

Deschutes County, Oregon
EMERGENCY OPERATIONS PLAN



August 2015

Prepared for:

DESCHUTES COUNTY SHERIFF'S OFFICE
Emergency Services Division
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This document was prepared under a grant from the Office of Grants and Training, United States Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the Office of Grants and Training or the U.S. Department of Homeland Security.

Preface

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

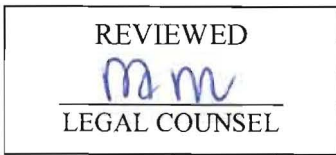
This Emergency Operations Plan is an all-hazard plan describing how Deschutes County will endeavor to organize and respond to events. It is based on and is compatible with the laws, regulations, plans, and policies listed above. The plan describes how various agencies and organizations in the County will coordinate resources and activities with other Federal, State, local, tribal, and private-sector partners. Use of the National Incident Management System/Incident Command System is a key element in the overall county response structure and operations.

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

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

Preface

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



For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

A Resolution Adopting Revisions/Updates to the
Deschutes County Emergency Operations Plan,
Including Emergency Support Function Annexes

*
* RESOLUTION NO. 2015-094
*

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

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

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

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

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

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


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

///

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

Dated this 17th of August, 2015

BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON



ANTHONY DEBONE, Chair



ALAN UNGER, Vice Chair

ATTEST:



Recording Secretary



TAMMY BANEY, Commissioner

Plan Administration

Plan Distribution List

Copies of this plan have been provided to the following jurisdictions, agencies, and persons. Updates will be provided and the recipient will have the responsibility for updating the Emergency Operations Plan when changes are received. The Deschutes County Emergency Services Program Manager is ultimately ensuring plan updates are completed as needed. Digital copies will be made available to partner agencies.

Record of Plan Distribution

| Date | Plan Number | Jurisdiction/Agency/Person |
|------|-------------|---|
| | 1 | Deschutes County Commissioner |
| | 2 | Deschutes County Commissioner |
| | 3 | Deschutes County Commissioner |
| | 4 | F gueb wgu'Eqwpv' "; 33 |
| | 5 | Deschutes County Sheriff's Office |
| | 6 | Deschutes County Sheriff SAR |
| | 7 | Deschutes County Emergency Management |
| | 8 | Deschutes County Risk Management |
| | 9 | Deschutes County Finance Department |
| | 10 | Deschutes County Solid Waste Dept. |
| | 11 | Deschutes County Community Development |
| | 12 | Deschutes County Health Department |
| | 13 | F gueb wgu'Eqwpv' "Rtqr gtv' (" "Hceknkku |
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| | 15 | F gueb wgu'Eqwpv' "Tqcf "F gr ctvo gpv |
| | 16 | Deschutes County Assessor |
| | 17 | Deschutes County Clerk |
| | 18 | Deschutes County Forester |
| | 19 | Deschutes County IT |
| | 20 | Deschutes County Fair and Expo Center |
| | 21 | Deschutes County Administrator |
| | 22 | Deschutes County Legal Counsel |
| | | |

Annex Assignments

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

Deschutes County EOP Assignments

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

Deschutes County EOP Assignments

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

Table of Contents

| | |
|--|------------|
| Preface | iii |
| Signature of Acceptance..... | v |
| Plan Administration..... | vii |
| Table of Contents | xi |
| List of Tables and Figures | xv |
| 1 Introduction | 1-1 |
| 1.1 Purpose and Scope | 1-1 |
| 1.1.1 Purpose | 1-1 |
| 1.1.2 Scope..... | 1-3 |
| 1.1.3 Mission..... | 1-4 |
| 1.2 Relationship to Other Plans | 1-4 |
| 1.2.1 State of Oregon Emergency Management Plan | 1-5 |
| 1.2.2 Continuity of Operations Plans | 1-6 |
| 1.2.3 City Emergency Operations Plans | 1-6 |
| 1.2.4 Agency and Organization-Specific Plans | 1-7 |
| 1.3 Authorities..... | 1-7 |
| 1.3.1 Legal Authorities | 1-7 |
| 1.3.2 Mutual Aid and Intergovernmental Agreements..... | 1-8 |
| 1.4 Emergency Powers..... | 1-8 |
| 1.4.1 Declaration of Emergency..... | 1-8 |
| 1.4.1.1 Initial Damage Assessment (IDA) | 1-9 |
| 1.4.1.2 Joint Preliminary Damage Assessment (PDA)..... | 1-9 |
| 1.4.2 Continuity of Government | 1-10 |
| 1.4.3 Request, Allocation, and Distribution of Resources | 1-11 |
| 1.4.4 Financial Management..... | 1-12 |
| 1.5 Liability Issues | 1-12 |
| 1.6 Preservation of Vital Records | 1-14 |
| 1.7 Safety of Employees and Family | 1-14 |
| 2 Situation and Planning Assumptions | 2-1 |
| 2.1 Situation..... | 2-1 |
| 2.1.1 County Profile | 2-2 |
| 2.2 Hazards and Threats | 2-3 |
| 2.2.1 Wildland Fire..... | 2-3 |
| 2.2.2 Severe Winter Storm..... | 2-3 |

Table of Contents

| | | |
|----------|--|------------|
| 2.2.3 | Volcanic Eruption | 2-3 |
| 2.2.4 | Earthquake | 2-4 |
| 2.2.5 | Flood..... | 2-4 |
| 2.3 | Hazard Analysis..... | 2-5 |
| 2.4 | Assumptions | 2-6 |
| 3 | Roles and Responsibilities | 3-1 |
| 3.1 | General | 3-1 |
| 3.2 | Emergency Management Organization..... | 3-1 |
| 3.2.1 | Deschutes County Board of Commissioners and Sheriff | 3-2 |
| 3.2.2 | County Administrator | 3-2 |
| 3.2.3 | Emergency Management Services | 3-2 |
| 3.2.4 | All Deschutes County Departments | 3-3 |
| 3.3 | Function-Specific Roles and Responsibilities | 3-4 |
| 3.3.1 | Transportation..... | 3-4 |
| 3.3.2 | Communications | 3-5 |
| 3.3.3 | Public Works and Engineering..... | 3-5 |
| 3.3.4 | Firefighting..... | 3-7 |
| 3.3.5 | Emergency Management..... | 3-8 |
| 3.3.6 | Mass Care, Emergency Assistance, Housing and Human Services | 3-9 |
| 3.3.7 | Logistics Management and Resource Support | 3-10 |
| 3.3.8 | Public Health and Emergency Medical Services..... | 3-10 |
| 3.3.9 | Search and Rescue | 3-11 |
| 3.3.10 | Oil and Hazardous Materials Response..... | 3-12 |
| 3.3.11 | Agriculture and Natural Resources | 3-12 |
| 3.3.12 | Energy and Utilities | 3-13 |
| 3.3.13 | Public Safety and Security | 3-13 |
| 3.3.14 | Recovery..... | 3-14 |
| 3.3.15 | External Affairs | 3-14 |
| 3.3.16 | Legal Services | 3-15 |
| 3.4 | Local and Regional Response Partners..... | 3-15 |
| 3.4.1 | Private Sector | 3-16 |
| 3.4.2 | Nongovernmental Organizations | 3-17 |
| 3.4.3 | Individuals and Households..... | 3-17 |
| 3.5 | State Response Partners..... | 3-18 |
| 3.6 | Federal Response Partners..... | 3-18 |
| 4 | Concept of Operations | 4-1 |
| 4.1 | General | 4-1 |
| 4.1 | Phases of Emergency Management..... | 4-2 |
| 4.2 | Incident Levels..... | 4-4 |
| 4.2.1 | State of Emergency | 4-4 |
| 4.3 | Response Priorities..... | 4-4 |
| 4.4 | Incident Management | 4-5 |
| 4.4.1 | Activation | 4-5 |

Table of Contents

4.4.2 Initial Actions..... 4-5

4.5 Inter-jurisdictional Coordination 4-6

4.5.1 Municipalities 4-6

4.5.2 Special Service Districts 4-6

4.5.3 Private Sector 4-6

4.5.4 State Government..... 4-7

4.5.5 Federal Government..... 4-7

4.6 Transition to Recovery..... 4-7

4.6.1 Demobilization 4-7

4.6.2 Recovery..... 4-7

5 Command and Control5-1

5.1 General..... 5-1

5.2 Emergency Operations Center 5-1

5.2.1 EOC Activation 5-1

5.2.2 EOC Location 5-2

5.3 Coordination 5-2

5.4 Incident Command System..... 5-3

5.5 Command Staff 5.5.1 Incident Commander..... 5-5

5.5.2 Safety Officer 5-6

5.5.3 Public Information Officer..... 5-6

5.5.4 Liaison Officer 5-6

5.6 General Staff..... 5-7

5.6.1 Operations Chief..... 5-7

5.6.2 Planning Chief 5-7

5.6.3 Logistics Chief 5-8

5.6.4 Finance/Administration Chief 5-8

5.7 Unified Command 5-8

6 Plan Development, Maintenance and Implementation6-1

6.1 Plan Review and Maintenance 6-1

6.2 Training Program 6-1

6.3 Exercise Program 6-2

6.4 Event Critique and After Action Reporting 6-3

6.5 Community Outreach and Preparedness Education..... 6-3

A Sample Disaster Declaration Forms..... A-1

B Succession and Emergency Declaration Ordinance #2003-037 B-1

C Incident Command System Forms..... C-1

D Emergency Operations Center Position Checklists D-1

E Mutual Aid Agreements..... E-1

F Maps F-1

G References G-1

H Acronyms and Glossary H-1

Emergency Support Function Annexes

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

Incident Annexes

- IA 1 – Severe Weather/Landslides
- IA 2 – Flood (Including Dam Failure)
- IA 3 – Drought
- IA 4 – Wildfire
- IA 5 – Hazardous Materials (Accidental Release)
- IA 6 – Earthquake/Seismic Activity
- IA 7 – Volcanic Activity
- IA 8 – Terrorism
- IA 9 – Public Health-Related
- IA 10 – Animal and Agriculture-Related

List of Tables and Figures

Figures

| | | |
|------------------|---|-----|
| Figure 2-1 | Map of Deschutes County | 2-1 |
| Figure 5-1 | Example of an ICS for the County | 5-5 |
| Figure 5-2..... | Example of Unified Command for the County | 5-9 |

Tables

| | | |
|-----------------|--|------|
| Table 1-1 | Legal Authorities | 1-8 |
| Table 1-2 | Deschutes County Emergency Lines of Succession | 1-10 |
| Table 1-3 | NIMS Resource Typing Classifications | 1-11 |
| Table 2-1 | Hazard Ratings for Deschutes County | 2-6 |
| Table 3-1 | Response Partners by ESF | 3-19 |
| Table 6-1 | Deschutes County Minimum Training Requirements | 6-2 |

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Basic Plan

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Introduction

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

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

1.1 Purpose and Scope

1.1.1 Purpose

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

The objectives of this plan are to:

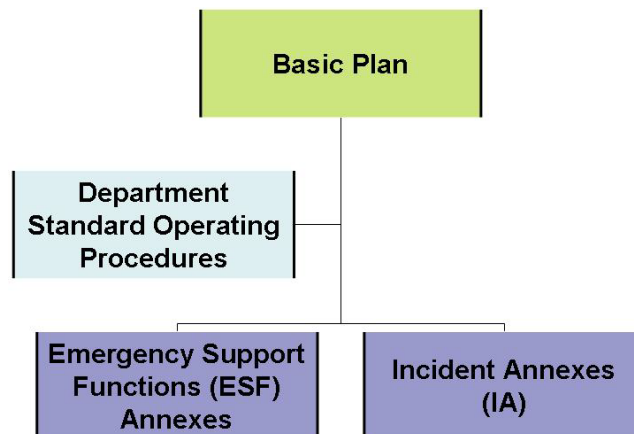
- Provide overarching operational structure to support the primary responsibilities of Deschutes County response agencies (the County) during all phases of an emergency;

1. Introduction

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

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

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



1. Introduction

1.1.2 Scope

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

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

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

Deschutes County Incident Annexes (IAs)

| Annex Number | Hazard |
|--------------|--|
| IA 1 | Severe Weather |
| IA 2 | Flood (including dam failure) |
| IA 3 | Drought |
| IA 4 | Wildfire |
| IA 5 | Hazardous Materials (accidental release) |
| IA 6 | Earthquake/Seismic Activity |
| IA 7 | Volcanic Activity |
| IA 8 | Terrorism |
| IA 9 | Public Health Related Incident |
| IA 10 | Animal and Agriculture Related Incident |

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

1. Introduction

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

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

1.1.3 Mission

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

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

1.2 Relationship to Other Plans

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

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

1. Introduction

1.2.1 State of Oregon Emergency Management Plan

The Oregon EMP is developed, revised, and published by the Director of Oregon Emergency Management (OEM) under the provisions of Oregon Revised Statutes (ORS) 401.092, which are designed to coordinate the activities of all public and private organizations that provide emergency services within this state and to provide for and staff a State Emergency Coordination Center to aid the Governor of Oregon (Governor). ORS 401.035 makes the Governor responsible for the emergency services system within the State of Oregon. The Director of OEM advises the Governor and coordinates the State's response to an emergency or disaster.

The Oregon EMP includes three volumes:

- Volume I: Preparedness and Mitigation includes plans and guidance necessary for State preparation to resist a disaster's effects. Sections include: disaster hazard assessment, the Emergency Management Training and Exercise Program, and plans to mitigate (or lessen) a disaster's physical effects on citizens, the environment, and property.
- Volume II: Emergency Operations Plan, referred to as the Basic Plan, broadly describes how the State uses organization to respond to emergencies and disasters. It delineates the emergency management organization and includes a Hazard Specific Plans and Procedures appendix. Volume II describes management functional areas common to most major emergencies or disasters, such as communications, public information, and others.
- Volume III: Relief and Recovery provides State guidance, processes, and rules for assisting Oregonians with recovery from a disaster's effects. It includes procedures for use by government, business, and citizens.

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

- The Oregon Emergency Response System (OERS) receives an alert from an official warning point or agency, indicating an impending or probable incident or emergency.
- The Governor issues a "State of Emergency."
- A statewide disaster is imminent or occurring.
- Terrorist activities or Weapons of Mass Destruction (WMD) incidents are occurring or imminent.

1. Introduction

- An alert, site emergency, or general emergency is declared at the Washington Hanford Nuclear Reservation in Washington State or at the research reactors at Oregon State University and/or Reed College.
- A community emergency (or other appropriate Chemical Stockpile Emergency Preparedness Program Emergency Classification Level) involving the Umatilla Chemical Depot occurs.
- A localized emergency escalates, adversely affecting a larger area or jurisdiction and exceeding local response capabilities.
- A geographically-limited disaster requires closely coordinated response by more than one state agency.
- An affected city or county fails to act.

1.2.2 Continuity of Operations Plans

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

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

1.2.3 City Emergency Operations Plans

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

1. Introduction

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

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

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

1.2.4 Agency and Organization-Specific Plans

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

1.3 Authorities

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

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

1.3.1 Legal Authorities

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

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

1. Introduction

Table 1-1 Legal Authorities

| Federal |
|---|
| <ul style="list-style-type: none"> – Federal Civil Defense Act of 1950, PL 81-950 as amended – The Disaster Relief Act of 1974, PL 93-288 as amended – Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707 – Title III, of the Superfund Amendments and Reauthorization Act of 1986, PL 99-499 as amended – Code of Federal Regulations (CFR), Title 44. Emergency Management Assistance – EO 12656, Assignment of Emergency Preparedness Responsibilities, of November 18, 1988 – EO 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, of April 3, 1984 |
| State of Oregon |
| <ul style="list-style-type: none"> – ORS Chapter 401 – Emergency Management and Services. – ORS Chapter 402 – Emergency Mutual Assistance Agreements – ORS Chapter 403 – Emergency Communications – ORS Chapter 404 – Search and Rescue – Executive Order of the Governor |
| Deschutes County |
| <ul style="list-style-type: none"> – Deschutes County Ordinance |

1.3.2 Mutual Aid and Intergovernmental Agreements

State law (ORS Chapter 402) authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs (e.g., the Omnibus Mutual Aid Agreement). Personnel, supplies, and services may be used by a requesting agency if the granting agency cooperates and extends such services. However, without a mutual aid pact, both parties must be aware that state statutes do not provide umbrella protection except in the case of fire suppression pursuant to ORS 476 (the Oregon State Emergency Conflagration Act).

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

1.4 Emergency Powers

1.4.1 Declaration of Emergency

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

1. Introduction

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

1.4.1.1 Initial Damage Assessment (IDA)

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

1.4.1.2 Joint Preliminary Damage Assessment (PDA)

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

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

OEM Criteria for Declaring a Local Emergency:

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

Requests for State/Federal assistance need to include:

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

1. Introduction

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

1.4.2 Continuity of Government

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

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

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

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

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

Table 1-2 Deschutes County Emergency Lines of Succession

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

1. Introduction

Table 1-2 Deschutes County Emergency Lines of Succession

| | |
|-------------------------------------|--|
| 3 rd Member of the Board | |
| Deschutes County Sheriff | |
| County Administrator | |

Each County department is responsible for pre-identifying staff patterns showing a line of succession in management’s absence. All employees must be trained on the protocols and contingency plans required to maintain leadership within the department. The EMBD or designee identified above will provide guidance and direction to department heads to maintain continuity of government and operations during an emergency. Individual department heads within Deschutes County are responsible for developing and implementing COOP/COG Plans to ensure continued delivery of vital services during an emergency.

1.4.3 Request, Allocation, and Distribution of Resources

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

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

Table 1-3 NIMS Resource Typing Classifications

| NIMS Classification | Definition | Options |
|---------------------|--------------------------------------|---|
| Category | Function that the resource supports. | <ul style="list-style-type: none"> ■ Transportation ■ Communications ■ Public Works and Engineering ■ Firefighting ■ Information and Planning ■ Law Enforcement and Security ■ Mass Care ■ Resource Management ■ Health and Medical ■ Search and Rescue ■ Hazardous Materials Response ■ Food and Water ■ Energy ■ Public Information |

1. Introduction

Table 1-3 NIMS Resource Typing Classifications

| NIMS Classification | Definition | Options |
|---------------------|---|--|
| | | <ul style="list-style-type: none"> ■ Animals and Agricultural Issues ■ Volunteers and Donations |
| Kind | Refers to broad classes that characterize similar resources | <ul style="list-style-type: none"> ■ Teams ■ Personnel ■ Equipment ■ Supplies ■ Vehicles ■ Aircraft |
| Components | Identifies separate capabilities or components contained within a single resource | For example, a search and rescue team may have the following components: two-person search teams, four search canines, and an equipment cache. |
| Metrics | Measurements that identify capability or capacity | Examples are gallons per hour, seats per bus, number of meals, etc. |
| Type | Refers to the level of resource capability | <ul style="list-style-type: none"> ■ Type I (greatest capability) ■ Type II ■ Type III ■ Type IV (least/smallest capability) |

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

1.4.4 Financial Management

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

1.5 Liability Issues

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

1. Introduction

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

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

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

Liability of Response Partners

Liability issues and potential concerns among government agencies, private entities, other response partners, and across jurisdictions are addressed in existing mutual aid agreements and other formal memoranda established for Deschutes County and its surrounding areas. Existing mutual aid agreements are identified in Appendix E of this plan. Copies of these documents can be accessed through the County Emergency Services Program. During an emergency situation, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

Under Oregon law, local jurisdictions are members of a statutorily created mutual assistance compact (ORS 402). This compact, meant to streamline the mutual aid process, allows local jurisdictions to request assistance from another local government to prevent, mitigate, respond to, or recover from an event that overwhelms the requesting jurisdiction's available resources. Assistance may also be requested for training, drills, or exercises. Requests may be either written or oral, although if a request for assistance is made orally the responding government must document its response within 30 days of the request. Liability and indemnification will be consistent with current state and federal law as well as any agreements entered into by the county. Deschutes County is not obligated to provide resources to the requesting jurisdiction.

This language supplements other state law authorizing local governments to enter into cooperative assistance agreements with public or private entities for reciprocal emergency aid and resources. The Chair of the Deschutes County Board of Commissioners or the full Board may request and utilize the services, equipment, supplies, and facilities of departments, offices, and agencies of the State and local governments. Note that under the Emergency Conflagration Act (ORS 476.510-610), the Governor (or other authorized state officer), through the State Fire Marshal's Office, may make available for use and duty in any county, city or district, any part of the local fire-fighting forces and equipment in response to fire, a heightened danger of fire, or a significant reduction in available fire-fighting resources. Response personnel acting under these provisions will be considered agents of the State and will not be held liable for any injury to person or property resulting from the performance of their duties.

1.6 Preservation of Vital Records

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

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

1.7 Safety of Employees and Family

All Deschutes County department heads or designees are responsible for the safety of employees. Employees should attempt to make contact with their supervisors and managers within the first 24 hours following an incident. Emergency 9-1-1 should not be utilized as a common communication mechanism unless it is reflective of a need for emergency assistance or resources. Agencies and bureaus with developed COOPs will establish alternate facilities and staff locations, as applicable. Notification procedures for employee duty assignments will follow required procedures established by each agency and department.

During biological incidents or public health emergencies such as influenza pandemics, maintaining a resilient workforce is essential to maintaining overall response activities required to protect the community and overall county from significant impacts to human lives and the economy. Thus, personnel should be provided with tools to protect themselves and their families while also providing health and medical services during a pandemic or other type of public health emergency. Safety precautions and personal protective equipment decisions will be specific to the type of incident occurring and will require just-in-time training among the first responder community and other support staff to implement appropriate procedures.

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

2

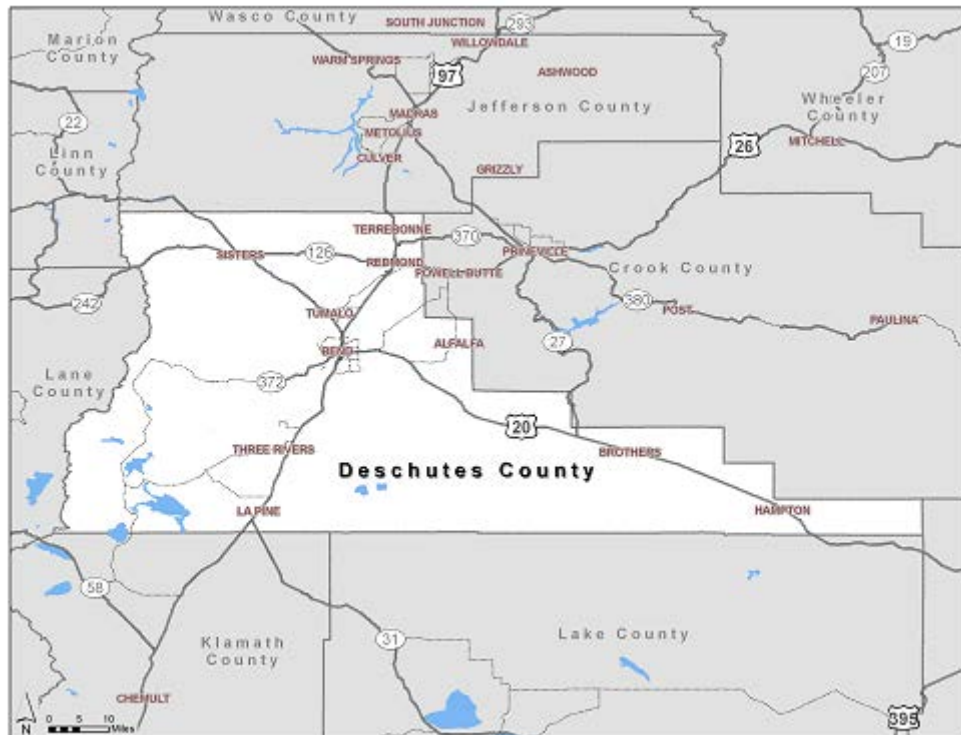
Situation and Planning Assumptions

2.1 Situation

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

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

Figure 2-1 Map of Deschutes County



2. Situation and Assumptions

2.1.1 County Profile

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

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

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

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

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

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

2. Situation and Assumptions

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

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

2.2 Hazards and Threats

2.2.1 Wildland Fire

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

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

2.2.2 Severe Winter Storm

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

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

2.2.3 Volcanic Eruption

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

2. Situation and Assumptions

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

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

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

2.2.4 Earthquake

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

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

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

2.2.5 Flood

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

2. Situation and Assumptions

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

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

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

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

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

2.3 Hazard Analysis

In the Hazard Analysis, each of the hazards and threats described above is scored using a formula that incorporates four independently weighted rating criteria (history, vulnerability, maximum threat, probability) and three levels of severity (low, moderate, and high). For each hazard, the score for a given rating criterion is determined by multiplying the criterion's severity rating by its weight factor.

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

2. Situation and Assumptions

Table 2-1 Hazard Ratings for Deschutes County

| Hazard | Event History | Vulnerability | Maximum Threat | Probability | Total Score |
|---|---------------|---------------|----------------|-------------|-------------|
| 1. Winter Storm | H | H | H | H | 230 |
| 2. Wildfire | H | H | H | H | 220 |
| 3. Earthquake (Cascadia) | L | H | H | M | 191 |
| 4. Windstorm | H | M | M | H | 179 |
| 5. Volcano | L | H | H | L | 173 |
| 6. Drought | M | M | M | H | 149 |
| 7. Flood – Riverine | M | L | L | H | 114 |
| 8. Earthquake – Crustal | L | L | H | L | 94 |
| 9. Debris Avalanche/Landslide | L | L | M | L | 54 |
| Key H = High (10 points) M = Medium (5 points) L = Low (1 point) | | | | | |

2.4 Assumptions

The assumptions upon which this EOP is predicated are:

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

2. Situation and Assumptions

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

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

2. Situation and Assumptions

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Roles and Responsibilities

3.1 General

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

Deschutes County has developed a plan for implementation of the NIMS and to assist with training and preparing essential response staff and supporting personnel to incorporate ICS/NIMS concepts in all facets of an emergency. Each agency and department is responsible for ensuring critical staff are identified and trained at a level enabling effective execution of existing response plans, procedures, and policies. A training roster that highlights levels and types of training completed by response personnel and essential support staff for the County must be maintained by individual agencies, volunteer organizations, private companies, and other community partners.

3.2 Emergency Management Organization

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

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

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

3. Roles and Responsibilities

3.2.1 Deschutes County Board of Commissioners and Sheriff

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

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

3.2.2 County Administrator

The roles and responsibilities of the Deschutes County Administrator include:

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

3.2.3 Emergency Management Services

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

3. Roles and Responsibilities

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

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

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

3.2.4 All Deschutes County Departments

Each department and organization has the following responsibilities:

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

3. Roles and Responsibilities

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

3.3 Function-Specific Roles and Responsibilities

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

3.3.1 Transportation

Deschutes County Road Department

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

3. Roles and Responsibilities

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

3.3.2 Communications

Alert and Warning

Emergency Services Program Manager

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

- Disseminate emergency public information as requested.
- Receive and disseminate warning information to the public and key County and City officials.
- Prepare and maintain ESF 2 – Communications to this plan and supporting SOPs along with the County Sheriff and city police chiefs.

Communication Systems

Deschutes County 911

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

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

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

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

3.3.3 Public Works and Engineering

Deschutes County Road Department

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

- Coordinate with ICS/Unified Command as required

3. Roles and Responsibilities

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

Public works bureaus may be asked to provide backup utility services and backup trained responders with skills such as equipment operators or support personnel for activities such as debris removal and restoration of critical infrastructure.

Requests for resources from public works bureaus could include the following:

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

3. Roles and Responsibilities

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

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

3.3.4 Firefighting

Deschutes County Fire Departments

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

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

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

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

3. Roles and Responsibilities

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

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

3.3.5 Emergency Management

Emergency Operations Center

Emergency Services Program Manager/City Managers

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

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

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

3. Roles and Responsibilities

3.3.6 Mass Care, Emergency Assistance, Housing and Human Services

Evacuation and Population Protection

Emergency Services Program Manager

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

- Define responsibilities of County (or City) departments and private sector groups.
- Identify high hazard areas and corresponding number of potential evacuees.
- Coordinate evacuation planning to include:
 - Movement control.
 - Health and medical requirements.
 - Transportation needs.
 - Emergency Public Information materials.
 - Shelter and reception location.
- Develop procedures for sheltering-in-place.

Shelter and Mass Care

American Red Cross

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

- Maintain the Community Shelter Plan.
- Supervise the shelter management program (stocking, marking, and equipping, etc.) for natural disaster.
- Coordinate support with other city and County departments, relief agencies, and volunteer groups.
- Identify emergency feeding sites.
- Identify sources of clothing for disaster victims.
- Secure source of emergency food supplies.
- Coordinate operations of shelter facilities with the American Red Cross.

3. Roles and Responsibilities

Deschutes County Emergency Services

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

Deschutes County Health Services

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

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

3.3.7 Logistics Management and Resource Support

Emergency Services Program Manager

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

- Follow established County procedures for employing temporary personnel for disaster operations.
- Follow established emergency purchasing procedures and/or a disaster contingency fund.
- Maintain records of emergency related expenditures for purchases and personnel.
- Prepare and maintain ESF 7 to this EOP and supporting SOPs.

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

3.3.8 Public Health and Emergency Medical Services

Deschutes County Health Services

Deschutes County public health activities include:

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

3. Roles and Responsibilities

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

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

3.3.9 Search and Rescue

Deschutes County Sheriff's Office

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

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

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

3. Roles and Responsibilities

3.3.10 Oil and Hazardous Materials Response

Regional HazMat Teams

Oil and Hazardous Materials responsibilities include:

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

Radiological Protection

Regional HazMat Team

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

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

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

3.3.11 Agriculture and Natural Resources

Deschutes County Health Services/Environmental Health

Agriculture and Natural Resources related responsibilities include:

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

3. Roles and Responsibilities

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

3.3.12 Energy and Utilities

Public and Private Utilities

Energy and Utilities related responsibilities include:

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

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

3.3.13 Public Safety and Security

Deschutes County Sheriff's Office/City Police Departments

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

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

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

3. Roles and Responsibilities

3.3.14 Recovery

Damage Assessment

Community Development

Community Development, American Red Cross and the Road Department will coordinate to perform damage assessment. These procedures are necessary to determine the extent of damage caused by the disaster to private and public property and facilities:

- Establish a damage assessment team from among county and city departments with assessment capabilities and responsibilities.
- Train and provide damage plotting team to EOC.
- Develop systems for reporting and compiling information on deaths, injuries, dollar damage to tax-supported facilities and to private property.
- Assist in determining geographic extent of damaged area.
- Compile estimates of damage for use by County or city officials in requesting disaster assistance.
- Evaluate effect of damage on County or city economic index, tax base, bond ratings, insurance ratings, etc., for use in long-term recovery planning.
- Prepare and maintain SOPs for Damage Assessment.

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

3.3.15 External Affairs

County Communications Officer

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

- Conduct on-going hazard awareness and public education programs.
- Compile and prepare emergency information for the public in case of emergency
- Arrange for media representatives to receive regular briefings on the County status during extended emergency situations.

3. Roles and Responsibilities

- Secure printed and photographic documentation of the disaster situation.
- Handle unscheduled inquiries from the media and the public.
- Prepare and maintain the ESF 15 to this plan and supporting SOPs.
- Appoint an EOC Public Information Officer. An on-scene PIO is appointed by the responding agency or Incident Commander.

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

3.3.16 Legal Services

County Counsel

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

- Advise County officials on emergency powers of local government and necessary procedures for invocation of measures to:
 - Implement wage, price and rent controls.
 - Establish rationing of critical resources.
 - Establish curfews.
 - Restrict or deny access.
 - Specify routes of egress.
 - Limit or restrict use of water or other utilities.
 - Remove debris from publicly or privately owned property.
- Review and advise County officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.
- Prepare and recommend local legislation to implement the emergency powers which are required during an emergency.
- Advise County officials and department heads on record keeping requirements and other documentation necessary for the exercising of emergency powers.

3.4 Local and Regional Response Partners

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

3. Roles and Responsibilities

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

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

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

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

3.4.1 Private Sector

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

- Planning for the protection of employees, infrastructure, and facilities;
- Planning for the protection of information and the continuity of business operations;

3. Roles and Responsibilities

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

3.4.2 Nongovernmental Organizations

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

The roles of NGOs in an emergency may include:

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

3.4.3 Individuals and Households

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

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

3. Roles and Responsibilities

3.5 State Response Partners

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

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

3.6 Federal Response Partners

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

3. Roles and Responsibilities

Table 3-1 Response Partners by ESF

| ESF | Scope (Federal) | Primary Local Agency | Primary State of Oregon Agency | Primary Federal Agency |
|--|---|--|---|---|
| <p>ESF 1 Transportation</p> | <ul style="list-style-type: none"> ■ Aviation/airspace management and control ■ Transportation safety ■ Restoration and recovery of transportation infrastructure ■ Movement restrictions ■ Damage and impact assessment | <p>Deschutes County Road Department</p> | <p>Department of Transportation</p> | <p>Department of Transportation</p> |
| <p>ESF 2 Communications</p> | <ul style="list-style-type: none"> ■ Coordination with telecommunications and information technology industries ■ Restoration and repair of telecommunications infrastructure ■ Protection, restoration, and sustainment of national cyber and information technology resources ■ Oversight of communications within the Federal incident management and response structure | <p>Deschutes County Emergency Services Deschutes County 911 Operations</p> | <p>Office of Emergency Management</p> | <p>Department of Homeland Security (National Communications System)</p> |
| <p>ESF 3 Public Works and Engineering</p> | <ul style="list-style-type: none"> ■ Infrastructure protection and emergency repair ■ Infrastructure restoration ■ Engineering services and construction management ■ Emergency contracting support for life-saving and life-sustaining services | <p>Deschutes County Road Department</p> | <p>Department of Transportation</p> | <p>Department of Defense (U.S. Army Corps of Engineers)</p> |
| <p>ESF 4 Firefighting</p> | <ul style="list-style-type: none"> ■ Coordination of Federal firefighting activities ■ Support to wildland, rural, and urban firefighting operations | <p>Deschutes County Fire Defense Board</p> | <p>Department of Forestry, Office of the State Fire Marshal</p> | <p>Department of Agriculture (U.S. Forest Service)</p> |
| <p>ESF 5 Emergency Management</p> | <ul style="list-style-type: none"> ■ Coordination of incident management and response efforts ■ Issuance of mission assignments ■ Resource and human capital ■ Incident action planning ■ Financial management | <p>Deschutes County Emergency Services</p> | <p>Office of Emergency Management</p> | <p>Department of Homeland Security (FEMA)</p> |

3. Roles and Responsibilities

Table 3-1 Response Partners by ESF

| ESF | Scope (Federal) | Primary Local Agency | Primary State of Oregon Agency | Primary Federal Agency |
|--|--|---|--|---|
| ESF 6 Mass Care, Emergency Assistance, Housing and Human Services | <ul style="list-style-type: none"> ■ Mass care ■ Emergency assistance ■ Disaster Housing ■ Human services | American Red Cross Deschutes County Emergency Services Deschutes County Health Services | Department of Human Services | Department of Homeland Security (FEMA) |
| ESF 7 Logistics Management and Resource Support | <ul style="list-style-type: none"> ■ Comprehensive, national incident logistics planning, management, and sustainment capability ■ Resource support (facility space, office equipment and supplies, contracting services, etc.) | Deschutes County Emergency Services | Department of Administrative Services | General Services Administration Department of Homeland Security (FEMA) |
| ESF 8 Public Health and Medical Services | <ul style="list-style-type: none"> ■ Public health ■ Medical ■ Mental health services ■ Mass fatality management | Deschutes County Health Services | Department of Human Services – Public Health Division | Department of Health and Human Services |
| ESF 9 Search and Rescue | <ul style="list-style-type: none"> ■ Life-saving assistance ■ Search and rescue operations | Deschutes County Fire Defense Board | Office of Emergency Management, Office of the State Fire Marshal | Department of Homeland Security (FEMA) |
| ESF 10 Oil and Hazardous Materials | <ul style="list-style-type: none"> ■ Oil and hazardous materials (chemical, biological, radiological, etc.) response ■ Environment short- and long-term cleanup | Deschutes County Fire Defense Board | Department of Environmental Quality, Office of the State Fire Marshal | Environmental Protection Agency |
| ESF 11 Agriculture and Natural Resources | <ul style="list-style-type: none"> ■ Nutrition assistance ■ Animal and plant disease and pest response ■ Food safety and security ■ Natural and cultural resources and historic properties protection ■ Safety and well-being of household pets | Deschutes County Emergency Services | Department of Agriculture | Department of Agriculture |
| ESF 12 Energy | <ul style="list-style-type: none"> ■ Energy infrastructure assessment, repair, and restoration ■ Energy industry utilities coordination ■ Energy forecast | Deschutes County Emergency Services | Department of Administrative Services, Department of Energy, Public Utility Commission | Department of Energy |

3. Roles and Responsibilities

Table 3-1 Response Partners by ESF

| ESF | Scope (Federal) | Primary Local Agency | Primary State of Oregon Agency | Primary Federal Agency |
|--|---|---|--|--|
| ESF 13 Public Safety and Security | <ul style="list-style-type: none"> ■ Facility and resource security ■ Security planning and technical resource assistance ■ Public safety and security support ■ Support to access, traffic, and crowd control | Deschutes County Sheriff's Office | Department of Justice, Oregon State Police | Department of Justice |
| ESF 14 Long-Term Community Recovery | <ul style="list-style-type: none"> ■ Social and economic community impact assessment ■ Long-term community recovery assistance to States, tribes, local governments, and the private sector ■ Analysis and review of mitigation program implementation | Deschutes County Emergency Services | Economic and Community Development, Office of Emergency Management | Department of Homeland Security (FEMA) |
| ESF 15 External Affairs | <ul style="list-style-type: none"> ■ Emergency public information and protective action guidance ■ Media and community relations ■ Congressional and international affairs ■ Tribal and insular affairs | Deschutes County Public Affairs Coordinator | Office of Emergency Management | Department of Homeland Security |

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Concept of Operations

Primary roles involved during the initial emergency response will focus on first responders, such as fire and police departments, sometimes also involving hospitals, local health departments, and regional response teams. Typically, as the emergency situation evolves and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for active coordination of the response to agencies or organizations involved with recovery operations. In all emergency situations and circumstances, saving and protecting human lives receives priority.

4.1 General

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

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

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

All involved agencies and departments will implement individual emergency operating plans, standard operating procedures, and supporting processes in support of the County emergency operations. These include providing Deschutes County Emergency Services with the following information throughout an incident's duration:

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

4. Concept of Operations

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

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

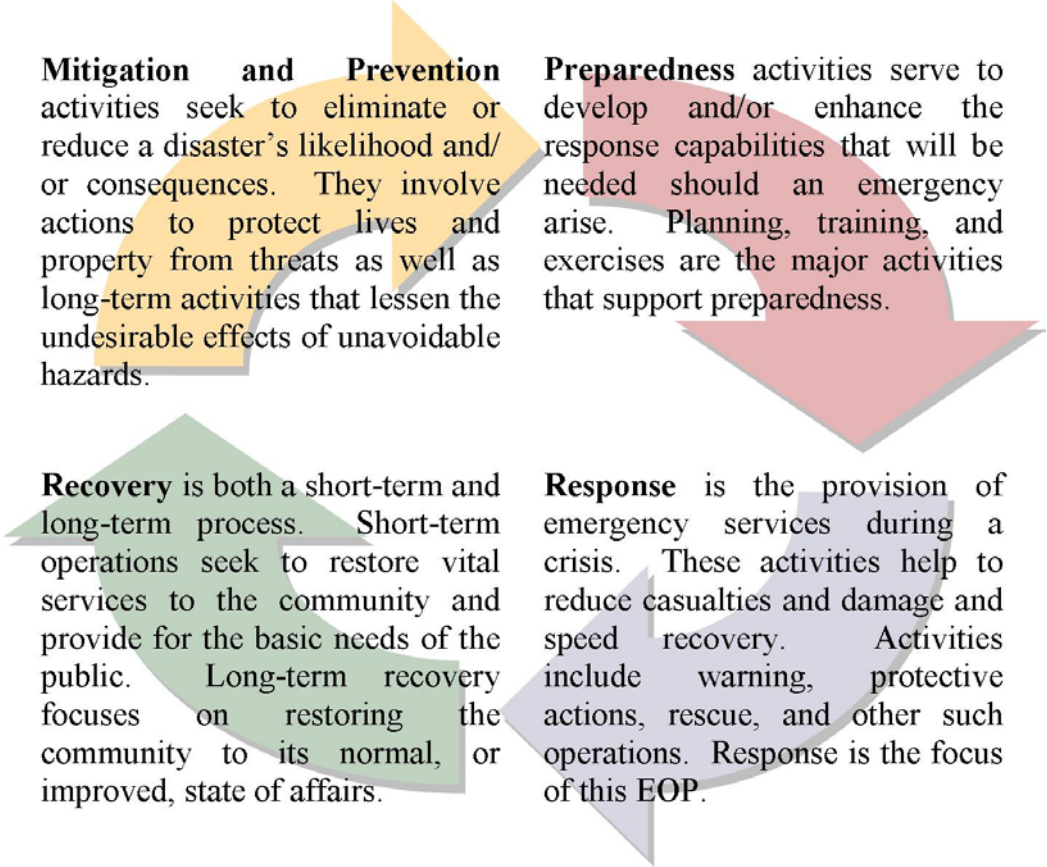
- If appropriate, and at the direction of the on-scene Incident Commander, alert threatened populations and initiate evacuation as necessary. Refer to ESF 2 - Communications for more detailed information and specific procedures for issuing countywide warnings and alerts.
- Initiate emergency sheltering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

4.1 Phases of Emergency Management

This plan adheres to the emergency management principle of all-hazards planning, which is predicated on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. It should be noted that this is an *emergency operations* plan rather than a *comprehensive emergency*

4. Concept of Operations

management plan, as its emphasis is on *incident* management rather than on *program* management. That said, an emergency operations plan is impacted by prevention, preparedness, and recovery activities; consequently, a brief description of the four phases of emergency management is provided below.



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

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

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

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

Additionally, this plan is implemented within the context of a continuous stream of incidents, events, and occurrences, any of which may develop into an emergency. Maintaining situational awareness is essential to facilitating rapid response. Situational awareness refers to the ongoing process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively. Situational awareness comprises an interactive process of sharing and evaluating information from multiple sources, integrating communications and reporting activities, and forecasting incidents to detect and monitor threats and hazards. These activities are the basis for advice, alert and warning, intelligence and information-sharing, technical assistance, consultations, notifications, and informed decision-making at all interagency and intergovernmental levels, as well as on the part of the private sector and the public.

4. Concept of Operations

4.2 Incident Levels

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

4.2.1 State of Emergency

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

4.3 Response Priorities

1. **Self-Preservation:** Protection of County employees (including dependents) from the effects of a disaster would be the first priority. The expectation would be that the employee's family would be prepared to be self-reliant after the initial incident in order for the employee to provide timely lifesaving services and other critical operations as effectively and with as little interruption as possible. Self-preservation includes actions taken immediately before, during, and after an event.
2. **Lifesaving/Protection of Property:** This is a focus on efforts to save lives of persons (other than County employees and their dependents). It may include prevention or mitigation of major property damage if results of such damage would likely present an immediate danger to human life.
3. **Unit Reconstitution:** Unit reconstitution is the recall of critical employees, (if the incident occurs during non-working hours, off-duty) and the collection, inventory, temporary repair and allocation of County assets in order to provide maximum prompt, sustained operations in response to a disaster. This would include activation of the County EOC for the purpose of coordinating emergency response activities.
4. **Emergency Food and Temporary Housing Plan:** Provision of immediate food and temporary housing, for disaster victims would become an immediate priority and would be done primarily through the American Red Cross with coordination of the EOC.
5. **Restoration of Infrastructure:** Restoration of County's critical infrastructure (utilities, roads, bridges, buildings, etc.) would be a prime concern that would require the coordination of local, State, and Federal agencies with the private sector.
6. **Statutory Response:** Providing a partial or full range of County services beyond that of lifesaving and security, law enforcement, during a disaster. Included under statutory response (ORS 401.305) is County support to other units of local government in their assigned missions, i.e., coordinating additional resources, declaring a state of emergency, and requesting State and Federal assistance.

4. Concept of Operations

7. **Recovery:** Restoration of lost or impaired capabilities caused by the effects of the disaster or other emergency; return to normal operating conditions and providing non-emergency services to the public.

4.4 Incident Management

4.4.1 Activation

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

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

4.4.2 Initial Actions

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

- Alert threatened populations and initiate evacuation as necessary in accordance with Annex ESF-2, Emergency Communications and Warning;
- Initiate emergency sheltering procedures with the American Red Cross and other community partners if evacuation procedures are activated. Refer to Annex ESF-6, Housing and Human Services, for more detailed information and specific procedures associated with sheltering, mass care, and related human services;
- Instruct appropriate County services to activate necessary resources;
- Assign radio frequencies (done by Incident Commander or the 9-1-1 Center) and communications equipment, implement a communications plan, and confirm interoperability among EOC staff and response agencies. Refer to Annex ESF-2, Emergency Telecommunications and Warning, for more detailed information and specific procedures;

4. Concept of Operations

- When local resources will not meet the need of local and County emergency operations, request the Board of County Commissioners to prepare and submit a formal declaration of emergency to Oregon Emergency Management. The official declaration may be preceded by a verbal statement. Refer to Annex ESF-7, Resource Support, for more detailed information and specific procedures; and
- Prepare to staff the County EOC on 12-hour shifts.

4.5 Inter-jurisdictional Coordination

4.5.1 Municipalities

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

Under the provisions of ORS 401.305, each City may establish an emergency management agency and appoint an emergency program manager. Cities that do so shall notify the County of the individual responsible for emergency management activities in their respective jurisdictions. If a City takes no action to increase its emergency management capability, it will be covered under County planning, and County response resources will be deployed under the direction of the County should emergency conditions arise that threaten that city's residents.

4.5.2 Special Service Districts

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

4.5.3 Private Sector

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

The EM will work with voluntary organizations to provide certain services in emergency situations, typically through previously established agreements. In the preparedness context, essential training programs will be coordinated by the sponsoring agencies of such organizations as American Red Cross, Salvation

4. Concept of Operations

Army, faith-based groups, amateur radio clubs, as well as Amateur Radio Emergency Services (ARES).

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

4.5.4 State Government

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

4.5.5 Federal Government

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

4.6 Transition to Recovery

4.6.1 Demobilization

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

4.6.2 Recovery

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

Recovery comprises steps the County will take after an emergency to restore government function and community services to levels existing prior to the emergency. Recovery is both a short- and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public, such as bringing necessary lifeline systems (e.g., power, communication, water and sewage, disposal of solid and hazardous wastes, or removal of debris) to an acceptable standard while providing for basic human

4. Concept of Operations

needs (e.g., food, clothing, and shelter). Once stability is achieved, the County can concentrate on long-term recovery efforts, which focus on restoring the community to a normal or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. This is also the phase for reassessing applications, processes, and functions of all annexes of this disaster plan for deficiencies. Restoration to upgrade damaged areas is possible if it can be shown that extra repairs will mitigate or lessen the chances of, or damages caused by, similar disaster in the future.

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

5

Command and Control

5.1 General

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

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

5.2 Emergency Operations Center

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

5.2.1 EOC Activation

During emergency operations and upon activation, the EOC staff will assemble as outlined in ESF 5 – Emergency Management and operate as outlined below:

- The EOC will be activated by the Emergency Manager or his designee. He will assume responsibility for all operations and Direction and Control of response support functions.
- The Emergency Manager will determine the level of staffing required and will alert the appropriate personnel, agencies and organizations.
- The Sheriff, or designee, will serve as the overall EOC controller.

5. Command and Control

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

5.2.2 EOC Location

The primary location for the County EOC is:

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

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

5.3 Coordination

Other agencies may activate and staff individual Agency or Department Operations Center (AOC/DOC) facilities for various types of emergencies; for example, if a biological incident such as pandemic influenza occurs, the Deschutes County Health Services and area medical centers may jointly staff a Medical EOC, which will coordinate closely with the Deschutes County Health Services' DOC and the Deschutes County EOC. In all cases, however, the County EOC will serve as the central point for coordinating support to response

5. Command and Control

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

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

5.4 Incident Command System

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

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

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

In certain instances, more than one ICS position may be managed by a single staff person due to limited personnel and resources available in the County. Thus, it is

5. Command and Control

imperative that all primary and alternate EOC staff are trained on ICS functions other than those in the area of their expertise. Regularly exercising ICS, including sub-functions and liaison roles with volunteers and other support staff, will improve overall EOC operation efficiency and add depth to existing County emergency management and response organizations. Deschutes County relies heavily upon Unified Command for incident management. The EOC setup and staffing will always be done in a way that works best for the County and management support of the incident.

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

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

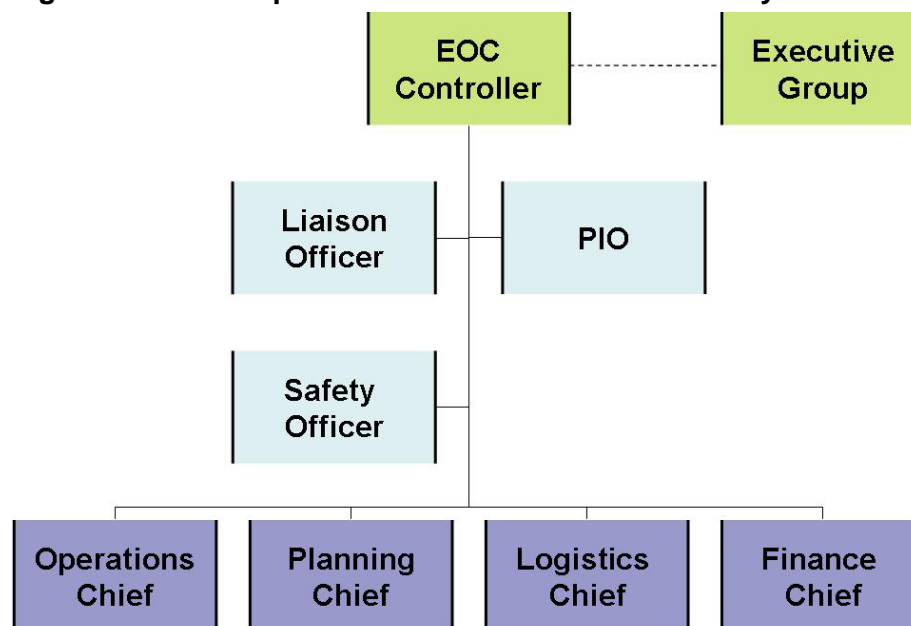
Current training and operational requirements set forth under NIMS has been adopted and implemented by Deschutes County. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle managers, and command and general staff.

NIMS identifies these positions as:

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

5. Command and Control

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



5.5 Command Staff

5.5.1 Incident Commander

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

In general, the IC (or EOC Controller in the EOC setting) is responsible for all functions not assigned to one of the primary sections and for the following specific tasks:

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

5. Command and Control

- PIO
- Liaison Officer

5.5.2 Safety Officer

Safety Officers are generally responsible for:

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

5.5.3 Public Information Officer

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

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

5.5.4 Liaison Officer

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

- Serving as the contact point for local government officials, agency or tribal representatives, and stakeholders;

5. Command and Control

- Coordinating information and incident updates among interagency contacts, including the public information network; and
- Providing resource status updates and limitations among personnel, capabilities, equipment, and facilities to the IC, government officials, and stakeholders.

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

5.6 General Staff

5.6.1 Operations Chief

The Operations Chief position is typically filled by the lead agency managing response activities for a specific type of incident. The Operations section is typically organized into functional units representing agencies involved in tactical operations. Thus, typical agencies included in the Operations Section are: fire (emergencies dealing with fire, earthquake with rescue, or hazardous materials); law enforcement (incident(s) involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal investigations); public health (contamination issues, disease outbreaks, and/or emergency incidents posing threats to human, animal, and environmental health); and public works (incidents resulting in major utility disruptions, damage to critical infrastructure, and building collapse). Private entities, companies, and non-governmental organizations may also support the Operations section.

The Operations Chief is responsible for:

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

5.6.2 Planning Chief

The Planning section is responsible for forecasting future needs and events of the response effort while ensuring that implementation of appropriate procedures and processes are accomplished. This section is typically supported by four primary

5. Command and Control

units: Resources, Situation, Documentation, and Demobilization. The Planning Chief is responsible for:

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

5.6.3 Logistics Chief

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

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

5.6.4 Finance/Administration Chief

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

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

5.7 Unified Command

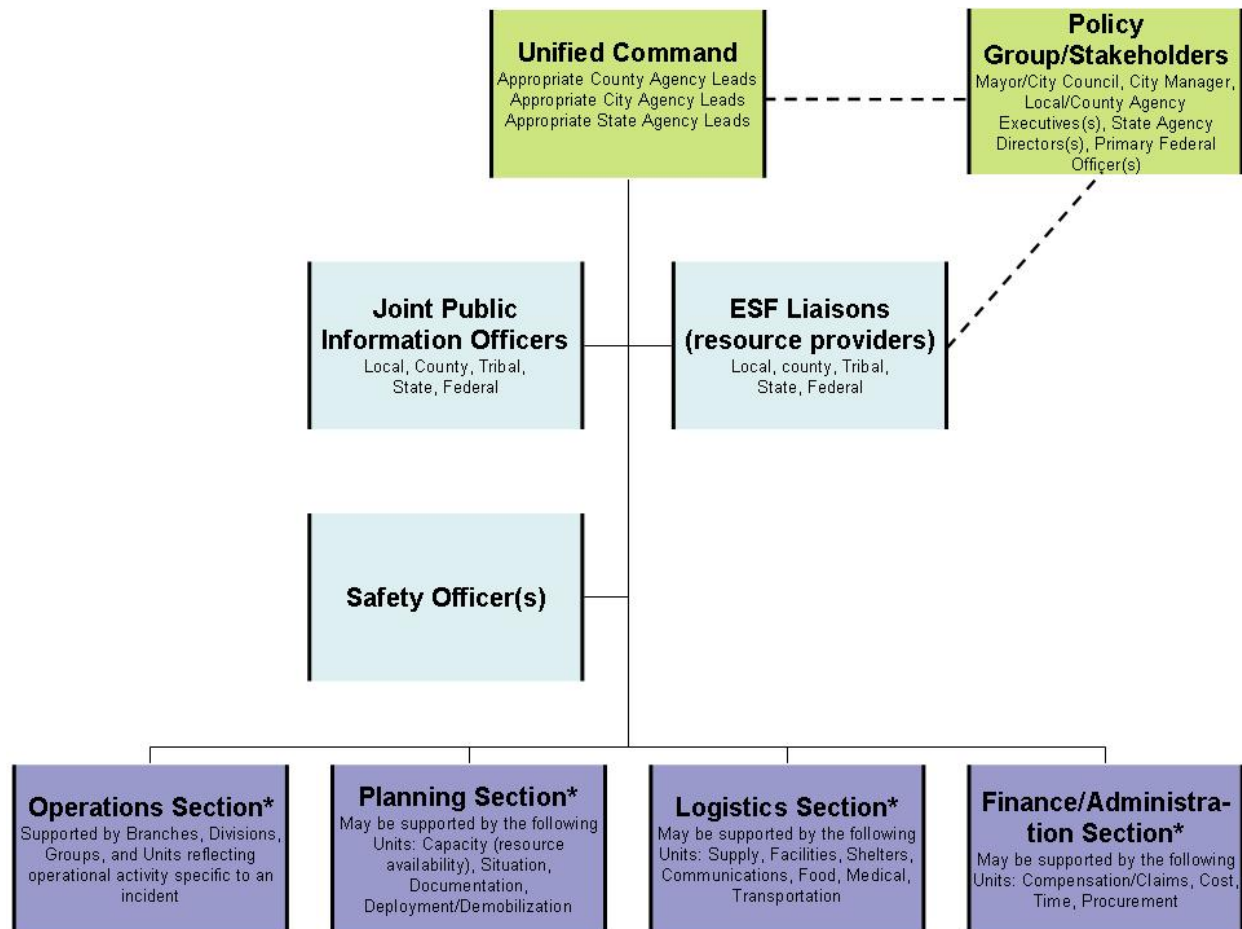
In some incidents, several organizations may share response authority. ICS has the advantage of combining different local, county, regional, state, and Federal

5. Command and Control

agencies into the same organizational system, maximizing coordination of response activities, and avoiding duplication of efforts. A structure called Unified Command (UC) allows the IC position to be shared among several agencies and organizations that maintain jurisdiction. UC members retain their original authority but work to resolve issues in a cooperative fashion to enable a more efficient response and recovery.

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

Figure 5-2 Example of Unified Command for the County



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

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Plan Development, Maintenance and Implementation

6.1 Plan Review and Maintenance

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

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

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

Recommended changes should be forwarded to:

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

6.2 Training Program

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

Current training and operational requirements set forth under NIMS have been adopted and implemented by Deschutes County. Each County department is responsible for maintaining training records for their staff. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle management, and command and general staff. NIMS identifies these positions as follows:

- Emergency Medical Service (EMS) personnel,

6. Plan Development, Maintenance and Implementation

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

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

Table 6-1 Deschutes County Minimum Training Requirements

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

6.3 Exercise Program

Deschutes County will conduct exercises throughout the year to continually test and evaluate this EOP. This will include at least one full-scale or functional exercise annually. Whenever feasible, the County will coordinate with neighboring jurisdictions and State and Federal government, to participate in joint exercises. These exercises will consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises.

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

6. Plan Development, Maintenance and Implementation

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

6.4 Event Critique and After Action Reporting

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

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

6.5 Community Outreach and Preparedness Education

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

Information about the County’s public education programs, hazard and mitigation information, and other emergency management and emergency services can be found on the County’s Emergency Information webpage at <http://www.co.deschutes.or.us/go/government/departments/sheriff's-office/emergency-management>.

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

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Sample Disaster Declaration Forms

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Appendix A. Declaration of State of Emergency

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| <p>REVIEWED</p> <p>_____</p> <p>LEGAL COUNSEL</p> |
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For Recording Stamp only

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON**

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

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

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

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

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

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

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

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

Appendix A. Declaration of State of Emergency

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

BOARD OF COUNTY COMMISSIONERS FOR
DESCHUTES COUNTY, OREGON

_____, Chair

Deschutes County Counsel

Appendix A. Declaration of State of Emergency

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| <p>REVIEWED</p> <hr/> <p>LEGAL COUNSEL</p> |
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For Recording Stamp only

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON**

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

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

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

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

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

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

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

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

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

///

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Appendix A. Declaration of State of Emergency

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

DATED this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
FOR DESCHUTES COUNTY, OREGON

_____, Chair

Deschutes County Counsel

Appendix A. Declaration of State of Emergency

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|---------------------------------|
| REVIEWED <hr/> LEGAL COUNSEL |
|---------------------------------|

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For Recording Stamp only

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON**

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

WHEREAS, due to _____ in Deschutes
County; and

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

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

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

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

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

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

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

Appendix A. Declaration of State of Emergency

DATED this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
FOR DESCHUTES COUNTY, OREGON

_____, Chair

ATTEST:

_____, Commissioner

Recording Secretary

_____, Commissioner

Deschutes County Counsel

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

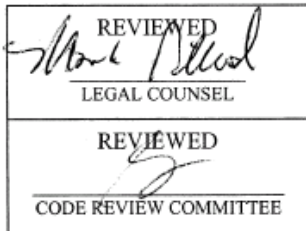
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Succession and Emergency Declaration Ordinance #2003-037

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Appendix B. Incident Command System Forms

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



For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

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

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

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

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

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

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

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

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

Appendix B. Incident Command System Forms

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

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

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

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

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

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

Appendix B. Incident Command System Forms

DATED this 29 day of October, 2003.

BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON

Dennis R. Luke
DENNIS R. LUKE, Chair

- absent -
TOM DEWOLF, Commissioner

Michael M. Daly
MICHAEL M. DALY, Commissioner

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

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

Record of Adoption Vote

| Commissioner | Yes | No | Abstained | Excused |
|-----------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| Dennis R. Luke | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tom DeWolf | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Michael M. Daly | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Effective date: 29 day of October 2003.

ATTEST:

Bonnie Baker
Recording Secretary

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REVIEWED
zl
LEGAL COUNSEL

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

| | | |
|--|---|------------------------|
| An Ordinance Amending Deschutes County Code | * | |
| Chapter 2.04 to Delegate to the County | * | ORDINANCE NO. 2007-015 |
| Administrator Centralize Control Over County | * | |
| Departments, Divisions and Offices in an | * | |
| Emergency and Declaring an Emergency | * | |

WHEREAS, Deschutes County Code ("DCC") 2.04.055(A) provides that, in the event of a declaration of a state of emergency in the Deschutes County, the Chair of the Board of County Commissioners ("Board") is the person "principally responsible for assuming centralized control over County departments, divisions and offices, and

WHEREAS, the County Administrator is the person under DCC 2.05.060(A) designated by the Board as "hav[ing] control and supervision of all administrative departments, divisions, offices, districts and agencies," and

WHEREAS, having the County Administrator be principally responsible for the centralized control over County departments, divisions and offices in the event of a declared emergency is consistent with the regular administrative duties and authority the Board delegated to the County Administrator, now, therefore;

THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON, HEREBY ORDERS as follows:

Section 1. AMENDMENT. Deschutes County Code Chapter 2.04, Board of County Commissioners, is amended to read as described in Exhibit "A," attached hereto and by this reference incorporated herein, with new language underlined and language to be deleted in ~~strike~~through.

///

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

DATED this 23rd day of May, 2007.

BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON

Voted - NO -

MICHAEL M. DALY, Chair

[Signature]

DENNIS R. LUKE, Commissioner

[Signature]

TAMMY BANEY, Commissioner

Date of 1st Reading: 9th day of May, 2007.

Date of 2nd Reading: 23rd day of May, 2007.

Record of Adoption Vote

| Commissioner | Yes | No | Abstained | Excused |
|-----------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| Dennis R. Luke | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Michael M. Daly | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tammy Baney | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Effective Date: 23rd day of May, 2007

ATTEST:

Recording Secretary

Chapter 2.04. BOARD OF COUNTY COMMISSIONERS

- 2.04.010. Regular meetings.**
- 2.04.020. Repealed**
- 2.04.030. Special meetings-Authorized when.**
- 2.04.040. Special meetings-Notice.**
- 2.04.050. Chair.**
- 2.04.055. Executive responsibility-Chain of succession – State of Emergency.**
- 2.04.060. Board signatures.**

2.04.010. Regular meetings.

A. The Board shall establish a regular meeting schedule for the transaction of County business and work sessions at times, dates and locations set by the Board.

B. All such meetings shall take place within Deschutes County and shall be subject to the public meetings and public notice requirements of ORS 192 as it currently exists or may from time to time be amended.

(Ord. 2007-004 §1, 2007; Ord. 97-062 § 1, 1997; Ord. 86-012 § 1, 1986; Ord. 85-004 § 1, 1985)

2.04.030. Special meetings-Authorized when.

The Board may meet at other times and places as may be called by the chair or two members of the Board.

(Ord. 85-004 § 3, 1985)

2.04.040. Special meetings-Notice.

Notice for special meetings of the Board shall be in accordance with ORS Chapter 192..

(Ord. 2007-004 §1, 2007; Ord. 85-004 § 4, 1985)

2.04.050. Chair.

At the first meeting in January of each year, the Board shall appoint a chair and vice-chair. If two commissioners are unable to agree upon a chair, then the commissioner with the longest length of service will act as chair. If two commissioners are

unable to agree upon a vice-chair, then the commissioner with the second longest length of service will act as vice-chair.

(Ord. 2007-004 §1, 2007; Ord. 97-047 § 1, 1997)

2.04.055. Executive responsibility-Chain of succession – State of Emergency.

A. ~~The Chair of the Board of County Commissioners is the chief executive local authority for the unincorporated area of the county and~~ County Administrator is principally responsible for assuming centralized control over all county departments, divisions and offices once the Board declares a state of emergency. If circumstances prohibit the timely action of the Board of County Commissioners, the Chair of the Board of County Commissioners may declare such a state of emergency, provided the Chair seeks and obtains approval from a majority of the Board at the first available opportunity. A state of emergency exists whenever the unincorporated area of the county or any part thereof is suffering or is in imminent danger of suffering an event that may cause injury or death to persons, or damage to, or destruction of property to the extent that extraordinary measures must be taken to protect the public health, safety and welfare. Such an event shall include, but not be limited to the following:

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

The Chair of the Board of County Commissioners is also responsible for performing the Board of County

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

- B. In the event that the Chair of the Board of County Commissioners is unable or unavailable to perform his/her duties under this section, the duties shall be performed by:
1. The vice chair of the Board of County Commissioners; or,
 2. If the vice chair of the Board of County Commissioners is unable or unavailable to perform, the third member of the Board of County Commissioners; or
 3. If no member of the Board of County Commissioners is able or available to perform, then the Sheriff of Deschutes County; or
 4. If no member of the Board of County Commissioners is able or available to perform, and the Sheriff is unable or unavailable to perform, then the Undersheriff; or
 5. If no member of the Board of County Commissioners is able or available to perform, and the Sheriff and Undersheriff are unable or unavailable to perform, then the County Administrator.

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

(Ord. 2003-037 § 1, 2003)

2.04.060. Board signatures.

- A. Each document approved by a majority of the board at a public meeting shall be dated and signed by a quorum of the Board, and each ordinance, order and resolution shall be attested to by the Board's recording secretary.

- B. Any ordinance, order, resolution, contract, plat, deed or other similar document may be signed by the board chair or a designee of the board chair under the following circumstances:

1. The motion approving the document provides for chair signature.
2. Only one board member is physically present at the meeting site and at least one other board member has attended the meeting electronically.
3. The document is a plat, deed, contract, or similar document which was approved by board majority.

- C. If an ordinance, order or resolution is signed by a single board member, the document shall set forth the vote of each board member in attendance expressed as a yes, no or abstention. The recording secretary shall attest the signature and the vote.

(Ord. 98-088 § 1, 1998)

C

Incident Command System Forms

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Appendix C. Incident Command System Forms

Index of Incident Command System (ICS) Forms

The following ICS forms are included in this appendix.

Index of Incident Command System Forms*

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

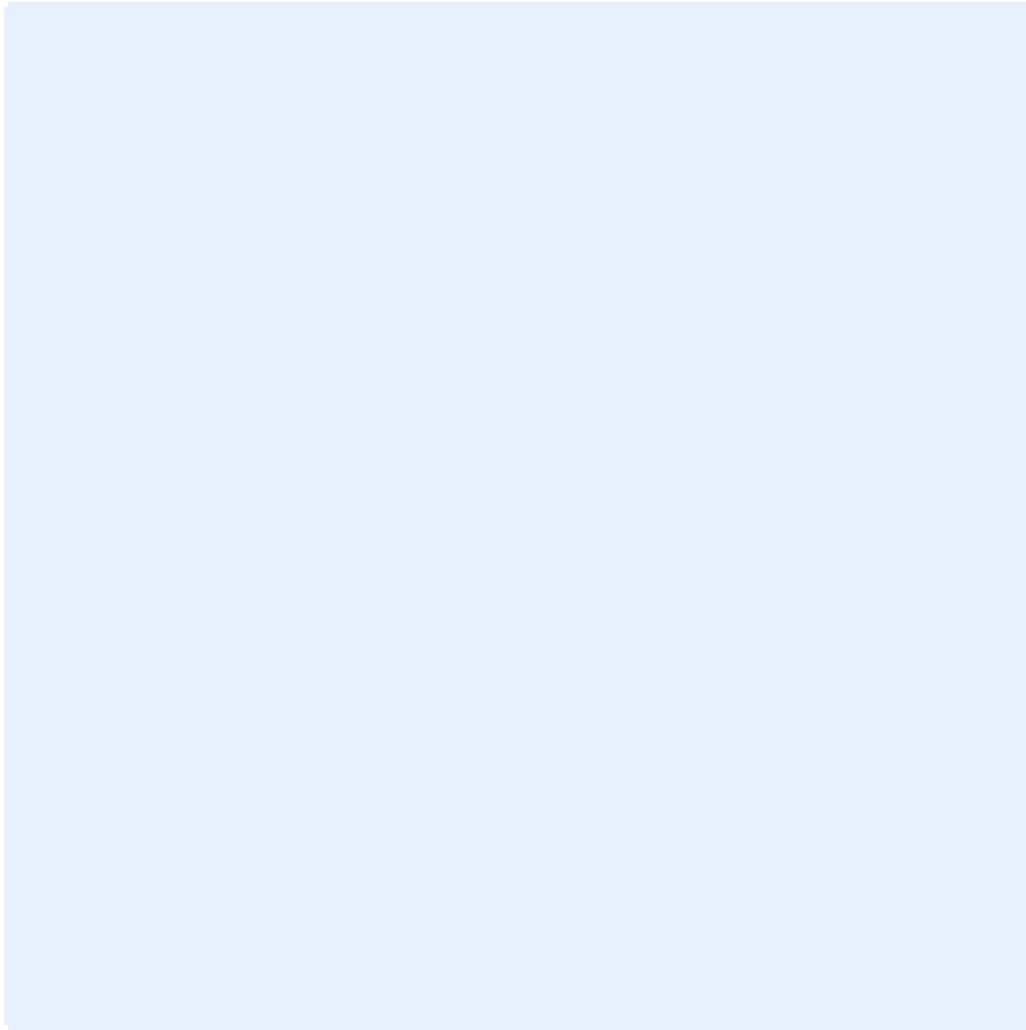
* Copies of these ICS forms are kept in the Deschutes County Emergency Operations Center.

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INCIDENT BRIEFING (ICS 201)

| | | |
|--------------------------|----------------------------|--|
| 1. Incident Name: | 2. Incident Number: | 3. Date/Time Initiated: Date: _____ Time: HHMM |
|--------------------------|----------------------------|--|

4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):



5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

INCIDENT BRIEFING (ICS 201)

| | | |
|--------------------------|----------------------------|--|
| 1. Incident Name: | 2. Incident Number: | 3. Date/Time Initiated: Date: _____ Time: HHMM |
|--------------------------|----------------------------|--|

7. Current and Planned Objectives:

8. Current and Planned Actions, Strategies, and Tactics:

| Time: | Actions: |
|-------|----------|
| HHMM | |
| HHMM | |
| HHMM | |
| HHMM | |
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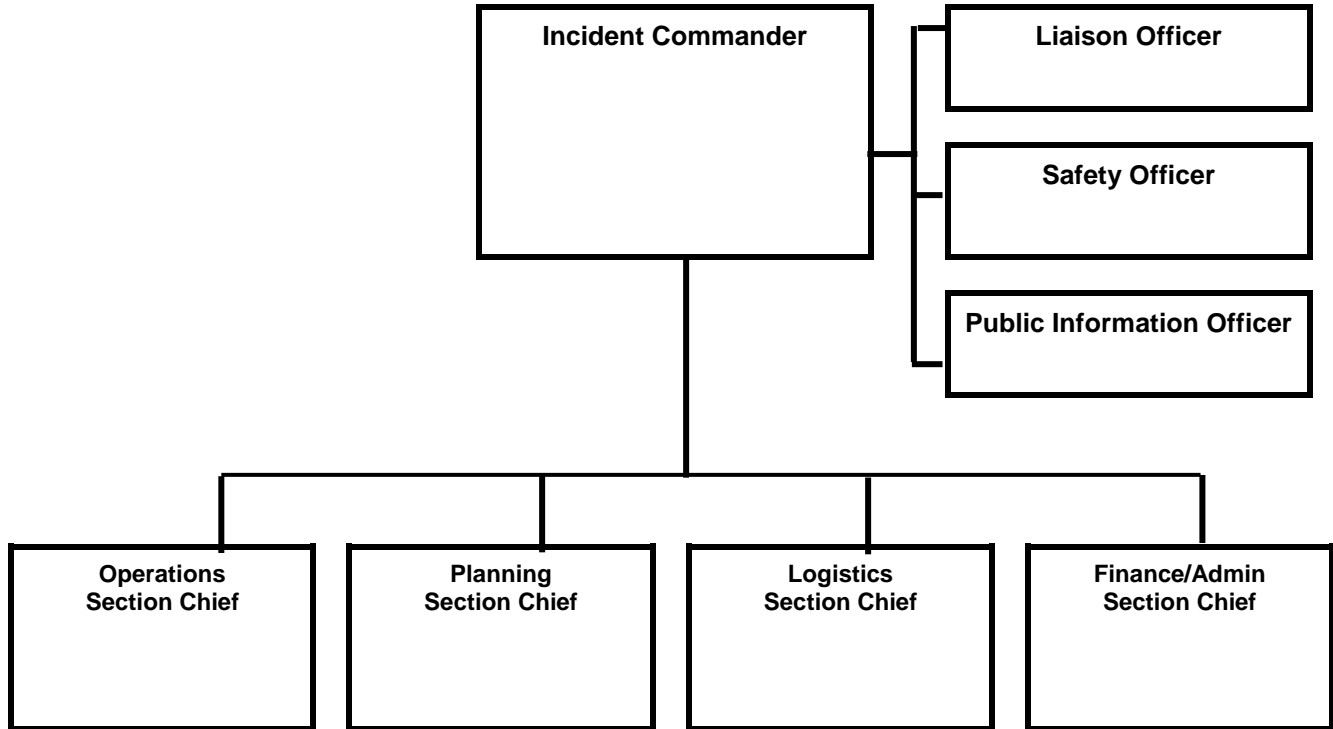
| | | |
|------------------------------------|-----------------------|------------------|
| 6. Prepared by: Name: _____ | Position/Title: _____ | Signature: _____ |
|------------------------------------|-----------------------|------------------|

| | |
|------------------------|------------------|
| ICS 201, Page 2 | Date/Time: _____ |
|------------------------|------------------|

INCIDENT BRIEFING (ICS 201)

| | | |
|--------------------------|----------------------------|--|
| 1. Incident Name: | 2. Incident Number: | 3. Date/Time Initiated: Date: _____ Time: HHMM |
|--------------------------|----------------------------|--|

9. Current Organization (fill in additional organization as appropriate):



| | | |
|------------------------------------|-----------------------|------------------|
| 6. Prepared by: Name: _____ | Position/Title: _____ | Signature: _____ |
| ICS 201, Page 3 | Date/Time: Date _____ | |

INCIDENT BRIEFING (ICS 201)

| | | |
|--------------------------|----------------------------|--|
| 1. Incident Name: | 2. Incident Number: | 3. Date/Time Initiated: Date: Date Time: HHMM |
|--------------------------|----------------------------|--|

| 10. Resource Summary: | | | | | |
|------------------------------|---------------------|-------------------|-----|--------------------------|------------------------------------|
| Resource | Resource Identifier | Date/Time Ordered | ETA | Arrived | Notes (location/assignment/status) |
| | | | | <input type="checkbox"/> | |
| | | | | <input type="checkbox"/> | |
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| | | |
|------------------------------------|-----------------------|------------------|
| 6. Prepared by: Name: _____ | Position/Title: _____ | Signature: _____ |
|------------------------------------|-----------------------|------------------|

| | |
|------------------------|-----------------------|
| ICS 201, Page 4 | Date/Time: Date _____ |
|------------------------|-----------------------|

ICS 201 Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The “Map/Sketch” and “Current and Planned Actions, Strategies, and Tactics” sections (pages 1–2) of the briefing form are given to the Situation Unit, while the “Current Organization” and “Resource Summary” sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Incident Number | Enter the number assigned to the incident. |
| 3 | Date/Time Initiated <ul style="list-style-type: none"> • Date, Time | Enter date initiated (month/day/year) and time initiated (using the 24-hour clock). |
| 4 | Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment) | Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise. |
| 5 | Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards. | Self-explanatory. |
| 6 | Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |
| 7 | Current and Planned Objectives | Enter the objectives used on the incident and note any specific problem areas. |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| 8 | Current and Planned Actions, Strategies, and Tactics <ul style="list-style-type: none"> • Time • Actions | Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly. |
| 9 | Current Organization (fill in additional organization as appropriate) <ul style="list-style-type: none"> • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief | <ul style="list-style-type: none"> • Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used. |
| 10 | Resource Summary | Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly. |
| | <ul style="list-style-type: none"> • Resource | Enter the number and appropriate category, kind, or type of resource ordered. |
| | <ul style="list-style-type: none"> • Resource Identifier | Enter the relevant agency designator and/or resource designator (if any). |
| | <ul style="list-style-type: none"> • Date/Time Ordered | Enter the date (month/day/year) and time (24-hour clock) the resource was ordered. |
| | <ul style="list-style-type: none"> • ETA | Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock). |
| | <ul style="list-style-type: none"> • Arrived | Enter an "X" or a checkmark upon arrival to the incident. |
| | <ul style="list-style-type: none"> • Notes (location/assignment/status) | Enter notes such as the assigned location of the resource and/or the actual assignment and status. |

INCIDENT OBJECTIVES (ICS 202)

| | | | |
|---|--|--------------------------------|---------------|
| 1. Incident Name: | 2. Operational Period: | Date From: Date | Date To: Date |
| | | Time From: HHMM | Time To: HHMM |
| 3. Objective(s): | | | |
| | | | |
| 4. Operational Period Command Emphasis: | | | |
| | | | |
| General Situational Awareness | | | |
| 5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| Approved Site Safety Plan(s) Located at: _____ | | | |
| 6. Incident Action Plan (the items checked below are included in this Incident Action Plan): | | | |
| <input type="checkbox"/> ICS 203 | <input type="checkbox"/> ICS 207 | <u>Other Attachments:</u> | |
| <input type="checkbox"/> ICS 204 | <input type="checkbox"/> ICS 208 | <input type="checkbox"/> _____ | |
| <input type="checkbox"/> ICS 205 | <input type="checkbox"/> Map/Chart | <input type="checkbox"/> _____ | |
| <input type="checkbox"/> ICS 205A | <input type="checkbox"/> Weather Forecast/Tides/Currents | <input type="checkbox"/> _____ | |
| <input type="checkbox"/> ICS 206 | | <input type="checkbox"/> _____ | |
| 7. Prepared by: Name: _____ Position/Title: _____ Signature: _____ | | | |
| 8. Approved by Incident Commander: Name: _____ Signature: _____ | | | |
| ICS 202 | IAP Page | Date/Time: Date | |

ICS 202 Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

| Block Number | Block Title | Instructions |
|--------------|--|---|
| 1 | Incident Name | Enter the name assigned to the incident. If needed, an incident number can be added. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | Objective(s) | Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: S pecific – Is the wording precise and unambiguous? M easurable – How will achievements be measured? A ction-oriented – Is an action verb used to describe expected accomplishments? R ealistic – Is the outcome achievable with given available resources? T ime-sensitive – What is the timeframe? |
| 4 | Operational Period Command Emphasis | Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc. |
| | General Situational Awareness | General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208). |
| 5 | Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> | Safety Officer should check whether or not a site safety plan is required for this incident. |
| | Approved Site Safety Plan(s) Located At | Enter the location of the approved Site Safety Plan(s). |

| Block Number | Block Title | Instructions |
|--------------|--|---|
| 6 | <p>Incident Action Plan (the items checked below are included in this Incident Action Plan):</p> <ul style="list-style-type: none"> <input type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/Tides/Currents <p><u>Other Attachments:</u></p> | <p>Check appropriate forms and list other relevant documents that are included in the IAP.</p> <ul style="list-style-type: none"> <input type="checkbox"/> ICS 203 – Organization Assignment List <input type="checkbox"/> ICS 204 – Assignment List <input type="checkbox"/> ICS 205 – Incident Radio Communications Plan <input type="checkbox"/> ICS 205A – Communications List <input type="checkbox"/> ICS 206 – Medical Plan <input type="checkbox"/> ICS 207 – Incident Organization Chart <input type="checkbox"/> ICS 208 – Safety Message/Plan |
| 7 | <p>Prepared by</p> <ul style="list-style-type: none"> • Name • Position/Title • Signature | <p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p> |
| 8 | <p>Approved by Incident Commander</p> <ul style="list-style-type: none"> • Name • Signature • Date/Time | <p>In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.</p> |

ORGANIZATION ASSIGNMENT LIST (ICS 203)

| | | | | | |
|--|----------|---|-------------------------------|------------------|---------------|
| 1. Incident Name: | | 2. Operational Period: | | Date From: Date | Date To: Date |
| | | | | Time From: HHMM | Time To: HHMM |
| 3. Incident Commander(s) and Command Staff: | | | 7. Operations Section: | | |
| IC/UCs | | Chief | | | |
| | | Deputy | | | |
| Deputy | | Staging Area | | | |
| Safety Officer | | Branch | | | |
| Public Info. Officer | | Branch Director | | | |
| Liaison Officer | | Deputy | | | |
| 4. Agency/Organization Representatives: | | Division/Group | | | |
| Agency/Organization | Name | Division/Group | | | |
| | | Division/Group | | | |
| | | Division/Group | | | |
| | | Division/Group | | | |
| | | Branch | | | |
| | | Branch Director | | | |
| | | Deputy | | | |
| 5. Planning Section: | | Division/Group | | | |
| Chief | | Division/Group | | | |
| Deputy | | Division/Group | | | |
| Resources Unit | | Division/Group | | | |
| Situation Unit | | Division/Group | | | |
| Documentation Unit | | Branch | | | |
| Demobilization Unit | | Branch Director | | | |
| Technical Specialists | | Deputy | | | |
| | | Division/Group | | | |
| | | Division/Group | | | |
| | | Division/Group | | | |
| 6. Logistics Section: | | Division/Group | | | |
| Chief | | Division/Group | | | |
| Deputy | | Air Operations Branch | | | |
| Support Branch | | Air Ops Branch Dir. | | | |
| Director | | | | | |
| Supply Unit | | | | | |
| Facilities Unit | | 8. Finance/Administration Section: | | | |
| Ground Support Unit | | Chief | | | |
| Service Branch | | Deputy | | | |
| Director | | Time Unit | | | |
| Communications Unit | | Procurement Unit | | | |
| Medical Unit | | Comp/Claims Unit | | | |
| Food Unit | | Cost Unit | | | |
| 9. Prepared by: Name: | | Position/Title: | | Signature: _____ | |
| ICS 203 | IAP Page | Date/Time: Date | | | |

ICS 203

Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | Incident Commander(s) and Command Staff <ul style="list-style-type: none">• IC/UCs• Deputy• Safety Officer• Public Information Officer• Liaison Officer | Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names. |
| 4 | Agency/Organization Representatives <ul style="list-style-type: none">• Agency/Organization• Name | Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name. |
| 5 | Planning Section <ul style="list-style-type: none">• Chief• Deputy• Resources Unit• Situation Unit• Documentation Unit• Demobilization Unit• Technical Specialists | Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name. |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| 6 | <p>Logistics Section</p> <ul style="list-style-type: none"> • Chief • Deputy <p>Support Branch</p> <ul style="list-style-type: none"> • Director • Supply Unit • Facilities Unit • Ground Support Unit <p>Service Branch</p> <ul style="list-style-type: none"> • Director • Communications Unit • Medical Unit • Food Unit | <p>Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p> |
| 7 | <p>Operations Section</p> <ul style="list-style-type: none"> • Chief • Deputy • Staging Area <p>Branch</p> <ul style="list-style-type: none"> • Branch Director • Deputy • Division/Group <p>Air Operations Branch</p> <ul style="list-style-type: none"> • Air Operations Branch Director | <p>Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column.</p> <p>Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p> |
| 8 | <p>Finance/Administration Section</p> <ul style="list-style-type: none"> • Chief • Deputy • Time Unit • Procurement Unit • Compensation/Claims Unit • Cost Unit | <p>Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p> |
| 9 | <p>Prepared by</p> <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | <p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p> |

ASSIGNMENT LIST (ICS 204)

| | | | | |
|--|-----------------|---|--------------------------|--|
| 1. Incident Name: | | 2. Operational Period: Date From: <u> Date </u> Date To: <u> Date </u> Time From: <u> HHMM </u> Time To: <u> HHMM </u> | | 3. Branch: _____ Division: _____ Group: _____ Staging Area: _____ |
| 4. Operations Personnel: | | <u>Name</u> | <u>Contact Number(s)</u> | |
| Operations Section Chief: | | _____ | XXX-XXX-XXXX | |
| Branch Director: | | _____ | XXX-XXX-XXXX | |
| Division/Group Supervisor: | | _____ | XXX-XXX-XXXX | |
| 5. Resources Assigned: | | | # of Persons | Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information |
| Resource Identifier | Leader | | | |
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| 6. Work Assignments: | | | | |
| 7. Special Instructions: | | | | |
| 8. Communications (radio and/or phone contact numbers needed for this assignment): Name _____ /Function _____ Primary Contact: indicate cell, pager, or radio (frequency/system/channel) | | | | |
| / | | | | |
| / | | | | |
| / | | | | |
| / | | | | |
| 9. Prepared by: Name: _____ | | Position/Title: _____ | | Signature: _____ |
| ICS 204 | IAP Page | Date/Time: <u> Date </u> | | |

ICS 204 Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

| Block Number | Block Title | Instructions |
|------------------|---|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | Branch Division Group Staging Area | This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing. |
| 4 | Operations Personnel <ul style="list-style-type: none"> • Name, Contact Number(s) <ul style="list-style-type: none"> – Operations Section Chief – Branch Director – Division/Group Supervisor | Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s). |
| 5 | Resources Assigned | Enter the following information about the resources assigned to the Division or Group for this period: |
| | <ul style="list-style-type: none"> • Resource Identifier | The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined). |
| | <ul style="list-style-type: none"> • Leader | Enter resource leader's name. |
| | <ul style="list-style-type: none"> • # of Persons | Enter total number of persons for the resource assigned, including the leader. |
| | <ul style="list-style-type: none"> • Contact (e.g., phone, pager, radio frequency, etc.) | Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number. |
| 5 (continued) | <ul style="list-style-type: none"> • Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information | Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information. |

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 6 | Work Assignments | Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group. |
| 7 | Special Instructions | Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information. |
| 8 | Communications (radio and/or phone contact numbers needed for this assignment) <ul style="list-style-type: none"> • Name/Function • Primary Contact: indicate cell, pager, or radio (frequency/system/channel) | Enter specific communications information (including emergency numbers) for this Branch/Division/Group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. In light of potential IAP distribution, use sensitivity when including cell phone number. Add a secondary contact (phone number or radio) if needed. |
| 9 | Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

ICS 205A Communications List

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | Basic Local Communications Information | Enter the communications methods assigned and used for personnel by their assigned ICS position. |
| | <ul style="list-style-type: none"> • Incident Assigned Position | Enter the ICS organizational assignment. |
| | <ul style="list-style-type: none"> • Name | Enter the name of the assigned person. |
| | <ul style="list-style-type: none"> • Method(s) of Contact (phone, pager, cell, etc.) | For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.). |
| 4 | Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

| | | |
|--------------------------|--|---|
| 1. Incident Name: | 2. Date/Time Prepared: Date: _____ Date: _____ Time: _____ Time From: _____ | 3. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____ |
|--------------------------|--|---|

| 4. Basic Radio Channel Use: | | | | | | | | | | |
|-----------------------------|------|----------|---|------------|----------------|-------------|----------------|-------------|-------------------|---------|
| Zone Grp. # | Ch # | Function | Channel Name/Trunked Radio System Talkgroup | Assignment | RX Freq N or W | RX Tone/NAC | TX Freq N or W | TX Tone/NAC | Mode (A, D, or M) | Remarks |
| | | | | | | | | | | |
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5. Special Instructions:

| | |
|---|------------------|
| 6. Prepared by (Communications Unit Leader): Name: _____ | Signature: _____ |
| ICS 205 | Date/Time: _____ |
| IAP Page | |

ICS 205 Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

| Block Number | Block Title | Instructions |
|--------------|--|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Date/Time Prepared | Enter date prepared (month/day/year) and time prepared (using the 24-hour clock). |
| 3 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 4 | Basic Radio Channel Use | Enter the following information about radio channel use: |
| | Zone Group | |
| | Channel Number | Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document. |
| | Function | Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch). |
| | Channel Name/Trunked Radio System Talkgroup | Enter the nomenclature or commonly used name for the channel or talkgroup such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG). |
| | Assignment | Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned. |
| | RX (Receive) Frequency (N or W) | Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information. |
| | RX Tone/NAC | Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed. |

| Block Number | Block Title | Instructions |
|-------------------------|---|--|
| 4 (continued) | TX (Transmit) Frequency (N or W) | Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. |
| | TX Tone/NAC | Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed. |
| | Mode (A, D, or M) | Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation. |
| | Remarks | Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc. |
| 5 | Special Instructions | Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident. |
| 6 | Prepared by (Communications Unit Leader) <ul style="list-style-type: none"> • Name • Signature • Date/Time | Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock). |

MEDICAL PLAN (ICS 206)

| 1. Incident Name: | | 2. Operational Period: | | Date From: <input type="text"/> Date | Date To: <input type="text"/> Date | | |
|--|--|-------------------------------|---|--------------------------------------|---|---|---|
| | | | | Time From: <input type="text"/> HHMM | Time To: <input type="text"/> HHMM | | |
| 3. Medical Aid Stations: | | | | | | | |
| Name | Location | Contact Number(s)/Frequency | Paramedics on Site? | | | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| 4. Transportation (indicate air or ground): | | | | | | | |
| Ambulance Service | Location | Contact Number(s)/Frequency | Level of Service | | | | |
| | | | <input type="checkbox"/> ALS <input type="checkbox"/> BLS | | | | |
| | | | <input type="checkbox"/> ALS <input type="checkbox"/> BLS | | | | |
| | | | <input type="checkbox"/> ALS <input type="checkbox"/> BLS | | | | |
| | | | <input type="checkbox"/> ALS <input type="checkbox"/> BLS | | | | |
| 5. Hospitals: | | | | | | | |
| Hospital Name | Address, Latitude & Longitude if Helipad | Contact Number(s)/Frequency | Travel Time | | Trauma Center | Burn Center | Helipad |
| | | | Air | Ground | | | |
| | | | | | <input type="checkbox"/> Yes Level: ____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes Level: ____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes Level: ____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes Level: ____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes Level: ____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Special Medical Emergency Procedures: | | | | | | | |
| <input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations. | | | | | | | |
| 7. Prepared by (Medical Unit Leader): Name: _____ | | | | Signature: _____ | | | |
| 8. Approved by (Safety Officer): Name: _____ | | | | Signature: _____ | | | |
| ICS 206 | | IAP Page | | Date/Time: <input type="text"/> Date | | | |

ICS 206 Medical Plan

Purpose. The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation. The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

Distribution. The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 206 serves as part of the IAP.
- This form can include multiple pages.

| Block Number | Block Title | Instructions |
|--------------|--|--|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | Medical Aid Stations | Enter the following information on the incident medical aid station(s): |
| | <ul style="list-style-type: none"> • Name | Enter name of the medical aid station. |
| | <ul style="list-style-type: none"> • Location | Enter the location of the medical aid station (e.g., Staging Area, Camp Ground). |
| | <ul style="list-style-type: none"> • Contact Number(s)/Frequency | Enter the contact number(s) and frequency for the medical aid station(s). |
| | <ul style="list-style-type: none"> • Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No | Indicate (yes or no) if paramedics are at the site indicated. |
| 4 | Transportation (indicate air or ground) | Enter the following information for ambulance services available to the incident: |
| | <ul style="list-style-type: none"> • Ambulance Service | Enter name of ambulance service. |
| | <ul style="list-style-type: none"> • Location | Enter the location of the ambulance service. |
| | <ul style="list-style-type: none"> • Contact Number(s)/Frequency | Enter the contact number(s) and frequency for the ambulance service. |
| | <ul style="list-style-type: none"> • Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS | Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support). |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| 5 | Hospitals | Enter the following information for hospital(s) that could serve this incident: |
| | <ul style="list-style-type: none"> Hospital Name | Enter hospital name and identify any predesignated medivac aircraft by name a frequency. |
| | <ul style="list-style-type: none"> Address, Latitude & Longitude if Helipad | Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad. |
| | <ul style="list-style-type: none"> Contact Number(s)/ Frequency | Enter the contact number(s) and/or communications frequency(s) for the hospital. |
| | <ul style="list-style-type: none"> Travel Time <ul style="list-style-type: none"> Air Ground | Enter the travel time by air and ground from the incident to the hospital. |
| | <ul style="list-style-type: none"> Trauma Center <input type="checkbox"/> Yes Level: _____ | Indicate yes and the trauma level if the hospital has a trauma center. |
| | <ul style="list-style-type: none"> Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No | Indicate (yes or no) if the hospital has a burn center. |
| | <ul style="list-style-type: none"> Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No | Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources |
| 6 | Special Medical Emergency Procedures | Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies. |
| | <input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations. | Self explanatory. Incident assigned aviation assets should be included in ICS 220. |
| 7 | Prepared by (Medical Unit Leader) <ul style="list-style-type: none"> Name Signature | Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock). |
| 8 | Approved by (Safety Officer) <ul style="list-style-type: none"> Name Signature Date/Time | Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock). |

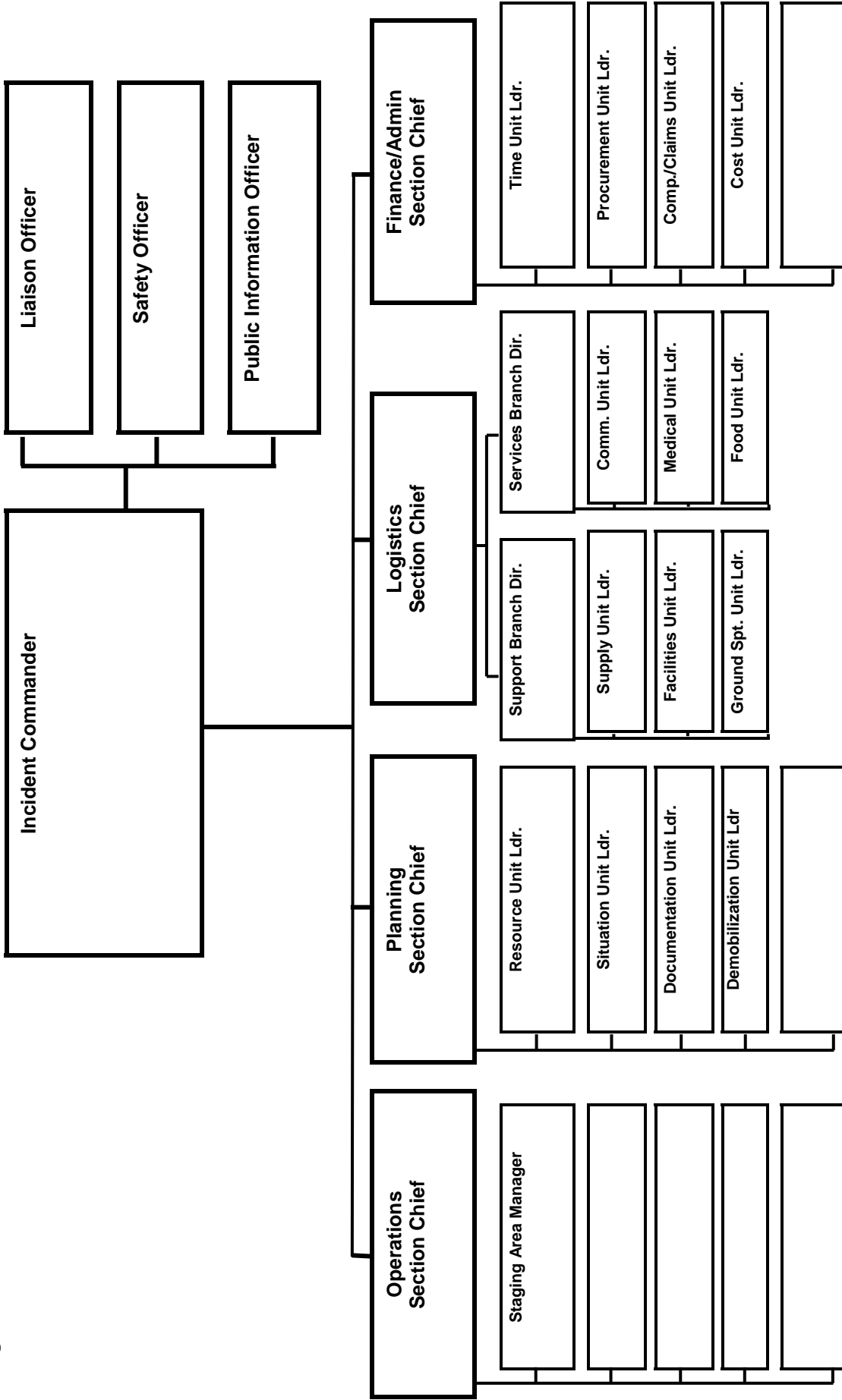
INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name:

2. Operational Period: Date From: Date
Time From: HHMM Time To: HHMM

Date To: Date
Time To: HHMM

3. Organization Chart



ICS 207

IAP Page

4. Prepared by: Name:

Position/Title:

Signature: _____

Date/Time: _____

ICS 207 Incident Organization Chart

Purpose. The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

Distribution. The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 1 | Incident Name | Print the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | Organization Chart | <ul style="list-style-type: none"> • Complete the incident organization chart. • For all individuals, use at least the first initial and last name. • List agency where it is appropriate, such as for Unified Commanders. • If there is a shift change during the specified operational period, list both names, separated by a slash. |
| 4 | Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

SAFETY MESSAGE/PLAN (ICS 208)

| | | | |
|--|-------------------------------|-----------------|------------------|
| 1. Incident Name: | 2. Operational Period: | Date From: Date | Date To: Date |
| | | Time From: HHMM | Time To: HHMM |
| 3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan: | | | |
| | | | |
| 4. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located At: | | | |
| 5. Prepared by: Name: | | Position/Title: | Signature: _____ |
| ICS 208 | IAP Page | Date/Time: Date | |

ICS 208 Safety Message/Plan

Purpose. The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

Preparation. The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Action Plan (IAP).

Distribution. The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 208 may serve (optionally) as part of the IAP.
- Use additional copies for continuation sheets as needed, and indicate pagination as used.

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan | Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached. |
| 4 | Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> | Check whether or not a site safety plan is required for this incident. |
| | Approved Site Safety Plan(s) Located At | Enter where the approved Site Safety Plan(s) is located. |
| 5 | Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

INCIDENT STATUS SUMMARY (ICS 209)

| | | | | |
|--|--|---|--|--|
| *1. Incident Name: | | 2. Incident Number: | | |
| *3. Report Version (check one box on left): <input type="checkbox"/> Initial Rpt # <input type="checkbox"/> Update (if used): <input type="checkbox"/> Final | *4. Incident Commander(s) & Agency or Organization: | 5. Incident Management Organization: | *6. Incident Start Date/Time: Date: _____ Time: _____ Time Zone: _____ | |
| 7. Current Incident Size or Area Involved (use unit label – e.g., “sq mi,” “city block”): | 8. Percent (%) Contained Completed | *9. Incident Definition: | 10. Incident Complexity Level: | *11. For Time Period: From Date/Time: _____ To Date/Time: _____ |

Approval & Routing Information

| | |
|--|--|
| *12. Prepared By: Print Name: _____ ICS Position: _____ Date/Time Prepared: _____ | *13. Date/Time Submitted Time Zone: |
| *14. Approved By: Print Name: _____ ICS Position: _____ Signature: _____ | *15. Primary Location, Organization, or Agency Sent To: |

Incident Location Information

| | | |
|--|--|--|
| *16. State: | *17. County/Parish/Borough: | *18. City: |
| 19. Unit or Other: | *20. Incident Jurisdiction: | 21. Incident Location Ownership (if different than jurisdiction): |
| 22. Longitude (indicate format): Latitude (indicate format): | 23. US National Grid Reference: | 24. Legal Description (township, section, range): |
| *25. Short Location or Area Description (list all affected areas or a reference point): | | 26. UTM Coordinates: |
| 27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels): | | |

Incident Summary

| | | | | |
|--|---------------------------------------|--------------------------|--------------|----------------|
| *28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.): | | | | |
| 29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.): | | | | |
| 30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.): | A. Structural Summary | B. # Threatened (72 hrs) | C. # Damaged | D. # Destroyed |
| | E. Single Residences | | | |
| | F. Nonresidential Commercial Property | | | |
| | Other Minor Structures | | | |
| | Other | | | |

INCIDENT STATUS SUMMARY (ICS 209)

| | |
|---------------------------|----------------------------|
| *1. Incident Name: | 2. Incident Number: |
|---------------------------|----------------------------|

Additional Incident Decision Support Information

| *31. Public Status Summary: | A. # This Reporting Period | B. Total # to Date | *32. Responder Status Summary: | A. # This Reporting Period | B. Total # to Date |
|--|----------------------------|--------------------|--|----------------------------|--------------------|
| <i>C. Indicate Number of Civilians (Public) Below:</i> | | | <i>C. Indicate Number of Responders Below:</i> | | |
| D. Fatalities | | | D. Fatalities | | |
| E. With Injuries/Illness | | | E. With Injuries/Illness | | |
| F. Trapped/In Need of Rescue | | | F. Trapped/In Need of Rescue | | |
| G. Missing <i>(note if estimated)</i> | | | G. Missing | | |
| H. Evacuated <i>(note if estimated)</i> | | | H. Sheltering in Place | | |
| I. Sheltering in Place <i>(note if estimated)</i> | | | I. Have Received Immunizations | | |
| J. In Temporary Shelters <i>(note if est.)</i> | | | J. Require Immunizations | | |
| K. Have Received Mass Immunizations | | | K. In Quarantine | | |
| L. Require Immunizations <i>(note if est.)</i> | | | | | |
| M. In Quarantine | | | | | |
| <i>N. Total # Civilians (Public) Affected:</i> | | | <i>N. Total # Responders Affected:</i> | | |

| 33. Life, Safety, and Health Status/Threat Remarks: | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%; padding: 5px;">*34. Life, Safety, and Health Threat Management:</th> <th style="width: 20%; padding: 5px;">A. Check if Active</th> </tr> <tr><td style="padding: 5px;">A. No Likely Threat</td><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">B. Potential Future Threat</td><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">C. Mass Notifications in Progress</td><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">D. Mass Notifications Completed</td><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">E. No Evacuation(s) Imminent</td><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">F. Planning for Evacuation</td><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">G. Planning for Shelter-in-Place</td><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">H. Evacuation(s) in Progress</td><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">I. Shelter-in-Place in Progress</td><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">J. Repopulation in Progress</td><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">K. Mass Immunization in Progress</td><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">L. Mass Immunization Complete</td><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">M. Quarantine in Progress</td><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">N. Area Restriction in Effect</td><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;"></td><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;"></td><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;"></td><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;"></td><td style="text-align: center; padding: 5px;"><input type="checkbox"/></td></tr> </table> | *34. Life, Safety, and Health Threat Management: | A. Check if Active | A. No Likely Threat | <input type="checkbox"/> | B. Potential Future Threat | <input type="checkbox"/> | C. Mass Notifications in Progress | <input type="checkbox"/> | D. Mass Notifications Completed | <input type="checkbox"/> | E. No Evacuation(s) Imminent | <input type="checkbox"/> | F. Planning for Evacuation | <input type="checkbox"/> | G. Planning for Shelter-in-Place | <input type="checkbox"/> | H. Evacuation(s) in Progress | <input type="checkbox"/> | I. Shelter-in-Place in Progress | <input type="checkbox"/> | J. Repopulation in Progress | <input type="checkbox"/> | K. Mass Immunization in Progress | <input type="checkbox"/> | L. Mass Immunization Complete | <input type="checkbox"/> | M. Quarantine in Progress | <input type="checkbox"/> | N. Area Restriction in Effect | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> |
|--|---|---|--------------------|---------------------|--------------------------|----------------------------|--------------------------|-----------------------------------|--------------------------|---------------------------------|--------------------------|------------------------------|--------------------------|----------------------------|--------------------------|----------------------------------|--------------------------|------------------------------|--------------------------|---------------------------------|--------------------------|-----------------------------|--------------------------|----------------------------------|--------------------------|-------------------------------|--------------------------|---------------------------|--------------------------|-------------------------------|--------------------------|--|--------------------------|--|--------------------------|--|--------------------------|--|--------------------------|
| *34. Life, Safety, and Health Threat Management: | A. Check if Active | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A. No Likely Threat | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B. Potential Future Threat | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C. Mass Notifications in Progress | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D. Mass Notifications Completed | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E. No Evacuation(s) Imminent | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F. Planning for Evacuation | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G. Planning for Shelter-in-Place | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| H. Evacuation(s) in Progress | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I. Shelter-in-Place in Progress | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| J. Repopulation in Progress | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| K. Mass Immunization in Progress | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| L. Mass Immunization Complete | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| M. Quarantine in Progress | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| N. Area Restriction in Effect | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

36. Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

37. Strategic Objectives (define planned end-state for incident):

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:

2. Incident Number:

Additional Incident Decision Support Information (continued)

38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:

- 1) critical resource needs identified above,
- 2) the Incident Action Plan and management objectives and targets,
- 3) anticipated results.

Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.

41. Planned Actions for Next Operational Period:

42. Projected Final Incident Size/Area (use unit label – e.g., “sq mi”):

43. Anticipated Incident Management Completion Date:

44. Projected Significant Resource Demobilization Start Date:

45. Estimated Incident Costs to Date:

46. Projected Final Incident Cost Estimate:

47. Remarks (or continuation of any blocks above – list block number in notation):

INCIDENT STATUS SUMMARY (ICS 209)

| | |
|-------------------|---------------------|
| 1. Incident Name: | 2. Incident Number: |
|-------------------|---------------------|

Incident Resource Commitment Summary

| 48. Agency or Organization: | 49. Resources (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box): | | | | | | | | | | | | | 50. Additional Personnel not assigned to a resource: | 51. Total Personnel (includes those associated with resources – e.g., aircraft or engines – and individual overhead): | |
|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|---|--|
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| | | | | | | | | | | | | | | | | |
| 52. Total Resources | | | | | | | | | | | | | | | | |
| 53. Additional Cooperating and Assisting Organizations Not Listed Above: | | | | | | | | | | | | | | | | |

ICS 209 Incident Status Summary

Purpose. The ICS 209 is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention. The ICS 209 contains basic information elements needed to support decisionmaking at all levels above the incident to support the incident. Decisionmakers may include the agency having jurisdiction, but also all multiagency coordination system (MACS) elements and parties, such as cooperating and assisting agencies/organizations, dispatch centers, emergency operations centers, administrators, elected officials, and local, tribal, county, State, and Federal agencies. Once ICS 209 information has been submitted from the incident, decisionmakers and others at all incident support and coordination points may transmit and share the information (based on its sensitivity and appropriateness) for access and use at local, regional, State, and national levels as it is needed to facilitate support.

Accurate and timely completion of the ICS 209 is necessary to identify appropriate resource needs, determine allocation of limited resources when multiple incidents occur, and secure additional capability when there are limited resources due to constraints of time, distance, or other factors. The information included on the ICS 209 influences the priority of the incident, and thus its share of available resources and incident support.

The ICS 209 is designed to provide a “snapshot in time” to effectively move incident decision support information where it is needed. It should contain the most accurate and up-to-date information available at the time it is prepared. However, readers of the ICS 209 may have access to more up-to-date or real-time information in reference to certain information elements on the ICS 209. Coordination among communications and information management elements within ICS and among MACS should delineate authoritative sources for more up-to-date and/or real-time information when ICS 209 information becomes outdated in a quickly evolving incident.

Reporting Requirements. The ICS 209 is intended to be used when an incident reaches a certain threshold where it becomes significant enough to merit special attention, require additional resource support needs, or cause media attention, increased public safety threat, etc. Agencies or organizations may set reporting requirements and, therefore, ICS 209s should be completed according to each jurisdiction or discipline’s policies, mobilization guide, or preparedness plans. It is recommended that consistent ICS 209 reporting parameters be adopted and used by jurisdictions or disciplines for consistency over time, documentation, efficiency, trend monitoring, incident tracking, etc.

For example, an agency or MAC (Multiagency Coordination) Group may require the submission of an initial ICS 209 when a new incident has reached a certain predesignated level of significance, such as when a given number of resources are committed to the incident, when a new incident is not completed within a certain timeframe, or when impacts/threats to life and safety reach a given level.

Typically, ICS 209 forms are completed either once daily or for each operational period – in addition to the initial submission. Jurisdictional or organizational guidance may indicate frequency of ICS 209 submission for particular definitions of incidents or for all incidents. This specific guidance may help determine submission timelines when operational periods are extremely short (e.g., 2 hours) and it is not necessary to submit new ICS 209 forms for all operational periods.

Any plans or guidelines should also indicate parameters for when it is appropriate to stop submitting ICS 209s for an incident, based upon incident activity and support levels.

Preparation. When an Incident Management Organization (such as an Incident Management Team) is in place, the Situation Unit Leader or Planning Section Chief prepares the ICS 209 at the incident. On other incidents, the ICS 209 may be completed by a dispatcher in the local communications center, or by another staff person or manager. This form should be completed at the incident or at the closest level to the incident.

The ICS 209 should be completed with the best possible, currently available, and verifiable information at the time it is completed and signed.

This form is designed to serve incidents impacting specific geographic areas that can easily be defined. It also has the flexibility for use on ubiquitous events, or those events that cover extremely large areas and that may involve many jurisdictions and ICS organizations. For these incidents, it will be useful to clarify on the form exactly which portion of the larger incident the ICS 209 is meant to address. For example, a particular ICS 209 submitted during a statewide outbreak of mumps may be relevant only to mumps-related activities in Story County, Iowa. This can be indicated in both the incident name, Block 1, and in the Incident Location Information section in Blocks 16–26.

While most of the “Incident Location Information” in Blocks 16–26 is optional, the more information that can be submitted, the better. Submission of multiple location indicators increases accuracy, improves interoperability, and increases information sharing between disparate systems. Preparers should be certain to follow accepted protocols or standards when entering location information, and clearly label all location information. As with other ICS 209 data, geospatial information may be widely shared and utilized, so accuracy is essential.

If electronic data is submitted with the ICS 209, do not attach or send extremely large data files. Incident geospatial data that is distributed with the ICS 209 should be in simple incident geospatial basics, such as the incident perimeter, point of origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. Any attached data should be clearly labeled as to format content and collection time, and should follow existing naming conventions and standards.

Distribution. ICS 209 information is meant to be completed at the level as close to the incident as possible, preferably at the incident. Once the ICS 209 has been submitted outside the incident to a dispatch center or MACS element, it may subsequently be transmitted to various incident supports and coordination entities based on the support needs and the decisions made within the MACS in which the incident occurs.

Coordination with public information system elements and investigative/intelligence information organizations at the incident and within MACS is essential to protect information security and to ensure optimal information sharing and coordination. There may be times in which particular ICS 209s contain sensitive information that should not be released to the public (such as information regarding active investigations, fatalities, etc.). When this occurs, the ICS 209 (or relevant sections of it) should be labeled appropriately, and care should be taken in distributing the information within MACS.

All completed and signed original ICS 209 forms **MUST** be given to the incident’s Documentation Unit and/or maintained as part of the official incident record.

Notes:

- To promote flexibility, only a limited number of ICS 209 blocks are typically required, and most of those are required only when applicable.
- Most fields are optional, to allow responders to use the form as best fits their needs and protocols for information collection.
- For the purposes of the ICS 209, responders are those personnel who are assigned to an incident or who are a part of the response community as defined by NIMS. This may include critical infrastructure owners and operators, nongovernmental and nonprofit organizational personnel, and contract employees (such as caterers), depending on local/jurisdictional/discipline practices.
- For additional flexibility only pages 1–3 are numbered, for two reasons:
 - Possible submission of additional pages for the Remarks Section (Block 47), and
 - Possible submission of additional copies of the fourth/last page (the “Incident Resource Commitment Summary”) to provide a more detailed resource summary.

| Block Number | Block Title | Instructions |
|--------------|----------------------|---|
| *1 | Incident Name | <p>REQUIRED BLOCK.</p> <ul style="list-style-type: none"> • Enter the full name assigned to the incident. • Check spelling of the full incident name. • For an incident that is a Complex, use the word “Complex” at the end of the incident name. • If the name changes, explain comments in Remarks, Block 47. • Do not use the same incident name for different incidents in the same calendar year. |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| 2 | Incident Number | <ul style="list-style-type: none"> • Enter the appropriate number based on current guidance. The incident number may vary by jurisdiction and discipline. • Examples include: <ul style="list-style-type: none"> ○ A computer-aided dispatch (CAD) number. ○ An accounting number. ○ A county number. ○ A disaster declaration number. ○ A combination of the State, unit/agency ID, and a dispatch system number. ○ A mission number. ○ Any other unique number assigned to the incident and derived by means other than those above. • Make sure the number entered is correct. • Do not use the same incident number for two different incidents in the same calendar year. • Incident numbers associated with host jurisdictions or agencies and incident numbers assigned by agencies represented in Unified Command should be listed, or indicated in Remarks, Block 47. |
| *3 | Report Version (check one box on left) <input type="checkbox"/> Initial <input type="checkbox"/> Update <input type="checkbox"/> Final Report # (if used) | REQUIRED BLOCK. <ul style="list-style-type: none"> • This indicates the current version of the ICS 209 form being submitted. • If only one ICS 209 will be submitted, check BOTH “Initial” and “Final” (or check only “Final”). Check “Initial” if this is the first ICS 209 for this incident. Check “Update” if this is a subsequent report for the same incident. These can be submitted at various time intervals (see “Reporting Requirements” above). <ul style="list-style-type: none"> • Check “Final” if this is the last ICS 209 to be submitted for this incident (usually when the incident requires only minor support that can be supplied by the organization having jurisdiction). • Incidents may also be marked as “Final” if they become part of a new Complex (when this occurs, it can be indicated in Remarks, Block 47). Use this optional field if your agency or organization requires the tracking of ICS 209 report numbers. Agencies may also track the ICS 209 by the date/time submitted. |
| *4 | Incident Commander(s) & Agency or Organization | REQUIRED BLOCK. <ul style="list-style-type: none"> • Enter both the first and last name of the Incident Commander. • If the incident is under a Unified Command, list all Incident Commanders by first initial and last name separated by a comma, including their organization. For example: <ul style="list-style-type: none"> L. Burnett – Minneapolis FD, R. Domanski – Minneapolis PD, C. Taylor – St. Paul PD, Y. Martin – St. Paul FD, S. McIntyre – U.S. Army Corps, J. Hartl – NTSB |
| 5 | Incident Management Organization | Indicate the incident management organization for the incident, which may be a Type 1, 2, or 3 Incident Management Team (IMT), a Unified Command, a Unified Command with an IMT, etc. This block should not be completed unless a recognized incident management organization is assigned to the incident. |

| Block Number | Block Title | Instructions |
|--------------|--|---|
| *6 | Incident Start Date/Time | REQUIRED. This is always the start date and time of the incident (not the report date and time or operational period). |
| | Date | Enter the start date (month/day/year). |
| | Time | Enter the start time (using the 24-hour clock). |
| | Time Zone | Enter the time zone of the incident (e.g., EDT, PST). |
| 7 | Current Incident Size or Area Involved (use unit label – e.g., “sq mi,” “city block”) | <ul style="list-style-type: none"> • Enter the appropriate incident descriptive size or area involved (acres, number of buildings, square miles, hectares, square kilometers, etc.). • Enter the total area involved for incident Complexes in this block, and list each sub-incident and size in Remarks (Block 47). • Indicate that the size is an estimate, if a more specific figure is not available. • Incident size may be a population figure rather than a geographic figure, depending on the incident definition and objectives. • If the incident involves more than one jurisdiction or mixed ownership, agencies/organizations may require listing a size breakdown by organization, or including this information in Remarks (Block 47). • The incident may be one part of a much larger event (refer to introductory instructions under “Preparation). Incident size/area depends on the area actively managed within the incident objectives and incident operations, and may also be defined by a delegation of authority or letter of expectation outlining management bounds. |
| 8 | Percent (%) Contained or Completed (circle one) | <ul style="list-style-type: none"> • Enter the percent that this incident is completed or contained (e.g., 50%), with a % label. • For example, a spill may be 65% contained, or flood response objectives may be 50% met. |
| *9 | Incident Definition | REQUIRED BLOCK. Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as “tornado,” “wildfire,” “bridge collapse,” “civil unrest,” “parade,” “vehicle fire,” “mass casualty,” etc. |
| 10 | Incident Complexity Level | Identify the incident complexity level as determined by Unified/Incident Commanders, if available or used. |
| *11 | For Time Period | REQUIRED BLOCK. <ul style="list-style-type: none"> • Enter the time interval for which the form applies. This period should include all of the time since the last ICS 209 was submitted, or if it is the initial ICS 209, it should cover the time lapsed since the incident started. • The time period may include one or more operational periods, based on agency/organizational reporting requirements. |
| | From Date/Time | <ul style="list-style-type: none"> • Enter the start date (month/day/year). • Enter the start time (using the 24-hour clock). |
| | To Date/Time | <ul style="list-style-type: none"> • Enter the end date (month/day/year). • Enter the end time (using the 24-hour clock). |

| Block Number | Block Title | Instructions |
|--|--|--|
| APPROVAL & ROUTING INFORMATION | | |
| *12 | Prepared By | REQUIRED BLOCK. When an incident management organization is in place, this would be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local emergency communications center, or another staff person or manager. |
| | Print Name | Print the name of the person preparing the form. |
| | ICS Position | The ICS title of the person preparing the form (e.g., "Situation Unit Leader"). |
| | Date/Time Prepared | Enter the date (month/day/year) and time (using the 24-hour clock) the form was prepared. Enter the time zone if appropriate. |
| *13 | Date/Time Submitted | REQUIRED. Enter the submission date (month/day/year) and time (using the 24-hour clock). |
| | Time Zone | Enter the time zone from which the ICS 209 was submitted (e.g., EDT, PST). |
| *14 | Approved By | REQUIRED. When an incident management organization is in place, this would be the Planning Section Chief or Incident Commander at the incident. On other incidents, it could be the jurisdiction's dispatch center manager, organizational administrator, or other manager. |
| | Print Name | Print the name of the person approving the form. |
| | ICS Position | The position of the person signing the ICS 209 should be entered (e.g., "Incident Commander"). |
| | Signature | Signature of the person approving the ICS 209, typically the Incident Commander. The original signed ICS 209 should be maintained with other incident documents. |
| *15 | Primary Location, Organization, or Agency Sent To | REQUIRED BLOCK. Enter the appropriate primary location or office the ICS 209 was sent to apart from the incident. This most likely is the entity or office that ordered the incident management organization that is managing the incident. This may be a dispatch center or a MACS element such as an emergency operations center. If a dispatch center or other emergency center prepared the ICS 209 for the incident, indicate where it was submitted initially. |
| INCIDENT LOCATION INFORMATION | | |
| <ul style="list-style-type: none"> • Much of the "Incident Location Information" in Blocks 16–26 is optional, but completing as many fields as possible increases accuracy, and improves interoperability and information sharing between disparate systems. • As with all ICS 209 information, accuracy is essential because the information may be widely distributed and used in a variety of systems. Location and/or geospatial data may be used for maps, reports, and analysis by multiple parties outside the incident. • Be certain to follow accepted protocols, conventions, or standards where appropriate when submitting location information, and clearly label all location information. • Incident location information is usually based on the point of origin of the incident, and the majority of the area where the incident jurisdiction is. | | |
| *16 | State | REQUIRED BLOCK WHEN APPLICABLE. <ul style="list-style-type: none"> • Enter the State where the incident originated. • If other States or jurisdictions are involved, enter them in Block 25 or Block 44. |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| *17 | County / Parish / Borough | REQUIRED BLOCK WHEN APPLICABLE. <ul style="list-style-type: none"> • Enter the county, parish, or borough where the incident originated. • If other counties or jurisdictions are involved, enter them in Block 25 or Block 47. |
| *18 | City | REQUIRED BLOCK WHEN APPLICABLE. <ul style="list-style-type: none"> • Enter the city where the incident originated. • If other cities or jurisdictions are involved, enter them in Block 25 or Block 47. |
| 19 | Unit or Other | Enter the unit, sub-unit, unit identification (ID) number or code (if used), or other information about where the incident originated. This may be a local identifier that indicates primary incident jurisdiction or responsibility (e.g., police, fire, public works, etc.) or another type of organization. Enter specifics in Block 25. |
| *20 | Incident Jurisdiction | REQUIRED BLOCK WHEN APPLICABLE. <p>Enter the jurisdiction where the incident originated (the entry may be general, such as Federal, city, or State, or may specifically identify agency names such as Warren County, U.S. Coast Guard, Panama City, NYPD).</p> |
| 21 | Incident Location Ownership (if different than jurisdiction) | <ul style="list-style-type: none"> • When relevant, indicate the ownership of the area where the incident originated, especially if it is different than the agency having jurisdiction. • This may include situations where jurisdictions contract for emergency services, or where it is relevant to include ownership by private entities, such as a large industrial site. |
| 22 | 22. Longitude (indicate format): Latitude (indicate format): | <ul style="list-style-type: none"> • Enter the longitude and latitude where the incident originated, if available and normally used by the authority having jurisdiction for the incident. • Clearly label the data, as longitude and latitude can be derived from various sources. For example, if degrees, minutes, and seconds are used, label as “33 degrees, 45 minutes, 01 seconds.” |
| 23 | US National Grid Reference | <ul style="list-style-type: none"> • Enter the US National Grid (USNG) reference where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. • Clearly label the data. |
| 24 | Legal Description (township, section, range) | <ul style="list-style-type: none"> • Enter the legal description where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. • Clearly label the data (e.g., N 1/2 SE 1/4, SW 1/4, S24, T32N, R18E). |
| *25 | Short Location or Area Description (list all affected areas or a reference point) | REQUIRED BLOCK. <ul style="list-style-type: none"> • List all affected areas as described in instructions for Blocks 16–24 above, OR summarize a general location, OR list a reference point for the incident (e.g., “the southern third of Florida,” “in ocean 20 miles west of Catalina Island, CA,” or “within a 5 mile radius of Walden, CO”). • This information is important for readers unfamiliar with the area (or with other location identification systems) to be able to quickly identify the general location of the incident on a map. • Other location information may also be listed here if needed or relevant for incident support (e.g., base meridian). |
| 26 | UTM Coordinates | Indicate Universal Transverse Mercator reference coordinates if used by the discipline or jurisdiction. |

| Block Number | Block Title | Instructions |
|-------------------------|--|--|
| 27 | <p>Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels)</p> | <ul style="list-style-type: none"> • Indicate whether and how geospatial data is included or attached. • Utilize common and open geospatial data standards. • WARNING: Do not attach or send extremely large data files with the ICS 209. Incident geospatial data that is distributed with the ICS 209 should be simple incident geospatial basics, such as the incident perimeter, origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. • NOTE: Clearly indicate data content. For example, data may be about an incident perimeter (such as a shape file), the incident origin (a point), a point and radius (such as an evacuation zone), or a line or lines (such as a pipeline). • NOTE: Indicate the data format (e.g., .shp, .kml, .kmz, or .gml file) and any relevant information about projection, etc. • NOTE: Include a hyperlink or other access information if incident map data is posted online or on an FTP (file transfer protocol) site to facilitate downloading and minimize information requests. • NOTE: Include a point of contact for getting geospatial incident information, if included in the ICS 209 or available and supporting the incident. |
| INCIDENT SUMMARY | | |
| *28 | <p>Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.)</p> | <p>REQUIRED BLOCK.</p> <ul style="list-style-type: none"> • Describe significant events that occurred during the period being reported in Block 6. Examples include: <ul style="list-style-type: none"> ○ Road closures. ○ Evacuations. ○ Progress made and accomplishments. ○ Incident command transitions. ○ Repopulation of formerly evacuated areas and specifics. ○ Containment. • Refer to other blocks in the ICS 209 when relevant for additional information (e.g., “Details on evacuations may be found in Block 33”), or in Remarks, Block 47. • Be specific and detailed in reference to events. For example, references to road closures should include road number and duration of closure (or include further detail in Block 33). Use specific metrics if needed, such as the number of people or animals evacuated, or the amount of a material spilled and/or recovered. • This block may be used for a single-paragraph synopsis of overall incident status. |
| 29 | <p>Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.)</p> | <ul style="list-style-type: none"> • When relevant, enter the appropriate primary materials, fuels, or other hazards involved in the incident that are leaking, burning, infecting, or otherwise influencing the incident. • Examples include hazardous chemicals, wildland fuel models, biohazards, explosive materials, oil, gas, structural collapse, avalanche activity, criminal activity, etc. |
| | Other | Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources. |

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 30 | Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.) | <ul style="list-style-type: none"> • Include a short summary of damage or use/access restrictions/limitations caused by the incident for the reporting period, and cumulatively. • Include if needed any information on the facility status, such as operational status, if it is evacuated, etc. when needed. • Include any critical infrastructure or key resources damaged/destroyed/impacted by the incident, the kind of infrastructure, and the extent of damage and/or impact and any known cascading impacts. • Refer to more specific or detailed damage assessment forms and packages when they are used and/or relevant. |
| | A. Structural Summary | Complete this table as needed based on the definitions for 30B–F below. Note in table or in text block if numbers entered are estimates or are confirmed. Summaries may also include impact to Shoreline and Wildlife, etc. |
| | B. # Threatened (72 hrs) | Enter the number of structures potentially threatened by the incident within the next 72 hours, based on currently available information. |
| | C. # Damaged | Enter the number of structures damaged by the incident. |
| | D. # Destroyed | Enter the number of structures destroyed beyond repair by the incident. |
| | E. Single Residences | Enter the number of single dwellings/homes/units impacted in Columns 30B–D. Note any specifics in the text block if needed, such as type of residence (apartments, condominiums, single-family homes, etc.). |
| | F. Nonresidential Commercial Properties | Enter the number of buildings or units impacted in Columns 30B–D. This includes any primary structure used for nonresidential purposes, excluding Other Minor Structures (Block 30G). Note any specifics regarding building or unit types in the text block. |
| | Other Minor Structures | Enter any miscellaneous structures impacted in Columns 30B–D not covered in 30E–F above, including any minor structures such as booths, sheds, or outbuildings. |
| | Other | Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources. |

| Block Number | Block Title | Instructions |
|--|--|---|
| ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (PAGE 2) | | |
| *31 | Public Status Summary | <ul style="list-style-type: none"> • This section is for summary information regarding incident-related injuries, illness, and fatalities for civilians (or members of the public); see 31C–N below. • Explain or describe the nature of any reported injuries, illness, or other activities in Life, Safety, and Health Status/Threat Remarks (Block 33). • Illnesses include those that may be caused through a biological event such as an epidemic or an exposure to toxic or radiological substances. • NOTE: <i>Do not estimate any fatality information.</i> • NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. • NOTE: Do not complete this block if the incident covered by the ICS 209 is <i>not directly responsible</i> for these actions (such as evacuations, sheltering, immunizations, etc.) <i>even if they are related to the incident.</i> <ul style="list-style-type: none"> ○ Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. ○ For example, if managing evacuation shelters is part of the incident operation itself, do include these numbers in Block 31J with any notes in Block 33. • NOTE: <u>When providing an estimated value, denote in parenthesis: "est."</u> <p>Handling Sensitive Information</p> <ul style="list-style-type: none"> • Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. • Thoroughly review the “Distribution” section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. • Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209. |
| | A. # This Reporting Period | Enter the total number of individuals impacted in each category for this reporting period (since the previous ICS 209 was submitted). |
| | B. Total # to Date | <ul style="list-style-type: none"> • Enter the total number of individuals impacted in each category for the entire duration of the incident. • This is a cumulative total number that should be adjusted each reporting period. |
| | C. Indicate Number of Civilians (Public) Below | <ul style="list-style-type: none"> • For lines 31D–M below, enter the number of civilians affected for each category. • Indicate if numbers are estimates, for those blocks where this is an option. • Civilians are those members of the public who are affected by the incident, but who are not included as part of the response effort through Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts. |
| | D. Fatalities | <ul style="list-style-type: none"> • Enter the number of <i>confirmed</i> civilian/public fatalities. • See information in introductory instructions (“Distribution”) and in Block 31 instructions regarding sensitive handling of fatality information. |

| Block Number | Block Title | Instructions |
|--------------------|---|---|
| | E. With Injuries/Illness | Enter the number of civilian/public injuries or illnesses directly related to the incident. Injury or illness is defined by the incident or jurisdiction(s). |
| *31 (continued) | F. Trapped/In Need of Rescue | Enter the number of civilians who are trapped or in need of rescue due to the incident. |
| | G. Missing (note if estimated) | Enter the number of civilians who are missing due to the incident. Indicate if an estimate is used. |
| | H. Evacuated (note if estimated) | Enter the number of civilians who are evacuated due to the incident. These are likely to be best estimates, but indicate if they are estimated. |
| | I. Sheltering-in-Place (note if estimated) | Enter the number of civilians who are sheltering in place due to the incident. Indicate if estimates are used. |
| | J. In Temporary Shelters (note if estimated) | Enter the number of civilians who are in temporary shelters as a direct result of the incident, noting if the number is an estimate. |
| | K. Have Received Mass Immunizations | Enter the number of civilians who have received mass immunizations due to the incident and/or as part of incident operations. Do not estimate. |
| | L. Require Mass Immunizations (note if estimated) | Enter the number of civilians who require mass immunizations due to the incident and/or as part of incident operations. Indicate if it is an estimate. |
| | M. In Quarantine | Enter the number of civilians who are in quarantine due to the incident and/or as part of incident operations. Do not estimate. |
| | N. Total # Civilians (Public) Affected | Enter sum totals for Columns 31A and 31B for Rows 31D–M. |
| *32 | Responder Status Summary | <ul style="list-style-type: none"> • This section is for summary information regarding incident-related injuries, illness, and fatalities for responders; see 32C–N. • Illnesses include those that may be related to a biological event such as an epidemic or an exposure to toxic or radiological substances directly in relation to the incident. • Explain or describe the nature of any reported injuries, illness, or other activities in Block 33. • NOTE: <i>Do not estimate any fatality information or responder status information.</i> • NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. • NOTE: Do not complete this block if the incident covered by the ICS 209 is <i>not directly responsible</i> for these actions (such as evacuations, sheltering, immunizations, etc.) even if they are related to the incident. Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. <p>Handling Sensitive Information</p> <ul style="list-style-type: none"> • Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. • Thoroughly review the “Distribution” section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. • Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209. |

| Block Number | Block Title | Instructions |
|--------------------|---|--|
| *32 (continued) | A. # This Reporting Period | Enter the total number of responders impacted in each category for this reporting period (since the previous ICS 209 was submitted). |
| | B. Total # to Date | <ul style="list-style-type: none"> Enter the total number of individuals impacted in each category for the <i>entire duration</i> of the incident. This is a <i>cumulative</i> total number that should be adjusted each reporting period. |
| | C. Indicate Number of Responders Below | <ul style="list-style-type: none"> For lines 32D–M below, enter the number of responders relevant for each category. Responders are those personnel included as part of Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts. |
| | D. Fatalities | <ul style="list-style-type: none"> Enter the number of <i>confirmed</i> responder fatalities. See information in introductory instructions (“Distribution”) and for Block 32 regarding sensitive handling of fatality information. |
| | E. With Injuries/Illness | <ul style="list-style-type: none"> Enter the number of incident responders with serious injuries or illnesses due to the incident. <i>For responders, serious injuries or illness are typically those in which the person is unable to continue to perform in his or her incident assignment, but the authority having jurisdiction may have additional guidelines on reporting requirements in this area.</i> |
| | F. Trapped/In Need Of Rescue | Enter the number of incident responders who are in trapped or in need of rescue due to the incident. |
| | G. Missing | Enter the number of incident responders who are missing due to incident conditions. |
| | H. | (BLANK; use however is appropriate.) |
| | I. Sheltering in Place | Enter the number of responders who are sheltering in place due to the incident. Once responders become the victims, this needs to be noted in Block 33 or Block 47 and handled accordingly. |
| | J. | (BLANK; use however is appropriate.) |
| | L. Require Immunizations | Enter the number of responders who require immunizations due to the incident and/or as part of incident operations. |
| | M. In Quarantine | Enter the number of responders who are in quarantine as a direct result of the incident and/or related to incident operations. |
| | N. Total # Responders Affected | Enter sum totals for Columns 32A and 32B for Rows 32D–M. |
| 33 | Life, Safety, and Health Status/Threat Remarks | <ul style="list-style-type: none"> Enter any details needed for Blocks 31, 32, and 34. Enter any specific comments regarding illness, injuries, fatalities, and threat management for this incident, such as whether estimates were used for numbers given in Block 31. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. Evacuation information can be very sensitive to local residents and officials. Be accurate in the assessment. Clearly note primary responsibility and contacts for any activities or information in Blocks 31, 32, and 34 that may be caused by the incident, but that are being managed and/or reported by other parties. Provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47). |

| Block Number | Block Title | Instructions |
|--------------|---|---|
| *34 | Life, Safety, and Health Threat Management | Note any details in Life, Safety, and Health Status/Threat Remarks (Block 33), and provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47). Additional pages may be necessary for notes. |
| | A. Check if Active | Check any applicable blocks in 34C–P based on currently available information regarding incident activity and potential. |
| | B. Notes | Note any specific details, or include in Block 33. |
| | C. No Likely Threat | Check if there is no likely threat to life, health, and safety. |
| | D. Potential Future Threat | Check if there is a potential future threat to life, health, and safety. |
| | E. Mass Notifications In Progress | <ul style="list-style-type: none"> • Check if there are any mass notifications in progress regarding emergency situations, evacuations, shelter in place, or other public safety advisories related to this incident. • These may include use of threat and alert systems such as the Emergency Alert System or a “reverse 911” system. • Please indicate the areas where mass notifications have been completed (e.g., “mass notifications to ZIP codes 50201, 50014, 50010, 50011,” or “notified all residents within a 5-mile radius of Gatlinburg”). |
| | F. Mass Notifications Completed | Check if actions referred to in Block 34E above have been completed. |
| | G. No Evacuation(s) Imminent | Check if evacuations are not anticipated in the near future based on current information. |
| | H. Planning for Evacuation | Check if evacuation planning is underway in relation to this incident. |
| | I. Planning for Shelter-in-Place | Check if planning is underway for shelter-in-place activities related to this incident. |
| | J. Evacuation(s) in Progress | Check if there are active evacuations in progress in relation to this incident. |
| | K. Shelter-In-Place in Progress | Check if there are active shelter-in-place actions in progress in relation to this incident. |
| | L. Repopulation in Progress | Check if there is an active repopulation in progress related to this incident. |
| | M. Mass Immunization in Progress | Check if there is an active mass immunization in progress related to this incident. |
| | N. Mass Immunization Complete | Check if a mass immunization effort has been completed in relation to this incident. |
| | O. Quarantine in Progress | Check if there is an active quarantine in progress related to this incident. |
| | P. Area Restriction in Effect | Check if there are any restrictions in effect, such as road or area closures, especially those noted in Block 28. |

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 35 | Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern) | <ul style="list-style-type: none"> • Complete a short synopsis/discussion on significant weather factors that could cause concerns for the incident when relevant. • Include current and/or predicted weather factors, and the timeframe for predictions. • Include relevant factors such as: <ul style="list-style-type: none"> ○ Wind speed (label units, such as mph). ○ Wind direction (clarify and label where wind is coming from and going to in plain language – e.g., “from NNW,” “from E,” or “from SW”). ○ Temperature (label units, such as F). ○ Relative humidity (label %). ○ Watches. ○ Warnings. ○ Tides. ○ Currents. • Any other weather information relative to the incident, such as flooding, hurricanes, etc. |
| 36 | Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes 12 hours 24 hours 48 hours 72 hours Anticipated after 72 hours | <ul style="list-style-type: none"> • Provide an estimate (when it is possible to do so) of the direction/scope in which the incident is expected to spread, migrate, or expand during the next indicated operational period, or other factors that may cause activity changes. • Discuss incident potential relative to values at risk, or values to be protected (such as human life), and the potential changes to those as the incident changes. • Include an estimate of the acreage or area that will likely be affected. • If known, provide the above information in 12-, 24-, 48- and 72-hour timeframes, and any activity anticipated after 72 hours. |
| 37 | Strategic Objectives (define planned end-state for incident) | Briefly discuss the desired outcome for the incident based on currently available information. Note any high-level objectives and any possible strategic benefits as well (especially for planned events). |

| Block Number | Block Title | Instructions |
|--|--|--|
| ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (continued) (PAGE 3) | | |
| 38 | <p>Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.</p> <p>Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.</p> <p>12 hours 24 hours 48 hours 72 hours Anticipated after 72 hours</p> | <p>Summarize major or significant threats due to incident activity based on currently available information. Include a breakdown of threats in terms of 12-, 24-, 48-, and 72-hour timeframes.</p> |

| Block Number | Block Title | Instructions |
|--------------|--|---|
| 39 | <p>Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:</p> <p>12 hours 24 hours 48 hours 72 hours Anticipated after 72 hours</p> | <ul style="list-style-type: none"> • List the specific critical resources and numbers needed, in order of priority. <i>Be specific as to the need.</i> • Use plain language and common terminology for resources, and indicate resource category, kind, and type (if available or known) to facilitate incident support. • If critical resources are listed in this block, there should be corresponding orders placed for them through appropriate resource ordering channels. • Provide critical resource needs in 12-, 24-, 48- and 72-hour increments. List the most critical resources needed for each timeframe, if needs have been identified for each timeframe. Listing critical resources by the time they are needed gives incident support personnel a “heads up” for short-range planning, and assists the ordering process to ensure these resources will be in place when they are needed. • More than one resource need may be listed for each timeframe. For example, a list could include: <ul style="list-style-type: none"> ○ <u>24 hrs</u>: 3 Type 2 firefighting helicopters, 2 Type I Disaster Medical Assistance Teams ○ <u>48 hrs</u>: Mobile Communications Unit (Law/Fire) ○ <u>After 72 hrs</u>: 1 Type 2 Incident Management Team • Documentation in the ICS 209 can help the incident obtain critical regional or national resources through outside support mechanisms including multiagency coordination systems and mutual aid. <ul style="list-style-type: none"> ○ Information provided in other blocks on the ICS 209 can help to support the need for resources, including Blocks 28, 29, 31–38, and 40–42. ○ Additional comments in the Remarks section (Block 47) can also help explain what the incident is requesting and why it is critical (for example, “Type 2 Incident Management Team is needed in three days to transition command when the current Type 2 Team times out”). • Do not use this block for noncritical resources. |
| 40 | <p>Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:</p> <p>1) critical resource needs identified above, 2) the Incident Action Plan and management objectives and targets, 3) anticipated results.</p> <p>Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.</p> | <ul style="list-style-type: none"> • Wording should be consistent with Block 39 to justify critical resource needs, which should relate to planned actions in the Incident Action Plan. • Give a short assessment of the likelihood of meeting the incident management targets, given the current management strategy and currently known constraints. • Identify when the chosen management strategy will succeed given the current constraints. Adjust the anticipated incident management completion target in Block 43 as needed based on this discussion. • Explain major problems and concerns as indicated. |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| 41 | Planned Actions for Next Operational Period | <ul style="list-style-type: none"> • Provide a short summary of actions planned for the next operational period. • Examples: <ul style="list-style-type: none"> ○ “The current Incident Management Team will transition out to a replacement IMT.” ○ “Continue to review operational/ engineering plan to facilitate removal of the partially collapsed west bridge supports.” ○ “Continue refining mapping of the recovery operations and damaged assets using GPS.” ○ “Initiate removal of unauthorized food vendors.” |
| 42 | Projected Final Incident Size/Area (use unit label – e.g., “sq mi”) | <ul style="list-style-type: none"> • Enter an estimate of the total area likely to be involved or affected over the course of the incident. • Label the estimate of the total area or population involved, affected, or impacted with the relevant units such as acres, hectares, square miles, etc. • Note that total area involved may not be limited to geographic area (see previous discussions regarding incident definition, scope, operations, and objectives). Projected final size may involve a population rather than a geographic area. |
| 43 | Anticipated Incident Management Completion Date | <ul style="list-style-type: none"> • Enter the date (month/day/year) at which time it is expected that incident objectives will be met. This is often explained similar to incident containment or control, or the time at which the incident is expected to be closed or when significant incident support will be discontinued. • Avoid leaving this block blank if possible, as this is important information for managers. |
| 44 | Projected Significant Resource Demobilization Start Date | Enter the date (month/day/year) when initiation of significant resource demobilization is anticipated. |
| 45 | Estimated Incident Costs to Date | <ul style="list-style-type: none"> • Enter the estimated total incident costs to date for the entire incident based on currently available information. • Incident costs include estimates of all costs for the response, including all management and support activities per discipline, agency, or organizational guidance and policy. • This does not include damage assessment figures, as they are impacts from the incident and not response costs. • If costs decrease, explain in Remarks (Block 47). • If additional space is required, please add as an attachment. |
| 46 | Projected Final Incident Cost Estimate | <ul style="list-style-type: none"> • Enter an estimate of the total costs for the incident once all costs have been processed based on current spending and projected incident potential, per discipline, agency, or organizational guidance and policy. This is often an estimate of daily costs combined with incident potential information. • This does not include damage assessment figures, as they are impacts from the incident and not response costs. • If additional space is required, please add as an attachment. |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| 47 | Remarks (or continuation of any blocks above – list block number in notation) | <ul style="list-style-type: none"> • Use this block to expand on information that has been entered in previous blocks, or to include other pertinent information that has not been previously addressed. • List the block number for any information continued from a previous block. • Additional information may include more detailed weather information, specifics on injuries or fatalities, threats to critical infrastructure or other resources, more detailed evacuation site locations and number of evacuated, information or details regarding incident cause, etc. • For Complexes that include multiple incidents, list all sub-incidents included in the Complex. • List jurisdictional or ownership breakdowns if needed when an incident is in more than one jurisdiction and/or ownership area. Breakdown may be: <ul style="list-style-type: none"> ○ By size (e.g., 35 acres in City of Gatlinburg, 250 acres in Great Smoky Mountains), and/or ○ By geography (e.g., incident area on the west side of the river is in jurisdiction of City of Minneapolis; area on east side of river is City of St. Paul jurisdiction; river is joint jurisdiction with USACE). • Explain any reasons for incident size reductions or adjustments (e.g., reduction in acreage due to more accurate mapping). • This section can also be used to list any additional information about the incident that may be needed by incident support mechanisms outside the incident itself. This may be basic information needed through multiagency coordination systems or public information systems (e.g., a public information phone number for the incident, or the incident Web site address). • Attach additional pages if it is necessary to include additional comments in the Remarks section. |

INCIDENT RESOURCE COMMITMENT SUMMARY (PAGE 4)

- This last/fourth page of the ICS 209 can be copied and used if needed to accommodate additional resources, agencies, or organizations. Write the actual page number on the pages as they are used.
- Include only resources that have been assigned to the incident and that have arrived and/or been checked in to the incident. Do not include resources that have been ordered but have *not* yet arrived.

For summarizing:

- When there are large numbers of responders, it may be helpful to group agencies or organizations together. Use the approach that works best for the multiagency coordination system applicable to the incident. For example,
 - Group State, local, county, city, or Federal responders together under such headings, or
 - Group resources from one jurisdiction together and list only individual jurisdictions (e.g., list the public works, police, and fire department resources for a city under that city's name).
- On a large incident, it may also be helpful to group similar categories, kinds, or types of resources together for this summary.

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 48 | Agency or Organization | <ul style="list-style-type: none"> • List the agencies or organizations contributing resources to the incident as responders, through mutual aid agreements, etc. • List agencies or organizations using clear language so readers who may not be from the discipline or host jurisdiction can understand the information. • Agencies or organizations may be listed individually or in groups. • When resources are grouped together, individual agencies or organizations may be listed below in Block 53. • Indicate in the rows under Block 49 how many resources are assigned to the incident under each resource identified. <ul style="list-style-type: none"> ○ These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box. ○ For example: <ul style="list-style-type: none"> ▪ <i>Resource:</i> Type 2 Helicopters... 3/8 (indicates 3 aircraft, 8 personnel). ▪ <i>Resource:</i> Type 1 Decontamination Unit... 1/3 (indicates 1 unit, 3 personnel). • Indicate in the rows under Block 51 the total number of personnel assigned for each agency listed under Block 48, including both individual overhead and those associated with other resources such as fire engines, decontamination units, etc. |
| 49 | Resources (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box) | <ul style="list-style-type: none"> • List resources using clear language when possible – so ICS 209 readers who may not be from the discipline or host jurisdiction can understand the information. <ul style="list-style-type: none"> ○ Examples: Type 1 Fire Engines, Type 4 Helicopters • Enter total numbers in columns for each resource by agency, organization, or grouping in the proper blocks. <ul style="list-style-type: none"> ○ These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box. ○ For example: <ul style="list-style-type: none"> ▪ <i>Resource:</i> Type 2 Helicopters... 3/8 (indicates 3 aircraft, 8 personnel). ▪ <i>Resource:</i> Type 1 Decontamination Unit... 1/3 (indicates 1 unit, 3 personnel). • NOTE: One option is to group similar resources together when it is sensible to do so for the summary. <ul style="list-style-type: none"> ○ For example, do not list every type of fire engine – rather, it may be advisable to list two generalized types of engines, such as “structure fire engines” and “wildland fire engines” in separate columns with totals for each. • NOTE: It is not advisable to list individual overhead personnel individually in the resource section, especially as this form is intended as a summary. These personnel should be included in the Total Personnel sums in Block 51. |
| 50 | Additional Personnel not assigned to a resource | List the number of <i>additional</i> individuals (or overhead) that are not assigned to a specific resource by agency or organization. |
| 51 | Total Personnel (includes those associated with resources – e.g., aircraft or engines – <i>and</i> individual overhead) | <ul style="list-style-type: none"> • Enter the total personnel for each agency, organization, or grouping in the Total Personnel column. • WARNING: Do not simply add the numbers across! • The number of Total Personnel for each row should include <u>both</u>: <ul style="list-style-type: none"> ○ The total number of personnel assigned to each of the resources listed in Block 49, and ○ The total number of additional individual overhead personnel from each agency, organization, or group listed in Block 50. |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| 52 | Total Resources | Include the sum total of resources for each column, including the total for the column under Blocks 49, 50, and 51. This should include the total number of <i>resources</i> in Block 49, as personnel totals will be counted under Block 51. |
| 53 | Additional Cooperating and Assisting Organizations Not Listed Above | <ul style="list-style-type: none">• List all agencies and organizations that are not directly involved in the incident, but are providing support.• Examples may include ambulance services, Red Cross, DHS, utility companies, etc.• Do not repeat any resources counted in Blocks 48–52, unless explanations are needed for groupings created under Block 48 (Agency or Organization). |

RESOURCE STATUS CHANGE (ICS 210)

| 1. Incident Name: | | 2. Operational Period: | Date From: Date | | Date To: Date | |
|---|--|---|---------------------------------------|------------------------------------|---------------|--|
| | | | Time From: HHMM | | Time To: HHMM | |
| 3. Resource Number | 4. New Status (Available, Assigned, O/S) | 5. From (Assignment and Status): | 6. To (Assignment and Status): | 7. Time and Date of Change: | | |
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| 8. Comments: | | | | | | |
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| 9. Prepared by: Name: _____ Position/Title: _____ Signature: _____ | | | | | | |
| ICS 210 | | Date/Time: Date _____ | | | | |

ICS 210 Resource Status Change

Purpose. The Resource Status Change (ICS 210) is used by the Incident Communications Center Manager to record status change information received on resources assigned to the incident. This information could be transmitted with a General Message (ICS 213). The form could also be used by Operations as a worksheet to track entry, etc.

Preparation. The ICS 210 is completed by radio/telephone operators who receive status change information from individual resources, Task Forces, Strike Teams, and Division/Group Supervisors. Status information could also be reported by Staging Area and Helibase Managers and fixed-wing facilities.

Distribution. The ICS 210 is maintained by the Communications Unit and copied to Resources Unit and filed by Documentation Unit.

Notes:

- The ICS 210 is essentially a message form that can be used to update Resource Status Cards or T-Cards (ICS 219) for incident-level resource management.
- If additional pages are needed, use a blank ICS 210 and repaginate as needed.

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | Resource Number | Enter the resource identification (ID) number (this may be a letter and number combination) assigned by either the sending unit or the incident. |
| 4 | New Status (Available, Assigned, Out of Service) | Indicate the current status of the resource: <ul style="list-style-type: none"> • Available – Indicates resource is available for incident use immediately. • Assigned – Indicates resource is checked in and assigned a work task on the incident. • Out of Service – Indicates resource is assigned to the incident but unable to respond for mechanical, rest, or personnel reasons. If space permits, indicate the estimated time of return (ETR). It may be useful to indicate the reason a resource is out of service (e.g., “O/S – Mech” (for mechanical issues), “O/S – Rest” (for off shift), or “O/S – Pers” (for personnel issues). |
| 5 | From (Assignment and Status) | Indicate the current location of the resource (where it came from) and the status. When more than one Division, Staging Area, or Camp is used, identify the specific location (e.g., Division A, Staging Area, Incident Command Post, Western Camp). |
| 6 | To (Assignment and Status) | Indicate the assigned incident location of the resource and status. When more than one Division, Staging Area, or Camp is used, identify the specific location. |
| 7 | Time and Date of Change | Enter the time and location of the status change (24-hour clock). Enter the date as well if relevant (e.g., out of service). |
| 8 | Comments | Enter any special information provided by the resource or dispatch center. This may include details about why a resource is out of service, or individual identifying designators (IDs) of Strike Teams and Task Forces. |
| 9 | Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

INCIDENT CHECK-IN LIST (ICS 211)

| | | | | | | | | | | | | | | | | | | |
|--|----------------------------|---|---------------------------|------------------------------|-------------------------|---|---|--------------------------------|---|--|--|--|--|--|--|--|--|--|
| 1. Incident Name: | 2. Incident Number: | 3. Check-In Location (complete all that apply): <input type="checkbox"/> Base <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP <input type="checkbox"/> Helibase <input type="checkbox"/> Other | | | | 4. Start Date/Time: Date: _____ Time: HHMM | | | | | | | | | | | | |
| Check-in Information (use reverse of form for remarks or comments) | | | | | | 14. Incident Assignment | 15. Other Qualifications | | | 16. Data Provided to Resources Unit | | | | | | | | |
| 5. List single resource personnel (overhead) by agency and name, OR list resources by the following format: | | | 6. Order Request # | 7. Date/Time Check-in | 8. Leader's Name | 9. Total Number of Personnel | 10. Incident Contact Information | 11. Home Unit or Agency | 12. Departure Point, Date and Time | 13. Method of Travel | | | | | | | | |
| | | | State | Agency | Category | Kind | Type | Resource Name or Identifier | ST or TF | | | | | | | | | |
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ICS 211
17. Prepared by: _____
Name: _____
Position/Title: _____
Signature: _____
Date/Time: _____

ICS 211 Incident Check-In List

Purpose. Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211). The ICS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.

Preparation. The ICS 211 is initiated at a number of incident locations including: Staging Areas, Base, and Incident Command Post (ICP). Preparation may be completed by: (1) overhead at these locations, who record the information and give it to the Resources Unit as soon as possible, (2) the Incident Communications Center Manager located in the Communications Center, who records the information and gives it to the Resources Unit as soon as possible, (3) a recorder from the Resources Unit during check-in to the ICP. As an option, the ICS 211 can be printed on colored paper to match the designated Resource Status Card (ICS 219) colors. The purpose of this is to aid the process of completing a large volume of ICS 219s. The ICS 219 colors are:

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

Distribution. ICS 211s, which are completed by personnel at the various check-in locations, are provided to the Resources Unit, Demobilization Unit, and Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

Notes:

- Also available as 8½ x 14 (legal size) or 11 x 17 chart.
- Use reverse side of form for remarks or comments.
- If additional pages are needed for any form page, use a blank ICS 211 and repaginate as needed.
- Contact information for sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Incident Number | Enter the number assigned to the incident. |
| 3 | Check-In Location <input type="checkbox"/> Base <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP <input type="checkbox"/> Helibase <input type="checkbox"/> Other | Check appropriate box and enter the check-in location for the incident. Indicate specific information regarding the locations under each checkbox. ICP is for Incident Command Post. Other may include... |
| 4 | Start Date/Time <ul style="list-style-type: none"> • Date • Time | Enter the date (month/day/year) and time (using the 24-hour clock) that the form was started. |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| | Check-In Information | Self explanatory. |
| 5 | List single resource personnel (overhead) by agency and name, OR list resources by the following format | Enter the following information for resources: OPTIONAL: Indicate if resource is a single resource versus part of Strike Team or Task Force. Fields can be left blank if not necessary. |
| | • State | Use this section to list the home State for the resource. |
| | • Agency | Use this section to list agency name (or designator), and individual names for all single resource personnel (e.g., ORC, ARL, NYPD). |
| | • Category | Use this section to list the resource category based on NIMS, discipline, or jurisdiction guidance. |
| | • Kind | Use this section to list the resource kind based on NIMS, discipline, or jurisdiction guidance. |
| | • Type | Use this section to list the resource type based on NIMS, discipline, or jurisdiction guidance. |
| | • Resource Name or Identifier | Use this section to enter the resource name or unique identifier. If it is a Strike Team or a Task Force, list the unique Strike Team or Task Force identifier (if used) on a single line with the component resources of the Strike Team or Task Force listed on the following lines. For example, for an Engine Strike Team with the call sign "XLT459" show "XLT459" in this box and then in the next five rows, list the unique identifier for the five engines assigned to the Strike Team. |
| • ST or TF | Use ST or TF to indicate whether the resource is part of a Strike Team or Task Force. See above for additional instructions. | |
| 6 | Order Request # | The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident. |
| 7 | Date/Time Check-In | Enter date (month/day/year) and time of check-in (24-hour clock) to the incident. |
| 8 | Leader's Name | <ul style="list-style-type: none"> • For equipment, enter the operator's name. • Enter the Strike Team or Task Force leader's name. • Leave blank for single resource personnel (overhead). |
| 9 | Total Number of Personnel | Enter total number of personnel associated with the resource. Include leaders. |
| 10 | Incident Contact Information | Enter available contact information (e.g., radio frequency, cell phone number, etc.) for the incident. |
| 11 | Home Unit or Agency | Enter the home unit or agency to which the resource or individual is normally assigned (may not be departure location). |
| 12 | Departure Point, Date and Time | Enter the location from which the resource or individual departed for this incident. Enter the departure time using the 24-hour clock. |
| 13 | Method of Travel | Enter the means of travel the individual used to bring himself/herself to the incident (e.g., bus, truck, engine, personal vehicle, etc.). |
| 14 | Incident Assignment | Enter the incident assignment at time of dispatch. |
| 15 | Other Qualifications | Enter additional duties (ICS positions) pertinent to the incident that the resource/individual is qualified to perform. Note that resources should not be reassigned on the incident without going through the established ordering process. This data may be useful when resources are demobilized and remobilized for another incident. |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| 16 | Data Provided to Resources Unit | Enter the date and time that the information pertaining to that entry was transmitted to the Resources Unit, and the initials of the person who transmitted the information. |
| 17 | Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time | Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

GENERAL MESSAGE (ICS 213)

| | | |
|---|-------------------------|------------------------|
| 1. Incident Name (Optional): | | |
| 2. To (Name and Position): | | |
| 3. From (Name and Position): | | |
| 4. Subject: | 5. Date: Date | 6. Time HHMM |
| 7. Message: | | |
| 8. Approved by: Name: _____ Signature: _____ Position/Title: _____ | | |
| 9. Reply: | | |
| 10. Replied by: Name: _____ Position/Title: _____ Signature: _____ | | |
| ICS 213 | Date/Time: Date | |

ICS 213 General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

| Block Number | Block Title | Instructions |
|--------------|--|--|
| 1 | Incident Name (Optional) | Enter the name assigned to the incident. This block is optional. |
| 2 | To (Name and Position) | Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names. |
| 3 | From (Name and Position) | Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names. |
| 4 | Subject | Enter the subject of the message. |
| 5 | Date | Enter the date (month/day/year) of the message. |
| 6 | Time | Enter the time (using the 24-hour clock) of the message. |
| 7 | Message | Enter the content of the message. Try to be as concise as possible. |
| 8 | Approved by <ul style="list-style-type: none"> • Name • Signature • Position/Title | Enter the name, signature, and ICS position/title of the person approving the message. |
| 9 | Reply | The intended recipient will enter a reply to the message and return it to the originator. |
| 10 | Replied by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock). |

ICS 214 Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | Name | Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team). |
| 4 | ICS Position | Enter the name and ICS position of the individual in charge of the Unit. |
| 5 | Home Agency (and Unit) | Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline. |
| 6 | Resources Assigned | Enter the following information for resources assigned: |
| | <ul style="list-style-type: none"> • Name | Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option. |
| | <ul style="list-style-type: none"> • ICS Position | Use this section to enter the resource's ICS position (e.g., Finance Section Chief). |
| | <ul style="list-style-type: none"> • Home Agency (and Unit) | Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit). |
| 7 | Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities | <ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc. |
| 8 | Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)

| | | | | |
|--|-------------------------|-------------------------------|-------------------------------------|---------------------------------|
| 1. Incident Name: | | 2. Incident Number: | | |
| 3. Date/Time Prepared: Date: _____ Time: HHMM | | 4. Operational Period: | Date From: _____ Time From: HHMM | Date To: _____ Time To: HHMM |
| 5. Incident Area | 6. Hazards/Risks | 7. Mitigations | | |
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| 8. Prepared by (Safety Officer): Name: _____ Signature: _____ | | | | |
| Prepared by (Operations Section Chief): Name: _____ Signature: _____ | | | | |
| ICS 215A | | Date/Time: _____ | | |

ICS 215A

Incident Action Plan Safety Analysis

Purpose. The purpose of the Incident Action Plan Safety Analysis (ICS 215A) is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls. This worksheet addresses communications challenges between planning and operations, and is best utilized in the planning phase and for Operations Section briefings.

Preparation. The ICS 215A is typically prepared by the Safety Officer during the incident action planning cycle. When the Operations Section Chief is preparing for the tactics meeting, the Safety Officer collaborates with the Operations Section Chief to complete the Incident Action Plan Safety Analysis. This worksheet is closely linked to the Operational Planning Worksheet (ICS 215). Incident areas or regions are listed along with associated hazards and risks. For those assignments involving risks and hazards, mitigations or controls should be developed to safeguard responders, and appropriate incident personnel should be briefed on the hazards, mitigations, and related measures. Use additional sheets as needed.

Distribution. When the safety analysis is completed, the form is distributed to the Resources Unit to help prepare the Operations Section briefing. All completed original forms must be given to the Documentation Unit.

Notes:

- This worksheet can be made into a wall mount, and can be part of the IAP.
- If additional pages are needed, use a blank ICS 215A and repaginate as needed.

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Incident Number | Enter the number assigned to the incident. |
| 3 | Date/Time Prepared | Enter date (month/day/year) and time (using the 24-hour clock) prepared. |
| 4 | Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To | Enter the start date (month/day/year) and time (24-hour clock) and end date and time for the operational period to which the form applies. |
| 5 | Incident Area | Enter the incident areas where personnel or resources are likely to encounter risks. This may be specified as a Branch, Division, or Group. |
| 6 | Hazards/Risks | List the types of hazards and/or risks likely to be encountered by personnel or resources at the incident area relevant to the work assignment. |
| 7 | Mitigations | List actions taken to reduce risk for each hazard indicated (e.g., specify personal protective equipment or use of a buddy system or escape routes). |
| 8 | Prepared by (Safety Officer and Operations Section Chief) <ul style="list-style-type: none">• Name• Signature• Date/Time | Enter the name of both the Safety Officer and the Operations Section Chief, who should collaborate on form preparation. Enter date (month/day/year) and time (24-hour clock) reviewed. |

OPERATIONAL PLANNING WORKSHEET (ICS 215)

| 1. Incident Name: | | 2. Operational Period: | | | | | | | | | | Date To: Date | |
|---|--|---|------|---|------|--|------|------|------|------|------|---------------|------|
| | | | | | | | | | | | | | |
| | | Time From: HHMM | | | | | | | | | | Time To: HHMM | |
| 3. Branch | | | | | | | | | | | | | |
| 4. Division, Group, or Other | | | | | | | | | | | | | |
| 5. Work Assignment & Special Instructions | | | | | | | | | | | | | |
| 6. Resources | | | | | | | | | | | | | |
| | | Req. | Have | Need | Req. | Have | Need | Req. | Have | Need | Req. | Have | Need |
| | | Req. | Have | Need | Req. | Have | Need | Req. | Have | Need | Req. | Have | Need |
| | | Req. | Have | Need | Req. | Have | Need | Req. | Have | Need | Req. | Have | Need |
| | | Req. | Have | Need | Req. | Have | Need | Req. | Have | Need | Req. | Have | Need |
| | | Req. | Have | Need | Req. | Have | Need | Req. | Have | Need | Req. | Have | Need |
| | | Req. | Have | Need | Req. | Have | Need | Req. | Have | Need | Req. | Have | Need |
| | | Req. | Have | Need | Req. | Have | Need | Req. | Have | Need | Req. | Have | Need |
| | | Req. | Have | Need | Req. | Have | Need | Req. | Have | Need | Req. | Have | Need |
| | | 11. Total Resources Required | | 12. Total Resources Have on Hand | | 13. Total Resources Need To Order | | | | | | | |
| | | 14. Prepared by: | | Name: _____ | | Position/Title: _____ | | | | | | | |
| | | | | Signature: _____ | | Date/Time: _____ | | | | | | | |
| | | | | Date: _____ | | | | | | | | | |

ICS 215

Operational Planning Worksheet

Purpose. The Operational Planning Worksheet (ICS 215) communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Section Chief for ordering resources for the incident.

Preparation. The ICS 215 is initiated by the Operations Section Chief and often involves logistics personnel, the Resources Unit, and the Safety Officer. The form is shared with the rest of the Command and General Staffs during the Planning Meeting. It may be useful in some disciplines or jurisdictions to prefill ICS 215 copies prior to incidents.

Distribution. When the Branch, Division, or Group work assignments and accompanying resource allocations are agreed upon, the form is distributed to the Resources Unit to assist in the preparation of the ICS 204. The Logistics Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

Notes:

- This worksheet can be made into a wall mount.
- Also available as 8½ x 14 (legal size) and 11 x 17 chart.
- If additional pages are needed, use a blank ICS 215 and repaginate as needed.

| Block Number | Block Title | Instructions |
|--------------|--|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | Branch | Enter the Branch of the work assignment for the resources. |
| 4 | Division, Group, or Other | Enter the Division, Group, or other location (e.g., Staging Area) of the work assignment for the resources. |
| 5 | Work Assignment & Special Instructions | Enter the specific work assignments given to each of the Divisions/Groups and any special instructions, as required. |
| 6 | Resources | Complete resource headings for category, kind, and type as appropriate for the incident. The use of a slash indicates a single resource in the upper portion of the slash and a Strike Team or Task Force in the bottom portion of the slash. |
| | • Required | Enter, for the appropriate resources, the number of resources by type (engine, squad car, Advanced Life Support ambulance, etc.) required to perform the work assignment. |
| | • Have | Enter, for the appropriate resources, the number of resources by type (engines, crew, etc.) available to perform the work assignment. |
| | • Need | Enter the number of resources needed by subtracting the number in the "Have" row from the number in the "Required" row. |
| 7 | Overhead Position(s) | List any supervisory and nonsupervisory ICS position(s) not directly assigned to a previously identified resource (e.g., Division/Group Supervisor, Assistant Safety Officer, Technical Specialist, etc.). |
| 8 | Special Equipment & Supplies | List special equipment and supplies, including aviation support, used or needed. This may be a useful place to monitor span of control. |
| 9 | Reporting Location | Enter the specific location where the resources are to report (Staging Area, location at incident, etc.). |
| 10 | Requested Arrival Time | Enter the time (24-hour clock) that resources are requested to arrive at the reporting location. |

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 11 | Total Resources Required | Enter the total number of resources required by category/kind/type as preferred (e.g., engine, squad car, ALS ambulance, etc.). A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/ Task Forces in the bottom portion of the slash. |
| 12 | Total Resources Have on Hand | Enter the total number of resources on hand that are assigned to the incident for incident use. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash. |
| 13 | Total Resources Need To Order | Enter the total number of resources needed. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash. |
| 14 | Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

SUPPORT VEHICLE/EQUIPMENT INVENTORY (ICS 218)

| 1. Incident Name: | | 2. Incident Number: | | 3. Date/Time Prepared: Date: _____ Time: HHMM | | 4. Vehicle/Equipment Category: | | | | | |
|---|-----------------|-------------------------------------|---------------------------|--|-------------------------------|--------------------------------|--------------------------|------------------------------|---------------------|------------------------------|--------------------------------|
| 5. Vehicle/Equipment Information | | | | | | | | | | | |
| Order Request Number | Incident ID No. | Vehicle or Equipment Classification | Vehicle or Equipment Make | Category/Kind/Type, Capacity, or Size | Vehicle or Equipment Features | Agency or Owner | Operator Name or Contact | Vehicle License or ID No. | Incident Assignment | Incident Start Date and Time | Incident Release Date and Time |
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| 6. Prepared by: Name: _____ | | | | | | | | Position/Title: _____ | | Signature: _____ | |
| ICS 218 | | | | | | | | | | | |

ICS 218 Support Vehicle/Equipment Inventory

Purpose. The Support Vehicle/Equipment Inventory (ICS 218) provides an inventory of all transportation and support vehicles and equipment assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles and equipment on the incident. The Resources Unit uses the information to initiate and maintain status/resource information.

Preparation. The ICS 218 is prepared by Ground Support Unit personnel at intervals specified by the Ground Support Unit Leader.

Distribution. Initial inventory information recorded on the form should be given to the Resources Unit. Subsequent changes to the status or location of transportation and support vehicles and equipment should be provided to the Resources Unit immediately.

Notes:

- If additional pages are needed, use a blank ICS 218 and repaginate as needed.
- Also available as 8½ x 14 (legal size) and 11 x 17 chart.

| Block Number | Block Title | Instructions |
|--------------|--|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Incident Number | Enter the number assigned to the incident. |
| 3 | Date/Time Prepared | Enter the date (month/day/year) and time (using the 24-hour clock) the form is prepared. |
| 4 | Vehicle/Equipment Category | Enter the specific vehicle or equipment category (e.g., buses, generators, dozers, pickups/sedans, rental cars, etc.). Use a separate sheet for each vehicle or equipment category. |
| 5 | Vehicle/Equipment Information | Record the following information: |
| | Order Request Number | Enter the order request number for the resource as used by the jurisdiction or discipline, or the relevant EMAC order request number. |
| | Incident Identification Number | Enter any special incident identification numbers or agency radio identifier assigned to the piece of equipment used only during the incident, if this system is used (e.g., "Decontamination Unit 2," or "Water Tender 14"). |
| | Vehicle or Equipment Classification | Enter the specific vehicle or equipment classification (e.g., bus, backhoe, Type 2 engine, etc.) as relevant. |
| | Vehicle or Equipment Make | Enter the vehicle or equipment manufacturer name (e.g., "GMC," "International"). |
| | Category/Kind/Type, Capacity, or Size | Enter the vehicle or equipment category/kind/type, capacity, or size (e.g., 30-person bus, 3/4-ton truck, 50 kW generator). |
| | Vehicle or Equipment Features | Indicate any vehicle or equipment features such as 2WD, 4WD, towing capability, number of axles, heavy-duty tires, high clearance, automatic vehicle locator (AVL), etc. |
| | Agency or Owner | Enter the name of the agency or owner of the vehicle or equipment. |
| | Operator Name or Contact | Enter the operator name and/or contact information (cell phone, radio frequency, etc.). |
| | Vehicle License or Identification Number | Enter the license plate number or another identification number (such as a serial or rig number) of the vehicle or equipment. |
| | Incident Assignment | Enter where the vehicle or equipment will be located at the incident and its function (use abbreviations per discipline or jurisdiction). |

| Block Number | Block Title | Instructions |
|------------------|--|--|
| 5 (continued) | Incident Start Date and Time | Indicate start date (month/day/year) and time (using the 24-hour clock) for driver or for equipment as may be relevant. |
| | Incident Release Date and Time | Enter the date (month/day/year) and time (using the 24-hour clock) the vehicle or equipment is released from the incident. |
| 6 | Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature | Enter the name, ICS position/title, and signature of the person preparing the form. |

ICS 219

Resource Status Card (T-Card)

Purpose. Resource Status Cards (ICS 219) are also known as “T-Cards,” and are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel. These cards provide a visual display of the status and location of resources assigned to the incident.

Preparation. Information to be placed on the cards may be obtained from several sources including, but not limited to:

- Incident Briefing (ICS 201).
- Incident Check-In List (ICS 211).
- General Message (ICS 213).
- Agency-supplied information or electronic resource management systems.

Distribution. ICS 219s are displayed in resource status or “T-Card” racks where they can be easily viewed, retrieved, updated, and rearranged. The Resources Unit typically maintains cards for resources assigned to an incident until demobilization. At demobilization, all cards should be turned in to the Documentation Unit.

Notes. There are eight different status cards (see list below) and a header card, to be printed front-to-back on cardstock. Each card is printed on a different color of cardstock and used for a different resource category/kind/type. The format and content of information on each card varies depending upon the intended use of the card.

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

Acronyms. Abbreviations utilized on the cards are listed below:

- AOV: Agency-owned vehicle
- ETA: Estimated time of arrival
- ETD: Estimated time of departure
- ETR: Estimated time of return
- O/S Mech: Out-of-service for mechanical reasons
- O/S Pers: Out-of-service for personnel reasons
- O/S Rest: Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
- POV: Privately owned vehicle

ICS 219-1: Header Card

| Block Title | Instructions |
|--|---|
| Prepared by Date/Time | Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock). |

| | | | |
|--|---------------|---------------|-----------|
| ST/Unit: | LDW: | # Pers: | Order #: |
| Agency | Cat/Kind/Type | | Name/ID # |
| Front | | | |
| Date/Time Checked In: | | | |
| Leader Name: | | | |
| Primary Contact Information: | | | |
| Crew/Team ID #(s) or Name(s): | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Manifest: | | Total Weight: | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Method of Travel to Incident: | | | |
| <input type="checkbox"/> AOV <input type="checkbox"/> POV <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other | | | |
| Home Base: | | | |
| Departure Point: | | | |
| ETD: | | ETA: | |
| Transportation Needs at Incident: | | | |
| <input type="checkbox"/> Vehicle <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other | | | |
| Date/Time Ordered: | | | |
| Remarks: | | | |
| | | | |
| | | | |
| Prepared by: | | | |
| Date/Time: <i>Date</i> | | | |
| ICS 219-2 CREW/TEAM (GREEN) | | | |

| | | | |
|---|---------------|---------|-----------|
| ST/Unit: | LDW: | # Pers: | Order #: |
| Agency | Cat/Kind/Type | | Name/ID # |
| Back | | | |
| Incident Location: | | Time: | |
| Status: | | | |
| <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers | | | |
| <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: HHMM | | | |
| Notes: | | | |
| | | | |
| Incident Location: | | Time: | |
| Status: | | | |
| <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers | | | |
| <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: HHMM | | | |
| Notes: | | | |
| | | | |
| Incident Location: | | Time: | |
| Status: | | | |
| <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers | | | |
| <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: HHMM | | | |
| Notes: | | | |
| | | | |
| Incident Location: | | Time: | |
| Status: | | | |
| <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers | | | |
| <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: HHMM | | | |
| Notes: | | | |
| | | | |
| Prepared by: | | | |
| Date/Time: <i>Date</i> | | | |
| ICS 219-2 CREW/TEAM (GREEN) | | | |

ICS 219-2: Crew/Team Card

| Block Title | Instructions |
|---|---|
| ST/Unit | Enter the State and/or unit identifier (3–5 letters) used by the authority having jurisdiction. |
| LDW (Last Day Worked) | Indicate the last available workday that the resource is allowed to work |
| # Pers | Enter total number of personnel associated with the crew/team. Include leaders. |
| Order # | The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident. |
| Agency | Use this section to list agency name or designator (e.g., ORC, ARL, NYPD). |
| Cat/Kind/Type | Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance. |
| Name/ID # | Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32). |
| Date/Time Checked In | Enter date (month/day/year) and time of check-in (24-hour clock) to the incident. |
| Leader Name | Enter resource leader's name (use at least the first initial and last name). |
| Primary Contact Information | Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. |
| Crew/Team ID #(s) or Name(s) | Provide the identifier number(s) or name(s) for this crew/team (e.g., Air Monitoring Team 2, Entry Team 3). |
| Manifest <input type="checkbox"/> Yes <input type="checkbox"/> No | Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number. |
| Total Weight | Enter the total weight for the crew/team. This information is necessary when the crew/team are transported by charter air. |
| Method of Travel to Incident <input type="checkbox"/> AOV <input type="checkbox"/> POV <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other | Check the box(es) for the appropriate method(s) of travel the individual used to bring himself/herself to the incident. AOV is "agency-owned vehicle." POV is "privately owned vehicle." |
| Home Base | Enter the home base to which the resource or individual is normally assigned (may not be departure location). |
| Departure Point | Enter the location from which the resource or individual departed for this incident. |
| ETD | Use this section to enter the crew/team's estimated time of departure (using the 24-hour clock) from their home base. |
| ETA | Use this section to enter the crew/team's estimated time of arrival (using the 24-hour clock) at the incident. |
| Transportation Needs at Incident <input type="checkbox"/> Vehicle <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other | Check the box(es) for the appropriate method(s) of transportation at the incident. |

| Block Title | Instructions |
|--|--|
| Date/Time Ordered | Enter date (month/day/year) and time (24-hour clock) the crew/team was ordered to the incident. |
| Remarks | Enter any additional information pertaining to the crew/team. |
| BACK OF FORM | |
| Incident Location | Enter the location of the crew/team. |
| Time | Enter the time (24-hour clock) the crew/team reported to this location. |
| Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____ | Enter the crew/team's current status: <ul style="list-style-type: none"> • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return |
| Notes | Enter any additional information pertaining to the crew/team's current location or status. |
| Prepared by Date/Time | Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock). |

| | | | |
|------------------------------|---------------|---------|-----------|
| ST/Unit: | LDW: | # Pers: | Order #: |
| Agency | Cat/Kind/Type | | Name/ID # |
| <i>Front</i> | | | |
| Date/Time Checked In: | | | |
| Leader Name: | | | |
| Primary Contact Information: | | | |
| Resource ID #(s) or Name(s): | | | |
| | | | |
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| | | | |
| | | | |
| Home Base: | | | |
| Departure Point: | | | |
| ETD: | | ETA: | |
| Date/Time Ordered: | | | |
| Remarks: | | | |
| | | | |
| | | | |
| Prepared by: | | | |
| Date/Time: <i>Date</i> | | | |
| ICS 219-3 ENGINE (ROSE) | | | |

| | | | |
|--|---------------|---------|-----------|
| ST/Unit: | LDW: | # Pers: | Order #: |
| Agency | Cat/Kind/Type | | Name/ID # |
| <i>Back</i> | | | |
| Incident Location: | | Time: | |
| Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: HHMM | | | |
| Notes: | | | |
| Incident Location: | | Time: | |
| Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: HHMM | | | |
| Notes: | | | |
| Incident Location: | | Time: | |
| Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: HHMM | | | |
| Notes: | | | |
| Prepared by: | | | |
| Date/Time: <i>Date</i> | | | |
| ICS 219-3 ENGINE (ROSE) | | | |

ICS 219-3: Engine Card

| Block Title | Instructions |
|--|---|
| ST/Unit | Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction. |
| LDW (Last Day Worked) | Indicate the last available workday that the resource is allowed to work |
| # Pers | Enter total number of personnel associated with the resource. Include leaders. |
| Order # | The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident. |
| Agency | Use this section to list agency name or designator (e.g., ORC, ARL, NYPD). |
| Cat/Kind/Type | Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance. |
| Name/ID # | Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32). |
| Date/Time Checked In | Enter date (month/day/year) and time of check-in (24-hour clock) to the incident. |
| Leader Name | Enter resource leader's name (use at least the first initial and last name). |
| Primary Contact Information | Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. |
| Resource ID #(s) or Name(s) | Provide the identifier number(s) or name(s) for the resource(s). |
| Home Base | Enter the home base to which the resource or individual is normally assigned (may not be departure location). |
| Departure Point | Enter the location from which the resource or individual departed for this incident. |
| ETD | Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base. |
| ETA | Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident. |
| Date/Time Ordered | Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident. |
| Remarks | Enter any additional information pertaining to the resource. |
| BACK OF FORM | |
| Incident Location | Enter the location of the resource. |
| Time | Enter the time (24-hour clock) the resource reported to this location. |
| Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____ | Enter the resource's current status: <ul style="list-style-type: none"> • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return |
| Notes | Enter any additional information pertaining to the resource's current location or status. |
| Prepared by Date/Time | Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock). |

| | | | |
|----------|---------------|---------|-----------|
| ST/Unit: | LDW: | # Pers: | Order #: |
| Agency | Cat/Kind/Type | | Name/ID # |

Front

Date/Time Checked In:

Pilot Name:

Home Base:

Departure Point:

ETD:

ETA:

Destination Point:

Date/Time Ordered:

Remarks:

Prepared by:

Date/Time: Date

ICS 219-4 HELICOPTER (BLUE)

| | | | |
|----------|---------------|---------|-----------|
| ST/Unit: | LDW: | # Pers: | Order #: |
| Agency | Cat/Kind/Type | | Name/ID # |

Back

Incident Location:

Time:

Status:

- Assigned O/S Rest O/S Pers
 Available O/S Mech ETR: HHMM

Notes:

Incident Location:

Time:

Status:

- Assigned O/S Rest O/S Pers
 Available O/S Mech ETR: HHMM

Notes:

Incident Location:

Time:

Status:

- Assigned O/S Rest O/S Pers
 Available O/S Mech ETR: HHMM

Notes:

Incident Location:

Time:

Status:

- Assigned O/S Rest O/S Pers
 Available O/S Mech ETR: HHMM

Notes:

Prepared by:

Date/Time: Date

ICS 219-4 HELICOPTER (BLUE)

ICS 219-4: Helicopter Card

| Block Title | Instructions |
|--|---|
| ST/Unit | Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction. |
| LDW (Last Day Worked) | Indicate the last available workday that the resource is allowed to work. |
| # Pers | Enter total number of personnel associated with the resource. Include the pilot. |
| Order # | The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident. |
| Agency | Use this section to list agency name or designator (e.g., ORC, ARL, NYPD). |
| Cat/Kind/Type | Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance. |
| Name/ID # | Use this section to enter the resource name or unique identifier. |
| Date/Time Checked In | Enter date (month/day/year) and time of check-in (24-hour clock) to the incident. |
| Pilot Name: | Enter pilot's name (use at least the first initial and last name). |
| Home Base | Enter the home base to which the resource or individual is normally assigned (may not be departure location). |
| Departure Point | Enter the location from which the resource or individual departed for this incident. |
| ETD | Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base. |
| ETA | Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point. |
| Destination Point | Use this section to enter the location at the incident where the resource has been requested to report. |
| Date/Time Ordered | Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident. |
| Remarks | Enter any additional information pertaining to the resource. |
| BACK OF FORM | |
| Incident Location | Enter the location of the resource. |
| Time | Enter the time (24-hour clock) the resource reported to this location. |
| Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____ | Enter the resource's current status: <ul style="list-style-type: none"> • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return |
| Notes | Enter any additional information pertaining to the resource's current location or status. |
| Prepared by Date/Time | Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock). |

| | | |
|-----------------|--------------|------------------------|
| ST/Unit: | Name: | Position/Title: |
|-----------------|--------------|------------------------|

| | |
|--|----------------------|
| <i>Front</i> | |
| Date/Time Checked In: | |
| Name: | |
| Primary Contact Information: | |
| Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No | Total Weight: |
| Method of Travel to Incident: <input type="checkbox"/> AOV <input type="checkbox"/> POV <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other | |
| Home Base: | |
| Departure Point: | |
| ETD: | ETA: |
| Transportation Needs at Incident: <input type="checkbox"/> Vehicle <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other | |
| Date/Time Ordered: | |
| Remarks: | |
| Prepared by: | |
| Date/Time: Date | |
| ICS 219-5 PERSONNEL (WHITE CARD) | |

| | | |
|-----------------|--------------|------------------------|
| ST/Unit: | Name: | Position/Title: |
|-----------------|--------------|------------------------|

| | |
|--|--------------|
| <i>Back</i> | |
| Incident Location: | Time: |
| Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: HHMM | |
| Notes: | |
| Incident Location: | Time: |
| Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: HHMM | |
| Notes: | |
| Incident Location: | Time: |
| Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: HHMM | |
| Notes: | |
| Prepared by: | |
| Date/Time: Date | |
| ICS 219-5 PERSONNEL (WHITE CARD) | |

ICS 219-5: Personnel Card

| Block Title | Instructions |
|---|---|
| ST/Unit | Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction. |
| Name | Enter the individual's first initial and last name. |
| Position/Title | Enter the individual's ICS position/title. |
| Date/Time Checked In | Enter date (month/day/year) and time of check-in (24-hour clock) to the incident. |
| Name | Enter the individual's full name. |
| Primary Contact Information | Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. |
| Manifest <input type="checkbox"/> Yes <input type="checkbox"/> No | Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number. |
| Total Weight | Enter the total weight for the crew. This information is necessary when the crew are transported by charter air. |
| Method of Travel to Incident <input type="checkbox"/> AOV <input type="checkbox"/> POV <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other | Check the box(es) for the appropriate method(s) of travel the individual used to bring himself/herself to the incident. AOV is "agency-owned vehicle." POV is "privately owned vehicle." |
| Home Base | Enter the home base to which the resource or individual is normally assigned (may not be departure location). |
| Departure Point | Enter the location from which the resource or individual departed for this incident. |
| ETD | Use this section to enter the crew's estimated time of departure (using the 24-hour clock) from their home base. |
| ETA | Use this section to enter the crew's estimated time of arrival (using the 24-hour clock) at the incident. |
| Transportation Needs at Incident <input type="checkbox"/> Vehicle <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other | Check the box(es) for the appropriate method(s) of transportation at the incident. |
| Date/Time Ordered | Enter date (month/day/year) and time (24-hour clock) the crew was ordered to the incident. |
| Remarks | Enter any additional information pertaining to the crew. |
| BACK OF FORM | |
| Incident Location | Enter the location of the crew. |
| Time | Enter the time (24-hour clock) the crew reported to this location. |

| Block Title | Instructions |
|---|--|
| <p>Status</p> <p><input type="checkbox"/> Assigned</p> <p><input type="checkbox"/> O/S Rest</p> <p><input type="checkbox"/> O/S Pers</p> <p><input type="checkbox"/> Available</p> <p><input type="checkbox"/> O/S Mech</p> <p><input type="checkbox"/> ETR: _____</p> | <p>Enter the crew's current status:</p> <ul style="list-style-type: none"> • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return |
| <p>Notes</p> | <p>Enter any additional information pertaining to the crew's current location or status.</p> |
| <p>Prepared by Date/Time</p> | <p>Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).</p> |

| | | | |
|----------|---------------|---------|-----------|
| ST/Unit: | LDW: | # Pers: | Order #: |
| Agency | Cat/Kind/Type | | Name/ID # |

Front

Date/Time Checked-In:

Pilot Name:

Home Base:

Departure Point:

ETD:

ETA:

Destination Point:

Date/Time Ordered:

Manufacturer:

Remarks:

Prepared by:

Date/Time: *Date*

ICS 219-6 FIXED-WING (ORANGE)

| | | | |
|----------|---------------|---------|-----------|
| ST/Unit: | LDW: | # Pers: | Order #: |
| Agency | Cat/Kind/Type | | Name/ID # |

Back

Incident Location:

Time:

Status:

- Assigned O/S Rest O/S Pers
 Available O/S Mech ETR: *HHMM*

Notes:

Incident Location:

Time:

Status:

- Assigned O/S Rest O/S Pers
 Available O/S Mech ETR: *HHMM*

Notes:

Incident Location:

Time:

Status:

- Assigned O/S Rest O/S Pers
 Available O/S Mech ETR: *HHMM*

Notes:

Incident Location:

Time:

Status:

- Assigned O/S Rest O/S Pers
 Available O/S Mech ETR: *HHMM*

Notes:

Prepared by:

Date/Time: *Date*

ICS 219-6 FIXED-WING (ORANGE)

ICS 219-6: Fixed-Wing Card

| Block Title | Instructions |
|--|--|
| ST/Unit | Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction. |
| LDW (Last Day Worked) | Indicate the last available workday that the resource is allowed to work. |
| # Pers | Enter total number of personnel associated with the resource. Include the pilot. |
| Order # | The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident. |
| Agency | Use this section to list agency name or designator (e.g., ORC, ARL, NYPD). |
| Cat/Kind/Type | Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance. |
| Name/ID # | Use this section to enter the resource name or unique identifier. |
| Date/Time Checked In | Enter date (month/day/year) and time of check-in (24-hour clock) to the incident. |
| Pilot Name: | Enter pilot's name (use at least the first initial and last name). |
| Home Base | Enter the home base to which the resource or individual is normally assigned (may not be departure location). |
| Departure Point | Enter the location from which the resource or individual departed for this incident. |
| ETD | Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base. |
| ETA | Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point. |
| Destination Point | Use this section to enter the location at the incident where the resource has been requested to report. |
| Date/Time Ordered | Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident. |
| Manufacturer | Enter the manufacturer of the aircraft. |
| Remarks | Enter any additional information pertaining to the resource. |
| BACK OF FORM | |
| Incident Location | Enter the location of the resource. |
| Time | Enter the time (24-hour clock) the resource reported to this location. |
| Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____ | Enter the resource's current status: <ul style="list-style-type: none"> • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return |
| Notes | Enter any additional information pertaining to the resource's current location or status. |
| Prepared by Date/Time | Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock). |

| | | | |
|-------------------------------------|---------------|---------|-----------|
| ST/Unit: | LDW: | # Pers: | Order #: |
| Agency | Cat/Kind/Type | | Name/ID # |
| <i>Front</i> | | | |
| Date/Time Checked In: | | | |
| Leader Name: | | | |
| Primary Contact Information: | | | |
| Resource ID #(s) or Name(s): | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Home Base: | | | |
| Departure Point: | | | |
| ETD: | | ETA: | |
| Date/Time Ordered: | | | |
| Remarks: | | | |
| | | | |
| | | | |
| | | | |
| Prepared by: | | | |
| Date/Time: <i>Date</i> | | | |
| ICS 219-7 EQUIPMENT (YELLOW) | | | |

| | | | |
|---|---------------|---------|-----------|
| ST/Unit: | LDW: | # Pers: | Order #: |
| Agency | Cat/Kind/Type | | Name/ID # |
| <i>Back</i> | | | |
| Incident Location: | | Time: | |
| Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: <i>HHMM</i> | | | |
| Notes: | | | |
| Incident Location: | | Time: | |
| Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: <i>HHMM</i> | | | |
| Notes: | | | |
| Incident Location: | | Time: | |
| Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: <i>HHMM</i> | | | |
| Notes: | | | |
| Incident Location: | | Time: | |
| Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: <i>HHMM</i> | | | |
| Notes: | | | |
| Prepared by: | | | |
| Date/Time: <i>Date</i> | | | |
| ICS 219-7 EQUIPMENT (YELLOW) | | | |

ICS 219-7: Equipment Card

| Block Title | Instructions |
|--|---|
| ST/Unit | Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction. |
| LDW (Last Day Worked) | Indicate the last available workday that the resource is allowed to work. |
| # Pers | Enter total number of personnel associated with the resource. Include leaders. |
| Order # | The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident. |
| Agency | Use this section to list agency name or designator (e.g., ORC, ARL, NYPD). |
| Cat/Kind/Type | Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance. |
| Name/ID # | Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32). |
| Date/Time Checked In | Enter date (month/day/year) and time of check-in (24-hour clock) to the incident. |
| Leader Name | Enter resource leader's name (use at least the first initial and last name). |
| Primary Contact Information | Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. |
| Resource ID #(s) or Name(s) | Provide the identifier number(s) or name(s) for this resource. |
| Home Base | Enter the home base to which the resource or individual is normally assigned (may not be departure location). |
| Departure Point | Enter the location from which the resource or individual departed for this incident. |
| ETD | Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base. |
| ETA | Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident. |
| Date/Time Ordered | Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident. |
| Remarks | Enter any additional information pertaining to the resource. |
| BACK OF FORM | |
| Incident Location | Enter the location of the resource. |
| Time | Enter the time (24-hour clock) the resource reported to this location. |
| Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____ | Enter the resource's current status: <ul style="list-style-type: none"> • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return |
| Notes | Enter any additional information pertaining to the resource's current location or status. |
| Prepared by Date/Time | Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock). |

| | | | |
|----------|---------------|---------|-----------|
| ST/Unit: | LDW: | # Pers: | Order #: |
| Agency | Cat/Kind/Type | | Name/ID # |

Front

Date/Time Checked In:

Leader Name:

Primary Contact Information:

Resource ID #(s) or Name(s):

Home Base:

Departure Point:

ETD: ETA:

Date/Time Ordered:

Remarks:

Prepared by:

Date/Time: *Date*

**ICS 219-8 MISCELLANEOUS
EQUIPMENT/TASK FORCE (TAN)**

| | | | |
|----------|---------------|---------|-----------|
| ST/Unit: | LDW: | # Pers: | Order #: |
| Agency | Cat/Kind/Type | | Name/ID # |

Back

Incident Location: Time:

Status:
 Assigned O/S Rest O/S Pers
 Available O/S Mech ETR: HHMM

Notes:

Incident Location: Time:

Status:
 Assigned O/S Rest O/S Pers
 Available O/S Mech ETR: HHMM

Notes:

Incident Location: Time:

Status:
 Assigned O/S Rest O/S Pers
 Available O/S Mech ETR: HHMM

Notes:

Incident Location: Time:

Status:
 Assigned O/S Rest O/S Pers
 Available O/S Mech ETR: HHMM

Notes:

Prepared by:

Date/Time: *Date*

**ICS 219-8 MISCELLANEOUS
EQUIPMENT/TASK FORCE (TAN)**

ICS 219-8: Miscellaneous Equipment/Task Force Card

| Block Title | Instructions |
|--|--|
| ST/Unit | Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction. |
| LDW (Last Day Worked) | Indicate the last available work day that the resource is allowed to work. |
| # Pers | Enter total number of personnel associated with the resource. Include leaders. |
| Order # | The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident. |
| Agency | Use this section to list agency name or designator (e.g., ORC, ARL, NYPD). |
| Cat/Kind/Type | Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance. |
| Name/ID # | Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32). |
| Date/Time Checked In | Enter date (month/day/year) and time of check-in (24-hour clock) to the incident. |
| Leader Name | Enter resource leader's name (use at least the first initial and last name). |
| Primary Contact Information | Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. |
| Resource ID #(s) or Name(s) | Provide the identifier number or name for this resource. |
| Home Base | Enter the home base to which the resource or individual is normally assigned (may not be departure location). |
| Departure Point | Enter the location from which the resource or individual departed for this incident. |
| ETD | Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base. |
| ETA | Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident. |
| Date/Time Ordered | Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident. |
| Remarks | Enter any additional information pertaining to the resource. |
| BACK OF FORM | |
| Incident Location | Enter the location of the resource. |
| Time | Enter the time (24-hour clock) the resource reported to this location. |
| Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____ | Enter the resource's current status: <ul style="list-style-type: none"> • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return |
| Notes | Enter any additional information pertaining to the resource's current location or status. |
| Prepared by Date/Time | Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock). |

| | | | |
|----------|---------------|---------|-----------|
| ST/Unit: | LDW: | # Pers: | Order #: |
| Agency | Cat/Kind/Type | | Name/ID # |

Front

Date/Time Checked In:

Leader Name:

Primary Contact Information:

Resource ID #(s) or Name(s):

Home Base:

Departure Point:

ETD:

ETA:

Date/Time Ordered:

Remarks:

Prepared by:

Date/Time: Date

ICS 219-10 GENERIC (LIGHT PURPLE)

| | | | |
|----------|---------------|---------|-----------|
| ST/Unit: | LDW: | # Pers: | Order #: |
| Agency | Cat/Kind/Type | | Name/ID # |

Back

Incident Location:

Time:

Status:

- Assigned O/S Rest O/S Pers
 Available O/S Mech ETR: HHMM

Notes:

Incident Location:

Time:

Status:

- Assigned O/S Rest O/S Pers
 Available O/S Mech ETR: HHMM

Notes:

Incident Location:

Time:

Status:

- Assigned O/S Rest O/S Pers
 Available O/S Mech ETR: HHMM

Notes:

Incident Location:

Time:

Status:

- Assigned O/S Rest O/S Pers
 Available O/S Mech ETR: HHMM

Notes:

Prepared by:

Date/Time: Date

ICS 219-10 GENERIC (LIGHT PURPLE)

ICS 219-10: Generic Card

| Block Title | Instructions |
|--|---|
| ST/Unit | Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction. |
| LDW (Last Day Worked) | Indicate the last available workday that the resource is allowed to work. |
| # Pers | Enter total number of personnel associated with the resource. Include leaders. |
| Order # | The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident. |
| Agency | Use this section to list agency name or designator (e.g., ORC, ARL, NYPD). |
| Cat/Kind/Type | Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance. |
| Name/ID # | Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32). |
| Date/Time Checked In | Enter date (month/day/year) and time of check-in (24-hour clock) to the incident. |
| Leader Name | Enter resource leader's name (use at least the first initial and last name). |
| Primary Contact Information | Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. |
| Resource ID #(s) or Name(s) | Provide the identifier number(s) or name(s) for this resource. |
| Home Base | Enter the home base to which the resource or individual is normally assigned (may not be departure location). |
| Departure Point | Enter the location from which the resource or individual departed for this incident. |
| ETD | Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base. |
| ETA | Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident. |
| Date/Time Ordered | Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident. |
| Remarks | Enter any additional information pertaining to the resource. |
| BACK OF FORM | |
| Incident Location | Enter the location of the resource. |
| Time | Enter the time (24-hour clock) the resource reported to this location. |
| Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____ | Enter the resource's current status: <ul style="list-style-type: none"> • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return |
| Notes | Enter any additional information pertaining to the resource's current location or status. |
| Prepared by Date/Time | Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock). |

AIR OPERATIONS SUMMARY (ICS 220)

| | | | | | | |
|---|---|--|---|---------------------|-------|---------|
| 1. Incident Name: | 2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____ | | 3. Sunrise: HHMM | Sunset: HHMM | | |
| 4. Remarks (safety notes, hazards, air operations special equipment, etc.): | 5. Ready Alert Aircraft: Medivac: _____ New Incident: _____ | | | | | |
| 7. Personnel: | Name: _____ Phone Number: _____ | AM _____ FM _____ | 6. Temporary Flight Restriction Number: Altitude: _____ Center Point: _____ | | | |
| Air Operations Branch Director Air Support Group Supervisor Air Tactical Group Supervisor Helicopter Coordinator Helibase Manager | XXX-XXX-XXXX XXX-XXX-XXXX XXX-XXX-XXXX XXX-XXX-XXXX XXX-XXX-XXXX | Air/Air Fixed-Wing Air/Air Rotary-Wing – Flight Following Air/Ground Command Deck Coordinator Take-Off & Landing Coordinator Air Guard | 9. Fixed-Wing (category/kind/type, make/model, N#, base): Air Tactical Group Supervisor Aircraft: _____ _____ _____ Other Fixed-Wing Aircraft: _____ _____ _____ | | | |
| 10. Helicopters (use additional sheets as necessary): | | | | | | |
| FAA N# | Category/Kind/Type | Make/Model | Base | Available | Start | Remarks |
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| 11. Prepared by: Name: _____ | | Position/Title: _____ | | Signature: _____ | | |
| ICS 220, Page 1 | | | | | | |

AIR OPERATIONS SUMMARY (ICS 220)

| 1. Incident Name: | | 2. Operational Period: Date From: Date Date To: Date Time From: HHMM Time To: HHMM | | | | 3. Sunrise: HHMM Sunset: HHMM |
|---|---|---|----------|-----------------------|--|------------------------------------|
| 12. Task/Mission/Assignment (category/kind/type and function includes: air tactical, reconnaissance, personnel transport, search and rescue, etc.): | | | | | | |
| Category/Kind/Type and Function | Name of Personnel or Cargo (if applicable) or Instructions for Tactical Aircraft | Mission Start | Fly From | Fly To | | |
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| 11. Prepared by: Name: _____ | | | | Position/Title: _____ | | |
| | | | | Signature: _____ | | |
| ICS 220, Page 2 | | | | Date/Time: Date _____ | | |

ICS 220 Air Operations Summary

Purpose. The Air Operations Summary (ICS 220) provides the Air Operations Branch with the number, type, location, and specific assignments of helicopters and air resources.

Preparation. The ICS 220 is completed by the Operations Section Chief or the Air Operations Branch Director during each Planning Meeting. General air resources assignment information is obtained from the Operational Planning Worksheet (ICS 215), which also is completed during each Planning Meeting. Specific designators of the air resources assigned to the incident are provided by the Air and Fixed-Wing Support Groups. If aviation assets would be utilized for rescue or are referenced on the Medical Plan (ICS 206), coordinate with the Medical Unit Leader and indicate on the ICS 206.

Distribution. After the ICS 220 is completed by Air Operations personnel, the form is given to the Air Support Group Supervisor and Fixed-Wing Coordinator personnel. These personnel complete the form by indicating the designators of the helicopters and fixed-wing aircraft assigned missions during the specified operational period. This information is provided to Air Operations personnel who, in turn, give the information to the Resources Unit.

Notes:

- If additional pages are needed for any form page, use a blank ICS 220 and repaginate as needed.

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | Sunrise/Sunset | Enter the sunrise and sunset times. |
| 4 | Remarks (safety notes, hazards, air operations special equipment, etc.) | Enter special instructions or information, including safety notes, hazards, and priorities for Air Operations personnel. |
| 5 | Ready Alert Aircraft <ul style="list-style-type: none"> • Medivac • New Incident | Identify ready alert aircraft that will be used as Medivac for incident assigned personnel and indicate on the Medical Plan (ICS 206). Identify aircraft to be used for new incidents within the area or new incident(s) within an incident. |
| 6 | Temporary Flight Restriction Number <ul style="list-style-type: none"> • Altitude • Center Point | Enter Temporary Flight Restriction Number, altitude (from the center point), and center point (latitude and longitude). This number is provided by the Federal Aviation Administration (FAA) or is the order request number for the Temporary Flight Restriction. |
| 7 | Personnel <ul style="list-style-type: none"> • Name • Phone Number | Enter the name and phone number of the individuals in Air Operations. |
| | Air Operations Branch Director | |
| | Air Support Group Supervisor | |
| | Air Tactical Group Supervisor | |
| | Helicopter Coordinator | |
| | Helibase Manager | |

| Block Number | Block Title | Instructions |
|--------------|--|---|
| 8 | Frequencies <ul style="list-style-type: none"> • AM • FM | Enter primary air/air, air/ground (if applicable), command, deck coordinator, take-off and landing coordinator, and other radio frequencies to be used during the incident. |
| | Air/Air Fixed-Wing | |
| | Air/Air Rotary-Wing – Flight Following | Flight following is typically done by Air Operations. |
| | Air/Ground | |
| | Command | |
| | Deck Coordinator | |
| | Take-Off & Landing Coordinator | |
| | Air Guard | |
| 9 | Fixed-Wing (category/kind/type, make/model, N#, base) | Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance, make/model, N#, and base of air assets allocated to the incident. |
| | Air Tactical Group Supervisor Aircraft | |
| | Other Fixed-Wing Aircraft | |
| 10 | Helicopters | Enter the following information about the helicopter resources allocated to the incident. |
| | FAA N# | Enter the FAA N#. |
| | Category/Kind/Type | Enter the helicopter category/kind/type based on NIMS, discipline, or jurisdiction guidance. |
| | Make/Model | Enter the make and model of the helicopter. |
| | Base | Enter the base where the helicopter is located. |
| | Available | Enter the time the aircraft is available. |
| | Start | Enter the time the aircraft becomes operational. |
| | Remarks | |
| 11 | Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |
| 12 | Task/Mission/Assignment (category/kind/type and function includes: air tactical, reconnaissance, personnel transport, search and rescue, etc.) | Enter the specific assignment (e.g., water or retardant drops, logistical support, or availability status for a specific purpose, support backup, recon, Medivac, etc.). If applicable, enter the primary air/air and air/ground radio frequency to be used. Mission assignments may be listed by priority. |
| | Category/Kind/Type and Function | |
| | Name of Personnel or Cargo (if applicable) or Instructions for Tactical Aircraft | |
| | Mission Start | |
| | Fly From | Enter the incident location or air base the aircraft is flying from. |
| | Fly To | Enter the incident location or air base the aircraft is flying to. |

DEMOBILIZATION CHECK-OUT (ICS 221)

| | | | | | |
|--|-----------------------|--|--|---------------------------------|--|
| 1. Incident Name: | | | 2. Incident Number: | | |
| 3. Planned Release Date/Time: | | 4. Resource or Personnel Released: | | 5. Order Request Number: | |
| Date: <input type="text"/> Date <input type="text"/> | | Time: <input type="text"/> HHMM <input type="text"/> | | | |
| <p>6. Resource or Personnel: You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative).</p> | | | | | |
| LOGISTICS SECTION | | | | | |
| | Unit/Manager | Remarks | Name | Signature | |
| <input type="checkbox"/> | Supply Unit | | | | |
| <input type="checkbox"/> | Communications Unit | | | | |
| <input type="checkbox"/> | Facilities Unit | | | | |
| <input type="checkbox"/> | Ground Support Unit | | | | |
| <input type="checkbox"/> | Security Manager | | | | |
| <input type="checkbox"/> | | | | | |
| FINANCE/ADMINISTRATION SECTION | | | | | |
| | Unit/Leader | Remarks | Name | Signature | |
| <input type="checkbox"/> | Time Unit | | | | |
| <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | | | | | |
| OTHER SECTION/STAFF | | | | | |
| | Unit/Other | Remarks | Name | Signature | |
| <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | | | | | |
| PLANNING SECTION | | | | | |
| | Unit/Leader | Remarks | Name | Signature | |
| <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | Documentation Leader | | | | |
| <input type="checkbox"/> | Demobilization Leader | | | | |
| 7. Remarks: | | | | | |
| | | | | | |
| 8. Travel Information: | | | | | |
| Estimated Time of Departure: _____ | | | Room Overnight: <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Destination: _____ | | | Actual Release Date/Time: _____ | | |
| Travel Method: _____ | | | Estimated Time of Arrival: _____ | | |
| Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | Contact Information While Traveling: _____ | | |
| Number: _____ | | | Area/Agency/Region Notified: _____ | | |
| 9. Reassignment Information: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| Incident Name: _____ | | | Incident Number: _____ | | |
| Location: _____ | | | Order Request Number: _____ | | |
| 10. Prepared by: | | | | | |
| Name: _____ | | Position/Title: _____ | | Signature: _____ | |
| ICS 221 | | | Date/Time: Date <input type="text"/> | | |

ICS 221 Demobilization Check-Out

Purpose. The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

Preparation. The ICS 221 is initiated by the Planning Section, or a Demobilization Unit Leader if designated. The Demobilization Unit Leader completes the top portion of the form and checks the appropriate boxes in Block 6 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked box(es) in Block 6 prior to release from the incident.

Distribution. After completion, the ICS 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS 221.

Notes:

- Members are not released until form is complete when all of the items checked in Block 6 have been signed off.
- If additional pages are needed for any form page, use a blank ICS 221 and repaginate as needed.

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Incident Number | Enter the number assigned to the incident. |
| 3 | Planned Release Date/Time | Enter the date (month/day/year) and time (using the 24-hour clock) of the planned release from the incident. |
| 4 | Resource or Personnel Released | Enter name of the individual or resource being released. |
| 5 | Order Request Number | Enter order request number (or agency demobilization number) of the individual or resource being released. |
| 6 | Resource or Personnel You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). <ul style="list-style-type: none"> • Unit/Leader/Manager/Other • Remarks • Name • Signature | Resources are not released until the checked boxes below have been signed off by the appropriate overhead. Blank boxes are provided for any additional unit requirements as needed (e.g., Safety Officer, Agency Representative, etc.). |
| | Logistics Section <input type="checkbox"/> Supply Unit <input type="checkbox"/> Communications Unit <input type="checkbox"/> Facilities Unit <input type="checkbox"/> Ground Support Unit <input type="checkbox"/> Security Manager | The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release. |

| Block Number | Block Title | Instructions |
|-----------------------------|--|--|
| 6 (continued) | Finance/Administration Section <input type="checkbox"/> Time Unit | The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release. |
| | Other Section/Staff <input type="checkbox"/> | The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release. |
| | Planning Section <input type="checkbox"/> Documentation Leader <input type="checkbox"/> Demobilization Leader | The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release. |
| 7 | Remarks | Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been completed as required by the discipline or jurisdiction. |
| 8 | Travel Information | Enter the following travel information: |
| | Room Overnight | Use this section to enter whether or not the resource or personnel will be staying in a hotel overnight prior to returning home base and/or unit. |
| | Estimated Time of Departure | Use this section to enter the resource's or personnel's estimated time of departure (using the 24-hour clock). |
| | Actual Release Date/Time | Use this section to enter the resource's or personnel's actual release date (month/day/year) and time (using the 24-hour clock). |
| | Destination | Use this section to enter the resource's or personnel's destination. |
| | Estimated Time of Arrival | Use this section to enter the resource's or personnel's estimated time of arrival (using the 24-hour clock) at the destination. |
| | Travel Method | Use this section to enter the resource's or personnel's travel method (e.g., POV, air, etc.). |
| | Contact Information While Traveling | Use this section to enter the resource's or personnel's contact information while traveling (e.g., cell phone, radio frequency, etc.). |
| | Manifest <input type="checkbox"/> Yes <input type="checkbox"/> No Number | Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number. |
| Area/Agency/Region Notified | Use this section to enter the area, agency, and/or region that was notified of the resource's travel. List the name (first initial and last name) of the individual notified and the date (month/day/year) he or she was notified. | |
| 9 | Reassignment Information <input type="checkbox"/> Yes <input type="checkbox"/> No | Enter whether or not the resource or personnel was reassigned to another incident. If the resource or personnel was reassigned, complete the section below. |
| | Incident Name | Use this section to enter the name of the new incident to which the resource was reassigned. |
| | Incident Number | Use this section to enter the number of the new incident to which the resource was reassigned. |
| | Location | Use this section to enter the location (city and State) of the new incident to which the resource was reassigned. |
| | Order Request Number | Use this section to enter the new order request number assigned to the resource or personnel. |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| 10 | Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (using the 24-hour clock). |

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

| THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT | | | | | | |
|---|--------------------------|---|--------------------------|---|--------------------------|--|
| 1. Name: | | 2. Incident Name: | | | 3. Incident Number: | |
| 4. Home Unit Name and Address: | | | | 5. Incident Agency and Address: | | |
| 6. Position Held on Incident: | | 7. Date(s) of Assignment: From: Date To: Date | | 8. Incident Complexity Level: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 | 9. Incident Definition: | |
| 10. Evaluation | | | | | | |
| Rating Factors | N/A | 1 – Unacceptable | 2 | 3 – Met Standards | 4 | 5 – Exceeded Expectations |
| 11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.) | <input type="checkbox"/> | Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs. | <input type="checkbox"/> | Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs. | <input type="checkbox"/> | Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work. |
| 12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work. | <input type="checkbox"/> | Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve. | <input type="checkbox"/> | Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness. | <input type="checkbox"/> | Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement. |
| 13. Planning/ Preparedness: Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT). | <input type="checkbox"/> | Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information. | <input type="checkbox"/> | Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed. | <input type="checkbox"/> | Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact. |
| 14. Using Resources: Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics). | <input type="checkbox"/> | Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods. | <input type="checkbox"/> | Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste. | <input type="checkbox"/> | Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency. |
| 15. Adaptability/Attitude: Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles. | <input type="checkbox"/> | Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations. | <input type="checkbox"/> | Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities. | <input type="checkbox"/> | Rapidly assessed and confidently adjusted to changing conditions, political realities, new information, and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change. |
| 16. Communication Skills: Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly. | <input type="checkbox"/> | Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread. | <input type="checkbox"/> | Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously. | <input type="checkbox"/> | Clearly articulated and promoted ideas before a wide range of audiences; accomplished speaker in both formal and extemporaneous situations. Adept at presenting complex or sensitive issues. Active listener; remarkable ability to listen with open mind and identify key issues. Clearly and persuasively expressed complex or controversial material, directly contributing to stated objectives. |

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

| 1. Name: | | 2. Incident Name: | | | 3. Incident Number: | |
|---|--------------------------|---|--------------------------|--|----------------------------|--|
| 10. Evaluation | | | | | | |
| Rating Factors | N/A | 1 – Unacceptable | 2 | 3 – Met Standards | 4 | 5 – Exceeded Expectations |
| 17. Ability To Work on a Team: Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps. | <input type="checkbox"/> | Used teams ineffectively or at wrong times. Conflicts mismanaged or often left unresolved, resulting in decreased team effectiveness. Excluded team members from vital information. Stifled group discussions or did not contribute productively. Inhibited cross functional cooperation to the detriment of unit or service goals. | <input type="checkbox"/> | Skillfully used teams to increase unit effectiveness, quality, and service. Resolved or managed group conflict, enhanced cooperation, and involved team members in decision process. Valued team participation. Effectively negotiated work across functional boundaries to enhance support of broader mutual goals. | <input type="checkbox"/> | Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level. |
| 18. Consideration for Personnel/Team Welfare: Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills. | <input type="checkbox"/> | Seldom recognized or responded to needs of people; left outside resources untapped despite apparent need. Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or other IMT members. | <input type="checkbox"/> | Cared for people. Recognized and responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other IMT members. | <input type="checkbox"/> | Always accessible. Enhanced overall quality of life. Actively contributed to achieving balance among IMT requirements and professional and personal responsibilities. Strong advocate for subordinates; ensured appropriate and timely recognition, both formal and informal. |
| 19. Directing Others: Ability to influence or direct others in accomplishing tasks or missions. | <input type="checkbox"/> | Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment. | <input type="checkbox"/> | A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task. | <input type="checkbox"/> | An inspirational leader who motivated others to achieve results not normally attainable. Won people over rather than imposing will. Clearly articulated vision; empowered subordinates to set goals and objectives to accomplish tasks. Modified leadership style to best meet challenging situations. |
| 20. Judgment/Decisions Under Stress: Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought. | <input type="checkbox"/> | Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts, alternatives, and impact. Did not effectively weigh risk, cost, and time considerations. Unconcerned with political drivers on organization. | <input type="checkbox"/> | Demonstrated analytical thought and common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information. | <input type="checkbox"/> | Combined keen analytical thought, an understanding of political processes, and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results. |
| 21. Initiative Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision. | <input type="checkbox"/> | Postponed needed action. Implemented or supported improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services, or products went unexplored. | <input type="checkbox"/> | Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods. | <input type="checkbox"/> | Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decisionmaking. |
| 22. Physical Ability for the Job: Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others. | <input type="checkbox"/> | Failed to meet minimum standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress despite apparent need. | <input type="checkbox"/> | Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional well-being. Recognized and managed stress effectively. | <input type="checkbox"/> | Remarkable vitality, enthusiasm, alertness, and energy. Consistently contributed at high levels of activity. Optimized personal performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being. |
| 23. Adherence to Safety: Ability to invest in the IMT's future by caring for the safety of self and others. | <input type="checkbox"/> | Failed to adequately identify and protect personnel from safety hazards. | <input type="checkbox"/> | Ensured that safe operating procedures were followed. | <input type="checkbox"/> | Demonstrated a significant commitment toward safety of personnel. |
| 24. Remarks: | | | | | | |
| 25. Rated Individual (This rating has been discussed with me): | | | | | | |
| Signature: _____ | | | | Date/Time: _____ | | |
| 26. Rated by: Name: _____ Signature: _____ | | | | | | |
| Home Unit: _____ | | | | Position Held on This Incident: _____ | | |
| ICS 225 | | | Date/Time: Date | | | |

ICS 225 Incident Personnel Performance Rating

Purpose. The Incident Personnel Performance Rating (ICS 225) gives supervisors the opportunity to evaluate subordinates on incident assignments. THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT.

Preparation. The ICS 225 is normally prepared by the supervisor for each subordinate, using the evaluation standard given in the form. The ICS 225 will be reviewed with the subordinate, who will sign at the bottom. It will be delivered to the Planning Section before the rater leaves the incident

Distribution. The ICS 225 is provided to the Planning Section Chief before the rater leaves the incident.

Notes:

- Use a blank ICS 225 for each individual.
- Additional pages can be added based on individual need.

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 1 | Name | Enter the name of the individual being rated. |
| 2 | Incident Name | Enter the name assigned to the incident. |
| 3 | Incident Number | Enter the number assigned to the incident. |
| 4 | Home Unit Address | Enter the physical address of the home unit for the individual being rated. |
| 5 | Incident Agency and Address | Enter the name and address of the authority having jurisdiction for the incident. |
| 6 | Position Held on Incident | Enter the position held (e.g., Resources Unit Leader, Safety Officer, etc.) by the individual being rated. |
| 7 | Date(s) of Assignment <ul style="list-style-type: none"> • From • To | Enter the date(s) (month/day/year) the individual was assigned to the incident. |
| 8 | Incident Complexity Level <ul style="list-style-type: none"> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 | Indicate the level of complexity for the incident. |
| 9 | Incident Definition | Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as "tornado," "wildfire," "bridge collapse," "civil unrest," "parade," "vehicle fire," "mass casualty," etc. |
| 10 | Evaluation | Enter "X" under the appropriate column indicating the individual's level of performance for each duty listed. |
| | N/A | The duty did not apply to this incident. |
| | 1 – Unacceptable | Does not meet minimum requirements of the individual element. Deficiencies/Improvements needed must be identified in Remarks. |
| | 2 – Needs Improvement | Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS. |
| | 3 – Met Standards | Satisfactory. Employee meets all requirements of the individual element. |
| 10 | 4 – Fully Successful | Employee meets all requirements and exceeds one or several of the requirements of the individual element. |
| | 5 – Exceeded Expectations | Superior. Employee consistently exceeds the performance requirements. |

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 11 | Knowledge of the Job/ Professional Competence: | Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.) |
| 12 | Ability To Obtain Performance/Results: | Quality, quantity, timeliness, and impact of work. |
| 13 | Planning/Preparedness: | Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT). |
| 14 | Using Resources: | Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics). |
| 15 | Adaptability/Attitude: | Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles. |
| 16 | Communication Skills: | Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly. |
| 17 | Ability To Work on a Team: | Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps. |
| 18 | Consideration for Personnel/Team Welfare: | Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills. |
| 19 | Directing Others: | Ability to influence or direct others in accomplishing tasks or missions. |
| 20 | Judgment/Decisions Under Stress: | Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought. |
| 21 | Initiative | Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision. |
| 22 | Physical Ability for the Job: | Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others. |
| 23 | Adherence to Safety: | Ability to invest in the IMT's future by caring for the safety of self and others. |
| 24 | Remarks | Enter specific information on why the individual received performance levels. |
| 25 | Rated Individual (This rating has been discussed with me) <ul style="list-style-type: none"> • Signature • Date/Time | Enter the signature of the individual being rated. Enter the date (month/day/year) and the time (24-hour clock) signed. |
| 26 | Rated by <ul style="list-style-type: none"> • Name • Signature • Home Unit • Position Held on This Incident • Date/Time | Enter the name, signature, home unit, and position held on the incident of the person preparing the form and rating the individual. Enter the date (month/day/year) and the time (24-hour clock) prepared. |

| 1. Incident Name: | | INCIDENT OPEN ACTION TRACKER ICS-233 | | | | | | |
|-------------------|---------|---|--------------------|---------------|-----------|----------------|----------------|--|
| 2. No. | 3. Item | 4. For/POC | 5. Briefed POC (X) | 6. Start Date | 7. Status | 8. Target Date | 9. Actual Date | |
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Open Actions Tracker (ICS 233-CG - revision 1/07)

Purpose. Open Actions Tracker

1. Is used by the Incident Commander/Unified Command (IC/UC) to assign and track tasks/actions to IMT personnel that do not rise to the level of being an Incident Objective.
2. Is duplicated and provided to Command and General Staff members, giving them the open tasks/actions needing to be completed and a means to track the open tasks/actions they have been assigned.

Note: This form may also be used by Command and General Staff for tracking tasks/actions within a Section/Staff element.

Preparation. The Planning Section Chief (PSC) is responsible for maintaining the Open Actions Tracker for the IC/UC and typically utilizes the Documentation Unit Leader (DOCL) to assist in this forms development and updating. The PSC should ensure all Command and General Staff are prepared to discuss their assigned tasks/actions during the Command and General Staff and Planning Meetings.

Distribution. When completed, the form is duplicated and copies are distributed to the Unified Command and Command and General Staff. It is also posted on a status board located at the ICP. All completed original forms MUST be given to the Documentation Unit.

| <u>Item #</u> | <u>Item Title</u> | <u>Instructions</u> |
|---------------|-------------------|--|
| 1. | Incident Name | Enter the name assigned to the incident. |
| 2. | No. | Enter number of task in sequential order (1, 2, 3, ...). |
| 3. | Item | Enter short descriptive of the task/action to be completed. Tasks/Actions are important to be completed but are not an Incident Objective which are documented on the ICS-202 form. |
| 4. | For/POC | Enter the Point of Contact (POC), the responsible person/section. |
| 5. | Briefed to POC | Enter "X", when the task/action has been briefed to the POC/responsible person. This is to ensure that tasks/actions identified outside of the POC's presence (during Unified Command Meeting for example) are briefed to and acknowledged by the identified POC. |
| 6. | Start Date | Enter the date the task/action was initially assigned under "Start Date." |
| 7. | Status | Enter status of item. For example; "Awaiting LE Gear", "Update needed", "Awaiting Feedback". When the item is completed, the word "completed" is entered and if working in MS Excel, the task is cut and pasted into the worksheet labeled "COMPLETED." |
| 8. | Target Date | Enter deadline task/action should be completed. In the Excel Worksheet, there is a hidden formula that shows green, yellow and red blocks. When the target date is one day away, the block turns yellow. When it is overdue it turns red. When the block is yellow, it serves as a reminder to the UC/POC that the target date is nearing and the POC needs to complete the task or the target date needs to be updated. |
| 9. | Actual Date | Enter actual date task/action completed. |

NOTE: In order to ensure the red and yellow reminders work for new tasks, the user simply copies a task line, inserts it into the worksheet and overtypes the new task information.

D

Emergency Operations Center Position Checklists

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Appendix D. Emergency Operations Center Position Checklists

Index of EOC Position Checklists

The following checklists are included in this appendix.

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Agency Liaison Position Checklist

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



Task

1. Determine reporting structure (Liaison Officer, Operations Section Chief, or Incident Commander).
 - Identify key agency responsibilities, issues, resources, and priorities.
 - Determine delegation of authority from home agency and reporting requirements.
 - Set up work area, communication, and schedule.

2. Attend Operations Briefing.

3. Develop agency priorities, responsibilities, and resources and report through chain of command.

4. Communicate with agency personnel and leadership.

5. Resolve logistical problems for agency:
 - Assess communications needs.
 - Monitor status of agency resources.
 - Request additional resources through approved ordering channels.

6. Report through appropriate structure (see above) whenever:
 - Agency priorities change.
 - Agency resources or needs need to be modified.
 - Conflicts arise between agency and incident.
 - Hazardous situations or significant events occur.

7. Coordinate activities with IMT or EOC.

Agency Liaison Position Checklist

8. Attend Stakeholder meetings and other meetings as requested.

9. Prior to leaving shift, ensure agency resources and IMT/EOC contacts have contact your contact information.

10. Maintain agency (fiscal, schedules, resources, and documentation) record-keeping.

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

Communication Unit Leader Position Checklist

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



Task

1. Obtain briefing from the Logistics Section Chief or Service Branch Director.

2. Organize and staff Unit as appropriate:

- Assign Communications Center Manager and Lead Incident Dispatcher.
- Assign Message Center Manager and ensure adequate staff is assigned to answer phones and attend fax machines.

3. Assess communications systems/frequencies in use; advise on communications capabilities/limitations.

4. Develop and implement effective communications procedures (flow) internal and external to the incident/Incident Command Post.

5. Assess Incident Command Post phone load and request additional lines as needed.

6. Prepare and implement Incident Communications Plan (ICS Form 205):

- Obtain current organizational chart.
- Determine most hazardous tactical activity; ensure adequate communications.
- Make communications assignments to all other Operations elements, including volunteer, contract, or mutual aid.
- Determine Command communications needs.
- Determine support communications needs.
- Establish and post any specific procedures for use of Incident Command Post communications equipment.

Communication Unit Leader Position Checklist

7. Include cellular phones and pagers in Incident Communications Plan (ICS Form 205), if appropriate:
- Determine specific organizational elements to be assigned telephones.
 - Identify all facilities/locations with which communications must be established (shelters, press area, liaison area, agency facilities, other governmental entities' Emergency Operations Centers (EOCs), etc.), identify and document phone numbers.
 - Determine which phones/numbers should be used by what personnel and for what purpose. Assign specific telephone numbers for **incoming** calls, and report these numbers to staff and off-site parties such as other local jurisdictions, State and Federal agencies.
 - **Do not publicize OUTGOING call lines.**

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

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

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

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

11. Document malfunctioning communications equipment, facilitate repair.

12. Establish and maintain communications equipment accountability system.

13. Provide technical information, as required, on:

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

Communication Unit Leader Position Checklist

14. Estimate Unit needs for expected operations; order relief personnel.

15. Provide briefing to relief on current activities and unusual situations.

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

Compensation/Claims Unit Leader Position Checklist

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



Task

1. Obtain briefing from Finance/Administration Section Chief:

- Determine accidents/injuries to date.
- Determine status of investigations.

2. Establish contact with incident Safety Officer and Liaison Officer or department/agency representatives.

3. Determine the need for Compensation for Injury and Claims Specialists, request additional personnel, as necessary.

4. Establish procedures with Medical Unit Leader on prompt notification of injuries or deaths.

5. Ensure that volunteer personnel have been appropriately registered.

6. Ensure written authority for persons requiring medical treatment.

7. Ensure correct billing forms for transmittal to doctor and/or hospital.

8. Ensure all witness statements and statements from Safety Officer and Medical Unit are reviewed for completeness.

9. Coordinate with Safety Officer to:

- Provide liaison with Occupational Safety and Health Administration (OSHA).
- Provide analysis of injuries.
- Ensure appropriate level of personal protective equipment (PPE) is being used, and that personnel have been trained in its use.

10. Maintain copies of hazardous materials and other medical debriefings; ensure they are included as part of the final incident package.

11. Provide briefing to relief on current activities and unusual events

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

Compensation/Claims Unit Leader Position Checklist

Claims Specialist:

1. Work closely with Operations and Planning for information from the field.

2. Some agencies/Units have "Claims Teams" who are trained to do claims investigation and documentation for large incidents.

3. Coordinate with FEMA, private aid organizations (Red Cross), and other Government agencies for claims documentation and their needs (the Liaison Officer can often be a help coordinate and obtain information from other agencies or private entities).

4. "Damage assessment" for ongoing disaster recovery is normally not the responsibility of the Compensation and Claims Unit. However, information gathered by the Unit may be forwarded to the agency as part of its recovery effort.

Compensation for Injury Specialist:

1. Determine accidents/injuries to date.

2. Coordinate with incident Safety Officer, Liaison Officer and/or department/agency representatives.

3. Work with Safety Officer to determine trends of accidents and provide analysis of injuries.

4. Work with local agency representatives to find treatment options for injuries.

5. Establish procedures with Medical Unit Leader on prompt notification of injuries or deaths.

6. Prepare written authority for persons requiring medical treatment, and correct billing forms for transmittal to doctor and/or hospital. Ensure all witness statements are reviewed for completeness.

7. Keep informed and report on status of hospitalized personnel.

8. Maintain log of all injuries occurring on incident.

9. Arrange for notification of next of kin for serious injuries and deaths (this will be done through Command).

Cost Unit Leader Position Checklist

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



Task

1. Obtain briefing from Finance/Administration Section Chief:

- Determine reporting time-lines.
- Determine standard and special reports required.
- Determine desired report format.

2. Obtain and record all cost data:

- Agency Equipment costs.
- Contract or mutual aid equipment costs.
- Contract or mutual aid personnel costs.
- Damage to facilities, infrastructure, equipment or vehicles.
- Supplies.
- Food.
- Facility rental.

3. Identify in reports all equipment/personnel requiring payment.

4. Prepare incident cost summaries by operational period, or as directed by the Finance/Administration Section Chief.

5. If cost share agreement is done, determine what costs need to be tracked. They may be different than total incident costs.

6. Prepare resources use cost estimates for Planning:

- Make sure estimates are updated with actual costs as they become available.
- Make sure information is provided to Planning according to Planning's schedule.

Cost Unit Leader Position Checklist

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

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

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

9. Ensure that all cost documents are accurately prepared.

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

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

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

Damage Assessment Unit Leader Position Checklist

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



Task

1. Obtain briefing from Planning Section Chief.

2. Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.

3. Establish Unit organizational structure:

- By geography
- By function
- Coordinate with appropriate agencies/branches for assessments:
- Public Assistance – Infrastructure Branch
- Individual Assistance – Human Services Branch
- Ensure adequate resources to meet need

4. Establish and organize damage assessment documentation.

5. Establish priorities, and respond to requests for damage assessments.

6. Work with Incident Safety Officer to provide for safety of damage assessment teams.

7. Ensure damage assessments are completed and appropriately documented.

8. Check the accuracy and completeness of records submitted.

9. Provide copies of damage assessments to appropriate branches (Infrastructure, Human Services, and Recovery) and retain originals.

10. Provide briefing to relief on current activities and unusual events.

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

12. Give completed incident files to Planning Section Chief.

Damage Assessment Unit Leader Position Checklist

Division/Group Supervisor Position Checklist

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



Task

1. Obtain briefing from Branch Director, Operations Section Chief or Incident Commander:
 - Determine resources assigned to the Division or Group.
 - Confirm geographic boundaries or functional responsibilities of Division or Group.
 - Confirm location and function of additional Divisions and Groups operating adjacent to or within your geographic location.
 - Confirm tactical assignment.
 - Confirm communication assignment.

2. Attend Operations Briefing.

3. Review assignments and incident activities with subordinates, and assign tasks.

4. Ensure subordinates observe required safety precautions.

5. Implement Incident Action Plan (IAP) for Division or Group.

6. Submit situation and resource status information to Branch Director or Operations Section Chief:
 - Maintain "hot zone" resource tracking system, if necessary.

7. Coordinate activities with adjacent Divisions/Groups.

8. Determine need for additional resources and make request through Branch Director or Operations Section Chief.

9. Report special occurrences or events, such as accidents or sickness, to Branch Director or Operations Section Chief.

Division/Group Supervisor Position Checklist

10. Resolve logistical problems within the Division and/or Group:

- Monitor communications and assess communications needs.
- Ensure adequate food, liquids, and rehabilitation.
- Ensure personnel are aware of process for medical assistance.

11. Debrief with Branch Director or Operations Section Chief prior to leaving shift:

- Include work accomplished or left to be accomplished, operational difficulties, resource needs, etc.
- Participate in the development of plans for the next operational period.

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

Documentation Unit Leader Position Checklist

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



Task

1. Obtain briefing from Planning Section Chief.

2. Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.

3. Establish work area:

- Ensure adequate duplication capability for large-scale operations and adequate staff to assist in the duplication and documentation process.

4. Establish and organize incident files.

5. Establish duplication services, and respond to requests.

6. Determine number needed and duplicate Incident Action Plan (IAP) accordingly.

7. Retain and file duplicate copies of official forms and reports.

8. Accept and file reports and forms submitted by incident personnel.

9. Check the accuracy and completeness of records submitted for files.

10. Ensure that legal restrictions on public and exempt records are observed.

11. Provide briefing to relief on current activities and unusual events.

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

13. Give completed incident files to Planning Section Chief.

Emergency Services Branch Director Position Checklist

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



Task

1. Obtain briefing from Operations Section Chief or Incident Commander:
 - Determine resources assigned to the Branch, current location, and activities related to: **Emergency Services Branch (operational emergency management, search and rescue, animal control, and other activities as assigned by Operations)**
 - Review assignments for Divisions and/or Groups within Branch and modify based on effectiveness of current operations.
 - If modification requires re-assignment or changes of status of resources, provide resource information to the Operations Section Chief or Incident Commander.
 - Determine general organizational structure, including identification of other Branches, Divisions, and Groups operating on the incident.

2. Attend Operations Briefing.

3. Develop tactical assignments, with subordinates, for Branch control operations.

4. Assign specific work tasks to Division/Group Supervisors.

5. Resolve logistical problems reported by subordinates:
 - Monitor radio transmissions and cell phone use to assess communications needs.
 - Ensure resources receive adequate food, liquids, and rehabilitation.
 - Request additional resources through approved ordering channels.

6. Report to Operations Section Chief whenever:
 - Incident Action Plan (IAP) is to be modified.
 - Additional resources are needed.
 - Surplus resources are available.
 - Hazardous situations or significant events occur.

Emergency Services Branch Director Position Checklist

7. Coordinate activities with other Branch Directors.

8. Attend Planning Meetings at the request of the Operations Section Chief.

9. Debrief on shift activities, prior to leaving shift, with Operations Section Chief and Planning Section Chief or Situation Unit Leader.

10. Ensure Branch fiscal record-keeping.

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

Facilities Unit Leader Position Checklist

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



Task



1. Obtain briefing from Logistics Section Chief or Support Branch Director:

- Expected duration and scope of the incident.
- Facilities already activated.
- Anticipated facility needs.



2. Obtain a copy of the Incident Action Plan (IAP) and determine:

- Location of Incident Command Post.
- Staging Areas.
- Incident Base.
- Supply/Receiving/Distribution Centers.
- Information/Media Briefing Center.
- Other incident facilities.



3. Determine requirements for each facility to be established:

- Sanitation.
- Sleeping.
- Feeding.
- Supply area.
- Medical support.
- Communications needs.
- Security needs.
- Lighting.

Facilities Unit Leader Position Checklist

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

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

5. Plan facility layouts in accordance with above requirements.

6. Coordinate negotiation for rental office or storage space:

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

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

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

Finance/Administration Section Chief Position Checklist

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



Task



1. Obtain briefing from Incident Commander:

- Incident objectives.
- Participating/coordinating agencies.
- Anticipated duration/complexity of incident.
- Determine any political considerations.
- Obtain the names of any agency contacts the Incident Commander knows about.
- Possibility of cost sharing.
- Work with Incident Commander and Operations Section Chief to ensure work/rest guidelines are being met, as applicable.



2. Obtain briefing from agency administrator:

- Determine level of fiscal process required.
- Delegation of authority to Incident Commander, as well as for financial processes, particularly procurement.
- Assess potential for legal claims arising out of incident activities.
- Identify applicable financial guidelines and policies, constraints and limitations.

Finance/Administration Section Chief Position Checklist

3. Obtain briefing from agency Finance/Administration representative:

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

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

5. Attend Planning Meeting:

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

Finance/Administration Section Chief Position Checklist

Sample Planning Meeting Agenda

| Agenda Item | Responsible Party |
|---|--|
| 1 Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 Discuss safety issues. | Safety Officer |
| 3 Set/confirm incident objectives. | Incident Commander |
| 4 Plot control lines & Division boundaries. | Operations Section Chief |
| 5 Specify tactics for each Division/Group. | Operations Section Chief |
| 6 Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 Develop resource order. | Logistics Section Chief |
| 9 Consider communications/medical/transportation plans. | Logistics/Planning Section Chiefs |
| 10 Provide financial update. | Finance/Administration Section Chief |
| 11 Discuss interagency liaison issues. | Liaison Officer |
| 12 Discuss information issues. | Public Information Officer |
| 13 Finalize/approve/implement plan. | Incident Commander/All |



6. Gather continuing information:

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

Finance/Administration Section Chief Position Checklist

- 7. Meet with assisting and cooperating agencies, as required, to determine any cost-share agreements or financial obligation.
- 8. Coordinate with all cooperating agencies and specifically administrative personnel in hosting agency.
- 9. Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services:
 - Labor - with breakdown of work locations, hours and rates for response personnel, contract personnel, volunteers, and consultants.
 - Equipment - with breakdown of work locations, hours and rates for owned and rented aircraft, heavy equipment, fleet vehicles, and other equipment.
 - Materials and supplies purchased and/or rented, including equipment, communications, office and warehouse space, and expendable supplies.
- 10. Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage. (Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel).
- 11. Ensure that all personnel time records reflect incident activity and that records for non-agency personnel are transmitted to home agency or department according to policy:
 - Notify incident management personnel when emergency timekeeping process is in effect and where timekeeping is taking place.
 - Distribute time-keeping forms to all Sections-ensure forms are being completed correctly.
- 12. Ensure that all obligation documents initiated by the incident are properly prepared and completed.
- 13. Assist Logistics in resource procurement:
 - Identify vendors for which open purchase orders or contracts must be established.
 - Negotiate ad hoc contracts.
- 14. Ensure coordination between Finance/Administration and other Command and General Staff.
- 15. Coordinate Finance/Administration demobilization.
- 16. Provide briefing to relief on current activities and unusual events.

Finance/Administration Section Chief Position Checklist

17. Ensure all Logistics Units are documenting actions on Unit Log (ICS Form 214).

18. Submit all Section documentation to Documentation Unit.

Fire and Emergency Medical Services Branch Director Position Checklist

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



Task



1. Obtain briefing from Operations Section Chief or Incident Commander:

- Determine resources assigned to the Branch, current location, and activities related to: **Fire/EMS Branch (Firefighting, Hazardous Materials, and Emergency Medical Services)**
- Review assignments for Divisions and/or Groups within Branch and modify based on effectiveness of current operations.
- If modification requires re-assignment or changes of status of resources, provide resource information to the Operations Section Chief or Incident Commander.
- Determine general organizational structure, including identification of other Branches, Divisions, and Groups operating on the incident.



2. Attend Operations Briefing.



3. Develop tactical assignments, with subordinates, for Branch control operations.



4. Assign specific work tasks to Division/Group Supervisors.



5. Resolve logistical problems reported by subordinates:

- Monitor radio transmissions and cell phone use to assess communications needs.
- Ensure resources receive adequate food, liquids, and rehabilitation.
- Request additional resources through approved ordering channels.



6. Report to Operations Section Chief whenever:

- Incident Action Plan (IAP) is to be modified.
- Additional resources are needed.
- Surplus resources are available.
- Hazardous situations or significant events occur.

Fire and Emergency Medical Services Branch Director Position Checklist

7. Coordinate activities with other Branch Directors.

8. Attend Planning Meetings at the request of the Operations Section Chief.

9. Debrief on shift activities, prior to leaving shift, with Operations Section Chief and Planning Section Chief or Situation Unit Leader.

10. Ensure Branch fiscal record-keeping.

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

Food Unit Leader Position Checklist

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



Task

1. Obtain briefing from Logistics Section Chief or Service Branch Director:

- Determine potential duration of incident.
- Number and location of personnel to be fed.
- Last meal provided.
- Proposed time of next meal.

2. Determine food service requirements for planned and expected operations.

3. Determine best method of feeding to fit situation and obtain bids if not done prior to incident (coordinate with Procurement Unit).

4. Determine location of working assignment.

5. Ensure sufficient potable water and beverages for all incident personnel.

6. Coordinate transportation of food and drinks to the scene with Ground Support and Operations Section Chief.

7. Ensure that appropriate health and safety measures are taken and coordinate activity with Safety Officer.

8. Supervise administration of food service agreement, if applicable.

9. Provide copies of receipts, bills to Finance/Administration Section.

10. Let Supply Unit know when food orders are complete.

11. Provide briefing to relief on current activities and unusual situations.

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

Ground Support Unit Leader Position Checklist

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



Task

1. Obtain briefing from Logistics Section Chief or Support Branch Director:
 - Fueling needs of apparatus on incident.
 - Transportation needed for responders.
 - Location of Supply Unit receiving and distribution point(s).
 - Incident transportation maps and restrictions on transportation routes.
 - Need for vehicle repair services, and policy toward repair and fueling of mutual aid and rental equipment.

2. Staff Unit by the above considerations, as indicated.

3. Consider the need to use agency pool vehicles or rental vehicles to augment transportation resources.

4. Support out-of-service resources according to agreement for mutual aid and rental equipment.

5. Notify Resources Unit of all changes on support and transportation vehicles.

6. Arrange for and activate towing, fueling, maintenance, and repair services.

7. Maintain fuel, parts, and service use records and cost summaries. Forward to Finance/Administration Section.

8. Maintain inventory of support and transportation vehicles.

Ground Support Unit Leader Position Checklist

9. Provide transportation services:

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

10. Implement Transportation Plan:

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

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

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

Health Services Branch Director Position Checklist

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



Task

1. Obtain briefing from Operations Section Chief or Incident Commander:

- Determine resources assigned to the Branch, current location, and activities related to: **Health Services Branch (public health, hospitals, behavioral health, and fatality management)**.
- Review assignments for Divisions and/or Groups within Branch and modify based on effectiveness of current operations.
- If modification requires re-assignment or changes of status of resources, provide resource information to the Operations Section Chief or Incident Commander.
- Determine general organizational structure, including identification of other Branches, Divisions, and Groups operating on the incident.

2. Attend Operations Briefing.

3. Develop tactical assignments, with subordinates, for Branch control operations.

4. Assign specific work tasks to Division/Group Supervisors.

5. Resolve logistical problems reported by subordinates:

- Monitor radio transmissions and cell phone use to assess communications needs.
- Ensure resources receive adequate food, liquids, and rehabilitation.
- Request additional resources through approved ordering channels.

6. Report to Operations Section Chief whenever:

- Incident Action Plan (IAP) is to be modified.
- Additional resources are needed.
- Surplus resources are available.
- Hazardous situations or significant events occur.

Health Services Branch Director Position Checklist

7. Coordinate activities with other Branch Directors.

8. Attend Planning Meetings at the request of the Operations Section Chief.

9. Debrief on shift activities, prior to leaving shift, with Operations Section Chief and Planning Section Chief or Situation Unit Leader.

10. Ensure Branch fiscal record-keeping.

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

Human Services Branch Director Position Checklist

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



Task

1. Obtain briefing from Operations Section Chief or Incident Commander:

- Determine resources assigned to the Branch, current location, and activities related to: **Human Services Branch (mass care, housing and human services, food, and companion animals) including associated damage assessments for Individual Assistance.**
- Review assignments for Divisions and/or Groups within Branch and modify based on effectiveness of current operations.
- If modification requires re-assignment or changes of status of resources, provide resource information to the Operations Section Chief or Incident Commander.
- Determine general organizational structure, including identification of other Branches, Divisions, and Groups operating on the incident.

2. Attend Operations Briefing.

3. Develop tactical assignments, with subordinates, for Branch control operations.

4. Assign specific work tasks to Division/Group Supervisors.

5. Resolve logistical problems reported by subordinates:

- Monitor radio transmissions and cell phone use to assess communications needs.
- Ensure resources receive adequate food, liquids, and rehabilitation.
- Request additional resources through approved ordering channels.

6. Report to Operations Section Chief whenever:

- Incident Action Plan (IAP) is to be modified.
- Additional resources are needed.
- Surplus resources are available.
- Hazardous situations or significant events occur.

Human Services Branch Director Position Checklist

7. Coordinate activities with other Branch Directors.

8. Attend Planning Meetings at the request of the Operations Section Chief.

9. Debrief on shift activities, prior to leaving shift, with Operations Section Chief and Planning Section Chief or Situation Unit Leader.

10. Ensure Branch fiscal record-keeping.

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

Incident Commander Position Checklist

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



Task

1. Ensure welfare and safety of incident personnel.

2. Supervise Command and General Staff.

3. Obtain initial briefing from current Incident Commander and agency administrator.

4. Assess incident situation:

- Review the current situation status and initial incident objectives. Ensure that all local, State and Federal agencies impacted by the incident have been notified.

5. Determine need for, establish, and participate in Unified Command.

6. Authorize protective action statements, as necessary.

7. Activate appropriate Command and General Staff positions. Safety Officer must be appointed on hazardous materials incidents:

- Confirm dispatch and arrival times of activated resources.
- Confirm work assignments.

8. Brief staff:

- Identify incident objectives and any policy directives for the management of the incident.
- Provide a summary of current organization.
- Provide a review of current incident activities.
- Determine the time and location of first Planning Meeting.

9. Determine information needs and inform staff of requirements.

10. Determine status of disaster declaration and delegation of authority.

Incident Commander Position Checklist

11. Establish parameters for resource requests and releases:

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

12. Authorize release of information to the media:

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

13. Establish level of planning to be accomplished:

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

14. Ensure Planning Meetings are conducted as indicated:

Sample Planning Meeting Agenda

| Agenda Item | Responsible Party |
|---|--|
| 1 Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 Discuss safety issues. | Safety Officer |
| 3 Set/confirm incident objectives. | Incident Commander |
| 4 Plot control lines & Division boundaries. | Operations Section Chief |
| 5 Specify tactics for each Division/Group. | Operations Section Chief |
| 6 Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 Develop resource order. | Logistics Section Chief |
| 9 Consider communications/medical/transportation plans. | Logistics/Planning Section Chiefs |
| 10 Provide financial update. | Finance/Administration Section Chief |
| 11 Discuss interagency liaison issues. | Liaison Officer |
| 12 Discuss information issues. | Public Information Officer |
| 13 Finalize/approve/implement plan. | Incident Commander/All |

Incident Commander Position Checklist

15. Approve and authorize implementation of the IAP:

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

16. Ensure Command and General Staff coordination:

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

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

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

Infrastructure Branch Director Position Checklist

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



Task

1. Obtain briefing from Operations Section Chief or Incident Commander:

- Determine resources assigned to the Branch, current location, and activities related to: **Infrastructure Branch (transportation, public works, engineering and energy) including associated damage assessments for Public Assistance.**
- Review assignments for Divisions and/or Groups within Branch and modify based on effectiveness of current operations.
- If modification requires re-assignment or changes of status of resources, provide resource information to the Operations Section Chief or Incident Commander.
- Determine general organizational structure, including identification of other Branches, Divisions, and Groups operating on the incident.

2. Attend Operations Briefing.

3. Develop tactical assignments, with subordinates, for Branch control operations.

4. Assign specific work tasks to Division/Group Supervisors.

5. Resolve logistical problems reported by subordinates:

- Monitor radio transmissions and cell phone use to assess communications needs.
- Ensure resources receive adequate food, liquids, and rehabilitation.
- Request additional resources through approved ordering channels.

6. Report to Operations Section Chief whenever:

- Incident Action Plan (IAP) is to be modified.
- Additional resources are needed.
- Surplus resources are available.
- Hazardous situations or significant events occur.

Infrastructure Branch Director Position Checklist

7. Coordinate activities with other Branch Directors.

8. Attend Planning Meetings at the request of the Operations Section Chief.

9. Debrief on shift activities, prior to leaving shift, with Operations Section Chief and Planning Section Chief or Situation Unit Leader.

10. Ensure Branch fiscal record-keeping.

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

Law Enforcement Branch Director Position Checklist

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



Task

1. Obtain briefing from Operations Section Chief or Incident Commander:
 - Determine resources assigned to the Branch, current location, and activities related to: **Law Enforcement Branch (law enforcement, investigations, and security)**.
 - Review assignments for Divisions and/or Groups within Branch and modify based on effectiveness of current operations.
 - If modification requires re-assignment or changes of status of resources, provide resource information to the Operations Section Chief or Incident Commander.
 - Determine general organizational structure, including identification of other Branches, Divisions, and Groups operating on the incident.

2. Attend Operations Briefing.

3. Develop tactical assignments, with subordinates, for Branch control operations.

4. Assign specific work tasks to Division/Group Supervisors.

5. Resolve logistical problems reported by subordinates:
 - Monitor radio transmissions and cell phone use to assess communications needs.
 - Ensure resources receive adequate food, liquids, and rehabilitation.
 - Request additional resources through approved ordering channels.

6. Report to Operations Section Chief whenever:
 - Incident Action Plan (IAP) is to be modified.
 - Additional resources are needed.
 - Surplus resources are available.
 - Hazardous situations or significant events occur.

7. Coordinate activities with other Branch Directors.

Law Enforcement Branch Director Position Checklist

8. Attend Planning Meetings at the request of the Operations Section Chief.

9. Debrief on shift activities, prior to leaving shift, with Operations Section Chief and Planning Section Chief or Situation Unit Leader.

10. Ensure Branch fiscal record-keeping.

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

Liaison Officer Position Checklist

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



Task

1. Obtain briefing from Incident Commander:

- Obtain summary of incident organization (ICS Forms 201 and 203).
- Determine companies/agencies/non-governmental organizations already involved in the incident, and whether they are assisting (have tactical equipment and/or personnel assigned to the organization), or cooperating (operating in a support mode "outside" the organization).

2. Obtain cooperating and assisting agency information, including:

- Contact person(s).
- Radio frequencies.
- Phone numbers.
- Cooperative agreements.
- Resource type.
- Number of personnel.
- Condition of personnel and equipment.
- Agency constraints/limitations.

3. Establish workspace for Liaison function and notify agency representatives of location.

4. Contact and brief assisting/cooperating agency representatives and mutual aid cooperators.

5. Interview agency representatives concerning resources and capabilities, and restrictions on use-provide this information at planning meetings.

6. Work with Public Information Officer and Incident Commander to coordinate media releases associated with inter-governmental cooperation issues.

Liaison Officer Position Checklist

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

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

8. Participate in Planning Meetings:

Sample Planning Meeting Agenda

| Agenda Item | Responsible Party |
|---|--|
| 1 Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 Discuss safety issues. | Safety Officer |
| 3 Set/confirm incident objectives. | Incident Commander |
| 4 Plot control lines & Division boundaries. | Operations Section Chief |
| 5 Specify tactics for each Division/Group. | Operations Section Chief |
| 6 Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 Develop resource order. | Logistics Section Chief |
| 9 Consider communications/medical/transportation plans. | Logistics/Planning Section Chiefs |
| 10 Provide financial update. | Finance/Administration Section Chief |
| 11 Discuss interagency liaison issues. | Liaison Officer |
| 12 Discuss information issues. | Public Information Officer |
| 13 Finalize/approve/implement plan. | Incident Commander/All |

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

Logistics Section Chief Position Checklist

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



Task

1. Obtain briefing from Incident Commander:

- Review situation and resource status for number of personnel assigned to incident.
- Review current organization.
- Determine which incident facilities have been/should be activated.

2. Ensure Incident Command Post and other incident facilities are physically activated, as appropriate.

3. Confirm resource ordering process.

4. Assess adequacy of current Incident Communications Plan (ICS Form 205).

5. Organize and staff Logistics Section, as appropriate, and consider the need for facility security, and Communication and Supply Units.

6. Assemble, brief, and assign work locations and preliminary work tasks to Section personnel:

- Provide summary of emergency situation.
- Provide summary of the kind and extent of Logistics support the Section may be asked to provide.

7. Notify Resources Unit of other Units activated, including names and location of assigned personnel.

Logistics Section Chief Position Checklist

8. Attend Planning Meetings:

Sample Planning Meeting Agenda

| Agenda Item | Responsible Party |
|---|--|
| 1 Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 Discuss safety issues. | Safety Officer |
| 3 Set/confirm incident objectives. | Incident Commander |
| 4 Plot control lines & Division boundaries. | Operations Section Chief |
| 5 Specify tactics for each Division/Group. | Operations Section Chief |
| 6 Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 Develop resource order. | Logistics Section Chief |
| 9 Consider communications/medical/transportation plans. | Logistics/Planning Section Chiefs |
| 10 Provide financial update. | Finance/Administration Section Chief |
| 11 Discuss interagency liaison issues. | Liaison Officer |
| 12 Discuss information issues. | Public Information Officer |
| 13 Finalize/approve/implement plan. | Incident Commander/All |

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

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

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

11. Research availability of additional resources.

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

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

14. Ensure general welfare and safety of Section personnel.

Logistics Section Chief Position Checklist

15. Provide briefing to relief on current activities and unusual situations.

16. Ensure that all personnel observe established level of operational security.

17. Ensure all Logistics functions are documenting actions on Unit Log (ICS Form 214).

18. Submit all Section documentation to Documentation Unit.

Operations Section Chief Position Checklist

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



Task

1. Obtain briefing from Incident Commander:

- Determine incident objectives and recommended strategies.
- Determine status of current tactical assignments.
- Identify current organization, location of resources, and assignments.
- Confirm resource ordering process.
- Determine location of current Staging Areas and resources assigned there.

2. Organize Operations Section to ensure operational efficiency, personnel safety and adequate span of control.

3. Establish operational period.

4. Establish and demobilize Staging Areas.

5. Attend Operations Briefing and assign Operations personnel in accordance with Incident Action Plan (IAP):

- Brief Staging Area Manager on types and numbers of resources to be maintained in Staging.
- Brief tactical elements (Branches, Divisions/Groups, Task Force/Strike-Team Leaders) on assignments, ordering process, protective equipment, and tactical assignments.

6. Develop and manage tactical operations to meet incident objectives.

Operations Section Chief Position Checklist

7. Assess life safety:

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

8. Evaluate situation and provide update to Planning Section:

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

9. Determine need and request additional resources.

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

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

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

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

Operations Section Chief Position Checklist

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

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

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

15. Attend Planning Meetings:

Sample Planning Meeting Agenda

| Agenda Item | Responsible Party |
|---|--|
| 1 Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 Discuss safety issues. | Safety Officer |
| 3 Set/confirm incident objectives. | Incident Commander |
| 4 Plot control lines & Division boundaries. | Operations Section Chief |
| 5 Specify tactics for each Division/Group. | Operations Section Chief |
| 6 Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 Develop resource order. | Logistics Section Chief |
| 9 Consider communications/medical/transportation plans. | Logistics/Planning Section Chiefs |
| 10 Provide financial update. | Finance/Administration Section Chief |
| 11 Discuss interagency liaison issues. | Liaison Officer |
| 12 Discuss information issues. | Public Information Officer |
| 13 Finalize/approve/implement plan. | Incident Commander/All |

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

Public Information Officer Position Checklist

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



Task

1. Obtain briefing from Incident Commander:

- Determine current status of Incident (ICS Form 209 or equivalent).
- Identify current organization (ICS Forms 201 and 203, resource lists, etc.).
- Determine point of contact for media (scene or Command Post).
- Determine current media presence.

2. Participate in Administrative Officer's briefing:

- Determine constraints on information process.
- Determine pre-existing agreements for information centers, Joint Information Centers (JICs), etc.

3. Assess need for special alert and warning efforts, including the hearing impaired, non-English speaking populations, and industries especially at risk for a specific hazard, or which may need advance notice in order to shut down processes.

4. Coordinate the development of door-to-door protective action statements with Operations.

5. Prepare initial information summary as soon as possible after activation. If no other information is available, consider the use of the following general statement:

Sample Initial Information Summary

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

Public Information Officer Position Checklist

- 6. Arrange for necessary work space, materials, telephones, and staff. Consider assigning Assistant Public Information Officers to:
 - Joint Information Center (JIC).
 - Field (scene) Information.
 - Internal Information.
- 7. Establish contact with local and national media representatives, as appropriate.
- 8. Establish location of Information Center for media and public away from Command Post.
- 9. Establish schedule for news briefings.
- 10. Coordinate, with Logistics, the activation and staffing of message center "rumor control" lines to receive requests and answer questions from the public. Provide statement to operators.
- 11. Obtain current incident status reports from Planning Section; coordinate a schedule for updates.
- 12. Observe constraints on the release of information imposed by the Incident Commander and according to agency guidance.
- 13. Obtain approval for information release from Incident Commander:
 - Confirm details to ensure no conflicting information is released.
 - Identify site and time for press briefings, and confirm participation by other Incident Management Team (IMT) members.
- 14. Release news to media, and post information in Command Post and other appropriate locations.
- 15. Record all interviews and copy all news releases:
 - Contact media to correct erroneous or misleading information being provided to the public via the media.

Public Information Officer Position Checklist

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

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

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

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

18. Attend Planning Meetings:

Sample Planning Meeting Agenda

| Agenda Item | Responsible Party |
|---|--|
| 1 Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 Discuss safety issues. | Safety Officer |
| 3 Set/confirm incident objectives. | Incident Commander |
| 4 Plot control lines & Division boundaries. | Operations Section Chief |
| 5 Specify tactics for each Division/Group. | Operations Section Chief |
| 6 Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 Develop resource order. | Logistics Section Chief |
| 9 Consider communications/medical/transportation plans. | Logistics/Planning Section Chiefs |
| 10 Provide financial update. | Finance/Administration Section Chief |
| 11 Discuss interagency liaison issues. | Liaison Officer |
| 12 Discuss information issues. | Public Information Officer |
| 13 Finalize/approve/implement plan. | Incident Commander/All |

19. Respond to special requests for information.

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

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

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

Planning Section Chief Position Checklist

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



Task

1. Obtain briefing from Incident Commander:

- Determine current resource status (ICS Form 201).
- Determine current situation status/intelligence (ICS Form 201).
- Determine current incident objectives and strategy.
- Determine whether Incident Commander requires a written Incident Action Plan (IAP).
- Determine time and location of first Planning Meeting.
- Determine desired contingency plans.

2. Activate Planning Section positions, as necessary, and notify Resources Unit of positions activated.

3. Establish and maintain resource tracking system.

4. Complete ICS Form 201, if not previously completed, and provide copies to Command, Command Staff, and General Staff.

5. Advise Incident Command Post (ICP) staff of any significant changes in incident status.

6. Compile and display incident status summary information. Document on ICS Form 209, Incident Status Summary (or other approved agency forms):

- Forward incident status summaries to Agency Administrator and/or other designated staff once per operational period, or as required.
- Provide copy to Public Information Officer.

7. Obtain/develop incident maps.

8. Establish information requirements and reporting schedules for ICP and field staff.

Planning Section Chief Position Checklist

9. Prepare contingency plans:

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

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

11. Conduct Planning Meetings according to following agenda:

Sample Planning Meeting Agenda

| Agenda Item | Responsible Party |
|---|--|
| 1 Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 Discuss safety issues. | Safety Officer |
| 3 Set/confirm incident objectives. | Incident Commander |
| 4 Plot control lines & Division boundaries. | Operations Section Chief |
| 5 Specify tactics for each Division/Group. | Operations Section Chief |
| 6 Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 Develop resource order. | Logistics Section Chief |
| 9 Consider communications/medical/transportation plans. | Logistics/Planning Section Chiefs |
| 10 Provide financial update. | Finance/Administration Section Chief |
| 11 Discuss interagency liaison issues. | Liaison Officer |
| 12 Discuss information issues. | Public Information Officer |
| 13 Finalize/approve/implement plan. | Incident Commander/All |

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

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

Planning Section Chief Position Checklist

- Include fiscal documentation forms in written IAP as requested by the Finance/Administration Section.
- Coordinate IAP changes with General Staff personnel and distribute written changes, as appropriate.

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

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

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

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

17. Provide periodic predictions on incident potential.

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

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

20. Ensure Section has adequate coverage and relief.

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

22. Ensure preparation of demobilization plan, if appropriate.

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

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

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

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

27. Submit all Section documentation to Documentation Unit.

Procurement Unit Leader Position Checklist

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



Task



1. Obtain briefing from Finance/Administration Section Chief:

- Determine charge code, and delegation of authority to commit agency funds. If the agency cannot delegate procurement authority to the Procurement Unit Leader, they will need to assign one of their procurement people to the incident.
- Determine whether a buying team has been assigned to purchase all equipment, supplies, etc. for the incident. The Procurement Unit Leader will coordinate closely with this group.
- Determine status of bid process.
- Determine current vendor list.
- Determine current blanket Purchase Order (PO) list.
- Determine time-lines established for reporting cost information.



2. Contact Supply Unit on incident needs and any special procedures or requirements.



3. Prepare and sign offers for rental, as necessary.



4. Develop Incident Procurement Plan. This plan should address/include:

- Spending caps.
- Necessary Forms.
- Identify who has purchasing authority.
- Process for obtaining approval to exceed caps.
- Coordination process with Supply Unit.
- Supply of emergency purchase orders.

Procurement Unit Leader Position Checklist

- 5. Review equipment rental agreement and use statements for terms and conditions of use within 24 hours after equipment arrival at incident. Provide hourly rates and associated costs to Cost Unit.
- 6. Prepare and sign contracts, land-use agreements, and cost-share agreements, as necessary.
- 7. Draft Memorandums of Understanding as needed (obtain legal review and Incident Commander's signature prior to implementation).
- 8. Establish contact with supply vendors, as needed.
- 9. Determine whether additional vendor-service agreements will be necessary.
- 10. Interpret contracts/agreements, and resolve claims or disputes within delegated authority.
- 11. Provide cost data from rental agreements, contracts, etc. to Cost Unit Leader according to reporting time frames established for operational period.
- 12. Verify all invoices.
- 13. It is imperative that all contractors are accounted for and their time documented:
 - Coordinate with all Sections.
 - It may be helpful to hire one person (or more) to simply travel the incident and document everything they see being used.
 - Ensure that all equipment rental documents and inspections are complete (coordinate inspection information with Ground Support Unit and/or Operations) before signing.
- 14. Complete final processing and send documents for payment.
- 15. Maintain final incident receiving documents:
 - Obtain copies of all vendor invoices.
 - Verify that all equipment time records are complete.
 - Maintain comprehensive audit trail for all procurement documents.
 - Check completeness of all data entries on vendor invoices.
 - Compare invoices against procurement documents.
 - Assure that only authorized personnel initiate orders.

Procurement Unit Leader Position Checklist

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

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

Recovery Branch Director Position Checklist

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



Task

1. Obtain briefing from Operations Section Chief or Incident Commander:

- Determine resources assigned to the Branch, current location, and activities related to: **Recovery Branch (Financial reimbursement opportunities and community recovery programs such as Public Assistance and Individual Assistance, and hazard mitigation).**
- Review assignments for Divisions and/or Groups within Branch and modify based on effectiveness of current operations.
- If modification requires re-assignment or changes of status of resources, provide resource information to the Operations Section Chief or Incident Commander.
- Determine general organizational structure, including identification of other Branches, Divisions, and Groups operating on the incident.

2. Attend Operations Briefing.

3. Develop tactical assignments, with subordinates, for Branch control operations.

4. Assign specific work tasks to Division/Group Supervisors.

5. Resolve logistical problems reported by subordinates:

- Monitor radio transmissions and cell phone use to assess communications needs.
- Ensure resources receive adequate food, liquids, and rehabilitation.
- Request additional resources through approved ordering channels.

6. Report to Operations Section Chief whenever:

- Incident Action Plan (IAP) is to be modified.
- Additional resources are needed.
- Surplus resources are available.
- Hazardous situations or significant events occur.

Recovery Branch Director Position Checklist

7. Coordinate activities with other Branch Directors.

8. Attend Planning Meetings at the request of the Operations Section Chief.

9. Debrief on shift activities, prior to leaving shift, with Operations Section Chief and Planning Section Chief or Situation Unit Leader.

10. Ensure Branch fiscal record-keeping.

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

Resources Unit Leader Position Checklist

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



Task

1. Obtain briefing from Planning Section Chief.

2. Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.

3. Establish check-in function at incident locations (ICS Form 211).

4. Establish contact with incident information sources such as Staging Area Manager, Operations Section Chief, and initial Incident Commander to determine what resources have been assigned to the incident, their status, and location.

5. Compile, maintain, and display resource status information on: 1) all tactical and support personnel and apparatus (including agency-owned, mutual aid, or hired), and 2) transportation and support vehicles:

- Review ICS Form 201 for resource information.
- Review Check-In List (ICS Form 211).
- Confirm resources assigned to Staging.
- Confirm resources assigned to tactical Operations organization.
- Confirm resources assigned to other Command and General Staff functions.

6. Establish and maintain resource tracking system.

7. Maintain master roster of all resources at the incident:

- Total number of personnel assigned to the incident.
- Total number of resources assigned to each Section and/or Unit.
- Total number of specific equipment/apparatus types.

Resources Unit Leader Position Checklist

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

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

9. Participate in Planning Meetings, as assigned.

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

11. Assist in identification of additional and special resources:

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

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

Safety Officer Position Checklist

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



Task

1. Obtain briefing from Incident Commander and/or from initial on-scene Safety Officer.

2. Identify hazardous situations associated with the incident. Ensure adequate levels of protective equipment are available, and being used.

3. Staff and organize function, as appropriate:

- In multi-discipline incidents, consider the use of an Assistant Safety Officer from each discipline.
- Multiple high-risk operations may require an Assistant Safety Officer at each site.
- Request additional staff through incident chain of command.

4. Identify potentially unsafe acts.

5. Identify corrective actions and ensure implementation. Coordinate corrective action with Command and Operations.

6. Ensure adequate sanitation and safety in food preparation.

7. Debrief Assistant Safety Officers prior to Planning Meetings.

8. Prepare Incident Action Plan Safety and Risk Analysis (USDA ICS Form 215A).

9. Participate in Planning and Tactics Meetings:

- Listen to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics.
- Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions.

10. Attend Planning meetings:

Safety Officer Position Checklist

Sample Planning Meeting Agenda

| Agenda Item | Responsible Party |
|---|--|
| 1 Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 Discuss safety issues. | Safety Officer |
| 3 Set/confirm incident objectives. | Incident Commander |
| 4 Plot control lines & Division boundaries. | Operations Section Chief |
| 5 Specify tactics for each Division/Group. | Operations Section Chief |
| 6 Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 Develop resource order. | Logistics Section Chief |
| 9 Consider communications/medical/transportation plans. | Logistics/Planning Section Chiefs |
| 10 Provide financial update. | Finance/Administration Section Chief |
| 11 Discuss interagency liaison issues. | Liaison Officer |
| 12 Discuss information issues. | Public Information Officer |
| 13 Finalize/approve/implement plan. | Incident Commander/All |

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

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

12. Investigate accidents that have occurred within incident areas:

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

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

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

Service Branch Director Position Checklist

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



Task

1. Obtain briefing from Logistics Section Chief:

- Determine number of personnel to be fed.
- Determine communications systems in use.
- Determine medical support needs of the incident.
- Confirm personnel already requested for Branch.

2. Assemble, brief, and assign work locations and preliminary work tasks to Branch personnel:

- Provide summary of emergency situation.
- Provide summary of the communications, food, and medical needs of the incident.

3. Ensure establishment of effective Incident Communications Plan (ICS Form 205).

4. Ensure that incident personnel receive adequate food and water.

5. Coordinate with Operations to ensure adequate medical support to incident personnel.

6. Participate in organizational meetings of Logistics Section personnel.

7. Coordinate activities of Branch Units.

8. Keep Logistics Section Chief apprised of Branch Activities.

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

Situation Unit Leader Position Checklist

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



Task



1. Obtain briefing from Planning Section Chief.

- Review ICS Form 201 for incident status.
- Determine incident objectives and strategy.
- Determine necessary contingency plans.
- Identify reporting requirements and schedules-both internal and external to the incident.



2. Organize and staff Unit, as appropriate:

- Assign Field Observers.
- Request Technical Specialists, as needed.



3. Supervise Technical Specialists as assigned (on very complex incidents, it may be necessary to assign a supervisor to oversee Technical Specialists):

- Brief Technical Specialists on current incident status.
- Assign analysis tasks.
- Notify staff of time lines and format requirements.
- Monitor progress.

Situation Unit Leader Position Checklist

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

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

5. Provide photographic services and maps:

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

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

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

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

Situation Unit Leader Position Checklist

8. Request weather forecasts and spot weather forecasts, as necessary, directly from the National Weather Service.

9. Prepare Incident Status Summary (ICS Form 209) and other status reports, as assigned prior to each Planning Meeting:

- Provide copies to Command and General Staff.
- Forward to agency administrator and to other entities, as directed.

10. Participate in Planning Meetings, as required.

11. Prepare predictions at periodic intervals, or upon request of the Planning Section Chief. Notify Command and General Staff if unforeseen changes occur.

12. Provide briefing to relief on current and unusual situations.

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

Staging Area Manager Position Checklist

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



Task

1. Obtain a briefing from Incident Commander or Operations Section Chief:
 - Determine types and numbers of resources to be maintained in Staging.
 - Confirm process for requesting additional resources for Staging.
 - Confirm process for reporting status changes.

2. Proceed to Staging Area; establish Staging Area layout (apparatus and vehicles in Staging should face outward to ensure quick response, general principle of "first in, first out" should be maintained).

3. Ensure efficient check-in and coordinate process with Planning Section Resources Unit Leader.

4. Identify and track resources assigned to staging; report resource status changes to Operations or Command and Resources Unit.

5. Determine any support needs for equipment, feeding, sanitation and security; request through Logistics.

6. Post areas for identification and traffic control.

7. Respond to requests for resources:
 - Organize Task Forces or Strike Teams, as necessary.

8. Request additional tactical resources for Staging through Logistics, according to established staffing levels.

9. Obtain and issue receipts for radio equipment and other supplies distributed and received at the Staging Area.

10. Maintain Staging Area in orderly condition.

11. Demobilize Staging Area in accordance with instructions.

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

Supply Unit Leader Position Checklist

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



Task

1. Obtain briefing from Logistics Section Chief or Support Branch Director:

- Determine charge code for incident.
- Confirm ordering process.
- Assess need for 24-hour staffing.
- Determine scope of supply process.

2. Organize and staff Unit, as appropriate:

- Consider need for "lead agency" representation in ordering process.
- Consider dividing ordering responsibilities either by discipline or by category (equipment, personnel, supplies).

3. Determine ordering parameters, authorities and restrictions. Ensure that Unit staff observes ordering system and chain of command for ordering:

- Establish clearly defined time when the Supply Unit will assume responsibility for all ordering. This will require close coordination with Operations and Planning staff.
- Confirm process for coordinating contract related activities with the Procurement Unit.
- Confirm process for emergency purchase orders with Finance Section.

4. Determine type and amount of supplies and equipment on hand and en route:

- Contact Resources Unit to determine resources on order.

Supply Unit Leader Position Checklist

5. Receive resource orders from authorized incident staff. Document on Resource Order Form (ICS Form 208):
- Determine qualifying specifications (size, extra equipment, personnel protective equipment, qualifications, etc.).
 - Desired delivery time and location, person ordering, and person to whom the resource should report or be delivered.
 - Obtain estimated price for resources which expect reimbursement.
 - Coordinate delivery of rented equipment to Ground Support Unit for inspection before use.

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

7. Order, receive, distribute, and store supplies and equipment:
- Obtain resource name, number, identifiers, etc., along with Estimated Times of Arrival (ETA's).
 - Relay this information to appropriate staff.

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

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

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

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

12. Maintain inventory of supplies and equipment.

13. Service re-usable equipment.

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

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

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

Support Branch Director Position Checklist

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



Task

1. Obtain briefing from Logistics Section Chief:

- Determine facilities activated in support of the incident.
- Determine ground support and transportation needs.
- Determine resource ordering process.
- Confirm personnel already requested for Branch.

2. Confirm resource ordering process and who is authorized to order with Command and Logistics Section Chief.

3. Confirm facilities in use and determine the potential for additional facilities.

4. Determine need for fuel delivery and vehicle support.

5. Determine whether or not mutual aid and contract equipment are in use. Confirm method of inspection.

6. Staff Branch appropriately.

7. Assemble, brief, and assign work locations and preliminary work tasks to Branch personnel:

- Provide summary of emergency situation.
- Provide summary of the facility, supply, and ground support needs of the incident.

8. Participate in organizational meetings of Logistics Section personnel.

9. Coordinate activities of Branch Units.

10. Keep Logistics Section Chief apprised of Branch Activities.

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

Time Unit Leader Position Checklist

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



Task

1. Obtain briefing from Finance/Administration Section Chief:

- Determine incident requirements for time recording.
- Determine required time-lines for reports.
- Determine location of timekeeping activity.
- Determine number of personnel and rental equipment for which time will be kept.

2. Organize and staff Unit, as appropriate.

3. Advise Ground Support Unit, Air Support Group (if applicable), Facilities Unit (and other users of equipment) of the requirement of a daily record of equipment time.

4. Establish contact with appropriate agency personnel representatives:

- Determine time-keeping constraints of individual agencies.
- Time records should be maintained for volunteer and mutual aid resources regardless of whether time will be reimbursed.

5. Ensure that daily personnel and equipment time recording documents are prepared, and compliance with time policy is maintained.

6. Establish files for time records, as appropriate.

7. Provide for records security.

8. Ensure that all records are complete or current prior to demobilization.

9. Time reports from assisting agencies should be released to the respective agency representatives prior to demobilization.

10. Brief Finance/Administration Chief on current problems, recommendations, outstanding issues, and follow-up requirements.

Time Unit Leader Position Checklist

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

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

Volunteer and Donation Unit Leader Position Checklist

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



Task

1. Obtain briefing from Finance/Administration Section Chief:
 - Perform needs assessment for volunteers and donations.
 - Identify logistical needs and facilities to manage donations
 - Develop messaging to be delivered through Public Information Officer to public regarding volunteers and donations.
 - Monitor volunteers and donations management.

2. Establish contact with incident Safety Officer and Liaison Officer or department/agency representatives.

3. Determine the need for volunteer and donation teams, request additional personnel, as necessary.

4. Establish facilities to accept, sort, and inventory donations. Communicate with appropriate personnel in Operations or Logistics Sections for dissemination.

5. Ensure that volunteer personnel have been appropriately registered and documented.

6. Develop messaging with respect to volunteers and donations to be delivered through Public Information Officer.

7. Provide briefing to relief on current activities and unusual events

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

Donation Management Team Leader:

1. Reports to Volunteer and Donation Management Unit Leader.

2. Identify needed donations, facility requirement, and processing system for intake and tracking of donations.

3. Coordinate with other organizations (Red Cross, Salvation Army, churches, etc.) and other Government agencies for managing donations (the Liaison Officer can often be a help coordinate and obtain information from other agencies or private entities).

Volunteer and Donation Unit Leader Position Checklist

4. Continually assess donation status and update Volunteer and Donation Management Unit Leader to ensure proper public messaging is performed. This ensures the public has up to date information regarding what is needed, what is not needed, and where they can drop off donations.

Volunteer Management Team Leader:

1. Determine volunteer needs and relay information through Volunteer and Donation Management Unit Leader for public messaging.

2. Coordinate with incident Safety Officer, Liaison Officer, and Logistics Section to connect approved volunteers with incident needs.

3. Ensure system is in place to register, vet and credential volunteers.

4. Manage documentation associated with volunteers.

5. Establish procedures with Compensation and Claims Unit to handle injuries, damages, or incidents within an incident involving volunteers.

6. Ensure volunteers are scheduled and are not acting independently from incident.

7. Keep informed and report on status of volunteers (active, inactive, demobilized).

8. Maintain log of all injuries or incidents involving volunteers occurring on incident.

E

Mutual Aid Agreements

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Appendix E. Mutual Aid Agreements

Mutual Aid Agreements

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

| | |
|----------------|--|
| Date: | |
| Who: | |
| DC will | |
| _____ will | |

| | |
|----------------|--|
| Date: | |
| Who: | |
| DC will | |
| _____ will | |

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F

Maps

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References

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Federal

- Public Law 93 234, as amended, Flood Disaster Protection Act of 1973.
- Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.
- Code of Federal Regulations, Title 44, Part 206.
- Federal Emergency Management Agency, FEMA 64, Emergency Action Planning Guidelines for Dams, 1985.
- Federal Emergency Management Agency, Comprehensive Planning Guide 101, 2009.
- National Response Framework, 2008.
- National Incident Management System, 2008.

State

- Office of State Fire Marshal. Oregon Fire Services Mobilization Plan. March 2004.
- Oregon Emergency Management. State of Oregon Emergency Declaration Guidelines for Local Elected and Appointed Officials. March 2005.
- Oregon Revised Statutes 401.305 through 401.335.

Local

- Memoranda of Agreement / Understanding

Other

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

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H

Acronyms and Glossary

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Appendix H. Acronyms and Glossary

Acronym

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

Appendix H. Acronyms and Glossary

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

Appendix H. Acronyms and Glossary

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

Glossary of Key Terms

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

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

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

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

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

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

Appendix H. Acronyms and Glossary

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

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

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

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

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

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

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

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

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

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

Chief: The Incident Command System title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Appendix H. Acronyms and Glossary

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

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

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

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

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

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

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

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

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

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

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

Emergency: Absent a Presidential declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an

Appendix H. Acronyms and Glossary

emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

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

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

Emergency Operations Center: The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An Emergency Operations Center may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. Emergency Operations Centers may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, state, regional, county, city, tribal), or some combination thereof.

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

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

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

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

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

Appendix H. Acronyms and Glossary

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

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

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

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

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

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

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section.

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

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

Appendix H. Acronyms and Glossary

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

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

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

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

Incident Command System: A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. The Incident Command System is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander: The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

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

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when

Appendix H. Acronyms and Glossary

all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

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

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

Initial Response: Resources initially committed to an incident.

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

Interagency: An organization or committee comprised of multiple agencies.

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

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

Joint Information Center: A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the Joint Information Center.

Joint Information System: Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the Joint Information System is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident

Appendix H. Acronyms and Glossary

Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

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

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

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

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

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

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is “any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.”

Appendix H. Acronyms and Glossary

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

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

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

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

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

Multi-Jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under Unified Command.

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

Appendix H. Acronyms and Glossary

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

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

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

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

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

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

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

Appendix H. Acronyms and Glossary

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

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

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

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

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

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan.

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

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

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations

Appendix H. Acronyms and Glossary

that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

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

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

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

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

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

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

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

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

Appendix H. Acronyms and Glossary

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

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, non-governmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a state, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual-aid agreements; the use of special state, local, and tribal teams; and resource mobilization protocols.

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

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

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

Appendix H. Acronyms and Glossary

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

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

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

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

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7.)

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

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

Standardization: A principle of the National Incident Management System that provides a set of standardized organizational structures (such as the Incident Command System, multi-agency coordination systems, and public information systems) as well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various areas, including: training; resource management; personnel qualification and certification; equipment certification; communications and information management; technology support; and continuous system improvement.

Appendix H. Acronyms and Glossary

(Department of Homeland Security, National Incident Management System March 2004, 2.)

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

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

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

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

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

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

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

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

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

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

Appendix H. Acronyms and Glossary

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

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

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional.

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

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

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

Volunteer: For purposes of the National Incident Management System, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

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

Emergency Support Function Annexes

1

ESF 1 – Transportation

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ESF 1. Transportation

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

1 Purpose and Scope

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

ESF 1 also addresses Evacuation of the population.

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

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

2 Policies and Agreements

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

ESF 1. Transportation

- The decision to order an evacuation or a Shelter-In Place announcement is made by the Incident Commander.
- Law enforcement (Sheriff's Office) manages the evacuation of people from areas identified as hazardous or which pose an imminent threat or danger to life safety.
- ORS 401.309 (4) A county, city or municipal corporation may authorize an agency or official to order mandatory evacuations of residents and other individuals after a declaration of a state of emergency within the jurisdiction is declared. An evacuation under an ordinance or resolution authorized by this section shall be ordered only when necessary for public safety or when necessary for the efficient conduct of activities that minimize or mitigate the effects of the emergency.

3 Situation and Assumptions

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

3.1 Emergency/Disaster Conditions and Hazards

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

3.2 Assumptions

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

4 Concept of Operations

4.1 General

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

4.2 Evacuation

4.2.1 General

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

4.2.2 On-Scene Evacuation Actions

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

ESF 1. Transportation

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

4.3 Shelter-In-Place

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

4.3.1 Initial Actions

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

5 Direction and Control

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

6 Organization and Assignment of Responsibilities

6.1 Local

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

ESF 1. Transportation

| 6.1.1 EOC/MACC Transportation Support | |
|--|---|
| | Keep essential transportation systems running. |
| | Arrange for vehicle maintenance and support. |
| | Coordinate with County Road Department to understand safe routes that can be used for emergency transport. |
| | Provide record keeping of transportation expenses incurred under emergency conditions. |
| | Request supplemental transportation resources from the State ECC if local emergency transportation capabilities are exceeded. |
| Planning | |
| | Identify transportation resources needed for other ESFs (e.g., transportation resources for evacuation [ESF 13]; the mass transport of goods and materials). This could involve coordinating with school districts for school buses and with private transport services for buses, shuttles, and commuter vans. |
| | Prioritize, assign, and track transportation resources. |
| 6.1.2 Deschutes County Road Department | |
| | Determine the safe and usable portions of the local county road network, including traffic signs and signals. |
| | Coordinate with ODOT, County Assessor's office, and city public works departments as needed. |
| | Provide for removal of wreckage and debris to permit vehicle access or movement. |
| | Perform damage assessments for the road and bridge network, with a priority for critical routes. |
| | Provide temporary repairs to critical arterial routes and bridges. |
| | Recommend priorities for restoration of county roads and bridges. |
| | Identify alternative transport routes while the road system is being repaired. |
| | Perform repair and restoration of the transportation system. |
| | Provide public information and instruction on safe routes, closed routes, and the status of repairs. |
| 6.1.3 Deschutes County Sheriff's Office | |
| | Coordinate the emergency transport of people affected by the emergency, including those needing evacuation (also see ESF 13, Public Safety and Security, and Appendix 1 to this ESF, Evacuation |

ESF 1. Transportation

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

6.1.4 Public Transportation Services (Cascades East Transit)

| | |
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| | Provide assistance as requested for the emergency transport of people. |
| | Coordinate transportation availability and use. |
| | Send a representative to the EOC to serve as a transportation representative upon request of the EOC. |

6.1.5 Deschutes County School Districts

| | |
|--|---|
| | Coordinate with the Transportation Coordinator for the provision of District transportation assets in meeting emergency transportation needs. |
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6.1.6 Area Airports

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

6.1.7 All County Departments

| | |
|--|--|
| | Provide transportation resources and support as requested and available. |
|--|--|

6.2 State

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

6.3 Federal

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

7 Administration and Support

7.1 Administration

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

7.2 Support

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

8 ESF Development and Maintenance

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

9 Supporting Plans, Procedures and Information

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

10 Appendices

- **Appendix 1** – Evacuation Procedures

ESF 1 – APPENDIX 1. EVACUATION PROCEDURES

Evacuation Options for Medical Facilities

General Public Shelter

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

Medical Treatment Unit/Temporary Infirmary

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

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

- People who require assistance with medical care or treatments, such as routine injections, IV therapy, wound care, in-dwelling drainage or feeding tubes, respiratory hygiene or who are dependent upon electrical medical devices.
- People who are unable to care for themselves and require personal care assistance for activities of daily living (ADLs) and do not have a caregiver present, or those whose mental status requires continuous monitoring and/or a secure environment.

Evacuation Strategies

There are several strategies for evacuation which include:¹

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

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

ESF 1. Transportation

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

Sheltering in place without moving clients

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

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

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

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

Sheltering in place vertically (up or down)

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

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

Evacuating just outside the facility

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

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

Evacuating to a nearby like facility

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

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

Evacuating to a distant like facility

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

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

ESF 1. Transportation

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

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

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

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

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

Evacuating to a general public shelter with a temporary infirmary

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

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

Shelter-In-Place General Instruction Sheet

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

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

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

If You Are Asked To Shelter In-Place

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

ESF 1. Transportation

- If the gas or vapor is soluble or even partially soluble in water -- hold a wet cloth or handkerchief over your nose and mouth if the gases start to bother you. For a higher degree of protection, go into the bathroom, close the door, and turn on the shower in a strong spray to "wash" the air. Seal any openings to the outside of the bathroom as best as you can.
- If an explosion is possible outdoors -- close drapes, curtains, and shades over windows. Stay away from external windows to prevent potential injury from flying glass.
- Minimize the use of elevators in buildings. These tend to "pump" outdoor air in and out of a building as they travel up and down.
- Tune into the Emergency Alert System Station on your radio for further information and guidance.
- Remain sheltered until advised by authorities that it is safe to come out.

2

ESF 2 – Communications

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ESF 2. Communications

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

1 Purpose and Scope

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

2 Policies and Agreements

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

3 Situation and Assumptions

3.1 Situation

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

3.2 Assumptions

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

4 Concept of Operations

4.1 Communications Systems

4.1.1 General

■ Mitigation

- An adequate communications system is developed. Periodic reviews of the system are made and plans for improvement formulated as necessary.

■ Preparedness

- Personnel are trained on the appropriate equipment as necessary and available.
- Equipment is repaired and maintained as necessary and available to keep it in working order.

■ Response

- When emergency operations are initiated the supervisors will determine which communications personnel will be required to report to the EOC. Staff requirements will vary according to the incident.
- Arrangements will be attempted to ensure emergency equipment repair on a 24 hour basis.

■ Recovery

- All activities in the emergency phase will continue until such time as emergency communications are no longer required.

4.1.2 Emergency Communications Center

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

ESF 2. Communications

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

4.1.3 Fire Services

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

4.1.4 Law Enforcement

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

ESF 2. Communications

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

4.1.5 Health and Medical Services

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

4.1.6 Amateur Radio Services

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

ESF 2. Communications

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

4.2 Alert and Warning**4.2.1 Emergency Preparedness Network**

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

4.2.2 Emergency Alert System

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

4.2.3 Door-to-Door Warning

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

4.2.4 Information Line (Message Center)

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

ESF 2. Communications

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

5 Direction and Control

5.1 General

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

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

6 Organization and Assignment of Responsibilities

6.1 General

6.1.1 County Emergency Services

| | |
|--|---|
| | Ensure that warning information received through the communications center is disseminated to the warning points. |
|--|---|

6.1.2 Deschutes County 9-1-1

| | |
|--|--|
| | Ensure that the communications system is operational and incorporates all available resources. |
|--|--|

6.1.3 EOC/MACC Communications Officers

| | |
|--|---|
| | Coordinate communications systems needs. |
| | Ensure proper use of the equipment, correct message handling procedures, and expedient transmission of all pertinent communications |

| | |
|--|------------------------------------|
| | in a reliable and accurate format. |
|--|------------------------------------|

7 Administration and Support

7.1 Administration

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

7.2 Support

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

8 ESF Development and Maintenance

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

9 Supporting Plans, Procedures and Information

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

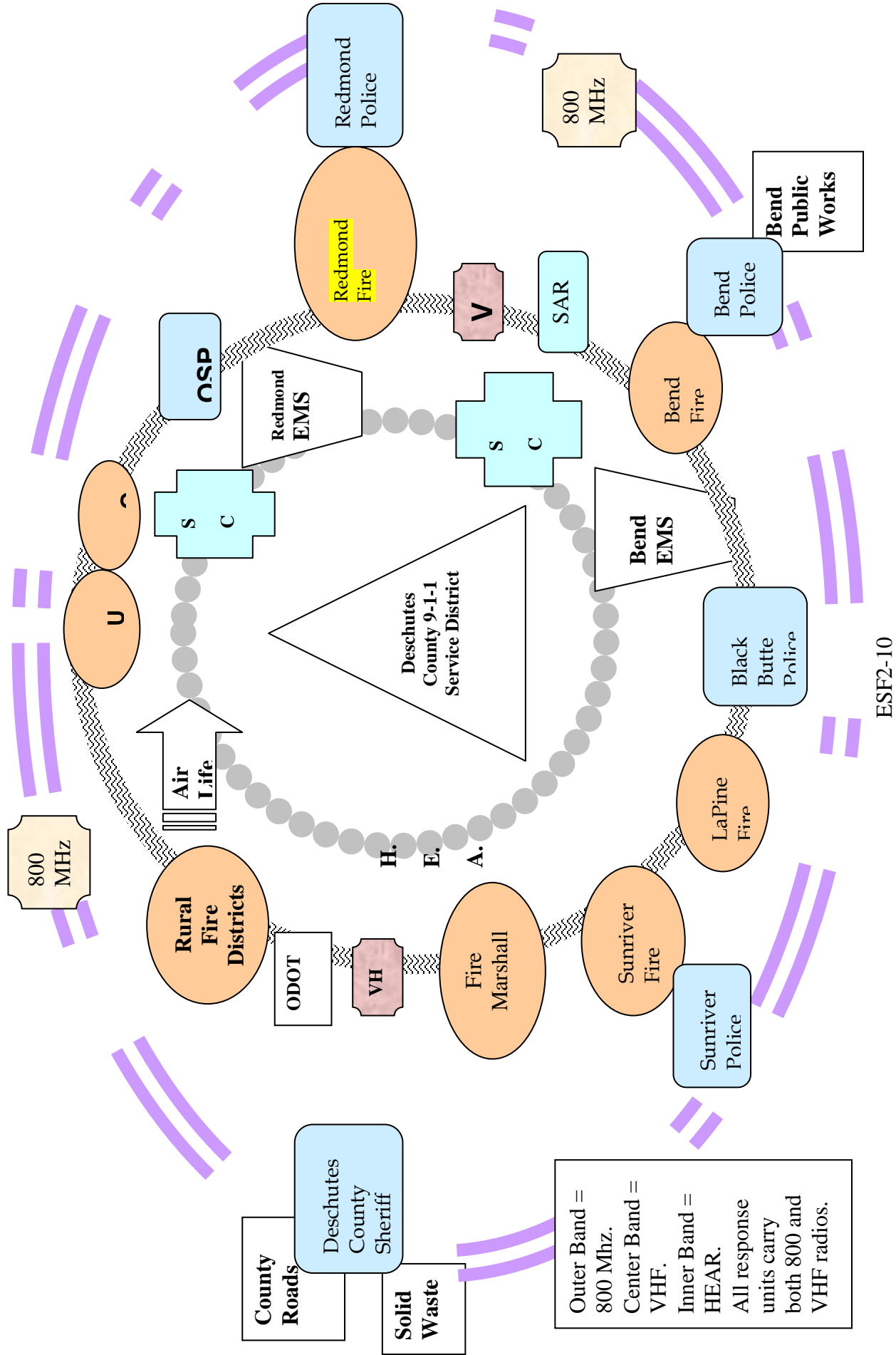
10 Appendices

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

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2. Communications

ESF 2 – APPENDIX 1. DESCHUTES COUNTY COMMUNICATIONS SYSTEMS CHART



ESF 2 – APPENDIX 3. EAS MESSAGE PREPARATION FORMS

Emergency Alert System (EAS) Sample

Standard Emergency Message

For use by 911 Supervisor or Incident Command:

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

“Three, Two, One.”

“This is (your name, and agency)”

“On the Emergency Alert System”

(What is the emergency?)

(Who, what area is affected?)

(What should people do?)

(When, for how long?)

(When and where will additional information be available?) “Repeating...(go to “This is...” and repeat message once.) “This is the emergency alert system”.

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

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

Emergency Alert System (EAS) Sample

Wildland Fire Protective Actions -

| |
|---|
| "This is _____ at the _____ on the Emergency Alert System" |
| "A wildland fire is burning in the _____ area. |
| Authorities are issuing an evacuation warning in the area of _____ _____ Use caution as, emergency vehicles are responding to the area. Please evacuate using the following routes: _____ Do <u>not</u> dial 9-1-1 or use the telephone unless you have an actual emergency." REPEAT MESSAGE "This is the Emergency Alert System" |

2. Communications

Emergency Alert System (EAS) Sample

Earthquake Protective Actions -

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

2. Communications

Emergency Alert System (EAS) Sample

Hazardous Spill or Release - Evacuation Required

"This is _____ at the _____ on the
Emergency Alert System"

"A highly hazardous substance was spilled/released at _____ area.

Because of the potential health hazard, authorities are requesting/requiring all residents within
blocks/miles of the area to evacuate.

If you are within (give evacuation zone boundaries), you and your family should/must leave as
soon as possible/NOW. If you can drive a neighbor who cannot, please do.

Go immediately to the home of a friend or relative outside of the evacuation zone or the Red
Cross shelter located at

Listen to this station for further instructions.

To repeat, if you are in the area of you should/must leave for your own safety. Do not dial 9-1-1
or use the telephone unless you have an actual emergency."

"This is the Emergency Alert System"

2. Communications

Emergency Alert System (EAS) Sample
Hazardous Spill or Release - Shelter-in-Place Required

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

Emergency Alert System (EAS) Sample

Dam Failure - Evacuation Required - Short Time Frame

"This is _____ at the _____ on the
Emergency Alert System"

"The Wickiup Dam has failed.

All persons must immediately evacuate the downstream areas now.

Wickiup Dam: LaPine, Sunriver, Bend: Move away from the river to high ground.

If you are within (give evacuation zone boundaries), you and your family should/must leave as soon as possible/NOW. If you can drive a neighbor who cannot, please do.

Go immediately to the home of a friend or relative outside of the evacuation zone.

Listen to this station for further instructions.

To repeat, if you are in the area of you should/must leave for your own safety. Do not call 9-1-1 or use the telephone unless you have an actual emergency."

"This is the Emergency Alert System"

2. Communications

Emergency Alert System (EAS) Sample

Sample Boil Water Order

Date:

FAILURE TO FOLLOW THIS ADVISORY COULD RESULT IN STOMACH OR INTESTINAL ILLNESS.

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

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

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

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

Potable water is available at the following locations:

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

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

For more information, contact the County Health Department at _____.

3

ESF 3 – Public Works and Engineering

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ESF 3. Public Works and Engineering

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

1 Purpose and Scope

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

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

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

2 Policies and Agreements

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

3 Situation and Assumptions

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

4 Concept of Operations

4.1 General

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

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

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

Damage assessment is conducted to:

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

4.2 Critical Facility Inspection

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

4.2.1 Methodology

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

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

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

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

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

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

4.2.2 Building Inspection Teams

Deschutes county Building Inspection teams will:

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

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

4.2.3 Initial Damage Assessment for Disaster Declaration Process

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

4.2.4 Damaged Building Records

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

4.2.5 Securing Property

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

4.2.6 Property Retrieval

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

4.2.7 Reconstruction Permitting/Re-Classifying Posted Buildings

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

4.3 Other Infrastructure Inspection

Actions to be taken include:

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

5 Direction and Control

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

6 Organization and Assignment of Responsibilities

6.1 Organization

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

6.2 Task Assignments

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

ESF 3. Public Works and Engineering

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

ESF 3. Public Works and Engineering

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

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

ESF 3. Public Works and Engineering

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

7 Administration and Support

7.1 Administration

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

7.2 Support

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

8 ESF Development and Maintenance

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

9 Supporting Plans and Procedures

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

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

10 Appendices

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

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3. Public Works and Engineering

ESF 3 – APPENDIX 1. COUNTY PRIORITY FACILITIES LIST

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

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3. Public Works and Engineering

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

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

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3. Public Works and Engineering

ESF 3 – APPENDIX 3. SAMPLE ORDER TO SECURE PROPERTY

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

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3. Public Works and Engineering

ESF 3 – APPENDIX 4. RETRIEVAL OF PROPERTY PROCEDURE

RETRIEVAL OF PROPERTY

The Building Department oversees the coordination of retrieval of citizens' personal property from buildings, which are damaged and require demolition. There are three basic methods of retrieval:

1. The owner or tenant hires a civil or structural engineer to develop a plan/report stating how the building might be entered for tenants to remove their possessions.

A licensed structural or civil engineer must prepare and submit a report detailing precautionary measures for building entry, engineer inspection of temporary mitigation measures, owner representative presence during retrieval operations, and required statements regarding safety and other issues.

2. The owner or tenant hires a contractor whose staff retrieves possessions for the tenants. The Building Department is not involved unless the building has been declared an imminent hazard, in which case the demolition contractor's personnel will be able to enter and remove furnishings for the tenants prior to and during demolition.
3. Owner or tenant of multi-unit apartment building posted Unsafe and determined to be extremely unsafe for entry may request assistance from Fire Department personnel who will enter the building to remove tenants' listed belongings or escort residents into the building for a prescribed time period (15 minutes) to collect belongings.
4. Police may be requested to assist at damaged building sites during property retrieval.

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ESF 3 – APPENDIX 5. BUILDING INSPECTION FORMS

INSPECTED

LAWFUL OCCUPANCY PERMITTED

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

- Inspected Exterior Only
- Inspected Exterior and Interior

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

Inspector Comments:

Facility Name and Address:

Date

Time

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

This facility was inspected under emergency conditions for:

(Jurisdiction)

Inspector ID / Agency

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

RESTRICTED USE

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

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

Facility Name and Address:

Date _____

Time _____

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

This facility was inspected under emergency conditions for:

(Jurisdiction)

Inspector ID / Agency

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

UNSAFE

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

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

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

Facility Name and Address:

Date _____
Time _____

This facility was inspected under emergency conditions for:

(Jurisdiction)

Inspector ID / Agency

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

3. Public Works & Engineering

ATC-20 Rapid Evaluation Safety Assessment Form

Inspection

Inspector ID: _____ Inspection date and time: _____ AM PM
 Affiliation: _____ Areas inspected: Exterior only Exterior and interior

Building Description

Building name: _____ Address: _____
 Building contact/phone: _____
 Number of stories above ground: _____ below ground: _____
 Approx. "Footprint area" (square feet): _____
 Number of residential units: _____
 Number of residential units not habitable: _____

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

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

Evaluation

Investigate the building for the conditions below and check the appropriate column. Estimated Building Damage (excluding contents)

| Observed Conditions: | Minor/None | Moderate | Severe | Estimated Building Damage (excluding contents) |
|--|--------------------------|--------------------------|--------------------------|--|
| Collapse, partial collapse, or building off foundation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> None |
| Building or story leaning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 0 -1% |
| Racking damage to walls, other structural damage | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 1 -10% |
| Chimney, parapet, or other falling hazard | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 10 - 30% |
| Ground slope movement or cracking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 30 - 60% |
| Other (specify) _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> 60 - 100% |
| | | | | <input type="checkbox"/> 100% |

Comments: _____

Posting

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

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

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

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

Barricades needed in the following areas: _____

Detailed Evaluation recommended: Structural Geotechnical Other: _____

Other recommendations: _____

Comments: _____

3. Public Works & Engineering

ATC-20 Detailed Evaluation Safety Assessment Form

| | |
|--|---|
| <p>Inspection</p> <p>Inspector ID: _____</p> <p>Affiliation: _____</p> <p>Inspection date and time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM</p> | <p>Final Posting from page 2</p> <p><input type="checkbox"/> Inspected</p> <p><input type="checkbox"/> Restricted Use</p> <p><input type="checkbox"/> Unsafe</p> |
|--|---|

| | |
|--|--|
| <p>Building Description</p> <p>Building name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Building contact/phone: _____</p> <p>Number of stories above ground: ____ below ground: ____</p> <p>Approx. "Footprint area" (square feet): _____</p> <p>Number of residential units: _____</p> <p>Number of residential units not habitable: _____</p> | <p>Type of Construction</p> <p><input type="checkbox"/> Wood frame <input type="checkbox"/> Concrete shear wall</p> <p><input type="checkbox"/> Steel frame <input type="checkbox"/> Unreinforced masonry</p> <p><input type="checkbox"/> Tilt-up concrete <input type="checkbox"/> Reinforced masonry</p> <p><input type="checkbox"/> Concrete frame <input type="checkbox"/> Other: _____</p> <p>Primary Occupancy</p> <p><input type="checkbox"/> Dwelling <input type="checkbox"/> Commercial <input type="checkbox"/> Government</p> <p><input type="checkbox"/> Other residential <input type="checkbox"/> Offices <input type="checkbox"/> Historic</p> <p><input type="checkbox"/> Public assembly <input type="checkbox"/> Industrial <input type="checkbox"/> School</p> <p><input type="checkbox"/> Emergency services <input type="checkbox"/> Other: _____</p> |
|--|--|

Evaluation

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

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

Continue on page 2

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3. Public Works & Engineering

ESF 3 – APPENDIX 6. IDA FIELD DATA COLLECTION FORM

Oregon Emergency Management

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

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

JURISDICTION: _____ DATE: _____

AREA BOUNDARIES: North _____ East _____

West _____ South _____

STREET NAME: _____

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

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

INITIAL BY SUBMITTER: _____

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

OREGON EMERGENCY MANAGEMENT

Initial Damage Assessment (IDA) Summary Report Form

OERS INCIDENT #: _____

JURISDICTION: NAME OF REPORTING OFFICIAL: _____

EMAIL: TITLE: _____

TELEPHONE: FAX: PAGER: _____

DATE AND TIME OF THIS REPORT: DATE AND TIME OF START OF THE EVENT: _____

EOC/MACC ACTIVATED? DATE: TIME: _____

EOC/MACC CLOSED? DATE: TIME: _____

LOCAL EMERGENCY DECLARED?: DATE: TIME: _____

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

DEATHS: INJURIES: _____

POP. STILL AT RISK: _____

CURRENT SITUATION AND EXISTING CONDITIONS _____

IMPACTS OF THE DISASTER TO THE JURISDICTION: _____

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

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

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

ACTIONS TAKEN/RESOURCES COMMITTED: _____

ASSISTANCE REQUESTED:

IDA Summary Report Form

Page 2

HOUSING COSTS & LOSS # \$\$s COMMENTS

Destroyed: _____ \$ _____

Major damage: _____ \$ _____

Minor damage: _____ \$ _____

Affected habitable: _____ \$ _____

“Second” homes: _____ \$ _____

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

Dollar loss estimate for housing: \$ _____

BUSINESS COSTS & LOSS # \$\$s COMMENTS

Destroyed: _____ \$ _____

Major damage: _____ \$ _____

Minor damage: _____ \$ _____

Business interrupted: _____ \$ _____

Dollar loss estimate for business: \$ _____

PRIVATE NONPROFIT COSTS & LOSS # \$\$s COMMENTS

Destroyed: _____ \$ _____

Major damage: _____ \$ _____

Minor damage: _____ \$ _____

Service interrupted: _____ \$ _____

Dollar loss estimate for PNPs: \$ _____

AGRICULTURE COSTS & LOSS # \$\$s COMMENTS

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

Equipment lost/damaged: _____ \$ _____

Livestock lost: _____ \$ _____

Out-buildings damaged: _____ \$ _____

Dollar loss estimate for agriculture: \$ _____

IDA Summary Report Form

Page 3

INFRASTRUCTURE

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

A. Debris clearance: _____ \$ _____

B. Protective measures: _____ \$ _____

C. Transportation system damage:

Federal Aid System (FAS) _____ \$ _____

non-Federal Aid System _____ \$ _____

D. Water control facilities: _____ \$ _____

E. Public buildings/equipment:

insured _____ \$ _____

uninsured _____ \$ _____

F. Public utility systems: _____ \$ _____

G. Parks and other: _____ \$ _____

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

SPECIAL DIST. COSTS & LOSS # \$\$\$ COMMENTS

A. Debris clearance: _____ \$ _____

B. Protective measures: _____ \$ _____

C. Transportation system damage:

Federal Aid System (FAS) _____ \$ _____

non-Federal Aid System _____ \$ _____

D. Water control facilities: _____ \$ _____

E. Public buildings/equipment:

insured _____ \$ _____

uninsured _____ \$ _____

F. Public utility systems: _____ \$ _____

G. Parks and other: _____ \$ _____

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

3. Public Works & Engineering

IDA Summary Report Form

Page 4

STATE FACILITIES COSTS & LOSS # \$\$\$ COMMENTS

A. Debris clearance: _____ \$ _____

B. Protective measures: _____ \$ _____

C. Transportation system damage:

Federal Aid System (FAS) _____ \$ _____

non-Federal Aid System _____ \$ _____

D. Water control facilities: _____ \$ _____

E. Public buildings/equipment:

insured _____ \$ _____

uninsured _____ \$ _____

F. Public utility systems: _____ \$ _____

G. Parks and other: _____ \$ _____

Dollar loss estimate for state facilities: \$ _____

COUNTY COSTS & LOSS # \$\$\$ COMMENTS

A. Debris clearance: _____ \$ _____

B. Protective measures: _____ \$ _____

C. Transportation system damage:

Federal Aid System (FAS) _____ \$ _____

non-Federal Aid System _____ \$ _____

D. Water control facilities: _____ \$ _____

E. Public buildings/equipment:

insured _____ \$ _____

uninsured _____ \$ _____

F. Public utility systems: _____ \$ _____

G. Parks and other: _____ \$ _____

Dollar loss estimate for county facilities: \$ _____

IDA Summary Report Form

Page 5

TOTALS - ALL GOVERNMENTS # \$\$s COMMENTS

A. Debris clearance: _____ \$ _____

B. Protective measures: _____ \$ _____

C. Transportation system damage:

Federal Aid System (FAS) _____ \$ _____

non-Federal Aid System _____ \$ _____

D. Water control facilities: _____ \$ _____

E. Public buildings/equipment:

insured _____ \$ _____

uninsured _____ \$ _____

F. Public utility systems: _____ \$ _____

G. Parks and other: _____ \$ _____

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

Estimated Total Dollar Cost to the Jurisdiction: \$ _____

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

SIGNATURE OF SUBMITTING

OFFICIAL: _____

TRANSMIT TO: Oregon Emergency Management

PO Box 14370 (3225 State St.)

Salem, OR 97309-5062

FAX: 503-588-1378 (24 hours)

TELEPHONE: 503-378-6377 (24 hours)

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

(call sign KC7KFI) 3.993.5 & 7.228 (hf)

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

3. Public Works & Engineering**INSTRUCTIONS FOR THE INITIAL DAMAGE ASSESSMENT SUMMARY REPORT FORM****GENERAL INFORMATION**

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

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

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

FIRST PAGE OF THE FORM

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

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

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

HOUSING

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

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

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

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

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

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

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

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

BUSINESS

3. Public Works & Engineering

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

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

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

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

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

PRIVATE NONPROFITS (PNPs)

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

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

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

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

AGRICULTURE

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

3. Public Works & Engineering

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

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

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

INFRASTRUCTURE

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

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

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

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

ESTIMATED TOTAL DOLLAR COST

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

TRANSMITTAL

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

Maintain a copy of the report for your files.

UPDATES

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

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ESF 4 – Firefighting

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

1 Purpose and Scope

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

2 Policies and Agreements

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

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

3 Situation and Assumptions

3.1 Situation

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

ESF 4. Firefighting

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

3.2 Assumptions

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

4 Concept of Operations**4.1 General**

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

ESF 4. Firefighting

- The Fire Defense Board Chief helps coordinate the use of fire resources when there are multiple incidents.
- Emergency firefighting operations will be initiated by local fire agencies to the full extent of their resource capabilities. Additional resources can be requested by using mutual aid agreements, and are coordinated by the Fire Defense Board Chief when there are multiple events occurring at the same time.
- In order to protect life and property against the danger of fire, the Governor may order the firefighting forces and equipment of any firefighting organization in the state to assist anywhere in the state, under the State Conflagration Act.
- Requests for additional firefighting resources will be made in accordance with the existing mutual aid plans and agreements. If supplemental firefighting resources are needed, local officials will request resources through the Deschutes County Fire Defense Board Chief. The Deschutes County Fire Defense Board Chief may request assistance from the Office of State Fire Marshal (via the Conflagration Plan) under the Oregon Fire Service Mobilization Plan.

4.2 Urban/Rural Fires

- Rural fire districts and municipal fire departments have the primary responsibility for the suppression and control of fires within their respective fire protection jurisdictions. For those incidents requiring additional support, mutual aid agreements may be executed.
- The Oregon Fire Service Mobilization Plan is intended to deal with the growing problem of urban/wildland interface fires. This included the establishment of the State Fire Defense Board, made up of representatives from various fire defense districts throughout the state. This plan will be activated when local resources are becoming exhausted. The County will invoke a conflagration and request state fire resources through this plan.
- If an urban fire threatens or is likely to become a fire of major magnitude, assistance may be available from the federal government under an emergency declaration by the President. Requests for such assistance are handled through normal emergency management channels. Presidential requests are organized through Oregon Emergency Management, the Federal Emergency Management Agency (FEMA), the Oregon Department of Forestry and the Governor's Office.

4.3 Forest Fires/Wildland Fires

- Due to the intermingling of urban and forest areas, Deschutes County fire agencies participate in mutual aid with municipal and rural fire departments and may assist with available regular forces during a mobilization emergency. Through the Oregon Fire Service Mobilization Plan, ODF is capable of mobilizing a substantial response that includes communication equipment, incident management personnel, and other support services.
- The U.S. Forest Service (USFS) is responsible for protecting lands under in the Deschutes National Forest. Bureau of Land Management (BLM) has lands within Deschutes County and is responsible for protection of those lands. In Deschutes County, these lands are jointly protected under a joint USFS/BLM organization, Central Oregon Fire Management Services (COFMS).
- Due to the intermingling of urban and forest areas, the U.S. Forest Service, BLM, and ODF may participate in mutual aid agreements with municipal and rural fire departments and may assist with forces during a mobilization emergency to wildland fire events.

5 Direction and Control

- Command of fire operations will be in accordance with the National Incident Management System (NIMS) Incident Command System (ICS).
- A fire will typically be managed by the initial responding fire service, using an Incident Command Post (ICP) established at the scene of the fire. The local Fire Chief or designee remains as Incident Commander unless he/she transfers command to a higher authority or requests that a Unified Command be established.
- If the fire emergency becomes too large to be effectively managed from an ICP, a city or county Emergency Operations Center (EOC) may become activated to provide support for the ICP. Depending on the situation, the County Mobile Command Post may be used and brought closer to the incident. Deschutes County 9-1-1 will coordinate efforts also within the Central Oregon Interagency Dispatch Center (COIDC) that is located in Pineville (Crook County), COIDC provides wildland fire dispatch services for State and Federal fire agencies.
- Deschutes County 911 may assist in dispatching mutual aid partners if requested. Most resources are automatically sent via 9-1-1 due to fire agreements that are already in place.

ESF 4. Firefighting

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

6 Activities by Emergency Management Phase

6.1 Mitigation

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

6.2 Preparedness

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

6.3 Response

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

ESF 4. Firefighting

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

6.4 Recovery

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

7 Organization and Assignment of Responsibilities

7.1 General

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

7.2 Task Assignments

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

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

ESF 4. Firefighting

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

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

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

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

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

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

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

8 Administration and Support

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

9 ESF Development and Review

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

10 Supporting Plans and Procedures

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

- Deschutes County Community Wildfire Plans.

11 Appendices

None at this time.

5

ESF 5 – Emergency Management

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

1 Purpose and Scope

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

2 Policies and Agreements

None identified at this time.

3 Situation and Assumptions

3.1 Situation

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

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

3.2 Assumptions

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

By coordinating operations off-scene at an EOC/MACC, decision makers will have a greater tendency to get an overall view of the situation, rather than a limited view of one area or aspect of an emergency or disaster. Ideally, this center will create an atmosphere in which to make better decisions. The EOC/MACC's focus is to support on-scene operations and provide coordination during multiple incidents or incidents that are highly complex. Generally tactical decisions are not made in the EOC/MACC.

4 Concept of Operations

4.1 General

The EOC/MACC is the key to successful response operations. With decision-makers together at one location, manpower and resources can be utilized more effectively. Coordination of activities will ensure that all tasks are accomplished with little duplication of effort.

Deschutes County Emergency Services is responsible for implementing the emergency management program in Deschutes County. During an emergency or disaster the Emergency Manager and the Unified Command will establish the broad emergency response goals for implementation by response agencies and others. The Sheriff has final decision-making authority among county officials when there are disagreements about the appropriate course of action.

The Emergency Manager is responsible for seeing that the emergency response activities of EMO agencies are coordinated, the internal operation of the EOC/MACC, overall resource management, coordinating damage assessment and emergency reporting activities, and coordinating updates to the emergency operations plan and annexes.

Fire service agencies will usually be in command on-scene for incidents involving fires, explosions (potential explosion), and hazardous materials incidents. Law enforcement will take the lead during the investigation phase.

4.2 Phases of Emergency Management

4.2.1 Mitigation and Preparedness

- Develop the EOC/MACC plan.
- Develop adequate communication capabilities.

- Instruct officials on EOC/MACC operations.

4.2.2 Response

- Activate the EOC/MACC as necessary.
- Coordinate with all involved agencies and jurisdictions.
- Initiate response activity.
- Coordinate all support operations through the EOC/MACC.

4.2.3 Recovery

- Continue response operations as needed.
- Provide damage assessment for county operations and assist other jurisdictions if requested.
- Begin recovery activities.
- Release unnecessary personnel and begin to deactivate the EOC/MACC.

4.3 Execution

During an activation of the EOC/MACC, the EMO will provide the Deschutes County 9-1-1 Center with the information to assist in determining which incoming calls to pass to the EOC/MACC.

The EMO will also inform the 9-1-1 Center about their role in directing citizen calls to the public information telephone numbers (also see ESF 15, External Affairs).

Each person in the EOC/MACC should maintain a log of decisions made and the reasons for the decision. The log need not be formal or lengthy, but it is important to establish a legal record of the actions of the Emergency Management Organization. At the conclusion of the emergency/disaster all log entries are to be compiled into one master record of the event. This function should be performed by the Planning Section if staffed. The master record must be maintained as required by law.

Following EOC/MACC activation, the Incident Commander will designate individuals to collect and record field information for analysis and dissemination by the appropriate EMO members. Ideally, a SitStat and Re-Stat Unit will be established within the Planning Section.

To assist in this effort, the following guidelines should be considered:

- The following maps should be displayed or available at the EOC/MACC:

ESF 5. Emergency Management

- State of Oregon map
 - Deschutes County map
 - Block maps for fire dispatch
 - Appropriate city maps (all cities' maps should be on hand)
- Only information that is pertinent should be plotted. Information plotted on maps should give a comprehensive picture of field operations being reported by the Incident Command Post(s) and others.
 - Information may be plotted by use of acetate overlays and crayon or by pin symbols or via GIS software and display in the EOC.
 - Information plotted should be referenced with "time of plot" in order to assure relevancy of data.
 - Consideration should be given to the plotting of the following information:
 - Location and type of all incidents
 - Condition of roads and bridges
 - Factors which are affecting vehicular movement (e.g.: roadblocks, landslides, stalled vehicles, floodwater)
 - Locations of field units, security or safety perimeters, hazard area, Incident Command Posts, etc.

5 Direction and Control

5.1 General

If the EOC/MACC is activated, normally incident management will shift from an already established on-scene Incident Command Post (ICP) to the EOC/MACC. In many cases there will be good reason to maintain an ICP on-scene and to delegate substantial decision making authority to it.

In a county-wide disaster or emergency, there may be several on-scene ICPs. These ICPs will coordinate their response activities and resource utilization with the Deschutes County emergency management organization, at the EOC/MACC if activated.

- When the EOC/MACC is activated due to an emergency, the members of the emergency management organization will be expected to immediately report to the EOC/MACC.

ESF 5. Emergency Management

- The emergency management organization may be activated upon warning of impending emergency or occurrence of an emergency or disaster by the Board of Commissioners, the Sheriff, the Emergency Manager, other agency heads (fire or police chiefs), or their pre-designated alternates.

5.2 EOC/MACC Activation

The EOC/MACC may be activated at the request of the responders, or by one of the following: the Board of Commissioners, the Sheriff, the Emergency Manager, or their alternates or successors.

Once the decision has been made to activate the EOC/MACC, all required members of the Emergency Management Organization will be expected to report to the EOC/MACC.

If the disaster is affecting municipal jurisdictions of Deschutes County, it is expected that each affected jurisdiction will send a representative to the EOC/MACC. This individual will act as a liaison for their city or jurisdiction's resources and personnel during the emergency, and will coordinate relief efforts for that city or jurisdiction. The person responding to the MACC as the agency representative must have the authority to make decisions for that jurisdiction. If possible, the cities may elect to open their own EOC or coordination center. In these cases it will be necessary to maintain communications between the County EOC/MACC and these other command/coordination centers. A county representative will go to each activated EOC if staffing permits.

If possible, the operational period should be 12 hours. This allows for staff to rotate and get rest which becomes increasingly important in a sustained operation. There should be at least a 30-minute overlap of personnel to allow for outgoing staff to brief incoming staff. Shift changes can be staggered between agencies to allow for more continuity in EOC/MACC operations.

The following guidelines will assist in activation of the EOC/MACC facility:

- Determine the need for EOC/MACC activation:
 - Has a jurisdiction requested County EOC/MACC activation?
 - Are multiple jurisdictions involved?
 - Are there multiple incidents?
 - Is the emergency situation beyond the capabilities of a jurisdiction's ability to respond?
 - Has a jurisdiction requested county assistance beyond the scope of normal mutual aid?
 - Has the emergency situation become county-wide or regional?

ESF 5. Emergency Management

- Is the county beginning to stress its personnel and resource base?

Clearly many emergencies, though relatively minor in scope, would elicit county response. Deschutes County departments may provide resources to municipal jurisdictions without EOC/MACC activation, and without assuming responsibility for incident command.

- Upon deciding to activate the County EOC/MACC, call in members of the emergency management organization, their alternates, and other personnel needed to staff the EOC/MACC.
- Personnel Activation Guidelines:
 - The EMO has the authority to involve any or all county personnel in the response to a disaster or emergency.
 - If the Board of Commissioners declares a local state of emergency to exist, or declares a disaster, this declaration may, as permitted by law and/or contract, nullify leaves and vacations, subject to the direction and control of the Board of Commissioners or the County Administrator.
 - The Commissioners or County Administrator will advise all department heads of the existence of emergency conditions and the suspension of employee leave where authorized, if necessary.
 - Each county department head who is normally involved in emergency response is identified in the call lists of this plan.
- The emergency management organization will conduct emergency response operations and refer to this plan as a guideline.

5.3 Incident Command System

On-scene emergency response to an incident will likely involve a variety of local, state, federal and private sector resources. No single agency will have the necessary resources to carry out all response activities. In addition, there may be overlapping authorities and responsibilities. Because speed is so important during an emergency, coordination must clearly come from one source. A centralized command structure will be needed on-scene. If an incident is major, the Emergency Management Organization (EMO) can assist in providing resources and information to on-scene responders, disseminate alert and warning information, communications assistance, public information, off-scene Public Information Officer (PIO), and other forms of assistance.

In an emergency, or if an incident is one part of a county-wide disaster, the Emergency Operations Center (EOC/MACC) will likely be activated, and the

ESF 5. Emergency Management

response agencies will provide the off-scene command structure. When the EOC/MACC is activated, direction and control will remain on-scene and support for the incident will come from the EMO at the EOC/MACC.

An organizational chart of the Deschutes County Command structure is found in Appendix 1 of this ESF.

6 Organization and Assignment of Responsibilities

6.1 General

Emergency operations will be conducted by local agencies augmented as required by trained auxiliaries, volunteer groups, and agencies supplied through mutual aid agreements. State and/or federal support will be requested if a disaster situation so dictates. Except for resources covered by mutual aid, all state and federal resources must be ordered through County Emergency Management to Oregon Emergency Management.

Deschutes County has established the Emergency Management office as part of the Sheriff's Office. The Oregon Revised Statutes gives the Deschutes County Board of Commissioners the authority for emergency management in the county and they have in turn given the responsibility for the management to the Sheriff's Office. This responsibility has been delegated to the Sheriff, who has in turn assigned an Emergency Manager to perform the day-to-day duties and responsibilities.

Through ORS 401.305 to 401.335, Deschutes County Emergency Services has been granted the authority to implement the guidance of this plan, and to direct activities which allow Deschutes County to mitigate, prepare for, respond to, and recover from major emergencies or disasters.

6.2 Task Assignments

| 6.2.1 Deschutes County Emergency Services | |
|--|---|
| | Provide daily implementation of county emergency management program. |
| | Provide public information as needed. |
| | Other responsibilities as described throughout this plan. |
| | Obtain clerical support for the EOC/MACC. |
| | Obtain legal guidance through County Counsel. |
| | Coordinate with Federal agencies to procure emergency financial assistance to disaster victims with federal, state, and volunteer agencies. |

| 6.2.1 Deschutes County Emergency Services | |
|--|--|
| | Submit emergency reports to Oregon Emergency Management. |
| | Coordinate emergency management activities in Deschutes County. |
| | Manage operations in the EOC/MACC upon activation. |
| | Coordinate the response activities of the emergency management organization after EOC/MACC activation. |
| | Lead the annual review of the Emergency Operations Plan (EOP) and revise as needed. |
| | Conduct annual Emergency Operations Plan (EOP) exercises. |
| | Coordinate with the American Red Cross for evacuee assistance. |

| 6.2.2 Fire Defense Board | |
|---------------------------------|--|
| | Responsible for coordinating the activities of local fire service agencies in Deschutes County. |
| | Assist law enforcement personnel in evacuations. |
| | Provide an organized force that can assist the Deschutes County emergency management organization by being on-call 24 hours per day to respond or assist in response to any emergency the jurisdiction might face. |
| | Lead in vehicle and building rescue efforts. Assistance will be provided by law enforcement agencies and public works agencies in this area. |
| | Assist with incident site severity (fire/HAZMAT/other). |
| | Serve as part of Unified Command communications coordination. |
| | Other responsibilities as described throughout this plan. See ESF 4 – Firefighting. |

| 6.2.3 Deschutes County Sheriff's Office | |
|--|---|
| | Serve as part of the Unified Command. |
| | Initiate and direct alert and warnings operation in Deschutes County via the Emergency Manager. |
| | Provide security for vital county facilities. |
| | Direct Search and Rescue (SAR). See ESF 9 – Search and Rescue. |
| | In coordination with county fire agencies, provide inter-agency communications coordination. |

6.2.3 Deschutes County Sheriff’s Office

| | |
|--|---|
| | Coordinate and provide crowd and traffic control efforts. |
| | Coordinate and perform evacuation operations. |
| | Provide assistance to local fire service agencies in rescue operations. |
| | Other responsibilities as described throughout this plan. |

6.2.4 Deschutes County 9-1-1

| | |
|--|--|
| | Serve as county warning point and disseminate emergency information via the EPN and EAS. Receive warning information from NAWAS, telephone, radio, and other means and disseminate as necessary. See ESF 2 – Communications. |
|--|--|

6.2.5 Deschutes County Health Services

| | |
|--|--|
| | The County Health Administrator will work with the American Red Cross Manager and others to obtain basic health care needs, counseling services and other mental health services for disaster victims at emergency housing facilities and other locations. |
| | Assign a sanitarian during an emergency or disaster if needed. |
| | Direct emergency immunization programs, as needed. |
| | Direct vector control operations. |
| | Obtain mental health services for disaster victims. |
| | Perform Medical Examiner duties as outlined in ESF 8, Public Health and Medical Services. |
| | Other responsibilities as described throughout this plan. See ESF 6 – Emergency Assistance, Housing and Human Services and ESF 8 – Public Health and Medical Services. |

6.2.5 Deschutes County Road Department

| | |
|--|---|
| | Responsible for directing County Road Department resources and activities. The County Road Department Manager will coordinate the repair and restoration of roads, bridges, and public facilities including critically important utilities and will work with other public works agencies to clear debris and conduct post-emergency inspections of damaged structures. See ESF 3 – Public Works and Engineering. |
| | Direct emergency solid and sanitary waste disposal operations. |
| | Be the county government liaison with the cities’ Public Works departments and with utility companies following an emergency or |

6.2.5 Deschutes County Road Department

| | |
|--|--|
| | disaster, especially in the matter of restoring service. |
| | Coordinate the repair of roads and public facilities following an emergency or disaster. |
| | Assist law enforcement agencies with detours and traffic control during an emergency or disaster. |
| | Coordinate the clearing of debris and demolition of unsafe structures following a disaster. |
| | Assist fire service, law enforcement, and ambulance agencies with rescue activities by providing or obtaining equipment for heavy rescue activities. |
| | Other responsibilities as described throughout this plan. |

6.2.6 Deschutes County Community Development Department

| | |
|--|---|
| | Will be called, along with the County Assessor, into the EOC/MACC to assist with damage assessment and emergency reporting activities, as needed. See ESF 3 – Public Works and Engineering and ESF 14 – Long-Term Community Recovery. |
|--|---|

6.2.7 American Red Cross

| | |
|--|--|
| | Coordinate emergency housing, shelter, and feeding operations for persons in reception and care facilities. |
| | Conduct a shelter registration program during major emergencies or disasters for evacuated citizens. |
| | Recruit and train additional volunteers, if needed. |
| | Provide food to disaster workers. |
| | Establish a welfare inquiry service following an emergency or disaster. |
| | Assist Community Development with the Initial Damage Assessments. |
| | Other responsibilities as described throughout this plan. See ESF 6 – Mass Care, Emergency Assistance, Housing and Humans. |

6.2.8 Incorporated Cities

| | |
|--|--|
| | If requested and possible, any incorporated city involved in an emergency or disaster will send a representative to the County EOC/MACC to act as a liaison between the city and the county for resources and response activities. |
| | If serving as a “MACC” representative they must have the authority to |

6.2.8 Incorporated Cities

| | |
|--|--|
| | Speak for the jurisdiction and assign resources. |
|--|--|

6.2.9 Amateur Radio Emergency Services (ARES)

| | |
|--|---|
| | Will be asked to assist the Emergency Management Organization with emergency communications both within Deschutes County, other jurisdictions within the County, and with other locations outside the county. |
| | ARES can elicit assistance from HAMs throughout the county in order to establish an emergency communications network supplemental to ordinary county emergency communications capabilities. |

6.2.10 School Districts

| | |
|--|---|
| | Assist the Emergency Management Organization with filling emergency transportation needs within Deschutes County. |
| | Assist Red Cross in providing space for emergency shelters when available. |

7 Administration and Support

During an emergency, it will be necessary for every member of the Emergency Management Organization to make difficult choices between competing requests for the same resources.

The Deschutes County Emergency Management Organization (EMO) has the authority, under emergency conditions, to establish priorities for the assignment and use of all resources on a county-wide basis. These resources include manpower, food, water, health and medical services, fuel, electric power, transportation, and other items and services. Most of these decisions will be made by the Unified Command or representatives in the MACC.

The Emergency Manager or appointed assistant will assist in coordinating:

- Providing the EMO with a timely inventory of needs and commitments (Planning Section).
- Serving as a primary point-of-contact for resource requests from the EMO, county departments, cities, and the general public.
- Serving as a liaison between private sector resource providers, such as contractors, and the Emergency Operations Center (EOC/MACC).

ESF 5. Emergency Management

- Where essential utilities are interrupted, working with the County Public Works Department Director and appropriate public and private agencies to return the utilities to an operational status.
- Identifying those public facilities essential to the life of the community, and providing for the repair and restoration of such vital facilities.
- Coordinating citizen appeals for assistance. Citizens should be given information about how to make these requests via the radio and television stations shown in EFS 15 – External Affairs.
- Obtaining other available resources by calling on neighboring jurisdictions with whom there is an agreement.
- Should the emergency situation be of such magnitude that all local resources are committed or expended, requests for outside assistance must be made to Oregon Emergency management for additional state and federal resources.
- A Local Emergency Declaration or Disaster Declaration Request will be processed if appropriate for a specific location or for the entire county. (see Appendix A to Basic Plan).
- An inventory of resources and contact persons appears in ESF 7 – Logistics Management and Resource Support.
- Housing, shelter, and feeding resources appear in ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services.
- In situations where resource allocations are in dispute, the Sheriff will have the final allocation authority, subject to the direction and control of the county Board of Commissioners/County Administrator for county resources.

8 ESF Development and Maintenance

At a minimum, this ESF will be formally reviewed and updated every two years or as necessary after an event or exercise. This development and maintenance will be coordinated by Deschutes County Emergency Services and will include participation by all agencies that have a supporting role.

9 Supporting Plans, Procedures and Information

- National Response Framework, ESF 5 – Emergency Management
- State Emergency Operations Plan, ESF 5 – Emergency Management

10 Appendices

- Appendix 1 – Deschutes County Command Structure Organizational Chart (to be developed)

**ESF 5 – APPENDIX 1. DESCHUTES COUNTY COMMAND
STRUCTURE ORGANIZATIONAL CHART**

[TO BE DEVELOPED]

6

ESF 6 – Mass Care, Emergency Assistance, Health and Human Services

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ESF 6. Mass Care, Emergency Services, Housing and Human Services

| ESF 6 Tasked Agencies | |
|------------------------------|---|
| Primary Agencies | Deschutes County Emergency Services Deschutes County Health Services American Red Cross (ARC) |
| Supporting Agencies | Deschutes County Community Development Deschutes County Fair and Expo Center Deschutes County Sheriff's Office |
| Adjunct Agencies | City departments/organizations School Districts Oregon Department of Human Services, Public Health Division Federal Emergency Management Agency U.S. Department of Agriculture Hospitals and Clinics Hotels Transportation companies and transport services Veterinarians Volunteer Organizations Pet Evacuation Team Veterans' Organizations Non-Profit Social Service Agencies Central Oregon Police Chaplaincy (COPC) |

1 Purpose and Scope

This Emergency Support Function (ESF) annex provides information regarding the provision of mass care and general emergency assistance for persons in Deschutes County affected by an emergency. Services addressed by this ESF include:

- Provisions for shelter.
- Provisions for feeding.
- Bulk distribution of emergency relief supplies such as food, water, clothing, and material needs.
- Assistance for short-term and long-term housing needs.
- Assistance with household pets and service animals.
- Assistance with general human services, such as specialized services for Special Needs (vulnerable) populations, assistance with personal transportation, and crisis counseling.

ESF 6. Mass Care, Emergency Services, Housing and Human Services**2 Policies and Agreements**

- The American Red Cross (ARC), Deschutes County Chapter maintains agreements with potential, inspected, pre-arranged shelters throughout the county. Requests for shelter activation will be directed to the Red Cross Chapter.
- Activation of the EOC/MACC is not a requirement for requests for sheltering assistance. The American Red Cross may receive requests from Fire, Law Enforcement and other governmental agencies, and may open shelters as the need is made evident.
- ARC staff may not assist with decontamination. Contaminated persons will not be allowed in shelters. If Shelter Managers report contaminated people presenting at shelters the Mass Care Branch Chief should request the assistance from the Fire/HazMat Branch.
- Persons not able to perform “activities of daily living” and those needing medical care or specialized medical equipment or oxygen are admitted when accompanied by their caregiver, otherwise they will be routed to an appropriate alternate care site or facility.
- Regarding disabled and frail populations please refer to Appendix 2.

3 Situation and Assumptions**3.1 Situation**

- Facilities may be needed in Deschutes County for both the direct effects and indirect effects of an emergency.
- Events that may require the opening of shelters include: evacuation, for any reason; extreme weather; utility disruption; relocations from threatened communities outside the county.
- Mass care facilities are facilities for basic life supporting needs, shelter and food.

3.2 Assumptions

- Although local government has the overall responsibility, the American Red Cross will manage and coordinate shelter/mass care operations within their capability.
- Until such time that the Red Cross arrives on-scene, local government will manage and coordinate all shelter/mass care activities.

ESF 6. Mass Care, Emergency Services, Housing and Human Services

- Other professional/volunteer organizations which normally respond to emergency/disaster situations will do so.
- Assistance from outside Deschutes County through mutual aid agreements and from state and federal level emergency agencies will be available.
- Facilities planned for shelter/mass care use will be available at the time of need.
- Experience has shown that under localized emergency conditions, a high percentage (50 percent or more) of evacuees will seek lodging with friends or relatives rather than go to established facilities. In the event that evacuees go to shelters other than those established by local authorities, they must be advised to check in with the shelter registrars for accountability purposes.
- Essential public and private services in reception areas will be continued during a mass care situation. Normal activities in some schools and churches may have to be curtailed or discontinued.
- If the threat of an evacuation is due to a visible hazard or has been discussed in the media, some spontaneous evacuation will occur prior to an implementing order. Therefore, mass care operations may have to commence early in any disaster period.

4 Concept of Operations

4.1 General

- The County Commissioners have the overall authority for ensuring the protection and welfare of citizens residing in Deschutes County.
- In cooperation with volunteer disaster assistance organizations, Deschutes County will make available shelter and lodging for people displaced from their residences, as available.
- The American Red Cross and other private disaster assistance organizations will be called upon to provide management and support of shelters for the displaced population and to care for their emergency needs by organizing shelter teams, providing services necessary to support the sheltered population, registration, or other life support assistance.
- In some disasters, the federal government may be requested to provide emergency housing. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the

ESF 6. Mass Care, Emergency Services, Housing and Human Services

extent possible, local government will assist and coordinate post-disaster housing needs of those left homeless as a result of the disaster.

4.2 Phases of Emergency Management**4.2.1 Mitigation**

- Encourage shelter considerations in architectural design.
- Identify volunteer groups.
- Develop shelter/mass care capability.

4.2.2 Preparedness

- Identify mass care facilities (temporary lodging and emergency feeding sites) and protective shelters.
- Obtain cooperation of facility owners for use as mass care facilities and protective shelters.
- Train facility/shelter managers.
- Coordinate training and communication procedures.
- Coordinate responsibilities with other agencies and/or volunteer groups.
- Identify population groups requiring special assistance during an emergency (i.e., senior citizens, disabled) and ensure assistance is provided. See Appendix 2.

4.2.3 Response

- Open and staff shelters/mass care facilities.
- Provide food and clothing as needed.
- Maintain communications between facilities and EOC.
- Assist registration of evacuees/victims.
- Provide information for victims needing additional services.
- Provide emergency public information updates during the event.

4.2.4 Recovery

- Deactivate shelters/mass care facilities as necessary.
- Assess continued human needs of victims.

ESF 6. Mass Care, Emergency Services, Housing and Human Services

- Inform public of extended care availability and restoration procedures.
- Coordinate post-disaster housing needs.
- Coordinate with State and Federal officials on location of Disaster Recovery Center (DRC).

4.3 Mass Care, Emergency Assistance, Lodging/Shelters, and Feeding Sites

Mass care includes activities such as the registration of evacuees, the opening and management of temporary lodging facilities and shelters, and the feeding of evacuees and workers through both mobile and fixed feeding sites.

4.3.1 Notification

- To request shelter assistance notify Deschutes County Chapter of the American Red Cross at 541.382.2142.
- ARC notifies pre-arranged shelter sites and selects shelters based on events, locations and numbers anticipated.
- ARC attends to the management and staffing of their shelters with pre-trained volunteers.
- ARC will notify the media, the 9-1-1 Center and the Emergency Services Coordinator of the shelter locations. If the EOC/MACC is activated the EOC/MACC PIO can provide additional assistance with the media.

4.3.2 Registration

Red Cross will assist local government in the registration of evacuees, and as applicable, will coordinate information with appropriate government agencies of those evacuees who are housed in Red Cross Shelters.

4.3.3 Shelter-in-Place

In some cases, when an emergency or disaster strikes, it may be in the best interest of the public to have persons take shelter in their own homes. By not moving them you may be able to best protect them by not moving them through a more hazardous area than they are currently in. (Also see Support Annex 2, Evacuation and Shelter-in-Place.)

4.3.4 Temporary Lodging/Feeding Facilities

- The designation of specific lodging and feeding facilities will depend on the actual situation and the location of the hazard area. Selected facilities will be located far enough from the hazard area so that there

ESF 6. Mass Care, Emergency Services, Housing and Human Services

is limited possibility of the threat extending to the mass care facility.

The best available facilities will be selected from the lists in the appendices or from lists maintained by the Red Cross. Specific care must be given to ensure that designated facilities are suitable for lodging institutionalized or special needs groups. Agreements for use of facilities have been obtained by the Red Cross.

- When Red Cross facilities are opened, it will be the responsibility of the Red Cross to maintain all functions and staffing according to Red Cross policy.
- As needed, meals and snacks will be provided to evacuees and workers through both mobile and fixed feeding sites. Upon Red Cross arrival, they will be responsible for meal planning, coordination of mobile feeding, identifying feeding sites and resources for the procurement of food and related supplies.
- The American Red Cross will jointly maintain listings of qualified and trained shelter/lodging facility managers.

4.3.5 Detention Facilities

- The Deschutes County Sheriff's Office maintains a Jail Evacuation Plan.

4.4 Bulk Distribution of Emergency Relief Supplies

Bulk distribution of emergency relief items such as food, water, ice, clothing, and blankets will be managed and coordinated at established sites. This will be accomplished by the American Red Cross and other service groups such as the Southern Baptist Disaster Relief, in coordination with county Emergency Management as possible.

The National Guard Unit in Bend has potable water tanks. Water can also be distributed by use of dairy trucks, water haulers and Oregon Department of Fish and Wildlife tankers.

4.5 Housing

Short-term and long-term housing needs can result if the emergency requires evacuation or relocation of affected persons, if the emergency event damages housing, and/or shelters and temporary lodging facilities are not a long-term solution. Displaced persons will be encouraged to obtain housing with family or friends or in commercial facilities before turning to the emergency response community for assistance.

The American Red Cross and Deschutes County Emergency Services, in coordination with other county and local organizations, may assist with

ESF 6. Mass Care, Emergency Services, Housing and Human Services

identifying alternative housing for displaced persons who cannot return to their homes (and need more than temporary lodging in a shelter) and with recommendations for accomplishing repair and restoration of the property.

4.6 Assistance with Household Pets and Service Animals

Although most service animals are allowed in American Red Cross shelters, companion animals and household pets are not. Emergency response for household pets is usually handled by public information campaigns that encourage pet owners to have an emergency plan that involves their pets. Deschutes County recognizes that the decisions affected persons make in an emergency will be influenced by their need to protect their pets as well as their families.

American Red Cross will coordinate with the Pet Evacuation Team and other service organizations and with county Emergency Management to provide assistance for household pets, such as lodging, medical care, and finding stray or lost pets. This will include coordinating with local animal control, local veterinarians, animal shelters, humane organizations, and others. County Emergency Services may open animal evacuation shelters with the assistance and guidance of the Pet Evacuation Team.

Shelter plans include the notification of the Humane Society to provide a portable kennel at shelter locations for people with “house pets.” Persons with larger animals in need should register with the DWI-line or ARC and a form is faxed to the Humane Society who sees to their care.

4.7 Human Services

In addition to the provision of shelter/mass care, unique demands will be placed upon the delivery of human services to include such activities as the care of Special Needs groups, transportation assistance (e.g., helping an elderly person to a doctor’s appointment), monetary assistance, and crisis counseling.

4.7.1 Special Needs Populations

Warnings to special health target groups are issued by the Medical Branch, Public Health Group through the Deschutes County Health Services PIO, the County PIO, or when activated, the EOC/MACC PIO.

The Computer Aided Dispatch system contains data entry elements for special needs populations in Deschutes County. Currently, people with special needs may either informally contact the 9-1-1 Center to register or may register in the area Voluntary Registry Program through various social service agencies.

Home Health Agencies and Care Providers should provide information regarding the locations of their clients (or conduct outreach to) regarding needs pertinent to the event.

ESF 6. Mass Care, Emergency Services, Housing and Human Services**4.8 Disaster Welfare Information**

The Red Cross will establish a Disaster Welfare Inquiry (DWI) Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. Welfare inquiry listings, along with registration listings, will be coordinated with the EOC and law enforcement agencies for comparison with missing persons lists.

- ARC has obtained 50 telephone lines and a local facility to implement the Disaster Welfare Information system.
- ARC and EOC/MACC PIOs will facilitate media awareness.
- All persons registering at ARC shelters may register with the DWI system. Additionally, all other affected persons should register with the DWI to allow family members outside of the disaster area access to information on their whereabouts whether or not they are registered into a shelter.

4.9 Health and Medical Services**4.9.1 Emergency First Aid**

ARC has volunteer nurses who can provide first aid and medical referrals for shelter residents.

4.9.2 Mental Health/Crisis Counseling

ARC provides trained mental health staff to assist at shelters. If a larger staff is required because of the event and numbers of shelters established, the County Behavioral Health may provide counselors.

4.9.3 Environmental Health

County Environmental Health will perform health inspections in congregate care facilities and food handling areas in accordance with county codes.

4.9.4 Public Health

Public Health will investigate notifications of disease outbreaks in shelters and provide vaccines or prophylaxis to control the spread of disease. In events requiring mass prophylaxis or vaccinations, the Medical Branch, Public Health Unit will coordinate with the Logistics ICS Section and Law Enforcement Branch to deliver supplies and training to the clinic.

4.9.5 Medical Needs Shelters

If the medically dependent population exceeds the capabilities of the ARC shelter system, the Shelter Group requests assistance from the Medical Branch. The Medical Branch can survey assisted living centers, skilled nursing facilities and other medical facilities for availability. It can also establish an in-shelter

ESF 6. Mass Care, Emergency Services, Housing and Human Services

temporary infirmary or a medical needs shelter with the assistance of the American Red Cross and state/federal cooperators.

4.9.6 Quarantine

During events requiring the establishment of quarantined areas the Mass Care Branch establishes, as needed, support shelters for family members of the quarantined. These support shelters are located outside the quarantine perimeter. The Mass Care Branch will assist in the delivery of food to the “cold zone” surrounding a quarantined area in concert with all other supplies, equipment and support to the area.

5 Direction and Control

All activities will be coordinated through the American Red Cross representative in the EOC.

- Provisions of this annex concerning mass care will be implemented as soon as a need for temporary lodging, feeding, or other human services is noted. While a coordinated government/Red Cross decision is desirable, the Red Cross may independently activate their operations.
- Communications will be established with all agencies and, in the event of an evacuation, essential personnel including volunteers will be alerted and required material resources (cots, blankets, food, etc.) located and repositioned, if necessary. Hospitals will be alerted to the possibility of receiving evacuee patients.
- Once the evacuation decision has been made, action will commence to receive evacuees at selected facilities.

6 Organization and Assignment of Responsibilities**6.1 General**

The ultimate authority for mass care and human services rests with County Emergency Services and the American Red Cross. Services will be provided through the coordinated efforts of the American Red Cross and other volunteer agencies and/or mutual-aid agreements with various support groups.

7.2 Task Assignments**7.2.1 Deschutes County Emergency Services**

| | |
|--|---|
| | Provide liaison with American Red Cross. |
| | Inform the public through PIO. |
| | Maintain shelter information in the National Shelter System database. |
| | Responsible for mega-shelter management and oversight with |

ESF 6. Mass Care, Emergency Services, Housing and Human Services

| | |
|--|--|
| | assistance and consultation of American Red Cross. |
|--|--|

7.2.2 Deschutes County Health Services

| | |
|--|--|
| | Coordinate special care requirements for vulnerable populations. |
|--|--|

7.2.3 American Red Cross

| | |
|--|---|
| | Identify volunteer agencies and develop emergency agreements. |
| | Utilize shelters identified in the National Shelter System. |
| | Identify temporary lodging and emergency feeding sites. |
| | Ensure that mass care facilities are staffed and operated. |
| | Coordinate the distribution of donated clothing and other bulk emergency relief supplies. |
| | Coordinate with area officials for supplementary food stocks from USDA sources. |
| | Process inquiries from concerned families outside the disaster area. |
| | Assist with short-term and long-term housing solutions, such as identifying facilities and recommending methods to accomplish repair/restoration of the victim's housing. |
| | Coordinate with county Emergency Management regarding assistance for the household pets and companion animals of persons affected by the emergency. |
| | Coordinate the provision of other human services such as crisis counseling and special needs populations arrangements. |

8 Administration and Support**8.1 Records**

- The Red Cross will maintain records of all expenses incurred by their mass care activities. The County Finance Department will ensure that adequate records of local government expenses are maintained.
- Shelter and feeding activities are reported during EOC/MACC briefings and provided for inclusion in the situation report.

8.2 Resource Requests

- Additional resources to support shelter and feeding efforts are requested through the Logics Section. Examples of potential needs are: transportation, water, food, and security.

ESF 6. Mass Care, Emergency Services, Housing and Human Services**8.3 Support**

- The status of shelter/mass care facilities will be determined by coordination with the EOC.
- Use of public school facilities will be a prime consideration for use as emergency mass care facilities. Utilization of these will be coordinated with school officials.
- The permission to use facilities for disaster operations will be secured from the owner/managers of said facilities or local government for public buildings/facilities.

8.4 Communications

- The primary communications link between shelter/mass care facilities and the EOC will be telephone. If telephones cannot be used or are overloaded, Amateur Radio (HAM/ARES) will provide radio assistance.
- Shelter/lodging facility managers should arrange for persons in their facility to monitor prescribed communication sources for guidance and announcements.

8 ESF Development and Maintenance

At a minimum, this ESF will be formally reviewed and updated every two years or as necessary after an event or exercise. This development and maintenance will be coordinated by Deschutes County Emergency Services and will include participation by all agencies that have a supporting role.

9 Supporting Plans, Procedures and Information

- National Response Framework, ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services
- State Emergency Operations Plan, ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services

10 Appendices

- **Appendix 1** – Home Health Care Providers
- **Appendix 2** – Establishing a Medical Needs Shelter
- **Appendix 3** – Shelter and Feeding Operations Activity Report
- **Appendix 4** – Shelter Site Feeding Report

ESF 6. Mass Care, Emergency Services, Housing and Human Services

- **Appendix 5** – Disaster Welfare Information Contact Information
- **Appendix 6** – Emergency Planning and Preparedness for People with Disabilities

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ESF 6. Mass Care, Emergency Services, Housing and Human Services

ESF 6 – APPENDIX 1. HOME HEALTH CARE PROVIDERS

| HOME HEALTH CARE PROVIDERS | | |
|--|---|-----------|
| NAME | ADDRESS | TELEPHONE |
| Assured Quality Home Care, Inc. | Bend | 398-9823 |
| At Home Care Group, Inc | 644 NE Seward Ave., Bend | 312-0051 |
| Cascade Home Care | 2500 NE Neff Rd., Bend | 388-7796 |
| Cascade Home Care | LaPine | 536-2091 |
| | Redmond | 504-4296 |
| Central Oregon Home Health Agency | Bend | 382-5882 |
| | La Pine | 536-5990 |
| Evergreen Home Services, Inc. | 243 SW Scalehouse Loop, Suite 3-A, Bend | 389-0006 |
| Heart-n-Hands Midwifery Services | 505 NW Franklin, Bend | 318-6338 |
| Homecare IV of Bend | | 382-0287 |
| Making Life Easier | 265 NW Franklin Ave., Bend | 318-1400 |
| Mountain View Home Health Services | 470 NE A St., Madras | 475-3882 |
| Pioneer Memorial Home Health and Hospice | 1201 NE Elm, Prineville | 447-2510 |
| Hospice of Bend/LaPine | 1303 NW Galveston | 383-3910 |

ESF 6. Mass Care, Emergency Services, Housing and Human Services

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ESF 6. Mass Care, Emergency Services, Housing and Human Services

ESF 6 – APPENDIX 2 – ESTABLISHING A MEDICAL NEEDS SHELTER

Establishing a Medical Needs Shelter

Medical needs shelters are shelters intended to provide, to the extent practicable under emergency conditions, an environment in which medically fragile evacuees' current levels of health can be sustained. These facilities are staffed and supplied by the transferring agency and/or local health authorities and are administered by the County Health Department in collaboration with the Red Cross.

Site selection:

- Sleeping/living space for medically fragile individuals should be calculated at approximately 60 - 80 sq ft per person to accommodate a 6' x 3' cot/mattress and a 2 - 3 foot wide perimeter.
- Extra space should be allocated for main aisle ways and should be wide enough to accommodate wheelchairs.
- Include space for two or three private examination rooms/areas.
- Pantry or storage space will be required for supplies.
- Refrigeration storage space will be required for certain pharmaceutical supplies.
- Water and sanitation systems should be in place and functioning.
- Adequate ongoing and backup electrical power.

Staffing:

SUGGESTED STAFF-TO-PATIENT RATIOS EACH 12-HOUR SHIFT

| SHELTER POPULATION | | | | | |
|-------------------------|-------|-------|--------|---------|---------|
| Medical/Health Staffing | 35-40 | 41-80 | 81-120 | 121-160 | 161-200 |
| Medical Director | 1 | 1 | 1 | 1 | 1 |
| Physician | 1 | 2 | 3 | 4 | 4 |
| RN Supervisor | 1 | 1 | 1 | 1 | 1 |
| RN/LVN | 1 | 2 | 3 | 4 | 5 |
| Experienced Caregiver | 3 | 6 | 9 | 12 | 15 |
| Mental Health | 1 | 2 | 2 | 2 | 3 |
| TOTAL | 8 | 14 | 19 | 24 | 29 |

ESF 6. Mass Care, Emergency Services, Housing and Human Services

**SUPPLIES TO PROVIDE CARE AND TREATMENT TO
ONE HUNDRED PEOPLE FOR 3 DAYS**

| ITEM | DESCRIPTION | QUANTITY |
|-----------------------------|--------------------|------------------------|
| Acetaminophen (non-aspirin) | Adult | 1 Bottle (100 Tablets) |
| Acetaminophen (non-aspirin) | Pediatric | 2 Bottles (Liquid) |
| Adhesive strips, plastic | Assorted Sizes | 3 Dozen |
| Adhesive tape | 3" X 4" Widths | 2 Rolls |
| Adhesive, non-allergic | Assorted Sizes | 1 Dozen |
| Airways | | 2 |
| Alcohol, isopropyl | 1 Pint | 1 |
| Alcohol preps | | 2 Dozen |
| Anaphylactic kit | | 1 |
| Antacid, low sodium | Tablets In Box | 2 Boxes |
| Antibiotic ointment | Tube | 1 |
| Antihistamines (tablets) | Box | 1 |
| Antihistamines (liquid) | Bottle | 1 |
| Antipruritic ointment | Tube | 1 |
| Antiseptic | Bottle | 1 |
| Applicator, cotton-tipped | 6" Long | 2 Dozen |
| Aromatic spirits of ammonia | Breakable Capsules | 6 |
| Aspirin, 5 grain | Package Of 2 | 100 |
| Baby feeding bottles | | 1 Dozen |
| Bandage gauze roller | | 1 Dozen |
| Bedside commode | | 10 |
| Betadine scrub solution | Bottle | 1 |
| Bio-hazard waste bags | Large | 1 Dozen |
| Blankets | | 100 |
| Blood glucose strips | Box | 1 |
| Body lotion, moisturizing | Bottle | 3 |

ESF 6. Mass Care, Emergency Services, Housing and Human Services

**SUPPLIES TO PROVIDE CARE AND TREATMENT TO
ONE HUNDRED PEOPLE FOR 3 DAYS**

| ITEM | DESCRIPTION | QUANTITY |
|---|--|-----------------|
| Box or chest with lock to store medications | | 1 |
| Bucket | 2 Gallon | 2 |
| Bug repellent, lotion | Bottle | 3 |
| Calamine lotion | Bottle | 1 |
| Can opener | Manual | 1 |
| Chlorine bleach, liquid | 1 Quart | 1 |
| Collapsible water containers | 1 Gallon | 10 |
| Colostomy bags | Box | 1 |
| Cotton balls | Prepackaged | 200 |
| Diabetic diet | | |
| Dialysis diet | | |
| Diapers, baby, disposable | Infant, Med. & Large | 3 Doz |
| Diapers, adult | Prepackaged | |
| Dressing basin | Small Flat Container | |
| Dressing adherent | Assorted Sizes | |
| Dust masks (facial) | Disposable | 20 |
| Elastic bandage | 3" | 2 |
| Emesis basin(s) | | 10 |
| Eye pads | Box | 1 |
| Face masks | Disposable, For Mouth To Mouth Resuscitation | |
| Facial tissues | | 2 Boxes |
| Flashlight and batteries | | 1 |
| Forceps or large tweezers | | 1 |
| Formula, infant | Powdered, Liquid | 2 Cases |
| Gauze compresses, individually wrapped | 3" X 3" Or 4" X 4" | 2 Dozen |
| Gloves, plastic, non-sterile | Disposable | 6 Dozen |

ESF 6. Mass Care, Emergency Services, Housing and Human Services

**SUPPLIES TO PROVIDE CARE AND TREATMENT TO
ONE HUNDRED PEOPLE FOR 3 DAYS**

| ITEM | DESCRIPTION | QUANTITY |
|------------------------------|---------------------------------|----------|
| Gloves, plastic, sterile | Disposable | 6 Dozen |
| Handi-wipes | Disposable | 1 Case |
| Hydrogen peroxide | Bottle | 1 |
| Hydrocortisone, .5% ointment | Tube | 1 |
| Ipecac | Bottle | 1 |
| Ice bag | Disposable | 1 |
| Identification bracelets | | 100 |
| Insulin syringes | | |
| Instant ice | Ice pack | 2 dozen |
| Irrigation kit | | 1 |
| Kaopectate | Bottle | 3 |
| Lancing device | | |
| Magic markers | Permanent marker | 1 dozen |
| Newspaper | (Clean up messes) | |
| Obstetrical kit | Disposable | 1 |
| Oxygen and tubing | | |
| Paper cups | 6 oz or 8 oz size | 1 case |
| Paper towels | | 2 rolls |
| Petroleum | Small tube | 1 |
| Pillows | | 100 |
| Plastic bags | Large | 1 box |
| Safety pins | Assorted sizes | 2 dozen |
| Sanitary napkins | Regular | 2 dozen |
| Scissors | Blunt | 4 pair |
| Scouring powder | | 1 can |
| Sharps container | | 1 |
| Soap | Cake and liquid (antimicrobial) | |

ESF 6. Mass Care, Emergency Services, Housing and Human Services

| SUPPLIES TO PROVIDE CARE AND TREATMENT TO ONE HUNDRED PEOPLE FOR 3 DAYS | | |
|--|--------------------|-----------------|
| ITEM | DESCRIPTION | QUANTITY |
| Soap substitute | Bottle | 2 |
| Soybean formula | Can | 1 case |
| Sphygmomanometer | Adult cuff | 1 |
| Sphygmomanometer | Pediatric | 1 |
| Spill kit | | 1 |
| Splint or splinting device | Arm, leg | 1 package |
| Sterile water | Gallon | 1 |
| Stethoscope | | 1 |
| Sugar | Cubes, package | |
| Sunscreen | SPF #15, bottle | 3 |
| Table salt | Box | 1 |
| Throat lozenges | Bag of 20 | 3 |
| Tongue depressors | | 1 package |
| Tourniquet | | 1 package |
| Thermometer | | 10 |
| Underpads ("blue" pads) | | 150 |
| Urinary drainage and bag | | 1 |
| Vinegar | Bottle | 1 |
| Walker | Walking assistance | 2 |

From California Emergency Medical Services Authority, "Shelter Medical Group Toolkit"

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ESF 6. Mass Care, Emergency Services, Housing and Human Services

ESF 6 – APPENDIX 3. SHELTER AND FEEDING OPERATIONS ACTIVITY REPORT

| SHELTER AND FEEDING OPERATIONS ACTIVITY REPORT | | |
|--|----------------------------|-----------------------|
| SHELTER NAME AND LOCATION | Number Overnight Residents | Number Beds Available |
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ESF 6. Mass Care, Emergency Services, Housing and Human Services

ESF 6 – APPENDIX 4. SHELTER SITE FEEDING REPORT

| SHELTER SITE FEEDING REPORT | | | | | | |
|-----------------------------|-----------|-------|--------|--------------------------|-------|--------|
| Fixed Sites, # Fed | | | | Mobile Operations, # Fed | | |
| Site | Breakfast | Lunch | Dinner | Breakfast | Lunch | Dinner |
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ESF 6. Mass Care, Emergency Services, Housing and Human Services

ESF 6 – APPENDIX 5. DISASTER WELFARE INFORMATION CONTACT INFORMATION

WEBSITES

American Red Cross: www.redcross.org

Safe and Well: www.safeandwell.org, www.sanoysalvo.org (Spanish language)

PHONE NUMBERS

1-866-GET INFO (1-866-438-4636)

ESF 6. Mass Care, Emergency Services, Housing and Human Services

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ESF 6. Mass Care, Emergency Services, Housing and Human Services**ESF 6 – APPENDIX 6. EMERGENCY PLANNING AND PREPAREDNESS FOR PEOPLE WITH DISABILITIES**

One of the County’s primary responsibilities is to protect residents and visitors. Providing emergency management during times of crisis is essential to ensuring the safety and well-being of people in the county. Under Title II of the Americans with Disabilities Act, the County must ensure emergency- and disaster-related programs, services, activities, and facilities are accessible to people with disabilities.

Given the wide range of elements in emergency management and the differing needs of people with disabilities, those with disabilities and/or their representatives need to be included in planning for emergencies and disasters. The needs of people with various types of disabilities need to be considered and include, but are not limited to, those:

- use mobility aids (wheelchairs, scooters, walkers, canes or crutches),
- have limited stamina,
- use oxygen or ventilators,
- are blind or have low/limited vision,
- are deaf or have low/limited hearing,
- have cognitive disabilities,
- have mental illness, and
- have other types of disabilities.

Each category included in the guidelines below address various elements to successfully manage people with disabilities in a crisis.

General Emergency Management Policies and Procedures

Goal: Ensure the needs of people with disabilities during emergencies or disasters are addressed consistent with those without disabilities.

- Agreements, such as Memorandums of Understanding and others, for services during an emergency or disaster with third-party organizations, such as the American Red Cross, will include statements regarding compliance with Title II of the Americans with Disabilities Act.
- During emergencies and disasters, the Incident Commander may appoint an individual to consult on issues regarding people with disabilities.

Planning and Preparation

Goal: Involve people with disabilities in planning and preparedness to ensure appropriate plans are in place and ready to serve/support people with disabilities in emergencies or disasters.

ESF 6. Mass Care, Emergency Services, Housing and Human Services

- Regularly solicit and incorporate input from people with different types of disabilities (i.e., mobility, vision, hearing, cognitive, psychiatric, and others), as well as organizations with expertise on disability issues, in the creation and/or implementation of policies and procedures related to people with disabilities in each aspect of emergency management (preparation, preparedness testing, notification, evacuation, transportation, sheltering, etc.).
- Work with people with disabilities to identify accessible shelters and disability-related needs for residents and visitors with disabilities likely to be housed in a shelter.
 - Make advance arrangements to meet the needs of people with disabilities in shelters.
- People with disabilities will be invited to participate in and evaluate County-wide exercises to test the effectiveness of the County's emergency planning and preparedness.
- Encourage people with disabilities to develop personal emergency plans for at least seventy-two hours to assist them when an emergency occurs.

Notification

Goal: Provide warning methods to ensure the County provides effective communication in order for all citizens to have the information necessary to make sound decisions and take appropriate, responsible actions during an emergency or disaster.

- Knowing that a combination of notification methods will be more effective than relying on one method, the following methods may be used and combined to notify individuals of an emergency and/or evacuation:
 - sirens or audible alerts (combined with visual notifications);
 - automated telephone calls, reverse 9-1-1, auto-dialed TTY messages, text messaging, emails, website postings, and direct door-to-door contact (may be made with pre-registered individuals);
 - captioning [included on emergency broadcasts (Emergency Alert System – EAS) on local television stations]; and
 - qualified sign language interpreters (may be used when emergency announcements are televised).
- Coordinate with the Incident Commander to ensure that alerts and warning reach, or are adjusted for, specific populations, such as people with disabilities.
- Alternative means of notification, such as door-to-door contacts, should be identified in advance for situations where there is no power.

ESF 6. Mass Care, Emergency Services, Housing and Human Services**Evacuation and Transportation**

Goal: Ensure that people with disabilities can evacuate a physical area in a variety of conditions and with or without assistance.

- The following process may be followed to ensure the safe evacuation of people with disabilities:
 - those who can self-evacuate will do so and will be provided specific evacuation information; and
 - emergency responders or others identified in advance may evacuate those who need evacuation assistance and/or have pre-registered identifying their needs.
- Coordinate transportation needs with the Unified Command or appropriate representative.
- A voluntary registry program (VRP) for people with disabilities will be established when funds and staff allow. The VRP will:
 - be voluntary and confidential;
 - require signed authorization to participate;
 - will follow HIPAA requirements;
 - identify people with disabilities who may need individualized notification, evacuation assistance, transportation, and/or medical/durable goods needs and requirements;
 - be updated annually by program participants;
 - be publicized widely through the media, organizations and agencies that provide services to people with disabilities, and paratransit riders;
 - include partner organizations serving people with disabilities to identify possible registrants;
 - establish a process to collaborate with Home Health Care providers to determine locations and needs of clients;
 - establish a process to collaborate with community-based organizations to identify unmet needs of constituents; and
 - establish a process to collaborate with assisted living and skilled nursing facilities to identify needs of residents beyond those care facilities' emergencies plans.
- Transportation services will be identified in advance to meet the needs of people with disabilities in the event of an emergency and/or evacuation. Memorandums of Understanding (MOU) with service providers will be obtained in advance of any

ESF 6. Mass Care, Emergency Services, Housing and Human Services

emergencies or disasters and will establish the requirements for providers to make available their services in the event of an emergency. Transportation services may include:

- lift-equipped buses, paratransit buses, taxi cabs, and other vehicles with specific information as to the types of mobility aids, medical equipment, and service animals each can accommodate for various types of disabilities;
 - identification of the type of transportation needed, such as pick up and drop off locations, to/from a staging area, etc.; and
 - a tracking system initiated and maintained for people who are evacuated.
- During an emergency or disaster, traditional orientation and navigation methods may no longer be available to people who are blind or have low/limited vision. First responders or others will respond to those with vision disabilities who have pre-registered who may need evacuation assistance.
 - Evacuation assistance by first responders or others will be provided to those who are deaf or have low/limited hearing, who have pre-registered, and who may be unable to communicate.

Training First Responders, Staff, and Volunteers

Goal: Provide training to staff and volunteers to ensure that people with disabilities are treated fairly, equally, and with dignity and respect during an emergency or disaster.

- Emergency planners, first responders, and others involved in any aspect of emergency management will know and understand the requirements of Title II of the ADA, including specific requirements for emergency shelters/sheltering.
- County staff and county volunteers who are designated to perform duties related to emergency notification, evacuation, transportation, and the routing of people with disabilities and their families to, and placement of these individuals in, shelters will know and understand policies and procedures to ensure the needs of people with disabilities are met and maintained.
- The County will work with the American Red Cross (ARC) to ensure ARC staff and volunteers will be provided site-specific instructions and training in mass care, medical, and shelters identified as special needs to ensure compliance with ADA requirements to provide access to programs, services, and activities offered at these shelters and to address any concerns raised by people with disabilities. Information will include shelter accessibility, eligibility criteria, effective communication, reasonable modifications in policies, practices, and procedures to accommodate people with disabilities.
- Individuals involved in the emergency management process will understand and recognize issues that may affect people with a variety of disabilities and on the

ESF 6. Mass Care, Emergency Services, Housing and Human Services

procedures to follow when access issues for people with disabilities arise during the course of an emergency or disaster, including contacting the individual responsible for ADA compliance for the County for guidance.

Physical Accessibility in Emergency Shelter Programs

Goal: Provide accessible shelters during an emergency or disaster.

- Sites identified as shelters will be surveyed for barriers to access for people with disabilities. At a minimum, surveys will include parking, exterior path of travel, entrance(s), exits(s) sleeping and dining areas, bathroom facilities, first aid/medical facilities, recreation areas, and paths of travel to all of these areas.
 - barrier to access will be removed by the County or the County will request that the owner of the facility to remove the barriers;
 - if barriers cannot be removed, another nearby facility that is – or can be made – accessible will be identified; and
 - until all emergency shelters have the required accessible features (parking, exterior routes, entrances, exits, sleeping and dining areas, restroom facilities, bathing facilities, first aid/medical areas, recreation areas, and the routes to all of these areas), the location and features of the most accessible emergency shelters will be identified and widely publicized to the public, including specific outreach to people with disabilities, organizations and agencies that serve people with disabilities.
- Procedures will be established to ensure that shelter staff and volunteers maintain accessible routes and minimize protruding objects. Beds and other furniture must be placed to ensure accessible routes are not blocked and that protruding and overhead objects are minimized in all areas of the shelter.
- Where shelters have more than one floor or stairs, accommodations will be made for persons unable to utilize stairs.
- Staff and volunteers will understand and implement methods to respond to the needs of people with disabilities.
- Staff and volunteers will know procedures to offer wayfinding assistance to people who are blind or have low/limited vision to provide orientation to the shelter environment and assistance in locating shelter areas or features.
- Procedures will be established to ensure that facilities being considered as possible emergency shelters in the future are surveyed for accessibility and those barriers to access that are removed from such facilities may be designated as emergency shelters.

ESF 6. Mass Care, Emergency Services, Housing and Human Services**Policies and Procedures in Emergency Shelters**

Goal: Ensure emergency shelters provide equal access to the many benefits shelters provide, including safety, food, services, comfort, information, a place to sleep until it is safe to return home, and the support of family, friends, and neighbors.

- The County will coordinate with the American Red Cross (ARC) to ensure ARC policies and procedures are aligned with County requirements under Title II of the Americans with Disabilities Act.
- Procedures will be established and staff trained to provide effective communications for people who are deaf or have low/limited hearing, people with speech disabilities, and people who are blind or have low/limited vision. Effective communication strategies include, but are not limited to: exchanging notes, posting written announcements correlated with spoken announcements, providing a TTY in each shelter for use by those who need them, providing interpreters when necessary/requested, reading printed information upon request.
- If space allows, low-stimulation, stress-relief areas will be provided in shelters and policies and procedures will be created giving priority to these areas for people whose disabilities are aggravated by stress.
- Policies and procedures will be established that ensure people with disabilities are accepted into mass care shelters unless they are determined to be medically fragile. Shelter staff and volunteers will be trained to accept people with disabilities who may need some assistance with activities of daily living even though their personal care aides may not be with them. Additional training and monitoring for staff and volunteers will include appropriate procedures for providing such assistance to people with disabilities who require it.
- Eligibility policies and procedures for special needs or medical shelters will ensure that emergency managers do not require people with disabilities to stay in such shelters simply because they have a disability. The ADA requires people with disabilities to be placed in the most integrated setting appropriate to the needs of the individuals. Special needs or medical shelters are for those who have been determined to be medically fragile, such as those who require hospital or nursing home care.
- Shelters with back-up generators will be identified so that people with disabilities who need to refrigerate medications, operate life-sustaining medical devices/equipment, or power mobility devices can do so. Shelters with back-up power will be made available on a priority basis to people with disabilities who require access to electricity and refrigeration. Until all shelters have back-up generators and refrigeration capability, the public will be routinely notified about the location of shelters that have these features.

ESF 6. Mass Care, Emergency Services, Housing and Human Services

- Policies and procedures will be established to effectively handle requests for durable medical equipment and medication. Resources will be identified and arrangements made in advance of an emergency or disaster to secure such items.
- Policies and procedures will be established so that people with disabilities can request cots and beds, modifications to cots and beds, securement of cots and beds, and specific placement of cots, beds, or sleeping mats when needed. In addition, the height of cots will be matched to the needs of those who use mobility aids to make possible the safe transfer from one to the other. Shelters will be equipped to provide some cots and beds for people with disabilities who are unable to use sleeping mats on the floor. Staff and volunteers will be trained to consult with people with disabilities about their needs and provide necessary accommodations.
- Kitchen-access policies will be modified for residents and volunteers whose disabilities may require immediate access to food and refrigerated medication. Shelters will be stocked to offer foods and beverages for people with dietary restrictions, such as those with diabetes or severe food allergies.
- Keep detailed records on each person with a disability served in a shelter.

Service Animals

Goal: Ensure service animals are allowed to accompany people with disabilities before, during, and after an emergency or disaster.

- Service animals accompanying people with disabilities will be welcomed into emergency shelters.
- People with service animals will remain with their animals and not be separated from them.
- People with service animals can participate with their animals in shelter programs, services, and activities.
- Shelters will provide food, water, and waste disposal for service animals.
- Shelter providers will monitor the presence of service animals to ensure that the safety and health of others are not threatened. Shelter providers will be responsible for determining the best resolution when such a situation arises. Shelter providers will not unnecessarily segregate people who use service animals from others.

Medical, Social Service, and Disaster-Related Benefit Programs

Goal: Ensure medical, social service, and other benefit programs are available to people with disabilities.

- Establish and maintain contact with social service agencies regarding needs of people with disabilities.

ESF 6. Mass Care, Emergency Services, Housing and Human Services

- Coordinate with Deschutes County Public Health to provide mass prophylaxis or vaccinations to ensure people with disabilities are reached if a dispensing site is unavailable and/or inaccessible.
- Coordinate with the American Red Cross to meet the needs of people with disabilities in shelters.
- Policies and procedures will be established to ensure that medical, social service, and other benefit programs:
 - are accessible to people with disabilities, including people who use mobility aids and service animals;
 - do not have eligibility criteria that screen out or tend to screen out people with disabilities or application processes or procedures that deny access to people with disabilities; and
 - provide effective communication to people with disabilities, including primary consideration given to the method of communication preferred by a person with a disability.

Post-Sheltering Policies and Procedures

Goal: Ensure people with disabilities have access to post-shelter services.

- Policies will be modified as necessary to provide transportation, search assistance, and additional time in shelters to enable people with disabilities to locate temporary accessible housing.
- Alternatives for temporary accessible housing (such as accessible hotel rooms) will be identified in advance that can be used by people with disabilities if they cannot immediately return home after a disaster.
- Temporary housing procedures will be established to ensure accessible hotel rooms are available on a priority basis to people with disabilities who need them.
- Policies and procedures will be established to ensure temporary housing information distributed to the public and/or shelter residents includes information on accessible housing and transportation resources for people with disabilities.
- Accessible transportation assistance will be available to people with disabilities who have no other means of transportation to return to their homes or alternative housing.

Post-Emergency Repair, Rebuilding, and Resumption of Program Operations

Goal: Ensure people with disabilities have access to programs, services, and activities during and after an emergency or disaster.

ESF 6. Mass Care, Emergency Services, Housing and Human Services

- Policies and procedures will be established to ensure that facilities constructed or altered because of emergency- or disaster-related damage comply with the accessibility requirements of Title II of the ADA, including new construction requirements and those pertaining to alterations for existing facilities.
- Policies and procedures will be established to ensure that programs relocated from a damaged facility remain accessible to people with disabilities, whether the relocation is permanent or temporary.
 - plans addressing continuity of operations will include continuity of access to programs, services, and activities for people with disabilities; and
 - repair and clean-up activities will include the maintenance of accessible features and elements.

Resources

- ADA Best Practices Toolkit: <http://www.ada.gov/>
 - Chapter 7: Emergency Management Under Title II of the ADA: <http://www.ada.gov/pcatoolkit/chap7emergencymgmt.pdf>
 - Chapter 7 Addendum 1: Title II Checklist (Emergency Management): <http://www.ada.gov/pcatoolkit/chap7emergencymgmtadd1.pdf>
 - Chapter 7 Addendum 2: The ADA and Emergency Shelters: Access for All in Emergencies and Disasters: <http://www.ada.gov/pcatoolkit/chap7shelterprog.pdf>:
 - Chapter 7 Addendum 3: ADA Checklist for Emergency Shelters: <http://www.ada.gov/pcatoolkit/chap7shelterchk.pdf>
 - Chapter 4: 9-1-1 and Emergency Communications Services: <http://www.ada.gov/pcatoolkit/chap4toolkit.htm>
 - Chapter 4 Addendum: Title II Checklist (9-1-1 and Emergency Communications Services): http://www.ada.gov/pcatoolkit/ch4_chklist.pdf
- An ADA Guide for Local Government – Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities: <http://www.ada.gov/emereprepguideprt.pdf>
- FEMA: <http://www.fema.gov>
 - Interim Emergency Management Planning Guide for Special Needs Populations: <http://www.fema.gov/pdf/media/2008/301.pdf>
- Disaster Response and Recovery Resource for Transit Agencies: <http://transit-safety.volpe.dot.gov/publications/safety/DisasterResponse/PDF/DisasterResponse.pdf>

ESF 6. Mass Care, Emergency Services, Housing and Human Services

- Disaster Preparedness for People with Disabilities, American Red Cross:
http://www.redcross.org/www-files/Documents/pdf/Preparedness/Fast%20Facts/Disaster_Preparedness_for_PwD-English.pdf
- Preparing for Disaster for People with Disabilities and Other Special Needs, FEMA and American Red Cross: <http://www.redcross.org/www-files/Documents/Preparing/A4497.pdf>
- Emergency Preparedness Initiative, National Organization on Disability:
<http://www.nod.org/resources/PDFs/epiguide2004.pdf>
- Effective Emergency Management: Making Improvements for Communities and People with Disabilities, National Council on Disability:
http://www.ncd.gov/newsroom/publications/2009/pdf/NCD_EmergencyManagement.pdf

7

ESF 7 – Logistics Management and Resource Support

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ESF 7. Logistics Management and Resource Support

| ESF 7 Tasked Agencies | |
|------------------------------|---|
| Primary Agencies | Deschutes County Finance Department Deschutes County Emergency Services |
| Supporting Agencies | Deschutes County Fair and Expo Center Deschutes County Personnel Department Deschutes County Road Department Deschutes County Health Department Deschutes County Sheriff's Department |
| Adjunct Agencies | Oregon Emergency Management Oregon Hospital Preparedness Program Federal Emergency Management Agency American Red Cross Volunteer organizations |

1 Purpose and Scope

This Emergency Support Function (ESF) annex provides for the coordinated management of human and material resources essential to the health, safety, and welfare of people within Deschutes County in the event of emergency or disaster.

2 Policies and Agreements

- The Logistics Section/Resources will track all requests for local and outside resources and coordinate for acquisition, delivery and release.
- The Emergency Manager, or designee, will ensure that the appropriate declarations are made locally and submitted to Oregon Emergency Management to allow for release of local, state and federal resources, and begin preparations for reimbursement if the event(s) go to the Presidential Declaration level.
- County employees are required to report for emergency duty when it is stated in the Declaration of Local Emergency or requested for a Disaster Declaration.
- Emergency service workers, in carrying out, complying with or attempting to comply with any order or rule issued under ORS Chapter 401 or ORS 433.441 are deemed agents of the public body and the public body shall defend, save harmless and indemnify the emergency service volunteer as required by ORS 30.285.

3 Situation and Assumptions

3.1 Situation

- Deschutes County is subject to a number of emergency or disaster circumstances that could occur locally or be part of a national crisis.

ESF 7. Logistics Management and Resource Support

These circumstances would require inventorying resources on a continuing basis and having procedures to use these resources in a timely manner.

- Deschutes County agencies will support emergency resource management actions.

3.2 Assumptions

- Private contractors and volunteer agencies will be available and capable of assisting the county during an emergency or disaster.
- Mutual aid agreements with neighboring counties will be invoked as needed.
- Private citizens may or will volunteer to assist as needed.
- If the emergency or disaster is local only, support will be available through requests to state and federal agencies.
- Deschutes County agencies will support emergency resource management actions.

4 Concept of Operations**4.1 General**

- During an emergency or disaster, all physical resources within Deschutes County, whether publicly or privately owned, will be requested and utilized when deemed necessary by the Emergency Manager.
- The County assumes no financial or civil liability for the use of publicly or privately owned resources if not requested. However, accurate records will be maintained and private resources will be reimbursed at an agreed upon wage rate if placed under County control with a signed agreement.
- Pre-emergency planning dictates that each Department assigned responsibilities in the Basic Plan will identify personnel, equipment, material, and other assigned resources. Provisions will be made for the development and administration of policies, programs, and measures for the management of each major category of resources under county governments' emergency jurisdiction and the overall coordination and direction of its total resource program.
- During emergencies, each Department head will manage their resources to include the resources available through existing mutual

ESF 7. Logistics Management and Resource Support

aid agreements. If additional equipment, personnel, and material are required, those requests will be relayed to the EOC where outside support will be pursued. Subject to the direction and control of the Board of Commissioners, County Administrator or the County Sheriff, emergency purchase requests are subject to the approval by the County Commission/County Administrator or County Finance Chief.

- Emergency purchasing procedures will be established and records maintained of expenditures for goods, services, and personnel.

4.2 Phases of Emergency Management**4.2.1 Mitigation and Preparedness**

- Analyze resource requirements.
- Train personnel on effective use of available resources. Establish specific priorities in the assignment and use of all resources including manpower, food, water, health resources, fuel, electric power, transportation, communications, and other survival items and services under the jurisdictional control of county government.
- Coordinate resources with other agencies and volunteers in order to maintain adequate reserves.
- Initiate letters of understanding with private sector organizations and mutual aid agreements with neighboring jurisdictions.
- Ask business, industry, and utilities to maintain essential services for meeting at least the minimum public needs and the operational requirements of government, especially for critical facilities.

4.2.2 Response

- Make provisions to allocate essential and critical resources meeting the public health, safety, and welfare needs of people when the availability of resources and the ability of existing systems to produce and distribute the supply may be limited and restricted.
- Coordinate delivery of resources to response teams and disaster victims.
- Identify resource distribution centers. (see Commodities Plan)
- Identify staging areas for out-of-town emergency response personnel, equipment, and supplies.
- Coordinate local efforts with other agencies.

ESF 7. Logistics Management and Resource Support

- Maintain records of emergency related expenditures, services and resources rendered during emergencies.
- Retain all paperwork created during incident and submit to the EOC (Plans Section) for inclusion into final incident report.
- Track resources so potential shortages might be anticipated.

4.2.3 Recovery

- Assess recovery needs.
- Estimate costs of providing resources.
- Assess the impact of the emergency on available resources by identifying repairs, maintenance, and replenishment needs. Evaluate the relationship between the current and probable future supply of, and requirements for, the particular resource.
- Set priorities and coordinate available resource utilization.
- Maintain appropriate records and submit to the EOC (Plans Section) for inclusion into final incident report.
- Disseminate public information regarding resource availability.

4.3 Resource Management

- All EOC/MACC sections may initiate resource requests. Requests are forwarded to the EOC/MACC Logistics Section/Resource Unit, via the Plans Section. The Resources Unit (if staffed) is responsible for contacting the resource provider, making arrangements for delivery and tracking the results and maintaining contact with the requesting individual or agency.
- The Resource Tracking Log may be used to track requests for resources requested and received by the EOC/MACC from county departments, mutual aid resources, state and Federal sources, etc. EOC/MACC staff prioritizes internal resources or mutual aid resources to meet resource requests.
- The Logistics Section, Resources Unit maintains an aggregate log as the receive requests from EOC/MACC Sections, Branches and Units.
- The Finance Section/Procurement Unit establishes emergency purchasing and contracting procedures and account numbers, and assists the Logistics Section in procurement of emergency resources.

ESF 7. Logistics Management and Resource Support

- Procurement is also responsible for maintaining records of emergency purchases, contracts, and claims related to disaster response.

4.4 Human Resources

- County Department Directors and Administrators pre-assigned to leadership positions in the EOC/MACC report automatically to the EOC/MACC in the following situations:
 - Earthquakes of a magnitude in which structural damage to buildings is evident or announced. Because earthquakes are rare in Deschutes County, all response personnel should respond if an earthquake that can be felt occurs.
 - Observance or notification of widespread flooding.
 - Overt release of hazardous or explosive substances, or a blatant and obvious act of terrorism, when safe to do so.
- Command Staff begin to determine the numbers and types of positions to staff in the EOC/MACC and make additional notifications as needed.
- County staff will be made available for emergency assignment through the Declaration of Local Emergency.
- Search and Rescue Volunteers personnel are maintained as Emergency Service Workers on the Sheriff's Office rosters.
- New volunteers may call the Information Line, where their contract and skills information is recorded on cards (or time permitting, into a database).
- Logistics Section/Resources Unit records requests for staffing from the Plans Section and collects volunteer registrations and makes matches between needs and resources. A log of assignments and locations of county personnel and a log for volunteers working at various locations are maintained by this unit.

4.5 Emergency Purchasing and Pay**4.5.1 Cost/Time Unit**

- The Cost/Time Unit or the Finance Section Chief manages the documentation of costs associated with disaster response. Each County department maintains labor-hour time cards, which are used in an emergency to record regular and overtime hours. When emergency supplies are purchased from vendors, contracts and purchase orders must be documented. The Cost/Time Unit issues instructions for

ESF 7. Logistics Management and Resource Support

recording disaster labor hours in formats acceptable for state and federal reimbursement programs.

4.5.2 Claims Unit

- The Claims Unit manages disaster-related injury claims. The Claims Unit is responsible for processing legal claims for compensation (injury, property damage) and any insurance claim related to disaster response. The Claims Unit maintains contact with Risk Management, County legal and insurance authorities.
- An emergency service worker may apply for and receive benefits as provided in ORS 401.368 to 401.378 for injury sustained in emergency service performed within or without the state. Please refer to Deschutes County policy for specifics.
- To receive benefits the Deschutes County Emergency Manager must maintain a record of enrollment of emergency service workers who are personnel of Deschutes County. Each record shall contain the following information as well as the information that conforms with County policy:
 - Name and address of the worker.
 - Name of the employer.
 - Date of enrollment.
 - Authorized classification of assignment to duty.
 - Times of assignment.
 - Changes in enrollment.

4.5.3 Emergency Pay

- The County Finance Office is responsible for the preparation and distribution of payroll checks to employees. It is up to each individual as well as section chiefs to track the time of each individual.

4.5.4 Emergency Purchasing and Contracting

- All purchases must have the EOC/MACC Procurement Unit written approval.
- The Procurement Unit must keep accurate records of all purchases.
- Employees must use the Disaster Purchase “Open Order” Approval Form for all emergency purchase requests.
- The Procurement Unit determines what vendors are “pre-approved.”

ESF 7. Logistics Management and Resource Support

5 Direction and Control

- The County Board of Commissioners, County Administrator and County Sheriff serve as the overall authority for resource management.
- The Department heads and supervisors continue their day-to-day responsibilities during an emergency, exercising operational control of their work forces. They will keep the County Commissioners informed of resource requirements and coordinate emergency resource requests. To the extent practical, potential resource shortages will be projected, identified, and made known to county Emergency Management and the Plans and Logistics Section Chiefs.
- Priorities for resource allocations will be established by the EOC staff, or at this point the MACC may be operational to deal with prioritizing resources.
- The EOC Manager (or Logistics Section Chief) may designate private citizens to coordinate resources obtained from the private sector, but Deschutes County will retain overall responsibility.

6 Organization and Assignment of Responsibilities**6.1 General**

During emergencies and disasters, resource management activities will be managed by individual Department heads. These activities will be coordinated through the EOC. For coordination purposes and subject to the direction and control of the Unified Command, the County Administrator or the County Sheriff has authority to fulfill requests for additional resources from department heads (individual departments) and will serve as a clearinghouse for resources made available to Deschutes County from outside sources. If the situation escalates, or appears that it might, the MACC will be activated to manage the incident and resource priorities for Deschutes County.

6.2 Task Assignments**6.2.1 EOC Manager**

| | |
|--|---|
| | During an emergency or disaster, utilize all physical resources within the county, whether publicly or privately owned. (Expend all local resources first.) |
| | Resource surveys should be conducted and maintained to the extent possible. |
| | Subject to the direction and control of the Unified Command, or the MACC if activated, resolve resource priority issues. |
| | Subject to the direction and control of the Board of Commissioners, the |

ESF 7. Logistics Management and Resource Support

| 6.2.1 EOC Manager | |
|--------------------------|--|
| | County Administrator, or the County Sheriff authorize emergency purchase requests through respective Department heads. |
| | Ensure good resource management is occurring. |

| 6.2.2 County Emergency Manager | |
|---------------------------------------|---|
| | Identify potential resource providers by major category, e.g., heavy equipment, hardware, transportation, fuel, food, and manpower. |
| | Coordinate departmental requests for additional resources. |
| | Develop agreements with outside sources for use of resources. |
| | Coordinate with private sector for use of personnel, equipment, services, and supplies. |
| | Screen offers for resources. |

| 6.2.3 County Finance Department | |
|--|---|
| | Establish emergency purchasing procedures. |
| | Maintain records for emergency purchases of goods, services, and personnel. |

| 6.2.4 Individual Department Heads | |
|--|--|
| | Develop and maintain appropriate resource lists of personnel, equipment, and supplies. |
| | Coordinate emergency utilization of resources. |
| | Prepare records of emergency expenditures and submit to the County Finance Department. |
| | Identify resource needs for special or critical facilities and submit lists to the County Emergency Management. |
| | Develop procedures for the movement of equipment and critical supplies for various emergency situations. |
| | Identify additional emergency resource requirements for personnel, equipment, and supplies particular to specific emergencies. |

7 Administration and Support

7.1 Administration

- Emergency requests shall be coordinated through the EOC.
- Through Department heads, the County Finance Department shall maintain and retain adequate records of all emergency related purchases, costs, and expenses incurred in order to support subsequent reimbursement claims and to critique the operation. Conventional accounting methods will be used.

ESF 7. Logistics Management and Resource Support**7.2 Support**

- The County Finance Department, and County Counsel as appropriate, is responsible for agreements and understandings with private organizations.
- The county Emergency Manager with assistance from the Finance Department may initiate mutual aid agreements pertaining to resource support with neighboring jurisdictions.
- The Emergency Manager will advise the County Commissioners/Administrator on the need and timeliness of requests for state or federal resource assistance.
- Resources requested from the State or federal government must be ordered through the EOC, except those resources covered by mutual aid agreements or wildland fire resources.

8 ESF Development and Maintenance

At a minimum, this ESF will be formally reviewed and updated every two years or as necessary after an event or exercise. This development and maintenance will be coordinated by Deschutes County Emergency Services and will include participation by all agencies that have a supporting role.

9 Supporting Plans and Procedures

All County departments should maintain inventories and rosters of supplies, equipment, and resources important to emergency management and response.

- National Response Framework, ESF 7 – Logistics Management and Resource Support
- State Emergency Management Plan, ESF 7 – Logistics Management and Resource Support

10 Appendices

- **Appendix 1** – Deschutes County Resource Order Form
- **Appendix 2** – Resource Tracking Log
- **Appendix 3** – Local Resource Inventory
- **Appendix 4** – State of Oregon Disaster Response Resources
- **Appendix 5** – Volunteer Skills Inventory
- **Appendix 6** – Disaster/Emergency Assignment Log

ESF 7. Logistics Management and Resource Support

- **Appendix 7** – Procurement Unit Procedures
- **Appendix 8** – Disaster Purchase Open Order Form
- **Appendix 9** – Disaster-Related Personnel Expense Tracking Form
- **Appendix 10** – Disaster Service Worker Enrollment Record
- **Appendix 11** – ORS Section 401 358 - 378. Emergency Service Workers

7. Logistics Management and Resource Support

ESF 7 – APPENDIX 1. DESCHUTES COUNTY RESOURCE ORDER FORM

| | |
|--|-------------------------------------|
| DESCHUTES COUNTY RESOURCE ORDER FORM | |
| GET THEM WHAT THEY WANT - WHEN THEY WANT IT !! | |
| Date: | Time Order Received: |
| Name of Requestor: | Phone No: |
| Incident Type: | |
| Incident Address: | |
| Resource/Service Requested: | |
| Special Instructions (special skills, size, with operator, fuel type, etc...) | |
| Address to Report/Ship Resource To (if different than above): | |
| When is it needed? | For How Long? |
| | |
| Vendor/Agency Contact Name and Number: | |
| Action Taken: | |
| Photocopy and Route to: (if necessary) | |
| Forward Information to: | |
| <input type="checkbox"/> Logistics | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Planning | <input type="checkbox"/> Operations |
| Action taken: Ordered <input type="checkbox"/> Forwarded <input type="checkbox"/> | |
| Time: | |
| Called requestor back: <input type="checkbox"/> (Name) | |
| By whom: | Time: |
| Other: | |

7. Logistics Management and Resource Support

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ESF 7. Logistics Management and Resource Support

ESF 7 – APPENDIX 2. DESCHUTES COUNTY RESOURCE TRACKING LOG

| EOC/MACC Position/Branch: | | Resource Tracking Log | | | | | | | | | | | | | | | | | | | |
|----------------------------------|---|-------------------------------|---------------------------|----------------------|-----|------------------------------------|-----------------------------------|-------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Resource Requested | Requesting Entity/ Contact Information | Request Received Date/Time | Forwarded to Date/Time | Available? Yes/No | ETA | Reply to Requester Date/Time | Resources On-Site Date/Time | Notes | | | | | | | | | | | | | |
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ESF 7. Logistics Management and Resource Support

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7. Logistics Management and Resource Support

ESF 7 – APPENDIX 3. DESCHUTES COUNTY LOCAL RESOURCE INVENTORY

| LOCAL RESOURCES | | | |
|---|--|---|--|
| Funeral Homes | | | |
| Autumn Funerals | 1723 NE Lytle St., Bend 318-0842 | 485 NW Larch Ave., Redmond 504-9485 | |
| Bel-Air Colonial Funeral Home | 762 NE 10 th , Madras | 475-2241 | |
| Central Oregon Funeral Alternatives | 244 NE Franklin Ave., Bend | 389-0807 | |
| Central Pines Funeral Home | 16468 Finley Butte Rd., La Pine | 536-5104 | |
| Deschutes Memorial Gardens | 63875 Highway 97 North, Bend | 382-5592 | |
| Madras Funeral Home | 762 NE 10 th , Madras | 475-2241 | |
| Neptune of Central Oregon | 244 NE Franklin Ave., Bend | 388-2646 | |
| Niswonger- Reynolds Inc. | 105 NW Irving Ave., Bend | 382-2471 | |
| Prineville Funeral Home and Prineville Heritage Crematory | 199 NE 10 th St., Prineville | 447-6459 | |
| Tabor's Desert Hills Mortuary | 105 NW Irving Ave., Bend | 382-2471 | |
| Whispering Pines Funeral Home | 185 NE 4 th , Prineville | 416-9733 | |
| Freezers | | | |
| Central Oregon Cold Storage | 180 NE Irving Ave. Bend | 388-2277 | |
| Redmond Lockers and Custom Meats | 353 SE Railroad Blvd. Redmond | 548-5575 | |

7. Logistics Management and Resource Support

| LOCAL RESOURCES | | | |
|---|----------------------------|------------------------------------|------------------|
| Generators | | | |
| Several small generators at Road Dept. 322-7125 | | | |
| Lumber | | | |
| | | | |
| Monitors, Detection Equipment | | | |
| Redmond Hazardous Materials Response Team | | | |
| St. Charles Hospital | | | |
| Trailers, Storage | | | |
| Western Storage Trailers | | 1-800-652-7368 | |
| On Site Portable Storage | | 541-549-8888 or 549-6691 | |
| Transportation | | | |
| Redmond School District | Administration 923-5437 | Transportation 923-4891 | |
| Bend La-Pine School District | Superintendent 383-6000 | Transportation, Bend – 383-6100 | La Pine 536-3222 |
| Dial-A-Ride | 389-7433 | | |
| Deschutes County Road Department | 322-7125 | | |
| Mt. Bachelor Ski Area | | 382-2607 | buses |
| Trucks, Refrigerated | | | |
| Cascade Transport | 62946 NE Layton Ave., Bend | 382-4285 | |
| Utility Line Locator | | Road Department 322-7125 | |

7. Logistics Management and Resource Support

| LOCAL RESOURCES | | | |
|-------------------------------|--|---|---|
| Utility Companies | | | |
| Electric | | | |
| Central Electric Cooperative | General Office: 2098 N Hwy 97, Redmond | 548-2144 fax: 548-0366 | |
| Midstate Electric Cooperative | 51340 N Hwy 97, La Pine | Operations: 536- 3770 emergency: 536- 2165 | |
| Pacific Power | | 888-221-7070 | |
| Gas, Natural | | | |
| Cascade Natural Gas Corp. | 64500 O. B. Riley Rd, | 382-6464, after hours 888-522- 1130 | Underground pipeline assistance: 800-332-2344 |
| Northern Energy | 1743 SW Hwy 97, Madras 475-7356 | 2912 S Hwy 97 Redmond 548- 7449 | |
| TransCanada | 1440 SE Lake Rd., Redmond | 548-4110 | 800-447-8066 |
| Gas, Propane | | | |
| Amerigas | 1801 NE Division St, Bend | 382-3823 | |
| CoEnergy | 2618 SW 4 th St., Redmond | 504-9444 | |
| Ed Staubb & Sons | 3305 S Hwy 97, Redmond | 504-8265 | |
| Ferrellgas | 900 NE 1 st St., Bend | 382-1161 | 800-847-0716 |
| Northern Energy | 1743 SW Hwy 97, Madras | 475-7356 | |
| Suburban Propane | 515 NW Kingwood Ave., Redmond | 548-4520 | 800-561-5160 |

7. Logistics Management and Resource Support

| LOCAL RESOURCES | | | |
|---------------------------------------|---|---|--|
| Water, companies | | | |
| Agate and Apache Water Systems | 60107 Minnetonka Lane, Bend | 382-2855 | |
| Avion Water Co. | 60813 Parnell Rd., Bend | 382-5342 | |
| Cimarron City Water Co. | | 389-7480 | |
| Crescent Water Association | Crescent | 433-2989 | |
| Laidlaw Water District | | 389-1255 | |
| Long Butte Water System | | 383-2863 | |
| Roats Water System | 61147 Hamilton Lane, Bend | 382-3029 | |
| Sun Country Water, Inc. | 63755 Johnson Rd., Bend | 382-3833 | |
| Sun Mountain Water Systems | Bend | 382-7309 | |
| Sunriver Water | | 593-4197 | |
| Terrebonne Domestic Water District | 8300 NW 5 th St., Terrebonne | 548-2727 | |
| Wagon Wheel Water | Bend | 382-8041 | |
| Water Wonderland Improvement District | 17153 Crane Dr. | 593-2902 | |
| Water, bulk | | | |
| Bend Water Hauling (potable) | 382-0759 | 3 trucks, construction spraying, tank rentals | |

7. Logistics Management and Resource Support

| LOCAL RESOURCES | | | |
|-------------------------------------|----------|-----------------------|--|
| High Desert Water Hauling (potable) | 389-4040 | Water storage tanks | |
| Strikeback of Bend | 388-7380 | Construction spraying | |
| ODFW | | Tankers | |
| Dairy trucks | | | |

7. Logistics Management and Resource Support

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ESF 7 – APPENDIX 4. STATE OF OREGON DISASTER RESPONSE RESOURCES
7. Logistics Management and Resource Support

To request emergency resources, contact is made through Oregon Emergency Management/Oregon Emergency Response System (OERS). A Governor’s declaration of a “State of Emergency” is generally required.

| Category of Assistance Available | Description of Resource or Capability | Agency |
|---|---|--|
| Air ambulance | When directed by the Governor through a declaration of a “State of Emergency”, the Guard may be placed in state “active duty status”. | Or. Military Department (OMD) Guard |
| Airplanes | The DOA has 1 small, single engine, which could be used for reconnaissance. | Or. Department of Aviation (DOA) |
| Airport repairs, information | The Department owns and operates 31 mostly rural airports in the state. A limited # of staff may be available to assist with repairs. | Or. Department of Aviation (DOA) |
| Barricades | Barricades, authority and personnel for highway closure and re-routing. OERS has ODOT radio at ECC. | Or. Department of Transportation (ODOT) |
| Biological, chemical, nuclear, WMD response | Assist local responders in determining the precise nature of an attack, provide technical advice, and determine other resources to request. Weapons of Mass Destruction Civil Support Team (WMD-CST) The 102 nd WMD CST is located in Salem. The team maintains the capability to mitigate the consequences of any WMD/NBC event, whether natural or man-made. | Or. Military Department (OMD) Guard. Governor’s request. |
| Communications | When directed by the Governor through a declaration of a “State of Emergency”, the Guard may be placed in state “active duty status”. | Or. Military Department (OMD) Guard |
| Counseling, crisis | Mental Health and Developmental Disabilities Division | Or. Department of Human Services (DHS) |
| Damage assessment, natural resources | Lands, water, habitat areas and infrastructure under their jurisdiction. | Or. Department of Fish and Wildlife (ODFW) |

7. Logistics Management and Resource Support

| Category of Assistance Available | Description of Resource or Capability | Agency |
|-----------------------------------|--|---|
| Disease investigation and control | Center for disease Prevention and Epidemiology identifies, investigates and prevents the spread of disease. Conducts disease surveillance, issues public warnings. | Or. Department of Human Services (DHS), Or. Health Division (OHD) |
| Engineers | Building Codes Division may provide engineers to survey damaged buildings. | Or. Consumer and Business Services Department (DCBS) |
| Explosive Ordnance Disposal | Bomb Squads are comprised of three teams, Salem, Central Point and Pendleton. Each team is fully equipped with demolition kits, Explosive Ordnance Disposal (EOD) kits, portable X-ray systems, bomb suits, disrupters and robots. | Or. State Patrol (OSP) |
| Feeding | When directed by the Governor through a declaration of a “State of Emergency”, the Guard may be placed in state “active duty status”. | Or. Military Department (OMD) Guard |
| Fire fighting support | When directed by the Governor through a declaration of a “State of Emergency”, the Guard may be placed in state “active duty status”. | Or. Military Department (OMD) Guard |
| Food, stockpiles | Information channel to US Department of Agriculture (USDA) | Or Department of Agriculture (ODA) |
| Funding | ODA is the channel to the USDA, Soil Conservation Service, and the Agricultural Stabilization Service. | Or. Department of Agriculture (ODA) |
| Funding, recovery, individual | Adult and Family Services Division is the Liaison to the FEMA Individuals and Households recovery program. | Or. Department of Human Services (DHS) |
| Generators | When directed by the Governor through a declaration of a “State of Emergency”, the Guard may be placed in state “active duty status”. | Or. Military Department (OMD) Guard |

7. Logistics Management and Resource Support

| Category of Assistance Available | Description of Resource or Capability | Agency |
|----------------------------------|--|---|
| Hazardous Materials, Clean-up | When responsible party unknown or unable. Can contract for services. | Or. Department of Environmental Quality (DEQ) |
| Hazardous Waste | Removal and disposal of drug lab waste. | Or. Department of Environmental Quality (DEQ) |
| Insurance assistance | The Insurance Division may assist with post disaster insurance advice and complaints. | Or. Consumer and Business Services Department (DCBS) |
| Laboratory | The Public Health Laboratory (PHL) is the primary source for biological agent identification. | Or. Department of Human Services (DHS), Or. Health Division (OHD) |
| Laborers | Inmate work program may be arranged with a local prison. Minimum custody inmates may provide labor at sites within 90 miles of prison. Crews are usually transported, equipped, and supervised by DOC. Following a "State of Emergency" declaration at the local level, the State Emergency Coordination Center (ECC) will coordinate requests for work crews with the nearest prison. | Or. Department of Corrections |
| Law Enforcement | When directed by the Governor through a declaration of a "State of Emergency", the Guard may be placed in state "active duty status". | Or. Military Department (OMD) Guard |
| Liaison, utilities | When the State Emergency Coordination Center (ECC) is activated the Public Utility Commission acts as liaison to the utility companies. | Public Utility Commission (PUC) |

7. Logistics Management and Resource Support

| Category of Assistance Available | Description of Resource or Capability | Agency |
|--|--|---|
| Life saving, property protection | Army and Air National Guard may provide local response in these two categories without a Governor’s declaration of a state of emergency. | Or. Military Department (OMD) Guard |
| Livestock, feeding | Emergency feeding and protection information | Or. Department of Agriculture (ODA) |
| Medical Care | When directed by the Governor through a declaration of a “State of Emergency”, the Guard may be placed in state “active duty status”. | Or. Military Department (OMD) Guard |
| Medical Examiners | In mass fatality events medical examiners assist with victim identification, documentation of cause of death, and return of remains to next-of-kin. | Or. State Patrol (OSP), Medical Examiner Division (MED) |
| Personnel | Deploy State personnel to assist with disaster operations | Or. Department of Administrative Services (DAS) |
| Pesticide Analytical and Response Center | Clearinghouse of information on health effects of pesticides. Laboratory has chemical analysis capability. Provides on-site technical support during agricultural chemical spills. | Or. Department of Agriculture (ODA) |
| Poison or toxic information | Poison Control Center (OPC) provides triage and treatment information, and monitoring and evaluation of exposed patients. | Or. Health Sciences University (OHSU) |
| Radiation, food | ODA coordinates with State Health Officer regarding food in commerce | Or. Department of Agriculture (ODA) |
| Radioactive, monitoring | Lead State Agency (except incidents assigned to OOE). Radiation Protection Services Section. | Or. Department of Human Services (DHS), Or. Health Division (OHD) |

7. Logistics Management and Resource Support

| Category of Assistance Available | Description of Resource or Capability | Agency |
|---|---|---|
| Radioactive, Transportation Accidents | Lead State Agency. | Or. Office of Energy (OOE) |
| Resource distribution | When directed by the Governor through a "State of Emergency", the Guard may be placed in state "active duty status". | Or. Military Department (OMD) Guard |
| Technical expert, geologic event | Spokesperson on geologic event. Will provide staff to State ECC. | Or. Department of Geology and Mining Industries (DOGAMI) |
| Transportation, air | A volunteer organization who can help with airborne search, airborne disaster assessment, Electronic Locator Transmitter tracking. | Civil Air Patrol (CAP) |
| Trucks, tank (water and other liquids) | Division can liaison to trucking companies. | Or. Department of Agriculture (ODA), Food and Dairy Division |
| Warehouse site procurement | Can locate and lease space for donated goods. | Or. Department of Administrative Services (DAS) |
| Water, potable, transportation | When directed by the Governor through a declaration of a "State of Emergency", the Guard may be placed in state "active duty status". | Or. Military Department (OMD) Guard |
| Water, safety | Drinking Water Section (DWS) | Or. Department of Human Services (DHS), Or. Health Division (OHD) |
| Waterway protection | Administers the removal-fill law. Protection and maintenance of wetlands. | Division of State Lands (DSL) |

| FEDERAL RESOURCES | | CAPABILITY | |
|-------------------------------|---|--|--|
| Animal assistance | Veterinary Medical Assistance Team | Medical assistance to animals and livestock. | DHS PHS FEMA |
| Biological, chemical | US Marine Corps Chemical/Biological Incident Response Force (CBIRF) | This standing consequence management force is tailored to respond to terrorist initiated chemical and biological incidents. | DOD, FEMA, or FBI |
| Biological, chemical, medical | Chemical/Biological Rapid Deployment Team (CBRDT) | Provides medical and epidemiological services; chemical/biological warfare & hazardous materials experts; explosives disposal and environmental monitoring personnel. Made up of personnel from various federal agencies | USPHS, FEMA, or FBI |
| Chemical, biological, nuclear | Hazardous-Materials Response Unit (HMRU) | The HMRU has specialized sampling, detection, and identification capabilities of NBC agents. It is also equipped with a variety of personal protective (OSHA Levels A through C) and rescue equipment. | FBI |
| Chemical, decontamination | US EPA Emergency Response Team (ERT) | Expertise in treatment technology, water and personnel decontamination, chemistry, biology, engineering, on scene safety; access to decontamination equipment. | EPA Federal On Scene Coordinator |
| Chemical, fate | Scientific Support Coordinator (SSC) | Environmental chemistry, chemical fate and transport support. | EPA/USCG Federal On Scene Coordinator |
| Chemical, oil, spill response | National Response Team (NRT) | Coordinates supply of personnel, equipment, technical advice to/among affected regions/districts. | EPA/USCG Federal On Scene Coordinator |

7. Logistics Management and Resource Support

| FEDERAL RESOURCES | | CAPABILITY | |
|--------------------------------------|---|--|---------------------------------------|
| Chemical, oil, spill response | Regional Response Team (RRT) | Provides same capability as NRT within each region/district. | EPA/USCG Federal On Scene Coordinator |
| Chemical, oil, spill response | US Coast Guard Pacific Strike Team (Part of the NSF.) | Stabilizing and containing spills, and monitoring response actions. | EPA/USCG Federal On Scene Coordinator |
| Chemical, oil, spill response | National Strike Force (NSF) | Consists of 3 USCG strike teams and the National Strike Force Coordination Center. | EPA/USCG Federal On Scene Coordinator |
| Chemical, oil. Overflight assessment | USCG District Response Group (DRG) | Personnel, equipment (including marine firefighting and prepositioned equipment and supplies.) | USCG Federal On Scene Coordinator |
| Chemical, technical | Technical Assistance Team (TAT) | Private contractor providing engineering, scientific, technical, managerial, administrative, and information management support for USEPA's emergency response, removal, and prevention program. | EPA Federal On Scene Coordinator |
| Construction | US Army Corps of Engineers (USACoE) | Emergency power, water, construction, sand bagging. | DoD |
| Evidence collection | Evidence Response Teams (ERTs) | The ERTs main functions are crime-scene documentation and evidence collection in support of criminal investigations. Some ERTs are HAZMAT trained. | DOJ FBI |
| Feeding, sheltering | | Regionally located portable fire fighting camps, support units. Cooking, sleeping, showering facilities. | USFS |

7. Logistics Management and Resource Support

| FEDERAL RESOURCES | | CAPABILITY | |
|--|---|---|----------------------------|
| Law Enforcement, tactical | Critical-Incident Response Group (CIRG) | These teams are specially assembled to conduct tactical and crisis-management efforts. | DOJ FBI |
| Medical, chemical | USAMRICD. Medical Chemical Biological Advisory Team (MCBAT). | The MCBAT is the primary source of medical information dealing with the management of CW-agent casualties for the federal government. Through the FBI or agencies within the DHHS, the MCBAT provides consultation to state, city, or local agencies. As necessary, the MCBAT supervises the collection of biological samples (bodily fluids) for subsequent verification of chemical-agent exposure that can be used to facilitate the confirmation, diagnosis, and treatment. | DoD |
| Medical, response | Madigan Army Medical Center Disaster-Assistance Response Team (DART). | Triage, decontamination, and stabilization of contaminated and multiple injured casualties. The team has 24-hour access to board-certified toxicologists. Team members have received substantial training in basic and advanced life support, trauma life support, HAZMAT, confined-space medicine, crush-injury medicine, and emergency medical response to terrorism. | US Army DoD |
| Medical, treatment, patient forwarding | Disaster Medical Assistance Team (DMAT) | Volunteer medical team of doctors, nurses, paramedics, emergency medical technicians, and support personnel. | DHS USPHS or FEMA |
| Medical, treatment, WMD | National Medical Response Team (NMRT) | Augmented DMATs (one in Los Angeles) specially trained and equipped to respond to terrorist incidents. | DHS USPHS or FEMA |
| Mortuary services | Disaster Mortuary Operational Response Team (DMORT) | Victim identification, evidence preservation. | DHS PHS or FEMA |

7. Logistics Management and Resource Support

| FEDERAL RESOURCES | | CAPABILITY | |
|---|---|---|-------------------------------|
| Pharmaceuticals | National Strategic Stockpile | Antimicrobials, vaccines, antidotes. Technical Assistance Response Unit (TARU) provides assistance. Caches positioned to respond to site within 12 hours. | DHS PHS or FEMA |
| Radiological, location and removal of | DOE Nuclear Emergency Search Team (NEST) | A team of specially trained responders with special equipment capable of locating radioactive materials and handling damaged nuclear weapons. NEST is prepared to respond to terrorist incidents. | DOE |
| Radiological, medical | Medical Emergency Radiological Response Team (MERT) | A national resource that can be deployed to assist local communities affected by a radiological incident. This is a federal team made up entirely of VA personnel, who are trained to provide advice and assistance in the event of a radiological event. | Veterans' Administration (VA) |
| Radiological, medical | Radiation Emergency Assistance Center/Training Site (REAC/TS) | An on-call team of physicians, health physicists, coordinators, and support staff which can provide consultation or direct medical and radiological assistance in the field. | DOE |
| Radiological, monitoring | Aerial Measuring System (AMS) There is also a ground vehicle mounted version of this capability known as KIWI. | Aerial search and photographic surveys, radiation and multi-spectral surveys, real time radiological aerial air sampling. Fixed-wing and helicopters equipped with detection equipment. Located at Nellis, AFB, Las Vegas and Andrews AFB, near D.C. | DOE |
| Radiological, monitoring, decontamination | Radiological Assistance Program (RAP) | Initial radiological response group. Identifies presence of radiation and contamination. Provides advice on monitoring, decontamination, and material recovery. | DOE |

7. Logistics Management and Resource Support

| FEDERAL RESOURCES | | CAPABILITY | |
|------------------------------|--|--|--------------------------|
| Radiological, plume modeling | Atmospheric Release Advisory Capability (ARAC) | Real time computer predictions of dispersal. Maps showing accumulated dose, airborne concentration, and contamination distribution. Can provide an estimate of the radiological health consequences. After notification, response time is 30 minutes to 2 hours. | DOE |
| Radiological, remediation | US EPA Radiological Emergency Response Team (RERT) | Response and support for radiological hazards. | EPA On Scene Coordinator |
| Radiological, response | Accident Response Group (ARG) | Team prepared to respond to any nuclear weapons, weapons components, or special nuclear materials accident. Time phased deployment. Follow on team members provide health and safety assessments and weapon recovery operations. Managed from Albuquerque. | DOE |
| Search and Rescue | Urban Search and Rescue (USAR) | 28 teams across the country. Assigned on a rotational basis. | (DHS) FEMA |

7. Logistics Management and Resource Support

ESF 7 – APPENDIX 5. VOLUNTEER SKILLS INVENTORY

For use in the field: have the volunteer complete the form on their own and return to a volunteer coordinator. For use at the Information Line: record the name, contact information, skills stated and equipment or supplies available, and give the completed form to Logistics/Resources Unit.

| | | |
|---|------------------------------|-------------------------------|
| Name: | | DOB: |
| Address: | | Telephone: |
| Please check all categories in which you have experience or training, and circle options. | | |
| First Aid (current card yes/no) | CPR (current yes/no) | Triage |
| Medical License MD/RN /LPN/PA/other | Med. License # | Medical License State issued: |
| Emergency Planning | Emergency management | Search & Rescue |
| Law Enforcement | Bi/Multi Lingual Language(s) | |
| Photography | Journalism | |
| Mechanical ability | Structural Engineering | Other Engineering |
| Bus/Tuck Driver (Class 1 or 2 license yes/no) | Shelter Management | Food Preparation |
| Survival Training and Techniques | Camping | Recreational Leader |
| Ham Radio Operator | CB Radio | Waste disposal |
| Hazardous Materials | Radiological | Physics |
| Pharmacy | Logistics | |
| | | |
| Equipment or supplies available for this emergency? | | |
| | | |
| | | |
| Comments/additional information: | | |
| | | |

7. Logistics Management and Resource Support

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7. Logistics Management and Resource Support

ESF 7 – APPENDIX 6. DISASTER/EMERGENCY ASSIGNMENT LOG

| DISASTER/EMERGENCY ASSIGNMENT LOG | | | | | | | |
|-----------------------------------|----------------------------|--|------------------------------------|-----------------------------------|---------------------------------|--|------------------|
| NAME | FROM CO. DEPT OR VOL | NAME OR LOCATION OF EMERGENCY FACILITY OR SITE ASSIGNED TO. | SHIFT SUPERVISOR AT LOCATION | BEGIN ASSIGNMENT: DATE/TIME | END ASSIGNMENT: DATE/TIME | REASSIGNED TO: LOCATION, DATE/TIME | RELEASED DATE |
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7. Logistics Management and Resource Support

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7. Logistics Management and Resource Support**ESF 7 – APPENDIX 7. PROCUREMENT UNIT PROCEDURES**

The Procurement Unit assists EOC/MACC personnel in obtaining additional disaster related equipment, supplies and services. The Procurement Unit issues an instruction for recording emergency purchase and contracts in formats acceptable for State and Federal reimbursement programs.

The Procurement Unit is responsible for ensuring that disaster-related purchase requests and expenditures are documented by all EOC/MACC personnel and submitted for reimbursement.

DESCHUTES COUNTY POLICIES

- 1) Emergency Pay
 - a) Use the Emergency Pay and Procurement Forms (based on the requirements of Federal and/or State agencies) provided in this ESF to record emergency hours and payroll. Payment may be processed by the County through the normal payroll processes if available or on a stand-alone PC software program. Utilize special earnings codes or project codes to segregate emergency pay.
- 2) Overtime pay for disaster-related work
 - a) Track disaster-related overtime pay for reimbursement by Federal and/or State agencies on the Emergency Pay and Procurement Forms. Project codes could be used to identify disaster-related overtime if the County's current payroll system is functional. If the County's payroll system is not functional, a PC software package selected to temporarily replace the payroll system should have the ability to utilize a project code or pay type identifier to isolate different types of pay.
- 3) Pay when an employee is unable to report to work because of the disaster
 - a) A policy needs to be established stating whether an employee will receive pay during a disaster if they are unable to report to work. Specific guidelines describing the circumstances that would qualify for this pay need to be written.
- 4) Paycheck disbursement when normal processes are interrupted
 - a) Purchase stand-alone PC software that will allow us to generate paychecks or advances to employees. Purchase check stock/direct deposit stock to print on. Verify printer that can print payroll checks on blank check stock is available to connect directly to a PC.
 - b) Must have options available to print checks for direct depositors if direct deposit is not available. Check with bank to see if they will cash checks without special ink and if positive pay function is not available to the County for technical reasons.
- 5) Employee check cashing when banks are shut down
 - a) The County would need to have a reserve of cash on hand to assist the employee with this...or perhaps as part of the services provided by our bank they can keep a reserve of cash on hand for this type of emergency to be disbursed to County officials by bank officers.

7. Logistics Management and Resource Support

6) Financial assistance to employees if funds are needed and paycheck disbursement is delayed

a) These would be advances in cash or check form (dependent on the check cashing availability of banks). Amounts would be based on normal monthly net paychecks for salaried employees. Hourly employees pay could be calculated on the PC payroll program. Should be a feature in the software purchased to disburse paychecks in (4) above. Not a procedure the County would normally consider except in an emergency situation.

7) Establish the Finance Section Group (create a roster) and assign their duties before the disaster occurs; modifying the assignments as needed.

7. Logistics Management and Resource Support

ESF 7 – APPENDIX 8. DISASTER PURCHASE OPEN ORDER FORM

| BLANK DISASTER PURCHASE “OPEN ORDER FORM (SAMPLE) | |
|---|-----------|
| Item: | |
| Use: | |
| Estimated Cost: | |
| Name: | |
| Location/Department: | |
| Phone #: | |
| Fax #: | |
| E-Mail: | |
| Request approval to purchase the item above using: | |
| Existing Vendor/Supply Voucher | |
| County Credit Card | |
| Need EOC/MACC to purchase this item (Attach a completed Emergency Supply Requisition form and send or fax to EOC/MACC Procurement Unit) | |
| Approved: | Declined: |
| Time sent back to requestor: | at Fax # |
| <i>Routing Instructions: If the box is checked to request that the EOC/MACC obtain this item for disaster response, this form is sent to EOC/MACC Resources (after review by Procurement Unit).</i> | |
| EOC/MACC Resources Leader received request at (date/time): | |
| Request filled (date/time): | |
| <i>Instructions: EOC/MACC Resources Unit Leader sends copy back to Procurement Unit when purchase is complete and requestor receives item</i> | |

Deschutes County EOC/MACC
Revised September 2006

7. Logistics Management and Resource Support

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7. Logistics Management and Resource Support
ESF 7 – APPENDIX 9. DISASTER-RELATED PERSONNEL EXPENSE TRACKING FORM

DISASTER-RELATED PERSONNEL EXPENSE TRACKING

Pay Period _____ Submitted By: _____
 Preparer's Home Index Name _____ Telephone Number: _____
 Preparer's Home Index Number _____ Date Submitted: _____
 Preparer's Budget Unit _____

| Date Indicate date or date ranges worked | Emp Class Indicate employee classification | Employee SSN Indicate social security number of employee | Employee Name (Indicate last name first and first name last) | Hours Indicate number of hours | Hour Type (R - Reg, E - Extra Help, O - Overtime) | Index # Indicate the index hours are to be charged to. | Index Name Indicate name of index hours are to be charged to. |
|---|---|---|---|-----------------------------------|--|---|--|
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Deschutes County EOC/MACC
 Revised September 2006

7. Logistics Management and Resource Support

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7. Logistics Management and Resource Support

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7. Logistics Management and Resource Support**ESF 7 – APPENDIX 11. OREGON REVISED STATUES, SECTION 401 EMERGENCY SERVICE VOLUNTEERS**

401.358 Definitions for ORS 401.358 to 401.368. As used in ORS 401.358 to 401.368:

(1) “Emergency service activities” means:

- (a) The provision of emergency services; and
- (b) Engaging in training under the direction of a public body, whether by reason of the training being conducted or approved by a public body, for the purpose of preparing qualified emergency service volunteers to perform emergency services.

(2) “Qualified emergency service volunteer” means a person who is:

- (a) Registered with the Office of Emergency Management or other public body to perform emergency service activities;
- (b) Acknowledged in writing as a qualified emergency service volunteer, at the time the person offers to volunteer during an emergency, by the Office of Emergency Management or by another public body; or(c) A member of the Oregon State Defense Force. [2009 c.718 §2]

401.362 Application. ORS 401.358 to 401.368 apply only to a qualified emergency service volunteer who is performing emergency service activities under the direction of a public body without compensation from the public body other than reimbursement for food, lodging, costs of transportation and other expenses. [2009 c.718 §3]

401.364 Coverage under Oregon Tort Claims Act.

(1) A qualified emergency service volunteer is an agent of a public body under ORS 30.260 to 30.300 for the purpose of acts and omissions of the volunteer that are within the course and scope of the volunteer’s duties if the acts or omissions occur:

- (a) While the volunteer is performing emergency service activities under the direction of the public body during a state of emergency declared under this chapter, or during a state of public health emergency proclaimed under ORS 433.441; or
- (b) While the volunteer is engaged in training being conducted or approved by a public body for the purpose of preparing the volunteer to perform emergency services.

(2) A public body shall defend, save harmless and indemnify a qualified emergency service volunteer as required by ORS 30.285 for any tort claim arising out of an act or omission described in subsection (1) of this section. [2009 c.718 §4]

401.368 Workers’ compensation benefits.

(1) The Office of Emergency Management shall provide workers’ compensation coverage for qualified emergency service volunteers who are injured in the course and scope of performing emergency service activities under the direction of a public body if the injury occurs:

- (a) While the volunteer is performing emergency service activities under the direction of the public body during a state of emergency declared under this chapter, or during a state of public health emergency proclaimed under ORS 433.441; or
- (b) While the volunteer is engaged in training being conducted or approved by a public body for the purpose of preparing the volunteer to perform emergency services.

(2) Workers’ compensation coverage shall be provided under this section in the manner provided by ORS 656.039. [2009 c.718 §5]

7. Logistics Management and Resource Support

401.378 Leaves of absence for certified disaster relief volunteers; requirements; maximum period; effect on status of employees.

(1) State agencies and political subdivisions described in ORS 243.325 (2) to (6) may grant leaves of absence to any public employee who is a certified disaster services volunteer of the American Red Cross to participate in disaster relief services in the State of Oregon. Cumulative leave granted shall not exceed 15 work days in any 12-month period. Such leave granted shall not result in a loss of compensation, seniority, vacation time, sick leave or accrued overtime for which the employee is otherwise eligible. Compensation to an employee granted leave under this section shall be at the employee's regular rate of pay for those regular work hours during which the employee is absent from work.

(2) As used in this section, "disaster" means those disasters designated at level II and above by the American Red Cross. [Formerly 401.485]

8

ESF 8 – Public Health and Medical Services

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ESF 8. Public Health and Medical Services

| ESF 8 Tasked Agencies | |
|-----------------------|---|
| Primary Agencies | Deschutes County Health Services |
| Supporting Agencies | Deschutes County Emergency Services Deschutes County Medical Examiner Deschutes County Road Department Deschutes County Sheriff's Office |
| Adjunct Agencies | Hospitals and Clinics City and RFPD Fire Department Emergency Medical Services City departments/organizations Oregon Department of Agriculture (ODA) ODA, State Veterinarian's Office Oregon Department of Environmental Quality Oregon Department of Fish and Wildlife Oregon Department of Human Services, Public Health Division Oregon Department of Transportation Oregon Hospital Preparedness Program Oregon National Guard Centers for Disease Control and Prevention Ambulance service providers, private American Red Cross Funeral homes Long-term care facilities Oregon Funeral Directors Association Veterinarians Volunteer organizations Water companies Wastewater treatment companies |

1 Purpose and Scope

1.1 Purpose

Deschutes County Health Services protects, preserves, and promotes the health of residents and visitors to the area, ensuring capacity for public health emergency preparedness, response and recovery. The purpose of this plan is to provide guidelines for Deschutes County staff and management to detect, respond, and control public health emergencies and bioterrorism attacks. Health and medical assistance provided under this ESF will be coordinated by the Director of Health Services or designee. Mortuary services will be coordinated with the local and state medical examiners for the organization, mobilization, and direction of coordinated public health services during emergency situations to reduce epidemics, infections and deaths during and following a disaster. Additionally they will serve to assist in damage assessment and restoration of essential health and medical services within the disaster area.

ESF 8. Public Health and Medical Services**1.2 Scope**

This Emergency Function #8 supports local government efforts to identify and meet the public health needs of their communities during an emergency or disaster.

This support includes, but is not limited to:

- Assessment of health/medical needs.
- Providing public health surveillance, detection, diagnosis by health officer, assessment, exposure monitoring.
- Acquisition of health/medical equipment and supplies.
- Disseminating public health emergency information to first responders, other education of emergency workers, and the general public about infectious disease.
- Educating first responders about signs and symptoms of infectious diseases.
- Educating the general public about signs and symptoms of infectious diseases, personal protective measures, and disease control measures for biological, chemical, and radiological emergencies.
- Providing emergency response-related technical assistance addressing biological, chemical, and radiological hazards, including terrorism considerations when appropriate.
- Acquisition of health/medical equipment and supplies; requesting, receiving, repackaging and distributing assets from the SNS program, when activated for Deschutes County.
- Inspect and advise on general sanitation matters including vector control, potable water/wastewater and solid waste disposal.
- Coordinate with Behavioral Health to establish a mental health response system that makes the best use of mental health resources.
- Coordinate health related activities among other county public and private response agencies or groups.
- County Disaster Service Worker health.
- Public health information.
- Assist medical examiners with victim identification/mortuary services.

ESF 8. Public Health and Medical Services

1.3 Authorities

- **401.032.** Statement of policy and purpose. It is declared to be the policy and intent of the Legislative Assembly that preparations for emergencies and governmental responsibility for responding to emergencies be placed at the local governmental level. The state shall prepare for emergencies, but shall not assure authority or responsibility for responding to such an event unless the appropriate response is beyond the capability of the city and county to which it occurs, the city or county fails to act, or the emergency involves two or more counties. [2009 c.718 § 28]
- **401.035.** Responsibility for Emergency Services Systems.
- **401.168.** Police powers during state of emergency; suspension of agency rules.
- .
- **431.110.** General Powers of Department of Human Services. Subject to ORS 417.300 and ORS 417.305.
- **431.150.** Enforcement of health laws generally.
- **431.530.** Authority of the local health administrator in an emergency.
- **431.550.** Authority of Department of Human Services to collect information from local public health administrators.
- **401.654.** Registry of emergency health care providers.
- **433.441.** Proclamation of state of impending public health crisis.
- **433.110 et seq..** Procedure to impose public health measure; enforcement.
- **433.123.** Taking subject into custody; information to subject; notice to court; court order; duration of custody.
- **433.035.** Examination of person reasonably believed to have reportable disease; rules; imposition of public health measure.
- **433.121.** Power to impose public health measures.
- **448.160.** Emergency plans.
- **469.611.** Emergency preparedness and response programs; radiation emergency response team; training.

ESF 8. Public Health and Medical Services

2 Policies and Agreements

- Deschutes County Health Services maintains the internal policies.
- EMS, cities, and paramedic providers will respond as first response agencies for pre-hospital medical care.
- St. Charles Medical Center shall forward requests for assistance directly to the Deschutes County EOC or Health Services Department Operations Center as appropriate.
- During an emergency, Deschutes County Health Services will provide education on the prevention of transmission of infectious disease and ensure that all cases of infectious disease are subject to adequate control and treatment.

3 Situation and Assumptions

3.1 Situation

- Residents of Deschutes County are vulnerable to a large number of disaster occurrences which could result in a need for emergency health support.
- Local and State Health Authorities are requested to make health and medical damage assessments of a region affected by a major disaster. Rapid and accurate assessment is essential in order to provide timely and effective response. Additionally, under some circumstances, “timeliness” is critical in order for the state to receive low cost federal support.
- Emergency/disaster conditions can pose serious public health problems as a result of floodwater contamination, lack of refrigeration, lack of sanitation and potable water, disruption of pharmaceutical operations, and vector proliferation. Also, certain situations (e.g., radiological incidents, virulent disease outbreaks, hazardous materials incidents, bioterrorism etc.) present inherent public health concerns. In these situations, public health resources may be required in order to save lives and prevent illness and trauma.
- The possibility of epidemics and deaths from infections is a primary concern following a disaster in which there are mass casualties and or disruption to normal water, sanitation, or health system services.

3.2 Assumptions

- ESF #8 will be implemented as required following the occurrence of a significant natural disaster or human caused event requiring implementation of the County Operations Plan.

ESF 8. Public Health and Medical Services

- The Director of Deschutes County Health Services is responsible for activating and directing the health and medical activities for ESF #8.
- Release of medical information or identification of fatalities will be in accordance with existing procedures to ensure patient confidentiality and notification of next of kin. In some major disasters, other agencies may assume the responsibility for release of casualty information.
- Appropriate information on casualties/patient will be provided to the American Red Cross for inclusion in the Disaster Welfare Information (DWI) System for access by the public.
- There are many health related problems associated with disasters, and there is adequate local private medical provider capability to meet most disaster situations. When necessary, support will be available from Deschutes County Health Services, Oregon Emergency Response System, the Oregon Health Department and federal agencies through the Emergency Operations Center (EOC).
- Unmanaged accumulation of debris, consumption of contaminated food or water, damage to chemical and other industrial facilities, and inadequate disposal of sewage will result in toxic environmental and health hazards. These hazards will create a secondary public health-related emergency if not taken into consideration soon after the onset of the primary emergency/disaster.
- The public may require guidance concerning how best to avoid health hazards created by a disaster, terrorism, or arising from conditions existing in the affected area during the recovery and rehabilitation phase.
- Planning should be directed toward such naturally occurring and man-made disasters including, but not limited to, earthquake, snowstorm, aircraft crash, volcanic eruption, dam failure, flood, terrorist attack and hazardous chemical incidents.
- In a large scale disaster or any situation where needs exceed ability to cope, any of the following may occur.
 - Multiple physical casualties with a variety and range of urgency and disability;
 - Physical facilities will be over taxed, over utilized, damaged or inaccessible;
 - Health related supplies may be over-utilized or unavailable;
 - Communications via telephone, fax, electronic mail, and standard radio may be interrupted;

ESF 8. Public Health and Medical Services

- Infrastructure support for health facilities may be interrupted so that water, power, gas, food supplies, etc. may be impaired;
 - Personnel to provide medical care may be limited due to injury, personal concern/needs or limited access to facilities where they work;
 - Access of casualties to assessment, transport, and treatment facilities may be limited.
-
- Hospitals and other medical facilities will be taxed to their maximum capacity and ability to receive patients. ESF 8 Coordinators may need to coordinate the use of other facilities. Deschutes County Health Services does not maintain sufficient medical supplies, pharmaceuticals, or emergency medical staff to supply a temporary treatment center.
 - Deschutes County Health Services does not supply medical equipment, pharmaceuticals, or linens to hospitals on a daily basis. Hospitals, nursing homes, and other critical in-patient facilities will rely on existing emergency services contracts to remain viable.
 - The public should not anticipate routine public health nursing services for at least the first 72 hours after the disaster.
 - This annex may be implemented when either the Deschutes County Emergency Operations Plan is implemented or at the discretion of the Public Health Director. The Sheriff's Office Emergency Services Manager and the Director of Deschutes County Health Services, or designee, will notify one another when the emergency operations plan is implemented.
 - The Public Health Director will be at the EOC and coordinate, as needed, with the county health officer, hospitals, and others to assure that adequate support services are available in meeting the health and welfare needs created by the disaster.
 - The Public Health Administrator (Director) is, under Oregon Statute (431.150), charged with the strict and thorough enforcement of public health laws of this State in this district. The Public Health Administrator shall possess the powers of constables or other peace officers in all matters pertaining to public health, under Oregon Statute (431.440). Furthermore, the local Public Health Administrator may take any action which Oregon Health Authority or its assistant director could have taken, if an emergency endangering the public's health occurs within the jurisdiction of any public health administrator, and where a delay in taking action to meet the emergency will increase the hazard to public health, under Oregon Statute (431.530).

ESF 8. Public Health and Medical Services

- In contrast to public health and public safety services, medical care is not managed or administered by county government. A network of private resource providers, highly organized to meet day to day emergencies provides medical care. Coordination between the county and medical service and supply providers is necessary so that services and resources are used most effectively.
- Other State of Oregon agencies will participate in the management of a bio-terrorist attack, including, but not limited to: Department of Human Services, State Police, Transportation, Agriculture, Environmental Quality, Justice, and Military.
- Disease surveillance will provide information critical to an effective response.
- If the Strategic National Stockpile is activated, a supply of antibiotics, antidotes, and medical supplies and equipment will be available and will arrive in 12 hours following approval by the Directors of the Centers for Disease Control Department. Oregon's Department of Transportation and Military Department will be available to assist with the reception, movement, and distribution of these items.
- Employers will ensure that all health care providers, government personnel, and first responders at risk of exposure to infectious diseases when assigned to respond to a public health emergency or disaster receive appropriate routine immunizations.
- An effective response to a public health emergency or bioterrorist attack will require the coordinated efforts of a wide variety of organizations – private as well as public- and include agencies outside of the healthcare field.
- Deschutes County Health Services has the capabilities to dispense medication from the Strategic National Stockpile with use of staff and volunteers.
- It will be necessary to gather evidence for law enforcement as well as medical treatment and epidemiology purposes.
- Under the provisions of Presidential Decision Directive – 39, the Federal Bureau of Investigation (FBI) is in charge of a terrorist event during the initial crisis and the Federal Emergency Management Agency (FEMA) is the lead federal agency during consequence management. The United States Public Health Service (USPHS) is the lead agency for medical and health issues and manages activities under the guidelines listed in the Initial National Response Plan, September 30, 2003 under Emergency Support Function-8 (ESF-8).

ESF 8. Public Health and Medical Services

- Key personnel in all responding jurisdictions will have received training in or are familiar with the National Incident Management System (NIMS) model of emergency response management and will be able to function successfully within this management structure.
- The state will disseminate crucial information to Deschutes County Health Services and healthcare providers via the Health Alert Network.

4 Concept of Operations

4.1 General

The appendices and supporting standard operating procedures presented in this plan are designed for response to both naturally occurring and human-caused events, including acts of terrorism.

Throughout this plan, it is assumed that local, state, and federal public health operations in response to an emergency will take place within the context of a fully activated national emergency management system. This means that local and state emergency proclamations, including impending public health crisis and a federal declaration of major disaster have been implemented.

In major disasters or emergencies, OEM coordinates action by all state agencies and federal support to local governments. This process is managed by communications between local emergency operations centers (EOCs) and the state ECC. All local requests for state and federal resources are routed through the state ECC.

In any emergency or disaster, local governments retain responsibility for operational management of all states of the emergency management life cycle; preparedness, prevention, mitigation, response, and recovery.

4.2 Understandings

- Response to local public health emergencies is a local Public Health responsibility; state and other resources support the local response.
- Despite the local nature of Public Health responsibility, there is always a role for the state in the response to public health emergencies.
- State and local roles will vary based on the nature and severity of the event.
- The purpose of the Hospital Preparedness Program (HPP) Regions is to provide the resource support to local responses (not to assume

ESF 8. Public Health and Medical Services

command and control).

- Any cohesive state/local response system must be rooted in commonly accepted command and control practices (NIMS and ESF-8 framework).

A. During an emergency, Deschutes County Health Services will follow the NIMS Model for Emergency Management including the use of Incident Command.

- **Information**
 - Notification to media, medical community, general public, neighboring counties, public health workers
 - Public Notification of clinics as needed
 - “Hotline” as needed
- **Safety**
 - Medical Safety – PPE
 - Security – for staffing and supplies (vaccine)
- **Operations Section**
 - Surveillance (investigation) (Strike Teams)
 - Mass Immunization Clinics as needed
 - Mass distribution of anti-virals
 - Mass Casualties – non traditional triage centers
 - Mass Fatality Management
 - Social and Counseling Services
 - Mass Quarantine – PPE
 - Respirators
 - Shortage of antibiotics
 - Laboratories – process clinical specimens
- **Planning Section**
 - Develop Incident Action Plan
 - Collect, evaluate, and display information about the incident
 - Maintain resource status information on all equipment and personnel
 - Maintain documentation
- **Logistics Section**
 - Communications Unit
 - Medical Unit
 - Food Unit – supply personnel
 - Supply Unit
 - ≡ Workforce/staffing

ESF 8. Public Health and Medical Services

- ⌘ Credentialing
- ⌘ Volunteers
- ⌘ Surge Capacity
- ⌘ Vaccine Administration Supplies
- ⌘ Vaccine Receipt and Distribution, Inventory control, Cold Chain
- ⌘ PPE
- ⌘ Clerical supplies
- Facilities Unit – Sites
- Ground Support Unit – Transportation for staff and population

- **Finance/Administration Section**

- Time unit
- Procurement Unit: Obtain, track, and pay for supplies
- Fiscal Management of cost to County to manage salaries, supplies, etc – obtaining federal and state monies
- Compensation/Claims Unit
 - ⌘ Legal Issues
 - ⌘ Finance issues relating to individuals paying for vaccine

B. General Public Health services ongoing responsibilities:

- This Annex is based upon the concept that emergency functions for public health services will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.
- Those day-to-day functions which do not contribute directly to the emergency operations may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be re-directed to the accomplishment of emergency tasks by the agency concerned.
- Field Liaison teams will be asked to procure information about a public health emergency/disaster, prioritizing work into three categories:
 - Immediate Response (within 12 hours of the event)
 - Short Term Response (within 48 hours of the event)
 - Long Term Response (within 72 hours of the event)
- Teams may be expected to stay in the field or stricken area for an extended period of time and should prepare accordingly with adequate personal items and all appropriate equipment. Housing, communications, food, and transportation will be coordinated by the

ESF 8. Public Health and Medical Services

EOC.

- Prepare and maintain operation procedures for director, public health managers, and staff which include:
 - Emergency Call List.
 - Lines of succession: If an assigned person cannot function, an alternate is designated from the line of succession for that position.
 - Operation location assignments: in an emergency, public health management staff report to their assigned locations.
 - Program Managers will communicate with the director when they report to their work stations and every two (2) hours thereafter, or more often as necessary.
 - The director, or designee will be available at the county EOC and will coordinate communications with the State Department of Human Services and Centers for Disease Control, Atlanta, Georgia, as needed.
 - Assure that the Public Health Services and its components prepare and maintain alerting and communication procedures to be activated by the director.
 - Develop procedures to alert program managers, health officer, and department personnel through a phone tree. (Appendix 1)
 - Develop alternative methods when normal communications are unavailable to contact public health services personnel.
 - Develop procedures to maintain contact with key personnel in the field to determine the ongoing status of the emergency situation.

- Assure that personnel resources are available for disaster operations. The Program Managers will coordinate the following as necessary:
 - Train and equip Health Department personnel to perform their disaster responsibilities.
 - Work to recruit and train auxiliary public health nurses, sanitarians, paraprofessionals, and office assistants who may be required to augment regular public health personnel.
 - Develop an inventory of personnel available for emergency operations to facilitate assignment. Include name, position, office phone, home address and home phone.
 - Develop procedures for the provision of available Deschutes County Health Services staff for use outside the Public Health Services program. Coordinate with the county health officer.

- Assure that Deschutes County Health Services and its components prepare and maintain an equipment and supply procurement and

ESF 8. Public Health and Medical Services

provision program for disaster operations.

- Designated staff will coordinate the development of procedures for the prompt identification of equipment and supplies available within public health.

4.3 Phases of Emergency Management**4.3.1 Mitigation**

Public health and medical services agencies and organizations will coordinate the following operations/activities:

- Public health and medical service agencies will provide emergency response according to their agency standard operating procedures (SOPs).
- Each public health and medical service agency shall maintain a current list of phone numbers for all personnel with emergency tasking and establish an emergency call-out procedure.
- Public health and medical service personnel shall be trained to operate in emergency situations and shall be familiar with their agency task assignment. This is commonly achieved through training and exercises.
- Public health and medical service personnel shall coordinate activities in response to training with local emergency management exercises once per year.
- All communication equipment shall be checked monthly.
- All specialized and general equipment and facilities shall be maintained in a ready condition for emergency use.
- Provide an assessment of the health hazards to which the county is susceptible.
- In support of the Public Information Officer in the EOC, and in relation to the emergency, provide general health education and information, rumor control information, environmental health and sanitation information and next-of-kin information in coordination with the American Red Cross.
- Coordinate with health service agencies that can provide emergency health care, to include counseling and mental health services, community nursing, medical and dental health clinic support, mass

ESF 8. Public Health and Medical Services

casualty medical and health support, medical and health needs at shelters and control of communicable diseases.

- Coordinate with health service agencies that can provide emergency environmental health and sanitation, to include safe drinking water, sewage disposal, food preparation, solid waste disposal, sanitation at shelters and vector control.
- Coordinate the use of health and medical resources.
- Continue to develop registries of volunteer healthcare professionals for use in an emergency.
- Make requests to volunteer disaster relief organizations for assistance consistent with their resources, manpower and capabilities.
- Provide support to other emergency response operations as requested and as able.
- Provide and coordinate radiological exposure control information for emergency response personnel and the public.

4.3.2 Preparedness – Pre-Emergency Period

- Review and update EOP and SOPS.
- Dissemination of accurate, timely, emergency public information.
- Public health personnel shall coordinate activities in response training with local emergency management exercises once per year.
- Evaluate adequacy of existing local infrastructure to respond to an emergency/disaster.
- All specialized and general equipment, medical supplies, vaccines, resources, and facilities shall be maintained in a ready condition for emergency use.
- Coordinate with Deschutes County and city governments to ensure water quality.
- Coordinate with Deschutes County and private contractors to provide safe waste disposal.
- Provide an assessment of the health hazards to which the county is susceptible. Review Deschutes County Health Services policy and procedures to find and remove any barriers to disease surveillance and reporting programs. Work with local healthcare providers and facilities to assess and improve healthcare surveillance and response

ESF 8. Public Health and Medical Services

capabilities. Report the presence of contagious infections in the jurisdiction.

- Coordinate with health services agencies and divisions of the health department that can provide emergency health care, to include counseling and mental health services, community nursing, medical and dental health clinic support, mass casualty medical and health support, medical and health needs at Red Cross shelters as needed and control of communicable disease.
- To promote coordination of services during an emergency or disaster, Public Health planning involves establishing a working relationship through collaborative planning and development of written agreements, with those disciplines which will also be providing services. During a disaster or emergency, activities of public health must be coordinated closely with those other disciplines to ensure the best use of resources and the sharing of information. Contact with the following groups may be initiated by public health and coordinated through the EOC:
 - Environmental Health Services
 - ⌘ Food; preparation and storage standards
 - ⌘ Waste management
 - ⌘ Ventilation
 - ⌘ Portable toilets
 - ⌘ Hazardous materials release
 - ⌘ Potable water recommendations
 - Mental Health
 - ⌘ Crisis counseling
 - ⌘ Grief counseling
 - ⌘ Critical incident stress debriefing
 - ⌘ Referrals
 - Emergency Medical Services
 - Coordination of medical services
 - ⌘ EMS providers
 - ⌘ Assisting American Red Cross in procuring medical resources

ESF 8. Public Health and Medical Services

- ⌘ Evacuation of casualties
- Nutritional Consultants
 - ⌘ Formula information and resources
 - ⌘ Special dietary needs
- Public Health Laboratory
 - ⌘ Water samples
 - ⌘ Communicable disease samples
- Local Law Enforcement
 - ⌘ Maintain security and order in community and at shelter sites
 - ⌘ Mitigate violent and abusive situations
- Social Services
 - ⌘ Assistance with food stamps, lost medical cards
 - ⌘ Determine eligibility
 - ⌘ Family support services
 - ⌘ Assist with child abuse/neglect situations
 - ⌘ Assistance with adults and aged
- Infant, Child, and Adolescent Services
 - ⌘ Special needs populations
 - ⌘ Crisis intervention
 - ⌘ Child care
- Health Education
 - ⌘ Media
 - ⌘ Shelters
 - ⌘ Health education materials
- Medical Resources
 - ⌘ Hospitals, clinics, infection control nurses, school nurses
 - ⌘ Referrals for acute/chronic needs

ESF 8. Public Health and Medical Services

- ⌘ Discharge planners
- ⌘ Communications on capacity
- ⌘ Pharmacy
- ⌘ Dentists
- ⌘ Specialists
- Mutual Aid Agreements shall be developed with agencies such as:
 - ⌘ Emergency Housing Agencies – COCAAN
 - ⌘ Schools – shelters, immunization sites
 - ⌘ Churches – shelters, food, information, networking
 - ⌘ Pharmacies
 - ⌘ Home Health Agencies
 - ⌘ Volunteer Agencies
 - ⌘ Volunteers in Police Services
 - ⌘ Mortuaries
 - ⌘ Medical Facilities
 - ⌘ Transportation/buses
- Media Personnel
 - ⌘ Communications
 - ⌘ Status Report Updates
- EOC Coordinators
 - ⌘ Simulation Exercises
- Animal Control
 - ⌘ Shelter/Containment
 - ⌘ Rescue
 - ⌘ Veterinarians
- Review current emergency plans for inclusion of provisions for mass vaccination and chemoprophylaxis.

ESF 8. Public Health and Medical Services

- Coordinate with County Emergency Management to include the following plans in agency plans: Strategic National Stockpile (SNS); Regional Hospital Bioterrorism; and County Bioterrorism Plans.
- Coordinate with Red Cross to make requests to volunteer disaster relief organizations for assistance consistent with their resources, manpower, and capabilities.
- Identify and list state/federal contacts for assistance during disasters that may affect public health issues.

4.3.3 Response – Increased Readiness

- The Director reports to the Emergency Operation Center (EOC) – located in the County Sheriff’s Office, or designated alternative site, along with Program Managers as needed.
- The county health officer, along with the Communicable Disease Team provides a preliminary and ongoing assessment of the health hazard problem (s). For a potential or actual bioterrorism event, refer to Bioterrorism Plan.
- Necessary personnel will be contacted.
- Coordinate the notification, investigation and response to public health emergencies with Oregon Health Authority, Governor’s Office, local hospitals, clinics, mental health services, and county responders.
- Seek mutual aid assistance from the regional public health agencies as needed.
- In support of the public information officer in the EOC, and in relation to the emergency, coordinate with mental health staff to provide general health education and information, rumor control information, environmental health and sanitation information, and next of kin information.
- Coordinate communicable disease and vector control operations through the Communicable Disease Task Force Leader, Immunization Task Force Leader, and Environmental Health Task Force Leaders. Maintain constant surveillance over the incidence of communicable disease. (See Bioterrorism Plan)
- Analyze and conduct investigations to determine cause, origin, and scope of epidemics and other suspicious illnesses.
- Prepare and maintain emergency public health preventive measures and regulations to control and restrict communicable disease. Develop plans as needed for the operation of mass inoculation programs.

ESF 8. Public Health and Medical Services

Develop plans to assist in the segregation and quarantine of contagious patients. (See Bioterrorism Plan)

- Coordinate public information programs for personal health and hygiene during disasters. Function of the Communicable Disease Coordinator and PIO.
- Mental health information and referral for counseling of victims and emergency workers should now begin.
- Maintenance of Deschutes County Health Services medical supplies, vaccines and resources.
- Coordinate with Deschutes County and City Government to ensure water quality, and potable water supply.
- Coordinate with Deschutes County and private contractors to provide safe waste disposal.
- Coordinate disease control operations through the Communicable Disease Coordinator and Immunization Coordinator. (See Job Descriptions for Emergency Preparedness)
- Coordinate sanitation activities (potable water) through Deschutes County Environmental Health Department. Coordinate activities of environmental health activities (waste disposal, refuse, food and water control, and vector control) with Environmental Health Agency.
- Collect vital statistics.
- Assist in coordination of services to people with functional needs.
- Coordinate with Oregon Health Authority to request and distribute medical supplies from the Strategic National Stockpile, if utilized.
- Utilize state and federal experts who can provide detailed information about specific agents if WMD is involved to reduce the risk of injury and illness.
- Work with the Red Cross in the monitoring of shelter operations regarding medical, health, and sanitation needs.

4.3.4 Recovery

- Reports shall be retained and evaluated on the extent of the health hazard, injury, illness, loss of life, and the condition of health services personnel. This information shall be relayed to the Director of Deschutes County Health Services.

ESF 8. Public Health and Medical Services

- Upon approval of the Director, management staff will release personnel no longer needed.
- Deschutes County Health Services staff shall report to the Director and/or proper agency or personnel any hazard that would endanger the public.
- Normal operations shall be resumed as soon as possible.
- All personnel shall (as soon as practical) submit a report to their supervisor listing activities undertaken during the emergency, time, supplies, and any additional, pertinent information, including recommendations for future action, problems identified, etc.
- Staff will participate in debriefing exercise and suggest any necessary changes to plans and procedures.
- Participate in investigatory or enforcement actions as needed.
- Assist in clean-up or follow-up activities with technical advice or field service and sampling activities as needed.
- Compile health reports for state and federal officials.
- Identify potential or continuing hazards affecting public health and offer appropriate guidance for mitigation of harmful effects.
- Identify areas where public health response personnel can continue to assist recovery efforts, as needed.
- Ensure that appropriate mental health services are available to disaster victims, survivors, bystanders, responders and their families, and other community caregivers.
- Coordinate the location, collection and disposal of dead animals and contaminated food items with the appropriate authorities.
- Assist with the development of a re-entry plan for evacuees with the Emergency Operations Center.
- Provide emergency information on health issues to victims through the County PIO or Joint Information System.
- Identify and implement appropriate protective actions and studies to address the long-term health effects.

ESF 8. Public Health and Medical Services**4.4 Mass Casualty Incidents**

Upon receipt of information from hospitals, clinics, Multiple Patient Incident Coordinator, 9-1-1 or any source indicating overwhelming numbers of casualties, the following actions should be taken:

- Activate the EOC/MACC.
- Notify personnel to staff the Operations Section Chief. (Assigned from the medical or public health discipline.)
- Notify personnel to staff the Health Medical Branch Chief.
- Obtain information of number and location of casualties.
- Request assistance from local Oregon Disaster Medical Assistance Team member. (541-480-1632)
- If no outside assistance is available, or assistance is delayed; assist the hospital system with establishment of Alternate Care Sites (ACS).
- Consult with the hospital system to determine number of alternate care sites and locations needed.
- Request assistance from American Red Cross to identify potential sites if multiple and geographically distributed sites are required.

Contact the County Expo Center (Fairgrounds) if one, large site is appropriate. (541-923-1652)

4.5 Alternate Care Sites**4.5.1 Activation**

Activation of Alternate Care Sites (ACS) is done in coordination with the hospital system. Situations which may require activation of Alternate Care Sites (ACS) may include:

- The number of casualties exceeds the number of places or equipment to transport them and relief is not available.
- A situation involving communicable diseases or contamination dictates that casualties remain isolated.
- A situation where it is in the best interest to keep large numbers of casualties away from the hospitals.

Involved patients originate from various sites throughout the county; perhaps involving sites which are geographically isolated.

ESF 8. Public Health and Medical Services**4.5.2 Site Selection**

- Enclosed buildings, which are structurally safe (tents, classrooms, and gymnasiums) to avoid exposure to the elements and hazards
- Cooking facilities (may be brought to the site)
- Water, electricity or generators (which includes fuel to run generators)
- Sanitary facilities (chemical toilets)
- Helicopter landing area or proximity to the airport.
- Staging area for supplies
- Capability to secure the area and establish perimeter control
- Geographically accessible and not located in a hazard area (flood, landslide, fault line, or near a toxic release)

The hospital system maintains an inventory of predetermined Alternate Care Sites (ACS).

4.5.3 Operations

- Staffing for Alternate Care Sites may be provided by:
 - Triage/EMT – All City Volunteer Fire Departments, District Fire Departments, and Emergency Medical Technicians.
 - Nurses – County Health Immunization Volunteers and Volunteers in Medicine.
 - Physicians – Volunteers in Medicine.
- Equipment and supplies for Alternate Care Sites may be provided by:
 - St. Charles Medial Center
 - All City and District Fire Departments
 - Local DMAT Trailer
 - Local Vendors
- Transportation from the incident to Alternate Care Sites may be provided by:
 - Ambulances
 - School District buses
 - Dial-a-Ride vehicles

ESF 8. Public Health and Medical Services

- Clergy, hospice and mental health services may be provided by:
 - Central Oregon Interfaith Network
 - Hospice
 - County Mental Health Department
 - Crisis Resolution Center
- Worker respite for sustained operations will be provided by the American Red Cross.
- Food services will be coordinated with the American Red Cross.
- Provision of sanitary service and disposal of biohazard waste is coordinated with resources and procurement.
- Security is coordinated with the Law Enforcement Branch in the EOC/MACC, if activated. Otherwise, coordinate with the Sheriff's Office.

4.6 Mass Fatality Management**4.6.1 General**

- First on scene notifies 911 to activate Multiple Patient Incident Plan (MPIP), requests notification to County EOC/MACC and notify State Medical Examiner's Office. Mass fatalities will be managed in coordination with local and state medical examiners.
- The Oregon State Medical Examiners (ME's) Office is a Division of the Oregon State Police Intergovernmental Service Bureau (ISB) and serves under the direction of the Superintendent. It operates under guidance of ORS 146 and is headed by the Bureau Commander. The ME's Office may serve as a resource to local county government at their request.
- National Disaster Mortuary Teams (DMORT) under FEMA control are established and able to be deployed to mass fatality scenes to assist in victim identification, cause of death determinations, and disposition of remains. A Disaster Mortuary Unit may be requested to send an evaluation team to the location to help evaluate the personnel and equipment necessary to adequately respond. Activation time may be up to 12 hours depending on the location. This team will provide individuals on site to assist in evaluation.
- The County Health Department Administrator is delegated the responsibility for oversight of this response. ORS Chapter 146

ESF 8. Public Health and Medical Services

- If mass fatalities resulting from criminal activity, notify FBI and County Victims Assistance in the District Attorney's Office.

4.6.2 Responder Safety

- If contamination (chemical, radioactivity, biological) is a concern, responder safety takes precedence, and hazardous materials SOPs govern response activities.
- The Hazardous Materials Team will identify contaminated conditions and perform decontamination of personnel and victims and provide technical assistance on secondary contamination potential. Modification to the procedures discussed below may need to be made.
- Perimeter control is the responsibility of the responding law enforcement agency.

4.6.3 Mass Fatality Operations**■ Siting and Logistics**

- IC will determine need and location of staging areas for morgue operations/examination center, and a family service center.
- Convenient proximity to incident scene; 8,000 square feet or greater building size; non-porous floors; hot and cold water (also drainage); sufficient electrical supply for lighting and team equipment; telephone lines; ventilation; rest rooms; office/debriefing/rest space; Can be secured from the public/media; availability of fuel (propane, diesel); Easy in and out access for authorized vehicles.
- Logistical needs for mass fatality operations must be arranged.

■ Numbering and Tracking

- All numbers will be assigned at the scene.
- Use simple numbers (1,2,3, etc.). Body part numbers should be P1, P2, and P3, etc. Personal effect numbers should be E1, E2, and E3, etc.
- If there is more than one primary location involved, letter designations must be used to denote which site retrieval is made from and to avoid duplication of numbering.
- Ensure numbers on body bag are at least 12 inches high with white paint.

■ Case Files

ESF 8. Public Health and Medical Services

- Case files are initiated with the body number. The file must stay with the body during the entire processing. All forms and paperwork used should be available at each station. The case number should be placed on each form as it is used.
- Three logbooks should be maintained (bodies, body parts, personal effects).

■ Processing

- Law Enforcement provides technical guidance on the requirement for evidence collection, documentation and preservation.
- Body recovery teams (ME Investigator and assistant, scribe and photographer): number and photograph the body and the site. Place a plastic toe tag on bag and body.
- Body moving teams (4 persons each) remove bodies from site and to body staging area.
- Transport to morgue/examination site. The personal effects and clothing should be collected, inventoried and bagged with the appropriate case number. All personal effects and clothing should be placed in a secure area with a designated person in charge of the area. Full body pictures should be taken before clothing is removed – include the case number. All paperwork generated at this station should be placed in the case file to go with the body to the next station.
- Fingerprints should be taken at this point – if identification questions are prevalent.
- The type and number of X-rays taken are determined by the event.
- Autopsies are performed, if applicable.
- At any point in the process bodies may need to be stored and kept refrigerated until outside resource support arrives.

■ Release of Remains

- The final responsibility for determining if there is adequate information for positive identification rests with the Chief medical Examiner or the Deputy State Medical Examiner in charge of morgue operations.
- No remains will be released without positive identification.

ESF 8. Public Health and Medical Services

- Release of remains will be made to a funeral service designated by the appropriate next of kin.
 - The Oregon Funeral Directors Association may assist in development of a rotational referral list and coordinate disposition of remains.
- Public Information
- May be made available from OSP through the ECC.
 - Responsible for the release of information to the public and news media concerning the operation.
 - Will coordinate with the Morgue Operations Manager concerning all press releases.
- Family Service Centers
- Family Service Centers are responsible for taking care of victims' families which may include: gathering ante mortem information, sharing information with families, developing a notification procedure, and to assist in providing information and services to family members in the days following the incident. The facility will be easily accessible to families involved and secure from media sources. Compassion, integrity and confidentiality in service are essential.
 - The American Red Cross assists with the establishment of Family Service Centers.
- Unclaimed Bodies
- ORS 97.170 – 210 If no one claims the body within five days after death, or if those notified acquiesce, the funeral service practitioner shall notify, by telephone, the Demonstrator of Anatomy of the Oregon Health and Science University. When the body of a deceased person is deemed in unfit condition by the Demonstrator of Anatomy and disposition does not take place as set forth in subsections (1) and (2) of this section, and no relatives, friends or interested persons claim the body after notification is attempted, then the funeral service practitioner may commence to cremate or bury the body without the consent of persons listed in ORS 97.130 and is furthermore indemnified from any liability arising from having made such disposition. The method of disposition must be in the least costly manner that complies with law, and that does not conflict with known wishes of the deceased. The body of any person who died of smallpox, diphtheria, scarlet fever or other

ESF 8. Public Health and Medical Services

disease that the Department of Human Services, by rule, may prescribe, shall not be subject to the provisions of ORS 97.170 to 97.200.

5 Direction and Control**5.1 Damage Assessment**

- Injuries and Fatalities: In coordination first responder agencies and County medical providers Deschutes County Health Services will have primary responsibility for centrally gathering information concerning injuries, illness and fatalities resulting from disaster occurrences. Since accurate information concerning casualties is essential in identifying required levels of medical support, information of this type must be forwarded to the MAC as soon as it is available.
- Water Treatment Facilities: In cooperation with Public Works, the State Drinking Water Program has responsibility for evaluating damage to water treatment facilities following disaster occurrences. Because of system vulnerability to numerous forms of contamination and because of the impact which prolonged shutdown of water treatment facilities could have on public health and welfare, it is essential that rapid and accurate damage assessment be completed.
- Public and private water systems: Deschutes County Health Services (Environmental Health) in cooperation with Oregon Health Authority and various local agencies, will assist with water sampling of public and private water supplies. Accurate records will be kept to track contamination and disease outbreaks.

5.2 Disaster Area Medical Support

Deschutes County Health Services should be prepared to assist county agencies with requests for additional assistance that may speed the return of their employees to work. This could include immunizations for its employees, priority in water sampling schedules and transfer of medical records to appropriate facilities.

5.3 Communications

Public health and medical service personnel shall utilize established communication facilities and networks which are utilized in normal day to day operations.

5.4 Public Information

Emergency public information related to an emergency event shall be coordinated in the Emergency Operations Center by the Public Information staff and released only with the approval of the EOC Public Information Officer.

ESF 8. Public Health and Medical Services

Individual agencies or agency personnel shall not make any public information release or statements to the news media. However, this does not preclude county or state personnel from being contacted or the sharing of information.

Examples:

- Board of Commissioners
- Oregon Department of Environmental Quality (DEQ)
- Oregon Department of Human Services, Public Health Division
- Federal Emergency Management Agency (FEMA)
- U.S. Coast Guard
- U.S. Army Corps of Engineers
- Law Enforcement

6 Organization and Assignment of Responsibilities

6.1 Organization

Deschutes County Health Services represents all public health issues during an emergency at the EOC or within the unified command. Until these persons are contacted, the incident commander or senior EMT on scene is responsible for all decisions. Response activities may be coordinated from the EOC.

Upon official notification of an actual or potential emergency condition, it is the responsibility of Deschutes County Health Services to receive and evaluate all requests for public health services and to disseminate such notification to all appropriate, medical and mortuary services. Public Health is responsible for assessing:

- Public health protection for the affected population
- Morgue and vital records services; and
- Environmental health issues

In contrast to public health and public safety services, primary medical care is not managed or administered by county government. Primary medical care is provided by a network of private resource providers, highly organized to meet day-to-day emergencies. Coordination between the county and the medical service and supply providers is necessary in a major disaster so that services and resources are used most effectively.

Medical services involve three areas:

ESF 8. Public Health and Medical Services

- Continued medical support of the population not directly affected by the emergency or disaster.
- Care for the current patient load, the chronically ill, and the aged.
- Medical support for the population directly affected by an emergency or disaster.

6.2 Emergency Functions

- Under the Deschutes County Emergency Operations Plan, Deschutes County Health Services has primary responsibility to provide the following services in response to emergency situations. The Public Health Director is responsible for coordinating emergency public health services operation and coordinating medical services operations in a major disaster with the command centers of the local hospitals. Depending upon the nature of the emergency, a coordinator may be required with any or all of the following health service organizations and/or services.
 - Deschutes County Health Services
 - Deschutes County Sheriff's Emergency Management
 - Cascade Health System
 - EMS Services
 - Fire Departments
 - Pharmaceutical and Medical Suppliers
 - Red Cross
 - National Guard
- The Deschutes County Health Services Director or designee is responsible for contacting all the hospital disaster coordinators to notify them the EOC has been activated and to ask about response capabilities such as number of available beds, staff availability, pharmaceutical supplies.
- To ensure that these services are available as needed, various medical and public health services have been given primary or support responsibility for selected activities. Those activities, and the services responsible for their accomplishment, are summarized below.

6.3 Task Assignments

The County Health Services Director is responsible for in addition to those listed above:

ESF 8. Public Health and Medical Services

- Establish health service priorities to serve as the basis for emergency public health service operations.
- Public Health Service personnel shall remain under the direction and supervision of the director or delegated authority.
- The director shall act as a liaison between the EOC and Health Services Agencies/Personnel.
- Transmitting pertinent related health care information to the Public Information Officer (PIO) for dissemination to the media issuing health instructions to the public.
- Coordinating with Mental Health.
- Coordinate with Environmental Health.
- Environmental Health Agency with sanitation inspections of shelters and mass care facilities.

7 Administration and Support

7.1 Administration

- Administration and logistic support of emergency public health and medical service operations shall be provided through health service organizations/personnel.
- The Deschutes County Health Services Director shall assign only those persons necessary for the operation, keeping enough in reserve for relief.
- Cancellation of leaves shall be contingent upon:
 - Type of emergency
 - Severity of emergency
 - Ability to contact personnel
 - Location of personnel
- Augmentation of health services personnel shall be accomplished through utilization of all available health and welfare organizations/personnel and volunteer organizations/personnel as available.
- During an emergency, each agency shall keep accurate records of expenses, manpower, equipment, supplies and facilities used.

ESF 8. Public Health and Medical Services**7.2 Supply**

- Each agency shall maintain an inventory of resources.
- Requests for additional supplies shall be made by an agency head to the Health Services Department Operations Center or County EOC as appropriate.
- Requests for supplies not available locally shall be forwarded to the Health Services Department Operations Center or County EOC as appropriate.

7.3 Transportation

- Equipment used on a daily basis by public health and medical services agencies/organizations shall be used.
- Requests for transportation resources shall be made by an agency head to the Health Services Director.
- Requests for transportation resources not available locally shall be forwarded to the Health Services Director.

8 Continuity of Government

- To ensure continuity of public health activities during threatened or actual disasters, the following line of succession is established:
- Deschutes County Health Services Administrator/Community Health Program Manager, nurse employees and support staff
- Coordination:
 - The highest ranking officer of the fire or police agency in whose jurisdiction the incident occurs, shall be incident commander or shall delegate this responsibility to another qualified person.
 - The on-scene command frequency and staging area will be determined by the IC. The emergency communications center will advise the County Health Services Director of the disaster and personnel and resources requested from their department.

9 Annex Development and Maintenance

The County Emergency Management Coordinator along with County Health Services and Environmental Health Agency are responsible for initial ESF 8 development, distribution, periodic review, and updating. Each service with emergency assignments is responsible for developing and maintaining their own

ESF 8. Public Health and Medical Services

appendix, for assigning personnel and equipment, and providing training necessary to carry out emergency functions.

10 Supporting Plans, Procedures and Information

- National Response Framework, ESF 8 – Public Health and Medical Services
- State Emergency Operations Plan, ESF 8 – Public Health and Medical Services
- Deschutes County Public Health All-hazards Emergency Operations Plan
- Deschutes County Public Health Risk Communication Plan
- Deschutes County SNS Plan

11 Appendices

- **Appendix 1** – Recommended Alternate Care Site Staffing
- **Appendix 2** – Sample Admission Orders – Biological Incident
- **Appendix 3** – Volunteer Staff Registration/Credentialing Form
- **Appendix 4** – Patient Tracking Sheet
- **Appendix 5** – Mass Fatality Recovery Log
- **Appendix 6** – Next of Kin Interview Form
- **Appendix 7** – Release of Remains Form
- **Appendix 8** – Guidance for Development of Post-Mortem Activity Personnel Precautions
- **Appendix 9** – Oregon Revised Statutes Pertaining to Mass Fatality Response

8. Public Health and Medical Services

ESF 8 – APPENDIX 1. DESCHUTES COUNTY RECOMMENDED ALTERNATE CARE SITE STAFFING

RECOMMENDED ALTERNATE CARE SITE STAFFING*

- 1 Physician
- 1 Physician’s assistant (PA) or nurse practitioner (NP)
- 6 RNs or a mix of RNs and licensed practical nurses (LPN)
- 4 EMTs
- 4 nursing assistants/nursing support technicians
- 2 medical clerks (unit secretaries)
- 1 respiratory therapist (RT)
- 1 case manager
- 1 social worker
- 2 housekeepers
- 2 patient transporters

Note: This staffing model is for biological or chemical incidents. The DOD Handbook, “A Mass Casualty Care Strategy For Biological Terrorism Incidents” DOD, December 1, 2001 recommends staffing for a 50-bed nursing unit. This staffing is for a biological or chemical incident with respiratory patients.

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8. Public Health and Medical Services

ESF 8 – APPENDIX 2. SAMPLE ADMISSION ORDERS – BIOLOGICAL INCIDENT

Source: "A Mass Casualty Care Strategy For Biological Terrorism Incidents" DOD, December 1, 2001

Patient Name/Stamp _____ Date _____

Sample Admission Orders (Template for Admission Orders)

1. Antibiotic: Cipro 500 mg po bid Pediatric Dose:
 Other:
 Doxycycline 100 mg po bid Pediatric Dose:
2. Allergies: Doxy (TCN) Cipro PCN (penicillin) MSO4
 Phenergan Sulfa Iodine/Contrast Dye Other:
3. IVF: 0.9%Normal Saline D₅W .45%NS
 rate = ____cc/hr Saline lock
4. IVF Bolus (Pediatric dose:20cc/kg): 250 cc/hr 500 cc/hr 1000 cc/hr
 other_____
5. Oral Rehydration: 100 cc/hr 200 cc/hr 500 cc/hr
 other_____(may be administered per family or volunteer)
6. Oxygen: ____liters/minute via nasal cannula OR ____% via facemask
7. Diet: Regular Diabetic Fluids Other:
8. Vital signs per routine
9. Routine I&O
10. Foley catheter PRN if no urine output in four (4) hours. Discontinue PRN. Once discontinued, if patient does not void in 8 hrs, replace Foley catheter and notify MD.
11. Routine home medications (if provided by patient or family).
- 12.Acetaminophen: ADULTS = 1000 mg PO q4h PRN for temp >101.5 or pain
PEDIATR NIMS ICS = ____ml q4h PRN (15 mg/kg/dose;160 mg/5 ml)
(Note:a 70 lb child =32 kg x 15 mg =480 mg =3 tsp or 15 ml)
- 13.Phenergan: ADULTS = 12.5 –25 mg IM/IV/PR q6h PRN
PEDIATR NIMS ICS = ____mg IM/IV/PR q6h PRN (0.25 –0.5 mg/kg/dose)
- 14.Albuterol: MDI with spacer: 2 –4 puffs q2 –4h PRN
OR Nebulized unit dose q2h PRN
- 15.Diphenhydramine (Benadryl): ADULTS = 25 –50 mg IV/IM/PO q6h PRN
PEDIATR NIMS ICS = ____mg IV/IM/PO q6h PRN (1 mg/kg/dose)
- 16.Lorazepam (Ativan): ADULTS = 1 –2 mg IV/IM q6h PRN
PEDIATR NIMS ICS = ____mg IV/IM q6h PRN (0.05 mg/kg/dose)

8. Public Health and Medical Services

17. Morphine Sulfate (titrate to effect): ADULTS = 2 mg IV/IM/SC q5 min PRN (max.dose:15 mg in 4h)

PEDIATR NIMS ICS = 0.1 mg/kg/dose IV/IM/SC q5min PRN (max.dose:10 mg in 6h)

18. Naloxone (Narcan): ADULTS = 2 mg IV q2min PRN (weight >20 kg)

PEDIATR NIMS ICS = ___mg IV q2min PRN (weight <20 kg:0.1 mg/kg/dose)

19. Other:

- Aspirin: 325 mg Other: _____ po qday
- Nitroglycerin: 0.4 mg 1 tablet SL q5min PRN (if SBP>or =90 mm Hg)until chest pain-free or ___tablets given
- Insulin: Regular ___u SQ qAM NPH___units SQ qAM
 Regular ___u SQ qPM NPH___units SQ qPM
 Insulin 70/30 ___u SQ qAM Insulin 70/30 ___u SQ qPM
- Furosemide (Lasix): 20 mg 40 mg 60 mg 80 mg
Other: PO/IV qday or BID
- Digoxin (Lanoxin):Maintenance = 0.125 mg 0.25 mg Other: qday PO
Loading = 0.5 mg PO one dose only now; Other:
follow with 0.125 mg 0.25 mg PO Other:one time 8 h later

20. Labs (if available): CBC UA BMP (aka Chem 7) Dig level Other:

21. X-rays (if available): CXR

22. Social services for discharge planning

23. Victim Assistance Referral

MD Signature: _____

RN Signature: _____

8. Public Health and Medical Services

ESF 8 – APPENDIX 3. VOLUNTEER STAFF REGISTRATION/CREDENTIALING FORM

Hospital Emergency Incident Command System (HEICS)

VOLUNTEER STAFF REGISTRATION/CREDENTIALING FORM

DATE: ___/___/___ Event: _____

| # | (Print) Name | (Print) Address | Signature | Driver's License # | PROF/TECHLIC # | Specialty Skills | Employer Address | Time IN | Time OUT | Security Follow-up |
|----|--------------|-----------------|-----------|--------------------|----------------|------------------|------------------|---------|----------|--------------------|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
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Certifying Officer: _____ Date/Time: _____

8. Public Health and Medical Services

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8. Public Health and Medical Services

ESF 8 – APPENDIX 4. PATIENT TRACKING SHEET

Original: Human Resources/Volunteer Management Unit Leader

Copy: Law Enforcement Branch

Hospital Emergency Incident Command System (HEICS)

PATIENT TRACKING SHEET

DATE: ____/____/____

Event: _____

| Patient # | Patient Name | Age | Status | Location | | | Disposition |
|-----------|--------------|-----|--------|----------|--|--|-------------|
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Certifying Officer: _____ Date/Time: _____

8. Public Health and Medical Services

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8. Public Health and Medical Services

ESF 8 – APPENDIX 5. MASS FATALITY RECOVERY LOG

Instructions: make many copies of this form. Maintain separate logbooks for complete bodies (B), body parts (P), and personal effects (E). If victims are dispersed, make 3 logbooks for each vicinity to be searched, assigning distinct codes to each area.

| TYPE OF LOG B/P/E | BRIEF DESCRIPTION OF DISCOVERY | TAG √ | BODY BAG √ | NOTES |
|--------------------------------------|---|------------------|---------------------------|--------------|
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8. Public Health and Medical Services

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ESF 8 – APPENDIX 6. NEXT OF KIN INTERVIEW FORM

An Aid For Identification and Release of Remains

| | |
|---|--|
| Case or Control # (if required): | |
| Date: | Time: |
| Interviewer: | Phone: () |
| Title and Agency: | |
| Location of Interview: | |
| Victim Name: | Male/Female: |
| Address: City: | Date of Birth: / / |
| State: Zip: | Place of Birth: |
| Phone: () | |
| Age at Death: | Social Security #: |
| Mother's full name (with maiden): | |
| Father's full name: | |
| Military Service: Yes — No —, Branch: Dates: | Military Service #: Military records available?: Yes — No — |
| | Location of Records: |
| Passport: Yes — No —, Date/location of issue: | Drivers License: Yes — No —, State: Number |
| Record of Arrest: Yes — No —, Where: | Fingerprinted: Yes — No — Where: Explain/Reason |
| Marital Status: — Married, — Divorced, — Single, — Widowed | |
| Maiden name of spouse (if applicable) | |

8. Public Health and Medical Services

| | | | |
|--|---|--|--|
| Marriage date: Marriage place: | | Address of spouse (if living) Street: City St. Zip: Telephone | |
| Victim occupation: | | | |
| Employed by: | | Work address Work phone: () | |
| Race: <input type="checkbox"/> Caucasian, <input type="checkbox"/> American Indian, <input type="checkbox"/> African American, <input type="checkbox"/> Asian, <input type="checkbox"/> Hispanic, <input type="checkbox"/> Other (specify): | | Ethnic background (ie Italian, Irish, German, etc): | |
| Religious background/denomination: | | | |
| Religious organizations: — Yes, — No, Name: | | Fraternal organizations: — Yes, — No, Name: | |
| VICTIM'S MEDICAL/PHYSICAL INFORMATION: | | | |
| Approximate height: | Approximate weight: | Hair color | Hair style: <input type="checkbox"/> long, <input type="checkbox"/> medium, <input type="checkbox"/> short, |
| Build: — Small, — Medium, — Large, — Obese | — Infant, — Child, — Teen, — Adult | — Own hair, — Wig, — Toupee, — Bald, — Partial bald | — Moustache — Beard — Goatee — Color — Style |
| Color of eyes: | Eyebrows: — long — short, Color: | Fingernails — long, — short, — polished, Color | Toenails — polished, — yes, Color: — no, |
| Fractured bones — no — yes, Which | Amputated parts: Leg, <input type="checkbox"/> Right, <input type="checkbox"/> Left Arm, <input type="checkbox"/> Right, <input type="checkbox"/> Left Toes: <input type="checkbox"/> Right, <input type="checkbox"/> Left Fingers, <input type="checkbox"/> Right, <input type="checkbox"/> Left | | |

8. Public Health and Medical Services

| | | | |
|--|--|---|----------------------|
| Additional information regarding fractures or amputations: | | | |
| Ever X-rayed for medical purposes: — yes, — no | Reason if known: | Location of files | |
| Ever hospitalized; — yes, — no, Approx. Date | Name of Hospital | Hospital address City State | Hospital Telephone # |
| Name of family doctor: | | | |
| Address | | | |
| City | State | Phone: () | |
| Any type of prosthesis (implants, pins, metal plates, artificial limb, etc.) — yes, — no | | Describe | |
| Birth marks: — yes, — no, Location | Describe birthmark: | Tattoos: — yes, — no, Location: Describe | Describe Tattoos: |
| Scars (appendix, open heart surgery, cancer etc): — yes, — no | Location/Describe | Trauma (knife, gunshot scars, etc): — yes, — no | Location/Describe: |
| Body Jewelry or piercings: — yes, — no, | Location (s) | Describe: | |
| DENTAL INFORMATION | | | |
| Own teeth: — yes, — no | Dentures: — upper, — lower, — partial | — single tooth — porcelain — gold | Descriptive: |

8. Public Health and Medical Services

| | | | |
|---|---|--|--|
| Dentist name: | | | |
| Address: | City: | State: | Phone: () |
| CLOTHING INFORMATION | | | |
| How was victim dressed: | | | |
| Jewelry: Ring style: — wedding, — school, — fraternal, — other | Describe in detail (stones, color) | Inscription (engraved, inked) | Cufflinks or tie clasp: |
| Earrings: — yes, — no, | Pierced: __ yes, — no | Describe in detail: | |
| Watch: — yes, __ no Style: | Describe in detail: | Necklace or chain: — yes, — no | Broach/pin: — yes, — no |
| Bracelet/Anklet: — yes, — no | Describe in detail: | | |
| Eye wear: — yes, __ no Describe: | Frames: — plastic — wire — bifocal — tri-focal — sun | Contacts: — yes, — no Color/describe: | Wearing jewelry belonging to someone else: — yes, — no Describe: |
| Conceal valuables in lining of clothing or other location on person: — yes, — no | Describe: | Taking medications: — yes, — no | Type: |
| MALE CLOTHING | | | |

8. Public Health and Medical Services

| | | | |
|---|--|--|--|
| Jacket or coat style: — suitcoat — overcoat — leather — casual — light | Color: — solid — plaid — striped — label | Describe in detail: | Sweater: — yes, — no Color: Describe: |
| Shirt style: — dress, — tee, — working, — casual — other | Describe/color: | Tie: — yes, — no, Color: Style: | Shoes: — formal — loafer — tennis — sandal — boot — other |
| Shoe Color: Describe | Socks: — yes, — no, — dress — casual Color | Hat/cap: — yes, — no — baseball — other | Hat/Cap Color: Describe: |
| FEMALE CLOTHING | | | |
| — dress, — suit, — blouse, — skirt, — sweater, — jeans, — shirt | tee — other — solid — plaid — ruffled — other Color: | Neckline: — high, — low, — vee, — straight — tailored | Fabric material: — wool, — cotton, — silk — polyester — other |
| Describe: | | | |

8. Public Health and Medical Services

| | | | |
|---|--|---|---|
| <p>Stockings/socks: — pantyhose, — socks, Color: Describe/style</p> | <p>Shoes: — dress, — heels, — loafers — tennis, — sandal, — flats — boots, — other, — new, — used, Color: Brand/Describe:</p> | <p>Headwear: — hat, — cap, — other, Color</p> | <p>Underclothing: Bra: — yes, — no, Color: Style: Brand Panties:— yes, — no, Color: Style: Brand: — solids — patterned</p> |
| <p>Other descriptive items of interest</p> | | | |
| <p>Clothing ever professionally laundered: — yes, — no Where</p> | <p>Other important information that may be of assistance:</p> | <p>Should additional contact be made with the informant regarding the possibility of additional vital information? — yes, — no</p> | |
| <p>Additional people to contact: Name: Address: Phone: () Relationship to victim</p> | | <p>Additional people to contact: Name: Address: Phone: () Relationship to victim</p> | |

8. Public Health and Medical Services

Name of person providing information:

Printed:

Signature:

Address:

Phone: ()

Relationship to victim:

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8. Public Health and Medical Services

ESF 8 – APPENDIX 7. RELEASE OF REMAINS FORM

Release of Remains

ORS 97. 130 (2) A person within the first applicable listed class among the following listed classes that is available at the time of death or, in the absence of actual notice of a contrary direction by the decedent as described under subsection (1) of this section or actual notice of opposition by completion of a written instrument by a member of the same class or a member of a prior class, may direct any lawful manner of disposition of a decedent’s remains by completion of a written instrument: (a) The spouse of the decedent. (b) A son or daughter of the decedent 18 years of age or older. (c) Either parent of the decedent. (d) A brother or sister of the decedent 18 years of age or older. (e) A guardian of the decedent at the time of death. (f) A person in the next degree of kindred to the decedent. (g) The personal representative of the estate of the decedent. (h) The person nominated as the personal representative of the decedent in the decedent’s last will. (i) A public health officer.

Disposition of Deceased Declaration

I, _____, related to the deceased in the following manner: _____ (see list above), do hereby declare and direct the disposition of the remains of _____ (name of decedent) to _____ (name of mortuary firm).

Signature

Date

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8. Public Health and Medical Services

ESF 8 – APPENDIX 8. GUIDANCE FOR DEVELOPMENT OF POST-MORTEM ACTIVITY PERSONNEL PRECAUTIONS

| Guidance for Development of Post-Mortem Activity Personnel Precautions Original source: Walter Reed Army Medical Center | BACTERIAL AGENTS | ANTHRAX | BRUCELLOSIS | CHOLERA | GLADDERS (RARELY SEEN) | BUBONIC PLAGUE | PNEUMONIC PLAGUE | TULAREMIA | Q FEVER | VIRUSES | SMALLPOX | VENEZ. EQUINE ENCEPHALITIS | VIRAL ENCEPHALITIS | VIRAL HEMORRAGIC FEVER | BILOGICAL TOXINS | BOTULISM | RICIN | T - 2 MYCOTOXINS | STAPH. ENTEROTOXIN B |
|--|-------------------------|---------|-------------|---------|------------------------|----------------|------------------|-----------|---------|---------|----------|----------------------------|--------------------|------------------------|------------------|----------|-------|------------------|----------------------|
| | POST-MORTEM CARE | | | | | | | | | | | | | | | | | | |
| Follow Standard Precautions | X | X | X | X | X | X | X | X | X | | X | X | X | X | | X | X | X | X |
| Airborne Precautions | | | | | | | | | | | X | | | | | | | | |
| Droplet Precautions | | | | | | | X | | | | | | | | | | | | |
| Contact Precautions | | | | | | | | | | | X | | | X | | | | | |
| Use of N95 mask by all entering room | | | | | | | | | | | X* | | | | | | | | |
| Negative Pressure Required | | | | | | | | | | | X* | | | | | | | | |
| Routine terminal cleaning of room with hospital approved disinfectant upon autopsy | | | X | X | X | | | X | X | | X | X | X | | | X | X | X | X |
| Disinfect surfaces with 1:9 bleach/water sol.(10%) | X | | | | | X | X | | | | | | | X | | | | | |

* Situations other than hospital negative pressure facilities will require re-examination of the PPE appropriate for personnel moving, examining and disposing of remains. Prophylaxis and vaccination availability should be factored into the development of PPE policy.

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8. Public Health and Medical Services

ESF 8 – APPENDIX 9. OREGON REVISED STATUTES PERTAINING TO MASS FATALITY RESPONSE

Full text is available at <http://landru.leg.state.or.us/ors/146.html>

146.075 District office duties; personnel; expenses for certain duties; records and reports. (1) The district medical examiner shall serve as the administrator of the district medical examiner's office. ...

(3) When a district medical examiner also serves as county health officer, the county shall separately budget the compensation and expenses to be paid for medical examiner's duties.

(4) All expenses of death investigations shall be paid from county funds budgeted for such purpose except that, in counties under 200,000 population upon the approval of the State Medical Examiner, one-half of the costs of autopsies ordered under ORS 146.117 shall be paid annually by the state from funds for such purpose. If funds available for this payment are insufficient to meet one-half of these costs, even proportional payments to the counties shall be made.

(5) Expenses of burial or other disposition of an unclaimed body shall be paid by the county where the death occurs, as provided by ORS 146.100 (2), in the manner provided by ORS 146.121 (4).

(6) Each district office shall maintain copies of the: (a) Reports of death investigation by the medical examiner; (b) Autopsy reports; (c) Laboratory analysis reports; and (d) Inventories of money or property of the deceased taken into custody during the investigation.

(8) Copies of reports of death investigations by medical examiners and autopsy reports shall be forwarded to the State Medical Examiner's office.

(9) Each district office shall maintain current records of: (a) All assistant district medical examiners appointed. (b) Appointments of each deputy medical examiner appointed for the county or district. (c) The name, address and director of each licensed funeral home located within the county or district.

146.085 Deputy medical examiners. (1) The district medical examiner shall appoint, subject to the approval of the district attorney and applicable civil service regulations, qualified deputy medical examiners, including the sheriff or a deputy sheriff and a member of the Oregon State Police for each county. Other peace officers may also be appointed as deputy medical examiners.

(5) A deputy medical examiner may authorize the removal of the body of a deceased person from the apparent place of death.

8. Public Health and Medical Services

(6) The deputy medical examiner may not authorize embalming, order a post-mortem examination or autopsy, or certify the cause and manner of death. [1973 c.408 §11]

146.090 Deaths requiring investigation. (1) The medical examiner shall investigate and certify the cause and manner of all human deaths: ..(a) occurring under suspicious or unknown circumstances; (b) Resulting from the use or abuse of chemicals or toxic agents; (g) Related to disease which might constitute a threat to the public health;

146.107 Authority to enter and secure certain premises. (1) A medical examiner, deputy medical examiner or district attorney may enter any room, dwelling, building or other place in which the medical examiner, deputy medical examiner or district attorney has reasonable cause to believe that a body or evidence of the circumstances of death requiring investigation may be found.

(4) To preserve evidence, a medical examiner, deputy medical examiner or district attorney may: (a) Place under the custody or control of the medical examiner, deputy medical examiner or district attorney, or enclose or lock any room, dwelling, building or other enclosure for a period of not more than five days. (b) Rope off or otherwise restrict entry to any open area. (c) Forbid the entrance of any unauthorized person into the area specified under paragraphs (a) and (b) of this subsection. (5) No person shall enter upon the enclosures or areas specified in subsection (4) of this section without the permission of the medical examiner, deputy medical examiner or district attorney. [1973 c.408 §15]

146.109 Notification of next of kin. (1) Upon identifying the body, the medical examiner shall immediately attempt to locate the next of kin or responsible friends to obtain the designation of a funeral home to which the deceased is to be taken.

(2) If unable to promptly obtain a designation of funeral home from the next of kin or responsible friends, the medical examiner or deputy medical examiner shall designate the funeral home. In designating the funeral home, the medical examiner or deputy medical examiner shall be fair and equitable among the funeral homes listed in the office of the district medical examiner. [1973 c.408 §16]

146.121 Disposition of body; filing; expenses. (1) No person shall bury or otherwise dispose of the body of a person whose death required investigation, without having first obtained a burial or cremation permit, or a death certificate completed and signed by a medical examiner.

(2) When a medical examiner investigates the death of a person whose body is not claimed by a friend or relative within five days of the date of death, the sheriff or, in counties having a population of 400,000 or more, the medical examiner shall dispose of the body according to the provisions of ORS 97.170 to 97.210.

8. Public Health and Medical Services

(3) If the medical examiner is unable to dispose of the body of a deceased person according to subsection (2) of this section, the medical examiner may order in writing that the body be either cremated or plainly and decently buried.

(4) The sheriff or medical examiner shall file a copy of the death certificate, the order for disposition and a verified statement of the expenses of the cremation or burial with the board of county commissioners. The board of county commissioners shall pay such expenses, or any proportion thereof as may be available, from county funds annually budgeted for this purpose. [1973 c.408 §19; 1995 c.744 §16]

146.505 Unidentified human remains; maintenance of records. (1) The Superintendent of State Police shall establish and maintain a file of records relating to unidentified human remains found within the state and of which the Oregon State Police are notified under ORS 146.515. The records shall be maintained in order to facilitate the identification of such remains.

146.515 Medical examiner to provide information about unidentified human remains. If a medical examiner is unable to determine the identity of human remains, the medical examiner shall, not later than 30 days after such remains are brought to the medical examiner's attention, notify and provide to the Superintendent of State Police or the superintendent's designee all information in the medical examiner's records concerning the remains. [1983 c.390 §2]

146.184 Medical practitioners to provide information about missing persons. (1) A dentist, denturist, physician, optometrist or other medical practitioner, upon receipt of a written request from a police agency for identifying information pursuant to ORS 146.181, shall furnish to the police agency such information known to the practitioner upon the request forms provided by the police agency.

(2) Information obtained under this section is restricted to use for the identification of missing persons or the identification of unidentified human remains and shall not otherwise be available to the public.

(3) Compliance with a written request for information under this section by a dentist, denturist, physician, optometrist or other medical practitioner does not constitute a breach of confidentiality. [Formerly 146.535]

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ESF 9 – Search and Rescue

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| ESF 9 Tasked Agencies | |
|-----------------------|---|
| Primary Agencies | Deschutes County Sheriff's Office |
| Supporting Agencies | Deschutes County Emergency Services Deschutes County Public Works Department |
| Adjunct Agencies | City and RFPD Fire Departments City Police Departments City departments/organizations Oregon Emergency Management Oregon National Guard Oregon Office of State Fire Marshal Oregon State Police Civil Air Patrol Federal Emergency Management Agency U.S. Coast Guard Volunteer organizations |

1 Purpose and Scope

This Emergency Support Function (ESF) annex provides information regarding coordinating search and rescue (SAR) operations and resources associated with an emergency or disaster.

This annex addresses SAR operations for wilderness (remote areas) and urban lost or missing persons searches in an urban environment (city buildings) and includes search and rescue on the ground, from the air, or in the water.

2 Policies and Agreements

- Resources from the La Pine, Sunriver, Bend, Redmond, Cloverdale, Sisters/Camp Sherman and Black Butte Fire Districts are either available directly or via 911;
- Other counties, including neighboring counties or resources from other counties throughout the state, via existing mutual aid agreements;
- Air Link of Oregon and Life Flight, available directly or through 911;
- State and/or Federal resources as needed, which are usually requested through OEM.

3 Situation and Assumptions

3.1 Emergency/Disaster Conditions and Hazards

Refer to the Deschutes County Hazard Analysis report.

3.2 Assumptions

- People will become lost, injured, or killed while outdoors, requiring SAR actions. Natural or human caused emergencies or disaster can result in numerous events that may require search and rescue response. These could include wildfire, floods, winter storms, and other large scale disasters.
- The county cannot necessarily provide all the necessary equipment and manpower to cope with all types of SAR missions. Additional resources that are organized, trained and supported by County, State and Federal agencies may be needed for support (e.g., U.S. Coast Guard, Oregon National Guard, FEMA resources).

Large numbers of local residents and volunteers (Spontaneous Volunteers) may initiate activities to assist in SAR operations and will require coordination and direction.

4 Concept of Operations

- The Deschutes County Sheriff's Office is responsible for SAR operations in both incorporated and unincorporated areas of the county. The Sheriff's Office SAR program is made up of a limited number of regular deputies, part-time deputies, and trained SAR volunteers. Fire services typically have greater expertise in USAR Operations (Urban Search and Rescue), which includes building collapse due to natural disaster or manmade disasters.
- If additional SAR or USAR capabilities are needed beyond those of Deschutes County and the cities within the county, the county can request support via mutual aid agreements. For further support, Deschutes County can request the use of FEMA's National Urban Search and Rescue Response System via a request to Oregon Emergency Management.
- Deschutes County does not have certified USAR capabilities. Some capabilities such as technical rescue, trench rescue, confined space rescue, and building extrication do exist with fire service agencies. For certified USAR response, Deschutes County will request available resources through OEM.
- The primary staffing for Search and Rescue activities in Deschutes County is the general volunteer membership of Deschutes County Sheriff's Office Search and Rescue.
- SAR members are activated via a paging system.
- A number of specialty teams exist within the general SAR membership to address venues such as high-angle rescue, water operations, etc.

ESF 9. Search and Rescue

Deschutes County Sheriff's Search and Rescue is an “*all hazards, 24/7/365*” organization.

- Air support or reconnaissance may be requested through OEM to assist ground teams, as needed.
- The U.S. Coast Guard directs SAR operations on or above navigable waters (waters where the Coast Guard maintains navigational aids and/or where there is commercial shipping and navigation). Upon notification of a possible boating accident or possible drowning, they will notify the appropriate law enforcement agency and the local fire agency.
- SAR for aircraft and passengers has special requirements. The U.S. Air Force typically assumes control for SAR operations for downed or missing aircraft. OEM may issue mission numbers, for ground search only, to local Sheriff's Offices in response to downed or missing aircraft and will coordinate those missions with the Oregon Department of Aviation.

5 Direction and Control

- SAR operations will be a team effort of law enforcement, fire service, trained SAR personnel, and other agencies as appropriate under the Incident Command of the appropriate response agency.
- The county Emergency Operations Center (EOC) may be activated to provide coordination and technical and administrative support to SAR operations. Similar provisions may be made from the State Emergency Coordination Center (ECC) to support local efforts.
- The Deschutes County Sheriff's Office SAR Coordinator or Incident Commander (IC) will obtain a mission number from Oregon Emergency Management (OEM) Oregon Emergency Response System (OERS: 800-452-0311) for SAR missions.
- The Deschutes County Sheriff's Office has the responsibility to establish criteria and standards for emergency workers whom they register. This may include the demonstrated proficiency of the worker to perform emergency activities as indicated by assignment and personnel class.
- Coordination from the incident scene or from the local EOC to the State ECC will be through the normal radio and telephone capabilities, augmented by back-up direction and control systems. Local SAR field operations will use whatever communication means necessary to carry out effective SAR operations.

- Each agency/organization will perform their duties in accordance with their own policies and procedures.

6 Organization and Assignment of Responsibilities

6.1 Local

| 6.1.1 Deschutes County Sheriff’s Office | |
|---|---|
| | Identify the emergency needs for equipment and supplies and ensure that they are available in convenient locations. |
| | Maintain a list of SAR personnel. |
| | Activate mutual aid with neighboring counties for assistance. |
| | Inform county Emergency Management of needed resources to be requested from Oregon Emergency Management (if EOC/MACC is activated). |
| | Provide manpower for SAR activities. |
| | Train and prepare for SAR activities through the SAR Coordinator. |
| | Register volunteers involved in SAR through the SAR Coordinator. |

| 6.1.2 Sheriff’s Office/Dispatch/Emergency Services | |
|--|---|
| | Secure SAR mission numbers from OEM upon request from the SAR Coordinator, responding deputy, and Emergency Management (unless assisting another county, in which case their SAR number is used). |
| | Maintain SAR mission and training records and forward records of reimbursement requests and claims to OEM. |
| | Support SAR operations with resource coordination and activation of the county EOC, if required by the scope of the event. |

| 6.1.3 Deschutes County Road Department | |
|--|---|
| | Provide heavy equipment to support rescue operations. |
| | Assist with traffic and crowd control. |

| 6.1.4 Fire Departments and Rural Fire Protection Districts (RFPDs) | |
|--|---|
| | Conduct rescue operations commensurate with the availability of equipment and the degree of specialized training to include: <ul style="list-style-type: none"> ■ Extricating trapped persons. |

ESF 9. Search and Rescue

| 6.1.4 Fire Departments and Rural Fire Protection Districts (RFPDs) | |
|--|---|
| | <ul style="list-style-type: none"> ■ Rendering essential medical aid at time of release and/or prior to removal. ■ Accomplishing other tasks commensurate with the situation and capabilities. ■ Providing Incident Command for technical rescue operations. |

| 6.1.5 Deschutes County 9-1-1 Center (PSAP) | |
|--|---|
| | Support SAR operations with prompt dispatch activities. |

| 6.1.6 Volunteer Organizations (ARES, etc.) | |
|--|--|
| | Establish membership standards in accordance with county and Oregon State Sheriff’s Association standards. |

6.2 State

6.2.1 Oregon Emergency Management

- Facilitate as requested state and regional SAR resources.
- Request federal urban SAR assistance when requested by the county.

6.3 Federal

6.3.1 Federal Emergency Management Agency (FEMA)

- Tasks federal agencies to perform SAR activities under Declaration of Emergency or Major Disaster Declaration by the President.

6.3.2 Air Force Rescue Coordination Center (AFRCC)

- Coordinates federal resources providing SAR assistance to states during non-disaster times (reference National Search and Rescue Plan). Contact with the AFRCC should be through OEM.

7 Operations by Phase

7.1 Before the Disaster

| 7.1.1 Deschutes County Sheriff’s Office | |
|---|--|
| | County Sheriff Appoints a SAR Coordinator who will control SAR field operations and serve as advisor to local SAR units. |
| | SAR Coordinator assesses equipment and training needs. |

ESF 9. Search and Rescue

| 7.1.1 Deschutes County Sheriff's Office | |
|--|---|
| | SAR Coordinator maintains and distributes call-out list. |
| | SAR Coordinator maintains emergency operating procedures. |
| | SAR Coordinator maintains personnel and equipment resource lists. |
| | SAR Coordinator maintains procedures for implementation of SAR plan. |
| | SAR Coordinator ensures that equipment is in proper working order and response personnel attain and retain proper certification to meet state and local requirements. |

| 7.1.2 Deschutes County Emergency Services | |
|--|---|
| | Emergency Manager maintains an operational EOC and EOC operating procedures. |
| | SAR Coordinator maintains a SAR personnel list. |
| | SAR Coordinator and Emergency Manager promotes survival and emergency preparedness education programs in consultation with local officials, volunteers, and civic service organizations to help minimize SAR incidents. |

| 7.1.3 All Agencies/Organizations | |
|---|---|
| | Emergency Manager will maintain appropriate emergency operating plans and procedures. |

7.2 During the Disaster

| 7.2.1 Deschutes County Sheriff's Office SAR Coordinator | |
|--|--|
| | SAR Coordinator reports to incident site and takes control of field operations or sets up an Incident Command Post, as appropriate. |
| | SAR Coordinator obtains a mission number from OEM or requests that the Sheriff's Office or Emergency Management office obtains the mission number. |
| | SAR Coordinator notifies appropriate SAR units of activation. May request the Emergency Management office to assist with this function. |
| | SAR Coordinator monitors manpower and communication needs and rescue activities. |
| | SAR Coordinator requests additional resources as needed locally, then through mutual aid, and then through the state if necessary. Resource |

ESF 9. Search and Rescue

| 7.2.1 Deschutes County Sheriff’s Office SAR Coordinator | |
|--|---|
| | requests will be made through the normal emergency management channels. |
| | SAR Coordinator keeps a log of SAR activities during the mission. |
| | SAR Coordinator or Emergency Manager advises Sheriff and County Road Department when situation warrants notification. |
| | SAR Coordinator makes feeding arrangements when necessary for field units. |
| | SAR Coordinator or Emergency Manager provides rescue, first aid, and self-help information to population, as necessary. |
| | SAR Coordinator or Emergency Manager gives PIO status reports for press releases as operations continue. |
| | SAR Coordinator or Emergency manager prepares for recovery operations, with actions to include estimating capabilities and limitations and directing the organization and training of volunteers. |
| | For searches, ICS will be implemented. |

| 7.2.2 City Police Chiefs or Designees | |
|--|---|
| | Will respond in the same manner as the Sheriff in their own political subdivisions. |

| 7.2.3 Deschutes County Emergency Services | |
|--|--|
| | Emergency Manager activates the EOC, if appropriate, and/or establishes necessary communications support. |
| | SAR Coordinator or Emergency Manager coordinates the relocation and allocation of emergency equipment and supplies to key locations. |
| | SAR Coordinator or Emergency Manager submits requests to OEM for additional resources when local capabilities are exceeded. |
| | Emergency Manager supports SAR operations as requested by the Sheriff and/or SAR Coordinator. |

7.2.4 SAR Unit Staff

| 7.2.5 Fire Departments and Rural Fire Protection Districts | |
|---|--|
| | SAR Coordinator provides rescue operations commensurate with the availability of equipment and the degree of specialized training, to include extrication of trapped persons or essential medical aid as |

| 7.2.5 Fire Departments and Rural Fire Protection Districts | |
|---|--------------|
| | appropriate. |

| 7.2.6 Other Agencies/Organizations | |
|---|---|
| | Support SAR operations as identified in emergency operating procedures or as requested by the Emergency Management office and/or EOC Staff. |

7.3 After the Disaster

| 7.3.1 Deschutes County Sheriff’s Office SAR Coordinator | |
|--|--|
| | Continues SAR operations until the mission number is terminated. |
| | Submits appropriate forms and reports to Emergency Management office within a reasonable amount of time after the operation/mission is terminated. |
| | SAR Coordinator arranges for a critique of the mission, as appropriate, for the purpose of determining strengths and weaknesses in mission response and ways of improving future effectiveness for responders. |
| | Maintain liaison with appropriate emergency services staff to determine post-disaster environment and requirements for search and rescue assistance. |
| | SAR Coordinator will notify OEM to terminate the mission number. |

| 7.3.2 SAR Unit Staff | |
|-----------------------------|---|
| | Continue SAR mission until subject(s) has been located or the SAR Coordinator terminates the search. |
| | Submit appropriate forms and reports to the SAR Coordinator within 5 working days of operation/mission termination. |
| | Restore equipment, vehicles, forms, etc. to a state of operational readiness. |
| | Attend critique of SAR mission, as requested by the SAR Coordinator. |
| | Files SAR Reports with OEM within a reasonable amount of time after operation/mission termination. |
| | Processes compensation claims for emergency workers (volunteers) resulting from SAR missions, as necessary. |

8 Administration and Support

DCSOSAR operates under the NIMS system. All members of Deschutes County Sheriff's Office Search and Rescue are required to obtain the appropriate NIMS certifications for their position(s) within the organization. Currently, every member must receive *IS 100 and 700* certification; members are also encouraged to complete *IS 300 and 400* series classes.

9 Annex Development and Maintenance

At a minimum, this ESF will be formally reviewed and updated every two years or as necessary after an event or exercise. This development and maintenance will be coordinated by Deschutes County Emergency Services and will include participation by all agencies that have a supporting role.

10 Supporting Plans, Procedures and Information

- National Response Framework, ESF 9 – Search and Rescue
- State Emergency Operations Plan, ESF 9 – Search and Rescue
- National Search and Rescue Plan

11 Appendices

- Appendix 1 – Deschutes County SAR Resource Inventory

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ESF 9 – APPENDIX 1. DESCHUTES COUNTY SAR RESOURCE INVENTORY

(Last updated 12/01/08)

24 hour number: 541-693-6911 (Deschutes County Dispatch Center)

| ASSET | Sub-category | YES | NO | Quantity | Comment |
|------------------------------|--------------------------------|-----|----|----------|---|
| ATV | | x | | 15 | |
| Bicycle | | x | | 2 | |
| Fix wing | | | x | | |
| Helicopter | | | x | | |
| Sno-cat | | | x | | |
| Snowmobile | | x | | 15 | |
| Mobile Communications Center | | x | | 2 | |
| Mobile Food Services | | | x | | Accessible via ARC |
| Boats | Non-powered | | x | | |
| Boats | Jet boat | x | | 4 | Patrol Boats and Safe Boat |
| Boats | Prop boat | | x | 0 | |
| Boats | Drift boat | x | | 2 | With propeller motors |
| Vehicles | 4X4 SUV | x | | 8 | Paid staff and assigned SAR vehs |
| Vehicles | 4X4 pickup | x | | 12 | Paid staff and assigned SAR veh |
| Vehicles | Transport van | x | | 3 | Several available through Jail |
| Command vehicle | Utility | x | | 6 | Patrol supervisors, Special Services Lt, and Emergency Manager have command vehicles. |
| Command vehicle | Self supported | x | | 2 | (2) Incident Command trailers |
| | | | | | |
| Ground SAR personnel | | x | | 100 | |
| SAR dogs | Urban trailing / tracking | x | | 3 | Via Patrol |
| SAR dogs | Wilderness trailing / tracking | x | | 3 | Via Patrol |

ESF 9. Search and Rescue

| ASSET | Sub-category | YES | NO | Quantity | Comment |
|----------------------------|---------------------|-----|----|----------|---------------|
| SAR dogs | Air scent | x | | 3 | Via Patrol |
| SAR dogs | Cadaver | x | | 1 | |
| SAR dogs | Water cadaver | x | | 1 | |
| Overhead Team | | x | | 1 | |
| High Angle Rescue | | x | | 1 | |
| Mountain Rescue Team | | x | | 1 | |
| Cave Team | | x | | 1 | |
| Mantracker | | x | | 10 | |
| Mounted SAR | | x | | 20 | SAR and Posse |
| Dive Team | | x | | | |
| Swift Water Rescue | | x | | | |
| Project Lifesaver Team | | x | | | |
| | | | | | |
| ELT direction finding unit | | x | | 2 | |
| Side scan sonar | Fixed array in boat | | x | | |
| Side scan sonar | Towed array | | x | | |
| Thermal imaging | Fixed / aircraft | | x | | |
| Thermal Imaging | Portable | | x | | |
| Portable shelters | | | x | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

- 1) towable rescue sleds for winter operations;

ESF 9. Search and Rescue

- (1) towable rescue sled, or wheels for dry terrain operations;
- (1) inflatable raft with associated swift and calmer water rescue equipment;
- Various rope/rock rescue equipment, including ropes and other associated equipment;
- Glacier search and rescue equipment;
- Dive equipment, including air tanks, dry suits, etc;
- Fire evacuation equipment, to include approved fire line apparel;
- (24) high-band portable radios with the state Search and Rescue channel; additional high-band portable radios are available through the communications cache;
- (40) 800 MHz portable radios, with additional radios available through the communications cache;
- (2) portable high-band repeaters, one SAR dedicated and the second available through the DCSO Communications cache;
- (1) portable 800 MHz repeater;
- (1) ACU-100 communications interoperability system;
- (1) dedicated portable light plant, with generator capabilities;
- Portable generators: (1) 6500 Kw portable generator, (2) 3500 Kw, (2) 3000 Kw; (2) 2000 Kw;
- (15) cached portable GPS units;
- (20) *Tracker* avalanche transceivers;

- An APRS (*Automated Position Reporting System*) set-up for use with portable amateur radios.

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ESF 10 – Oil and Hazardous Materials

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| ESF 10 Tasked Agencies | |
|------------------------|---|
| Primary Agencies | Deschutes County Sheriff's Office Deschutes County Fire Defense Board |
| Supporting Agencies | City Fire and Law Enforcement Agencies Deschutes County Emergency Services Deschutes County Health Services Deschutes County Road Department |
| Adjunct Agencies | City Public Works Departments Office of the State Fire Marshal Oregon Emergency Response System Oregon Department of Environmental Quality Oregon Health Department Oregon Army National Guard Civil Support Team Oregon Department of Transportation National Response Center |

1 Purpose and Scope

1.1 Purpose

The purpose of this annex is to describe how Deschutes County will operate during emergencies involving the spill or release of hazardous materials within its jurisdiction. Hazardous materials include radioactive materials, petroleum products, chemicals, and biological substances.

This annex covers all incidents (regardless of mode of transportation, location, or storage) involving the spill or release of hazardous materials except as listed below.

1.2 Scope

- This annex describes the responsibilities of county responders. It identifies who will be in charge of an incident and provides guidelines for coordinating emergency response resources during a HazMat emergency. It also describes coordination between county, state, and federal agencies, local jurisdictions, industry, and volunteer organizations.
- This annex has jurisdiction in the unincorporated area of the county.
- When a City with its own hazardous materials plan determines that the response to an emergency is beyond its capability and the city requests the county to assume operational responsibility for the emergency response, this annex shall then have jurisdiction within that city.
- If requested, the county may provide resources to assist a city during a HazMat emergency. County resources will augment the city's

resources, but will remain under the direction and control of the agency providing those resources.

- This annex does not address the following:
 - Nuclear reactor incidents.
 - Military weapons (conventional or nuclear) or weapons material incidents.
 - Spills into water under the jurisdiction of the U.S. Coast Guard.

2 Policies and Agreements

Deschutes County has two state Hazardous Materials teams that respond to the jurisdiction. Eugene HazMat Team 2 responds into Southern Deschutes County and Salem HazMat Team 13 responds into the central and northern parts of Deschutes County. Other state teams may assist as needed. Response time is approximately two to three hours from time of dispatch depending on weather conditions.

3 Situation and Assumptions

3.1 Situation

- Traffic counts show that Highways 97 and 20 continue to be the major routes for passenger car and freight traffic on the east side of the Cascade Mountains.
- Much of the population in the County lives in close proximity to either Highway 97/20 or the BNSF Railroad route. In the event of a large spill, a large number of residents could be affected.

3.2 Assumptions

- Hazardous materials emergencies may be transportation or fixed site incidents and may involve biological agents, corrosives, cryogenics, drug labs, explosives, flammable liquids or solids, gases, oil, oxidizers, poisons, and radioactive materials.
- The occurrence of a HazMat emergency will require prompt and effective response and coordination between government, industry, and others.
- HazMat emergencies may be of such magnitude and severity that state and or federal assistance is required.
- In responding to a HazMat incident, the city/county, the Rural Fire Protection Districts, law enforcement, and other emergency response

ESF 10. Oil and Hazardous Materials

agencies have a responsibility to the public not to place themselves in a position that prevents them from responding to other incidents. Agencies will respond to a HazMat incident only to the extent which they determine is within their capability. This response may be limited to determining the public's exposure and implementing actions needed to protect life and property. Emergency responders will not implement or assume responsibility for any other needed response action (such as control, stabilization, containment, or recovery and/or clean-up) if they determine it is beyond their capability due to lack of knowledge, training, expertise, personnel, or equipment.

4 Concept of Operations

4.1 Notification and Warning

- Notification of a HazMat incident will normally be received through 9-1-1 into the Deschutes County 911 Communications Center. If notification is made through another avenue, the information will be immediately made available to Deschutes County Communications Center to affect a proper response.
- Public warning can be accomplished by the use of:
 - If the emergency is localized, the Sheriff's Department, city police, or fire personnel will alert residents by mobile public address systems and door-to-door contact or reverse 9-1-1. In rural areas of the county, law enforcement vehicles with sirens and loud speakers can patrol and alert the public.
 - If the emergency is large scale, in terms of the danger to the public and requires immediate action or evacuation by the public, all available means of warning will be utilized.
 - Public emergency instructions can be given through the Emergency Alert System (EAS).
- State notification of a HazMat incident will be accomplished by telephone to the Oregon Emergency Response System (OERS) at 1-800-452-0311. The spiller is required to notify OERS, but the county Incident Commander and/or the 911 center should also make notification to ensure the incident is reported. Depending on the type of incident, OERS will notify the appropriate state agencies and the U.S. Coast Guard.
 - Notification of the Regional HazMat Response Team may be done by contacting the Deschutes County 911 center.

- Federal notification can be made to the National Response Center (NRC) at 1-800-424-8802. Depending on the type and quantity of material spilled, the spiller must notify the NRC.

4.2 Incident Command

4.2.1 Incident Command Agency

The County will, consistent with its resources, ensure an adequate response to the incident.

- For a Level I, II, or III HazMat emergency, the county designates local fire agencies for the jurisdiction in which the incident occurs as the incident command agency, and the Incident Commander will be the ranking fire officer on-scene or his/her designee.
- For a security or drug lab incident, the county designates the law enforcement agency which has jurisdiction as the incident command agency, and the Incident Commander will be the ranking law enforcement official or designee.
- The Incident Commander has the responsibility and authority to direct all on-scene emergency response operations and the authority to commit county resources and funds in that effort.
- When appropriate, Unified Command will be utilized to best represent the needs of the community, operational needs, as well as the agencies of jurisdictional authority.
- The county may coordinate at off-site location, ensuring that emergency response is taking place and providing support to the Incident Commander as requested.

4.2.2 Change of Incident Command

Incident Command will normally remain with the ranking fire official of the city or district until the response phase is completed and stabilization has been accomplished. Incident Command may change under the following conditions:

- After a second alarm (a second alarm refers to the event being paged out a second time to request additional assistance), the Incident Commander may notify the County Fire Chief and may request that he assume control of the emergency response and become the Incident Commander.
- Upon activation of the Oregon State Fire Service Plan, Incident Command may pass from the County Fire Chief to the State Fire Marshal's Office.

ESF 10. Oil and Hazardous Materials

- The county has authority, after a State of Emergency has been declared (as provided for in the County's Comprehensive Emergency Management Plan), to assume Incident Command or name a new Incident Commander. The county recognizes that in assuming Incident Command, or naming a new Incident Commander, it relieves the current Incident Commander of responsibility for the continuing emergency response.
- When the cleanup and restoration begins, the Incident Commander will turn command over to the lead state agency.

4.3 Incident Operations**4.3.1 Emergency Response Phase**

- Initial Incident Response
 - The first public safety official on the scene will assume Incident Command and shall:
 - ⌘ Assess the situation.
 - ⌘ Activate the county emergency response system by contacting Deschutes County 9-1-1 Dispatch.
 - ⌘ Initiate actions to protect the public.
 - When the lead agency arrives on scene it shall:
 - ⌘ Assume Incident Command.
 - ⌘ Establish the Incident Command System.
 - ⌘ Establish a Command Post.
 - ⌘ Designate a Public Information Officer (PIO).
- Unified Command – The Incident Commander will initiate unified command if more than one government or major agency is involved.
- Emergency Operations Center (EOC) Operations – The EOC will be used to coordinate off-site support and resources to on-scene emergency response. It is the primary location for Incident Command when command is off-scene. The Incident Commander then directs the response through staff subordinates in the EOC and the Operations Section Chief on-scene.

4.3.2 Cleanup and Recovery Phase

If the size and complexity of the incident merits it, the lead agency may change and thus the Incident Commander may change during this phase.

4.4 Technical Assistance

- Technical assistance on hazardous materials is available from:
 - Oregon State Fire Marshall Office
 - Local Deputy State Fire Marshall
 - HazMat #2 (Eugene)
 - HazMat #13 (Salem)
- Site plans for local facilities and a hazard analysis for the county provide additional information for HazMat incidents. The site plans and hazard analysis identify the contact person, the chemical(s) on site, special characteristics contributing to the risk at a fixed site (or transportation route), and any facilities, lands, or special populations which may be subjected to risk in the event of an incident.
- Plans for fixed sites may be maintained by the Fire Department or District having jurisdiction over that site.
- The State Fire Marshal's Office has compiled a list of all hazardous substances reported by companies in Deschutes County.
- Twenty-four hour technical assistance from state agencies is available through OERS at 1-800-452-0311.
- Twenty-four hour toxicological information and medical/treatment advice is available from the Poison Control Center at 1-800-222-1222.
- Twenty-four hour technical assistance is available from federal agencies through the National Response Center (NRC) at 1-800-424-8802.
- Twenty-four hour chemical information is available from CHEMTREC at 1-800-424-9300.
- Twenty-four hour National Oceanic and Atmospheric Administration at 1-206-526-6326.
- Assistance from Oregon State Police (OSP) Northern Command at 1-503-375-3555.
- Assistance from Oregon Department of Transportation (ODOT) Bend Dispatch at 541-383-0121.

4.5 Public Information

A Public Information Officer (PIO) will be designated by the Incident Commander to carry out public information activities concerning the incident and coordinate with the media. The PIO will issue information approved by the Incident Commander. During unified command incidents, information releases will be coordinated between each agency and the Incident Commanders.

5 Direction and Control

On-scene direction and control will be managed through the Incident Command System (ICS). Supporting systems such as an Emergency Operations Center (EOC), Multi-Agency Coordination System (MAC), and others will be activated as necessary. These systems are in place to handle off-site coordination of the incident or incidents, not to assume command.

6 Organization and Assignment of Responsibilities

6.1.1 Fire Departments and Rural Fire Protection Districts

| | |
|--|--|
| | Provide on-scene Incident Command. |
| | Conduct emergency medical operations. |
| | Conduct fire suppression and rescue activities. |
| | Coordinate with the County Fire Chief if needed. |
| | Stand by for emergency response during a security or drug lab incident. |
| | Provide technical advice and support to the law enforcement Incident Commander in the case of a security or drug lab incident. |
| | Conduct a comprehensive hazard and risk profile for the entire county. |
| | Delineate risk zones (high, moderate, and low) throughout the county. |

6.1.2 Law Enforcement

| | |
|--|--|
| | Direct evacuation operations. |
| | Provide crowd and traffic control. |
| | Initiate road closures and blockades as needed. |
| | Coordinate activities with the Incident Commander. |
| | Provide on-scene Incident Command for security and drug lab incidents. |

| 6.1.3 Deschutes County Road Department | |
|---|---|
| | Coordinate activities with the Incident Commander. |
| | Assist with utility restoration and road closures/blockades/detours as needed. |
| | If requested by the Incident Commander, provide and place material to dike, block, or absorb spilled material to stop or limit run-off (provided employees have the proper OR OSHA training and the necessary equipment). |

| 6.1.4 Deschutes County Emergency Services | |
|--|--|
| | Assist with coordination of off-site resources. |
| | Coordinate activities with the Incident Commander. |
| | Conduct exercises to test the plan and response capabilities. |
| | Manage the Emergency Operations Center during major emergencies and disasters. |
| | Gather and report information as a real event on the EMERS report form to OEM. |
| | Oversee the preparation and update of ESF 10 – Oil and Hazardous Materials. |

| 6.1.2 Law Enforcement | |
|------------------------------|---|
| | Report spills or incidents. |
| | Coordinate response activities with the Incident Commander. |
| | Conduct cleanup and site restoration when required to do so by law. |
| | Use, store, and transport hazardous materials safely and in a manner that poses the least threat to the safety of the public. |
| | Be familiar with this annex and working with local government, ensure that their emergency plans are consistent with this annex. |
| | Respond to emergencies as required by law unless directed otherwise by the government agency with jurisdiction to enforce applicable law. |

7 Resources

7.1 County Agencies

County agencies will provide, as required and if within their capability, resources, technical advice, and support to the Incident Commander during the HazMat incident.

7.2 Local/City Agencies

When an incorporated city becomes subject to this annex, it will provide resource assistance, technical advice, and support to the Incident Commander during the incident.

7.3 Regional Agencies

Deschutes County is served by Regional HazMat teams out of Salem and Eugene.

7.4 State Agencies

State agencies may provide resource assistance to the Incident Commander and may provide technical advice during an incident. A state agency may assume the lead role during the Recovery phase of a major incident.

7.5 Federal Agencies

Federal agencies may provide resource assistance and/or technical support to the Incident Commander during the HazMat incident.

7.6 Industry

- When requested, and if possible, industry will provide support to the county to help mitigate the effects of a HazMat incident.
- Private cleanup contractors, if engaged, will provide resources and accomplish the removal and disposal of contaminated materials and do so in a manner consistent with all applicable laws.

7.7 Volunteer Organizations

Volunteer organizations may be requested to provide aid to victims. They shall respond only if requested and as directed by the Incident Commander.

8 Categorization of Incidents by Severity

Hazardous materials are classified by the severity of the threat to public health or the environment. Three types of emergencies are defined by increasing severity and two are classified as illegal activities. The severity of an incident is dependent upon the amount of material spilled, the location, the toxicity of the material, and the potential exposure. A spill involving thousands of gallons of a material with low toxicity would be classified as a Level I emergency if it posed little or no threat to the public or environment.

Conversely, a small spill of an extremely toxic material or a spill in a very sensitive location requiring a coordinated response to save lives and property could be classified as a Level III emergency.

8.1 Level I Emergency

A Level I emergency is an accident where little or no hazardous materials re-released. Public health or safety is not immediately threatened but the potential may exist for the incident to escalate. HazMat incidents classified as Level I can be handled with the normal organization and guidelines of an emergency response agency. Some examples are the following:

- The mechanical breakdown of a vehicle carrying high-level radioactive shipment, Class A explosives, or toxic materials requiring it to be parked at one location for a long period of time.
- A fire at a facility storing or using hazardous materials and the materials are not involved in the fire.
- A transportation or fixed site incident involving a small spill (defined as 50 gallons or less) or release of oil or hazardous materials.
- The discovery of abandoned chemical drums with little or no release of products.
- A vehicle accident with a potential release of radioactive materials.
- No waterway threatened.

8.2 Level II Emergency

A Level II emergency is an incident resulting in a localized release of oil or hazardous materials. A Level II typically initiates the activation of the Regional HazMat Team and contact to OERS. The health and safety of people and emergency workers in the immediate area may be threatened if protective actions are not taken, and a probable environmental impact exists. An incident classified as Level II has special or unique characteristics which normally require the response of more than one emergency response agency. Some examples are:

- An oil or hazardous materials transportation accident resulting in the release of a petroleum product in excess of 50 gallons into the air, ground, or water in amounts sufficient to pose a threat to public health or the environment.
- A package or container containing radioactive materials is damaged during handling.
- A fire or explosion at a facility which uses hazardous materials and the materials are involved in the fire or explosion.
- An incident resulting in the release of a significant amount of radioactive material.

ESF 10. Oil and Hazardous Materials

- The discovery of abandoned oil or hazardous materials being released into the environment and posing a threat to health or the environment.

8.3 Level III Emergency

A Level III emergency is an incident resulting in a large release of oil or hazardous materials creating a serious environmental, health, or safety threat, and which may cause sheltering or relocation of the affected population. A HazMat incident classified as a Level III emergency requires the coordinated response of all levels of government to save lives and protect property. Some examples include the following:

- A transportation incident involving a significant release of radioactive or toxic smoke or fumes.
- A transportation accident resulting in a very large release of oil or hazardous materials.
- Radioactive materials directly involved in a fire or explosion at a fixed facility resulting in the spread of the material, or a significant accidental exposure to radiation.
- A fixed site incident resulting in a major release of toxic fumes or hazardous materials.

8.4 Security Incident

A HazMat incident classified as a security incident involves probable, threatened, or actual sabotage to a hazardous or radioactive materials shipment or facility, or a demonstration of civil disobedience such as blocking a shipment of hazardous materials or a mass protest that obstructs traffic and threatens the safety of the public.

8.5 Drug Lab Incident

A HazMat incident classified as a drug lab incident involves the illegal manufacture of drugs. It is primarily a law enforcement situation, but due to the chemicals and materials involved, it is treated as a HazMat emergency. It will require technical advice, support, and stand-by emergency response capability from the local Rural Fire Protection District.

9 Response Activities and Incident Severity

The severity of an incident directly affects the kind of response that is needed, the number of agencies and levels of government that must respond, and the roles and responsibilities of those that do respond.

While a HazMat incident classified as Level I normally involves a single emergency response agency and a simple command organization, an incident

classified as a Level II may involve several responders, and a Level III will involve many responders and several levels of government providing specialized expertise or resources. A Level III incident requires a unified command structure.

10 Administration and Support

7.1 Administration

Oil and Hazardous Materials personnel assigned to the EOC/MACC will come under the direction of the EOC Manager and the Emergency Manager during the time of the emergency.

7.2 Support

If requirements exceed the capability of the local transportation resources, support from Oregon Emergency Management will be requested by the EOC Director in coordination with Deschutes County Emergency Services.

11 Annex Development and Maintenance

At a minimum, this ESF will be formally reviewed and updated every two years or as necessary after an event or exercise. This development and maintenance will be coordinated by Deschutes County Emergency Services and will include participation by all agencies that have a supporting role.

12 Supporting Plans, Procedures and Information

- National Response Framework, ESF 10 – Oil and Hazardous Materials
- State Emergency Operations Plan, ESF 10 – Oil and Hazardous Materials

13 Appendices

None at this time.

11

ESF 11 – Agriculture and Natural Resources

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ESF 11. Agriculture and Natural Resources

| ESF 11 Tasked Agencies | |
|------------------------|--|
| Primary Agencies | Deschutes County Forestry |
| Supporting Agencies | Deschutes County Health Services Deschutes County Emergency Services |
| Adjunct Agencies | City Emergency Management Local Animal Control School Districts Oregon Department of Agriculture (ODA) ODA, Animal Health and Identification Division (AHID), State Veterinarian's Office ODA, AHID, Veterinary Emergency Response Team Oregon Department of Environmental Quality (DEQ) Oregon Department of Fish and Wildlife Oregon Department of Forestry Oregon Department of Human Services, Public Health Division Oregon State University Extension Service Bureau of Land Management Centers for Disease Control and Prevention Federal Emergency Management Agency U.S. Department of Agriculture (USDA) USDA, Natural Resources Conservation Service U.S. Department of Health and Human Services (HHS) U.S. Environmental Protection Agency U.S. Forest Service Animal Shelters Veterinarians Pet Evacuation Team |

1 Purpose and Scope

Emergency Support Function (ESF) 11 provides information regarding coordinating the protection of agriculture and natural resources in Deschutes County in the event of an emergency. Services addressed by this ESF include:

- Protection of the local agricultural food supply.
- Response to animal and plant diseases and pests that can potentially affect animal and plant health or pose significant risk to the local economy.
- Sheltering, care, and/or evacuation of animals.
- Protection of natural and cultural resources and historic properties.

ESF 11. Agriculture and Natural Resources

This ESF overlaps with ESF 6 in addressing some aspects of care and assistance for household pets and service animals (ESF 6, Mass Care, Emergency Assistance, Housing, and Human Services, addresses care for household pets and service animals primarily associated with moving persons to shelters). ESFs 6 and 11 both reference EOP Support Annex 5, Animals in Disaster.

2 Policies and Agreements

None identified at this time.

3 Situation and Assumptions

See the EOP Basic Plan and the supporting documents referenced by this ESF.

4 Concept of Operations**4.1 Overview**

Deschutes County Forester in coordination with Emergency Services, Health Services and county departments and organizations will coordinate and/or provide the agriculture and natural resources services they are equipped to and then coordinate with other emergency response partners, especially ODA and USDA, for emergencies that affect the local agricultural food supply, animal and plant health, and the well-being of animals in the county. If the provided services still are not adequate, the county can declare a state of emergency in accordance with the declaration requirements in the EOP Basic Plan.

If the county EOC is activated, agriculture and natural resources services will be coordinated through the EOC under the Incident Command System.

Each supporting agency and organization will perform their duties in accordance with their own EOPs, plans, and procedures.

4.2 Agricultural Food Supply

Deschutes County Forestry will coordinate with its emergency response partners regarding the safety and viability of locally grown food (including items grown in private gardens) potentially affected by an emergency event (such as drought, flooding, a terrorist act involving hazardous or radioactive materials, etc.). This will entail coordinating with ODA, USDA, Deschutes County Health Services, Emergency Services, and others regarding the safety of the local food supply and, for a national emergency, the safety of the national food supply, in order to inform and protect persons in the county.

4.3 Animal and Plant Diseases and Health

Deschutes County Health Services has some procedures and policies specific to managing disease control and the health of certain animals and plants affected by an emergency, which are referenced in ESF 8, Public Health and Medical Services. Important elements to consider include the identification and control of

ESF 11. Agriculture and Natural Resources

animal and plant diseases associated with or exacerbated by an emergency; isolation or quarantine of animals; and the disposition of animals killed by the emergency or required to be destroyed as a result of the emergency.

Deschutes County Emergency Services and the County Health Services will coordinate with emergency response partners, including Public Health Departments, ODA, and local veterinarians for related information and services. The county Public Health Department, with support from the Oregon Department of Human Services, Public Health Division, will be the principal point of contact for an outbreak of a highly infectious/contagious animal or zoonotic (capable of being transmitted from animals to people) disease posing potential impacts to human health (also see ESF 8, Public Health and Medical Services).

ODA in particular has broad expertise with animal and plant diseases and health, including the authority to:

- Declare an animal health emergency.
- Impose restrictions on importations of animals, articles, and means of conveyance.
- Quarantine animals, herds, parts of the state, and the entire state and create quarantine areas.
- Stop the movement of animals.
- Require the destruction of animals, animal products, and materials.

Animal quarantine measures will be implemented through county Public Health Departments and do not require a court order.

4.4 Care and Assistance for Animals

The County recognizes that care and concern for domestic animals might delay and affect emergency actions necessary for the well-being of humans. This includes concerns such as sheltering them, evacuating them, and aiding injured or displaced animals. The County will coordinate with local emergency response partners to accomplish this, including the Pet Evacuation Team, American Red Cross, local veterinarians, ODA (for livestock and other domestic animals that are not pets), and Oregon Department of Fish and Wildlife (for wild animals).

Persons in the county have the primary responsibility for the health and welfare of their livestock, household pets, and other domestic animals and will be encouraged to provide for their care in an emergency to the extent possible. This is best handled by public information campaigns as part of emergency preparedness.

ESF 11. Agriculture and Natural Resources**4.5 Natural and Cultural Resources and Historic Properties**

The County will coordinate with the State Historic Preservation Office and others regarding impacts to cultural resources and historic properties owned or managed by the county.

Important emergency response entities will include county and state Forestry Departments, local soil and water conservation districts, Oregon DEQ, Oregon Department of Fish and Wildlife, and tribal organizations.

5 Direction and Control

On-scene direction and control will be managed through the Incident Command System (ICS). Supporting systems such as an Emergency Operations Center (EOC), Multi-Agency Coordination System (MAC), and others will be activated as necessary. These systems are in place to handle off-site coordination of the incident or incidents, not to assume command.

6 Organization and Assignment of Responsibilities

[TO BE DEVELOPED]

7 Administration and Support**7.1 Administration**

Agriculture and Natural Resources personnel assigned to the EOC/MACC will come under the direction of the EOC Manager and the Emergency Manager during the time of the emergency.

7.2 Support

If requirements exceed the capability of the local agriculture and natural resources assets, support from Oregon Emergency Management will be requested by the EOC Director in coordination with Deschutes County Emergency Services.

8 Annex Development and Maintenance

At a minimum, this ESF will be formally reviewed and updated every two years or as necessary after an event or exercise. This development and maintenance will be coordinated by Deschutes County Emergency Services and will include participation by all agencies that have a supporting role.

9 Supporting Plans, Procedures and Information

- National Response Framework, ESF 11 – Agriculture and Natural Resources

ESF 11. Agriculture and Natural Resources

- State Emergency Operations Plan, ESF 11 – Agriculture and Natural Resources
- Oregon Animal Disease Emergency Management Plan
- Oregon Response Plan for Animals in Disasters

10 Appendices

None at this time.

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ESF 12 – Energy

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| ESF 12 Tasked Agencies | |
|------------------------|---|
| Primary Agencies | Deschutes County Emergency Services Energy, Utility, and Fuel companies |
| Supporting Agencies | Deschutes County Community Development Department Deschutes County Road Department |
| Adjunct Agencies | City Departments/Organizations Electric power districts Public utility districts Oregon Department of Energy Oregon Department of Transportation Oregon Emergency Management Oregon National Guard Federal Emergency Management Agency |

1 Purpose and Scope

1.1 Purpose

This Emergency Support Function (ESF) annex provides information regarding coordinating with providers of electric power, natural gas, and petroleum resources (as well as water and telecommunications resources to the extent that they support the generation of energy) to meet the essential needs of Deschutes County during an emergency or disaster.

1.2 Scope

The scope of this ESF annex includes:

- Addressing the coordination of assessments of energy systems, components, and utilities for damage, operability, supply, demand and the requirements to restore such systems.
- Assisting Deschutes County Departments and agencies in obtaining fuel for transportation, communications, emergency operations, and other critical functions.
- Helping energy suppliers and utilities obtain equipment, specialized labor, and transportation to repair or restore energy systems.
- Addressing the provision of temporary emergency power generation capabilities to support critical county facilities and equipment until permanent restoration is accomplished.

This ESF 12 works together with certain aspects of ESF 3, Public Works and Engineering, and ESF 14, Long-Term Community Recovery, which also address

damage assessments and restoration. Also see Support Annex 3, Damage Assessment, for additional information.

2 Policies and Agreements

None identified at this time.

3 Situation and Assumptions

3.1 Emergency/Disaster Conditions and Hazards

Refer to the Deschutes County Hazard Analysis report.

3.2 Assumptions

- A severe natural disaster or other significant event can sever energy and utility lifelines; hinder supplies in impacted areas or in areas with supply links to impacted areas; and affect firefighting, transportation, communication, and other lifelines needed for public health and safety.
- There may be widespread and/or prolonged electric power and/or natural gas failure. With reduced electric power or natural gas, communications, transportation, healthcare, business, education, banking, and infrastructure will be greatly impeded.
- An extensive pipeline failure in a natural gas system component may take a long time to repair.
- Broken natural gas lines can be a fire hazard.
- The loss of electricity for an extended period of time during extreme weather creates a life-threatening situation for a significant amount of County residents.

4 Concept of Operations

4.1 General

- This ESF should be implemented upon notification of a potential or actual major emergency or disaster that will likely impact energy systems. Implementation of this ESF should be the mechanism through which it provides support activity to all other ESFs.
- Normal energy and utility resources should be used to meet immediate local needs. If shortages exist, requests should be submitted through normal emergency management channels. Actions may be taken or directed to curtail use of energy, water or other utilities until normal levels of service can be restored or supplemented. These resources,

ESF 12. Energy

when curtailed, should be used to meet immediate and essential emergency needs (e.g. hospitals, shelters, emergency operations, food storage, etc.).

- The EOC should collect information on damaged utility and energy resources and for identifying requirements to repair those systems.
- Energy and utility information should be provided in accordance with ESF 15 so that the public may receive accurate and official information on the status of utilities.

4.2 Notifications

- Deschutes County Emergency Services, acting as the Coordinating Agency representative, should notify support agencies of EOC activations and request that representatives report to the EOC to help coordinate ESF 12 activities.
- As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist resource support activities. Depending on the nature and location of the emergency, state and federal representatives may also become necessary to support this ESF.

4.3 Preparedness

- Develop and maintain a complete directory of all utility services and products associated with this ESF.
- Ensure the availability of necessary equipment to support energy and utilities activities.
- Coordinate the establishment of priorities to repair damaged energy services and the provision of temporary, alternate or interim sources of portable generators and other utilities.
- Develop and maintain alert rosters, plans and guidelines necessary to support the implementation of this annex.
- Identify, train and assign personnel to execute missions in support of ESF 12.

4.4 Response

- Establish communication between EOC and Incident Management Team to determine resource needs to support incident response and operations.

ESF 12. Energy

- Assess the affected areas to determine operational priorities and emergency repair procedures with utility field personnel.
- Prioritize utility rebuilding processes if necessary to restore utilities in the affected areas.
- Administer, as needed, statutory authorities for utility priorities.
- Apply as necessary local, state and federal resources in accordance with established priorities to restore utility services.
- Provide emergency information, education and conservation guidance to the public in coordination with ESF 15.
- Assist local, state and federal agencies and departments with obtaining fuel for transportation and communications in support of emergency operations.
- Coordinate with ESF 13 for security and protection of supplies.

4.5 Recovery

- Continue all activities in coordination with the EOC based on the requirements of the incident.
- Support restoration activities.
- Replenish supplies and repair damaged equipment.
- Participate in after-action briefings and develop after action reports.
- Make necessary changes in this ESF Annex and supporting plans and procedures/guidelines.

4.6 Mitigation

- Based on known hazards, identify and correct vulnerabilities in the energy and utilities function.
- When repairing damages, every attempt should be made to reduce the likelihood and severity of future damages.
- Implement a public awareness campaign regarding energy and utilities safety in emergencies.
- Develop internal Continuation of Operations Plans (COOP) to identify resource needs and to identify resources that can be provided to local agencies during response and recovery phases of an emergency or disaster event.

- A COOP plan for internal and external resources should include, but is not limited to, the following:
 - Identify essential personnel and staffing for internal and external support requirements.
 - Identify emergency supplies needed for personnel.
 - Identify essential records, equipment, and office supply needs.
 - Identify essential office space requirements.
 - Identify additional transportation requirements in support of an emergency or disaster.

5 Direction and Control

- It is expected that public and private energy utilities, such as those that provide power, natural gas, and petroleum, will develop internal organizational procedures that will guide operations after an emergency or disaster. Those procedures should facilitate the basic assessment of what happened, what can be done about it, and what is needed. If appropriate, this information should be provided to the Deschutes County Emergency Operations Center (EOC) as soon as possible.
- Contact with utility providers will be established by the EOC to coordinate resources, establish priorities, assess and document damages, and provide information to the public. The EOC may initiate information programs to keep the public informed of utility status and any restrictions.
- Utility providers will be invited to send a liaison to the county EOC to facilitate coordination between agencies.
- Requests for assistance are primarily made by utility providers through existing mutual aid agreements with other providers. The EOC may assist with coordinating outside resources, upon request.
- The County Emergency Services office may advise public utilities operating in Deschutes County of any emergency restrictions or operating policies established by county government. The County Emergency Services office may also coordinate with Oregon Emergency Management (OEM).

6 Organization and Assignment of Responsibilities

6.1 Local

| 6.1.1 Deschutes County Emergency Services | |
|---|--|
| | Maintain liaison with local utilities and sources of fuel (e.g., gasoline, kerosene, and propane vendors), including the ability to contact them on a 24-hour-a-day basis. This may be accomplished through partnership with other county departments. |
| | Coordinate assistance to support local utility, energy, and fuel providers, as requested. |
| | In coordination with county department heads, identify critical county facilities and equipment for which emergency backup energy generation is imperative and determine the methods for providing temporary power in an emergency. |

| 6.1.2 Utilities | |
|-----------------|---|
| | Maintain and control energy and fuel systems within their authority. |
| | Coordinate with county Emergency Management during an emergency and provide a liaison to the EOC if requested. |
| | Perform damage assessments on systems and identify problems or shortfalls in supply to the EOC. Provide damage assessment information to the EOC. |
| | In coordination with county government, regulate commodity usage in times of shortage, as appropriate, and establish priorities for use. |
| | Identify temporary or alternative sources of fuel and energy while damaged systems are being restored. |
| | Restore damaged systems. |
| | Identify potential areas for mitigation strategy. |

6.2 State

- Oregon Emergency Management (OEM)
 - Alert appropriate state agencies of the possible requirements to supplement local energy and utility needs.
 - Coordinate with the Public Utility Commission to provide supplemental assistance to local government.
- Federal Emergency Management Agency

ESF 12. Energy

- Coordinate the activities of federal agencies having supplemental energy and utility resources capabilities during a Presidential declared emergency or disaster.
- Oregon National Guard
 - Assist with the identification of alternative sources of fuel and energy while primary systems are being repaired and restored.

7 Administration and Support

7.1 Administration

Energy personnel assigned to the EOC will come under the direction of the EOC Manager and the Emergency Services Manager during the time of the emergency.

7.2 Support

If requirements exceed the capability of the local transportation resources, support from Oregon Emergency Management will be requested by the EOC Director in coordination with Deschutes County Emergency Services.

8 Annex Development and Maintenance

- The Emergency Manager and County Road Department are responsible for developing and maintaining this annex.
- Individuals, departments, agencies, private-sector, and volunteer organizations assigned responsibilities in this annex are responsible for developing and maintaining appropriate standard operating procedures (SOPs) to carry out those responsibilities.

9 Supporting Plans, Procedures and Information

- National Response Framework, ESF 12 – Energy
- State Emergency Operations Plan, ESF 12 - Energy

10 Appendices

None at this time.

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ESF 13 – Public Safety and Security

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| ESF 13 Tasked Agencies | |
|------------------------|--|
| Primary Agencies | Deschutes County Sheriff's Office |
| Supporting Agencies | Deschutes County Emergency Services Deschutes County Road Department |
| Adjunct Agencies | City Police Departments City departments/organizations City and RFPD Fire Departments in Deschutes County Oregon Department of Transportation Oregon Emergency Management Oregon National Guard Oregon State Police Transportation companies and transport services Volunteer organization |

1 Purpose and Scope

This Emergency Support Function (ESF) annex provides information regarding coordinating public safety and security functions associated with response to an emergency. Services addressed by this ESF include:

- Crowd and traffic control pertinent to public safety and security.
- Site security and access control, such as security at public shelters, emergency operations centers (EOCs), bulk distribution sites, feeding sites, and point of dispensing (POD) sites.
- Management of evacuation and/or shelter-in-place.

This ESF does not address daily law enforcement activities that public safety entities are typically responsible for providing; criminal investigations; search and rescue (see ESF 9, Search and Rescue); and the transportation systems that would be used to accomplish public evacuation (see ESF 1, Transportation). Refer to Appendix 2, Evacuation and Shelter-in-Place, for county guidance on evacuation.

2 Policies and Agreements

- The Intergovernmental Agreement for Cooperative Mutual Aid between Oregon Sheriffs in times of disaster is applicable to this ESF.
- Law enforcement (Sheriff's Office) manages the evacuation of people from areas identified as hazardous or which pose an imminent threat or danger to life safety.
- ORS 401.309 refers to the powers of the Board of County Commissioners, the process for declaration of emergency, and procedure for mandatory evacuations.

- ORS 401.175 refers to additional powers during emergency of the Governor, and states that during the existence of an emergency, the Governor may (summarized):
 - Assume complete control of all emergency operations in the area specified by the proclamation of emergency.
 - Assume control of all police and law enforcement officers.
 - Close all roads and highways in such areas to traffic or by order of the Governor limit the travel on such roads as deemed necessary.
 - Designate persons to coordinate the work of public and private relief agencies operating in such area and exclude any person or agency refusing to cooperate.
 - Require the aid and assistance of any state or other public or quasi-public agencies.

3 Situation and Assumptions

Significant emergency and disaster situations will require law enforcement services beyond the scope of day-to-day emergency response capabilities. However, emergency response operations for law enforcement agencies will primarily be an extension of normal daily responsibilities such as maintenance of law and order, traffic control, and crowd control. Some additional emergency-related duties will apply, such as evacuation control and security for emergency facilities such as shelters.

4 Concept of Operations

4.1 General

- The Deschutes County Sheriff's Office is the lead law enforcement agency in the county and responsible for emergency-related law enforcement functions in the unincorporated areas of the county and the Cities of Sisters and La Pine. The Sheriff's Office will provide assistance to incorporated cities if requested. The Sheriff's Office accomplishes its duties with the assistance of other county departments (such as the County Road Department and County Emergency Services); other jurisdictional law enforcement agencies, including city Police Departments and Oregon State Police; mutual aid requests for the resources of other county Sheriff's Offices; and volunteer and reserve law enforcement organizations.
- The police departments in incorporated cities provide law enforcement for their jurisdictions in the event of an emergency. They request

additional support through mutual aid with other city police departments and may request additional resources from the county if needed via 9-1-1 or the Watch Commander/Shift Supervisor.

4.1 Evacuation Actions

- Coordinate with on-scene Incident Commander to determine need for evacuation (fire, flood, landslide, HazMat, or WMD incident).
- Coordinate with on-scene Incident Commander to determine evacuation area (described by well-known geographic boundaries).
- Identify relocation areas. Contact the American Red Cross to set up relocation shelters.
- Coordinate with the Emergency management, 9-1-1 or the Public Information Officer to prepare and announce evacuation orders over public alert systems. See ESF 2 – Communications.
- Drive through evacuation areas (if the situation permits) to announce the evacuation. SAR assists with the door-to-door notification. Vehicles will use the “high-low” siren in patrol cars.
- Drive through evacuation areas to assist evacuees as needed.
- Contract Central Oregon Council on Aging (COCOA) or the Department of Human Services to assist in indentifying any “vulnerable population” citizens. COCOA can also assist in identifying/locating transportation for vulnerable population residents.
- Coordinate with IMT or EOC Transportation Unit to arrange assistance with evacuation.
- Contact EOC Construction and Engineering Branch (Road Department) for debris removal to keep designated evacuation routes clear.
- Secure and control access to evacuated areas. Issue order that individuals found looting will be arrested, detained, and prosecuted.
- Assist with site evacuations such as for hospitals, schools, correctional institutions, etc.
- Provide security at relocation shelters when needed. Due to the number of law enforcement resources in Deschutes County, shelters are asked to call 9-1-1 if they need a sworn officer to respond.
- Contact Red Cross and/or COCOA/DHS to arrange for relocation site monitoring and assistance with special/vulnerable populations.

4.2 Search and Rescue Actions

- See ESF 9 – Search and Rescue for more detailed information.
- The Sheriff’s Office is responsible for SAR operations.
- The Sheriff’s Office Search and Rescue Coordinator mobilizes Search and Rescue teams. Team members are trained volunteers (trained to OSSA standards).
- SAR Volunteer Team Members are contacted by radio, telephone and pager.
- Coordinate with on-scene Incident Commander to identify SAR requirements, deploy SAR teams and monitor search efforts.
- Contract local air support resources, if necessary (approved aircraft pilots only).
- Contract State SAR resources, if necessary. State resources are available through the OEM ESF 9 function.

4.3 Weapons of Mass Destruction Actions

- In incidents occurring or potentially occurring (threatened or overt), Law Enforcement assumes Incident Command for Crisis Management. The EOC, when it is activated, assumes control of Consequence Management activities.
- Determine need to access or activate HazMat Team, Bomb Squad, SWAT Team, K-9 Units, military or National Guard.
- Establish a Unified Command as soon as possible.
- Coordinate activities with FBI Special Agent-In-Charge, Federal agency officials, military officers, and State agency officials.
- Maintain security and integrity of the crime scene.
- Conduct evacuations.
- Assist with alert and notifications to the public.
- Block impassable roads, bridges.
- Request assistance from the IMT/EOC Construction and Engineering Branch (Road Department) to re-route traffic or place traffic control barriers.

- Implement curfews ordered by the Board of Commissioners/County Administrator or Governor and tell the public how the curfew will be enforced (arrests and prosecution).
- Enforce quarantine and isolation orders if requested by the County Health Director/Officer.
- Collect bio-agent samples at the crime-scene, with proper Personal Protective Equipment (PPE) and safety precautions, if requested by the County Health Officer.
- Conduct law enforcement searches of property and vehicles, as required.
- Remove vehicles blocking evacuation routes to health care and other emergency centers. Maintain records of where vehicles are taken per SOPs.
- Ensure that security passes are issued to personnel who have authority to enter secured areas. Passes will be developed at the time of the incident.
- Ensure that prisons and jails are notified of a potential terrorism threat, and determine proper safety and security precautions.

4.4 Potential Biological Agent Contamination Actions

- When notified by 9-1-1 of a potential bio-agent contamination (e.g. white powder, Anthrax suspected), whether or not on the scene, establish contact with the Health Department Communicable Disease Coordinator.
- Assist to assess exposure risk and determine the need to remove individuals from the area.
- Assist to detain, isolate and quarantine individuals, if necessary. Ensure that proper PPE is being utilized for any direct contact with an individual that is potentially contaminated.
- Secure the area as a crime scene.
- Contact FBI/HazMat to collect samples of suspicious items.

4.4 Personal Protective Equipment

- Fire Departments and the HazMat Team Safety Officer should have a joint discussion and decide the appropriate equipment for the incident.

- The County Health Officer should be involved if the event is possibly biological.

5 Direction and Control

- The Sheriff's Office directs the county's law enforcement response to an emergency and coordinates response activities with the EOC. The Sheriff or a designated representative will serve as the EOC's Law Enforcement Resource Coordinator, coordinating the flow of law enforcement information and processing requests for and allocating law enforcement resources.
- The County Emergency Services office activates the EOC as necessary and ensures it is staffed and operated.
- Incident Command Posts may be established at one or more locations as necessary to direct the on-scene response, especially to incidents occurring simultaneously. Communications between Incident Command Posts and the EOC (and the Sheriff, if not at the EOC) will be established, with regular updates provided on emergency response activities.
- Police officials of incorporated cities in the county will direct and control their law enforcement resources during emergencies and will coordinate with the county Sheriff's Office when necessary or as requested. They will direct resource requests for county assistance to the Sheriff's designated Law Enforcement Resource Coordinator in the EOC.
- County requests for state assistance (those not covered by mutual aid agreements) will be made to Oregon Emergency Management (OEM) through the county EOC.
- Each agency/organization will perform their duties in accordance with their own plans and procedures.

6 Organization and Assignment of Responsibilities

6.1 Organization

The Deschutes County Sheriff's Office coordinates with county departments, city Police Departments, and mutual aid partners to accomplish law enforcement tasks in the county.

6.2 Task Assignments

| 6.2.1 Deschutes County Sheriff's Office | |
|--|---|
| | Develop and maintain an emergency notification list of departmental personnel. |
| | Develop and train sworn staff in evacuation procedures. |
| | Train sworn staff on ICS fundamentals/specifics. See Chapter 6 of the Basic Plan for minimum NIMS training requirements. |
| | Instruct employees to report to work as soon as possible in the event of an emergency/disaster. |
| | Participate in training exercises conducted by the county Emergency Management office. |
| | Depending on the size and nature of the emergency/disaster, recall off-duty personnel, reserves, and volunteer groups to augment on-duty personnel. |
| | Set up a command structure using ICS and establish Incident Command Post(s) as necessary. |
| | Develop a Unified Command as soon as possible with other agencies. |
| | Provide mobile units for warning purposes (also see Warning appendix to ESF 2 – Communications). |
| | Conduct evacuations of affected populations from endangered areas (see ESF 1 – Transportation (which includes Evacuation)). |
| | In coordination with the county Emergency Management office, manage shelter-in-place actions. |
| | Provide security for key facilities such as the county EOC, evacuation zones and other key infrastructure as needed. |
| | Security for shelter facilities will be provided on an “as needed” basis. |
| | Conduct search and rescue operations for missing persons, including support in body recovery operations (see ESF 9 – Search and Rescue). |
| | Support other public safety operations. |

ESF 13. Public Safety and Security

| 6.2.1 Deschutes County Sheriff's Office | |
|--|--|
| | Provide traffic and crowd control. |
| | Request mutual aid assistance when necessary. Request state assistance from Oregon Emergency Management (OEM) through the county EOC when necessary. |
| | Document personnel and other costs related to the emergency/disaster response for possible federal disaster assistance reimbursement. |
| | Provide a Deputy to the county EOC to direct and coordinate law enforcement resources. |
| | Ensure that law enforcement emergency response activities and emergency public information are coordinated with the Incident Commander and EOC when it is operational. |
| | Update the Sheriff, who will advise the County Board of Commissioners on law enforcement-related aspects of the emergency/disaster. |

| 6.2.2 Deschutes County Emergency Services | |
|--|--|
| | Coordinate emergency preparedness planning and exercise activities with the Sheriff's Office. |
| | Assess the situation and make appropriate notifications to activate and staff the EOC. |
| | Establish communications links with affected jurisdictions and volunteer agencies. |
| | Assist in the coordination of logistics, resources, and the flow of information to support law enforcement operations. |

| 6.2.3 Deschutes County Road Department | |
|---|--|
| | Provide equipment, personnel, and resources as requested for crowd control, traffic control, and evacuation, including traffic signs, other signs, traffic cones, barriers, detour signs, and heavy equipment. |

| 6.2.4 Incorporated Cities | |
|----------------------------------|---|
| | Police officials of incorporated cities should use their own EOP mitigation/preparedness tasks. |

| | |
|--|---|
| | Police officials of incorporated cities should respond in accordance with their city EOP and coordinate law enforcement response activities, as appropriate, with the County Sheriff's Deputy in the EOC. |
|--|---|

6.2.5 Volunteer and Reserve Law Enforcement

| | |
|--|---|
| | Report to the Sheriff's Office and perform tasks as directed. |
|--|---|

7 Administration and Support

7.1 Administration

Law Enforcement assigned to the EOC will come under the direction of the EOC Manager and the Incident Commander during the time of the emergency.

7.2 Support

If requirements exceed the capability of the local Law Enforcement resources, support from Oregon Emergency Management will be requested by the EOC Director in coordination with Deschutes County Emergency Services.

8 Annex Development and Maintenance

The Sheriff's Office Liaison, in conjunction with county Emergency Management, is responsible for ensuring that this annex is updated and revised as necessary.

9 Supporting Plans, Procedures and Information

- National Response Framework, ESF 13 – Public Safety and Security
- State Emergency Operations Plan, ESF 13 – Public Safety and Security
- Sheriff's Office Search and Rescue Plan

10 Appendices

- Appendix 1 - Law Enforcement EOC Situation Briefing Format
- Appendix 2 – Law Enforcement Evacuation Guidelines
- Appendix 3 – Anthrax Protocol for Law Enforcement

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ESF 13 – APPENDIX 1. LAW ENFORCEMENT EOC SITUATION BRIEFING FORMAT

LAW ENFORCEMENT EOC SITUATION BRIEFING FORMAT

Include the following information in situation briefings:

1. Situation Summary
2. Current objectives and priorities
3. Commander on duty
4. Location of command and subcommand posts
5. Radio frequencies in operation
6. Phone numbers, pager numbers to command posts and command staff
7. Unit deployments
8. Personnel status (# on duty, # off duty, # injured or sick)
9. Vehicle status (# operational)
10. Restricted areas/secured areas
11. Crime scenes and investigations
12. Evacuations
 - Boundaries (areas cleared, areas in progress)
 - Relocation areas (location, facilities, capacities)
 - Evacuation routes (location, condition)
 - Agencies committed (personnel and equipment)
 - Population estimates (number evacuated, number remaining)
 - Estimated time to complete evacuation
 - Problems/solutions

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ESF 13 – APPENDIX 2. EVACUATION GUIDELINES

OREGON EMERGENCY MANAGEMENT (OEM) EVACUATION GUIDELINES

1. Situations that could necessitate state coordination of an evacuation include:
 - An escalating emergency, requiring the movement of persons from one county to another. Sometimes, however, an evacuation of this nature will not be beyond the capabilities of the counties involved.
 - An emergency of regional scope.
2. The risk involved in evacuating a large area should not be overlooked. It should be determined whether it would be safer for the public to stay put, i.e. "shelter in place."
3. Upon determining the need for state assisted coordination of an evacuation, the Oregon ECC will be fully activated.
4. City, county, and state road maintenance agencies assist with establishing and maintaining roadblocks or detours via highway signing, barricades, and use of personnel. Evacuation Orders will be determined according to ORS 810.010 and the ODOT emergency plan.
5. Local emergency management officials assist with transportation and other arrangements for persons with special needs, such as senior citizens, disabled, hospital patients, and residents of nursing homes as circumstances require.
6. Jurisdictions along evacuation routes, and jurisdictions receiving evacuees, shall be informed of estimated arrival times.
7. Provisions are made for assigning and, if necessary, transporting American Red Cross volunteers and health professionals to the temporary housing and feeding facilities.
8. Essential resources and equipment (e.g.: health and medical equipment and supplies) shall be moved to temporary housing facilities as well.
9. A curfew may be considered and implemented as deemed necessary. At a minimum, and to the extent possible, security is provided for evacuated areas in each affected county, under the direction of the appropriate local law enforcement agency.
10. After the emergency event has ended:
 - The public shall be advised by local authorities of the cessation of the Evacuation Order and the lifting of the security perimeter.
 - Arrangements shall be made for the early return of persons needed to staff essential services, and to open vital businesses.
 - Local authorities will allow a general return to the evacuated area, as soon as possible.

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ESF 13 – APPENDIX 3. ANTHRAX PROTOCOL FOR LAW ENFORCEMENT

ANTHRAX PROTOCOL FOR LAW ENFORCEMENT

NOTE: Remember, even in the presence of a credible threat, in almost all of these events nationwide there has been no evidence of anthrax. Also, anthrax is not contagious from person-to-person. In the event of an actual exposure, preventative treatment is available.

11. Upon notification from the public of a bioterrorism threat involving a suspicious powdered substance, use the following recommended guidelines:

12. Connect call to CD Coordinator (322-7418) or whoever is covering

13. CD Coordinator will screen call for credible risk.

14. Identify Suspicious Packages and Envelopes

Inappropriate or unusual labeling

Excessive postage

Handwritten or poorly typed addresses

Misspellings of common words

Strange return address or no return address

Incorrect titles or title without a name

Not addressed to a specific person

Marked with restrictions, such as "Personal," "Confidential," or "Do not x-ray"

Marked with any threatening language

Postmarked from a city or state that does not match the return address

15. Appearance

Powdery substance felt through or appearing on the package or envelope

Oily stains, discolorations, or odor

Lopsided or uneven envelope

Excessive packaging material such as masking tape, string, etc.

Other suspicious signs

Excessive weight

Ticking sound

Protruding wires or aluminum foil

16. If a package or envelope appears suspicious, DO NOT OPEN IT

17. Handling of Suspicious Packages or Envelopes

Do not shake or empty the contents of any suspicious package or envelope

Do not carry the package or envelope, show it to others or allow others to examine it

Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled

Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.

WASH hands with soap and water to prevent spreading potentially infectious material to face

ANTHRAX PROTOCOL FOR LAW ENFORCEMENT

- or skin. Seek additional instructions for exposed or potentially exposed persons.
18. Determine if on-site supervisor has been notified (if indicated) and instruct to do so if not already done.
 19. Determine if law enforcement has been notified, whether or not they are on the scene, and initiate contact between CD Coordinator and the law enforcement. If law enforcement has not been notified, and situation is deemed a credible risk, call appropriate law agency immediately (911).
 20. Health Department representative and law enforcement on the scene to assess exposure risk and make determination regarding need to remove individuals from immediate area.
 21. Law enforcement to inform FBI/HazMat and collect sample of the suspicious item if deemed appropriate. (Remind local HazMat responders that use of handheld bioassay field-testing devices will not result in the accuracy needed to make final public health decisions and may consume the specimen, making CDC testing more difficult or impossible to perform).
 22. Call Oregon Health Services at (503) 731-4024 for assistance. They will call CDC. If a potential credible threat has been determined, Oregon State Public Health Lab and CDC, if needed, will assist in the testing of materials. Appropriately packaged substance is delivered to designated laboratory for testing (i.e., St. Charles Medical Center, OSPHL, CDC). Lab to be notified of impending delivery.
 23. Health Department gathers or instructs designated on-site person to document the following information:
 - Persons exposed
 - A list of individuals in direct contact of the substance (symptomatic, number, location, contact information, etc.)
 - A list of individuals in close proximity but not in direct contact
 - Possibly gather roster of all individuals present in the building at the time of the incident if indicated
 - Physical environment
 - Evacuated and closed building or areas
 24. Shut off HVAC
 25. Field screening tests conducted
 26. Handheld bioassay field tests (if done)
 27. Health Department to assess and give instructions for those individuals who had direct contact and provide information regarding signs/symptoms to watch for (refer to Bioterrorism Agent Fact Sheet). If sample tests positive, all individuals deemed to have had significant risk exposure will be contacted and prophylaxis will be initiated (post-exposure prophylaxis is not recommended unless positive laboratory results are received). If sample is negative, a designated contact person will be notified so those on the contact list can be advised.
 28. Cleanup/Decontamination of potentially exposed people or surfaces should be considered on a case-by-case basis. Grossly contaminated persons should remove clothing and shower with soap and water. Clothing should be placed in plastic bags and secured. (See attached Interim Guidelines for Decontamination Procedures to Use in Bioterrorism Threats

ANTHRAX PROTOCOL FOR LAW ENFORCEMENT

Involving Suspected Anthrax Powdered Substances – Oregon, 2001).

29. The HVAC system to the area where the envelope was opened should be turned off and room entry should be restricted until laboratory results are received.

30. Notification and Public Information

- Health Department
- State Health Department
- County Commissioners
- Risk Communication Internal (Health Department Personnel)
External (Media)

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ESF 14 – Long-Term Community Recovery

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ESF 14. Long-Term Community Recovery

| ESF 14 Tasked Agencies | |
|--|---|
| Primary Agencies | Deschutes County Community Development Department |
| Supporting Agencies | Deschutes County Emergency Services Deschutes County Road Department Deschutes County Administration Deschutes County Finance Department Deschutes County Health Department Deschutes County Sheriff's Office |
| Adjunct Agencies | City departments/organizations Special Districts Oregon Department of Agriculture Oregon Department of Environmental Quality Oregon Department of Human Services, Public Health Division Oregon Department of Transportation Oregon Emergency Management Federal Emergency Management Agency Federal Highway Administration Small Business Administration U.S. Army Corps of Engineers U.S. Department of Agriculture U.S. Department of Transportation American Red Cross Energy/Utility Companies |
| Note: The primary and supporting agencies will depend on the nature of the emergency. | |

1 Purpose and Scope

This Emergency Support Function (ESF) annex provides information regarding the coordination of long-term community recovery and mitigation efforts to return Deschutes County to its normal, pre-emergency state. For the purposes of this ESF, long-term recovery will consist primarily of some combination of damage assessment, identification of sources of recovery funding, performance of long-term recovery, and identification of opportunities for future risk reduction (mitigation).

Deschutes County government is primarily responsible for providing assistance for recovery for public property in unincorporated areas of the county. County government also supports local governments and special purpose districts on a regional basis by coordinating recovery resources. Recovery for private property is not explicitly addressed by this ESF; however, estimates of damage to private property are used in the disaster declaration process and assistance to private property owners is included in certain state and federal disaster assistance programs.

ESF 14. Long-Term Community Recovery

This ESF annex is not intended to address short-term recovery, which is the return of vital life-support systems to minimum operating standards. For the most part, short-term recovery is accomplished under the other emergency support functions and the immediate emergency response, e.g., the provision of emergency medical care (ESF 8); restoring interrupted utility and other essential services (ESFs 3 and 12); reestablishing transportation routes (ESF 1); and providing food and shelter for those displaced (ESF 6).

This ESF 14 works together with certain aspects of ESF 1, Transportation, ESF 3, Public Works and Engineering, and ESF 12, Energy, which partially address damage assessments and restoration for those sectors.

To be most effective, this ESF 14 annex also should be used in conjunction with the Oregon Emergency Management (OEM) *Disaster Recovery Assistance Guidebook*; local procedures, and FEMA tools for long-term community recovery.

2 Policies and Agreements

Recovery actually begins in the first few hours following a major disaster. Actions taken by onscene Incident Commanders and activities coordinated from the EOC during the early hours of the response will have significant impact on many aspects of the recovery process.

The Deschutes County Board of Commissioners designates a Recovery Management Team to coordinate recovery activities. The Incident Command organization at the EOC transitions to the Recovery Management Team organization.

The Recovery Management Team may be assigned from the following departments, agencies, and organizations:

- County Sheriff's Office
- County Treasurer
- County Surveyor
- Road Department
- Health & Human Services
- Administrative Services
- Legal Counsel
- Community Development
- American Red Cross

ESF 14. Long-Term Community Recovery

- City Representatives
- City Chambers of Commerce
- Community Based Organizations, Faith Based Organizations, Service Organizations

3 Situation and Assumptions

3.1 Situation

- Recovery efforts in Deschutes County will depend on the nature of the emergency, the degree of damage experienced, and the numbers and types of people affected. Recovery may involve a small number of county agencies or every department in the county.
- The timely and accurate assessment of damage to public or private property will be of vital concern to local officials following a disaster. State and federal assistance will depend on the adequate and timely documentation of the results of the disaster on the local community.

3.2 Assumptions

- Both public and private entities are affected by an emergency or disaster and will require some sort of recovery.

Key public sector long-term recovery considerations will include continuity of government and the restoration of infrastructure (e.g., roads, buildings, water, sanitation, utilities, communication, services), healthcare, the economy, and the environment.

Key private sector long-term recovery considerations will include the restoration of supplies and services (e.g., food, water, money, fuel, and the necessities of daily living), housing, businesses, employment, transportation (fuel, private vehicles, public conveyances), and commerce, as well as managing insurance claims.

- Resources for recovery will be available.
- The circumstances of an emergency or disaster may affect a program or agency's ability to participate in local recovery efforts. Funding of a program or individual eligibility may vary from one administration to another. Availability of any program or resource is not implied by its inclusion in this annex.

ESF 14. Long-Term Community Recovery

4 Concept of Operations

4.1 General

- The recovery process for a disaster begins in the response phase, typically via a local declaration of emergency, which involves a fast assessment of damages and the status of a community in order to request state/federal assistance. At the same time, a complete record of expenditures for local response personnel, equipment, and supplies is maintained in the event that: a) a state or federal declaration of emergency is made and funds are made available to reimburse documented response costs of public and non-profit entities, or b) funds are otherwise made available to restore critical local and state infrastructure (such funds are often available regardless of whether state and/or federal emergency declarations are made).
- In addition to damage assessments, the county and its governmental and private-sector emergency management partners assemble information on the total impact of the disaster on the county, formulate a long-term recovery strategy/plan, and then implement that plan.
- If the President approves and signs a disaster declaration, FEMA and OEM will open Disaster Field Offices (DFOs) in or near the affected communities to coordinate with the local emergency management in publicizing the availability of financial assistance and determining eligibility for public and non-profit agencies. Disaster Recovery Centers (DRCs) may also be opened, if requested by local and state authorities, to coordinate the process for providing financial assistance to individuals and small businesses, if that type of assistance is offered under the federal declaration.

4.2 Initial Recovery – Clean-Up Operations

- In consultation with cities and State DOT, designate key routes for priority debris clearance and open these routes to traffic. Restrict access on emergency routes, as necessary.
- In consultation with cities, designate debris collection areas and inform the public of these sites.
- Clean debris from city/county streets and roads according to priorities established by Public Works.
- Abate hazardous structures or areas.
- See ESF 3 – Public Works and Engineering for more details.

ESF 14. Long-Term Community Recovery

4.3 Individual Assistance

FEMA and other federal, state, local and volunteer agencies offer disaster assistance in several forms.

4.3.1 Low-Interest Loans

Most, but not all, federal assistance is in the form of low interest loans to cover expenses not covered by state or local programs, or private insurance. People who do not qualify for loans may be able to apply for a cash grant.

The Farm Service Agency (FSA) and the [Small Business Administration](#) (SBA), offer low interest loans to eligible individuals, farmers and businesses to repair or replace damaged property and personal belongings not covered by insurance.

4.3.2 Assistance for Individuals and Households

This program, which may include cash grants of up to \$25,000 per individual or household, includes:

- Housing Assistance

- Lodging expenses reimbursement (for a hotel or motel)
- Rental assistance (cash payment for a temporary rental unit or a manufactured home)
- Home repair cash grant
- Home replacement cash grant
- Permanent housing construction in rare circumstances

- Other Needs Assistance

- Medical, dental, funeral costs
- Transportation costs
- Other disaster-related needs

4.3.3 Veterans Benefits

The Department of Veterans' Affairs provides death benefits, pensions, insurance settlements and adjustments to home mortgages for veterans.

4.3.4 Tax Refunds

The Internal Revenue Service (IRS) allows certain casualty losses to be deducted on Federal income tax returns for the year of the loss or through an immediate amendment to the previous year's return.

ESF 14. Long-Term Community Recovery**4.3.5 Excise Tax Relief**

Businesses may file claims with the Bureau of Alcohol, Tobacco and Firearms (ATF) for payment of Federal excise taxes paid on alcoholic beverages or tobacco products lost, rendered unmarketable or condemned by a duly authorized official under various circumstances, including where the President has declared a major disaster.

4.3.6 Unemployment Benefits

Disaster Unemployment assistance and unemployment insurance benefits may be available through the state unemployment office and supported by the U.S. Department of Labor.

4.3.7 Crisis Counseling

The purpose of the crisis counseling program is to help relieve any grieving, stress, or mental health problems caused or aggravated by the disaster or its aftermath. These short-term services, provided by FEMA as supplemental funds granted to State and local mental health agencies, are only available to eligible survivors of Presidentially-declared major disasters. Those who may require this confidential service should inquire about it while registering for disaster assistance. Or they may contact FEMA's toll-free Helpline number 1-800-621-FEMA (TTY 1-800-462-7585) to find out where these services can be obtained. Crisis counselors are often on-hand at Disaster Recovery Centers (when they are established). Eligible survivors may also learn more about where crisis-counseling services are available via the media, and FEMA's Recovery Times newsletters. The American Red Cross, the Salvation Army, other voluntary agencies, as well as churches and synagogues also offer crisis-counseling services. Additional mental health information may be found on the U.S. Department of Health and Human Services, Center for Mental Health Services' website, www.mentalhealth.org.

4.3.8 Free Legal Counseling

The Young Lawyers Division of the American Bar Association, through an agreement with FEMA, provides free legal advice for low-income individuals regarding cases that will not produce a fee (i.e., those cases where attorneys are paid part of the settlement which is awarded by the court). Cases that may generate a fee are turned over to the local lawyer referral service.

Individuals, families and businesses may be eligible for federal assistance if they live, own a business, or work in a county declared a Major Disaster Area, incur sufficient property damage or loss, and, depending on the type of assistance, do not have the insurance or other resources to meet their needs.

To apply for Assistance for Individuals and Households, all you have to do is call the special toll free telephone number, 1-800-621-FEMA (TTY: 1-800-462-7585) and register. Specially trained operators at one of FEMA's [National Processing Service Centers](#) will process your application.

ESF 14. Long-Term Community Recovery

4.4 Public Assistance

The Public Assistance Program provides supplemental Federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The State determines how the non-Federal share (up to 25%) is split with the applicants.

4.4.1 Eligible Applicants

- Eligible applicants include the States, local governments, Indian tribes and certain PNP organizations.
- Eligible PNP facilities must be open to the public and perform essential services of a governmental nature. Eligible PNP facilities generally include the following:
 - Medical facilities, such as hospitals, outpatient and rehabilitation facilities.
 - Custodial care facilities that provide institutional care for persons who require close supervision and some physical constraints in their daily activities.
 - Educational facilities, such as primary and secondary schools, colleges and universities.
 - Emergency facilities, such as fire departments, rescue squads, and ambulance services.
 - Utilities, such as water, sewer, and electrical power systems.
 - Museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, shelter workshops and facilities which provide health and safety services of a governmental nature.

4.4.2 Eligible Work

To be eligible, the work must be required as the result of the disaster, be located within the designated disaster area, and be the legal responsibility of an eligible applicant. Work that is eligible for supplemental Federal disaster grant assistance is classified as either emergency work or permanent work.

- **Emergency Work**

- Debris removal from public roads and rights-of-way as well as from private property when determined to be in the public interest.

ESF 14. Long-Term Community Recovery

- Emergency protective measures performed to eliminate or reduce immediate threats to the public, including search and rescue, warning of hazards, and demolition of unsafe structures.

■ Permanent Work

- Work to restore an eligible damaged facility to its pre-disaster design. Work range from minor repairs to replacement.
- Categories of permanent work include:
 - Roads, bridges and associated features, such as shoulders, ditch, culverts, lighting and signs;
 - Water Control Facilities including drainage channels, pumping facilities, and the emergency repair of levees. Permanent repair of Flood Control Works is the responsibility of the U.S. Army Corps of Engineers and the Natural Resources Conservation Service;
 - Buildings including their contents and systems;
 - Utility Distribution Systems, such as water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities;
 - Public Parks, Recreational Facilities and Other Facilities, including playgrounds, swimming pools and cemeteries.

4.4.3 Application Process

- Applicants should attend a State-sponsored Applicants' Briefing to receive information about the Public Assistance Program and State requirements.
- Applicants should complete and submit to the State a Request for Public Assistance (Request) form. Applicants may submit the Request forms at the Applicants' Briefing, or submit them to the State within 30 days following the designation of the area in which the damage is located.
- Upon receipt of the Request form from the State, FEMA will assign a Public Assistance Coordinator to work with each applicant throughout the disaster recovery period.
- The State also will assign an Applicant Liaison to help the applicant.

ESF 14. Long-Term Community Recovery

- The Public Assistance Coordinator will meet with each applicant to discuss eligibility requirements and project formulation (Kickoff meeting).
- Applicants may prepare Project Worksheets for small projects if they have the resources to do so. Otherwise, FEMA and the State personnel will prepare the applicant's small and large projects.
- Applicants should contact the Public Assistance Coordinator prior to initiating repairs to facilities with Special Consideration issues (for example, environmental concerns or historic preservation).
- Applicants should document all damages and costs with pictures, written descriptions and financial records.

4.4.4 Project Requirements**■ Time Limitations**

- Deadlines - The project completion deadlines are set from the date that the major disaster or emergency is declared. Emergency work must be completed six months after the emergency is declared. Permanent work must be completed 18 months after the emergency is declared.

■ Variations

- The State or FEMA may impose shorter deadlines for the completion of work if considered appropriate.
- Based on extenuating circumstances or unusual project requirements, the State may extend the deadlines for an additional 6 months for debris clearance and emergency work and an additional 30 months, on a project by project basis, for permanent work.

■ Insurance Requirements

- FEMA will reduce otherwise eligible costs by the actual or anticipated insurance recoveries the applicant receives. The State will notify FEMA of any entitlement to insurance settlement or recoveries for a facility and its contents.
- For insurable buildings located in a special flood hazard area and damaged by flood, the reduction is the maximum amount of insurance proceeds the applicant would have been received had the building and its contents been fully covered by a standard flood insurance policy under the National Insurance Program.

ESF 14. Long-Term Community Recovery

- The applicant is required to buy insurance in the amount of the eligible damages for flood and general hazards.

■ Grants

- For small projects (under \$68,500 for FY014, the grant is based on an estimate of the cost of the work.
- For large projects (\$68,500 or more), the final grant is based on actual eligible costs. In large projects, the State will disburse progress payments, as required.

5 Direction and Control

- In its initial phases, recovery of essential services is coordinated by the staff of the Emergency Operations Center (EOC). As the initial emergency response is completed, short-term recovery transitions to long-term recovery, and the EOC is deactivated, ongoing disaster recovery for Deschutes County will be handled through the individual agencies and entities involved.
- If long-term recovery actions begin while the EOC is still activated, they will be managed by a Recovery Manager or equivalent position that may be under the Planning Section or under its own Recovery Section, at the discretion of county Emergency Management and County officials.
- Authorization for emergency expenditures of public funds for response and/or recovery activities will be the responsibility of the affected jurisdiction's governing body.
- Incorporated cities, especially those with their own emergency management agency or program, will, similar to response activities, manage their own emergency recovery to the extent of their abilities before drawing on the recovery resources of county, state, and federal government. Cities will perform their own damage assessments, communicate damage figures to the county EOC, assign an Applicant Agent if warranted, follow established recovery procedures, and use available public- and private-sector recovery programs as they may apply.
- All of the steps that follow might not be performed or might be performed in a different order, depending on the nature of the emergency. Refer to the OEM Disaster Recovery Assistance Guidebook and local procedures for more information.
 - The county EOC Staff is responsible for managing the overall recovery process while the EOC is activated and will be

ESF 14. Long-Term Community Recovery

assisted by the county Emergency Management office. As short-term recovery transitions to long-term recovery and the EOC is deactivated, ongoing disaster recovery will be handled through the individual agencies and entities involved, with assistance by the Emergency Management office.

- Ensure that a Windshield Survey is performed as the first assessment of status and damage. It may be performed as an event is still in progress, as with a flood, or immediately after, as with an earthquake. The American Red Cross usually leads the Windshield Survey with the assistance of local government resources. The survey should assess the initial extent and boundaries of the damaged area, the displacement of population, and the likely scope of the response.
- Ensure that an Initial Damage Assessment (IDA) is performed if state or federal disaster assistance might be required, in which case IDA-type information will be needed to support local, state, and/or federal declarations of emergency and requests for assistance. The IDA includes a quick but accurate assessment of disaster damages, costs, and impacts to the area. It is similar in scope to, and often performed close in time to, the Windshield Survey, but with its own set of forms and purpose.

The EOC Plans Section Chief or Situation Unit Leader (Planning Section) is tasked with filling out ICS Form 209, Incident Status Summary, and compiling the necessary information regarding loss of life, injuries, and general property damage so county Emergency Management may forward the information to OEM and/or federal agencies responsible for providing disaster recovery assistance.

- Ensure that documentation of local government's disaster response costs begins as soon as possible in the response phase to support both county fiscal management and in the event state/federal disaster assistance funds become available. Reimbursement-based disaster assistance requires that costs be documented in accordance with state/federal guidelines. Cost documentation will be the responsibility of individual departments and agencies, with assistance provided by the EOC Finance/Administration section as possible.
- Assist county Emergency Management with assembling the information for a local declaration of emergency (and request for State assistance) if one has not already been declared. County Emergency Management will coordinate with the

ESF 14. Long-Term Community Recovery

Board of Commissioners to make the declaration and forward it to OEM (see the EOP Basic Plan). Typical information that will be needed includes:

- ⌘ Type of emergency/disaster
- ⌘ Locations affected within the county
- ⌘ Deaths, injuries, population at risk
- ⌘ Current conditions/continuing threat
- ⌘ Initial estimate of damage (IDA report attached, if available)
- ⌘ Action taken, resources committed
- ⌘ Specific information on type of assistance/resources needed

Although much of this information will come from the Windshield Survey and damage assessments, other information will come from the Planning Section in the EOC, which will be compiling it.

- Information for affected incorporated cities in the county will be included in the declaration and will be obtained from those cities.
- Establish a phone number or hotline for the public to use to report damage and other problems related to long-term community recovery. The public may report both public and private damage because both are germane to the disaster declaration and state/federal disaster assistance programs. The need for the county to establish a damage reporting number for the public may be superseded by an immediate Presidential Disaster Declaration that provides individual assistance; in which case FEMA may establish toll-free numbers for the public to apply for federal assistance.
- If the Governor declares a state of emergency and believes that federal assistance and a Presidential declaration of emergency will be needed, then assist joint state/federal teams with Rapid Needs Assessments (RNAs) and/or Preliminary Damage Assessments (PDAs), as applicable, which will be needed before the federal government can make a declaration.
- In coordination with the Board of Commissioners, key county agencies (Planning Department, Building Department, Public Works Department, Management and Finance Department),

ESF 14. Long-Term Community Recovery

municipalities, and the business community, develop a long-term recovery strategy/plan for Deschutes County that is specific to the emergency. See Section VII for helpful references.

- If a State and/or a Presidential Disaster Declaration is made, determine the type of assistance potentially available to the county, the public, and the private sector in order to incorporate those requirements into the long-term recovery plan. [The different types of federal assistance available to local government, non-profit organizations, and the general public are based on whether the President declares a “Major Disaster” or an “Emergency.” As well, certain state and federal assistance is available regardless of whether a state or federal declaration of emergency is officially made, e.g., certain agricultural and small business assistance. The Disaster Recovery Assistance Guidebook and other public-domain references, including FEMA, provide the necessary detail on types of assistance programs. There are many.]
- Inform county departments, local municipalities, special districts, the public, and the private sector about intended recovery plans, the assistance available to them, and how they will access that assistance (see ESF 15, External Affairs, for public information strategies). An Applicants’ Notification Process can be used for this. Provide notice to all units of local government, including the special service districts, of the date, time, and location for briefing applicants on available disaster assistance and eligibility requirements.
- Determine the need to request the opening of Disaster Recovery Centers in strategic locations in or near the major areas of disaster impact.
- Implement the approved long-term recovery plan in coordination with all involved public, non-profit, and private-sector entities.
- If appropriate, review and incorporate the lessons learned from the emergency and the recovery into the county Hazard Mitigation Plan, emergency management program, and this EOP.

ESF 14. Long-Term Community Recovery

6 Organization and Assignment of Responsibilities

6.1 General

- Each county agency/department will assist with long-term recovery activities in accordance with their role in the county emergency management organization and their departmental policies and procedures.
- Other jurisdictions will perform long-term recovery activities within the framework identified by their Emergency Operations Plans, recovery plans, and policies and procedures.

6.2 Task Assignments

| 6.2.1 Deschutes County Community Development Department | |
|--|---|
| | Ensure that buildings, roadways, and other facilities and structures are built to local building codes, adhere to building and construction standards, and comply with the county/city land use plan. |
| | Establish zoning codes for building in particular hazard areas. |

| 6.2.2 Deschutes County Finance Department | |
|--|--|
| | Ensure that the county has adequate insurance to cover potential losses. |

| 6.2.3 Deschutes County Emergency Services | |
|--|--|
| | Work with the American Red Cross and county/city departments to identify and train workers in disaster damage assessment. |
| | Conduct exercises and training for personnel in disaster recovery activities. |
| | Keep up-to-date on state and federal disaster assistance programs, both those that are reimbursement-based and those that are not. |

| 6.2.4 Deschutes County Road Department | |
|---|---|
| | Identify and map critical facilities, bridges, roads, culverts, buildings, and infrastructure requiring priority repair if damaged. |
| | Ensure that identified personnel are trained in disaster damage assessment and participate in emergency exercises. |
| | Develop Standard Operating Procedures (SOPs) for disaster response and recovery, including gathering and reporting information to the EOC during the response and recovery phase. |
| | To support the EOC, activate inspection teams to survey and evaluate damage sustained by county roads, bridges, public buildings and |

ESF 14. Long-Term Community Recovery

| 6.2.4 Deschutes County Road Department | |
|---|--|
| | facilities, water supply systems, sanitation systems, and other systems under their purview. Coordinate these activities with the EOC, ensuring that the inspections are prioritized by those structures most critical to emergency responders and public safety. |
| | Use trained volunteers and private-sector personnel from the fields of engineering, building trades, property assessment, and other related areas to supplement inspection and assessment teams. |
| | Support the EOC in the development of IDAs, PDAs, and other documentation needed to facilitate the recovery and government reimbursement process. If appropriate, assist in the preparation of Project Worksheets (PWs) needed for federal funding for certain restoration projects. |
| | Coordinate with county Emergency Management and the Sheriff's Office and other law enforcement agencies to restrict access to buildings, roads, areas, etc., that are unsafe. |
| | Assist the county in the implementation of the approved long-term recovery plan. |

| 6.2.5 American Red Cross | |
|---------------------------------|---|
| | Identify and train personnel in damage assessment techniques. |
| | Develop agency Standard Operation Procedures (SOPs) for disaster response including gathering and reporting information to the EOC during the response and recovery phases. |
| | Participate in emergency exercises. |
| | Activate damage assessment teams to perform a windshield survey, coordinating area assignments through the county EOC's Red Cross liaison, and report the results to the EOC. |
| | Continue to coordinate with Deschutes County government to provide mass care, emergency assistance, housing, and human services to affected persons throughout long-term recovery (also see ESF 6). |

| 6.2.6 Incorporated Cities | |
|----------------------------------|--|
| | Identify and train personnel in disaster recovery and damage assessment techniques. |
| | Participate in local emergency exercises. |
| | Cities with emergency management programs are responsible for collection and distribution of disaster data, declaration of emergencies for their jurisdictions, dissemination of disaster recovery assistance information to their residents, and implementation of their recovery plan. They will submit damage assessment reports and any requests for response and recovery assistance to the county EOC. |
| | Other incorporated cities may work directly within the county emergency management program and will provide to the EOC the |

ESF 14. Long-Term Community Recovery

6.2.6 Incorporated Cities

| | |
|--|--|
| | damage assessment and status information they are able to. |
|--|--|

6.2.7 All Departments

| | |
|--|--|
| | Specific response activities are detailed in department/division procedures and SOPs, as well as in state and federal recovery guidelines. |
|--|--|

7 Administration and Support**7.1 Administration**

Recovery personnel assigned to the EOC/MACC will come under the direction of the EOC Manager and the Emergency Manager during the time of the emergency.

7.2 Support

If requirements exceed the capability of the local transportation resources, support from Oregon Emergency Management will be requested by the EOC Director in coordination with Deschutes County Emergency Services.

8 ESF Development and Maintenance

The County Emergency Services Office is responsible for reviewing, updating, and revising this annex as needed. Each agency will develop and maintain standard operating procedures that address assigned tasks.

9 Supporting Plans, Procedures and Information

- National Response Framework, ESF 14 – Long-Term Community Recovery
- State Emergency Operations Plan, ESF 14 – Long-Term Community Recovery
- Disaster Recovery Assistance Guidebook, 2003, OEM.
- Long-Term Community Recovery Planning Process, A Self-Help Guide, 2005, FEMA.
- Long-Term Community Recovery Assessment Tool, FEMA.

10 Appendices

- **Appendix 1** – Recovery Operational Tasks Timeline
- **Appendix 2** – Disaster Recovery Programs

ESF 14. Long-Term Community Recovery

- **Appendix 3** – Recovery Task Coordination Matrix
- **Appendix 4** – FEMA Request for Public Assistance Form
- **Appendix 5** – FEMA Contract Summary Form
- **Appendix 6** – FEMA Employee Data Form
- **Appendix 7** – FEMA Equipment Inventory Form
- **Appendix 8** – FEMA Force Account Equipment Form
- **Appendix 9** – FEMA Force Account Labor Form
- **Appendix 10** – FEMA Force Account Materials Form
- **Appendix 11** – FEMA Rented Equipment Form
- **Appendix 12** – Department of Justice Crime Victim’s Compensation Program

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ESF 14. Long-Term Community Recovery

ESF14 – APPENDIX 1. RECOVERY TIMELINE OF OPERATIONAL TASKS

This chart outlines operational tasks to support recovery from major emergencies and disasters. Three phases of recovery are described below. Depending on the size, nature and severity of the disaster, timeframes and activities in each phase vary:

| Recovery Timeline of Operational Tasks | |
|--|---|
| <p>1. Initial Response 1-7 days</p> | <ul style="list-style-type: none"> • Debris removal and clean-up • Emergency, short-term repair of lifeline utilities • Emergency, short-term repair of transportation systems and provision of interim transit services • Building safety inspections • Coordination of State/Federal damage assessments • Re-occupancy of buildings • Assignment of Recovery Task Force |
| <p>2. Mid-Term Planning 7- 30 days</p> | <ul style="list-style-type: none"> • Provision of interim housing • Restoration of lifeline utilities (power, water, sewers) • Restoration of social and health services • Restoration of normal City and County services • Establishment of new ordinances governing location and nature of rebuilding • Examination of building standards • Economic recovery measures, including interim sites for business restoration |
| <p>3. Long-Term Reconstruction Several Years</p> | <ul style="list-style-type: none"> • Rebuilding • Restoration of transportation systems • Hazard Mitigation • Reconstruction of permanent housing • Reconstruction of commercial facilities • Development and implementation of long-term economic recovery targeting impacted and critical industries |

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ESF 14. Long-Term Community Recovery

ESF14 – APPENDIX 2. DISASTER RECOVERY PROGRAMS

| OTHER DISASTER RECOVERY PROGRAMS | |
|---|---|
| RECIPIENT | PROGRAM |
| <u>INDIVIDUALS</u> | <ul style="list-style-type: none"> • Loans to repair physical damage to homes. (U.S Small Business Administration) • Disaster Unemployment Insurance extends unemployment benefits to those who have lost income due to the disaster and do not qualify for regular unemployment programs. • The Crisis Counseling program provides immediate crisis counseling services to disaster victims. Assistance provided is short-term and provided at no cost to the disaster victims. • Food stamps may be available to those who lost food, income or resources because of the disaster. • Tax relief for losses from the destruction of, or damage to property in any sudden, unexpected, or unusual event such as a flood, hurricane, tornado, fire, earthquake or volcanic eruption. Administered by the Internal Revenue Service. • The Cora Brown Fund uses funds from a bequest of Cora C. Brown of Kansas City, Missouri, who left a portion of her estate to the United States for the purpose of helping victims of natural disasters not caused by or attributed to war. Administered by FEMA. • The Direct Housing Natural Disaster Loans and Grants program provides assistance to very-low income owner-occupants to repair or replace damaged property as a direct result of a natural disaster. Administered by the USDA Rural Development Agency. • The Disaster Legal Services program provides legal assistance to individuals affected by a major federal disaster who have become unemployed or are about to be unemployed. • Home Mortgage Insurance for Disaster Victims. This program helps individuals purchase a new home or rebuild after a major disaster. While HUD does not lend money directly to buyers to rebuild or purchase, FHA-approved lenders make loans through this special insurance program. • USDA Rural Disaster Housing Assistance program provides emergency assistance to buy, build, rehabilitate, or improve dwellings in rural areas affected by natural disasters. To qualify for assistance, applicants must be low or very-low income. Funds are only available to the extent that the Federal Emergency Management Agency (FEMA) does not provide |

ESF 14. Long-Term Community Recovery

| OTHER DISASTER RECOVERY PROGRAMS | |
|--|---|
| RECIPIENT | PROGRAM |
| | funds. |
| <u>BUSINESSES</u> | <ul style="list-style-type: none"> Loans for physical and economic injury from the Small Business Administration. Tax relief for casualty losses that result from the destruction of, or damage to property from any sudden, unexpected, or unusual event such as a flood, hurricane, tornado, fire, earthquake or even volcanic eruption. Administered by the Internal Revenue Service. |
| <u>AGRICULTURAL, FARMERS AND RANCHERS</u> | <ul style="list-style-type: none"> Emergency Conservation Program (ECP) shares with agricultural producers the cost of rehabilitating eligible farmlands damaged by natural disaster. During severe drought, ECP also provides emergency water assistance both for livestock and for existing irrigation systems for orchards and vineyards Noninsured Crop Disaster Assistance Program (NAP) is for crops for which crop insurance is not available. It provides assistance for farmers who grow such crops to limit losses from natural disaster and manage overall business risk. Eligible non-insurable crops include commercial crops and other agricultural commodities produced for food (including livestock feed) or fiber and may include other specialty crops such as floricultural, ornamental nursery, christmas tree crops, turf-grass sod, seed crops, aquaculture (including ornamental fish) and industrial crops. Emergency Loan (EM) Assistance provides low-interest loan assistance to eligible farmers to help cover production and physical losses in counties declared disaster areas by the President or designated by the Secretary of Agriculture. The Farm Services Agency (FSA) Administrator may also authorize EM loan assistance but only for physical losses. Emergency Haying and Grazing Assistance for certain Conservation Reserve Program acreage may be made available in areas suffering from weather-related disaster. Tax relief for casualty losses that result from the destruction of, or damage to property from any sudden, unexpected, or unusual event such as a flood, hurricane, tornado, fire, earthquake or even volcanic eruption. Administered by the Internal Revenue Service. The Dairy Indemnity Program provides assistance to farmers because of contamination with chemicals or toxic substances, |

ESF 14. Long-Term Community Recovery

| <i>OTHER DISASTER RECOVERY PROGRAMS</i> | |
|--|---|
| RECIPIENT | PROGRAM |
| | nuclear radiation or fallout. |
| <u>ESSENTIAL RURAL COMMUNITY FACILITIES</u> | <ul style="list-style-type: none"> Eligible facilities Include schools, libraries, fire and rescue, public safety, hospitals, EOCs, other command and coordination facilities, and multipurpose community centers. The USDA Rural Development administers the program. |

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ESF 14. Long-Term Community Recovery

ESF 14 – APPENDIX 3. RECOVERY TASK COORDINATION MATRIX

The following chart shows a suggested assignment of recovery tasks within the County. The Recovery Management Team may designate recovery tasks if it is determined that this is an appropriate approach to recovery management.

| TASK | SUGGESTED COUNTY DEPARTMENT(S) | LOCAL COORDINATION |
|---|---|---|
| Debris Removal, Clean-Up, Structural Demolition | Road Department Legal Counsel | City Government and City Law Enforcement |
| Repair Of Utilities | Sheriff's Office – Emergency Services Solid Waste | Utility Companies, Water Districts, Sewage Districts |
| Road/Bridges Repair, Traffic Re-routing | Road Department, Sheriff's Office | City Government and City Law Enforcement |
| Building Safety Inspections and Coordination of Building Re-Occupancy | Community Development – Building Division Community Development – Code Enforcement Administrative Services – Building Services Legal Counsel | City Government and City Law Enforcement |
| Location And Nature Of Permanent Rebuilding; Building Standards, Develop And Adopt Plans, Zoning Variances, Permitting | Community Development – Building Division Community Development – Planning Division | City Government |
| Inspections for Environmental Safety | Community Development – Environmental Health Department Solid Waste | City Government |
| Interim Housing | Community Development Health & Human Services | American Red Cross Community Based Organizations Faith Based Organizations Service Organizations |
| Business Recovery, Relocation of Businesses | Community Development | (Lead Role) City Government, Chambers of Commerce |
| County Economic Recovery, Long-Term Economic Recovery Measures Targeting Most Impacted And Critical Industries | Community Development County Treasurer – Finance Department Legal Counsel | City Government, Private, Public And Non-Profit Organizations |

ESF 14. Long-Term Community Recovery

| TASK | SUGGESTED COUNTY DEPARTMENT(S) | LOCAL COORDINATION |
|--|--|---|
| Government Finance, Review Fiscal Budget, Sign Recovery Leases & Contracts, Oversee Federal Disaster Claims, and Insurance Claims, Review Burden of Fees/Taxes on Individuals and Businesses. | County Treasurer – Finance Department Administrative Services – Risk Management | |
| County Personnel, Facilitate Hiring, Layoffs, Reassignments | Administrative Services, Personnel | |
| Restore Vital County Records/Computer Systems | County Clerk County Assessor Administrative Services – Information Services | |
| Transportation System Planning | Community Development | City Government |
| Hazard Mitigation | All Departments | |
| Redevelopment Planning | Community Development | City Government, Private, Public And Non-Profit Organizations |
| Public Relations, Public Information | County Public Information Officer | City Government, CBOs |

ESF 14. Long-Term Community Recovery

ESF 14 – APPENDIX 4. REQUEST FOR PUBLIC ASSISTANCE FORM

| | | | |
|---|--------|--|----------|
| FEDERAL EMERGENCY MANAGEMENT AGENCY REQUEST FOR PUBLIC ASSISTANCE | | O.M.B. No. 3067-0151 Expires April 30, 2001 | |
| <p>PAPERWORK BURDEN DISCLOSURE NOTICE</p> <p>Public reporting burden for this form is estimated to average 10 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). NOTE: Do not send your completed form to this address.</p> | | | |
| APPLICANT <i>(Political subdivision or eligible applicant.)</i> | | DATE SUBMITTED | |
| COUNTY <i>(Location of Damages. If located in multiple counties, please indicate.)</i> | | | |
| APPLICANT PHYSICAL LOCATION | | | |
| STREET ADDRESS | | | |
| CITY | COUNTY | STATE | ZIP CODE |
| MAILING ADDRESS (If different from Physical Location) | | | |
| STREET ADDRESS | | | |
| POST OFFICE BOX | CITY | STATE | ZIP CODE |
| Primary Contact/Applicant's Authorized Agent | | Alternate Contact | |
| NAME | | NAME | |
| TITLE | | TITLE | |

ESF 14. Long-Term Community Recovery

| | | | | |
|---|-----------------------|---|-----------|-------------------|
| BUSINESS PHONE | BUSINESS PHONE | | | |
| FAX NUMBER | FAX NUMBER | | | |
| HOME PHONE (Optional) | HOME PHONE (Optional) | | | |
| CELL PHONE | CELL PHONE | | | |
| E-MAIL ADDRESS | E-MAIL ADDRESS | | | |
| PAGER & PIN NUMBER | PAGER & PIN NUMBER | | | |
| Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Private Non-Profit Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which of the facilities below best describe your organization? | | | | |
| <hr/> <p style="font-size: small;">Title 44 CFR, part 206.221 (e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility" means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public.</p> <p>Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.</p> | | | | |
| Official Use Only: FEMA- | - DR- | - | FIPS # | Date Received: |

ESF 14. Long-Term Community Recovery

**FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET**

INSTRUCTIONS

The Project Worksheet must be completed for each identified damaged project.

Projects with estimated or actual cost of damage greater than \$68,500 (FY 14) are large projects.

Projects with estimated or actual cost of damage less than \$68,500 (FY 14) are small projects.

After completing Project Worksheets, submit the worksheets to your Public Assistance Coordinator.

Identifying Information

Declaration No: Indicate the disaster declaration number as established by FEMA (i.e. "FEMA 1136-DR-TN", etc.).

Project No: Indicate the project designation number you established to track the project in your system (i.e. 1, 2, 3, etc.).

FIPS No: Indicate your FIPS number within this space. This is optional.

Date: Indicate the date the worksheet was prepared in MM/DD/YY format.

Category: Indicate the category of the project according to FEMA specified work categories. This is optional.

Applicant: Name of the governmental or other legal entity to which the funds will be awarded.

County: Name of the county where the damage is located. If located in multiple counties, indicate "Multi-County."

Damage facility: Identify the facility and describe its basic function.

Work Complete as of: Indicate the date that the work was examined in the format of MM/DD/YY and the percentage of work completed to that date.

Location: This item can range anywhere from an "address," "intersection of..." "1 mile south of ...on..." to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.

Damage Description and Dimensions: Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.

Scope of Work: List work that has been completed, and work to be completed, which, is necessary to repair disaster-related damage. Include items recorded on the preliminary damage assessment.

Does the Scope of Work change the pre-disaster conditions of the site: If the work described under the Scope of Work changes the facilities conditions (i.e. increases/decreases the size or function of the facility or does not replace damaged components in kind with like materials), check (✓) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (✓) no.

Special Considerations: If the project includes insurable work, and/or is affected by environmental (NEPA) or historic concerns, check (✓) either the Yes or No box so that appropriate action can be initiated to avoid delays in funding. Refer to *Applicant Guidelines* for further information.

Hazard Mitigation: If the pre-disaster conditions at the site can be changed to prevent the disaster-related damage, check (✓) Yes. If no opportunities for hazard mitigation exist check (✓) no. Appropriate action will be initiated and avoid delays in funding. Refer to *Applicant Handbook* for further information.

Is there insurance coverage on this facility: Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages, from insurance or any other source. Check (✓) yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides FEMA.

Project Cost

Item: Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.

Code: If using the FEMA cost codes, place the appropriate number here.

Narrative: Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42 in. Dia. RCP", "sheet rock replacement", etc.).

Quantity/Unit: List the amount of units and the unit of measure ("48/cy", "32/lf", "6/ea", etc.).

Unit Price: Indicate the price per unit.

Cost: This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.

Total Cost: Record total cost of the project.

Prepared By: Record the name and title of the person completing the Project Worksheet.

Record Requirements

Please review the *Applicant Handbook* for detailed instructions and examples.

For all completed work, the applicant must keep the following records:

- Force account labor documentation sheets identifying the employee, hours worked, date and location;
- Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used;
- Material documentation sheets identifying the type of material, quantity used and cost;
- Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost/estimate" for which funding is being requested.

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ESF 14. Long-Term Community Recovery**ESF 14 – APPENDIX 12. OREGON DEPARTMENT OF JUSTICE CRIME VICTIMS' COMPENSATION PROGRAM**

ODOJ administers a program for victims of criminal mass casualty or mass fatality incidents. When notified of an event the CVCP Mass Casualty Response Team (MCRT) will be dispatched to the scene. They provide the following services:

- Establish communications with necessary agencies and identify lead coordination agency or individual;
- Mobilize staff to affected area and help set up victims' center;
- Begin program outreach in affected area;
- Meet with victims and representatives to facilitate application process;
- Apply program guidelines to crisis situation and identify special circumstances;
- Provide referrals and basic information on reactions to traumatic disaster;
- Compile and manage a master victim list;
- Work with media to generate claims/donations;
- Contact state and federal agencies for emergency grant funds;
- Possible follow-up meetings with special victim populations to ensure awareness of program availability.

Crime victims may apply for funding for medical/dental, grief counseling, counseling, funeral expenses, loss of earnings, loss of support, rehabilitation and transportation. The Team Leader will work with local officials on scene to determine the extent and type of police report required to process the claims. An Internet connection would greatly hasten claims processing in Salem.

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ESF 15 – External Affairs

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| ESF 15 Tasked Agencies | |
|------------------------|---|
| Primary Agencies | Deschutes County Emergency Services Deschutes County Administrative Services (PIO) |
| Supporting Agencies | Deschutes County 911 Deschutes County Counsel Deschutes County Health Department Deschutes County Sheriff's Office Deschutes County Road Department Deschutes County Forestry |
| Adjunct Agencies | City Managers, City Councils City departments/organizations School Districts Special Districts Oregon Emergency Management Oregon Department of Agriculture Oregon Department of Environmental Quality Oregon Department of Forestry Oregon Department of Transportation Oregon Hospital Preparedness Program, Region 3 Oregon National Guard Federal Communications Commission Emergency Alert System (EAS) Federal Emergency Management Agency U.S. Forest Service Bureau of Land Management Amateur radio groups (ARES/RACES) American Red Cross Newspapers Radio and television stations Telecommunications companies Volunteer organizations |

1 Purpose and Scope

This Emergency Support Function (ESF) annex provides information regarding the collection, control, and dissemination of emergency public information (EPI) and for the minimization of confusion, misinformation and rumors during times of emergency. Long-term public educational efforts related to hazard awareness are also outlined in this annex.

The purposes of the emergency public information program are:

- To educate the public in Deschutes County on how to maintain a state of preparedness for emergencies.
- To warn the public of emergencies/disasters and their effects and recommend proper countermeasures.

- To instruct on survival and recovery measures.
- To provide a consistent, “one-voice” message throughout and across jurisdictions.
- To control rumors.

This ESF 15 works together with certain aspects of ESF 2, Communications, which addresses public warning systems such as the nationally used Emergency Alert System.

2 Policies and Agreements

None at this time.

3 Situation and Assumptions

3.1 Situation

During periods of emergency, the public needs accurate and timely information regarding protective action to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason, it is important that, prior to the occurrence of an emergency, the public be made aware of potential hazards and the protective measures that should be employed.

3.2 Assumptions

An effective program combining both education and emergency information will significantly reduce disaster related casualties and property damage. It is recognized, however, that people are generally unconcerned about hazards until affected, despite educational programs. Thus, special emphasis must be placed on the effectiveness of the emergency information program.

4 Concept of Operations

4.1 General

- A special effort should be made to report positive information regarding emergency response in order to reassure the community that the situation is under control. Rumor control must be a major aspect of the informational program. Public feedback should be used as a measure of the informational program's effectiveness.
- Emergency information efforts should focus on specific event related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation, and shelter. It

ESF 15. External Affairs

is also important to keep the public informed of the general progress of events. This information should be provided timely, accurately, and as continual as possible.

- It is important that the government establish an authoritative spokesperson for the release and dissemination of official information so that rumors are minimized and the public is provided with factual lifesaving instructions on where to go and what to do. During an emergency or disaster it is likely that the public may be subject to unfounded rumors and conflicting reports, and the dissemination of either too much or too little information could complicate or worsen an already bad situation.
- Information will be released to the media from the Public Information Officer. In the case of an emergency where multiple agencies and/or jurisdictions are involved, the county may establish a Joint Information Center (JIC) to coordinate and disseminate information for the public and media concerning the incident.
- All press releases will be approved by the IC before they are released.

4.2 Phases of Emergency Management

- Mitigation
 - Conduct hazard awareness programs
 - Coordinate with media
- Preparedness
 - Conduct public education programs
 - Prepare pre-scripted emergency information for release during emergencies
 - Develop pre-scripted EAS and EPN messages
- Response
 - Release public information and serve as a single point source for accurate information for the County
 - Coordinate rumor control
 - Schedule news conferences
- Recovery
 - Provide public information to assist in the recovery effort

- Assist in providing information to the public where they can seek assistance
- Compile record of events
- Assess effectiveness of information and education program

5 Direction and Control

5.1 General

The PIO will direct all emergency information activities. All emergency public information activity will be coordinated through the PIO where the PIO will function as a member of the EOC staff. All departments and agencies shall coordinate with the PIO and/or the Incident Commander prior to releasing information to the public.

5.2 Information Center

- The Information Center for Deschutes County will be operated out of the EOC and will be the source of all information for the public during the emergency.
- A JIC may be set up at an alternate location if the event warrants that level of operation.
- Telephones in the EOC will be answered by personnel assigned to the EOC. County Emergency Communications personnel from the 9-1-1 Center will direct non-emergency calls to the EOC or other numbers that may be provided at the time.
- The PIO will brief the media as new information becomes available. In some cases the emergency conditions will develop slowly, so press briefings may be pre-scheduled to occur at designated times.
- All emergency public information shall include at least the following general information:
 - Nature and extent of emergency occurrence.
 - Impacted or potentially affected area of the county.
 - Advice on emergency safety procedures, as needed.
 - Activities being conducted by emergency responders/response agencies to respond to the conditions or mitigate the effects.

- HAM Radio Operators may be utilized in relaying information between the EOC and other critical links such as Red Cross Shelters, St. Charles Medical Center, etc.
- The Emergency Manager shall brief the PIO not less than once hourly as to the status of the emergency and the response activities. The PIO may request these briefings more or less often if appropriate or necessary.
- Public opinion and actions will be influenced by general news and by official statements. As a crisis intensifies, interest in emergency information, specifically on personal protection, will rise. Loss of life and property can be reduced through effective use of the information media for warning the population of impending disaster and keeping the public informed throughout the emergency period. People can be expected to rely on their local news media as sources of information and guidance during an emergency.
- Each member of the emergency management organization will relay timely public information to the Emergency Manager. The Emergency Manager may delegate the emergency function to another party, if necessary, during the emergency itself. If so, the Emergency Manager will inform the PIO that he/she has elected to do so and will identify the designee.

5.3 Emergency Alert System (EAS)

This system will be checked each month for operational capability by Deschutes County 9-1-1 and to familiarize the involved people with its operation.

5.4 Educational Programs

There are many activities involved in the educational programs. The media is constantly provided with information on new developments affecting emergency service activities. Thus, much information reaches the public via television, radio, and newspapers. Lectures and other presentations are often requested by various organizations, presenting another opportunity for public education.

6 Organization and Assignment of Responsibilities

6.1 General

The overall responsibility for public information rests with the County Emergency Services. The Public Information Officer (PIO) will operate from the Emergency Operations Center (EOC) in order to be at the hub of the incoming information. This will enable the PIO to have the most up-to-date information and will also

help the media keep in touch with what is going on and get the current news out to the public.

6.2 Task Assignments

| 6.2.1 Deschutes County Emergency Services | |
|---|--|
| | The Emergency Manager coordinate with agency administrators to identify a Public Information Officer (PIO) from one of the law enforcement or fire departments involved in the incident or from one of the involved entities. The Emergency Manager will evaluate the need for a JIC and advise on mobilization. |
| | The Emergency Manager will assist the PIO as necessary, and will be primarily responsible for providing the PIO with the most current information available. Other agencies will assist with the public information function. |

| 6.2.2 Public Information Officer | |
|----------------------------------|---|
| | The Sheriff's Office has the responsibility to provide a PIO or, in specific incidents (e.g., hazmat), will ensure that a PIO is assigned to the EOC. |
| | Direct all emergency public information efforts. |
| | Serve as the official spokesperson and the sole source for dissemination of official EPI materials to the public. |
| | Provide news releases for the media, after clearing with the EMO. |
| | Check all media for accuracy of reports. |
| | Take action to control rumors. |
| | Educate all department heads and administrative staff on media access. The EOC shall be restricted to emergency personnel. Under no circumstances will the press corps be allowed access to the EOC during actual emergency operations. |
| | Authenticate sources of information and verify for accuracy, as able, before releasing. |
| | Provide for dissemination of emergency warnings with the media. |
| | Secure printed and photographic documentation of the emergency/disaster situation. |
| | Handle unscheduled inquiries from the media and the public. |
| | During the actual emergency, this section will ensure that information will be provided to the public and the media. |
| | Public information should be transmitted over the local radio and |

| 6.2.2 Public Information Officer | |
|---|--|
| | television stations. |
| | If emergency conditions are expected to continue for several days or weeks, local newspapers should be utilized to provide the public with information on the emergency and relief and recovery efforts which are underway. |
| | The PIO will designate an assistant who will be responsible for maintaining a written record of information released to the public and a timeline of public information activities. This person may also assist the PIO by writing press releases for distribution to the media and by providing status reports to the information center staff. |

| 6.2.3 Deschutes County 9-1-1 | |
|-------------------------------------|--|
| | Provide Emergency Public Information until Emergency Management or the EOC can take over the responsibility. |
| | Provide for all communications equipment, in and out of the EOC. |
| | See that all EOC related messages are promptly routed to the EOC from the 9-1-1 Center. |

| 6.2.4 Media | |
|--------------------|--|
| | Provide coverage of emergency management activities. |
| | Work with Emergency Management on educational programs. |
| | Check accuracy of information with Emergency Management. |

7 Administration and Support

Administration will be provided by the Emergency Manager. Support will be provided by various county departments, as needed and requested.

8 Annex Development and Maintenance

The Emergency Manager is responsible for the development and maintenance of the entire education and information program. Other persons or organizations specified in this annex will work with the Emergency Manager as necessary. The county is responsible for the maintenance of this annex and the development of the SOPs.

9 Supporting Plans, Procedures and Information

- National Response Framework, ESF 15 – External Affairs

- State Emergency Operations Plan, ESF 15 – External Affairs

10 Appendices

- Appendix 1 – Public Information Officer Checklist
- Appendix 2 – Disaster Information Categories
- Appendix 3 – Deschutes County Media Contacts
- Appendix 4 – Press Release Log

ESF 15 – APPENDIX 1. PUBLIC INFORMATION OFFICER CHECKLIST

The PIO represents and advises the Incident Command on all public information matters relating to the management of the incident. The PIO is also responsible for coordinating public information at or near the incident site and serving as the on-scene link to the Joint Information System (JIS). In a large-scale operation, the on-scene PIO serves as a field PIO with links to the Joint Information Center (JIC), which is typically co-located with the Federal, regional, State, or local EOC tasked with primary incident coordination responsibilities. The JIS provides the mechanism for integrating public information activities among JICs, across jurisdictions, and with private-sector and nongovernmental organizations.

| ✓ Date/ Time | COMMAND SECTION – PUBLIC INFORMATION OFFICER CHECKLIST | Notes: |
|-----------------|---|--------|
| | Obtain briefings from on-scene Incident Commander, EOC Director/Deputy Director, Operations Section Chief. Determine priorities based on the situation. | |
| | Use the Position Log to document actions, decisions, events and daily labor hours. Use the Press Release Log to document releases. | |
| | Determine if additional PIO staff will be needed, depending on the extent and duration of the emergency event. Request staff support from Human Resources, or arrange to hire temporary personnel. | |
| | In coordination with the Plans Section, prepare initial situation status summary. Prepare initial news releases from this information. | |
| | Determine the need for a JIC and identify the appropriate location for the JIC to be set up. | |
| | Coordinate the JIC/JIS with other agencies in the Unified Command/MACC/EOC structure. | |
| | Prepare and release general survival/self-help information, as appropriate. | |
| | Release "media only" telephone numbers and public number. Respond to media/public calls. Record telephone messages for media and public hotlines and update as the situation changes. Release hotline numbers. | |
| | If the EOC Information Line is staffed, monitor incoming requests for information to ensure scripts or information is prepared to meet the needs of the public. Provide copies of press releases to the Information Line. | |
| | Determine the need for PIO presence at the incident scene(s) to: | |

| ✓ Date/ Time | COMMAND SECTION – PUBLIC INFORMATION OFFICER CHECKLIST | Notes: |
|-----------------|---|--------|
| | Establish Media Control Point near incident site(s). | |
| | Maintain liaison with on–scene Incident Commander. | |
| | Keep EOC staff informed of situation. | |
| | Arrange interviews and media tours of the disaster area if such action will not hinder response efforts. | |
| | Determine status of local media outlets and telephone service. Set up ham radio information relay system for use by on–scene public information team and by PIO staff if telephones are not in service. | |
| | In coordination with cities and or State agencies, activate a media center if a number of reporters arrive in person at the EOC. Maintain Media Center status boards and maps. Post hard copy of news releases. | |
| | Gather information on the emergency situation and response actions and maintain PIO status boards and maps. Monitor EOC status boards. | |
| | Consider additional methods of distributing emergency instructions, as required. | |
| | Arrange media briefings/press conferences on a regular or "as needed" basis. Arrange media tours/filming (one crew at a time) of EOC and interviews with EOC spokesperson(s) if such action will not hinder response efforts. | |
| | Prepare news releases as required. Get approval from the EOC Director prior to release of information. | |
| | Coordinate with the EOC Director to determine the need for a Joint Information Center (JIC). | |
| | If the State OEM is involved in the response, provide situation reports to OEM, as necessary, and provide hard copies of news releases to State OEM. | |
| | Receive and handle non–emergency calls. Relay calls to other EOC staff as appropriate. | |
| | With approval of the EOC Director, greet and badge EOC visitors. Conduct situation briefings for visitors. Arrange accommodations and transportation for official visitors and media as necessary. | |

| ✓ Date/ Time | COMMAND SECTION – PUBLIC INFORMATION OFFICER CHECKLIST | Notes: |
|-----------------|---|--------|
| | Work with the American Red Cross to release information on procedures for determining the status of relatives or friends in the disaster area. | |
| | Release damage assessment figures when obtained. | |
| | Assist with the dissemination of information to special needs populations. | |
| | Work with Donations Management Unit, Logistics/Resources to disseminate requests for donated goods, services and volunteers. | |
| | Ensure that staff attends Critical Stress Debriefings, as needed. | |
| | Accommodate state and federal information officers and assist them in releasing information on assistance programs if requested to do so. | |
| | Release information on restoration of utilities and road closures in effect. | |
| | Gather all records and prepare a chronological summary of all events, actions taken, inquiries and, and responses given. Collect newspaper clippings and TV videotapes, if available. | |
| | Maintain documentation of work hours and costs and provide these to the Finance Section. | |
| | At a shift change, provide a detailed status report and all written materials to replacement staff. | |

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ESF 15 – APPENDIX 2. DISASTER INFORMATION CATEGORIES

PIO Tool for Information Gathering

| Information Area | Obtain Specific Status Of | Disseminate Public Information On |
|--|---|--|
| Electricity, Natural Gas, and Water | <ul style="list-style-type: none"> ■ Central Electric Cooperative. ■ Midstate Electric Cooperative ■ Pacific Power electric transmission and distribution systems ■ Cascade Natural Gas Corp pipelines ■ City domestic water systems | <ul style="list-style-type: none"> ■ How to check for gas leaks, electric and water breaks, reduce water use. ■ How and when to turn off utilities ■ How and when to boil water |
| Communications | <ul style="list-style-type: none"> ■ QWest, AT&T, commercial telephone lines ■ 911 Emergency System ■ Cable TV systems ■ Commercial radio and TV broadcast facilities ■ Bend Broadband | <ul style="list-style-type: none"> ■ Advise against using telephones. ■ Alternates to using 911 ■ Limit use of cellular phones |
| Transportation | <ul style="list-style-type: none"> ■ Bridge, freeway, road collapse and failure ■ Street conditions ■ Alternate routes ■ Emergency alternate service | <ul style="list-style-type: none"> ■ Alternate routes, street closures ■ Bridge, freeway, road collapse and failure ■ Street conditions ■ Emergency alternate service |
| Medical and Health Services and Facilities | <ul style="list-style-type: none"> ■ Hospitals and Clinics ■ Health Department ■ Mental Health and Social Services ■ Nursing Homes | <ul style="list-style-type: none"> ■ Where to go for emergency medical treatment ■ Where to go for Red Cross Shelter and how to register with Disaster Welfare Information ■ Mental Health, Social Service hotlines |
| Shelter, Food and Water | <ul style="list-style-type: none"> ■ Mass Care Shelters ■ Spontaneous Shelters ■ Food Distribution points ■ Animal Shelters | <ul style="list-style-type: none"> ■ Where to go for Red Cross assistance ■ Official policy and instructions concerning spontaneous shelters ■ Where to get food and water ■ Where to lodge pets |

| Information Area | Obtain Specific Status Of | Disseminate Public Information On |
|------------------------------|--|---|
| Donations | <ul style="list-style-type: none"> ■ What goods are and are NOT needed ■ Locations/warehousing for goods | <ul style="list-style-type: none"> ■ What goods people are in need of ■ Where donations may be delivered or sent ■ What goods are NOT needed |
| Volunteers | <ul style="list-style-type: none"> ■ What services/skills are needed ■ Reporting locations | <ul style="list-style-type: none"> ■ What services/skills are needed ■ Reporting locations ■ Special requirements: what to bring, wear. Limitations (lifting) |
| Construction and Engineering | <ul style="list-style-type: none"> ■ Building Posting (condemnation) ■ Debris removal operations ■ Building Damage (infrastructure, residential business) | <ul style="list-style-type: none"> ■ Meaning of colored postings on buildings ■ Debris removal schedules, procedures ■ What can be saved, what must be thrown away |

ESF 15 – APPENDIX 3. DESCHUTES COUNTY MEDIA CONTACTS

| Name | Address | Telephone | |
|-------------------------------|--|--------------|--------------|
| RADIO | | | |
| KBND 1110 AM | 63088 NE 18 th Ste 200, Bend, 97701 | 382-5263 | 388-1110 |
| KLRR FM 101.7 | 63088 NE 18 th Ste 200, Bend, 97701 | 382-5263 | |
| KMGX 100.7 FM | 345 Cyber Dr. Bend, 97702 | 388-3300 | |
| KMJZ FM | 854 NE 4TH St., Bend | 383-3825 | |
| KMTK 99.7 FM | 63088 NE 18 th Ste 200, Bend, 97701 | 382-5263 | |
| KOAB OPB 3 | Portland | 800-241-8123 | |
| KQAK FM | 854 NE 4TH St., Bend | 383-3825 | |
| KRCO AM | PO Box 890, Prineville | 447-6770 | |
| KRCO FM | 854 NE 4TH St., Bend | 383-3825 | |
| KSJJ 103 FM | 345 Cyber Dr. Bend, 97702 | 388-3300 | |
| KTWI FM | 274 SW 4TH, Madras | 475-0425 | |
| KTWS 98.3 FM | 63088 NE 18 th Ste 200, Bend, 97701 | 389-9500 | |
| KWPK FM | 854 NE 4TH St., Bend | 383-3825 | |
| KWSO 91.9 FM | PO Box 489 Warm Springs | 553-1968 | |
| KXIX 94 FM | 345 Cyber Dr. Bend, 97702 | 388-3300 | |
| KBNW 1340 AM | 854 NE 4 th St., Bend, OR 97001 | 383-3825 | |
| TELEVISION | | | |
| KTVZ 21 | 62990 OB Riley Rd., Bend | 383-2121 | 617-6220 |
| KOHD ABC | 63049 Lower Meadow Drive, Bend, OR 97001 | 541-749-5151 | 541-749-1935 |
| KBNZ CBS | 354 SW Upper Terrace, Ste 102, Bend, OR 97702 | 541-323-2917 | |
| NEWSPAPERS | | | |
| Bulletin | 1777 SW Chandler Ave., Bend | 382-1811 | 383-0354 |
| Central Oregon Family News | PO Box 826, Bend | 385-1849 | |
| Central Oregonian | 558 N Main, Prineville | 447-6205 | |
| Conscious Living | 557 NE Quimby Ave., Bend | 388-9040 | |
| Madras Pioneer | 241 SE 6th, Madras | 475-2275 | |
| Nugget Newspaper | PO Box 698 442 E Main Ave., Sisters | 549-9941 | |
| Oregonian, Bend Branch | PO Box 5847 Bend | 382-3761 | |
| Oregonian, Madras | | 475-3582 | |
| Redmond Spokesman | 226 NW 6th St., Redmond | 548-2184 | |
| Sagebrush News | 2130 SW Highway 97, Redmond | 416-2082 | |
| Source | 704 NW Georgia Ave., Bend | 383-0800 | |
| Spilyay Tymoo | 1115 Wasco St., Warm Springs | 553-1644 | |
| Sunriver Scene | PO Box 3278 Sunriver | 593-6068 | |

| Name | Address | Telephone | |
|---|---------|-----------|--|
| ON LINE | | | |
| www.newschannel21.com | | | |
| Deschutes County Web Site, Sheriff's Office, Emergency Services: http://altnet.deschutes.org/sheriff/url_list_emegmgmt.htm | | | |

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Incident Annexes

1

IA 1 – Severe Weather

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| Severe Weather Incident Checklist | | |
|-----------------------------------|--|---|
| Phase of Activity | Action Items | Supplemental Information |
| PRE-INCIDENT PHASE | <input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to severe weather, including the County EOP, and supporting procedures/plans. | |
| | <input type="checkbox"/> Monitor weather and flood reports. | |
| | <input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to hazards relating to severe weather. | |
| | <input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to severe weather. This information supplements ESF-1 and ESF-6. | |
| | - Prepare map(s) and scripts for use by local television station(s) during emergency broadcasts. Include release instructions. | |
| | - Prepare radio messages for use by local radio stations during emergency broadcasts. Include release instructions. | |
| | <input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Deschutes County Emergency Management in coordination with ESF-1 and ESF-6 Leads/Coordinators. | <i>County NIMS Implementation and Training Plan</i> |
| | <input type="checkbox"/> Participate in Deschutes County severe weather preparedness activities, seeking understanding of interactions with participating agencies in a severe weather scenario. | |
| | <input type="checkbox"/> Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Deschutes County EOC. | |
| | <input type="checkbox"/> Ensure flood response equipment and personnel inventories are current for Deschutes County. Test and maintain response and communications equipment. Keep a stock of necessary response supplies. | |
| | <input type="checkbox"/> Inform Deschutes County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of fire-fighting equipment, etc.). | |
| | <input type="checkbox"/> Work with the County planning department for establishment of appropriate infrastructure protection measures in flood-prone areas. | |
| | <input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response. | |

IA 1. Severe Weather

| Severe Weather Incident Checklist | | |
|-----------------------------------|---|--|
| Phase of Activity | Action Items | Supplemental Information |
| RESPONSE PHASE | <input type="checkbox"/> Activate the Deschutes EOP when severe weather incidents pose threats to the County. | |
| | <input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. County and/or city EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed. | <i>ESF 5 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support. | |
| | <input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by severe weather or floodwaters. | |
| | <input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>). | <i>ICS Form 203: Organization Assignment List</i> |
| | <input type="checkbox"/> Notify supporting agencies through ESF-1, ESF-5, and ESF-6 Leads/Coordinators as well as Board of County Commissioners. | |
| | - Identify local, regional, tribal, state, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing. | |
| | <input type="checkbox"/> Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the County. | <i>ICS Form 209: Incident Status Summary</i> |
| | - Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes. | |
| | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| | - Dedicate time during each shift to preparing for shift change briefings. | <i>ICS Form 201: Incident Briefing</i> |
| | <input type="checkbox"/> Confirm or establish communications links among local and county EOCs, other AOCs, and the state ECC. Confirm operable phone numbers and verify functionality of alternate communications resources. | <i>ESF 2 of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Ensure all required notifications have been completed. Consider other local, regional, tribal, state, and Federal agencies/entities that may be affected by the incident. Notify them of the status. | <i>Established emergency contact lists maintained at the EOC</i> |

IA 1. Severe Weather

| Severe Weather Incident Checklist | | |
|-----------------------------------|---|--|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates. | |
| | <input type="checkbox"/> Implement local plans and procedures for severe weather and/or flood operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and standard operating procedures. | <i>Local, agency, and facility-specific Standard Operating Procedures</i> |
| | <input type="checkbox"/> Obtain current and forecasted weather to project potential damage and determine the affected area (<i>recurring</i>). | |
| | <input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>). Evacuation activities will be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF 15 (Public Information and External Affairs) | <i>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes to the Deschutes County EOP</i> |
| | <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>). | <i>ESF 7 Annex to the Deschutes County EOP</i> |
| | <input type="checkbox"/> Submit a request for an emergency/disaster declaration, as applicable. | <i>Section 1 of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers with potential needs as well as current needs. | |
| | <input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used. | <i>ICS Resource Tracking Forms</i> <i>ESF 7 Annex to the Deschutes County EOP</i> |
| | <input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders. | |
| | <input type="checkbox"/> Establish a Joint Information Center and designate a lead PIO for the County. | <i>ESF 15 Annex to the Deschutes County EOP</i> |
| | <input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>). | |
| | - Public information will be reviewed by the Incident Commander or designee. Information will be approved for release by the Incident Commander and Lead PIO before dissemination to the public. | <i>ESF 15 Annex to the Deschutes County EOP</i> |
| | <input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks. | <i>EOC Planning Section job action guide</i> |

| Severe Weather Incident Checklist | | |
|---|--|---|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages and the person sending or receiving them should be documented as part of the EOC log. | |
| | <input type="checkbox"/> Develop situation reports (<i>recurring</i>). At regular intervals, the EOC Manager and staff will assemble a situation report. | |
| | <input type="checkbox"/> Develop and update the IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes. | <i>ICS Form 202: Incident Objectives</i> |
| | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>). | |
| | <input type="checkbox"/> Coordinate with private sector partners as needed. | |
| | <input type="checkbox"/> Ensure all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer. | |
| RECOVERY/DEMOBILIZATION PHASE | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans. | |
| | <input type="checkbox"/> Once the threat to public safety is eliminated, conduct cleanup and recovery operations. | |
| | <input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans. | <i>ESF 14 Annex to the Deschutes County EOP</i> |
| | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan. | |
| | <input type="checkbox"/> Deactivate/demobilize the EOCs, AOCs, and command posts. | |
| | <input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan. | |
| | <input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response. | |
| <input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov) | | |

2

IA 2 – Flood (including Dam Failure)

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IA 2. Flood (including Dam Failure)

| Flood and Dam Failure Incident Checklist | | |
|--|---|---|
| Phase of Activity | Action Items | Supplemental Information |
| PRE-INCIDENT PHASE | <input type="checkbox"/> Arrange for personnel to participate in necessary training and develop exercises relative to flood events. | <i>County NIMS Implementation and Training Plan</i> |
| | <input type="checkbox"/> Coordinate County preparedness activities, seeking understanding of interactions with participating agencies in flooding scenarios. | |
| | <input type="checkbox"/> Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support to the County EOC. | |
| | <input type="checkbox"/> Contact supporting emergency response agencies to review and determine if major developments have arisen that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.). | <i>Local, regional and state-specific plans.</i> |
| | <input type="checkbox"/> Annually review and update Emergency Operations Plan and SOPs, as needed. | <i>County EOP and agency-specific SOPs</i> |
| | <input type="checkbox"/> Review flood prone areas. | |
| | <input type="checkbox"/> Familiarize staff with requirements for requesting State and Federal Disaster Assistance. | <i>Stafford Act, FEMA guidance, and Oregon EOP</i> |
| | <input type="checkbox"/> Ensure supplies, such as communications devices and sandbags, are prepared and ready for use. This includes primary and alternate communications and warning systems. | <i>ESF 2, 3 and 7 of the County EOP</i> |
| | <input type="checkbox"/> Identify and review local contractor lists to see who may provide support specific to flood response. | |
| | <input type="checkbox"/> Review, revise, and where necessary, establish mutual aid agreements with other agencies and private contractors relative to multiple agency response to floods. | |
| RESPONSE PHASE | <input type="checkbox"/> Incident Commander will provide overall guidance for the deployment of resources. | |
| | <input type="checkbox"/> Activate mutual aid agreements. | |
| | <input type="checkbox"/> Activate the County EOC and implement appropriate staffing plans. Contact appropriate private partners to assign liaisons to the EOC for coordination of specific response activities. | <i>County Basic Plan, agency and company-specific plans</i> |
| | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors. | |
| | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | <i>SOPs</i> |
| | <input type="checkbox"/> Submit request for disaster/emergency declaration, as applicable. | <i>Chapter 1 and Annex A of County EOP</i> |
| | <input type="checkbox"/> Coordinate the evacuation of the affected area, if necessary. Assign appropriate agency liaisons to the County EOC, as situation requires. | |
| | <input type="checkbox"/> Support Search and Rescue operations by coordinating resource requests outside of the jurisdiction. | |

IA 2. Flood (including Dam Failure)

| Flood and Dam Failure Incident Checklist | | |
|--|--|---|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Request American Red Cross to activate sheltering plans and open/staff shelters, if needed. | <i>American Red Cross Shelter Plans</i> |
| | <input type="checkbox"/> Establish a JIC. Formulate emergency public information messages and media responses using “one voice, one message” concepts. | |
| | <input type="checkbox"/> Record all EOC activities, completion of personnel tasks, incoming and outgoing messages. These should be documented in EOC logbooks. | <i>Existing ICS and EOC forms</i> |
| | <input type="checkbox"/> Begin damage assessments in coordination with the Public Works Department and County/local government. | |
| | <input type="checkbox"/> Assist with the coordination of Public Works activities, such as debris removal from: <ul style="list-style-type: none"> ▪ Storm Drains ▪ Bridge viaducts ▪ Main arterial routes ▪ Public right-of-ways ▪ Dams (via established liaisons at the County EOC) ▪ Other structures, as needed | |
| | <input type="checkbox"/> Contact local contractors for support, if necessary. Establish contact with private sector partners and/or dam operators (if the flood is associated with dam failure or malfunction). | <i>Existing contact lists at EOC</i> |
| | <input type="checkbox"/> Coordinate with County Sheriff’s Office and other local police to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.). | |
| | <input type="checkbox"/> Collect and chronologically file records and bills generated during the incident in order to ensure timely submittal of documents for reimbursement. | |
| RECOVERY PHASE | <input type="checkbox"/> Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards. | |
| | <input type="checkbox"/> Deactivate/demobilize the EOC. Deactivate mutual aid resources as soon as possible. | |
| | <input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. | <i>ESF 15 – Long-Term Community Recovery Annex and Agency-Specific Recovery Plans</i> |
| | <input type="checkbox"/> Implement revisions to the Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response. | |
| | <input type="checkbox"/> Offer recommendations to County government and Public Works departments for changes in planning, zoning, and | |

IA 2. Flood (including Dam Failure)

| Flood and Dam Failure Incident Checklist | | |
|--|---|--------------------------|
| Phase of Activity | Action Items | Supplemental Information |
| | building code ordinances. | |
| | <input type="checkbox"/> Participate in After Action Reports and critiques. Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov). | |

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IA 3 – Drought

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IA 3. Drought

Note: Ultimate responsibility for providing water service to the citizens lies with the local water districts. Each jurisdiction is responsible for its own water supplies and maintenance of facilities. Assistance from the County and State will be in the form of personnel and equipment as requested by the affected area.

| Drought Incident Checklist | | |
|----------------------------|--|--------------------------|
| Phase of Activity | Action Items | Supplemental Information |
| PRE-INCIDENT PHASE | <input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to drought including the Deschutes County EOP and supporting procedures and plans. | |
| | <input type="checkbox"/> Pre-designate alternative sources of drinking water in case of drought or other water shortage event. | |
| | <input type="checkbox"/> Conduct pre-incident planning related to drought and determine vulnerabilities in various drinking water systems. | |
| | - Prepare scripts to be used on local television station(s) for emergency broadcast. Include release instructions. | |
| | - Prepare radio messaging to be used by local radio stations for emergency broadcast. | |
| | <input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Deschutes County Emergency Management in coordination with ESF-6 Lead. | |
| | <input type="checkbox"/> Participate in Deschutes County drought preparedness activities, seeking understanding of interactions with participating agencies in a drought scenario. | |
| | <input type="checkbox"/> Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the County EOC. | |
| | <input type="checkbox"/> Identify local contractors and vendors that could assist during a drought and develop MOUs with those private businesses. | |
| | <input type="checkbox"/> Inform Deschutes County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.). | |
| | <input type="checkbox"/> Work with the local planning commission to ensure new construction does not increase hazards or vulnerability threat. | |
| | <input type="checkbox"/> Ensure city maps of water mains, valves, and public sewer systems are up-to-date and accessible. | |
| | <input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response. | |

| Drought Incident Checklist | | |
|----------------------------|--|--|
| Phase of Activity | Action Items | Supplemental Information |
| RESPONSE PHASE | <input type="checkbox"/> When deemed necessary, activate the Deschutes County EOP when drought and other water shortage incidents pose a threat. | |
| | <input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. Tribal and/or the County EOC may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed. | <i>ESF 5 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support. | |
| | <input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by drought. | |
| | <input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>). | <i>ICS Form 203: Organization Assignment List</i> |
| | <input type="checkbox"/> Notify supporting agencies through ESF-5 and ESF-6 Leads/Coordinators as well as the Board of County Commissioners. | <i>ESF 4 Annex of the Deschutes County EOP</i> |
| | - Identify local, regional, state, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing. | |
| | <input type="checkbox"/> Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the County. | <i>ICS Form 209: Incident Status Summary.</i> |
| | - Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes. | |
| | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| | - Dedicate time during each shift to preparing for shift change briefings. | <i>ICS Form 201: Incident Briefing</i> |
| | <input type="checkbox"/> Confirm or establish communications links among local and county EOCs, other AOCs, and the State ECC. Confirm operable phone numbers and verify functionality of alternate communications resources. | <i>ESF 2 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Ensure all required notifications have been completed. Consider other local, regional, state, and Federal agencies/entities that may be affected by the incident. Notify them of the status. | <i>Established emergency contact lists maintained at the EOC</i> |

| Drought Incident Checklist | | |
|-----------------------------------|---|--|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates. | |
| | <input type="checkbox"/> Implement local plans and procedures for drought and/or water shortage operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and standard operating procedures. | <i>Local, agency, and facility-specific Standard Operating Procedures</i> |
| | <input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area (<i>recurring</i>). | |
| | <input type="checkbox"/> Repair and restore essential services and vital systems as required. | |
| | <input type="checkbox"/> Secure assistance from private contractors/vendors as needed. | |
| | <input type="checkbox"/> Provide emergency power as needed to maintain service to the community. | |
| | <input type="checkbox"/> Initiate curtailment procedures if shortages or overload conditions appear imminent. | |
| | <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>). | <i>ESF 7 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable. | <i>Section 1 of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs. | |
| | <input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used. | <i>ICS Resource Tracking Forms</i> <i>ESF 7 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders. | |
| | <input type="checkbox"/> Establish a Joint Information Center and designate a lead PIO for the County. | <i>ESF 15 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>). | |
| | - Public information will be reviewed by the Incident Commander or designee. Information will be approved for release by the Incident Commander and lead PIO with support from tribal liaison(s) prior to dissemination to the public. | <i>ESF 15 Annex of the Deschutes County EOP</i> |

| Drought Incident Checklist | | |
|---|--|---|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks. | <i>EOC Planning Section job action guide</i> |
| | <input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the person sending/receiving them, should be documented as part of the EOC log. | |
| | <input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals the IC/EOC Manager and staff will assemble a situation report. | |
| | <input type="checkbox"/> Develop and update the IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes. | <i>ICS Form 202: Incident Objectives.</i> |
| | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>). | |
| | <input type="checkbox"/> Ensure all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer. | |
| RECOVERY/DEMOBILIZATION PHASE | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans. | |
| | <input type="checkbox"/> Once the threat the public safety is eliminated, conduct and/or coordinate recovery operations. | |
| | <input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans. | <i>ESF 14 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Make recommendations to city and county governments regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future drought or water shortage emergencies. | |
| | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan. | |
| | <input type="checkbox"/> Deactivate/demobilize EOCs, AOCs, and command posts. | |
| | <input type="checkbox"/> Correct response deficiencies reflected in the IP. | |
| | <input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response. | |
| <input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov) | | |

4

IA 4 – Wildland/Urban Interface Fire

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IA 4. Wildland/Urban Interface Fire

| Wildfire Incident Checklist | | |
|-----------------------------|---|---|
| Phase of Activity | Action Items | Supplemental Information |
| PRE-INCIDENT PHASE | <input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by Deschutes County Emergency Management and ESF-4 Lead. | <i>County NIMS Implementation and Training Plan</i> |
| | <input type="checkbox"/> Participate in Deschutes County preparedness activities, seeking understanding of interactions with participating agencies in a wildfire scenario. | |
| | <input type="checkbox"/> Ensure emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to Deschutes County EOC. | |
| | <input type="checkbox"/> Inform Deschutes County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.). | |
| RESPONSE PHASE | <input type="checkbox"/> Activate the County EOC and establish Incident Command or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, Incident Commander, all Section Chiefs, Resource Coordinator, and management support positions. | <i>Section 5 of the County EOP, agency and company-specific plans</i> |
| | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support. | |
| | <input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>). | <i>ICS Form 203-Organization Assignment List</i> |
| | <input type="checkbox"/> Notify ESF-4 supporting agencies. | <i>ESF 4 Annex to county EOP.</i> |
| | - Identify local, regional, and/or state agencies that may be able to mobilize resources and staff to the County EOC for support. | |
| | <input type="checkbox"/> Determine scope and extent of wildfire (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. | <i>ICS Form 209-Incident Status Summary</i> |
| | - Notify command staff, support agencies, adjacent jurisdictions, ESF coordinators, and/or liaisons of any situational changes. | |
| | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| | - Dedicate time during each shift to prepare for shift change briefings. | <i>ICS Form 201-Incident Briefing.</i> |
| | <input type="checkbox"/> Confirm or establish communications links among county EOC, State ECC, and other AOCs, as applicable. Confirm operable phone numbers and verify functionality of alternative communication equipment/channels. | <i>ESF 2 Annex of county EOP</i> |

IA 4. Wildland/Urban Interface Fire

| Wildfire Incident Checklist | | |
|------------------------------------|---|---|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Ensure all required notifications have been completed. Consider other local, regional, state, and Federal agencies that may be affected by the incident. Notify them of the status. | <i>Section 4.2 of the County EOP; Established emergency contact lists at the County EOC</i> |
| | <input type="checkbox"/> Deschutes Fire Defense Board Chief assumes duties as Fire Services Coordinator. In the event of multiple fire agencies responding to the incident, the Fire Services Coordinator will be integrated into the Operations Section of the County EOC. | <i>ESF 4 Annex of the County EOP</i> |
| | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases. | |
| | <ul style="list-style-type: none"> - If forest or wild land is impacted, Oregon Department of Forestry will respond and a unified command system will be established. | |
| | <ul style="list-style-type: none"> - If Federal lands are impacted, a Unified Command will be established integrating the U.S. Forest Service and/or Bureau of Land Management. | |
| | <ul style="list-style-type: none"> - If Tribal lands are impacted, a unified command incorporating the Warm Springs Indian Reservation will be established. | |
| | <input type="checkbox"/> Implement local plans and procedures for wildfire operations. Ensure copies of the following documents are available to response personnel. Implement agency-specific protocols and standard operating procedures. | <i>Agency-specific Standard Operating Procedures</i> |
| | <input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the wildfire (<i>recurring</i>). | |
| | <input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>). Evacuation activities should be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF-15 (Public Information and External Affairs) | <i>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes of the County EOP</i> |
| | <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>). | <i>ESF 7 Annex of county EOP</i> |
| | <input type="checkbox"/> Submit request for a local or county-wide disaster/emergency declaration, as applicable. | <i>Section 1.4 of county EOP</i> |
| | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby, and alerting resource suppliers with potential needs as well as current needs. | |
| | <input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include: equipment, personnel, facilities, supplies, procedures, and com- | <i>ICS Resource Tracking Forms; ESF 7 Annex of coun-</i> |

IA 4. Wildland/Urban Interface Fire

| Wildfire Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| | communications. Track resources as they are dispatched and/or used. | <i>ty EOP</i> |
| | <input type="checkbox"/> Develop plans and procedures for registration of task fire forces/strike teams as they arrive on scene and receive deployment orders. | |
| | <input type="checkbox"/> Establish a Joint Information Center. | <i>Refer to ESF 15 Annex of the County EOP</i> |
| | <input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>). | |
| | – Public information focusing on fire prevention, control, and suppression will be reviewed by the Deschutes County Fire Defense Board Chief or designee. Information will be approved for release by the IC and Lead PIO prior to dissemination to the public. | <i>Refer to ESF 15 Annex of the County EOP</i> |
| | <input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks. | <i>EOC Planning Section job action guide</i> |
| | <input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the person making/receiving them, should be documented as part of the EOC log. | |
| | <input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular periodic intervals, the EOC Manager and staff will assemble a Situation Report. | |
| | <input type="checkbox"/> Develop an Incident Action Plan (IAP) (<i>recurring</i>). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular periodic intervals and modified as the situation changes. | <i>ICS Form 202 – Incident Objectives</i> |
| | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>). | |
| | <input type="checkbox"/> Coordinate with the private sector partners as needed. | |
| RECOVERY/ DEMOBILIZATION | <input type="checkbox"/> Ensure all reports of injuries, deaths, and major equipment damage due to wildfire response are communicated to the Incident Commander and/or Safety Officer. | |
| | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans. | |
| | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| | <input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. | <i>ESF 14 Annex of the County EOP; Agency recovery plans</i> |
| | <input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan. | |

IA 4. Wildland/Urban Interface Fire

| Wildfire Incident Checklist | | |
|-----------------------------|--|--------------------------------------|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Deactivate/demobilize the County EOC. | <i>ESF 5 Annex of the County EOP</i> |
| | <input type="checkbox"/> Implement revisions to the Deschutes County Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response. | |
| | <input type="checkbox"/> Correct response deficiencies reflected in the IP. | |
| | <input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov) | |

5

IA 5 – Hazardous Materials

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IA 5. Hazardous Materials

| Hazardous Materials Incident Checklist | | |
|---|---|--|
| Phase of Activity | Action Items | Supplemental Information |
| PRE-INCIDENT PHASE | <input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Deschutes County Emergency Management and the ESF-10 Lead (including the Salem and Eugene OSFM Regional Hazardous Materials Response Teams). | |
| | <input type="checkbox"/> Participate in Deschutes County preparedness activities, seeking understanding of interactions with participating agencies in HazMat scenario. | |
| | <input type="checkbox"/> Ensure emergency contacts lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Deschutes County EOC. | |
| | <input type="checkbox"/> Inform Deschutes County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.). | |
| RESPONSE PHASE | <input type="checkbox"/> In most incidents, the local fire district will initially respond, assume initial Incident Commander responsibilities, and request activation/deployment of the Salem OSFM Regional Hazardous Materials Response Team – HazMat 13. | <i>ESF 10 Annex of the County EOP</i> |
| | <input type="checkbox"/> Determine the type, scope, and extent of the HazMat incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. | <i>ICS Form 209: Incident Status Summary</i> |
| | - Notify 9-1-1-dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation. | |
| | - Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment (PPE) requirements. | |
| | - Ensure that a health and safety plan is developed by the designated Safety Officer, including monitoring first responders in accordance with all applicable guidance. | |
| | <input type="checkbox"/> Provide support for implementation of applicable Geographic Response Plans established by the Oregon Department of Environmental Quality to guide activities throughout the duration of the incident. | <i>Northwest Area Contingency Plan</i> |
| | <input type="checkbox"/> Ensure that proper containment methods have been implemented by the first responders until HazMat response teams arrive. | |
| | <input type="checkbox"/> Establish access control to the incident site through local law enforcement agencies. | |
| <input type="checkbox"/> If the situation warrants it, request activation of the Deschutes County EOC via the Incident Commander through the County | <i>Section 5 of the Deschutes EOP</i> | |

IA 5. Hazardous Materials

| Hazardous Materials Incident Checklist | | |
|--|--|---|
| Phase of Activity | Action Items | Supplemental Information |
| | EMD. | |
| RECOVERY/DEMOBILIZATION PHASE | <input type="checkbox"/> Activate the Deschutes County EOC, coordinate response activities among AOCs and ICPs, and establish Incident Command or Unified Command as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions may be necessary. | <i>Section 5 of the County EOP</i> <i>ESF 5 Annex of the County EOP.</i> |
| | <input type="checkbox"/> If applicable, establish immediate gross decontamination capability for victims. | |
| | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support. | |
| | <input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>). | |
| | <input type="checkbox"/> Notify ESF-10 supporting agencies. | <i>ESF 10 Annex of the County EOP</i> |
| | - Identify local, regional, and/or state agencies that may be able to mobilize resources to the County EOC for support. | |
| | <input type="checkbox"/> Contact the OERS at 1-800-452-0311 for technical assistance and support in requesting the regional HazMat Team. <i>Note: The primary regional HazMat response team is located in Gresham.</i> | <i>OERS is available 24 hours a day.</i> |
| | <input type="checkbox"/> Assign liaisons to the County EOC representing government agencies, private entities (i.e., railroad companies, chemical manufacturers, etc.), and other stakeholders to the Deschutes County EOC. | |
| | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| | - Dedicate time during each shift to prepare for shift change briefings. | <i>ICS Form 201: Incident Briefing.</i> |
| <input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the Deschutes County EOC, and the State ECC. Confirm operable phone numbers and backup communication links. | <i>ESF 2 Annex to the County EOP</i> | |

IA 5. Hazardous Materials

| Hazardous Materials Incident Checklist | | |
|--|--|---|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, state, and Federal agencies that may be affected by the incident. Notify them of the status. | <i>Section 4.2 of the Deschutes County EOP Established emergency contact lists maintained at the Deschutes County EOC</i> |
| | - For incidents affecting navigable waterways, ensure that the U.S. Coast Guard has been notified. | |
| | - For incidents occurring on State highways, ensure that the Oregon Department of Transportation (ODOT) has been notified. | |
| | - Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to state parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. | |
| | - If agricultural areas and livestock are potentially exposed or impacted, notify local extension services (Oregon State University), Oregon Department of Agriculture, and the State Veterinarian. | <i>ESF 11 Annex of the County EOP</i> |
| | <input type="checkbox"/> A lead PIO will be designated. The PIO will issue information individually or through the Joint Information Center, if established, in coordination with appropriate local, regional, and state agencies. | <i>ESF 15 Annex of the County EOP</i> |
| | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by incident. | |
| | <input type="checkbox"/> Implement local plans and procedures for HazMat operations. Implement agency-specific protocols and standard operating procedures. Ensure copies of all documents are available to response personnel. | <i>ESF-10 of the Deschutes County EOP</i> |
| | - For responses requiring assistance from the Oregon Department of Environmental Quality Regional Response Team, refer to the GRP applicable to the incident site and support procedures according to the Northwest Area Contingency Plan. | <i>Deschutes County Hazardous Materials Incident Management Plan Northwest Area Contingency Plan (02/05)</i> |
| | <input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the plume (<i>recurring</i>). | <i>ESF 2 Annex of the County EOP</i> |
| | <input type="checkbox"/> Based upon the incident size, type of chemical/substance, and | |

IA 5. Hazardous Materials

| Hazardous Materials Incident Checklist | | |
|--|---|--|
| Phase of Activity | Action Items | Supplemental Information |
| | weather projections, establish a safe zone and determine a location for an on-site staging and decontamination. Re-evaluate as the situation changes. | |
| | <input type="checkbox"/> Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>). Evacuation assistance should be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), and ESF-6 (Mass Care, Housing, and Human Services). | <i>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes of the County EOP</i> |
| | <input type="checkbox"/> Establish a victim decontamination and treatment area(s). | |
| | <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>). | <i>ESF 7 Annex of county EOP</i> |
| | <input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable. | <i>Section 1.4 of the County EOP</i> |
| | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs. | |
| | <input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used. | <i>ICS Resource Tracking Forms</i> <i>ESF 7 Annex of the County EOP</i> |
| | <input type="checkbox"/> Develop plans and procedures for registering regional HAZMAT teams as they arrive on the scene and receive deployment orders. | |
| | <input type="checkbox"/> Establish the Joint Information Center, as needed. | <i>ESF 15 Annex of the County EOP</i> |
| | <input type="checkbox"/> Formulate emergency public information messages and media responses using “one message, many voices” concepts (<i>recurring</i>). | <i>ESF 15 Annex of the County EOP</i> |
| | - Public information will be reviewed and approved for release by the Incident Commander and the lead PIO before dissemination to the public and/or media partners. | |
| | <input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks. | <i>EOC Planning Section job action guide</i> |
| | <input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the person sending or receiving them, should be documented as part of the EOC log. | |

IA 5. Hazardous Materials

| Hazardous Materials Incident Checklist | | |
|--|--|--|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals the IC/EOC Manager and staff will assemble a Situation Report. | |
| | <input type="checkbox"/> Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes. | <i>ICS Form 202: Incident Objectives</i> |
| | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>). | |
| | <input type="checkbox"/> Coordinate with private sector partners as needed. | |
| | <input type="checkbox"/> Ensure all reports of injuries, deaths, and major equipment damage due to HazMat incidents are communicated to the Incident Commander and/or Safety Officer. | |
| | <input type="checkbox"/> As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the Deschutes County EOC, the responsible party (if known), and the Oregon DEQ. | |
| RECOVERY/DEMobilIZATION PHASE | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans. | <i>ESF-14 Annex of the County EOP</i> |
| | <input type="checkbox"/> Consider long-term environmental decontamination and remediation needs and coordinate tasks with the appropriate state agencies and/or private sector partners. | |
| | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan. | |
| | <input type="checkbox"/> Deactivate/demobilize the Deschutes County EOC. | |
| | <input type="checkbox"/> Correct response deficiencies reflected in the IP. | |
| | <input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov) | |

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IA 6 – Earthquake/Seismic Activity

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IA 6. Earthquake/Seismic Activity

NOTE: This annex also includes landslides as a secondary hazard.

| Earthquake/Seismic Activity Incident Checklist | | |
|--|---|--------------------------|
| Phase of Activity | Action Items | Supplemental Information |
| PRE-INCIDENT PHASE | <input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to earthquakes and other seismic activity including the Deschutes County EOP and supporting procedures and plans. | |
| | <input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to earthquakes. | |
| | <input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to earthquakes. This information will supplement ESF-1 and ESF-6. | |
| | - Prepare map(s) and script to be used on local television station(s) for emergency broadcast. Include release instructions. | |
| | - Prepare radio messaging to be used by local radio stations for emergency broadcast. | |
| | <input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Deschutes County Emergency Management in coordination with ESF-1 and ESF-6 Leads. | |
| | <input type="checkbox"/> Participate in Deschutes County earthquake preparedness activities, seeking understanding of interactions with participating agencies in an earthquake scenario. | |
| | <input type="checkbox"/> Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the County and City EOCs. | |
| | <input type="checkbox"/> Ensure earthquake response equipment and personnel inventories for Deschutes County are updated. Test and maintain response and communications equipment. Keep a stock of necessary response supplies. | |
| | <input type="checkbox"/> Inform Deschutes County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.). | |
| | <input type="checkbox"/> Work with county planning department and local planning commissions for establishment of appropriate infrastructure protection measures in landslide-prone areas. | |
| | - Implement seismic inspection procedures on a regular basis and incorporate improvements to structures while also updating appropriate mitigation plans. | |
| | <input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response. | |

IA 6. Earthquake/Seismic Activity

| Earthquake/Seismic Activity Incident Checklist | | |
|--|--|--|
| Phase of Activity | Action Items | Supplemental Information |
| RESPONSE PHASE | <input type="checkbox"/> Activate the Deschutes County EOP when earthquake and/or seismic incidents pose threats. | |
| | <input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. City and/or the County EOC may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed. | <i>ESF 5 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support. | |
| | <input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by earthquake, also being cognizant of aftershocks. | |
| | <input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>). | <i>ICS Form 203: Organization Assignment List</i> |
| | <input type="checkbox"/> Notify supporting agencies through ESF-1, ESF-5, and ESF-6 Leads/Coordinators as well as the County Court. | <i>ESF 4 Annex of the Deschutes County EOP</i> |
| | - Identify local, regional, state, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing. | |
| | <input type="checkbox"/> Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the County. | <i>ICS Form 209: Incident Status Summary.</i> |
| | - Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes. | |
| | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| | - Dedicate time during each shift to preparing for shift change briefings. | <i>ICS Form 201: Incident Briefing</i> |
| | <input type="checkbox"/> Confirm or establish communications links among local and county EOCs, other AOCs, and the state ECC. Confirm operable phone numbers and verify functionality of alternate communications resources. | <i>ESF 2 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Ensure all required notifications have been completed. Consider other local, regional, tribal, state, and Federal agencies/entities that may be affected by the incident. Notify them of the status. | <i>Established emergency contact lists maintained at the EOC</i> |

IA 6. Earthquake/Seismic Activity

| Earthquake/Seismic Activity Incident Checklist | | |
|--|---|--|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates. | |
| | <input type="checkbox"/> Implement local plans and procedures for earthquake operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and standard operating procedures. | <i>Local, agency, and facility-specific Standard Operating Procedures</i> |
| | <input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area (<i>recurring</i>). | |
| | <input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>). Evacuation activities will be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF-15 (Public Information and External Affairs) | <i>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>). | <i>ESF 7 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable. | <i>Section 1 of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs. | |
| | <input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used. | <i>ICS Resource Tracking Forms</i> <i>ESF 7 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders. | |
| | <input type="checkbox"/> Establish a Joint Information Center and designate a lead PIO for the County. | <i>ESF 15 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>). | |
| | - Public information will be reviewed by the Incident Commander or designee. Information will be approved for release by the Incident Commander and lead PIO prior to dissemination to the public. | <i>ESF 15 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks. | <i>EOC Planning Section job action guide</i> |

IA 6. Earthquake/Seismic Activity

| Earthquake/Seismic Activity Incident Checklist | | |
|---|---|---|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the person sending/receiving them, should be documented as part of the EOC log. | |
| | <input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals the IC/EOC Manager and staff will assemble a situation report. | |
| | <input type="checkbox"/> Develop and update the Incident Action Plan (IAP) (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes. | <i>ICS Form 202: Incident Objectives.</i> |
| | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>). | |
| | <input type="checkbox"/> Coordinate with private sector partners as needed. | |
| | <input type="checkbox"/> Ensure all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer. | |
| RECOVERY/DEMOBILIZATION PHASE | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans. | |
| | <input type="checkbox"/> Once the threat the public safety is eliminated, conduct and/or coordinate cleanup and recovery operations. | |
| | <input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans. | <i>ESF 14 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan. | |
| | <input type="checkbox"/> Deactivate/demobilize EOCs, AOCs, and command posts. | |
| | <input type="checkbox"/> Correct response deficiencies reflected in the IP. | |
| | <input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response. | |
| <input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov) | | |

7

IA 7 – Volcano/Volcano Activity

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IA 7. Volcano/Volcanic Activity

| Volcano/Volcanic Activity Incident Checklist | | |
|--|--|--|
| Phase of Activity | Action Items | Supplemental Information |
| PRE-INCIDENT PHASE | <input type="checkbox"/> Arrange for personnel to participate in necessary training and develop exercises relative to volcanic events. | <i>County NIMS Implementation and Training Plan</i> |
| | <input type="checkbox"/> Provide information and training on volcano-hazard response to emergency workers and the public. <ul style="list-style-type: none"> - Implement a public outreach program on volcano hazards. - Review public education and awareness requirements. | <i>Mt. Hood Coordination Plan; ESF 15 of the County EOP</i> |
| | <input type="checkbox"/> Participate in Deschutes County preparedness activities, seeking understanding of interactions with participating agencies in a volcano scenario. | |
| | <input type="checkbox"/> Ensure contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to Deschutes County EOC. | |
| | <input type="checkbox"/> Familiarize staff with requirements for requesting State and Federal Disaster Assistance. | <i>Stafford Act, FEMA guidance, and Oregon Emergency Management Plan (EMP)</i> |
| | <input type="checkbox"/> Inform Deschutes County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.). | |
| RESPONSE PHASE | <input type="checkbox"/> Activate the County EOC and establish Incident Command or Unified Command, as appropriate. Contact appropriate private partners to assign liaisons to the EOC for coordination of specific response activities. Staffing levels vary with the complexity and needs of the response. At a minimum, Incident Commander, all Section Chiefs, Resource Coordinator, and management support positions. | <i>Section 5 of the County EOP, agency and company-specific plans</i> |
| | <input type="checkbox"/> Activate and implement the County EOP. | |
| | <input type="checkbox"/> Convene the Mount Hood Facilitating Committee. | <i>Mt. Hood Coordination Plan</i> |
| | <input type="checkbox"/> Activate the Mount Hood Coordination Plan. | <i>Mt. Hood Coordination Plan</i> |
| | <input type="checkbox"/> Notify supporting agencies. <ul style="list-style-type: none"> - Identify local, regional, or state agencies that may be able to mobilize resources and staff to the County EOC for support | |
| | <input type="checkbox"/> Provide local warnings and information and activate appropriate warning/alert systems. | <i>ESF 2 Annex of the County EOP</i> |
| | <input type="checkbox"/> Support a Regional Coordination Center, if necessary. | |
| <input type="checkbox"/> Establish a Joint Information Center. <ul style="list-style-type: none"> - Provide a Public Information Officer for the Joint Information Center. - Formulate emergency public information messages and | <i>ESF 15 Annex of the County EOP</i> | |

IA 7. Volcano/Volcanic Activity

| Volcano/Volcanic Activity Incident Checklist | | |
|--|---|---|
| Phase of Activity | Action Items | Supplemental Information |
| | media responses utilizing “one message, many voices” concepts (<i>recurring</i>). | |
| | <input type="checkbox"/> Assist the USGS in establishing a temporary Volcano Observatory. | <i>Mt. Hood Coordination Plan</i> |
| | <input type="checkbox"/> Install additional monitoring instruments to collect and analyze visual, seismic, lahar-detection, deformation, and gas-emission data. | <i>Mt. Hood Coordination Plan</i> |
| | <input type="checkbox"/> Initiate and coordinate local emergency declarations or requests for assistance from mutual aid partners, State, or Federal resources. If applicable, submit request for local disaster/emergency declaration following established county procedures. | <i>Section 1.4 of county EOP</i> |
| | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support. | |
| | <input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>). | <i>ICS Form 203-Organization Assignment List</i> |
| | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | <i>ICS Form 209-Incident Status Summary</i> |
| | - Dedicate time during each shift to prepare for shift change briefings. | |
| | <input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the County EOC, and State ECC - confirm operable phone numbers and backup communication links. | |
| | <input type="checkbox"/> Ensure all required notifications have been completed. Consider other local, regional, state, and Federal agencies that may be affected by the incident. Notify them of the status. | <i>ICS Form 201-Incident Briefing</i> |
| | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases. | <i>Established emergency contact lists maintained at the County EOC</i> |
| | <input type="checkbox"/> Obtain current and forecasted weather to project potential spread of ash, fires, and/or gases (<i>recurring</i>). | |
| | <input type="checkbox"/> Determine need to conduct evacuations and sheltering activities (<i>recurring</i>). Request that American Red Cross activate and implement local sheltering plans. | <i>ESF 6 Annex of the County EOP and American Red Cross Shelter Plans</i> |

IA 7. Volcano/Volcanic Activity

| Volcano/Volcanic Activity Incident Checklist | | |
|--|---|---|
| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Coordinate evacuation of affected areas, if necessary. Assign appropriate ESF liaisons to the County EOC, as situation requires. The following ESFs may provide lead roles during various phases of evacuation: <ul style="list-style-type: none"> - ESF 1 - Transportation - ESF 2 - Emergency Communications and Warning - ESF 13 - Public Safety and Security - ESF 15 - Emergency Public Information | <i>ESF 1, 2, 13, and 15 Annexes of the County EOP</i> |
| | <input type="checkbox"/> Determine the need for additional resources and request as necessary through the County EOC (<i>recurring</i>). | <i>ESF 7 Annex of the County EOP</i> |
| | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers with potential needs as well as current needs. | |
| | <input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include: equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used. | <i>ESF 7 Annex of the County EOP</i> |
| | <input type="checkbox"/> Develop plans and procedures for registration of task forces/strike teams as they arrive on scene and receive deployment orders. | |
| | <input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in log-books. | <i>ICS Resource Tracking forms and EOC forms</i> |
| | <input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages and the person making/receiving them should be documented as part of the EOC log. | <i>Existing EOC forms/templates</i> |
| | <input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular periodic intervals, the EOC Manager and staff will assemble a situation report. | <i>EOC Planning Section job action guide</i> |
| | <input type="checkbox"/> Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular periodic intervals and modified as the situation changes. | |
| | <input type="checkbox"/> Implement elements of the IAP (<i>recurring</i>). | |
| | <input type="checkbox"/> Coordinate with private sector partners as needed. | <i>ICS Form 202 – Incident Objectives</i> |
| | <input type="checkbox"/> Ensure all reports of injuries, deaths, and major equipment damage due to volcano/earthquake response are communicated to the Incident Commander and/or Safety Officer. | |

IA 7. Volcano/Volcanic Activity

| Volcano/Volcanic Activity Incident Checklist | | |
|--|---|--|
| Phase of Activity | Action Items | Supplemental Information |
| RECOVERY/DEMOBILIZATION PHASE | <input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. Deactivate/demobilize the County EOC. | <i>ESF 14 Annex of the County EOP and agency-specific recovery</i> |
| | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| | <input type="checkbox"/> Monitor secondary hazards associated with volcano eruption and/or significant activity (landslides, fires, contamination, damage to infrastructure, impacts to utility lines/facilities, air quality issues) and maintain on-call personnel to support potential response to these types of hazards. | |
| | <input type="checkbox"/> Assess volcanic risks and include information/findings as part of a comprehensive Hazard Identification and Vulnerability Analysis (HIVA) for the County. | <i>Mt. Hood Coordination Plan; Existing HIVA</i> |
| | <input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan (AAR/IP). | |
| | <input type="checkbox"/> Correct response deficiencies reflected in the IP. | |
| | <input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov) | |

8

IA 8 – Terrorism

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IA 8. Terrorism

Background Information

This annex can be applied to incidents involving Weapons of Mass Destruction and Chemical, Biological, Radiological, Nuclear, and Explosive materials.

Law enforcement agencies will normally take the lead role in incident management. Each City’s police department has the lead role in terrorism crisis management within its jurisdiction, and the Deschutes County Sheriff’s Office has the lead role elsewhere in the County. The lead agencies for the state and Federal government are Oregon State Police and the Federal Bureau of Investigations.

The laws of the United States assign primary authority to state and local governments to respond to the consequences of terrorism; the Federal government provides assistance at required. The County EOC typically will be activated and have the lead role in terrorism consequence management for most types of terrorist incidents, but the Deschutes County Public Health Department will be assigned the lead local role in terrorism consequence management for incidents involving biological agents. Oregon Office of Emergency Management and Federal Emergency Management Agency are the state and Federal consequence management leads.

Definitions for crisis management and consequence management can be found in Appendix C of this EOP.

| Terrorism Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| PRE-INCIDENT PHASE | <input type="checkbox"/> Continue to maintain and revise, as needed, the appropriate emergency response plans relating to Terrorism response, including the Deschutes County EOP and annexes. | |
| | <input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Deschutes County Emergency Management and the ESF-8 and ESF-10 Leads. | |
| | <input type="checkbox"/> Participate in Deschutes County, regional, state, and Federal terrorism preparedness activities, seeking understanding of interactions with participating agencies in a terrorism scenario. | |
| | <input type="checkbox"/> Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Deschutes County EOC. Include appropriate regional, state, and Federal emergency contacts for terrorism response. | <i>Existing emergency contact lists for Deschutes County and response partners</i> |
| | <input type="checkbox"/> Ensure terrorism response equipment and personnel inventories for Deschutes County, and the regional teams are updated. This includes response to chemical, biological, radiological, nuclear, and explosive agents. Test and maintain response and communications equipment. Keep a stock of necessary supplies. | |

IA 8. Terrorism

| Terrorism Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Inform Deschutes County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.). <input type="checkbox"/> Provide public safety information and educational programs for terrorism emergency preparedness and response. | |
| SURVEILLANCE PHASE (BIO ONLY) | <ul style="list-style-type: none"> <input type="checkbox"/> Activate Incident/Unified Command upon recommendation from Deschutes County Public Health Department. Unified Command may consist of county, regional, state, and Federal crisis management and consequence management agencies. | |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Mobilize appropriate emergency personnel and first responders. When deemed necessary, send fire, HazMat, law enforcement, public health and others to the site. Determine responder activities and establish non-contaminated areas prior to mobilizing resources. | |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Evaluate the safety of emergency personnel. Initiate development of site and agent-specific health and safety plan. | |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Assess the situation/confirm the WMD/CBRNE incident. Gather all available data regarding the status of the incident. Record the information using established forms, log sheets, and templates. Use of standard ICS forms may be necessary. | <i>ICS Form 209: Incident Status Summary</i> |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Activate public notification procedures. Contact agency and partner emergency personnel to ensure they are aware of the incident status and are available and staffed to respond. | |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Control the scene. Alert the public and consider shelter-in-place needs, relocation of people/animals, and special needs. This task should be coordinated with law enforcement. | |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Conduct hazard assessment. In the case of a possible intentional release, begin addressing information needs for criminal investigation. For example, what is the ultimate purpose of the biological release? What is the target? Do further hazards and secondary threats exist? What is the source of release? | |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Draft an IAP. Outline response goals and timelines and prepare for longer term (1-7 day) logistics, staffing, and operations. | |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Maintain communication between field response crews, local/county EOCs, REOC, and state ECC, as applicable. Communication should be ongoing throughout the duration of the response and include incident status reports, resource requests, and projected staffing and equipment needs. | |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Gather additional information. Include photographs and video recording. <input type="checkbox"/> Determine if the threat level for that area should be elevated and inform appropriate agencies. | |

| Terrorism Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Determine if any advisories should be issued to the public. | |
| RESPONSE PHASE | <input type="checkbox"/> If an explosive device is found, clear the immediate area and notify appropriate first responders. Be cognizant of any secondary devices that may be on site. | |
| | - Be cognizant of any secondary devices that may be on site. | |
| | - Be cognizant that CBRNE agents may be present. | |
| | <input type="checkbox"/> Investigate the crime scene and collect vital evidence. | |
| | <input type="checkbox"/> Activate the Deschutes County EOP. | <i>Deschutes County EOP</i> |
| | <input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. During Terrorism incidents, local and/or county EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed. | |
| | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support. | |
| | <input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>). | <i>ICS Form 203: Organization Assignment List</i> |
| | - Establish an ICP near the incident location. The ICP should be uphill and upwind of the incident location. | |
| | <input type="checkbox"/> Notify ESF-10 and/or ESF-8 supporting agencies (dependent on the type of incident) and the County Court. | <i>ESF 10 and 8 Annex to the Deschutes County EOP</i> |
| | - Identify local, regional, and/or state agencies that may be able to mobilize resources to the EOC for support. | |
| | <input type="checkbox"/> Determine the type, scope, and extent of the Terrorism incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Also verify the status of critical infrastructure. | <i>ICS Form 209: Incident Status Summary</i> |
| | - Notify the regional HazMat team, public health agencies, support agencies, dispatch centers/PSAP, adjacent jurisdictions, Federal agencies (including FBI), and ESF leads/coordinators of any situational changes. | |
| - Verify that the hazard perimeter and hazard zone security have been established. | | |
| - Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance. | | |

| Terrorism Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| | - Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements. | |
| | <input type="checkbox"/> Determine if the threat level for that area should be elevated and inform appropriate agencies. | |
| | <input type="checkbox"/> Disseminate appropriate warnings to the public. | <i>ESF 2 Annex to the Deschutes County EOP</i> |
| | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| | - Dedicate time during each shift to preparing for shift change briefings. | <i>ICS Form 201: Incident Briefing</i> |
| | <input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the County EOC, and state ECC. Confirm operable phone numbers and backup communication links. | <i>ESF 2 Annex to the Deschutes County EOP</i> |
| | <input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, state, and Federal agencies that may be affected by the incident. Notify them of the status. | <i>“Notification and Activation” section of the Deschutes County EOP</i> <i>Established emergency contact lists maintained at the EOC</i> |
| | - Notification to the Oregon State Police and the FBI is required for all terrorism incidents. | |
| | - If an incident occurs on state highways, ensure that the Oregon Department of Transportation has been notified. | |
| | - Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to state parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. | |
| | - If agricultural areas and livestock are potentially exposed, contact local Extension Services (Oregon State University), Deschutes County Public Health Department, Oregon Department of Agriculture, and the State Veterinarian, as applicable to situation. | <i>ESF 11 Annex to the Deschutes County EOP</i> |
| | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident. | |

IA 8. Terrorism

| Terrorism Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Implement local plans and procedures for Terrorism operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and standard operating procedures. | <i>Deschutes County Terrorism Response Plan</i> |
| | <input type="checkbox"/> Obtain current and forecasted weather to project potential HazMat vapor plumes (<i>recurring</i>). - <i>Note: Vapor plume modeling support may be obtained through regional HazMat teams, state, and/or Federal environmental protection agencies.</i> | <i>ESF 2 Annex to the Deschutes County EOP</i> |
| | <input type="checkbox"/> Determine the need to implement evacuations and sheltering activities (<i>recurring</i>). Evacuation assistance should be provided through interactions with ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF-15 (Public Information and External Affairs). A determination of the use of shelter-in-place for surrounding residences and public facilities should be made. - <i>Note: Refer to the U.S. Department of Transportation Emergency Response Guidebook for determining the appropriate evacuation distance from the source.</i> | <i>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes to the Deschutes County EOP</i> |
| | <input type="checkbox"/> Determine the need for and activate emergency medical services (<i>recurring</i>). Medical services should be coordinated through ESF-8 (Public Health and Medical Services) | <i>ESF 8 Annex to the Deschutes County EOP</i> |
| | <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>). | <i>ESF 7 Annex to the Deschutes County EOP</i> |
| | <input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable. | <i>Section 1 of the Deschutes county EOP</i> |
| | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs. | |
| | <input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used. | <i>ICS Resource Tracking Forms</i> |
| | <input type="checkbox"/> Develop plans and procedures for registering regional HAZMAT or health and medical teams as they arrive on the scene and receive deployment orders. | |
| | <input type="checkbox"/> Establish a Joint Information Center. | <i>ESF 15 Annex to the Deschutes County EOP</i> |

| Terrorism Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>). | |
| | - Public information will be reviewed and approved for release by the Incident Commander and lead Public Information Officer before dissemination to the public and/or media partners. | <i>ESF 15 of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks. | <i>EOC Planning Section job action guide</i> |
| | <input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the person sending or receiving them, should be documented as part of the EOC log. | |
| | <input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the EOC Manager and staff will assemble a situation report. | |
| | <input type="checkbox"/> Develop an Incident Action Plan (IAP) (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes. | <i>ICS Form 202: Incident Objectives</i> |
| | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>). | |
| | <input type="checkbox"/> Coordinate with private sector partners as needed. | |
| | <input type="checkbox"/> Ensure all reports of injuries, deaths, and major equipment damage due to the terrorist incident are communicated to the Incident Commander and/or Safety Officer. | |
| RECOVERY/DEMobilIZATION PHASE | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans. | <i>ESF 14 Annex to the Deschutes County EOP</i> |
| | <input type="checkbox"/> As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among Deschutes County, the responsible party (if known), and the Oregon Department of Environmental Quality. Support from the EPA may be necessary. | |
| | <input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans. | |
| | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| | <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan. | |
| | <input type="checkbox"/> Deactivate/demobilize the EOC. | |
| | <input type="checkbox"/> Correct response deficiencies reflected in the IP. | |

| Terrorism Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response. | |
| | <input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov) | |

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IA 9 – Public Health-Related Incident

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IA 9. Public health-Related Incident

| Public Health-Related Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| PRE-INCIDENT PHASE | <input type="checkbox"/> Have personnel participate in training and exercises, as determined by Deschutes County Emergency Management and/or the Deschutes County Health Department. | |
| | <input type="checkbox"/> Participate in Deschutes County preparedness activities, seeking understanding of interactions with participating agencies in a public health emergency scenario. | |
| | <input type="checkbox"/> Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support. | |
| | <input type="checkbox"/> Engage the other county public health departments, Oregon Department of Human Services, Centers for Disease Control and Prevention and FEMA in public health planning and preparedness activities to ensure lines of communication and roles/responsibilities are clear across the participating entities. | |
| | <input type="checkbox"/> Inform Deschutes County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.). | |
| | <input type="checkbox"/> Monitor and report the presence of contagious infections within the County. | |
| | <input type="checkbox"/> Evaluate the ability of existing health care facilities to handle public health emergencies. | |
| | <input type="checkbox"/> Maintain medical supplies and equipment. | <i>Hospital Standard Operating Procedures</i> |
| | <input type="checkbox"/> Coordinate with the Deschutes County Sanitarian to ensure drinking water quality. | <i>Water District Standard Operating Procedures</i> |
| | <input type="checkbox"/> Coordinate with the Deschutes County Sanitarian to provide safe wastewater and sewage disposal. | <i>Water District Standard Operating Procedures</i> |
| RESPONSE PHASE | <input type="checkbox"/> Deschutes County Health Department will initially respond, assume initial Incident Commander responsibilities, and determine the level of EOC activation necessary to manage the public health threat. | <i>ESF 5 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Determine the type, scope, and extent of the public health incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. | <i>ICS Form 209: Incident Status Summary</i> |
| | - Notify 9-1-1 dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation. | |
| | - Assess the type, severity, and size of incident. If possible, characterize the public health threat and determine appropriate personal protection equipment (PPE) requirements. | |
| | - Ensure that a health and safety plan is developed by | |

IA 9. Public health-Related Incident

| Public Health-Related Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| | the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance. | |
| | <input type="checkbox"/> Ensure that area hospitals have been notified. | <i>ESF 8 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Once the public health threat has been characterized, determine the appropriate methods needed to minimize the spread of disease through collaboration with other county public health departments and OSPHD. | <i>ESF 8 Annex of the Deschutes County EOP</i> |
| | - If the pathogen or agent requires laboratory analysis, Deschutes County Public Health may request analytical assistance from the Oregon State Public Health Laboratory. | |
| | - If animal health and vector control is required, these services are to be requested through Deschutes County Emergency Management or from Deschutes County Extension (Oregon State University). | |
| | - Coordinate sanitation activities and potable water supply provisions. | |
| | - Determine the need for emergency disease control stations and, if deemed necessary, implement such stations. | |
| | <input type="checkbox"/> If quarantine is in place, establish access control to the area through local law enforcement agencies. | |
| | <input type="checkbox"/> Collect and report vital statistics. | |
| | <input type="checkbox"/> Plan for transportation of mass casualties to suitable care facilities and mass fatalities to suitable emergency morgue facilities. | <i>Deschutes County Mass Fatalities Incident Plan</i> |
| | - Implement the collection, identification, storage, and disposition of deceased victims in a mass fatality situation. | |
| | <input type="checkbox"/> If necessary, conduct a damage assessment for public health facilities and systems. | |
| | <input type="checkbox"/> Hospitals conduct an inventory of its HPP cache. If more health resources are needed, requests for these supplies should be made through the Deschutes County EOC. | <i>ESF 7 & 8 of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Activate the Deschutes County EOC, coordinate response activities among AOCs and ICP, and establish Incident Command or Unified Command as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions may be necessary. | <i>ESF 5 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Estimate emergency staffing levels and request personnel | |

IA 9. Public health-Related Incident

| Public Health-Related Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| | support. | |
| | <input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>). | |
| | <input type="checkbox"/> Notify all other ESF-8 supporting agencies of the Deschutes County response, requesting additional support as necessary. | <i>ESF 8 Annex of the Deschutes County EOP</i> |
| | - Identify local, regional, state, and Federal agencies that may be able to mobilize resources to the County EOC for support. | |
| | <input type="checkbox"/> Assign a liaison to other County EOCs to facilitate resource requests. | |
| | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. | |
| | - Dedicate time during each shift to prepare for shift change briefings. | <i>ICS Form 201: Incident Briefing</i> |
| | <input type="checkbox"/> Confirm or establish communications links among primary and support agencies, other County EOCs, and state ECC. Confirm operable phone numbers and backup communication links. | <i>ESF 2 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> The Deschutes County Emergency Management Director, in collaboration with the Deschutes County Public Health Department, designates a County PIO representative. The PIO will issue public health information individually or through the Joint Information Center, if established, in coordination with appropriate local, regional, and state agencies. | <i>ESF 8 & 15 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident. | |
| | <input type="checkbox"/> Implement local plans and procedures for public health emergencies. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and standard operating procedures (Standard Operating Procedures). | <i>ESF 8 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>). Evacuation assistance should be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF-15 (Public Information and External Affairs) | <i>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Establish treatment area(s). | |
| | <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>). | <i>ESF 7 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Submit a request for emergency/disaster declaration, as | |

IA 9. Public health-Related Incident

| Public Health-Related Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| | applicable. | |
| | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs. | |
| | <input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used. | <i>ICS Resource Tracking Forms</i> <i>ESF 7 Annex of the Deschutes County EOP</i> |
| | <input type="checkbox"/> Establish a Joint Information Center, as needed. | |
| | <input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>). | <i>ESF 15 Annex of the Deschutes County EOP</i> |
| | - Public information will be reviewed and approved for release by the Incident Commander and the Public Information Officer prior to dissemination to the public and/or media partners. | |
| | - Develop and disseminate public information programs regarding personal health and hygiene. | |
| | <input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible and significant actions taken should be documented in logbooks. | |
| | <input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the person sending or receiving them, should be documented as part of the EOC log. | |
| | <input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals the EOC Manager and staff will assemble a situation report. | |
| | <input type="checkbox"/> Develop an Incident Action Plan (IAP) (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes. | <i>ICS Form 202: Incident Objectives</i> |
| | <input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>). | |
| | <input type="checkbox"/> Coordinate with private sector partners as needed. | |
| | <input type="checkbox"/> Ensure all reports of injuries and deaths due to a public health emergency are communicated to the Deschutes County EOC for transmittal to the WSPHD as soon as it is available. | <i>ESF 8 Annex of the Deschutes County EOP</i> |

IA 9. Public health-Related Incident

| Public Health-Related Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| | <ul style="list-style-type: none"> <input type="checkbox"/> For handling of fatalities, coordination between the Deschutes County Health Department and Deschutes County EOC is needed for medical examiner services. | <p><i>ESF 8 Annex of the Deschutes County EOP</i></p> <p><i>Deschutes County Mass Fatalities Incident Plan</i></p> |
| RECOVERY/DEMOBILIZATION PHASE | <ul style="list-style-type: none"> <input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans. | |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan. | |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Deactivate/demobilize the County EOC. | |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Correct response deficiencies reflected in the IP. | |
| | <ul style="list-style-type: none"> <input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov) | |

IA 9. Public health-Related Incident

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IA 10 – Animal and Agriculture-Related Incident

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IA 10. Animal and Agriculture-Related Incident

| Animal and Agriculture-Related Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| PRE-INCIDENT PHASE | <input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by Deschutes County Emergency Management and ESF 8 and 11 Leads. | <i>County NIMS Implementation and Training Plan</i> |
| | <input type="checkbox"/> Participate in Deschutes County preparedness activities, seeking understanding of interactions with participating agencies in an animal disease or agriculture-related emergency. | |
| | <input type="checkbox"/> Ensure contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to Deschutes County EOC. Contact lists should include the following agencies (notification procedures will depend on the nature of the incident): <ul style="list-style-type: none"> - Oregon Dept of Fish and Wildlife - Oregon Department of Agriculture - Deschutes County Extension Service - Farm Service Agency - Deschutes County Health Department - Oregon State Public Health Division - Local and State Veterinarians | <i>ESF 11 Annex to the County EOP</i> |
| | <input type="checkbox"/> Inform Deschutes County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.). | |
| RESPONSE PHASE | <input type="checkbox"/> Following positive laboratory results for an animal disease stemming from a significant animal/agriculture-related outbreak or contamination concern, activate the County EOC and establish Incident Command or Unified Command, as appropriate. Identify the lead animal/agriculture agency. Staffing levels will vary with the complexity and needs of the response. At a minimum, Incident Commander, all Section Chiefs, Resource Coordinator, and management support positions. | <i>ESF 5 and 11 Annexes of the County EOP</i> |
| | <input type="checkbox"/> Establish a site Health and Safety Plan and identify appropriate personal protective equipment to be implemented among response and support staff throughout the duration of the emergency. The Safety Officer will develop this plan, make changes to procedures/practices as deemed necessary by the situation, and provide regular scheduled safety briefings to the command staff. | |
| | <input type="checkbox"/> If incident response exceeds local capabilities and/or resources, submit a request for emergency/disaster declaration according to established county procedures. | <i>Section 1.4 of the County EOP</i> |

IA 10. Animal and Agriculture-Related Incident

| Animal and Agriculture-Related Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Contact the County Sheriff if the Oregon Department of Agriculture requires enforcement of a quarantine area. The Emergency Management Director or designee will contact the County Court with information on required measures and resources. Local police departments and Oregon State Police may be called upon to provide additional resources. | <i>ESF 13 Annex of the EOP</i> |
| | <input type="checkbox"/> Impose animal movement restrictions by emergency order, if necessary (enforcement activities supported by law enforcement agencies). | <i>ESF 13 Annex of the EOP</i> |
| | <input type="checkbox"/> Estimate emergency staffing levels and request personnel support. | |
| | <input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>). | <i>ICS Form 203-Organization Assignment List</i> |
| | <input type="checkbox"/> Notify appropriate ESF-11 and ESF-8 supporting agencies. Support agencies may include, but are not limited to: <ul style="list-style-type: none"> - US Department of Agriculture <ul style="list-style-type: none"> • Animal Plant Health Inspection Service • Foreign Animal Disease Diagnostic Lab • Food Safety Inspection Service - Oregon Department of Agriculture <ul style="list-style-type: none"> • State Veterinarian's Office • Regional Veterinary Emergency Response Teams - Private Veterinarians - Oregon Department of Fish & Wildlife - Oregon Department of Environmental Quality - Deschutes County Health Department - Deschutes County Extension Service - Farm Service Agency - Oregon State University , College of Veterinary Medicine - Deschutes County Farm Bureau - Local volunteer organizations (SPCA, Humane Society) | <i>ESF 8 and 11 Annexes to County EOP</i> |
| | - Identify local, regional, or state agencies that may be able to mobilize resources and staff to the County EOC for supporting response operations. | |
| | <input type="checkbox"/> With support from the local health department, State Veterinarian, and Area Veterinarian In-Charge, determine the scope and extent of outbreak/disease (<i>recurring</i>). Verify reports and obtain estimates of the areas/livestock operations in the County that may be affected. | <i>ICS Form 209-Incident Status Summary</i> |
| | - Notify command staff, support agencies, adjacent jurisdictions, ESF coordinators, and/or liaisons of any situational changes. | |
| | <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of | |

IA 10. Animal and Agriculture-Related Incident

| Animal and Agriculture-Related Incident Checklist | | |
|---|--|---|
| Phase of Activity | Action Items | Supplemental Information |
| | replacements during shift changes. | |
| | <ul style="list-style-type: none"> - Dedicate time during each shift to prepare for shift change briefings. | <i>ICS Form 201-Incident Briefing.</i> |
| | <input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the County EOC, AOCs, and State ECC <ul style="list-style-type: none"> - confirm operable phone numbers and backup communication links. - <i>Note: Depending on the type and size of the incident, an Area Command Center may be instituted at the Oregon Department of Agriculture.</i> | <i>ESF 2 Annex of county EOP</i> |
| | <input type="checkbox"/> Ensure all required notifications have been completed. Consider other local, regional, state, and Federal agencies that may be affected by the incident. Notify appropriate industry groups and animal/plant agriculture businesses. Provide status of incident and conditions of actual or perceived disease threat. | <i>Section 4.2 of the County EOP; Established emergency contact lists at the County EOC</i> |
| | <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases. | |
| | <input type="checkbox"/> Implement local plans and procedures for responding to animal/agriculture-related emergencies. Ensure copies of the following documents are available to response personnel. Implement agency-specific protocols and standard operating procedures (Standard Operating Procedures). <ul style="list-style-type: none"> - <i>Oregon Animal Disease Emergency Management Plan (2004)</i> - <i>Applicable animal disease-specific protocols, including Public Health plans focusing on potentially contagious diseases</i> | <i>Agency-specific Standard Operating Procedures and ESF 11 Annex to the County EOP</i> |
| | <input type="checkbox"/> Determine need to conduct human and/or animal evacuations and sheltering activities (<i>recurring</i>). Evacuation assistance should be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), ESF 11 (Agriculture and Natural Resources), and ESF-15 (Public Information and External Affairs) | <i>ESF 1, ESF 5, ESF 6, ESF 11, and ESF 15 Annexes of the County EOP</i> |
| | <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>), including activation of intergovernmental agreements and memos of understanding. <ul style="list-style-type: none"> - <i>Note: All resources activated through mutual aid agreements needs to be tracked by the County EOC for cost and liability purposes.</i> | <i>ESF 7 Annex of county EOP</i> |

IA 10. Animal and Agriculture-Related Incident

| Animal and Agriculture-Related Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers with potential needs as well as current needs. – <i>Note: The County EOC will coordinate requests by the lead animal disease/public health agency for local resources and mutual aid resources.</i> | |
| | <input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include: equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used. | <i>ICS Resource Tracking Forms and ESF 7 Annex of county EOP</i> |
| | <input type="checkbox"/> Manage and coordinate volunteers through the County EOC via the Volunteer Coordinator. Individuals, organizations, or groups wishing to volunteer their assistance during any phase of a disaster need to be registered by the County. Volunteers may be used in credentialed capacity only. Written proof is expected at the time of sign up. | <i>ESF 5 and 7 Annexes of the County EOP</i> |
| | <input type="checkbox"/> Establish a Joint Information Center. In the case of animal disease that could spread or pose risk to humans, the County Health Officer, or designee will address medical and public health issues/concerns within the Joint Information System via the JIC, if it is activated. | <i>ESF 15 Annex of the County EOP</i> |
| | <input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>). | <i>ESF 15 Annex of the County EOP</i> |
| | – Public information focusing on animal/agriculture-related incidents will be developed in conjunction with ODA (State Veterinarian’s Office), local/state public health agencies, Deschutes County Extension Services, and other support agencies. Public information dissemination will be coordinated through the County EOC and JIC and supported by Deschutes County Court. Information will be approved for release by the (IC) and Lead PIO prior to dissemination to the public. | |
| | <input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in log-books. | <i>EOC position checklists/forms and applicable ICS forms</i> |
| | <input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular periodic intervals, the EOC Manager/Emergency Management Director and staff will assemble a situation report. | |

IA 10. Animal and Agriculture-Related Incident

| Animal and Agriculture-Related Incident Checklist | | |
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| Phase of Activity | Action Items | Supplemental Information |
| | <input type="checkbox"/> Develop, update, and implement an IAP (<i>recurring</i>) for each operational period. This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular periodic intervals and modified as the situation changes. | <i>ICS Form 202 – Incident Objectives</i> |
| | <input type="checkbox"/> Ensure all reports of injuries, illness, and deaths occurring during animal/agriculture emergency response are communicated to the IC and/or Safety Officer. | |
| RECOVERY/DEMOBILIZATION PHASE | <input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current county procedures and implement community recovery plans (including COOP/COG). | <i>ESF 14 Annex to the County EOP</i> |
| | <input type="checkbox"/> Coordinate with appropriate organizations for the deployment of inspectors and veterinarians to verify/certify viability of animals/plants following a disease outbreak or contamination incident. | <i>Specific Agency Standard Operating Procedures</i> |
| | <input type="checkbox"/> Release mutual aid resources as soon as possible. | |
| | <input type="checkbox"/> Coordinate disposal of infected livestock, contaminated animal carcasses/feed, and other potentially contaminated items following response procedures. Consult with Oregon Department of Environmental Quality for identification of disposal sites and appropriate procedures. | |
| | <input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan. | |
| | <input type="checkbox"/> Deactivate/demobilize the County EOC. | <i>ESF 5 Annex of the County EOP</i> |
| | <input type="checkbox"/> Correct response deficiencies reflected in the IP. | |
| | <input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov) | |

IA 10. Animal and Agriculture-Related Incident

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