (DEQ). DEQ has responsibility for cleaning up spills and releases of hazardous materials and for managing the proper disposal of such materials

24. Public Information Officers

- a. Coordinate public information efforts with DHS/HS and State PIO's
- b. Contact PIO's to organize a Joint Information Center
- c. Identify critical messages and spokespersons
- d. Establish "media safe areas" and regular briefing schedules
- e. Develop printed and electronic material (press releases, fact sheets, photos, TV and radio programs, web sites, etc.)
- f. Disseminate messages
- g. Develop and distribute media messages that can reach multiple populations (non-English speakers, children, elderly, etc.)
- h. Monitor media outlets
- i. Correct media outlets and update messages as needed
- j. Notify and coordinate with Oregon State Public Health Laboratory (OSPHL)
- k. Coordinate the triage and transport of specimens from other laboratories to the appropriate higher level testing laboratory
- l. Advise and assist appropriately obtaining specimens at collection site
- m. Ensure Chain of Command when obtaining and transporting specimens
- n. Report results to appropriate Public Health officials
- o. Collaborate with other testing sites in the event of a large scale event where local capacity may be exceeded or the test is not available through OSPHL
- p. Maintain facility security
- q. Collaborate with communications regarding media inquiries
- r. Collaborate with the appropriate law enforcement agencies in managing incidents associated with a criminal act

25. Oregon State Public Health Laboratory (OSPHL)

- a. Coordinate the triage and transport of specimens from other laboratories to the appropriate higher level testing laboratory
- b. Advise and assist local Public Health in appropriately obtaining specimens at the collection site
- c. Ensure Chain of Command when obtaining and transporting specimens
- d. Perform tests for biological agents within OSPHL ability
- e. Report results to appropriate public health officials
- f. Collaborate with other testing sites in the event of a large scale event where local capacity may be exceeded or the test is not available through OSPHL
- g. Maintain facility security
- h. Collaborate with communications regarding media inquiries
- i. Collaborate with the appropriate law enforcement agencies in managing incidents associated with a criminal act

VIII. CONTINUITY OF GOVERNMENT

To ensure continuity of public health and medical activities during threatened or actual bioterrorist events, the following line of succession is established:

- Lane County Health and Human Services Director
- Lane County Public Health Manager
- Lane County Public Health Officer
- Other designated staff

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

The Local Health Administrator or designee is responsible for initial Bioterrorism Annex development, distribution, periodic review, and updating. The Public Health Manager or designee will share those responsibilities. Each service with emergency assignments is responsible for assigning personnel and equipment, and providing training necessary to carry out emergency functions.

The medical and health services will participate as required in drills and exercises conducted by Yamhill County Office of Emergency Management. Additional drills and exercises may be conducted by various agencies and services to develop and test the ability to make effective response to a bioterrorist event.

IX. APPENDICES TO THE BIOTERRORISM ANNEX

Appendices to this annex are in development and will be maintained at Lane County Public Health.

Earthquake

I. PURPOSE

The intent of this plan is to effect rapid, efficient, and appropriate response to areas subjected to damage sustained from an earthquake.

II. SCOPE

There has been a significant increase in the understanding of earthquake hazards in the Pacific Northwest. It is now known that Oregon may experience damaging earthquakes much larger than any that have occurred in the past. Planning to respond to earthquake disasters and strengthening homes, buildings and power, water, communication, and transportation lifelines can greatly reduce the impact of an earthquake. These measures should be based on the best possible forecast of the amount and distribution of future earthquake damage. The amount of damage sustained by a building during a strong earthquake is difficult to predict and depends on the size, type, and location of the earthquake, the characteristics of the soils at the building site, and the characteristics of the building itself. At present, it is not possible to accurately forecast the location or size of future earthquakes. It is possible, however, to predict the behavior of the soil at any particular site. In fact, in many major earthquakes around the world, a large amount of the damage has been due to the behavior of the soil. In this report, "soil" means the relatively loose and soft geologic material that typically overlies solid bedrock in western Oregon. Earthquakes from three different sources threaten communities in western Oregon. These sources are crustal, intraplate, and subduction-zone earthquakes. The most common are crustal earthquakes, which typically occur in the North American plate above the subduction zone at relatively shallow depths of 6-12 mi (10-20 km) below the surface. The March 1993 earthquake at Scotts Mills (magnitude [M] 5.6) and the September 1993 Klamath Falls main shocks (M 5.9 and M 6.0) were such crustal earthquakes.

b. NATURE OF THE HAZARD

An earthquake is a sudden, violent shaking or movement of part of the earth's surface caused by the abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface. The earthquake may consist of:

- k. **Ground motion:** Vibration and shaking of the ground during an earthquake is the most far-reaching effect and causes the most damage to buildings, structures, lifelines, etc.
- l. **Ground surface fault rupture:** The ground shaking is the result of a rupture of a fault beneath the surface. When the ground shaking results in a rupture of the surface of the ground, an opening of up to 20 feet may occur.
- m. **Liquefaction:** The ground temporarily loses its strength and behaves as a viscous fluid (similar to quicksand) rather than a solid.

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- n. **Landslides:** Sometimes an earthquake causes a landslide to occur. This involves a rock fall and slides of rock fragments on steep slopes.
- o. **Tsunamis:** Tsunamis are sea waves produced by an undersea earthquake. These sea waves caused by the earthquake can reach 80 feet and can devastate coastal cities and low-lying coastal areas.
- p. **Secondary hazards:** Consequences of earthquakes may include fire, hazardous materials releases, or dam failure, among others.

c. **Risk Area**

The geologic model was developed using surface geologic data from Gannet and Caldwell (1998) and aerial photo interpretation. Subsurface geology was inferred from 151 approximately located water wells and 2 shear-wave velocity profiles.

The geology is complex, particularly in the subsurface. Superficial deposits consist of two layers of Quaternary silt deposited by catastrophic Missoula floods and sand and silt alluvium deposited on the floodplain of the Willamette River. The flood silt can be divided into an upper oxidized low-velocity layer (Qmf1) and a lower non-oxidized higher-velocity layer (Qmf2). The Quaternary alluvium was combined with the Qmf1 unit because of the difficulty of distinguishing the two units in well logs and because their shear-wave velocities are likely to be similarly low.

The Quaternary units overlie a complex geology consisting of Pliocene-Pleistocene alluvial sand, silt, and clay (QTaf), laterite developed on Columbia River basalt, and Miocene marine sediments (Tbs). There are almost certainly significant faults in the area, because the thicknesses of the above units change abruptly at several locations, but mapping these faults was not possible in this study. Numerous well logs reported red and brown clay, silt, siltstone, sandstone, and mudstone. These descriptions could conceivably be assigned to the laterite, Pliocene-Pleistocene sediments, or Miocene sediments. The complexity of these units could not be resolved in this study. Instead, we assumed that the velocities of the alluvial and the laterite units were similar and combined them under unit name QTaf. We also assumed that the velocities of unit Tbs and the Columbia River basalt were similar and combined them under the unit name Tbs. The final model consists of a body of Qmf1, a body of Qmf2, a body of QTaf, and one of Tbs.

Shear-wave velocity is assigned as follows:

- XLVI. Qmf1** Two direct measurements, 162m/sec and 220 m/sec, average 191m/sec.;
- XLVII. Qmf2** No direct measurement, values from adjacent McMinnville area (10-20 km away) average 259 m/sec.;
- XLVIII. QTaf** One direct measurement, 330 m/sec, comparable to McMinnville (416 m/sec) and Woodburn (20 km away, 303-366 m/sec, average of four values 344 m/sec).;
- XLIX. Tbs** One direct measurement, 513 m/sec.
- L. Amplification hazard** is generally moderate in the flat lowland parts of the urban area, which are generally covered with Qmf deposits. In the surrounding hills amplification is generally low.
- LI. Liquefaction hazard** is generally low in the flat lowland parts of the urban area, which are generally covered with Qmf deposits, but increase to moderate as the Qmf thickens toward the Willamette River. In the surrounding hills liquefaction hazard is nil. Earthquake-induced landslide hazard is generally low on the flat lowlands, and moderate in the hills and along the

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valleys cut by minor streams. There are areas of high landslide hazard on the steepest slopes on Chehalem Mountain, and along the bluffs above the Willamette River.

- LII.** Most of the area is in relative hazard Zone C, with areas of Zone B toward the Willamette River, reflecting higher liquefaction hazard associated with thicker Qmf. There are also pockets of Zones B and A in the Chehalem Mountains where slopes are very steep, and areas of Zone A along the Willamette River bluffs.

d. **SITUATION**

After an earthquake, it is essential for emergency response personnel to take immediate action to gather damage assessment information. This information is needed to determine the severity and extent of injuries and damages. Further, this data gathering effort should provide much of the information decision makers will need to implement and prioritize response actions for search and rescue activities, access and re-entry control, debris clearance, restoration of utilities and lifeline repairs, and the inspection, condemnation, and/or demolition of buildings and other structures.

Provisions should be made, as appropriate, to address the following considerations:

26. **Damage Assessment:** Conduct ground and aerial surveys to determine the scope of the damage, casualties, and the status of key facilities.
27. **Search & Rescue:** Removal of trapped and injured persons from landslides, collapsed buildings, and other structural collapses, administering first aid, and transporting the seriously injured to medical facilities. This activity involves the use of professional and volunteer search teams including the use of dog teams. Consideration should be given to:
 17. Use of damage assessment information to identify the facilities and areas where search & rescue operations are to be conducted and to establish a priority for conduct of these operations; and
 18. Request for State and federal assistance to perform search and rescue operations.
28. **Access Re-Entry and Control:** This deals with the immediate actions to be taken, as soon as conditions permit, in the area that was severely impacted by an earthquake. Relevant considerations include:
 - a. Control of access to the area until it is safe. Only those people directly involved in emergency response operations should be allowed to enter; and
 - b. Establishing a protocol for determining the appropriate time to allow evacuees and the general public to re-enter the area that was severely impacted.
29. **Debris Clearance:** The identification, removal, and disposal of rubble, landslides, wreckage, and other material which may block or hamper the performance of emergency response functions should be a high priority action. Activities include:
 - a. Demolition and other actions to clear obstructed roads;
 - b. Repair to temporary reinforcement of roads and bridges; and

c. Construction of emergency detours and access roads.

30. **Inspection, Condemnation, Demolition:** Inspection of buildings and other structures to determine whether it is safe to inhabit or use them after an earthquake has occurred. Activities may include:

a. Inspection of buildings and structures which are critical to emergency services operations and mass care activities. Designate those that may be occupied and identify/mark those that are unsafe;

b. Inspection of buildings and structures that may threaten public safety. Identify/mark those that are unsafe and may not be occupied;

c. Inspection of less critically-damaged structures. Designate those that may be occupied and identify/mark those that are unsafe to occupy; and

d. Arrange for the demolition of condemned structures.

31. **Utilities and Lifeline Repairs:** Quick restoration and repair of electrical power, natural gas, water, sewer, telephone, and other communications systems is imperative to minimize the impact on critical services and the public.

e. **WARNING**

Earthquakes usually occur without warning. Although some earthquakes have been successfully predicted, a reliable warning system has not been developed.

f. **EVACUATION**

Immediately following an earthquake people may need to be evacuated. People should be evacuated from structures that have been damaged and are likely to receive more damage when hit by one or more of the aftershocks. A separate annex in the City's Emergency Operations Plan addresses evacuation procedures. (See the **Evacuation Annex, Tab 5**)

g. **MASS CARE**

Evacuees leaving earthquake-damaged buildings and residences must be given a safe place to temporarily live. A separate annex in the City's Emergency Operations Plan addresses sheltering and mass care (see the **Sheltering & Mass Care Annex, Tab 14**). Key points in determining adequate facilities for mass care include:

h. **Safe location of facilities:** If possible, the mass care facilities should be located in low seismic risk areas that are also out of the way of secondary effect threats (i.e., floods or landslides);

i. **Structural safety:** If the facilities selected for use are located within the earthquake hazard area, ensure that a structural engineer, knowledgeable of the earthquake hazard, does the following:

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- a. Identifies facilities for use that are structurally sound, well retrofitted, or built to code; and
- b.** Ranks the facilities based on the amount of earthquake resistance/protection each one offers.

III. ANNEX DEVELOPMENT AND MAINTENANCE

The Fire Chief will coordinate the annual review, updating and maintenance of this annex.

Explosion

I. PURPOSE

- LIII.** The purpose of this annex is to identify a hazard-specific threat to the City, and outline lead responsibilities for this threat.

II. SITUATION AND ASSUMPTIONS

LIV. Situation

- LV. Several forms of threat to the City of Oakridge are grouped under the category of “*explosion*”: bomb threats, explosives found (no explosion), and explosions.

LVI. Assumptions

- LVII. Police Department, Fire Department, and Emergency Medical Service equipment and personnel will be available to cope with any general explosion incident to the level trained.
- LVIII. Assistance through mutual aid agreements may be necessary
- LIX. Stabilization of emergency conditions must be met before restoration takes place
- LX. Protection of life and property is paramount in the decisions relating to explosion accident responses

III. CONCEPT OF OPERATIONS

LXI. General

Primary responsibility for operations during disaster situations rests with the Incident Commander. Overall guidance is provided by the department heads as to the deployment of departmental resources. Each department will maintain constant communications with the EOC to ensure proper coordination to maximize efforts and eliminate duplicity.

LXII. Operations

- LXIII. **Bomb Threats:** The Oakridge Police Department shall have lead responsibility for operations in the event of a bomb threat, and they shall operate under pre-established

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standard operating guidelines (SOGs). Additional agencies (Fire, EMS, Public Works) may be requested to standby in case a bomb threat escalates into an explosion.

- LXIV. **Explosives Found:** The Oakridge Police Department shall have lead responsibility for operations in the event of a bomb being found, and they shall operate under pre-established SOGs. Additional agencies (Fire, EMS, Public Works) may be requested to standby in case a bomb threat escalates into an explosion.
- LXV. **Explosion:** The Oakridge Fire Department shall have lead responsibility for operations in the event of an explosion, and they shall operate under pre-established SOGs. Additional agencies (Police and Public Works) may be requested for traffic/crowd control.

IV. DIRECTION AND CONTROL

Routine operations will be handled by individual departmental standard operating guidelines. During heightened emergency conditions requiring activation of the EOC, the department head of each of the departments, or a designee, will coordinate activities from the EOC.

V. ANNEX DEVELOPMENT AND MAINTENANCE

It is the responsibility of each City department to ensure its own personal capabilities. The City of Oakridge Police Chief will assume responsibility for the maintenance of this “hazard specific” annex, and will coordinate input from any other agencies having a response function.

Major Fire

I. PURPOSE

The intent of this plan is to effect rapid and efficient warning and response for areas subjected to major fires to include wildland or major structures. It is further intended that by advance warning and preparation, hazardous conditions may be reduced and an early recovery accomplished.

II. SCOPE

This plan outlines procedures appropriate for response during major fires to include major structural or wildland fires. It also establishes courses of action and specific responsibilities for various response personnel and agencies. This plan identifies procedures for:

- LXVI. Monitoring and reporting of potential hazardous major fires to authorities and subsequently to the populace;
- LXVII. Preparedness procedures to be taken upon report that a major fire threatens or is occurring in the vicinity;
- LXVIII. Evacuation and transportation of people if warning is issued to evacuate specific areas, route identification, evacuee reception centers, and provisions for essential services and sanitation;
- LXIX. Traffic control and site area security of the affected area;
- LXX. Deployment of personnel and resources;
- LXXI. Coordination of assistance from outside of affected area;
- LXXII. Return of public to affected area and activation of public utilities and services;
- LXXIII. Review and update this plan at least on an annual basis and/or as necessary; and
- LXXIV.** Conduct regular scheduled exercises to test concepts and procedures.

III. ACTIVATION

Emergency actions as outlined may be initiated by the senior on-scene fire officer upon notification that a forest or wildland fire is threatening or imminent, or if an out-of-control major structure fire is threatening to consume additional buildings or neighborhoods.

IV. SITUATION

Major fires present periodic problems in the City of Oakridge. These problems present extreme difficulties dependent upon location, intensity and direction of movement. Even small fires in a brush area, if not quickly detected and suppressed, can get out of control. An uncontrolled fire is one of the most destructive forces caused by nature or man. Fire can be a multiple killer of people, livestock, fish, and wildlife. It can destroy personal and real property, forage, watersheds, and rural residences. Severe soil erosion, silting of stream beds, and flooding are often serious aftermaths of fires.

Fire protection in the City of Oakridge and the Hazeldell Rural Fire Protection District is the primary responsibility of the Oakridge Fire Department. Mutual aid agreements exist with most of the agencies in Lane County.

V. CONCEPT OF OPERATIONS

LXXV. Primary Warning System

LXXVI. The Oakridge Fire and Police Departments, through the Emergency Communications Center (9-1-1), are responsible for the determination of fire locations and issuing of warnings within the city and rural areas of Oakridge. Under direction of the Public Information Officer (PIO), appropriate information and instructions based on these warnings may be broadcast over local radio and television stations.

LXXVII. Upon notification, the key City Department Heads will begin their call list notifications, and the Emergency Operations Center (EOC) will be activated.

LXXVIII. When possible, instructions to the public on wildland fires and evacuations shall be issued. A sample warning message is shown in **Appendix 1** of this annex.

LXXIX. Alternate Warning System

If telephone contact fails within the City of Oakridge, the Incident Commander will request the Emergency Communications for assistance in re-establishing contact with the affected area.

LXXX. Back-up System

Should the Incident Commander determine that evacuation is required; any emergency services vehicles may tour the affected area intermittently, sounding their sirens and using their public address systems. These efforts will be coordinated through the command post with the EOC. Further instructions on evacuations may be found in the **Evacuation Annex, Tab 5**, in the City's Emergency Operations Plan.

VI. GOVERNMENT RESPONSIBILITIES

LXXXI. The Oakridge Fire Department

- LXXXII. Notify the City Administrator, who, if the situation warrants, may activate the EOC.
- LXXXIII. Take charge at the scene of the fire or other emergency involving protection of life and/or property.
- LXXXIV. Assess the fire situation, including a determination of the fire spread potential risk area, and make an estimate of the speed and direction of wind at the scene. Initiate a system of reporting from private agencies and utilities that have facilities in the risk area.
- LXXXV. Receive notification from private individuals, County emergency services, State or federal surveillance agencies.
- LXXXVI. Establish contact with the nearest office of the National Weather Service to ensure adequate forecasting support. Make certain the Incident Commander receives all weather information on a timely basis.
- LXXXVII. Keep in communication with the Incident Commander at the scene to obtain his strategy and the tactics he intends to use, plus his requirements for additional manpower, equipment, and supplies.
- LXXXVIII. Evaluate the overall situation. Compare reports from the scene by the senior fire officer to other reports to obtain an accurate assessment of the situation. This evaluation provides a basis for effective decisions on how best to meet requirements.
- LXXXIX. Provide the Public Information Officer (PIO) with appropriate information for releases. The PIO should be the **ONLY** source to release information to the media. See a sample **Warning Media Release** in **Appendix 2** of this annex.
 - XC. Coordinate with responsible fire and other emergency services on plans for evacuation of the affected area, if required, designate exit routes for threatened citizens, and entrance routes for emergency services. Enlarge the area of evacuation as required.
 - XCI. If required, secure additional aid from other communities in accordance with mutual aid agreements.
 - XCII. If the fire situation exceeds the capabilities of mutual aid resources, the City may request implementation of the Oregon Conflagration Act, by immediately contacting the designated “County Fire Chief”, who shall then contact the State Fire Marshal’s Office and the State Emergency Management Office. These agencies will assist in the coordination of outside assets to the fire location.
 - XCIII. Provide for securing the area of operations and prohibit unauthorized persons into the fire area except firefighters and emergency services personnel.
 - XCIV. Reroute traffic as required.

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- XCV. When fire has been suppressed, restore the incident area to a safe condition to lessen the probability of further fires or accidents.
 - XCVI. Make certain that when firefighting operations are completed, the Incident Commander provides appropriate notification to the EOC.
 - XCVII. If evacuation has been ordered, and after determining that conditions are favorable for evacuees to reenter the evacuated areas, the EOC will notify all agencies and evacuees and assist the people's return to their homes.
 - XCVIII. The Planning Section Chief, as appointed by the Incident Commander, will collect accurate damage information. He will also consolidate, evaluate, and analyze data concerning the scope and magnitude of the disaster.
 - XCIX. An assistance center will be established as needed. County, State, and federal disaster assistance may be requested in accordance with the State of Oregon Emergency Response Plan.
- C. The Senior Fire Officer On-Scene
- CI. Take charge at the scene of the fire or other emergency involving protection of life and/or property.
 - CII. Assume power and authority to direct such operation as necessary to extinguish or control any fire, perform any rescue operation, investigate the existence of suspected or reported fires, gas leaks, or other hazardous conditions or situations.
 - CIII. Prohibit any person, vehicle, vessel, or thing from approaching the scene. Remove, or cause to be removed or kept away from the scene, any vehicle, vessel or thing which may impede or interfere with the operations of the fire department.
 - CIV. The senior fire officer, in his judgment, may cause to be removed from the areas any person not actually and usefully engaged in the extinguishing of the fire, or in the preservation of property in the vicinity thereof.
 - CV. Continually assess the fire situation and keep the Incident Commander informed.
 - CVI. Assist in warning and evacuating people from the affected area.
 - CVII. Conduct rescue operations as needed to remove people from the affected area.
 - CVIII. Coordinate outside assistance with regard to medical emergencies.
 - CIX. Establish first-aid stations and arrange transport of sick and injured to appropriate facilities.
 - CX. Provides reports of activities to the Incident Commander upon completion of firefighting operations.

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CXI. Provides training and planning guideline for the department which will assist in increased readiness.

C. The Oakridge Police Department

1. Receives notification from the Emergency Communications Center.
2. Maintains contact with the Incident Commander.
3. Directs traffic control. Establishes road blocks to prevent entry into affected areas, except for firefighting and emergency services vehicles and personnel.
4. Assumes responsibility for security of homes and property which may have been evacuated.

D. Public Works Division

1. Receives notification from the Emergency Communications Center.
2. Keeps roads open for traffic.
3. Assists the police department and fire department in establishing road blocks and rerouting traffic.

1. APPENDICES TO THE MAJOR FIRE ANNEX

Appendix 1

Instructions to the Public

Appendix 1

Major Fire

INSTRUCTIONS TO THE PUBLIC

Wildland Fires and Evacuation Plans

Oakridge area residents may be asked to cooperate if the community is involved in a major fire. Public information releases for the local media will be prepared in advance for use as needed.

IN CASE A FOREST FIRE THREATENS

1. Keep posted on progress of the fire by listening to local radio and television stations.
2. If an additional threat is seen, report it immediately by telephone – call 9-1-1.
3. If you are burning debris for cleanup, stop immediately.
4. Make certain your home is clear of combustibles, particularly brush that is hazardous to your home or other structures.
5. Hook up garden hoses and check out your water supply for possible wetting down roofs.
6. If time permits and it is required, remove and clear away flammable vegetation up to 30 feet on each side of your home or other structures.
7. Close all windows (cover if possible), remove combustibles near windows and other openings, protect and secure stock and pet animals.
8. Follow safety precautions to prevent being trapped. Keep informed. Follow instructions. Know where the fire is in relation to you. Know your escape route. Keep calm. Make certain you understand instructions. Oakridge area residents may be evacuated from forest and wildland fire areas as deemed necessary by competent authority.

EVACUATION

1. Begin evacuation immediately when the official warning is issued. Warning will be from emergency services personnel, broadcast via public address systems in emergency vehicles, radio and television (time permitting), and/or a door-to-door basis.
2. Follow designated evacuation routes nearest to you.
3. Do not use firefighting entrance routes. They are reserved for emergency services only.

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4. Reception Centers will be activated and staffed by the Red Cross. Local media will broadcast location information.
5. Go to the Reception Center and register so that information concerning your whereabouts is available for Oakridge officials as well as for inquiries from friends and relatives.
6. If you do not have your own transportation, assistance will be provided. **Call 9-1-1 for assistance.**
7. Be prepared for a lengthy stay. Take necessary items such as medicines, prescriptions, personal papers, changes of clothing, and some valuables, all within reasonable limits considering safety and available time and space.
8. **LOCK YOUR HOME. TURN OFF GAS, ELECTRICITY, AND WATER.**
9. When you have secured your home, **TIE A WHITE CLOTH** or **TOWEL** to your front door so that emergency services personnel will know that you have gone.
10. **DO NOT TIE UP PHONE LINES.** Don't become part of the problem by interfering with communications and operations of vital personnel.
11. **TIME IS IMPORTANT – MOVE FAST – BUT SAFELY AND COURTEOUSLY.**

RE-ENTRY

1. Do not return to the evacuated area until advised to do so by responsible officials (police, fire, or government officials).
2. Leave gas and electricity OFF until instructed to do otherwise. Use caution in putting gas and electricity back into use. It is advisable to have them checked by qualified technicians before use.
3. Heed advice from official sources on how to cope with debris and burned out areas.

Nuclear/Radiological Incident

I. INTRODUCTION

The purpose of this annex is to establish the organization and to assign responsibilities for an effective and operational radiological protection program for the protection of the population in the event of a nuclear/radiological incident occurring within the City of Oakridge.

II. MISSION, PURPOSE AND SCOPE

4. Situation

The presence of radiological materials (RAM) can make this country susceptible to accidents/incidents involving RAM. Hospitals and medical facilities use a wide range of radioactive sources in nuclear medicine. Also, industry uses radiological sources in several ways. Due to increased activity by terrorist groups against the United States, all jurisdictions remain vulnerable to radiological dispersion devices (RDD), such as “dirty bombs”.

5. Assumptions

- a. Proper development and execution of a radiological protection program will significantly reduce casualties and adverse public reactions in the event of a radiological incident.
- b. If a radiological event occurs inside the City of Oakridge, within the State, or elsewhere in our country, resources will be available within hours. This will add to the City’s already existing personnel and equipment needed to respond.
- c. Sheltering from a radioactive contamination or evacuation may be required in the event a RDD is used in the City.

III. CONCEPT OF OPERATIONS

q. General

- a. A basic radiological protection system consists of the Emergency Operations Center (EOC), Incident Commander, trained first responders (the regional Hazardous Materials teams and other locally-trained personnel), and communications with State and local entities. The size and type of incident will dictate whether to open the EOC or operate from the field with the IC at a command post.
- b. Radiological training is provided on a limited basis by personnel from Radiation Protection Services, State Health Services, Oregon Department of Human Services.
- c. If a RDD/dirty bomb is used, the incident becomes federalized as soon as the FBI is able to take charge of the incident. This should be treated as a major Hazardous Materials incident, with the added facet of security.
- d. No matter how large the event becomes, technical assistance is always available from Oregon State Health, Radiation Protection Services personnel.
- e. The size of a radiological event will dictate the response level:

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- a. **Radiological spill/minor accident:**
 1. Local first responders involved;
 2. Oregon Emergency Response System (OERS) informed of event; they notify the State Radiation Protection personnel; and
 3. The nearest Regional Hazardous Materials Response Team is dispatched to the scene;
 - b. **Large spill/major accident** (same as above, with the following additions):
 1. Possibly opening the EOC and move into a Unified Command structure; and
 2. Activate the Public Information position to work closely with State personnel;
 - c. **RDD/dirty bomb** (same as above with the following additions):
 1. Ensure State resources become involved;
 2. Command of incident/disaster turned over to FBI upon their arrival;
 3. Plan on several days of operations in the EOC.
- r. Phases of Preparedness
- a. Mitigation
 - a. Assess vulnerability of the City
 - b. Update emergency procedures/plans in affected facilities (i.e. Sacred Heart Hospital)
 - b. Preparedness
 - a. Train first-response personnel
 - b. Inventory equipment needed for radiological events
 - c. Educate the public about radiological hazards in the City and what the City plans are in case of a radiological event
 - c. Response
 - a. Notify OERS
 - b. Ensure response is adequate to the level of the incident
 - c. Provide necessary resources to the scene (additional resources available from the State)
 - d. Inform the public about any radiological hazards, and protective actions they need to accomplish
 - d. Recovery
 - a. Verify the affected area is not contaminated (work with State Radiation Protection Services on this issue)
 - b. Keep the public informed as to what progress is being made
 - c. Ensure a paper trail is kept of all expenses included as a result of this event
- s. Communications

Communications throughout a nuclear/radiological incident within the City of Oakridge shall be as outlined in the communication guidelines found in the **Emergency Communications Annex**, found behind **Tab 3** in this Plan.

IV. ORGANIZATION/RESPONSIBILITIES

1. County Emergency Management;
 - a. Coordinate all activities and operations; and
 - b. Establish a damage assessment capability.
2. Fire Department:

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- a.** Alert fire service personnel;
- b.** Assist in any evacuation notifications;
- c.** Assist in decontamination activities; and
- d.** Assist in monitoring radiological levels (if trained).

3. Police Department:

- a.** Alert law enforcement personnel;
- b.** Provide alternate communications capabilities;
- c.** Assist in any evacuation notifications;
- d.** Establish and monitor evacuation routes, if ordered by IC;
- e.** Maintain security in evacuated areas;
- f.** Assist in monitoring radiological levels (if trained); and
- g.** Coordinate with other security agencies if the event is large.

4. Public Works Division:

- a.** Assist in decontamination activities;
- b.** Assist in any evacuation activities; and
- c.** Assist in after-incident clean-up as appropriate.

5. Lane County Public Health Department:

- a. Alert medical services personnel;
- b. Provide medical care as necessary; and
- c. Inspect food and water supplies.

V. DIRECTION AND CONTROL

Routine administrative operations will be handled under standard operating guidelines. During major emergency or disaster situations, which require the City of Oakridge's EOC activation, the City Manager shall assign the position of Incident Commander to a representative of the lead agency.

VI. CONTINUITY OF GOVERNMENT

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Lines of succession to each department head are according to the standard operating guidelines established by each department.

VII. ANNEX DEVELOPMENT AND MAINTENANCE

The Fire Chief, or a designee, will provide for the coordination of activities related to the review of this document. This should occur at least annually, and ideally, following an exercise or actual plan/procedure implementation. Guidelines for the review and update of this Plan are found behind **Tab 29** in the **Monitoring and Updating** section.

Severe Winter Weather

I. PURPOSE

This “hazard-specific” annex provides for proper coordination of resources to ensure the safety of life and property during periods of severe winter weather.

II. SITUATION AND ASSUMPTIONS

A. Situation

During times of extreme winter weather, various agencies will be called upon to expand their operations. These operations must be coordinated in order to maximize the overall effectiveness. The City of Oakridge receives an average of 43” of rain each year, and, on average, less than 10” of snow.

B. Assumptions

1. The City of Oakridge is subjected to infrequent spurts of snowfall and extended durations of low temperatures causing for icy road conditions in the City and surrounding hills.
2. Without transportation into the City, supplies such as food and fuel would be depleted very quickly.
3. All Public Works Division equipment and personnel will be available to cope with any severe winter weather.
4. All winter accessible roads in and out of Oakridge are state-owned and maintained. Snow removal and ice maintenance by the State Highway Department should be able to keep all highways clear and passable to traffic.

III. CONCEPT OF OPERATIONS

C. General

1. Responsibility for snow removal rests with the supervisors of the various city, county and State agencies.

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2. Should resources become overwhelmed, the City of Oakridge may choose to declare a state of emergency and activate the Emergency Operations Center (EOC).
3. The City Administrator, having overall responsibility for emergency operations, will turn over control to the Community Services Director as Incident Commander. The City will continue to manage their resources and equipment, and will coordinate their activities through the EOC.
4. The Incident Commander, working in conjunction with the Police Chief, Fire Chief, and Public Works Superintendent, will decide which areas and services will take priority in maintaining accessibility.

D. Phases of Management

1. Mitigation

- a. Identify areas of importance that may become inaccessible during a severe winter storm
- b. Work with ODOT and Oakridge road departments to ensure plans are available for possible implementation of opening up or maintaining important areas or services
- c. Train personnel in emergency winter survival skills

2. Preparedness

- a. Ensure all snow removal equipment is in good repair
- b. Review and update all utility and public works maps
- c. Coordinate equipment and personnel with local power, fuel, and phone companies to give assistance if needed to restore services
- d. Develop procedures to support accomplishment of tasks outlined in this annex
- e. Coordinate communications procedures with the EOC

3. Response

- a. Maintain contact with the EOC
- b. Clear roads and other major areas as necessary
- c. Make repairs to water and sewer lines as necessary
- d. Call private contractor(s) as needed
- e. Assist in search and rescue operations as directed
- f. Coordinate snow removal with the State Highway Department as necessary

4. Recovery

- a. Repair public works equipment and affected areas
- b. Support public utilities work as necessary
- c. Participate in after-action reports and critiques. Make necessary changes in the Emergency Operations Plan

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

E. General

During disaster situations, public works activities may be managed by the Oakridge Public Works Division Superintendent and the Lane County Road Supervisor. These two agencies will be expected to work closely with each other to achieve the expected goals.

F. Task Assignments

1. Community Development Director

- a. Coordinate emergency public works activities;
- b. Develop and initiate mutual aid agreements;
- c. Help train personnel in cold weather survivor skills;
- d. Develop resource lists;
- e. Activate the EOC when deemed necessary for coordination;
- f. Review and update this annex; and
- g. Participate in development and execution of emergency exercises.

2. Police Chief

- h. Identify areas of high priority for emergency snow removal, and restoration of services; and
- i. Coordinate with Oakridge Public Works Division, Oregon State Police, and State Highway departments in closing roadways for emergency vehicles when necessary.

2. Oakridge Fire Chief

- a. Coordinate search and rescue, EMS, and ambulance transport services.

3. Public Works Division Department

- a. Removal of snow and ice from public and selected private roadways and service areas;
- b. Maintain reasonable stockpiles of sand and road repair materials;
- c. Assist the Utilities Division in emergency repairs;
- d. Maintain communications with the EOC;
- e. Provide equipment and place barricades as needed;
- f. Assist in search and rescue operations when requested; and
- g. Coordinate activities with the State Highway Department.

4. Emergency Communications Center

- a. Establish and maintain emergency power;

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- b. Maintain two-way radio capabilities;
- c. Maintain and support other emergency communications as determined by the Incident Commander;
- d. Maintain communications with the National Weather Service; and
- e. Maintain contact with the EOC.

V. DIRECTION AND CONTROL

- G. The usual supervisors will exercise operational control of public works forces and the overall management of equipment and personnel. The Public Works Superintendent may set priorities for resources and coordinate activities with the EOC.
- H. The Public Works Superintendent will request the call-up of private contractors when deemed necessary. These private contractors will work under the direct supervision of their own supervisors while volunteer forces will work under the supervision of the senior public works official in their area.

VI. CONTINUITY OF GOVERNMENT

Lines of succession within each department and division are according to the already established standard operating guidelines, and remain consistent with those listed in the “functional annexes” relative to disaster winter storm weather conditions.

VII. ADMINISTRATION AND SUPPORT

I. Administration

1. The timely and efficient response of public works forces will require extraordinary coordination between field forces and the EOC. Priorities assigned by the public works officials will facilitate an orderly use of public works resources.
2. Public Works officials will develop procedures for the emergency hiring of private contractors and individuals to assist during times of extreme emergency or disaster.

J. Supply and Support

1. Emergency requests shall be coordinated through the EOC. Requests are subject to the approval of the Incident Commander. The Incident Commander is authorized to purchase equipment, supplies, and personnel services as necessary to support response and recovery efforts. **Exact records of all purchases MUST be maintained.**

K. Transportation and Equipment

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1. During this period of increased disaster activity, fuel will be made available not only by regular means (card lock services), but by fuel trucks that will be able to go to equipment needing fueling. Check-out of essential equipment will be accomplished through the EOC. See the Resources ring binder included as part of the City's Emergency Operations Plan for current resource lists.

L. Communications

1. The Emergency Communication Center will be in charge of communications. An emergency call list for Communications Officers will be maintained in this Emergency Operations Plan under the **Police Annex Emergency Call List**, behind **Tab 30**.

M. Resources

1. A listing of available equipment is located in the Resources ring binder included as part of the City's Emergency Operations Plan.

N. Key Facilities

1. A listing of possible key facilities can be found in **Appendix 1** to this annex. The data in the appendix will give information about 60+ sites in Newberg; specifically a business name, address, and approximately how many people may be in the building during that facility's normal operating time(s).

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

The City of Oakridge Community Services Director will be responsible for the development and maintenance of this "hazard specific" annex, with the support from the other key departments listed in this annex. Each department will develop SOGs addressing their assigned tasks.

IX. APPENDICES TO THE WINTER WEATHER ANNEX

Appendix 1

Key Facilities

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Severe Winter Weather

Appendix 1

KEY FACILITIES

FACILITY	ADDRESS	# PEOPLE
Oakridge High School	479997 W 1 st Street	243
Oakridge School District Office	479997 W 1 st Street	5
Oakridge Elementary School	48119 E. 1 st Street	360
Oakridge United Methodist Church	48137 E. 1 st Street	3 & 35
Oakridge Lodge	48175 E. 1 st Street	2 & 22
In Bound, LLC	48224 E. 1 st Street	3
Home Town Spa & Salon	48251 E. 1 st Street	12
Banner Bank	48257 E. 1 st Street	4
US Post Office	48264 E. 1 st Street	8
First Tech Credit Union	48283 E. 1 st Street	4
Uptown	48310 E. 1 st Street	8
Head Start of Lane County	47477 Teller Road	22
St. Luke Lutheran	47477 Teller Road	1 & 25
Century Link	76473 Hazel St.	1
Diamond Traffic	76433 Alder Street	14
Best Western Oakridge Inn	47433 Hwy 58	3 & 40
Blue Wolf Motel	47465 Hwy 58	2 & 24
Cascade Motel/Storage	47487 Hwy 58	2 & 18
Dollar General	47624 Hwy 58	2 & 10
Oakridge Subway/A & W	47841 Hwy 58	7 & 10
Orchid Health Clinic	Hwy 58	
NV Oakridge, LLC	48122 Hwy 58	8
Five Rivers Family Practice	48134 Hwy 58	10
Oakridge Nazarene	48187 Hwy 58	3 & 80

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Red numbers indicate average attendance during normal church service time
Green numbers indicate average attendance during normal Monday-Friday school times
Blue numbers indicate possible attendance for irregularly scheduled events at these locations

EOP Monitoring & Updating

CHANGE / UPDATE FORM

Date: _____ ANNEX: _____ Tab #: _____ Name: _____

Responsible Member For Change/Update: _____

Reason for Change/Update: Annual Review: _____ After-Event Review: _____

Recap of Change/Update: _____

Change Made to Annex Text: Yes _____ No _____

Printed Copies Distributed Per Chart: Yes _____ No _____

Signature: _____

Date: _____ ANNEX: _____ Tab #: _____ Name: _____

Responsible Member Making Report: _____

There are NO changes/updates necessary to this Annex at this time.

Signature: _____

This form shall be filed with the Human Resources office any time there is a change/update to the City’s Emergency Operations Plan, or not later than January 31st of each year, to ensure the ongoing updating necessary to keep this Plan current and up-to-date.