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FA 1 – Alert and Warning

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I. SITUATION

Effective alert and warning depends on clear and specific instructions. Warnings issued in the names of the proper authority may be viewed as more credible. Warning messages must be geographically precise, repeated more than once, and presented in more than one medium. Consideration should be given to providing messages in more than one language.

The Wood Village alert and warning system uses the following methods separately or in combination:

- The Portland/Vancouver Emergency Alert System (EAS) Plan available in the Emergency Operations Center (EOC) and the Emergency Management Office;
- Police and Fire mobile public address systems;
- Door-to-door contact;
- Gresham Radio Station (am1610);
- Reverse 911
- The City of Wood Village's website: <http://www.ci.wood-village.or.us>

II. CONCEPT OF OPERATIONS

- A. The Incident Commander (IC) determines whether an immediate alert and warning is needed. The IC develops the message content and means of delivery, with the assistance of the Public Information Officer (PIO), who implements the warning.
- B. Wood Village may also receive warning information from outside sources (Forest Service, Oregon State Police [OSP], Oregon Emergency Management, National Weather Service, etc.). Warning information should be confirmed and the need for further alert and warning determined.
- C. If an emergency is localized, emergency response personnel will normally alert residents in the area by telephone, mobile public address systems, and/or door-to-door contact.
- D. Alerts and warnings must be updated as the situation changes.
- E. The PIO or issuing official will maintain a log of all warnings issued during an incident. (See Attachment FA1-A for sample log.)

- F. Rumor control may become an important element of the public information effort. The IC, EOC, and the PIO may establish specific guidelines for responding to inquiries from the public.

III. ROLES AND RESPONSIBILITIES

A. Incident Commander:

1. Determine the proper protective actions, warning mediums, and the need to activate this plan.
2. Determine affected areas, evacuation routes, congregation points, and shelter locations.
3. Approve all public information bulletins.
4. Implement direct activation of appropriate alerting methods. Coordinate use of field alerting resources with Operations Section Chief.
5. Activate EAS, if needed.
6. Schedule and conduct media briefings.
7. Document and monitor public information flow. Correct misinformation and provide rumor control.
8. Provide regarding changing conditions and inform the public when emergency conditions have ceased.
9. Terminate alert and warning operations.

B. Operations:

1. Supervise, coordinate, and deploy field alert and warning resources.

C. Planning:

1. Monitor progress of field alert and warnings.
2. Track resources dedicated to the alert and warning effort.
3. Develop alert and warning contingency plans.

D. Logistics:

1. Support alert and warning activities, as requested.
2. Keep Command, Operations Section, Emergency Management, and the PIO apprised of shelter status.
3. Assign personnel to provide liaison at congregation points and shelters.
4. Coordinate activities with field personnel, PIO, and Planning and Logistics Sections.
5. Advise Planning Section, Command, and PIO of progress of alert and warning activities.

IV. EMERGENCY ALERT SYSTEM

- A. The EAS consists of radio broadcast stations linked together to provide emergency alert and warning to the public and to recall off-duty public safety and public service personnel in the event of phone system failure.



- B. EAS activation procedures are provided in Attachment FA1-B. Specific instructions for East County are located on the last page of the plan. Sample EAS messages can be found in Attachment FA1-C.
- C. Using EAS procedures and messages, the emergency play list for the Gresham Alert Radio Station (AM 1610) will be activated. A copy of the activation and recording procedures can be found in the Gresham EOC or by contacting Gresham Emergency Management.

V. MOBILE PUBLIC ADDRESS SYSTEMS

- A. Most law enforcement and fire vehicles are equipped with mobile public address systems that may be used for alert and warning.
- B. The IC directs the use of these assets through the Operations Section (usually the Law Enforcement Branch Director). All messages should be coordinated with the PIO and approved by the IC.

VI. DOOR-TO-DOOR ALERT

Door-to-door alert may be necessary in a rapidly emerging incident, particularly for geographically confined incidents. Residents will be informed of the situation, directed to temporary shelter, and advised of the expected duration of the emergency.

The IC, through the Operations Section Chief/Law Enforcement Branch Director, directs door-to-door alerts. All messages should be coordinated with the PIO and approved by the IC.

VII. MEDIA TOOLS

- A. Many residents turn to the internet for information. The EOC should be prepared to provide information electronically for both citizens and the media.
- B. The City of Wood Village will maintain a list of residents who have signed up to receive information from the City via email. If necessary, this list should be used to communicate incident information to those residents.

VIII. Reverse 911

Reverse 911 is a public safety communications system that can be used to deliver recorded emergency notifications to a selected set of telephone service subscribers.

- A. The PIO or IC should consider utilizing these resources when information needs to be disseminated to a specific neighborhood or area.
- B. All messages must be approved by the IC and should be coordinated with the PIO.
- C. Reverse 911 can be activated by calling the following Primary and Secondary reverse 911 providers.
 - 1. (Primary) BOEC - **(503) 823-0911**
 - 2. (Secondary) Multnomah County Emergency Duty Officer
 - 1. Primary 503-988-6700 opt. 1
 - 2. Secondary pager 503-202-0316

ATTACHMENT FA1-A: Wood Village EAS Warning Log

1. INITIAL: Date_____Time_____Warning #_____

UPDATE: Date_____Time_____Warning #_____

2. Situation:
Describe emergency incident (threat to life/safety, and specific geographic boundaries affected by this warning).

3. Content of Warning:
Include exact wording of warning given.

4. Method of Warning: EAS_____ Mobile Public Address_____
Reverse 911_____ Door-to-Door Contact_____

Signature of authorizing official_____

5. Warning Terminated_____Date_____Time_____
Ensure that all methods of alert and warning have been notified to terminate activities.

Signature of terminating official_____

BEGIN A NEW FORM FOR SUBSEQUENT WARNING MESSAGES

ATTACHMENT FA1-B: Wood Village EAS Procedures

Officials authorized to activate the Greater Portland/Vancouver Operational Area EAS Plan include:

1. Any IC when public safety is threatened.
2. EOC staff members who have been delegated this authority in writing by the IC.
3. The following personnel have independent authority to activate the EAS—in coordination with the IC, if possible:
 - City Administrator
 - Department Directors
 - Emergency Management Staff
4. The Bureau of Emergency Communication (BOEC) may activate the EAS during a major disaster involving failure or overload of the telephone system to notify off-duty personnel to return to work.

Upon receiving notification that a Wood Village authority intends to activate the EAS, the BOEC will either supply him or her with the phone number for KUFO and/or the cable provider, or will activate the EAS under the direction of the requesting Wood Village authority.

The BOEC will notify:

- Gresham Fire and Emergency Services,
- Director, Department of Public Works, and
- City Administrator

When the threat to public safety has passed, the authorizing official will advise the BOEC to contact KUFO and/or the cable provider and terminate emergency transmissions.

ATTACHMENT FA1-C: Sample EAS Messages

SHELTER IN PLACE

"At (*time*) _____ today, Wood Village public safety officials responded to an industrial accident involving hazardous materials. The accident occurred at (*location and time*) _____ today. The City requests that all persons in (*names of areas*) _____

_____ should remain inside their houses or other closed building until their radio, television, or public safety officials say they can leave safely. If you are in the affected area, turn off heat, ventilation, and cooling systems and window or attic fans. Close all windows, doors, and vents and cover cracks with tape or wet rags. Keep pets and children inside. If you are inside and experience difficulty breathing, cover your mouth and nose with a damp cloth. If you are outside, cover your nose and mouth with a handkerchief or other cloth until you can reach a building. Failure to follow these instructions may result in exposure to the hazardous materials. Listen to the radio or television for further information."

PREPARE TO EVACUATE

"At (*time*) _____ today, Wood Village public safety officials responded to a potentially serious condition involving (*description of emergency situation*) _____. The incident is occurring at (*location*) _____. The City requests all persons in (*affected area*) _____ to stay indoors and prepare to evacuate. If you are in your home, gather all necessary medications and clothing. You do not need to evacuate at this time, but stay tuned to this station for further instructions. This message will be repeated at intervals until conditions change."

EVACUATION

"At (*time*) _____ today, Wood Village public safety officials reported an incident involving (*description of situation*) _____. The incident occurred at (*location and time*) _____. The City requests all persons in (*names of area*) _____ to evacuate the area in an orderly manner. Please take the following actions to secure your home before you leave (*instructions may include shutting off gas and water, etc.*) _____

_____ Drive or walk toward (*evacuation route*) _____. Emergency personnel will be along this route to direct you out of the area. Please observe normal traffic laws. Failure to leave the area may result in severe injury or death. This message will be repeated until conditions change."

TERMINATION OF EMERGENCY

"City officials have determined that the incident which occurred at (location and time) _____ no longer represents a threat to public safety. All those who have been evacuated may now return home. Those who have been directed to take shelter in their homes may now leave. The City thanks this station for its assistance, and those impacted for their cooperation and patience. This station will now return to normal programming"

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FA 2 – Emergency Declarations

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ATTACHMENT FA2-B: Declaration of Local Emergency without a Request
for Assistance

ATTACHMENT FA2-C: Declaration Format Requesting State/Federal
Assistance

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I. SITUATION

An incident may require the declaration of a state of emergency or disaster, depending on its nature and impact. A state of emergency or disaster is generally defined as a natural or human-caused incident or event that overwhelms, or is anticipated to overwhelm, existing capabilities to respond, thereby threatening loss of life, injury to persons, property damage, human suffering, or financial loss.

If adjoining jurisdictions are also impacted by the same incident, any Emergency Declaration issued for Wood Village should be coordinated with those jurisdictions to ensure compatibility and consistency.

Whenever possible, copies of all declarations should be posted for public information. Efforts should be made to post copies in the City Hall building that can be easily viewed by the public during all hours. The PIO or Communications Manager should prepare and distribute press releases, as approved by the Incident Commander (IC) or City Administrator.

Early coordination with Multnomah County Emergency Management and the Oregon Office of Emergency Management is also encouraged, especially if the Declaration will include a request for state or federal assistance.

II. CONCEPT OF OPERATIONS

- A. The IC normally makes the recommendation for declaring a state of emergency or disaster to the City Administrator, based on information received from the EOC staff, as follows:
 1. **Operations:** Identify special powers needed to respond to the emergency or disaster situation. Conduct initial damage assessment. Identify tasks requiring outside assistance.
 2. **Planning:** Provide situation and resource summaries and initial damage assessment summary and documentation. Prepare incident status reports utilizing the proper Incident Command System (ICS) forms. Identify any projected tasks potentially requiring outside resources.
 3. **Logistics:** Confirm that available resources have been committed, including those made available through mutual aid agreements.
 4. **Finance:** Assist in assigning monetary value to preliminary damage assessments and provide estimate of economic impact on the community.

- B. The recommendation for Emergency Declaration should include:
 - 1. A geographical description clearly identifying the boundaries of the designated disaster area;
 - 2. If emergency powers are to be invoked, the list of those powers to be included in the declaration with the rationale for their need; and
 - 3. If requesting additional assistance, a brief synopsis of actions the City has taken and a description of the tasks for which outside resources are requested.
- C. The declaration of a state of emergency or disaster in Wood Village activates Emergency Code 1.10 (Attachment FA2-A). Emergency powers specifically listed in the declaration are also enacted.
- D. Although a local declaration is the first step in accessing State and Federal disaster assistance, a declaration does not relieve the City of its responsibilities or authority.

III. ROLES AND RESPONSIBILITIES

- A. **Incident Commander.** Determines the need for a declaration to be issued and coordinates supporting documentation. Proposes area and scope of declaration, including boundaries and Emergency Powers to be enacted. Coordinates with City Attorney, adjoining jurisdictions, and County/State Emergency Management agencies, as appropriate.
- B. **City Attorney's Office** (Jeff Condit of Miller Nash LLP 503-205-2305). Ensures that legal requirements are met.
- C. **Mayor of Wood Village.** Approves and signs the Emergency Declaration. Requests a special meeting of the City Council to ratify the declaration.
- D. **Emergency Management Coordinator.** Ensures that copies of the Declaration are provided to the IC, Multnomah County Chair, County Emergency Management, and surrounding jurisdictions.
- E. **Multnomah County Emergency Management.** If assistance is requested as a result of a declaration, Multnomah County Emergency Management will coordinate the assistance from County departments, facilitate inter-county mutual aid, or request additional assistance from the State of Oregon, as appropriate.

IV. EMERGENCY POWERS

Emergencies and disasters sometimes create situations requiring extraordinary measures to ensure the safety and welfare of our citizens. The City's Emergency Code (Attachment FA2-A) includes a list of Emergency Powers not normally authorized in the course of day-to-day operations.

During a declared emergency, the City Administrator may elect to enact one or more of these Emergency Powers by specifically listing them in the declaration. Note: Evacuation cannot be made mandatory unless that specific emergency power is invoked in the declaration.

If needed after the initial declaration, additional Emergency Powers may be enacted through an amendment to the Emergency Declaration.

V. FORMAT

The Declaration of Emergency or Disaster should be presented in one of the two formats provided in Attachments FA2-A/B.

The first format (Attachment FA2-B) is used for the declaration of an emergency without a request for assistance.

The second format (Attachment FA2-C) is used for the declaration of an emergency when additional assistance is requested.

VI. PROCESSING

Whenever possible, proposed Emergency Declarations should be coordinated with the City Attorney's Office (Jeff Condit of Miller Nash LLP 503-205-2305) prior to enactment. All disaster declarations, including requests for assistance, will be processed through Multnomah County. If conditions exist that preclude Multnomah County's ability to process these requests, declarations and requests for assistance will be communicated directly to the State of Oregon Office of Emergency Management.

As soon as possible, copies of the declaration should be provided to all City Departments, EOC staff, and appropriate County agencies (Chair, Emergency Management, etc.).

ATTACHMENT FA2-A: Wood Village Emergency Code 1.10

1.10.010 Purpose

The purpose of this Chapter is to provide a plan to minimize injury to persons and property and to preserve the established civil authority in the event that a state of emergency exists within the city.

1.10.020 Emergency

A state of emergency may include any manmade or natural event or circumstance causing or threatening loss of life, injury to person or property, human suffering, or financial loss, and includes, but is not limited to fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or release of oil or hazardous materials defined in ORS 466.605, contamination utility or transportation emergencies, disease, blight infestation, civil disturbance, unrest, sabotage, and war.

1.10.030 Declaration of Emergency

Whenever a state of emergency exists, the Mayor shall make a declaration to that effect until a special meeting of the City Council can be convened to ratify the declaration. In the event that a quorum of Council members is unable to assemble, the Declaration of Emergency remains in effect. In the event that the Mayor is unable or unavailable, the declaration shall be performed in the following order of succession: (1) Council President and (2) City Administrator.

A. The Declaration of Emergency shall state the nature of the emergency, designate the geographic boundaries of the area which is subject to the emergency controls, and state any special regulations imposed as a result of the state of emergency. The Declaration shall be submitted immediately to the appropriate authorities.

B. The ratification by the City Council of a declaration of emergency, in addition to the statements enumerated in section A, shall state the duration of time during which the area so designated shall remain an emergency area and authorize specific emergency powers for the duration of the emergency period set forth in the declaration. (Ord. 6-2009)

1.10.040 Executive Responsibilities

If the City Administrator, for any reason, is unable or unavailable to perform his or her duties, the duties of the City Administrator shall be performed in the following order of succession: (1) Public Works Director and (2) Finance Director. The powers of the successor to the City Administrator shall be limited in duration to the duration of the Declaration of Emergency or until such time as the City Administrator is able and available to perform such duties, whichever circumstance occurs first.

1.10.050 Regulation of Persons and Property

After a Declaration of Emergency has been made under this Chapter, the City may order any or all of the following measures in the interest of the public health, safety, or welfare in the emergency area designated in the declaration:

A. Redirect City funds available for emergency use and suspend standard City procurement procedures pursuant to ORS 279B.080;1-13

B. Establish a curfew which fixes the hours during which all persons other than officially authorized personnel may be upon the public streets or other public places;

C. Prohibit or limit the number of persons who may gather or congregate upon any public street, public place, or any outdoor place;

D. Barricade streets and prohibit vehicular or pedestrian traffic, or regulate the same on any public street leading to the emergency area for such distance as may be deemed necessary under the circumstances;

- E. Evacuate persons;
- F. Prohibit the sale of alcoholic beverages;
- G. Prohibit or restrict the sale of gasoline or other flammable liquids;
- H. Prohibit the sale, carrying, or possession of any weapons or explosives of any kind on public streets, public places, or any outdoor place;
- I. Curtail or suspend commercial activity;
- J. Turn off water, gas, or electricity; and
- K. Order any such other measure as may be necessary for the protection of life or property, or for the recovery from the emergency.

1.10.060 Penalty

Any person who violates any provision of this Chapter commits a civil infraction pursuant to Chapter 1.06 and is subject to a fine not to exceed \$1,000. (Ord. 5-2009)1.10.060 Penalty

ATTACHMENT FA2-C: Declaration Format Requesting State/Federal Assistance

[This declaration should be prepared on the City letterhead]

TO: _____, Commissioner, Multnomah County.

FROM: Patricia Smith, Mayor of Wood Village

At _____ on _____,
(Time) (Date)

A State of Emergency is declared to exist due to

[Insert description of event causing the declaration to be made]

The geographic boundaries of the emergency are:

[Insert boundaries]

Emergency powers invoked by this declaration are:

(list specific powers or indicate 'none')

I do hereby declare that a state of emergency now exists in City of Wood Village, as described above, and that all appropriate and available resources have been, or will be, expended. I respectfully request that the Commissioner-Chair of Multnomah County declare a "State of Emergency"; consider the area described above as an "Emergency Area" as provided for in ORS 401; request appropriate support from County, State Agencies and/or the Federal Government; and provide the following type(s) of assistance:

(list the tasks for which additional resources are being requested)

Signed _____ Date _____

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FA 3 – Continuity of Government/ Continuity of Operations

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FA 3. Continuity of Government/Continuity of Operations**I. SITUATION**

All of the hazards that threaten Wood Village have the potential to disrupt or halt government operations. The more severe the disaster or emergency, the more likely it is that resources will be limited, including employees and utilities. Even during disasters and emergencies, however, the public expects that government will continue to provide its normal services.

The City maintains Continuity of Operations (COOP) and Continuity of Government (COG) Plans. In the event of a disruption of City services, the COOP/COG plans may be activated.

This Annex should be used as a reference only. Specific information about COOP/COG should be accessed through the COOP/COG plans, which include:

- Continuity of lawful leadership and authority,
- Preservation of critical records and documents, and
- Continuity of essential operations and services.

Priorities for allocating resources during a disaster or emergency are as follows:

1. Preservation of life
2. Incident stabilization
3. Protection of property and the environment
4. Security.

The Wood Village Incident Commander (IC) has the authority to implement this plan, or selected portion(s) thereof, during any emergency. This authority includes, but is not limited to, the activation of Wood Village personnel in support of a regional Emergency Operations Center (EOC). Emergency Management and Department Directors have the authority to activate the individual COOP Plans.

II. CONCEPT OF OPERATIONS**Prioritization of Wood Village Government Services**

Services provided by each department are identified and prioritized based on the impact they will have on citizens if they are not provided. The nature and severity of the emergency will dictate the degree to which normal services will be available.

Service priorities will be used to determine the sequence in which services will be suspended during emergencies and the order in which they will receive preference for staffing and other resources.

Some department services may become the responsibility of an EOC Section or Unit during response and recovery.

FA 3. Continuity of Government/Continuity of Operations**Service Priorities**

- **PRIORITY 1.** Services that must be performed to maintain public health and safety, usually involving less than one day of disruption.
- **PRIORITY 2.** Services that should be performed to avoid major disruptions or financial loss to citizens, businesses, and government. These are services that can be delayed usually between one day and one week.
- **PRIORITY 3.** Services that do not meet Priority 1 or 2 criteria and that can be delayed for up to a month without major consequences.

Each department is responsible for determining the sequence in which their services will be suspended if that becomes necessary. Each jurisdiction will also determine the order of priority in which their respective government services will be restored during recovery from an emergency or disaster. Reference department COOP plans for Essential Functions.

Lines of Succession

The Mayor is chairperson of the council and the political head of the City's government. The Council President acts as Mayor whenever the Mayor is unable to perform the functions of that office.

If the City Administrator, for any reason, is unable or unavailable to perform his or her duties, the duties of the City Administrator shall be performed in the following order of succession: (1) Public Works Director and (2) Finance Director. The powers of the successor to the City Administrator shall be limited in duration to the duration of the Declaration of Emergency or until such time as the City Administrator is able and available to perform such duties, whichever circumstance occurs first. (Reference Wood Village Municipal Code 1.10.040)

Preservation of Records

Each department will safeguard and preserve vital records and documents, as required by law and as needed for providing essential citizen services. These records should be listed in Annex L of each department's COOP.

III. ROLES AND RESPONSIBILITIES/STAFFING**Wood Village Emergency Operations Center Staffing**

Department Directors should anticipate that personnel assigned to EOC teams will be unavailable for non-EOC duties. As EOC activities evolve from response to recovery, personnel will be released as soon as practical to their agencies/departments. For this reason, personnel assigned to the EOC should not be given significant Continuity of Operations responsibilities, whenever possible.

FA 3. Continuity of Government/Continuity of Operations**Department Staffing**

Department staffing levels during disasters and emergencies will be based on the level of service that is to be provided and the number of employees available to staff priority functions. Each department will determine the minimum staffing level needed to provide services to the public. These positions are known as COOP Response Team (CRT) members. Identified CRT members will be listed in Annex B of each department's COOP.

Each Department will also assign personnel as COOP Managers to assist department Directors in managing a COOP response.

Personnel so assigned will be made available for training and exercises to enable them to perform their duties.

Continuity of Operations Plan Staffing in the Emergency Operations Center

Staffing procedures and positions will be maintained for COOP/COG functions. These may include, but are not limited to:

- COOP Commander,
- COOP Coordinator,
- COOP Situation Status (SitStat),
- Facilities Unit Leader, and
- Information Technology (IT)/Communications Unit Leader.

If a COOP activation occurs simultaneously with an EOC activation, the above positions will be staffed within the EOC and be part of the Incident Command System (ICS) staffing structure.

If the EOC is not activated when a COOP activation occurs, the above positions may be staffed through individual departments.

FA 3. Continuity of Government/Continuity of Operations

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FA 4 – Damage Assessment

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ATTACHMENT FA4-A: Critical Facilities/Emergency Transportation Routes

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FA 4. Damage Assessment**I. SITUATION**

Damage assessment is a critical element of response and recovery operations. Early identification of the scope and severity of incident damage does several important things:

- A. Immediate information regarding the status of critical facilities and systems (surface routes, fire stations, communications systems, EOC, potential shelters, etc.) will assist the Incident Commander (IC) in managing response efforts.
- B. Knowing the type and extent of damage, and which areas in Wood Village are most in need of emergency services, will help prioritize use of limited response resources and aid in deciding whether to declare a state of emergency.
- C. Early identification provides a measure to determine whether State or Federal assistance is needed. The quicker the City is able to determine that local resources are insufficient or unsuited to meet disaster needs, the quicker the decision can be made to activate State and Federal assistance systems.

II. CONCEPT OF OPERATIONS**A. DAMAGE ASSESSMENT INFORMATION**

1. Initial damage assessments are conducted by a number of response agencies in a major disaster (Red Cross; local and State agencies, school districts, etc.). Although some of these assessments are cursory and/or focus on limited aspects of community property damage, the goal is to collect assessment information regarding disaster damage from as many sources as are available.
2. In addition to these outside assessment resources, the EOC Damage Assessment Teams are surveying and assessing the status of critical facilities and transportation routes.
3. Reports of community damage observed by EOC staff and other City employees in the field are another early source of damage information. The City's Building Official can assist in providing qualified staff.
4. Reports of community damage observed and communicated through Amateur Radio partnerships to Amateur Radio volunteers assigned to each Fire Station can provide another source of information.

FA 4. Damage Assessment**B. DAMAGE ASSESSMENT PHASES**

1. **Damage Assessment 1 (DA-1) Critical Facilities & Systems.**
Focuses on the operability of facilities and systems critical to the conduct of response operations.
2. **Damage Assessment 2 (DA-2) Initial Damage Assessment.**
Assessment by type, severity, and location to assist in prioritizing response and assistance; provides data for decision regarding an emergency declaration and/or the potential need for outside assistance.
3. **Damage Assessment 3 (DA-3) Preliminary Damage Assessment.**
Joint local, State, and Federal effort aimed at providing accurate assessments of financial loss as a basis for federal disaster assistance.

III. ROLES AND RESPONSIBILITIES**A. EMERGENCY MANAGEMENT**

1. Pre-identify critical facilities, systems, and transportation routes.
2. Develop coordination procedures with public and private agencies/ organizations for reporting damage information to the EOC.
3. Provide personnel to assist State and Federal Damage Assessment Teams, as requested.

B. EOC OPERATIONS SECTION CHIEF

1. Organize and supervise Wood Village Damage Assessment Teams used for DA-1 and DA-2.
2. Initiate damage assessment activities as soon as possible after the event, coordinating Wood Village efforts with Federal, State, and local agencies.

C. EOC PLANNING SECTION CHIEF

1. Establish a point of contact in the Documentation Unit for collection, collation, and analysis of community damage assessment information.
2. When directed by the IC, transfer all damage assessment and survey information to the Recovery Team.

FA 4. Damage Assessment**D. EOC FINANCE SECTION CHIEF**

1. Provide costing data and appraisal methodology for estimating dollar value of damage losses.
2. Assist in preparing damage reports.

E. RECOVERY UNIT LEADER

1. When requested by the IC, assume responsibility for community damage assessment activities.
2. Coordinate assignment of local personnel to State and Federal Damage Assessment Teams.
3. Provide logistical support to State and Federal Assessment Teams and coordinate their activities in the local community.
4. Supervise the City's participation in DA-3 damage assessment and reporting, keeping the IC/City Manager apprised of disaster costs/projections.

IV. DAMAGE ASSESSMENT OPERATIONS

A. DAMAGE ASSESSMENT 1 (DA-1). A list of Critical Facilities and Emergency Transportation Routes is provided in Attachment FA4-A and provides a baseline for DA-1 assignments. The Operations Section Chief will establish specific assessment priorities on a case-by-case basis for each incident.

1. Facilities should be examined to determine structural integrity and functional capability: can these facilities/routes be used to conduct response operations?
2. Systems should be analyzed to identify any degradation of performance that might endanger public safety and health over the ensuing 72 hours.
3. Assessment teams should include an estimate of the time required to restore damaged facilities, systems, and surface routes and an estimated cost to do so.

FA 4. Damage Assessment

- B. DAMAGE ASSESSMENT 2 (DA-2).** The primary DA-2 objective is to obtain an early initial estimate of the type and extent of damage in the community. Information will be used primarily to determine the need for an emergency declaration.
1. An estimated number of private dwellings and businesses affected by the incident will be needed to support the request for a State or Federal declaration.
 2. A “windshield” survey (a cursory, “drive-by” damage assessment) should be conducted as soon as circumstances allow. The American Red Cross often performs this type of survey and may be a source of assessment.
 3. Assessment information from DA-1 and other sources should be used in compiling the DA-2 assessment.
 4. The Finance Section Chief will provide cost data using information from the County Assessment and Taxation Office or other appraisal methods to assign an estimated dollar value to the damage loss.
 5. As soon as available, the Emergency Management Coordinator will forward a copy of the DA-2 assessment to the County’s Office of Emergency Management, along with a Notice of Interest (if appropriate) that damage projections may be sufficient to warrant a request for state and federal assistance.
- C. DAMAGE ASSESSMENT 3 (DA-3).** DA-1 and DA-2 assessments serve as the basis for the Preliminary Damage Assessment and Damage Survey Reports, which are used to qualify victims for federal disaster assistance. These formal assessments are a joint local, State, and Federal effort and are often conducted well after the response phase of the emergency.

V. DAMAGE ASSESSMENT AND REPORT FORMATS

- A. The assessment forms and report formats for DA-1 and DA-2 Surveys are designed to serve local operational needs and to meet State damage reporting requirements. Copies are available in the EOC. The Operations Section Chief may tailor these to fit a specific disaster situation.
- B. The report format for the DA-3 Survey will be specified by the Oregon Office of Emergency Management and FEMA team representatives who are charged with documenting detailed evaluation of the fiscal and social impacts of each project.

FA 4. Damage Assessment

- C. Survey Reports establish the basis for Federal reimbursement of eligible costs incurred during the emergency. Accurate documentation is critical.

VI. DISASTER RECOVERY CENTER

- A. The IC or Recovery Team Chief may be asked to arrange a large facility to serve as a Disaster Recovery Center, where citizens can meet with Federal, State, local, and volunteer agencies to apply for disaster assistance.
- B. Appropriate facilities to house this one-stop shopping include schools, churches, and community centers (e.g. Mt. Hood Community College).

**ATTACHMENT FA4-A: CRITICAL FACILITIES & EMERGENCY
TRANSPORTATION ROUTES**

Critical City Facilities

Wood Village City Hall - 2055 NE 238th Drive

Public Works Operations Building - 24025 NE Shea Lane

Well #1 - 23799 NE Shannon Street

Well #2, Reservoirs #1 & #2, Disinfection Booster - 2210 SW 18th Way

Well #3 - 2055 NE 238th Drive

Parshall Flume – 505 Bridge Street (east end of Bridge Street in backyard)

238th Lift Station – 2415 NE 238th Drive

Shea Lift Station – 24024 NE Shea Lane

Sandy Lift Station - 20677 NE Sandy Blvd., Fairview

Reservoir #1, Booster Station #1 (not in use) - 1125 NE 238th Drive

Telephone, radio and other communications systems

HAM radios

Low Band Radio System

Cell Phone Towers

Emergency Transportation Routes

See Transportation Annex

Electrical power and natural gas pipeline

Williams Natural Gas Pipeline

Electric Sub Stations

Hazardous Material Sites/Extremely Hazardous Substances facilities

On Semiconductor

Schools, public buildings, and other potential shelters

Wood Village Baptist Church – 23601 NE Arata Road

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FA 5 – Communications

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ATTACHMENT FA5-A: Communications Diagram

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FA 5. Communications**I. SITUATION**

- A. Timely communication is critical for emergency alert and warning and absolutely essential to effective response operations. These needs are compounded during major emergencies, when normal operating systems are frequently not available due to damage or as a result of excess demand.
- B. The Portland Bureau of Emergency Communications BOEC provides 911 day-to-day dispatch operations for Multnomah County Sheriff's office and Gresham Fire agencies. This system has multiple layers of redundancy and should remain available under most emergency situations.
- C. Wood Village does not have a 24-hour alert and warning agency for the City. Should cellular communications systems be in operation the follow two numbers can be used 24 hours a day.

Mark Gunter – 541-231-8674
Bill Peterson – 503-679-2417

II. Concept of Operations

- A. City agencies will use normal day-to-day communications equipment and protocols for as long as practical during an emergency.
- B. The incident commander (IC) has overall responsibility for incident communications, and once the EOC is activated, it becomes the focal point for all incident-related communications and information.
- C. Gresham Emergency Operations Center (EOC) communications capabilities include 800 MHz (fire, police), low band (PW), state disaster net, Law Enforcement Data System (LEDS), and amateur radio systems. The EOC also has primary landline telephone, cellular phone, pager, Local Area Network, satellite phone, and Internet capability.
- D. Communications discipline, including using common terminology and plain language (language that is direct, succinct, and pertinent information flow), is essential to optimizing system capabilities and response effectiveness.

III. Roles & Responsibilities

- A. INCIDENT COMMANDER
 - 1. Responsible for overall incident communications.
- B. BOEC 911/DISPATCH OPERATIONS

FA 5. Communications

1. Provides day-to-day dispatch and emergency communications for Wood Village Police and Fire.
2. Refers incident-related calls to the EOC if requested by the IC.

C. EMERGENCY OPERATIONS CENTER

1. Logistics Section Chief
 - a. Develops and implements the communications portion of the Incident Action Plan to, include frequency and talk group assignments.
 - b. Allocates, tracks, and maintains communications equipment.
 - c. Provides technical support and assistance for phone, fax, and data systems
2. Planning Section Chief
 - a. Operates the EOC Message Center
 - b. Manages EOC incident communications, including message prioritization and distribution
 - c. Tracks internal EOC communications flow and follow-up to message requests
3. Amateur Radio
 - a. Multnomah County Amateur Radio and Emergency Services (ARES) provide the amateur radio capability for Wood Village.

IV. Communications Resources**A. TELEPHONE SYSTEMS**

1. **LANDLINE:** Wood Village has Integra telephone services for day-to-day and emergency use. The Gresham EOC has 15 dedicated telephone lines available on activation.
2. **FAX:** Fax machines reduce the requirement for radio and voice transmissions, as well as increase communications accuracy.
3. **CELLULAR:** If necessary, the Logistics Section Chief may recall and reissue City cellular telephones.

FA 5. Communications

4. **POWER LOSS PHONES:** Wood Village has two analogue phones that are available in the event of a power loss.

B. RADIO SYSTEMS

1. **800-MHz RADIO:** Multnomah County Sheriff and Gresham Fire use 800 MHz as their primary communications net.

Public safety agencies in adjoining jurisdictions also use the 800-MHz net for primary communications (Gresham Police, Troutdale Police, and Corbett Fire).

In addition, the Oregon Department of Transportation (ODOT), Oregon State Police (OSP), Multnomah County Environmental Services, and some local schools and businesses have limited 800-MHz capabilities.

2. **High Frequency (HF)/Ultra High Frequency (UHF)/Very High Frequency (VHF) RADIO:** The PW operates its primary communications net on low band radio. Other response agencies in East County operate on HF, UHF, and VHF radio networks.
3. **STATE DISASTER NET:** The State Disaster Net is designed to provide independent communications between Emergency Centers throughout the state and the State Office of Emergency Management in Salem.
4. **AMATEUR RADIO:** ARES members provide a critical back-up radio net for Wood Village City Hall and the Gresham EOC, including “packet” capability (a type of radio “faxing”).

In addition to staffing the EOC amateur radio positions, Fire Corps volunteers are scheduled to establish amateur radio communications at Gresham fire stations, Wood Village City Hall, Mt. Hood Legacy Medical Center, and Mt. Hood Community College.

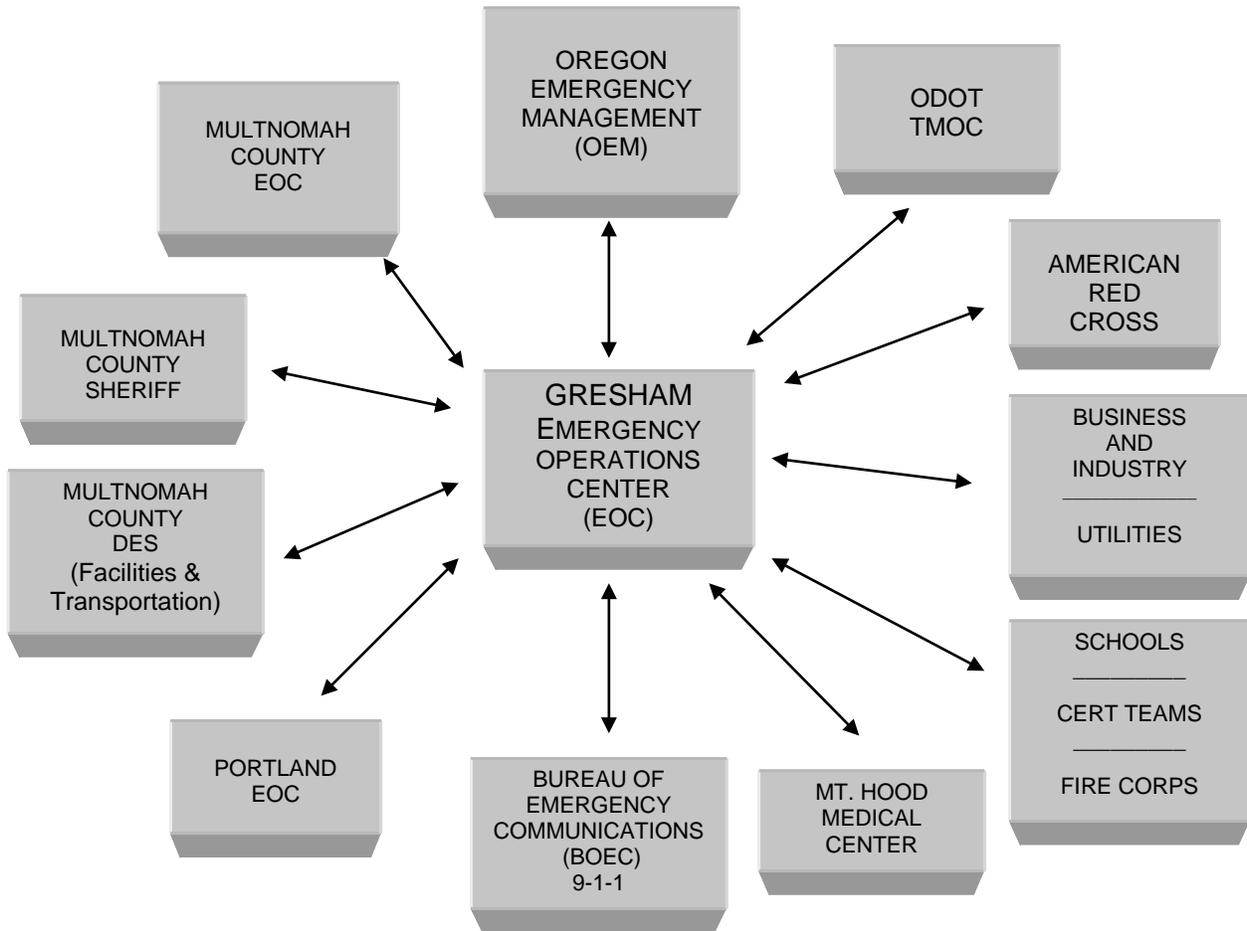
ARES also provides mobile capability. A copy of the State and Regional Amateur Radio Communications Plan is available in the Gresham EOC and the Wood Village mobile HAM kit.

5. **COMPUTERS:** Local area networks and the Internet provide excellent capability to transfer data information. Mobile Data Terminals interface with mobile radios and base stations located in most emergency response vehicles.

C. ADDITIONAL COMMUNICATIONS RESOURCES

1. **MULTNOMAH COUNTY EMERGENCY MANAGEMENT:** The County has a Mobile Incident Command Post (MICP) that may be activated during an emergency. The MICP van contains 800-mhz, VHF and UHF radios; fax facilities, cellular phones, and a computer system.
2. **OREGON STATE POLICE (OSP):** OSP has a mobile Communications Van with the capability of replacing or augmenting emergency communications. The van contains State Police programmable high band, UHF, CB Amateur, and HAM radios and cellular phones. Radio bands include search and rescue and Oregon Police Emergency Network frequencies. Mobile Emergency Response Systems (MERS) can be requested through OEM.
3. **FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA):** FEMA has several MERS mounted on vans. MERS carry a variety of communications resources, including satellite-based radios. The local emergency manager or designee can request these resources through the OEM Office.
4. **STATE/FEDERAL WILDLAND SYSTEMS:** Radios and other communications devices, including repeaters, radiotelephone interconnects and satellite downlinks, are available through the Oregon Department of Forestry, the USDA Forest Service, or the Bureau of Land Management.
5. **COURIERS:** Couriers may be assigned to transfer written messages to and from the EOC when other communications methods are not available.

ATTACHMENT FA5-A: Wood Village Emergency Communications Diagram



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FA 6 – Resource Management

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ATTACHMENT FA6-A: List of Mutual Aid Agreements

ATTACHMENT FA6-B: Resource Request Process Flow Chart

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FA 6. Resource Management**I. SITUATION**

Resource management during emergencies is based on the concept that disasters are fundamentally a local responsibility. Thus, local jurisdictions are expected to commit all their available resources before requesting outside assistance. Such resources include those available through mutual aid and equivalent agreements. Resource tracking (availability and accountability) is a critical element of response management.

During a declared emergency, if sufficient resources are not available, or when a unique resource is needed, the City may request State or Federal assistance. This request must be sequentially processed through the County to the State and then to the Federal government, as needed.

In addition to Wood Village assets, the City has potential access to additional resources available through Mutual Aid and equivalent agreements. Attachment 1 has a listing of applicable agreements. Resources from neighboring jurisdictions give Wood Village access to a pool of response personnel and equipment that would not normally be available.

II. CONCEPT OF OPERATIONS

During a declared emergency, the incident commander (IC) has the authority to assign and use all available resources and personnel. When faced with multiple or conflicting demands, the IC is responsible for establishing the order of priority in which resources will be committed.

III. INCIDENT PRIORITIES**1. Life Safety**

Responders
At risk populations
Public at large

2. Incident stabilization

Protection of mobile response resources
Isolation of the impacted area
Containment of the incident

3. Protection of Property and the Environment

Protect public facilities essential to life safety/emergency response
Protect the environment whenever public safety is threatened
Protect private property

4. Security

Preservation of evidence

IV. ROLES AND RESPONSIBILITIES

A. Departments

1. During routine (LEVEL 1) emergency operations, each department will manage its own resources, using mutual aid agreements as necessary to meet incident requirements.
2. During LEVEL 2 and LEVEL 3 emergencies, each department will commit all available resources to the IC for allocation according to needs and priorities.

B. Incident Commander

1. Allocate resources in a manner that provides the most benefit for the amount of resources expended.
2. Provide a financial management report to the City Administrator daily.
3. Coordinate citizen requests for disaster assistance.
4. Activate mutual aid agreements if needed to access additional resources.
5. Request State and/or Federal assistance, as warranted.

C. Emergency Operations Center (EOC) Staff

1. **Operations.** Identifies resource requirements. Reports resources that are excess and can be released or reassigned.
2. **Planning.** Maintains a current status of resource inventory needs and commitments. Develops a recommended priority list for restoration of City services.
3. **Logistics.** Serves as point of contact for all resource requests (EOC staff, mutual aid partners, etc.). Processes requests for resources; and provides support and maintenance of resources under EOC control to include personnel, equipment, and fixed assets.
4. **Finance.** Tracks all incident-related expenditures in accordance with costing guidelines and Federal Emergency Management Agency (FEMA) requirements. Prepares and submits required resource management reports.

V. EMERGENCY FISCAL MANAGEMENT

A. Situation

1. Fiscal management in an emergency situation is difficult, as response resources and essential systems may be dysfunctional. Often (and appropriately), emphasis on emergency response takes precedence over accountability and documentation.
2. Managers and supervisors must use effective administrative methods to keep accurate detailed records distinguishing disaster operational expenditures from day-to-day operational expenditures.
3. Each individual involved in response and recovery must make a concerted effort to provide accurate and timely documentation of incident-related activities.

B. Roles and Responsibilities

1. Incident Commander
 - a. Is authorized emergency contracting and purchasing authority as needed during the first 72 hours of a declared emergency; and
 - b. Will provide a fiscal assessment to the City Administrator within 72 hours of an emergency declaration, including estimated to-date costs and projected expenses.
2. Director, Finance and Management Services
 - a. Develop and maintain forms and procedures for emergency teams to record personnel time, materials, and equipment purchased or rented, and other necessary expenses;
 - b. Ensure that the City incurs disaster expenses from currently appropriated funds, in accordance with current State and local laws;
 - c. Identify other sources of funds to meet disaster-related expenses if the operating budget is exceeded;
 - d. Document emergency-related activities and costs and provide for identification and preservation of essential expenditure records; and
 - e. Provide documentation and claims information for the City's Insurance Carrier
3. EOC Finance Section Chief
 - a. Coordinate disaster-related purchases and expenditures and prepare compilation of disaster-related financial information; and

FA 6. Resource Management

- b. Collect, collate, and report disaster information to assist State and Federal agencies to evaluate and respond to requests for assistance. These reports include but are not limited to:
 - Situation Reports
 - Declarations of Emergency
 - Requests for Assistance
 - Damage Assessment Reports
 - Financial Reports.

IV. SPECIAL CONSIDERATIONS**A. Environmental Considerations**

1. In instances where emergency work is performed to protect life and property, requirements for environmental review and permits may be waived or orally approved in accordance with local, State, and Federal laws.
2. Repair and restoration of damaged facilities may require an environmental impact permit prior to final project approval.

B. Contracting and Purchasing Under Emergency Conditions

1. For the first 72 hours of a declared emergency, the IC is authorized to contract for equipment, services, and material necessary to protect life and property.
2. In addition, the IC is authorized to contract with any person, firm, corporation, or entity to provide construction work on an agreed-upon cost basis throughout the period of a declared emergency or disaster.
3. No later than 72 hours after declaration, the IC will submit to the City Administrator for review and approval the actual to-date costs and estimated future costs. The City Administrator will authorize the IC further contracting and spending authority, or direct a return to normal day-to-day procedures.

C. Suspension of Bidding Requirements

1. Under emergency conditions, where it is essential to the health, safety, or welfare of the people that immediate action to be taken, a public works contract may, in all classes of cities and districts, be let without following statutory competitive bidding requirements.

FA 6. Resource Management

2. If the Emergency Power suspending normal procurement procedures (bid requirements, notice for special meeting, etc.) are no longer in effect, allowing more expeditious and timely response. The provisions regarding notice for a special meeting do not apply in emergency situations.
3. Even though bid requirements can be waived, it is prudent to follow bid procedures to the greatest extent possible to ensure the lowest possible price and general fairness to competing contractors or suppliers.

D. Bonds and Retainage

1. Performance and payment bonds are not required for contracts in extreme emergencies.
2. As most emergency contracts are short, and typically only one payment is made upon completion, no formal retainage amount need be withheld. Full payment should not be made until clearances from all authorities have been obtained.

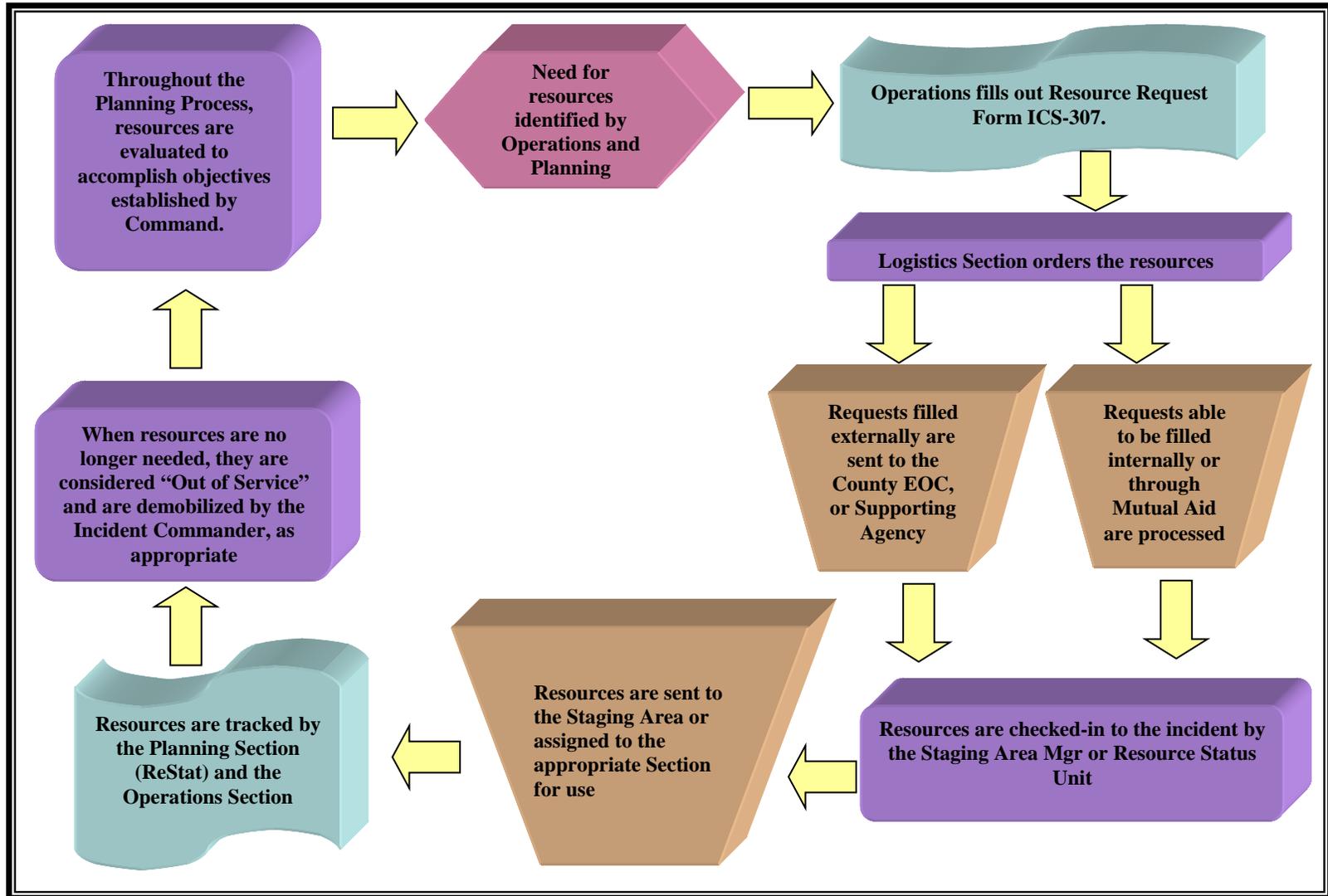
E. Other Considerations

1. Prevailing wage laws, unemployment compensation contributions, and other applicable State and Federal regulations (other than bidding laws for public contracts) must be followed before final payment.

ATTACHMENT FA6-A: WOOD VILLAGE MUTUAL AID AGREEMENTS

- **ODOT Equipment Sharing Agreement #20,656.**
- **Multnomah County Sheriff Law Enforcement Services #0709008**
- **Intergovernmental Agreement for Fire and Emergency Services
Gresham Agreement #2368**
- **Bureau of Emergency Communications Intergovernmental
Agreement #169486**
- **Oregon Water/Wastewater Agency Response Network**

ATTACHMENT FA6-B: Resource Request Process Flow Chart



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FA 7 – Public Information

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B. Joint Information Center (JIC)

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ATTACHMENT FA7-A: Information Often Requested By the Media

ATTACHMENT FA7-B: Area Information Officers

ATTACHMENT FA7-C: Sample Media Message

ATTACHMENT FA7-D: ICS as a Source of Information

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FA 7. Public Information**PUBLIC WARNING/EMERGENCY PUBLIC INFORMATION**

This system provides reliable, timely, and effective information/warnings to the public at the onset of, and throughout, a disaster.

I. SITUATION

- A. During an emergency, there are two major facets of Public Information activity: the City's direct communication with citizens and the City's relationship with local and national news media to convey information to the public. When coordinated, these activities complement each other.
 - 1. City to Citizen Information. Accurate and timely flow information to citizens is a critical element of emergency response and recovery. Required communications range from initial warning and what response actions citizens should take to how and where they can receive disaster assistance. A public knowledgeable of the City's efforts to contain and minimize the impact of a disaster on the community become a strong partner in response and recovery.
 - 2. City/News Media Relationship. Major emergencies often result in intense attention from both local and national news agencies. Coordination of information with the media can best be accomplished by establishing a procedure that provides complete and accurate information before, during, and after an emergency.
- B. Effective public information not only aids the community in response and recovery from emergencies but also contributes to enhanced understanding and respect for the City.

II. CONCEPT OF OPERATIONS

- A. During a routine LEVEL 1 emergency, the Lead Agency is responsible for working with the Communications Manager/Public Information Officer (PIO), to ensure that information is disseminated through the appropriate channels.
- B. During a LEVEL 2 emergency, the Lead Agency is responsible for working with the Communications Manager/PIO to ensure that information is disseminated appropriately. The PIO may request additional support from other City Departments or the Emergency Operations Center (EOC) Teams.
- C. During a LEVEL 3 emergency, the Incident Commander (IC) is responsible for all public information activities in the city. The PIO works directly for the IC and also coordinates public information support for the City Administrator, Mayor, and City Council.

FA 7. Public Information

- D. In the event of a major disaster or complex incident involving multiple agencies, the IC may decide to activate a Joint Information Center (JIC). PIO representatives from each participating jurisdiction, agency, and organization jointly staff the JIC, working as a team to conduct a coordinated, consistent public information program.

III. Roles and Responsibilities**A. Incident Commander**

1. Maintain responsibility for all incident-related public information activities.
2. Approve all information releases.
3. Coordinate public information support for the City Administrator, Mayor and City Council.

B. Public Information Officer

1. Develop incident-specific public information plan to address City to Citizen and City to Media program activities.
2. Manage the flow of all external information.
3. Coordinate all incident-related public information activities with participating agencies and jurisdictions to ensure that accurate and consistent message are sent and received.
4. Provide public information support for the City Administrator, Mayor, and City Council, as directed by the IC.
5. Promote inter-agency coordination under a Unified Command and actively participates in JIC activities, when activated.

C. City Administrator, Mayor, and Council

1. Coordinate preparation for media interviews and press conferences with the IC and PIO.

D. City Employees and Emergency Workers

1. Refer all requests for incident information to the PIO.
2. Do not offer personal opinions, conjecture, or off the record comments regarding any aspect of the incident or related activities.

IV. Information Flow

One of the most important responsibilities of the PIO is to manage the flow of information from the scene of the incident to and among participating agencies and the media. The PIO must be able not only to disseminate information but also to track down the information needed. The PIO should receive a copy of all Incident Command system (ICS) forms as they are generated during the incident.

FA 7. Public Information**A. Release of Information**

In emergencies, the PIO will use the following guidelines in evaluating and releasing information concerning the incident.

1. The IC must approve all information releases; if a Unified Command is managing the incident, releases will be reviewed and approved by all command participants.
2. When working with private sector entities, public safety issues will be the responsibility of the public safety agencies; questions about corporate policies or processes will be referred to the private sector spokesperson.
3. The Public Information Officer will assist in formulating Emergency Alert System (EAS) messages and other communications with the public. The PIO will disseminate these messages with appropriate media representatives. For more information about EAS, see Annex FA1, Alert and Warning.
4. Accurate information must be provided to various public groups, including citizens, the EOC staff, and the media. Confirmed facts should be released within an hour of the event. If facts are sparse, the PIO should consider releasing a conditional statement. (See Attachment FA7-C.)
5. Information releases should be restricted to approved, specific, and verified facts concerning the event and should include:
 - a. Nature and extent of incident;
 - b. Impacted or potentially affected areas of Wood Village and East Multnomah County;
 - c. Advice on emergency safety procedures, if any;
 - d. Activities being conducted by response agencies;
 - e. Procedures for reporting emergency conditions to the EOC; and
 - f. Contact numbers and web addresses for additional information.
6. Information concerning the event should be consistent for all members of the media and presented objectively.
7. Rumor control is vital during emergency situations.
 - a. Sensitive or critical information must be verified and authorized by the IC before release.
 - b. Inaccurate information published by the media should be corrected immediately. Rumors, unconfirmed information, or information from unauthorized or unnamed sources will be responded to.

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8. Examples of information that media representatives often request are provided in Attachment FA7-A. Use this as a tool to prepare for press briefings; help ensure the availability of concise, accurate information; and prevent personnel from being caught off guard.
9. No information should be released that might hinder emergency response, prejudice the outcome of an investigation, or pose a further threat to public safety.
10. No personal opinions, conjecture, or off-the-record comments should be offered.
11. In an incident involving fatalities, the names of the victims or the cause of death shall not be released without authorization from the IC and the Medical Examiner's office.
12. Confidential information is not to be released. This includes the home phone numbers and addresses of all personnel assigned to the incident, whether paid or volunteer.
13. The PIO will allow escorted media access to the EOC only under limited, controlled circumstances and only with the prior approval of the IC. Before being admitted to the EOC, media representatives shall display appropriate identification and shall be escorted by a member of the Information staff at all times.
14. Information briefings, media releases and all interviews shall be logged and, if possible, tape-recorded. Copies will become part of the final incident documentation package.
15. Whenever possible and appropriate, media briefings shall be scheduled in cooperation with media deadlines.

Do not commit to firm briefing times unless it is certain that these times will be kept. In general, mid-morning will accommodate the needs of most media outlets.

B. Field Information and Media Access

1. The Field Information Officer is the member of the PIO staff assigned to manage media operations at the incident scene. This position should be filled by someone from the lead agency who can offer expertise in tactical and operations being conducted.
2. In cooperation with on-scene personnel, media representatives may be allowed restricted access to the scene. Safety of media personnel, any

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impact on response activities, and victim concerns should all be considered before access is granted. A member of the Information staff must escort any media elements that have been given access inside the outer perimeter.

3. If it is not safe or practical to admit all media representatives to the scene, a media pool may be created, whereby media representatives designate a restricted number of reporters and, usually, one camera crew to represent all media interests.
4. If even this limited, controlled access is not practical, video footage of response vehicles and support activities can often satisfy the media's need for video footage.
5. Response personnel should be protected from unwanted media intrusion. If media disruption interferes with off-shift personnel rest, security perimeters may need to be established. Media interviews with response personnel should be cleared through the Operations Section Chief and the IC. A member of the Information staff should accompany members of the press at the scene at all times. Response personnel should be instructed to refer all requests for information to the PIO.
6. Victims and their families should have access to public officials without having to face the media. Care should be taken to provide a secure entrance to public facilities or a meeting room located away from press activity.
7. When an incident takes place on private property, access will be coordinated with the owners of the site, if possible.
8. If the situation should get out of control, law enforcement officials have the authority to arrest and remove members of the press (and any other unauthorized persons) who are interfering with the safe management of the incident or whose actions represent a threat to the safety of themselves, responders, or the public.

C. Rumor Control and Public Assistance

1. The PIO may establish a rumor control call-in line. This line gives the general public a place to obtain accurate information regarding the incident. Rumor control numbers should only be published after the lines have been staffed. Publication of rumor control numbers can result in fewer non-emergency calls to 911.

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2. All requests for assistance received by information staff should be routed to the EOC Message Center Unit for processing. If several callers are seeking the same information (e.g., how to make water safe for consumption), Information staff should help functional experts develop a standard response. This response should then be given to the EOC staff and call-taker locations that normally receive such calls from the public (Police Records, City and departmental switchboards, etc.).
3. PIOs can use fax or e-mail to provide standard statements for authorized personnel to use when responding to requests for information.
4. One of the most effective methods of rumor control and accurate information flow is to keep the EOC staff informed of all PIO releases and other activities.

V. Media Facilities**A. Information/Media Center**

1. An Information Center and briefing area may be established to provide information to the media during large, long-term incidents. An Information Center Manager may be assigned to manage the activities of the Center.
2. The Information Center should be some distance away from the incident location and separated from the EOC to keep critical activities free from media interference.
3. The following areas are potential sites for the Information Center during emergencies:
 - a. City Council Chambers;
 - b. Local public facilities (schools, libraries, etc.); and
 - c. Private facilities such as hotels, motels, etc.
4. In the event of a major, extended incident, it may be more convenient and efficient for briefings to take place at a conference center or large hotel where activities will not interfere with the EOC or field operations.
5. Almost as important as the physical facilities is the supporting equipment. The media facility should have:
 - a. A bank of phones;
 - b. Computers housing word processors, atlases, and other pertinent data bases;

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- c. WiFi/Internet Access;
- d. Audiovisual devices to support briefings, such as LCD projectors, televisions, sound systems, etc.;
- e. Standard devices such as flip charts, easels, cling-sheets, and office supplies; and
- f. City seal and podium for briefings.

B. Joint Information Center

In a major incident involving multiple agencies or jurisdictions, the IC or Public Information Officer may establish a JIC.

1. A JIC is ideally set up in a central location where Information Officers representing participating agencies and jurisdictions can coordinate information released to the media and the public.
2. When selecting a location, it should be remembered that the closer a JIC is to the IC, the greater the possibility of the media interfering with communication activities. There are also times when the IC and staff need to be sheltered from media scrutiny.
3. The location and activation of a Media Center or JIC should always be coordinated with the IC.

VI. Special Considerations

- A. Dissemination of timely and appropriate information to the general public is critical. The public is composed of many different elements, and the PIO needs to know which specific audience is being targeted to communicate effectively.
- B. Pre-event preparation is absolutely essential for prompt and timely media interface. Lead Agency PIOs should anticipate the type of information that will be in demand for each of their hazard-specific events and prepare a menu of potential initial releases, including a Protective Action statement (See Attachment FA7-C).
- C. City PIOs and Lead Agency spokespersons need to cultivate a positive relationship with local media representatives before disaster strikes or the emergency occurs. Expectations, roles, protocols, and other issues should be shared and discussed. Whenever possible, media should be included in exercises of the Emergency Operations Plan (EOP) and EOC.
- D. PIOs should pre-program frequently used media contacts into EOC fax machines and e-mail groups to facilitate a quick transition from normal to incident information flow.

Attachment FA7-A: Information Often Requested By the Media

Casualties

- A. Number killed or injured
- B. Number who escaped
- C. Nature of injuries received
- D. Care given to the injured
- E. Disposal of the deceased
- F. Prominent individuals who were killed or injured
- G. How escape was hindered or stopped.

Damage

- A. Estimated dollar value of loss
- B. Description - kind of building, etc.
- C. Importance of the property, e.g. historic value
- D. Economic impact on the area
- E. Environmental impact on the area
- F. Other property threatened
- G. Insurance protection
- H. History of similar emergencies in the area

Causes

- A. Testimony of participants
- B. Testimony of witnesses
- C. Testimony of responders

Discovery

- A. How emergency was discovered
- B. Who sounded the alarm
- C. Who summoned aid
- D. Previous indications of danger

Rescue and Relief

- A. The number engaged in rescue and relief operations
- B. Identification of mutual aid response agencies
- C. Any prominent persons in the relief effort
- D. Equipment used
- E. Complications to rescue effort
- F. Hazards and dangers to rescue personnel
- G. Care of destitute and homeless

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- H. How the emergency was prevented from spreading
- I. How property was saved
- J. What relief programs are in place for victims?
- K. Acts of heroism

Descriptions of the Crisis or Disaster

- A. Spread of the emergency
- B. Blasts and explosions
- C. Crimes or violence
- D. Failed attempts at escape or rescue
- E. Duration
- F. Collapse of structures
- G. Color of flames
- H. Extent of spill

Accompanying Incidents

- A. Number of spectators-spectator attitudes and crowd control.
- B. Unusual happenings
- C. Anxiety, stress of families, survivors, etc.

Legal Actions

- A. Inquests, Medical Examiner reports, etc.
- B. Police follow-up
- C. Insurance company actions
- D. Professional negligence or inaction
- E. Suits stemming from the incident

ATTACHMENT FA7-B: Area Information Officers

Boeing

Suzie Mazzio	971-563-0387
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Fairview

City Administrator's Office	Joe Gall	503-674-6211
Police Department	Chief Ken Johnson	503-674-6213

Gresham

City Hall	Laura Bridges-Shepard	503-618-2247
DES	Tam Driscoll	503-618-2623
Fire Department	Chief Scott Lewis	503-618-2339
Emergency Management	Kelle Landavazo	503-618-2567

ON Semiconductor

Emergency Manager	Carol Markley	503-618-3652
	Jim Huguet	503-618-4368

Mt. Hood Community College

All inquiries	Al Sigala	503-491-7213
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Mt. Hood Legacy Medical Center

On-call PIO for entire Legacy system	On-call pager	503-938-7788
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Multnomah County

Animal Control	John Rowton	503-988-7387
Board of Commissioners	Bill Farver	
Public Health	Althea Milechman	503-988-6805
Sheriff's Office	Jason Gates	503-251-2451
Human Services	Althea Milechman	503-988-6805

School Districts

Centennial	Wendy Reif	503-742-3202
Gresham-Barlow	Athena Vadnais	503-618-2834
Reynolds	Wayne Travillion	503-661-7200
	Angela Watson	X 3428

State of Oregon

ODOT Region 1	Shawn Uhlman	503-731-8559
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Troutdale

City Administrator's Office	Craig Ward	503-665-5175
Police Department	Chief Scott Anderson	503-491-4000

Wood Village

City Administrator's Office	Bill Peterson	503-489-6856
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ATTACHMENT FA7-C: Sample Media Release Protective Action Statement

(Make sure that all releases are on official letterheads, dated, and time stamped.)

Initial Press Release

We are aware than an (accident/incident) involving (type of incident) occurred at approximately (time), in the vicinity of (general location). Emergency crews are responding, and we will have additional information available, as we are able to confirm it.

We will hold a press 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 and cooperation.

FA 7. Public Information

Attachment FA7-D: ICS Forms as a Source of Information

1. Incident Status Summary (ICS-209)/Incident Status Summary Form
The Planning Section or the official requesting activation of this plan will complete some or all of the information on this form, including: analysis of the type of incident, size, damage (both current and expected), injuries or deaths, and initial response totals for personnel and resources. Some of the information on this form should be regarded as sensitive and should possibly be restricted. Use your discretion and discuss this with the IC.
2. Incident Action Plan (ICS Forms 202, 203, 204, 205, and 206)
The Planning Section will complete this document for complex incidents. It contains more detailed information about the incident, responders, and plans for control. With the approval of the IC, portions of the Incident Action Plan may be used to brief, or be released to the media.
3. Event Log
The Logistics Section maintains a chronological summary of the incident, tracking major events occurring during the incident, both as a result of the emergency and in response to it.
4. Unit Log (ICS 214)
The Unit Log is used to document action taken, instructions to unit staff, and occurrences significant to the unit.
5. Warning Log
The Warning Log is used to document time, method, and nature of warnings to the public (EAS) and protective action statements issued. The Information staff maintains this log. A copy of related press releases should also be kept with this file. If a Warning Log form is not readily available, keep your records on not paper.

Original copies of the forms discussed above must be turned over to the Documentation Unit at the end of the event, where they will become part of the final incident documentation package.

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FA 8 – Medical Operations

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- I. SITUATION
- II. CONCEPT OF OPERATIONS
 - A. Medical Services
 - B. Mental Health Services
- III. ROLES & RESPONSIBILITIES
 - A. Incident Commander
 - B. County Health Department
 - C. County Community & Family Services Department

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I. Situation

- A. The County Health Department is charged with responsibility for the day-to-day provisions of public health services and emergency plans for oversight of the medical system. It also administers the protocols for emergency medical services and the contract for medical transportation.
- B. Gresham Fire and Emergency Services are responsible for routine emergency medical response operations. Gresham Fire and Emergency Service also provide contracted support to the cities of Troutdale, Fairview, and Wood Village.
- C. The County Department of Community and Family Services (Behavioral Health Division) provides disaster mental health services to citizens of the county, as well as counseling for responders.

II. Concept of Operations

- A. **Medical Services.** Gresham Fire will use day-to-day protocols for emergency medical response during a disaster as long as practical. If a mass casualty incident (MCI) occurs, the Incident Commander (IC) will notify the County Health Department, who will activate the County's MCI Plan. The County Health Officer (or designee) will report to the IC and assume the Medical Branch Director position under the Operations Section Chief.
- B. **Mental Health Services.** Trauma Intervention Program (TIP), Inc. provides emergency trauma intervention services for Wood Village citizens on a daily basis, as requested by the IC. The City also provides counseling services for all employees. If the need for mental health services is beyond the capability of available resources, the IC and/or TIP representative notifies the Behavioral Health Duty Officer. The officer or his or her representative will then report to the IC and assume the Disaster Mental Health Group Supervisor position under Operations.

III. Roles & Responsibilities

- A. The IC will:
 - 1. Ensure notification of the County Health Duty Officer in the event of an MCI.
 - 2. Request TIP support as needed for immediate trauma intervention.
 - 3. Ensure notification of County Behavioral Health Division Duty Officer, as needed for mental health services.

4. Integrate the medical and/or mental health representatives into the Incident Command System (ICS) structure.

B. Multnomah County Health Department will:

1. Ensure that emergency medical protocols are coordinated with participating organizations and agencies.
2. Develop and maintain internal emergency response plans that provide initial medical response, medical support for rescue operations, hospital capability assessment and support, public health assessment and response, medical evacuation/transport, and support for mass fatalities.
3. Provide Duty Officer contact information and procedures to Gresham Emergency Management.

C. Multnomah County Community and Family Services Department will:

1. Develop and maintain internal emergency response plans that provide disaster mental health services for the public and responders;
2. Coordinate the integration of nonprofit, private, and volunteer mental health providers in emergency operations; and
3. Provide Duty Officer contact information and procedures to Gresham Emergency Management.

FA 9 – School Crisis Management

Reserved for Future use

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FA 10 – Evacuation

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 - IV. EMERGENCY RESPONSE PERSONNEL
 - V. FAMILIES OF RESPONSE PERSONNEL
 - VI. HUMAN SERVICES
-
- ATTACHMENT FA10-A: Evacuation Timeline Formula
 - ATTACHMENT FA10-B: Evacuation Order Form
 - ATTACHMENT FA10-C: Notification Protocols
 - ATTACHMENT FA10-D: Emergency Traffic Policy

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I. SITUATION

- A. Evacuation is the removal of persons from the path of a threat prior to impact, whereas rescue is the removal of victims from an area already impacted by a hazard. Many potential incidents (flooding, hazardous materials, terrorist threat, etc.) could trigger an evacuation in Wood Village.
- B. During emergencies where there is advance warning, experience has shown that 50% of the residents in threatened areas will evacuate on their own, before being ordered to do so by public officials. In addition, historically 80-90% of the evacuees will find shelter with relatives or friends rather than seek refuge in public emergency shelters.
- C. Evacuees may need shelter and other elements of support, depending on the hazard, duration, and weather conditions.
- D. Multnomah County Police or Gresham Fire Department will be the primary agency's for evacuations.

II. CONCEPT OF OPERATIONS

- A. The Incident Commander has the authority to order an evacuation. Evacuations in Wood Village are voluntary unless the emergency power authorizing mandatory evacuation in Wood Village Emergency Code 1.10 is invoked in the Emergency Declaration.
- B. When conditions permit, before ordering an evacuation, the Incident Commander should:
 - 1. Identify the potential area at risk and population demographics. Include areas threatened if the incident escalates or conditions change.
 - 2. Designate the evacuation points to where evacuees will be directed.
 - 3. Evaluate and coordinate primary and back-up evacuation routes, assess capacities and vulnerability to the hazard. Make sure the route signage is also considered.
 - 4. Determine critical timelines (when will the hazard impact the area... how long will it take to evacuate the people... etc.).
 - 5. Assess the risks associated with evacuation against the risks of leaving the threatened population in place.
 - 6. If applicable, determine shelter availability in the destination area(s).

7. Assess the needs of vulnerable populations that may need to be evacuated. These populations may include, but not be limited to:
 - Persons who are frail or housebound
 - Persons with disabling mental illness
 - Persons with physical disabilities, including sight or hearing limitations or mobility impairments
 - Persons who are medically fragile
 - Persons from culturally diverse populations
- C. If the decision is made to evacuate, the public at risk must be alerted and warned. Such an alert or warning should include at a minimum:
1. Specific information about the risk, and the possible consequence if they choose not to evacuate.
 2. Concise and specific instructions to the public (e.g. anticipate being gone for XXX hours or days; shut off all electrical appliances; take your pets; lock your home; etc.)
 3. Clear directions and procedures for evacuation routes
 4. Information regarding bus or other public transportation for those who may need it.
 5. Ensure that emergency notifications include methods accessible to persons with disabilities including open captioning by door-to-door notifications, mobile loudspeakers, and other means.
 6. Ensure that emergency notifications are released in other appropriate languages.
 7. Determine the ability of people to enter the evacuated area and security to limit access.

III. ROLES AND RESPONSIBILITIES

- A. THE INCIDENT COMMANDER has primary responsibility for:
1. Developing the evacuation plan and issuing the evacuation order
 2. Coordinating evacuation routing, procedures, shelter and support requirements with other agencies and jurisdictions

FA 10. Evacuation

3. Ensuring special safety requirements are met if evacuation is to be conducted under threat of hazardous materials contamination
 4. Determining when the evacuation area will be re-opened
- B. Multnomah County Police and Gresham Fire Departments are responsible for directing and conducting the evacuation. They will:
1. Supervise and conduct mobile public address system and door-to-door alert and warning.
 2. Document evacuation contacts and progress
 3. Establish and maintain an outer perimeter
 4. Provide traffic and crowd control
 5. Provide for movement of inmates and prisoners
- C. PW will:
1. Provide vehicles and personnel to assist with traffic movement and crowd control.
 2. Coordinate with other agencies to keep routes open and free of debris, and to provide appropriate signage and barricades.
- D. MULTNOMAH COUNTY HEALTH/HUMAN SERVICES will:
1. Be the lead agency in the identification of special needs population groups within the evacuation area and regularly update the Vulnerable Population Registry available to all citizens within Multnomah County.
 2. Coordinate transport, transit, and destination requirements to meet special population needs.
 3. During evacuation planning and execution, make every effort not to separate users from their wheelchairs, walkers and other durable medical equipment.
- E. EOC STAFF will support evacuation requirements, including
1. Using procedures in Section II-A, to warn the public of the emergency situation, and to provide evacuation and shelter information

FA 10. Evacuation

2. Using procedures in Section II-G of this plan to provide the media, public, and the American Red Cross, on the reason for the evacuation; evacuation routes; available public transportation; location of reception or shelters.
3. Alerting the Red Cross for possible reception and shelter area support
4. Coordinating reception/shelter area liaison and security
5. Coordinating neighborhood congregation points with law enforcement for evacuees who need transportation to evacuation points.
6. Work with Multnomah County Health and Human Services to arrange and coordinate transportation for groups or individuals requiring assistance or special considerations to evacuate, such as the elderly, disabled, hospital patients, residents of nursing homes.
7. May request assistance from identified citizen volunteers (CERT, Neighborhood Watch, and Map Your Neighborhood Leaders) to enhance emergency response by assisting vulnerable resident within their neighborhoods.

F. The AMERICAN RED CROSS will:

1. Support the activation and operation of shelters during disasters. (See Sheltering Annex for details)
2. Provide a Red Cross Liaison to the EOC when activated

IV. EMERGENCY RESPONSE PERSONNEL

1. EOC STAFF: Sheltering and feeding of the EOC staff is the responsibility of the Logistics Section.
2. Wood Village employees engaged in response activities will normally be released to their homes or stations to sleep. If not, the EOC Logistics Section will arrange shelter and feeding convenient to their assigned work area.

V. FAMILIES OF RESPONSE PERSONNEL

1. If long-term sheltering is necessary, the Logistics Section will try to shelter the families of response personnel at one location to help keep families informed and relieve stress on Emergency Responders.

VI. HUMAN SERVICES

1. The Multnomah County Departments of Health Services, Community and Family Services, and Aging Services provide emergency medical, health, and welfare services to all citizens.
2. The EOC staff coordinates with these Departments and Divisions during a major emergency in Wood Village.
3. Telephone, radio, and television will be used to provide information on emergency human services.
4. The EOC Public Information Officer will coordinate all media releases concerning emergency health information and services with the appropriate medical and social service agencies.

ATTACHMENT FA10-A: Evacuation Timeline Formula

The following formula can be used to estimate the time needed to evacuate a threatened area:

$$\mathbf{TD + TA + TM + TT = TN}$$

TD = Time from response to decision to evacuate.

TA = Time needed to alert and instruct the public, can range from 15-60 minutes, depending upon the time of day, etc.

TM = Time needed to mobilize the population once warned.

TT = Time required to leave the hazard area. Under ideal circumstances, 2500 vehicles can pass a single point in one hour. Estimate four persons per vehicle.

TN = Total time required to evacuate.

For example, it takes incident personnel 15 minutes to make the decision that evacuation is the appropriate protective action. **TD=15.**

Once a decision has been made, it takes 25 minutes to alert and warn citizens in the immediate risk area. **(TD=15) + (TA=25) = 40.**

Once notified, it takes 30 minutes for the residents to leave their homes and enter the evacuation route system, using one major route north out of the area, and one major route south. **(TD=15) + (TN=25) + (TM=30) = 1 hour and 10 minutes.**

Once on the road, it takes each vehicle 15 minutes to clear the hazard area. **(TD=15) + (TN=25) + (TM=30) + (TT=15) = 1 hour and 25 minutes total evacuation time.**

ATTACHMENT FA10-B: Evacuation Order Form

An emergency condition exists in Wood Village, and the IC has decided to evacuate specific areas to ensure the safety of the public.

Therefore:

- 1. Citizens within the following hazard area are requested to immediately evacuate:

- 2. Citizens needing special assistance should call _____. This number has been established to respond to evacuation assistance requests only.
- 3. Law Enforcement agencies will restrict all entry into the hazard area. No one will be allowed to re-enter the area until it has been declared safe by the Incident Commander.
- 4. Information and instructions from the Wood Village/Gresham EOC will be transmitted by radio from KBBT am and fm (970 and 101.1) and the Gresham Alert Station am 1610.
- 5. Citizens will be advised of the reopening of this area as soon as public safety is assured.

_____ (Date & Time)

Wood Village Incident Commander

IF RECEPTION CENTERS AND/OR SHELTERS HAVE BEEN OPENED, INCLUDE THE FOLLOWING INFORMATION:

Reception Centers are located at:

Shelters are located at:

ATTACHMENT FA10-C: Notification Protocols**I. GENERAL POLICY**

No law enforcement officer or other public safety official has the legal right to impose a mandatory evacuation order on citizens in their own homes unless specified in the Emergency Declaration and the evacuation order.

Officers will not delay timely notification of other citizens in the evacuation area to compel citizens to comply.

These protocols cover door-to-door, siren alert, and mobile public address processes.

These methods may be conducted in combination with Emergency Alert System (EAS) messages.

II. DOOR-TO-DOOR

Door-to-door contact is an effective, but time consuming method of alerting and warning an evacuation area. Officers can share detailed information with citizens, and positively confirm that the individual received the warning, understood the instructions, and knew the consequences of his or her actions.

- A. Receive Assignment from Officer Supervising the Evacuation. This should include a prepared statement with the following information:

Type of incident, expected duration, and available time to evacuate
Recommended actions to be taken by the public
Possible consequences of not evacuating
Evacuation route and procedures
Reception/shelter location
Neighborhood congregation point for those needing transportation

- B. Conduct Door-to-Door Alert and Notification.

Knock/ring bell; allow at least one minute for response, more at night.
If no answer, document time and address, and move to next facility.
If answered, read prepared statement, and:

Determine how many persons are in the building

Determine whether they intend to leave, have a place to go, and transportation. If yes to all, document time and address. Using plastic flagging, mark the building in a conspicuous place to indicate that contact has been made. Go to next facility.

FA 10. Evacuation

If they do not intend to leave, ask if they understand the possible dangers if they stay, document the time, address, and number of people remaining. Using plastic flagging, mark the building in a conspicuous place to indicate that contact has been made. Move to next facility.

If they intend to leave, but do not have transportation, document the number of people needing assistance, the time and address, and special transportation requirements (ambulance, handicapped van, etc.). Report this information immediately to the EOC.

Advise citizens able to walk to proceed to the designated congregation point--do not stop your activities to remove them from the area.

If they intend to leave, but do not have a place to go, refer them to the shelter or reception point. Document time and action taken. Using plastic flagging, mark the building in a conspicuous place to indicate that contact has been made. Move to the next facility.

C. Reporting

Report results to your supervisor periodically after clearing a portion of your assigned area (this may be block by block in a residential area, by store in a shopping center, by floor in an office building or hospital, or by apartment building in a major apartment complex). Your supervisor should keep Operations and Planning updated.

BECAUSE OF THE EXTRA TIME NEEDED TO ARRANGE
TRANSPORTATION, EVACUATION ASSISTANCE INFORMATION
SHOULD BE TRANSMITTED AS SOON AS AVAILABLE.

III. MOBILE PUBLIC ADDRESS

Mobile public address is more time efficient than door-to-door contact, but only a limited amount of information can be exchanged. It is most effective used in combination with the Emergency Alert System and door-to-door contact. It can effectively be used to alert and warn the public prior to the request to evacuate, or to advise of protective actions short of evacuation.

- A. Receive Assignment from Officer Supervising the Evacuation. This should include copies of a prepared statement with the following information:

Type of incident, expected duration, and available time to evacuate
Recommended actions to be taken by the public
Possible consequences of not evacuating
Evacuation route and procedures
Reception/shelter location
Neighborhood congregation point for those needing transportation

TV or radio station with more information.

B. Conduct PA Alert

Repeat message at each intersection and at least once mid-block

If asked for more information, provide a copy of the prepared statement and continue your route as quickly as possible.

C. Reporting

- Report progress to your supervisor periodically as you proceed on your assignment. Note time and report when complete. Your supervisor should keep Operations and Planning updated.

IV. Reverse 911

Reverse 911 is a public safety communications system that can be used to deliver recorded emergency notifications to a selected set of telephone service subscribers.

- A. The PIO or IC should consider utilizing these resources when information needs to be disseminated to a specific neighborhood or area.
- B. All messages must be approved by the IC and should be coordinated with the PIO.
- C. Reverse 911 can be activated by calling the following Primary and Secondary reverse 911 providers.
 - 1. (Primary) BOEC - **(503) 823-0911**
 - 2. (Secondary) Multnomah County Emergency Duty Officer
 - 1. Primary 503-988-6700 opt. 1
 - 2. Secondary pager 503-202-0316

ATTACHMENT FA10-D: Emergency Traffic Policy

In the event of an emergency in Wood Village:

1. All available City employees not directly involved in the management of the incident may be assigned to traffic control activities.
2. The Incident Commander has the authority to close roads, and to restrict access to and from all areas in Wood Village.
3. Law enforcement agencies have the authority to remove stalled and parked vehicles that impede the flow of traffic.
4. Traffic flow direction may be altered, reversed, etc., at the direction of the Incident Commander.
5. The Logistics Section will coordinate changes in traffic flow with local, county, and state agencies.

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FA 11 – Business and Industry

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- III. ROLES AND RESPONSIBILITIES
- IV. BUSINESS & INDUSTRY TEAMS
- V. EMERGENCY PLANS
- VI. INCIDENT COMMAND SYSTEM (ICS)

ATTACHMENT FA11-A: ICS Organization Chart

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FA 11. Business and Industry**I. SITUATION**

Business & Industry (B & I) helps determine the quality and stability of Wood Village's economy. Unfortunately, it is also as vulnerable to disaster hazards as are citizens, schools, and government agencies. Wood Village contains a wide variety of B & I, with varying degrees of emergency planning knowledge and skills. Just as the public sector shares disaster vulnerability with B & I, so the two sectors can share information, training, and assistance in preparing for emergencies as well.

The City of Wood Village desires to integrate business preparedness, continuity, and recovery into its Emergency Management Program, and to develop a partnership with businesses and industry in Wood Village. The City seeks to increase business's awareness of emergency management issues potentially affecting B & I, such as Emergency Transportation Routes, emergency authority to establish curfews, and access to Federal disaster assistance.

This annex describes the role of, and relationship between, emergency management and B & I in Wood Village. It establishes policies and procedures for working together to protect our economy and prepare our community for disaster.

II. CONCEPT OF OPERATIONS

Everyone who lives or works in Wood Village has a vested interest and shared responsibility for disaster preparedness. The challenge is to mold that responsibility into a shared commitment to work together to identify hazards, develop contingency plans, and provide disaster preparedness training to employees and their families. The goal is to develop community-based partnerships and implement actions before disaster strikes to make the City of Wood Village more resistant to disaster.

- A. During a major regional emergency response, emergency services (police, fire, medical, etc.) will be limited. At a minimum, businesses need to plan on being self-sufficient during the first 72 hours of a major disaster. The City of Wood Village also encourages the local business community to develop and maintain Business Continuity plans.
- B. Wood Village uses the Incident Command System (ICS) to manage all emergency response and recovery activities. Businesses need to understand this system to effectively interface with responders and are encouraged to use it as a model for their own emergency operations.
- C. Incident Priorities. The following priorities have been established to guide the Wood Village IC in allocating available resources:
 1. Protection of life
Responders

FA 11. Business and Industry

At-risk populations
Public at large

2. Incident stabilization
Protection of mobile response resources
Isolation of the impacted area
Containment (if possible) of the incident
3. Property conservation
Protect public facilities essential to life safety/emergency response
Protect the environment whenever public safety is threatened
Protect private property

D. **Levels of Emergency.** To assist response agencies in recognizing the degree of intensity and potential impact of a particular situation, three levels of emergencies have been established:

LEVEL 1 situations are often referred to as “routine” crisis management or emergency situations that can normally be handled using resources available at the incident location. It may not be necessary to implement an emergency plan for this level. Outside assistance is usually not required.

LEVEL 2 situations are characterized by a need for response assistance from outside agencies (specialized equipment or personnel; insufficient or inadequate on-site resources; etc.). The request often takes the form of a 9-1-1 call for police, fire, or medical assistance. Examples include hazardous material spills and traffic accidents with multiple injuries. The IC may activate selected portions of the Wood Village Emergency Operations Plan (EOP).

LEVEL 3 situations are major incidents that require application of a broad range of community resources to save lives and protect property. Examples include airliner crash in populated areas, major earthquakes, etc. Emergency plans should be implemented for this level, and the Gresham Emergency Operations Center EOC will be activated to coordinate response and recovery activities.

Emergency situations will not always fit neatly into these levels—any incident has the potential to intensify and expand. Special circumstances or external pressures sometimes warrant outside assistance, even for minor incidents.

III. ROLES AND RESPONSIBILITIES

The roles and responsibilities listed below are intended as a draft until our the partnership between Wood Village Emergency Management and B & I has had an

FA 11. Business and Industry

opportunity to evolve more fully. As we transition from concept to practice, they can be refined to more accurately reflect specific actions and commitments.

A. EMERGENCY MANAGEMENT will:

1. Establish procedures to identify and coordinate emergency management issues that potentially impact Wood Village B & I;
2. Assist B & I in analyzing disaster hazards and their potential impacts to business operations;
3. Help identify actions that will mitigate the adverse impact of disasters;
4. Integrate B & I issues into the Wood Village Emergency Management Program;
5. Help businesses develop and implement disaster preparedness training programs for employees and their families.

B. BUSINESS & INDUSTRY may:

1. Participate in Wood Village Emergency Management Program mitigation, planning, response; and recovery activities;
2. Identify disaster-related concerns and issues;
3. Analyze potential hazards and identify actions to mitigate business impact; and
4. Develop an emergency plan to include business continuity and recovery.

IV. BUSINESS & INDUSTRY TEAMS

There are several ways that the City and its B & I partners jointly promote emergency management in the Wood Village community.

- A. The Wood Village area Community Awareness and Emergency Response Group enjoys a strong working partnership with Emergency Management. B & I representatives meet quarterly to discuss safety, emergency planning, ICS, and other training opportunities and share lessons learned during actual incidents.
- B. Each Wood Village business active in emergency management is asked to designate a single point of contact to facilitate better communication and

FA 11. Business and Industry

information flow regarding disaster planning, response activities, and training opportunities.

V. EMERGENCY PLANS

Under Occupational Safety and Health Administration and some local ordinances, many businesses and industries need to have an emergency plan. The level of sophistication depends on the type of business, number of employees, products involved, etc. Some plans may be simple one-page documents, while others may need to be very complex. All Wood Village businesses should have emergency plans.

A. An emergency plan should provide a “recipe” of things to do for the business employees and managers during an incident, including some type of “decision tree” or other process to manage the situation. The list should include:

1. Whom to contact for information or response in an emergency;
2. Roles and responsibilities during an emergency;
3. What resources are needed and how to obtain them; and
4. How to interface with emergency responders from outside agencies; etc.

B. The emergency plan should contain hazard-specific preparedness information and response actions, including, but not limited to:

- | | | |
|--------------|---------------------|--------------------|
| Fire | Hazardous Materials | Terrorist Incident |
| Flood | Major Accident | Earthquake |
| Winter Storm | | |

C. The plan should also address information about functions common to all emergencies and detailed procedures for special activities:

- | | |
|-------------------------|-----------------------|
| Incident Command System | Alert and Warning |
| Communications | Security |
| Medical Procedures | Business Continuation |

VI. THE INCIDENT COMMAND SYSTEM

ICS provides a common-sense method for managing personnel, equipment, communications, and facilities during emergencies. ICS is used successfully by organizations and agencies throughout the country and can be tailored to fit any type or scope of incident. ICS features a standard organizational structure with consistent roles and responsibilities (see Attachment 1). This facilitates effective

FA 11. Business and Industry

communication and coordination between individuals and organizations involved in an incident.

INCIDENT COMMANDER

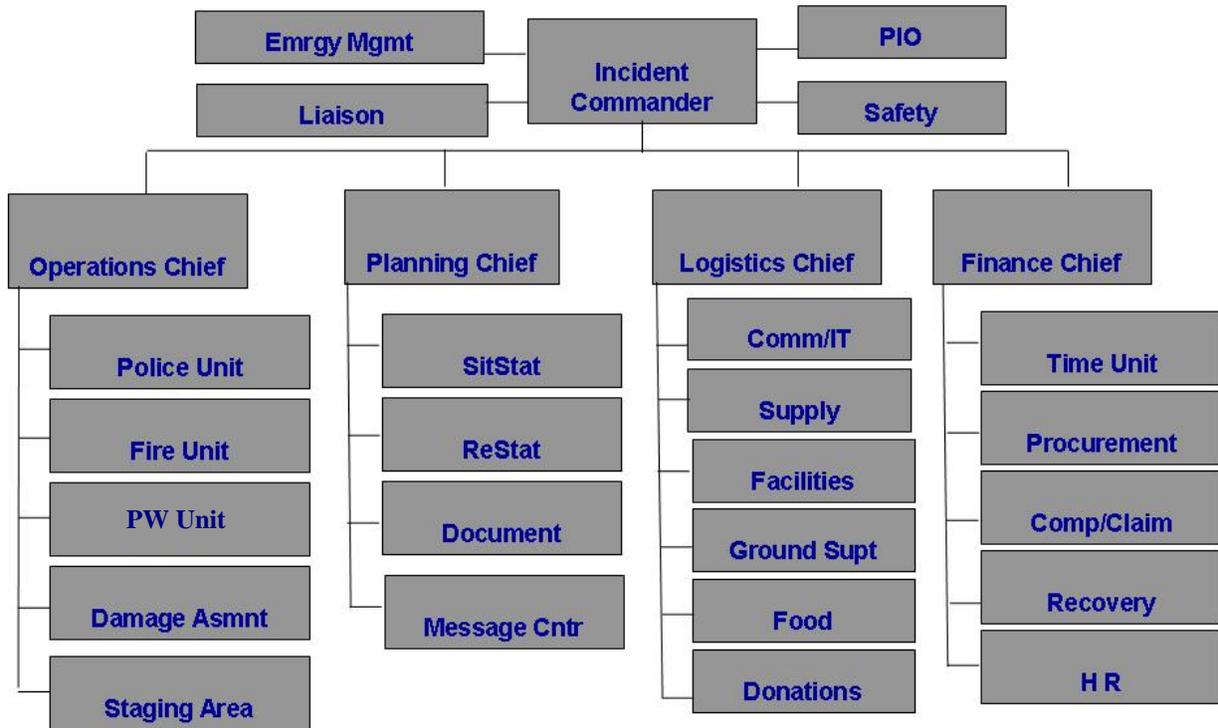
The IC is responsible for overall management of the incident and establishes objectives and strategy. The IC also retains responsibility for all functions in the ICS structure unless these have been delegated to someone else. He or she may appoint individuals to function as PIO, Safety Officer, or Liaison Officer, working directly for the IC. The IC may selectively delegate specific responsibilities in four major functional areas:

- A. **Operations.** Responsible for all tactical activities directed toward stabilizing the situation, eliminating or containing the hazard, and restoring normal operations.
- B. **Planning.** Responsible for collection, evaluation, and internal dissemination of information about the incident; manages all incident planning activities.
- C. **Logistics.** Responsible for incident communications and obtaining the resources and support needed to handle the incident.
- D. **Finance.** Responsible for financial and risk management issues, tracking personnel and equipment costs; arranging contract services; and compensation and claims.

Most incidents do not require use of the entire ICS structure outlined above, and the system is very flexible, allowing it to fit different situations. Both businesses and schools have found that ICS works very effectively to manage emergencies in their organizations. Response agencies in Wood Village use ICS for most emergencies, and its use is required on all hazardous materials incidents.

ATTACHMENT FA13-A: ICS Organization Chart

ICS STRUCTURE



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FA 12 – Disaster Assistance

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 - C. Avoiding Duplication of Benefits

- III. ROLES AND RESPONSIBILITIES
 - A. County and Local
 - B. Volunteers Active in Disasters
 - C. Unmet Needs Committee

- IV. REFERENCES

ATTACHMENT FA12-A: Typical Disaster Recovery Center Services

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FA 12. Disaster Assistance**I. SITUATION**

Requests for disaster assistance may occur during the response phase, but the majority will be generated during the recovery operation. Unless or until State or Federal agencies become involved in a Wood Village disaster, the Emergency Operations Center (EOC) will be the focal point for disaster assistance. EOC staff will coordinate requests for assistance with appropriate County agencies and volunteer organizations based on guidelines provided by the Incident Commander (IC). Requests will be forwarded to agencies best equipped to fill the need.

During a major disaster, there is a wide variety of Federal, State, and nonprofit agency programs available to assist disaster victims.

A. ASSISTANCE TO INDIVIDUALS

Assistance to individuals may include funds for temporary housing, individual and family grants to meet disaster-related expenses, and loans to individuals for repair or replacement of real and personal property. Funds may flow directly from the Federal government to the individual or through the State, County, or a nonprofit organization to the individual.

B. ASSISTANCE TO BUSINESSES

Assistance to businesses, including farms and sole proprietorships, is generally made available when the ability to continue business operations is terminated or impaired by a disaster. Such assistance may include loans or grants to replace livestock, restore damaged structures, or replace inventories.

C. ASSISTANCE TO PUBLIC AGENCIES

Assistance to State, County, and local agencies include measures such as repair or replacement of non-federally supported roads and water control facilities, and clearance of debris necessary to protect the public interest. It includes repair or replacement of Federal buildings, State-supported schools, etc. It includes loans to communities that have incurred substantial losses of tax and other revenue, government-owned equipment, supplies, facilities, personnel, and other resources. Recipients of public assistance may include states, counties, municipalities, unincorporated towns, water control districts, universities, or other nonprofit organizations.

II. CONCEPT OF OPERATIONS**A. DISASTER-SPECIFIC PROGRAMS**

A Presidential Declaration of a major disaster or emergency under the Robert T. Stafford Disaster Relief and Emergency Assistance Act triggers these programs.

FA 12. Disaster Assistance

A *major disaster* is any natural catastrophe or, regardless of cause, any fire, flood, or explosion that causes damage of sufficient severity and magnitude to warrant assistance supplementing State, local, and disaster relief organization efforts to alleviate damage, loss, hardship, or suffering.

An *emergency* is any occasion or instance for which Federal assistance is needed to supplement State and local efforts to save lives and protect property and public health and safety or to lessen or avert the threat of a catastrophe.

Disaster Recovery Center. Once a Declaration has been issued, the Federal Emergency Management Agency (FEMA) establishes a Disaster Recovery Center (DRC) in the area as a “one-stop” location where victims can apply for assistance. Representatives of Federal agencies, State and local governments, private relief agencies, and other organizations that can provide assistance or counseling are available to register and advise disaster victims.

B. DISASTER-APPLICABLE PROGRAMS

These are programs where funds from regular, ongoing agency programs are made available to support disaster recovery. Access to these programs depends upon a number of factors, including the availability of funds and the willingness of the agency to divert funds for disaster purposes. Duplication of benefits must be avoided if disaster-specific programs authorized for the same purpose exist.

C. AVOIDING DUPLICATION OF BENEFITS

Federal law prohibits agencies from providing financial assistance to any disaster victim (individual, business, or other entity) who receives financial assistance *for the same purpose* under any other Federal program or from insurance. A disaster victim must rely first on private insurance, then Federal loans, then, finally, Federal grants. For example, a disaster victim without insurance, or without adequate insurance, must first try to obtain a loan to meet disaster-related needs. If the victim cannot qualify for a loan, or if a loan will not address all essential needs, then a grant may be provided.

III. ROLES AND RESPONSIBILITIES

In addition to the Federal role in disasters described above, there are local and regional responsibilities to assist victims in receiving disaster assistance.

A. COUNTY AND LOCAL ASSISTANCE

During minor events, disaster assistance programs will be coordinated through the EOC and administered by County and regional nonprofit organizations.

FA 12. Disaster Assistance**B. CITIZEN CORPS COUNCIL**

Volunteer agencies that actively assist individuals during disasters (Red Cross, Salvation Army, religious organizations, etc.) have developed a program to coordinate victim assistance efforts. The Citizen Corps Council has primary responsibility for Donation Management in East Multnomah County and will play a significant role in assisting the Fairview community in recovering from a disaster. The Citizen Corps Council members will coordinate their activities with EOC staff.

C. UNMET NEEDS COMMITTEE

Non-government organizations (Red Cross, Habitat for Humanity, Salvation Army, etc.) will often join together to form a committee to coordinate their activities, avoid redundancy, and identify victims' unmet needs. In the wake of disaster, relief assistance is often needed outside of prescribed eligibility for government relief programs. In such cases, the Unmet Needs Committee works together to locate the resources needed to respond effectively to those needs.

IV. REFERENCES

The following publications are available in the Fairview Emergency Management Office:

- A. FEMA Publication 229(4), September 2005, *Disaster Assistance: A Guide to Recovery Programs* provides a detailed listing of disaster relief assistance programs.
- B. FEMA Publication 545, July 2008, *Help After a Disaster, A Guide to Individuals and Households Program*.

FA 12. Disaster Assistance

ATTACHMENT FA14-A: Typical Disaster Recovery Center Services

- A. Temporary housing for disaster victims whose homes are uninhabitable as a result of a disaster.
- B. Essential repairs to owner-occupied residences in lieu of temporary housing so that families can return to their damaged homes.
- C. Disaster unemployment and job placement assistance for those unemployed as a result of a major disaster.
- D. Disaster loans to individuals, businesses, and farmers for refinancing, repair, rehabilitation, or replacement of damaged real and personal property not fully covered by insurance.
- E. Agricultural assistance payments, technical assistance, and Federal grants for the purchase or transportation of livestock.
- F. Information about the availability of food stamps and eligibility requirements.
- G. Individual and family grants to meet disaster-related expenses and other needs of those adversely affected by major disasters when they are unable to meet such needs through other means.
- H. Legal counseling to low-income families and individuals.
- I. Tax counseling concerning various disaster-related tax benefits.
- J. Consumer counseling and assistance in obtaining insurance benefits.
- K. Crisis counseling and referrals to mental health agencies to relieve disaster-caused mental health problems.
- L. Social Security assistance for recipients or survivors, such as death or disability benefits or monthly payments.
- M. Veterans' assistance, such as death benefits, pensions, insurance settlements, and adjustments to home mortgages held by the Veterans Administration (VA) if a VA-insured home has been damaged.
- N. Other specific programs and services as appropriate to the disaster.

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FA 13 – Debris Management

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FA 13. Debris Management**I. SITUATION**

Many disaster scenarios, including windstorms, ice storms, floods, and earthquakes, could generate sufficient amounts of debris to affect emergency response, public health and safety, transportation, and the operation of government, businesses, and industries in Wood Village. For this reason, it is critical that prior to a disaster, the City has established plans and mechanisms that will enable the expedited removal of debris from public rights-of-way and facilities, as well as the dissemination of information to assist citizens and businesses in proper debris removal. In addition, the City is committed to managing the debris in a manner consistent with the solid waste management hierarchy that favors reuse, recycling, and energy recovery over landfilling.

The management of disaster-related debris will necessarily build upon the City's existing system for collecting solid waste. A critical feature of this system is that the City itself does not own or operate any equipment designated for solid waste collection. Instead, it relies on two classes of private companies to provide actual collection services:

- Licensed haulers that are the primary collectors of garbage, recyclables, and yard debris for residential and commercial/industrial properties, each in its own designated geographic zone; and
- Non-licensed haulers that are permitted by the City to collect loads of source-separated recyclables; mixed, non-putrescible recyclables and solid waste; and construction and demolition debris.

The City also does not own or operate any disposal or recycling facilities. Metro owns regional solid waste transfer stations in Oregon City and Northwest Portland and contracts for the hauling of garbage from those facilities to a privately owned landfill in Arlington, Oregon. Additional private transfer stations, mixed waste recycling facilities, and yard debris processors are located in the region as well.

II. CONCEPT OF OPERATIONS**A. Debris Management Phases**

1. Assess Debris.
Use local damage assessment information to determine the volume, location, and types of debris on both public and private property. Utilize damage assessments from other jurisdictions to determine the regional impact, as that may affect resources available to the City.
2. Establish debris removal priorities.
Develop prioritized list of sites for debris removal, emphasizing debris removal associated with life safety operations, restoration of critical services, and opening transportation corridors.

FA 13. Debris Management

3. Assign debris-clearing equipment and crews to priority sites.
4. Arrange for hauling from priority sites.
Contact licensed haulers to provide hauling services from debris-clearing operations at priority sites (see hauler zone map in Attachment 1).
5. Determine whether debris may be hauled directly to processing facilities.
Contact Metro and processing facilities to determine whether they are functioning and have the immediate capacity for putrescible waste, mixed dry waste, yard debris, and hazardous waste (see Attachment 2).
6. Inform residents and businesses of debris management options.
Release information regarding facilities that accept debris for recycling or disposal, as well as the status of regular collection of garbage, yard debris, and recyclables (see sample information sheet/press release in Attachment 3).
7. Prepare pre-identified temporary storage sites to accept debris.
If processing facilities cannot accept all debris immediately, prepare temporary storage sites (see Attachment 4) to accept material.
8. Track tonnage removed and costs for debris hauling, processing, and disposal.

III. ROLES and RESPONSIBILITIES**A. Private Citizens and Businesses**

Private citizens and businesses are responsible for removing disaster-related debris from their properties. The City of Wood Village may provide some assistance when the debris poses a risk to lives or public health.

B. Private Hauling Companies

City-licensed and/or registered hauling companies would provide hauling services from priority debris sites.

C. Emergency Operations Center-Planning Section

1. Pre-identify temporary sites for storage of debris.
2. Pre-identify Department of Environmental Services (DES) debris clearing equipment and private contractors with such equipment.

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3. Pre-identify priority facilities, transportation routes, and other sites for clearing of debris.

D. Emergency Operations Center-Operations Section

1. Utilize damage assessment reports to assign clearing equipment and crews to priority facilities, transportation routes, and other sites.
2. Identify, prepare, and open pre-identified sites for temporary storage of debris.

E. Department of Public Works

1. Assist Emergency Coordination Center (ECC) Operations Section in making arrangements with licensed and non-licensed solid waste haulers.
2. Communicate with Metro to determine the status of public and private processing facilities and, as necessary, coordinate other debris management information and activities.
3. Track tonnage of debris hauled, processed, recycled, and disposed of. Track costs of debris hauling and processing/disposal and report this information to ECC Finance Section Chief.

IV. DEBRIS MANAGEMENT OPERATIONS**A. Debris Management 1 – Assess debris.**

1. The Operations Section Chief will use local damage assessment information to determine the volume, location, and types of debris on both public and private property.
2. The Operations Section Chief will use regional damage assessment information from Multnomah County, Metro, and other jurisdictions, as that may affect resources and transportation routes available to the City for hauling and processing local debris.
3. The Operations Section Chief will notify other government entities—e.g., Multnomah County and the Oregon Department of Transportation (ODOT)—of debris sites on or affecting the transportation routes for which they are responsible in Wood Village.

FA 13. Debris Management

- B. Debris Management 2 – Establish debris removal priorities.
 - 1. Based on debris assessment information, the Operations Section Chief will establish a prioritized list of sites for debris removal.
 - 2. Guidelines for determining debris removal priorities include: (a) life safety operations; (b) access to critical facilities; and (c) restoration of priority transportation routes.
- C. Debris Management 3 – Assign debris-clearing equipment and crews to priority sites.
 - 1. The Operations Section Chief will assign pre-identified debris-clearing equipment and crews to sites according to the ranking of priorities.
- D. Debris Management 4 – Arrange for hauling from priority sites
 - 1. The recycling and solid waste program manager will contact the designated licensed haulers to provide hauling services for priority debris sites (see hauler zone map in Attachment 1).
- E. Debris Management 5 – Determine whether debris may be hauled directly to processing facilities.
 - 1. The Recycling and Solid Waste Manager will contact Metro and private processors to determine which facilities are functioning and have the immediate capacity for putrescible waste, mixed dry waste, yard debris, and hazardous waste (see Attachment 2).
 - 2. The Recycling and Solid Waste Manager will inform the Operations Section Chief and the licensed haulers of the availability of local processing facilities.
 - 3. If local processing facilities are not immediately able to accept debris loads, the Operations Section Chief will determine which pre-identified sites will be used for the temporary storage of debris. The Recycling and Solid Waste Manager will convey this information to haulers.
- F. Debris Management 6 – Inform residents and businesses of debris management options.
 - 1. The public information officer (PIO) will release information about private facilities that accept debris for recycling or disposal, as well as the status of regular collection of garbage, yard debris, and recyclables (see sample information sheet/press release in Attachment 3).

FA 13. Debris Management

- G. Debris Management 7 – Prepare pre-identified temporary storage sites to accept debris.
 - 1. The Operations Section Chief will assign Operations staff to open and prepare temporary storage sites to accept debris (see list in Attachment 4).
 - 2. Preparation may involve unlocking sites, setting up traffic control equipment, and ensuring that sites are secure.

- H. Debris Management 8 – Track tonnage removed and costs for debris hauling, processing, and disposal.
 - 1. The Recycling and Solid Waste Program Manager will compile tonnage data for hauled debris and the associated hauling, processing, and disposal costs.
 - 2. The Recycling and Solid Waste Program Manager will report all tonnage and cost data to the Finance Section Chief.

Attachment FA13-A: Licensed Hauler Zone Map

All of Wood Village is served by
Waste Management Disposal Services
800-808-5901

Attachment FA13-B: Recycling & Solid Waste Management Facilities

Garbage Disposal Facilities

Distance from City Hall

[Metro South Station](#)

(503) 234-3000 20.3 miles
2001 Washington St., Oregon City

[Metro Central Station](#)

(503) 234-3000 19.9 miles
6161 NW 61st Ave., Portland

Wood and Yard Debris Recyclers

Distance from City Hall

[Dan Obrist Recycling](#)

(503) 492-8820 6.1 miles
4540 SE 174th, Portland

[All Wood Recyclers](#)

(503) 667-5497 2.7 miles
23001 NE Marine Drive, Wood Village

[East County Recycling Center](#)

(503) 253-0867 6 miles
12409 NE San Rafael, Portland

[Pacific Land Clearing and Recycling](#)

(503) 774-6939 12.5 miles
6400 SE 101st Ave., Portland

[Pacific Western](#)

(503) 658-5151 13.6 miles
16051 SE Hwy. 224, Carver

[Emmert International](#)

(503) 655-7191 18.9 miles
11811 SE Hwy. 212, No. 34, Clackamas

[Clackamas Compost Products](#)

(503) 557-1028 19.9 miles
11620 SE Capps Rd., Clackamas

[McFarlane's Bark Inc.](#)

(503) 659-4240 17.1 miles
13345 SE Johnson Rd., Milwaukie

FA 13. Debris Management

[Wood Waste Management](#)

(503) 493-3370 11.5 miles
 7315 NE 47th Ave., Portland

Rubble Recyclers

Distance from City Hall

Dan Obrist Recycling (503) 492-8820 4540 SE 174th, Portland	6.1 miles
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East County Recycling Center (503) 253-0867 12409 NE San Rafael, Portland	6 miles
---	---------

Portland Sand and Gravel (503) 252-3497 10717 SE Division, Portland	10.8 miles
---	------------

The Wall (503) 735-9255 5235 NE 112th, Portland	9.1 miles
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Emmert International (503) 655-7191 11811 SE Hwy. 212, No. 34, Clackamas	18.9 miles
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Porter Yett (503) 282-3251 5949 NE Cully Blvd., Portland	10 miles
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Portland Road and Driveway (503) 650-5006 10500 SE Jennifer St., Clackamas	18.7 miles
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FA 13. Debris Management

Drywall Recyclers

Distance from City Hall

[Dan Obrist Recycling](#)

(503) 492-8820

6.1 miles

4540 SE 174th, Portland

[Knez Building Materials](#)

(503) 655-1991

14.7 miles

12301 SE Hwy. 212, Clackamas

[Wastech](#)

(503) 285-5261

14.3 miles

701 N. Hunt St. (off Columbia Blvd.),
Portland

Attachment FA13-C: Sample Press Release

News Release

Date: XXXX X, 200X

For Immediate Release

Contact:

Department of Public Works

Randy Jones, Public Works Director, (503) 489-6857

RECYCLING AND DISPOSAL OPTIONS FOR EARTHQUAKE DEBRIS

Yesterday's earthquake created considerable amounts of debris on area roads and at Wood Village residences and businesses. The City is utilizing its equipment and staff around-the-clock to clear debris from primary transportation corridors and in other locations where the immediate removal of debris is necessary to facilitate emergency operations and restore critical services.

Given the limited public resources available, local residents and businesses will be responsible for cleaning up and removing debris from their own private property. Garbage and recycling haulers are operating and will provide collection on regularly scheduled collection days, except in areas where street access is blocked by debris. Residents and businesses are asked to put out only normal recyclables and trash for this collection. Depending on equipment availability, residents and businesses may be able to make special arrangements with their haulers for collection of earthquake debris.

There are a number of locations that may be available to which residents and businesses can self-haul debris such as concrete, asphalt, drywall, wood, yard debris, and other materials. A partial listing of these facilities is provided below. Additional options are available by calling Metro's Recycling Information Center at 503-234-3000 (expect long waits) or on the Web at <http://www.oregonmetro.gov/index.cfm/go/by.web/id=727>

Partial List of Facilities Accepting Debris

The City of Wood Village recommends that you call each facility for hours and guidelines before delivering materials.

Wood

[Dan Obrist Recycling](#), 4540 SE 174th Avenue, (503) 492-8820
All Wood Recyclers, 23001 NE Marine Drive, (503) 667-5497

Drywall

[Dan Obrist Recycling](#), 4540 SE 174th Avenue, (503) 492-8820
Knez Building Materials, 12301 SE Highway 212, Clackamas, (503) 655-1991

Rubble

[Dan Obrist Recycling](#), 4540 SE 174th Avenue, (503) 492-8820
East County Recycling, 12409 NE San Rafael, (503) 253-0867
Portland Sand & Gravel, 10717 SE Division, Portland, (503) 252-3497

Yard Debris

[Dan Obrist Recycling](#), 4540 SE 174th Avenue, (503) 492-8820
All Wood Recyclers, 23001 NE Marine Drive, (503) 667-5497
East County Recycling, 12409 NE San Rafael, (503) 253-0867

ATTACHMENT FA13-D: Potential Temporary Debris Storage Sites

North Wood Village

South Wood Village

East Wood Village

West Wood Village

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FA 14 – Donations Management

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- III. ROLES AND RESPONSIBILITIES
- IV. DONATION GUIDELINES

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FA 14. Donations Management**I. SITUATION**

A major disaster in East Multnomah County is likely to trigger the need to receive, process, and deliver donated goods and services to victims. Because private volunteer organizations are experienced in managing donations, Wood Village will depend on them to help implement a donations management plan specific to the incident.

The Oregon Office of Emergency Management (OEM) and the Oregon Volunteer Organizations Active in Disaster (ORVOAD) have developed a plan called the Oregon Donations Management System. A decision to activate this system will depend on the nature and severity of the event or the logistics support necessary to handle donated goods. When activated, OEM and ORVOAD will jointly manage the system in close coordination with City, County, and Federal representatives. (A copy of the state Donations Management Plan is available at the Gresham EOC.)

Whenever the situation warrants, the Logistics Section Chief will coordinate with participating Citizen Corps Council agencies to establish a Wood Village Donation Coordination Team (DCT). The DCT will develop incident-specific procedures to manage donated goods and services, financial assistance, and volunteer resources. If the State donation management plan is activated, the local DCT will coordinate its activities with State and Federal participants.

II. CONCEPT OF OPERATION

Donations may be solicited or unsolicited, ranging from perishable food items to time and services offered by walk-in volunteers. Public response to real or perceived needs of victims can create significant logistical problems in receipt, storage, accountability, and distribution of donated goods. It is critical that the Incident Commander (IC) issue timely and specific donation information to the public as soon as practical following EOC activation.

Donation information should include: 1) what type (if any) of donations are sought; 2) a time and location where donations will be processed; and 3) a telephone number where more information is available. Once the IC has approved the incident-specific donation management plan, the PIO provides specific details to the media and the public.

All donor offers should be referred to the East Multnomah County Volunteer Organizations Active in Disaster (VOAD) for screening and processing in order to appropriately match resources with needs.

III. ROLES AND RESPONSIBILITIES**A. THE INCIDENT COMMANDER WILL:**

1. Provide donation policy guidance to the Logistics Chief

FA 14. Donations Management

2. Approve donation public information releases

B. THE LOGISTICS SECTION CHIEF WILL:

1. Develop incident-specific donation procedures in coordination with participating Citizen Corps Council agencies
2. Activate the Wood Village DCT as needed
3. Establish a donation “hotline” as needed
4. Establish a volunteer “hotline” as needed
5. Coordinate donation public information releases

C. THE PUBLIC INFORMATION OFFICER WILL:

1. Coordinate donation information releases with the Logistics Section Chief and IC
2. Distribute donation information and hotline numbers to the media and to the public

D. THE WOOD VILLAGE DONATION COORDINATION TEAM WILL:

1. Develop procedures for soliciting, screening, receiving, transporting, storing, and distributing donated goods;
2. Establish policies and procedures to be used to process offers of financial assistance;
3. Coordinate volunteer resources;
4. Manage and operate local storage and distribution centers; and
5. Conduct an assessment as soon as possible to identify all East Multnomah County needs for goods, volunteers, and services.

IV. DONATION GUIDELINES

- A. The following guidelines will assist the Logistics Chief and the IC in establishing event-specific donation management policies and procedures.

FA 14. Donations Management

1. Donors will be discouraged from sending unsolicited donations directly to the disaster site.
 2. Donors will be encouraged to contact the Donation Coordinator for need and acceptance of material before transporting it.
 3. Donors who want to offer unsolicited or unwanted goods will be advised that although the goods cannot be accepted at this time, their availability will be entered into a database, and this information will be made available to Federal and State governments and volunteer agencies, should a need arise for such goods.
 4. Goods not requested but that can be used will be made available to all participating volunteer organizations and other nonprofit organizations.
 5. When possible, unneeded goods such as clothing shall be recycled or redistributed to others in need.
- B. Before donations can be accepted, the Logistics Chief will ensure that an accountability system has been established to track donations from receipt to distribution.
- C. Warehousing should be located outside of the immediate disaster area but within short commuting distance. The locations should also provide easy access to major transportation systems.
- D. Some individuals use disaster events as a dumping ground for unwanted or unusable goods. The Donation Coordinator may have to discreetly, but firmly, refuse items that are unsanitary, worthless, or detrimental to the relief effort.
- E. To ensure a smooth transition during major disasters, Wood Village's donation management policies and procedures will be compatible with those contained in the OEM/ORVOAD State plan.

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FA 15 – Pet Sheltering

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ATTACHMENT FA15-A: Basic Pet Shelter Protocol

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I. Purpose

To establish guidance and procedures to facilitate the basic safety and care of domestic pets in the City of Wood Village during an emergency or disaster.

II. SITUATION AND ASSUMPTIONS

- A. Natural or technological emergency and disasters occur that require citizens to evacuate their homes.
- B. Many citizens own domestic pets such as dogs and cats and consider them as an intrinsic part of their households.
- C. Pet owners may fail to evacuate because they cannot take their animals with them, and owners who have left their animals behind will later try to reenter the disaster area to rescue them.
- D. Evacuation operations should include transportation and shelter for people who evacuate with their pets.
- E. Red Cross shelters for citizens do not permit pets other than those used for special needs assistance.
- F. Unattended pets may be at risk to themselves and to the general public.
- G. Emergency planning for animals requires extensive collaboration among animal control, humane and animal welfare organizations, veterinarians, animal boarding facilities, emergency management officials, and volunteer groups.

III. CONCEPT OF OPERATIONS

- A. City of Wood Village residents are encouraged through public education to include pet supplies in their 72-hour kits and, if possible, to pre-arrange reciprocal agreements with relatives and friends prior to the onset of disaster situations.
- B. For those who do not pre-arrange animal care, or when circumstances do not allow owners time to move pets, it may become necessary to open a Pet Shelter to ensure owner evacuations.
- C. Pet Shelter locations will be announced along with the general public instructions for evacuation and shelter locations.
- D. Pet Shelters will be paired with nearby Red Cross shelters, whenever possible. Owners can then assist with daily feeding, watering, exercising, and keeping the shelter area clean.

- E. Pet owners will be required to show proof of required vaccinations. Any pet not having its vaccinations or considered to pose a risk to other animals or people will be admitted to the shelter only after shelter staff evaluation.

III. ROLES AND RESPONSIBILITIES

- A. THE INCIDENT COMMANDER has primary responsibility for:
 - 1. Developing the evacuation plan and issuing the evacuation order for citizens and their pets; and
 - 2. Coordinating evacuation routing, procedures, shelter, and support requirements with other agencies and jurisdictions.
- B. EMERGENCY MANAGEMENT is responsible for:
 - 1. In advance of an emergency, providing citizens with outreach and education to include supplies, carriers, identification, and vaccination records for family pets in their 72-hour kit;
 - 2. Establishing a cadre of volunteers to help staff Pet Shelters, as well as volunteer policies, procedures, and training; and
 - 3. Establishing relationships and deployment protocol with local pet supply companies, veterinary clinics, and boarding facilities to assist with shelter operations and needs.
- C. EOC STAFF has primary responsibility for:
 - 1. Working with the Emergency Operations Center (EOC) Red Cross liaison to determine which location/s will be used for sheltering citizens;
 - 2. Identifying Pet Shelter location/s within close proximity to Red Cross Shelter sites
 - 3. Alerting the Red Cross that a City Pet Shelter will be set up and available to receive pets of evacuees;
 - 4. Using procedures in FA 7 – Public Information of this plan, warn the public of the emergency situation and provide evacuation and shelter information;

FA 15. Pet Sheltering

5. Using procedures in FA 7 – Public Information of this plan, provide the media and public with information regarding the reason for the evacuation, available public transportation, and location of the Pet Shelter;
6. Coordinating reception/shelter area liaison and security;
7. Deploying pre-identified volunteers for shelter management;
8. Requesting assistance from Multnomah County Animal Control as needed, by contacting the Multnomah County EOC; and
9. Coordinating local pet supply companies, veterinary clinics, and boarding facilities to assist with shelter operations and supplies.

D. MULTNOMAH COUNTY ANIMAL CONTROL will:

1. Be responsible for rescue of livestock and other animals in distress; and
2. Be requested to assist at City Pet Shelter if the number of pets exceeds shelter capability, or uncontrollable animals are exhibiting dangerous behavior.

ATTACHMENT FA15-A: Basic Pet Shelter Protocol

- I. Incident Command System (ICS)
Pet Shelter operations will follow ICS.
 - A. Command Responsibilities
 1. Overall management of Pet Shelter.
 2. Initiating set-up of shelter operations.
 3. Supervision of shelter staff/volunteers.
 4. Coordination with Red Cross Shelter management.
 5. Maintaining incident log.
 6. Close out of shelter operations.
 7. Submission of pet shelter report to the Incident Commander (IC) in the EOC.
 - B. Operations Responsibilities
 1. Register evacuees and their animals, using appropriate forms and checking vaccine records provided by owner.
 2. Take photos of animals with their owners.
 3. Assign animal to crate and properly label crate with owner identification (ID).
 4. Maintain file of all animals in shelter.
 5. Assist owners when they come to walk/feed/care for pet.
 6. Walk/feed/care for pets whose owners are not able to attend to them.
 7. Monitor animal stress and behavior problems.
 8. Monitor supplies, food, and environmental conditions.
 9. Assist in reunifying pets and owners.
 10. Assist with break-down and cleaning of shelter and crates.
 - C. Planning Responsibilities:
 1. Work with Operations and Logistics to keep abreast of staffing needs for upcoming shifts.
 2. Communicate situation reports to EOC and Shelter Command to plan for next operational period.
 3. Make note of incident situation and changing conditions.
 4. Assist with operations of Pet Shelter, as needed.
 - D. Logistics Responsibility-
 1. Set up signage and registration area.
 2. Inventory facility space and note present conditions.
 3. Configure shelter space.
 4. Set up trash cans, crates, and supplies.
 5. Ensure adequate supplies of crates, food, plastic bags, disinfectant, etc.
 6. Coordinate with the EOC for special or additional supplies.

FA 15. Pet Sheltering

7. Coordinate with Red Cross Shelter manager for location of trash disposal, pet walking areas, and needs of Pet Shelter volunteers.
 8. Break down shelter, clean-up of area and final check of area.
- II. Allowable Animals
Domestic pets only will be accepted in the Pet Shelter. This includes dogs, cats, birds, ferrets, small mammals, reptiles, and fish. Animals not allowed include wild animals, feral animals, poisonous reptiles, and endangered or threatened species.
- III. Registration and Intake
Pet owners must be officially registered at the adjacent Red Cross Shelter in order to have their pet in the Pet Shelter. Owners should provide ID and vaccine records for each pet. Every effort will be made to accommodate pets without such records, but they may be separated from other animals. Shelter paperwork and photos will be completed prior to owners leaving. Two photos will be taken: one remaining with the pet and the other given to the owner. Any owners that may be frail or experiencing cognitive stress will be given an “I Have A Pet” badge. This will alert Red Cross Shelter staff to check with the Pet Shelter before moving the owner to a new location.
- IV. Reunification of Pets with Owners
All owners will produce the photo taken at reception for release of their pet. Coordination must be made with the Red Cross Shelter manager in the event that evacuees are moved to another location. Pets and their owners should be transported together whenever possible. If pets are not claimed, Multnomah County Animal Control and/or the Humane Society will be called for assistance.
- V. Shelter Break-Down Procedures-
Once all pets have been distributed back to their owners, all crates, floors tables, etc. will be disinfected. All supplies will be inventoried, and a replacement list will be created. Documentation of the incident will include all registration and animal intake forms, photos of pets with owners, volunteer registration forms, incident logs kept by the shelter commander, and receipts for any purchases made. All information will be forwarded to the EOC documentation unit staff.

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FA 16 – Sheltering and Feeding

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- IV. SHELTERING AND FEEDING
- V. HUMAN SERVICES

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FA 16. Sheltering and Feeding**I. SITUATION**

- A. Sheltering is the operation of providing temporary housing and associated services to a population, during a disaster or emergency. Many potential incidents (flooding, severe cold/hot weather, hazardous materials, terrorist threat, mass power-outages, etc.) could trigger the need for sheltering in Wood Village.
- B. Historically 80-90% of the evacuees will find shelter with relatives or friends rather than seek refuge in public emergency shelters.
- C. Displaced citizens may need shelter and other elements of support, depending on the hazard, duration, and weather conditions. The Office of Emergency Management is the Lead Agency for sheltering operations in the City of Wood Village. The American Red Cross (ARC) is the primary provider of shelters during disaster situations.
- D. Churches and other Community Based Organizations (CBO's) may open shelters in the City of Wood Village spontaneously, under their own guidance.
- E. The City maintains a separate Sheltering plan, which can be obtained through the Wood Village Emergency Manager (Plan is under Development).

II. CONCEPT OF OPERATIONS

- A. The City Manager or Incident Commander has the authority to order the opening of city-managed shelters.
- B. The City will be responsible for shelter operations, at shelters which were opened by the City, or where operations have been assumed by the City.
- C. When conditions permit, before ordering the opening of a shelter in Wood Village, the Incident Commander should:
 - 1. Identify the potential area at risk and population demographics, to determine where a shelter should be opened. Include areas threatened if the incident escalates or conditions change.
 - 2. Designate the areas of the City where shelters should be opened.
 - 3. Instruct and coordinate with the Office of Emergency Management, directions to open shelters.

FA 16. Sheltering and Feeding

4. Provide Fire, Police, EMS, and PW support to Emergency Management, as needed.
 5. Assess the shelter-needs of vulnerable populations and ensure coordination with Multnomah County Health and Human Services. These populations may include, but not be limited to-
 - Persons who are frail or housebound
 - Persons with disabling mental illness
 - Persons with physical disabilities, including sight or hearing limitations or mobility impairments
 - Persons who are medically fragile
 - Persons from culturally diverse populations
- C. If the decision is made to open shelters, communications to the public should include at a minimum:
1. The locations/directions, hours of operations, and contact information of all shelters open in the city.
 2. Special instructions, such as the shelters guidelines on: Accepting pets, accepting medically frail patients, food availability, etc.
 3. Information regarding bus or other public transportation for those who may need it.

III. ROLES AND RESPONSIBILITIES

- A. THE INCIDENT COMMANDER has primary responsibility for:
1. Coordinating City resources to provide shelter support and security, as needed.
 2. Ensuring special safety requirements are met, such as fire/safety inspections, security, etc.
 3. Determining the time of opening and duration of shelter operations.
- B. WOOD VILLAGE EMERGENCY MANAGEMENT is responsible for:
1. Notifying the American Red Cross-Oregon Trail Chapter, and Multnomah County Emergency Management, of any potential shelter operations in the Wood Village area.
 2. Coordination of City Staff, Red Cross Staff, and/or volunteers, to serve as shelter management personnel.

FA 16. Sheltering and Feeding

3. Coordinate training and equipment for shelter management personnel, of City-managed/sponsored shelters.
4. Maintaining situation status of all shelters open in the City of Wood Village. This should be done using the National Shelter System whenever possible.
5. Coordinating Human Services needs with Multnomah County Health and Human Services
6. Coordinating information and status updates with Multnomah County Emergency Management, as well as the Emergency Management departments from surrounding jurisdictions.

C. MULTNOMAH COUNTY HEALTH/HUMAN SERVICES will:

1. Be the lead agency in the identification and sheltering of special needs population groups within the shelters and regularly update the Vulnerable Population Registry available to all citizens within Multnomah County.
2. Coordinate transport, transit, destination, and accommodation requirements to meet special population needs.

D. EOC STAFF will support sheltering requirements, including:

1. Assist in determining shelter availability in the destination area(s), using the National Shelter System and Wood Village volunteer database.
2. Assist the Incident Commander or the Public Information Officer in communicating with the public to provide shelter information
3. Coordinate shelter support with the Red Cross.
4. Coordinating reception/shelter area liaison and security
5. Coordinating neighborhood congregation points with law enforcement for evacuees who need transportation to evacuation points or shelters
6. Work with Multnomah County Health and Human Services to arrange and coordinate transportation for groups or individuals requiring assistance or special considerations to evacuate, such as the elderly, disabled, hospital patients, residents of nursing homes.

FA 16. Sheltering and Feeding

7. May request assistance from identified citizen volunteers (CERT, Neighborhood Watch, and Map Your Neighborhood Leaders) to enhance emergency response by assisting vulnerable resident within their neighborhoods.
 8. Once shelter sites have been identified, assess the need for opening an additional shelter for pets of evacuees and deploying P.E.T volunteers for assistance.
- F. The AMERICAN RED CROSS will:
1. Maintain a list of potential shelters for use during emergencies in the National Sheltering System.
 2. Support Wood Village Emergency Management in entering independent shelter sites information into the National Shelter System.
 3. Work with Wood Village Emergency Management to build sheltering capacity in the city.
 4. Support the activation and operation of shelters during disasters.
 5. Provide a Red Cross Liaison to the EOC when activated

IV. SHELTERING & FEEDING**A. AMERICAN RED CROSS**

1. The American Red Cross provides sheltering and feeding services within its capacity.
2. The American Red Cross will work with the City of Wood Village's Lead Agency for mass care, to develop plans when the need exceeds the Red Cross' capacity.
3. The American Red Cross will provide psychological first aid and advanced first aid services in its shelters.
4. The American Red Cross will coordinate the operations of Red Cross-managed general populations, with special needs and pet shelters
5. See the American Red Cross-Disaster Response Plan for details about additional services.

B. MULTNOMAH COUNTY

FA 16. Sheltering and Feeding

1. Disaster victims and vulnerable populations may be provided additional medical and social services by Multnomah County agencies or other volunteer, non-profit service organizations.
2. In the event that a pet shelter is required, Multnomah County Animal Control may be requested to assist with sheltering facilities and staffing needs.

C. ASSEMBLY AND RECEPTION FACILITIES

1. Mt. Hood Community College has agreed to provide facilities for temporary assembly and reception of displaced persons. If sheltering in excess of 4-6 hours is anticipated, a formal request needs to be submitted to the American Red Cross.

V. EMERGENCY RESPONSE PERSONNEL

1. EOC STAFF: Sheltering and feeding of the EOC staff is the responsibility of the Logistics Section. This function may be coordinated with the American Red Cross.
2. Wood Village employees engaged in response activities will normally be released to their homes or stations to sleep. If not, the EOC Logistics Section will arrange shelter and feeding convenient to their assigned work area.

VI. FAMILIES OF RESPONSE PERSONNEL

1. If long-term sheltering is necessary, the Logistics Section will attempt to shelter the families of response personnel at one location to help keep families informed and relieve stress on Emergency Responders.

VII. HUMAN SERVICES

1. The Multnomah County Departments of Health Services, Community and Family Services, and Aging Services provide emergency medical, health, and welfare services to all citizens.
2. The EOC staff coordinates with these Departments and Divisions during a major emergency in Wood Village.
3. Telephone, radio, television, and City and County web sites will be used to provide information on emergency human services.

FA 16. Sheltering and Feeding

4. The EOC Public Information Officer will coordinate all media releases concerning emergency health information and services with the appropriate medical and social service agencies.

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IA 1 – Weather Emergencies

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ATTACHMENT IA1-A: Weather Incident Checklist

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IA 1. Weather Emergencies**I. Situation**

- A. East Multnomah County experiences a broad range of severe weather conditions such as freezing rain, high winds, snow, and hail. Weather-related incidents rank high in Gresham's All-Hazard Analysis, due to frequency and widespread impact. Particularly common are Columbia Gorge heavy winter rain, wind, and ice storms, which create hazardous driving conditions and often lead to power outages.
- B. In December 1996, an ice storm resulted in the closure of I-84 from Troutdale through most of the Columbia River Gorge, stranding hundreds of motorists for several days. This same storm brought down thousands of trees and tree limbs in the greater metropolitan area, caused closure of Portland International Airport, and resulted widespread loss of electrical power. Major areas in East Multnomah County were without power for several days.
- C. Coastal hurricane-force winds occasionally penetrate inland to the Willamette Valley, bringing wind gusts of 75–80 miles/hour. Approximately 40% of the recorded high winds are from the south or the west. As a rule, most of the wind in Multnomah County is generated in the Columbia Gorge and, as a result, moves from the East. These East winds help keep the area cool in summer and often bring blasts of Arctic air in the winter, resulting in very low temperatures. Damage from high winds generally consists of downed utility lines and trees, which can cause electrical power outages lasting anywhere from a few hours to two or three days. If high winds are accompanied by rain (which they often are), blowing leaves and debris can clog drains, which, in turn causes localized urban flooding. Notable storms of this type were the Vanport Flood of 1948, the Columbus Day Storm of 1962, the Christmas Flood of 1964, and the December wind storm of 1995.
- D. Significant snowstorms may also occur in the Wood Village area. Although substantial accumulations are infrequent, December of 2008 brought the Wood Village area a record 25 inches of snowfall. Because local residents are unaccustomed to operating in a snow environment, routine activities and transportation become difficult, if not impossible, under these conditions. During such snow storms, emergency service resources are rapidly overwhelmed.

II. Concept of Operation

- A. The Department of Public Works (PW) is the lead agency for planning, preparation, and response to severe weather incidents affecting the City of Wood Village. State, County, and public service agencies, as well as

IA 1. Weather Emergencies

public and private utilities, are responsible for maintaining their own operations and services during periods of extreme weather.

B. PW maintains emergency contact lists for these agencies.

III. Roles & Responsibilities

A. Lead Agency – Department of Public Works

1. PW maintains Mutual Aid/Cooperative Assistance Agreements for public works resources with Multnomah County, Wood Village, Troutdale, and the Oregon Department of Transportation (ODOT).
2. PW monitors weather reports and road conditions to ensure an appropriate state of readiness when weather systems threaten.
3. PW has primary responsibility for:
 - Removal of snow, ice, and debris from public roadways and service areas with consideration given to hiring contractors to assist with removal of snow from City-owned parking lots and other non-critical City-owned property;
 - Maintaining reasonable stockpiles of sand and road repair materials;
 - Coordinating with utilities, ODOT, Multnomah County, and other agencies during emergency operations; and
 - Providing equipment and personnel and placing barricades as needed to safely optimize traffic flow.

B. Multnomah County Sheriff's Office

- Support PW during emergency snow, ice, or debris removal operations.
- Coordinate with PW, Oregon State Police, and neighboring law enforcement agencies for roadway closures and/or restrictions (for emergency vehicles only).
- Coordinate search and rescue operations, as necessary.

IA 1. Weather Emergencies**C. Emergency Management**

- When conditions warrant, assist in identifying high-risk populations as needed.
- Coordinate Emergency Operations Center (EOC) activities, including communications with Multnomah County and surrounding area EOCs.

D. Emergency Operations Center (Gresham)

- The EOC may be fully or partially activated for a weather incident. Staffing levels will be determined by the request of the Incident Commander (IC).
- When activated, the EOC is the primary focal point for coordinating all emergency operations in response to severe weather incidents.

IV. Power Outages

- A. Portland General Electric (PGE) provides emergency response to the loss of residential and commercial power in Wood Village. PGE maintains a list for priority restoration of power.
- B. Emergency generators are available at critical facilities in the city, including the, PW Operations, and City Hall.
- C. Citizens have individual responsibility for ensuring the continuity of home-operated life-support equipment during power outages.

V. Emergency Shelters

- A. During power outages in inclement weather, temporary lodging or warming facilities may be needed for homeless citizens, motorists stranded on surface routes, or others.
- B. Until the EOC is activated, Gresham Fire, Multnomah County Sherriff, and Emergency Management responders will coordinate requests for shelter with the Oregon Trail Chapter of the American Red Cross (OTC/ARC).

ATTACHMENT IA1-A: Weather Incident Checklist

Lead Agency: Wood Village Department of Public Works

Background Information

Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to severe weather and landslides, including the City 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 landslides or other hazards relating to severe weather.	
	<input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to severe weather and landslides.	
	<ul style="list-style-type: none"> - Prepare map(s) and scripts for use by local television station(s) during emergency broadcasts. Include release instructions. 	
	<ul style="list-style-type: none"> - 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 Gresham Emergency Management in coordination with lead agencies and coordinators.	
	<input type="checkbox"/> Participate in Wood Village and Multnomah County severe weather and landslide preparedness activities, seeking understanding of interactions with participating agencies in a severe weather scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Gresham EOC.	
	<input type="checkbox"/> Ensure that landslide and flood response equipment and personnel inventories are current for Wood Village. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
	<input type="checkbox"/> Inform Wood Village and Multnomah County Emergency Management of any major developments that could adversely affect response operations (e.g.,, personnel shortages, Public Works equipment, etc.).	
	<input type="checkbox"/> Work with the County planning department to establish appropriate infrastructure protection measures in landslide/flood-prone areas.	
	<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.	

IA 1. Weather Emergencies

Phase of Activity	Action Items	Supplemental Information
RESPONSE PHASE	<input type="checkbox"/> Activate the Wood Village EOP when severe weather, and/or landslides incidents pose threats to the County.	
	<input type="checkbox"/> Activate the appropriate EOCs positions and establish Incident Command. For larger events that cross multiple jurisdictions, establish a UC. City and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by severe weather, landslides, or floodwaters.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Notify supporting agencies as well as the Mayor and City Council.	
	<ul style="list-style-type: none"> - Identify local, County, and regional 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 city.	<i>ICS Form 209: Incident Status Summary</i>
	<ul style="list-style-type: none"> - Notify command staff, support agencies, adjacent jurisdictions, agency leads/coordinators, and liaisons of any situational changes. 	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	<ul style="list-style-type: none"> - 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 and other AOCs. Confirm operable phone numbers and verify functionality of alternate communications resources.	<i>FA 7 of the City EOP</i>
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, and regional agencies/entities that may be affected by the incident. Notify them of the status.	<i>Established emergency contact lists maintained at the EOC</i>
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC structure if the scope of the incident so dictates.	

IA 1. Weather Emergencies

Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Implement local plans and procedures for severe weather, landslide, and/or flood operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	<i>Local, agency, and facility-specific SOPs</i>
	<input type="checkbox"/> Obtain current and forecasted weather to project potential damage and determine the affected area (recurring).	
	<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (recurring).	<i>FA 10 & 16 of the City EOP</i>
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (recurring).	<i>FA 6 of the City EOP</i>
	<input type="checkbox"/> Submit a request for an emergency/disaster declaration, as applicable.	<i>Section 2 of the City EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both current and potential 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>FA 6 of the City 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 JIC and designate a lead PIO for the City.	<i>FA 7 of the City EOP</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (recurring).	
	<ul style="list-style-type: none"> - Public information will be reviewed by the IC or designee. Information will be approved for release by the IC and Lead PIO before dissemination to the public. 	<i>FA 7 of the City EOP</i>
	<input type="checkbox"/> Record all EOC and individual personnel activities (recurring). 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 (recurring). All messages and the person sending or receiving them should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop situation reports (recurring). At regular intervals, the EOC Director and staff will assemble a situation report.	
	<input type="checkbox"/> Develop and update the IAP (recurring). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (recurring).	

IA 1. Weather Emergencies

Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Coordinate with private sector partners as needed.	
	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer.	
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>FA3 of the City 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)	

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IA 2 – Earthquake

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SITUATION

CONCEPT OF OPERATIONS

ROLES AND RESPONSIBILITIES

ATTACHMENT IA2-A: Incident Stabilization/Restoration Sequence

ATTACHMENT IA2-B: Earthquake Incident Checklist

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IA 2. Earthquake**Earthquakes**

This Incident Annex (IA) addresses the hazard-unique procedures and methods the jurisdiction uses to prepare for, and respond to, earthquake emergencies/disasters.

SITUATION

Wood Village lies within the geographical area of the Cascadia subduction zone. This zone, where the Pacific plate is being submerged beneath the North American plate, is part of a larger subduction system that includes the seismically active and extremely hazardous San Andreas Fault and Alaskan earthquake zones.

Recent studies indicate that because of its proximity to this subduction zone, the Pacific Northwest could be subject to earthquakes in excess of 8.0 on the Richter scale. Additional fault zones in East Multnomah County may produce localized earthquakes of up to 6.0 on the Richter scale. An earthquake of 6.0–8.0 magnitude is likely to cause structural damage to bridges, buildings, utilities, and communications systems, as well as:

- Natural/environmental emergencies such as floods and landslides;
- Industrial/technological emergencies such as fires, explosions, and hazardous materials incidents;
- Disruption of vital services such as water, sewer, power, gas, and transportation routes;
- Disruption of emergency response systems and services; and
- Potential civil disturbances and looting.

Actual earthquake damage can vary significantly, depending on the nature and severity of the event. Most injuries result from flying or falling debris, and citizens should use “Duck, Cover, and Hold On” procedures to protect themselves during an earthquake. Citizens should not re-enter a building or structure until it has been inspected and declared safe by competent authorities.

CONCEPT OF OPERATIONS

- A. The City’s Lead Agency for earthquake planning is PW.
- B. It is likely that a major earthquake in East County will trigger the need for a Level 2 or Level 3 response. The Gresham Emergency Operations Center (EOC) will likely be activated as the focal point for coordinating response and recovery operations.
- C. All other City departments will continue to provide services to the best of their abilities and assist the lead department, as requested.
- D. Under a worst-case scenario a quake would occur at night, when key staff are at home. Road systems would be damaged, and most, if not all,

IA 2. Earthquake

communications systems would be inoperable for the first few hours following the shock. Shift Commanders (Police Department), Battalion Chiefs (Fire), and on-duty PW supervisors would assume initial responsibility until more senior officials were able to report for duty.

- E. If normal telephone, paging, and callback systems are inoperative, all EOC team personnel should automatically report to work after ensuring the safety of their families. The Emergency Alert System (EAS) may also be used to notify essential personnel to report for duty.
- F. A severe earthquake can create the need for long periods of response, repair, and restoration and may necessitate the commitment of personnel, equipment, materials, and supplies for long periods after the quake itself.
- G. The City's first priority is to maintain/restore Wood Village's emergency response to life-threatening situations. Fires and other earthquake-related incidents that are not life threatening have a lower priority than search and rescue, emergency medical services, etc.

ROLES & RESPONSIBILITIES

- A. All Departments will:
 - Account for all employees on duty and report injured and/or missing employees to the Wood Village city hall;
 - Release assigned personnel who are EOC Team members for shift duty in the EOC;
 - Activate Department's Continuity of Operations Plan (COOP)(in development)
 - Assess damage to workplace, resources, and communications systems to determine whether continued operations are feasible;
 - Establish staffing pattern for contingency operations (unless specifically instructed otherwise, all personnel are expected to report for work according to normal schedules); and
 - Report operational status to the EOC/COOP Situation Status Unit, including details regarding continuity and restoration of essential services. See COOP for contact information.

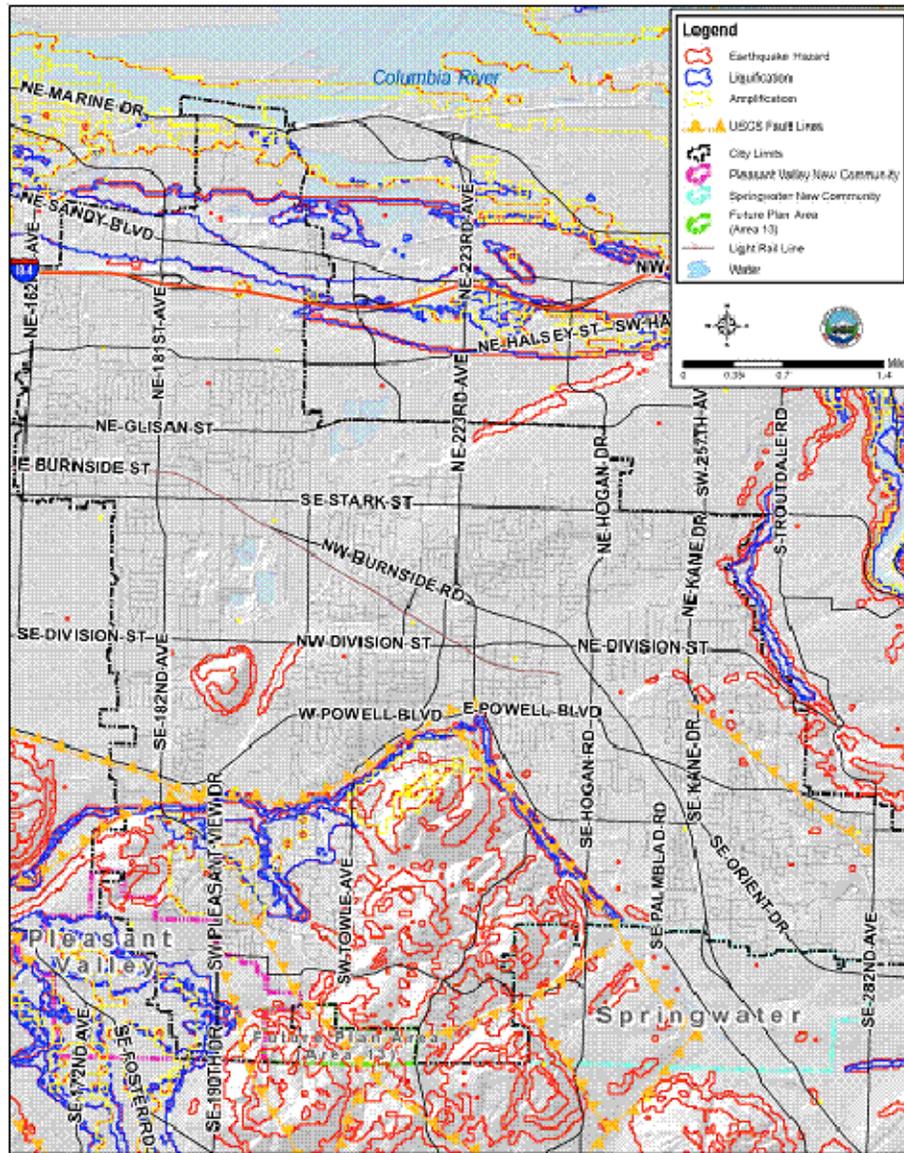
IA 2. Earthquake**B. The Department of Public Works will:**

- Coordinate with appropriate agencies to inspect and assess sewer, water, electrical, and gas lines;
- Facilitate the assessment of damage to Emergency Transportation Routes (ETRs);
- Assist IC in designating specific ETRs to receive resource priority for restoration (debris removal, repair, etc.);
- Restore travel capacity of priority ETRs as soon as possible and other ETRs as time and resources permit;
- Coordinate with law enforcement in limiting travel into affected areas (road closures, detours, etc.); and
- Provide the EOC Logistics Section a list of agency resources available for assignment by the IC.

C. Emergency Management will:

- Establish and maintain reporting and coordination contact with regional and state emergency management agencies and volunteer organizations; and
- Assist the IC as Emergency Management Coordinator in the EOC.

Earthquake Hazard Risk Areas



This map is based on digital databases from the City of Clatsop. The City cannot accept any responsibility for errors, omissions, or positional accuracy. There are no warranties, expressed or implied. This map was created by Freshman GIS on September 11, 2018.

ATTACHMENT IA2-A: Incident Stabilization/Restoration Sequence

	Priority 1	Priority 2	Priority 3
Facilities	EOC	Albertson's Distribution Center	Schools (not in session)
	PW Operations	Boeing	
	Fire Stations		
	Police Facilities		
	Red Cross Shelters	City Facilities	
	Wastewater Treatment Plant		
	Healthcare Facilities		
	Schools (in session)		
Energy	Fueling Pumps	Residential Heating/Cooking	
	EOC	City computer systems	
	Red Cross Shelters		
	Wastewater Treatment Plant		
Communication	Police/PW	Critical phone circuits	Data and other commercial communication services
	EOC	Radio/TV stations	
Transportation	Priority ETRs	Secondary ETRs	Arterials
	Evacuation routes		
Personnel	Police/PW	Workers essential to reconstruction, debris removal and waste disposal	Personnel for economic recovery
	EOC Teams		
	City Officials		
Water	Potable water	Industrial processes	Irrigation
	Fire suppression	Sanitation	

The Priorities Reflected In This Matrix Are Intended As General Guidelines For Incident Commanders.

ATTACHMENT IA2-B: Earthquake 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 Wood Village 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.	
	<ul style="list-style-type: none"> - Prepare map(s) and script to be used on local television station(s) for emergency broadcast. Include release instructions. 	
	<ul style="list-style-type: none"> - 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 Wood Village Emergency Management.	
	<input type="checkbox"/> Participate in Wood Village and Multnomah County earthquake preparedness activities, seeking understanding of interactions with participating agencies in an earthquake scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the City and County EOCs.	
	<input type="checkbox"/> Ensure that earthquake response equipment and personnel inventories are updated. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
	<input type="checkbox"/> Inform Wood Village Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of Public Works equipment, etc.).	
	<input type="checkbox"/> Work with County planning department and local planning commissions to establish appropriate infrastructure protection measures in landslide-prone areas.	
<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.		
RESPONSE PHASE	<input type="checkbox"/> Activate the City 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 UC. City and/or the County EOC may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	

Phase of Activity	Action Items	Supplemental Information
	<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 as well as the County Court.	
	<ul style="list-style-type: none"> - Identify local, County, 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 damage (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the City.	<i>ICS Form 209: Incident Status Summary.</i>
	<ul style="list-style-type: none"> - Notify command staff, support agencies, adjacent jurisdictions, coordinators, and liaisons of any situational changes. 	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	<ul style="list-style-type: none"> - 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>FA 7 of the City EOP</i>
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, regional, tribal, State, and Federal agencies/entities that may be affected by the incident. Notify them of the status.	<i>Established emergency contact lists maintained at the EOC</i>
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC structure if the scope of the incident so dictates.	
	<input type="checkbox"/> Implement local plans and procedures for earthquake operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	<i>Local, agency, and facility-specific SOPs</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>).	<i>FA 16 of the City EOP</i>
	<input type="checkbox"/> Determine the need for additional resources, and request as necessary through appropriate channels (<i>recurring</i>).	<i>FA 6 of the City EOP</i>
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	<i>Section 1.4.2 of the City EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i> <i>FA 6 of the City EOP</i>

Phase of Activity	Action Items	Supplemental Information
	<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 JIC and designate a lead PIO for the City.	<i>FA 7 of the City EOP</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses, utilizing “one message, many voices” concepts (<i>recurring</i>).	
	– Public information will be reviewed by the IC or designee. Information will be approved for release by the IC and lead PIO prior to dissemination to the public.	<i>FA 7 of the City 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 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 Director and staff will assemble a situation report.	
	<input type="checkbox"/> Develop and update the IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives.</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	<input type="checkbox"/> Coordinate with private sector partners as needed.	
	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer.	
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 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>FA 3 of the City 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 Improvement Plan.	
	<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov).	

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IA 3 – Hazmat Incidents

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ATTACHMENT IA3-A: HAZMAT Incident Checklist

IA 3. Hazmat Incidents**Hazardous Materials Release (Accidental Release)**

This Incident Annex (IA) addresses the hazard-unique procedures and methods used to prepare for and respond to releases that involve hazardous materials (HazMat) that are manufactured, stored, or used at fixed facilities or in transport. This may include materials that exhibit incendiary or explosive properties when released.

I. AUTHORITY AND REFERENCE:

This annex is issued in accordance with and under the provisions of: Chapter 401 of the Oregon Revised Statutes (ORS); Title III: Emergency Planning and Community Right-To-Know; and the Superfund Amendments and Reauthorization Act of 1986 (SARA) and complies with ORS provisions for HazMat response and planning.

II. PURPOSE AND SCOPE:**A. PURPOSE:**

The purpose of this annex is to describe how the City of Wood Village will operate during emergencies involving the spill or release of hazardous materials and damage to vessels containing hazardous materials. The annex is consistent with the emergency plans of adjoining emergency management agencies, the State of Oregon's Emergency Operation Plan, and the Oregon Fire Service Plan.

B. SCOPE:

This annex identifies who will be in charge of the incident and provides guidelines for coordinating emergency response with County, State, and Federal agencies; local jurisdictions; and industry and volunteer resources.

In this annex, the term "Hazardous Material" will be used to describe any substance, whether solid, liquid, or gas, that can harm people, other living organisms, property, or the environment.

III. SITUATION AND ASSUMPTIONS:**A. SITUATION:**

Numerous agencies and businesses in and near Wood Village transport, store, handle, and use hazardous materials in the course of normal operations. Potential HazMat situations can range from an illegal drug lab to a major transportation incident and may involve a wide range of potential hazards.

B. ASSUMPTIONS:

Emergency response agencies will respond to a HazMat incident only to the extent that they determine is within their ability. Response may be

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limited to determining the public's exposure and implementing actions to protect life and property.

Emergency responders will neither implement nor assume responsibility for control, stabilization, containment, recovery, or cleanup if it lies beyond their level of knowledge, training, expertise, or equipment.

The City of Gresham operates Hazardous Materials Team 3 (HazMat3 or HM3), a State of Oregon Hazardous Materials response asset. Hazardous materials response will often require coordination with local government, industry, and others. Hazardous materials emergencies may also require additional State or Federal assistance. Such assistance will be coordinated through the Incident Commander (IC).

IV. CONCEPT OF OPERATIONS:**A. NOTIFICATION:**

Local notification is through 911, Portland's Bureau of Emergency Communication (BOEC).

Public Notification can be conducted either through law enforcement using vehicles with sirens and loud speakers or via the Emergency Alert System (EAS). The EAS system utilizes KGON 92.3 fm and KXL 750 am to broadcast emergency instructions. Gresham Alert Radio Station (AM 1610) can also be used.

State Notification. The spiller is required to call the Oregon Emergency Response System (OERS), 1-800-452-0311 or (503) 378-6311. Gresham Fire and Emergency Services, the Incident Command Agency, or BOEC can notify the State. The OERS operator can notify the appropriate State lead agency and others as necessary, but must be requested to do so.

If needed, the U.S. Coast Guard in Portland can be notified by calling (503) 240-9300.

Federal Notification. Depending on the type and quantity of materials spilled, the spiller may have to notify the National Response Center (NRC) at 1-800-424-8802. OERS can notify the NRC upon request.

B. INCIDENT COMMAND:**1. Incident Command Agency:**

The first public safety officer to arrive on scene assumes the IC position.

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For crime-related hazardous materials incidents, a Unified Command with Multnomah County Sheriff and Gresham Fire and Emergency Services may be established.

The IC has the authority to direct all on-scene emergency response operations.

2. Incident Command:

NOTE: State of Oregon HazMat Teams, such as HazMat3, are prohibited from performing the Incident Commander role.

Stabilization and Control Phase. Incident Command will normally remain with the local Fire Agency until the Emergency Response Phase and Stabilization Phase are completed.

Cleanup and Restoration Phase. For major incidents, the IC will turn command over to the lead State Agency or its designee for the Cleanup and Restoration Phase.

C. INCIDENT OPERATIONS:

1. **Emergency Response Phase.** The first public safety officer on-scene will:

- Assess the situation,
- Notify BOEC (911) as necessary,
- Initiate actions to protect the public,
- Assume Incident Command,
- Initiate incident stabilization procedures, and
- Transfer command as appropriate.

2. **Cleanup and Restoration Phase.** The party responsible for the release or spill is responsible for cleanup. The lead State Agency or designee assumes oversight responsibilities.

D. EMERGENCY OPERATIONS CENTER:

The IC or Unified Command may request that the Gresham Emergency Operations Center (EOC) be selectively or fully activated to support the emergency response.

E. TECHNICAL ASSISTANCE:

Pre-Incident Fire Plans for fixed sites in the East Multnomah County area are maintained by the State Fire Marshal and distributed to Fire agencies.

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The hazard analyses for the Gresham/Wood Village Extremely Hazardous Substance (EHS) facilities are available through the Hazardous Substance Information System

Oregon Emergency Response System (OERS). 24-hour technical assistance from State agencies is available through OERS at 1-800-452-0311.

Oregon Health Sciences University (OHSU) Poison Control Center. 24-hour toxicology information and medical treatment advice is available from OHSU at 1-800-452-7165.

National Response Center (NRC). 24-hour technical assistance from federal agencies is available through the NRC.

CHEMTRAC. 24-hour chemical information assistance is available from industry resources at 1-800-424-9300.

Bureau of Explosives. 24-hour assistance for rail incidents is available from American Railroad's Bureau of Explosives.

V. RESPONSIBILITIES:**A. FIRE AGENCIES:**

Gresham Fire and Emergency Services provide services in their area of responsibility.

- Provide on-scene command using the Incident Command System (ICS).
- Assist with radiological and chemical monitoring and decontamination.
- Provide technical advice and support to other departments/agencies regarding Hazardous Materials issues.
- Provide stand-by emergency response capability.
- Provide emergency medical operations.
- Decontaminate affected population.
- Provide IC or a representative for Unified Command.

B. SHERIFF DEPARTMENT:

- Coordinate activities with the IC.
- Provide crowd and traffic control.
- Conduct evacuation operations, as directed by IC.
- Provide on-scene Incident Command or facilitate Unified Command for crime-related HazMat incidents.

IA 3. Hazmat Incidents**C. DEPARTMENT OF PUBLIC WORKS:**

- Coordinate activities with the IC.
- Provide and place material to dike, block, or absorb spilled materials to stop or limit its run-off in a defensive manner with no direct involvement.
- Facilitate repairs and restoration of services.

D. AMBULANCE SERVICES:

- Multnomah County has primary responsibility for medical transport through its contracted services for fully decontaminated patients, only.

E. WOOD VILLAGE EMERGENCY MANAGEMENT:

- Provide support and coordinate activities as requested by the IC.

F. INDUSTRY TEAMS:

- Coordinate activities with the Facility's IC;
- Ensure that emergency operations plans are consistent with this annex;
- Respond to emergencies as required, unless otherwise directed by the public response agency;
- As soon as public agency assumes Incident Command, the facility's IC becomes the site liaison to the public agency's IC.
- Emergency Response Team (ERT) members who do not participate may become technical resources to HazMat Response Team 3.
- Report the spill or incident to proper agencies.
- Conduct or ensure site cleanup and restoration as required by law.

800 MHz radio communications is presently used at:

Boeing

On Semiconductor Corp

Microchip

These businesses may use 800 MHz radios to establish enroute incident response coordination with Gresham Fire and Emergency Services (FES).

VI. RESOURCES FOR RESPONSE:**A. REGIONAL AGENCIES:**

Gresham Fire and Emergency Services, Gresham Police, and Multnomah County Sheriffs Department maintain and staff one of three Hazardous

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Materials Response units in the Metro area. Portland Fire Bureau and Tualatin Valley Fire and Rescue operate the other HazMat teams, and both are available for back-up response in the East Multnomah County area.

Other agencies that may be available include the Federal Bureau of Investigations (FBI), Department of Health Radiation Team, Oregon National Guard-Civil Support Teams, and Federal Disaster Medical Assistance Team (DMAT)/Disaster Mortuary Operational Response Team (DMORT).

VII. HazMat CATEGORIES:

HazMat emergencies are classified into three levels of severity, based on the amount of material spilled, the location, the toxicity of the material, and potential exposures.

A. HAZMAT INVESTIGATION: An incident in which little or no hazardous materials are released. Public health and safety are not immediately threatened.

Examples of incidents that may be categorized as “HazMat Investigations” are given below.

- A vehicle carrying a high-level radioactive shipment, Class-A explosives, or highly toxic materials has a mechanical breakdown requiring it to be parked at one location for a long period of time.
- A fire occurs at a facility storing or using hazardous materials. The materials are not initially involved in the fire.
- A vehicle accident or fixed site incident occurs with a small spill or release of oil or hazardous materials.
- Abandoned drums are discovered with no release, or oil or hazardous materials are found with a small spill or release of product.

“HazMat Investigations” can be handled using the Standard Operation Procedures (SOPs) of a public emergency response agency or industrial emergency response team (ERT) and do not normally require implementation of this annex.

B. HAZMAT MINOR EMERGENCY: An incident involving localized release of oil or hazardous materials. Health and safety of people and emergency workers in the immediate area may be threatened if protective actions are not taken. A probable environmental impact exists.

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Examples of incidents that may be categorized as “HazMat Minor Emergencies” are given below.

- A transportation accident occurs that results in release of oil or hazardous materials to air, ground, or water in amounts sufficient to pose a threat to public health and the environment.
- A package or container containing radioactive materials is crushed or damaged during handling.
- A fire or explosion occurs at a facility that utilizes hazardous materials. The materials are involved in the fire or explosion.
- Abandoned oil or hazardous materials are discovered that release sufficient amounts to pose a threat to public health or the environment.

“HazMat Minor Emergencies” have special or unique characteristics that may require partial activation of this annex.

C. HAZMAT MAJOR EMERGENCY: An incident involving large release of hazardous materials creating a serious environmental, health or safety threat. May require shelter-in-place or relocation of the affected population.

Examples of incidents that may be categorized as “HazMat Major Emergencies” are given below.

- A truck or rail fire incident occurs that involves a large amount of radiation, contaminated smoke, or toxic fumes.
- A shipping accident occurs that results in a large release of oil or hazardous materials.
- Hazardous materials or radioactive materials are directly involved in a fire or explosion at a fixed facility.
- A fixed facility incident occurs that results in a major release of toxic fumes or hazardous materials to the environment.

“HazMat Major Emergencies” require the coordinated response of government to save lives and property. HazMat Major Emergencies may also require additional State/Regional Hazardous Materials Response Team response and activation of this annex.

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VIII. HAZMAT RESPONSE TACTICAL ROLES AND RESPONSIBILITIES:

Roles change for each type of incident, and the functions listed below can be accomplished either on- or off-site. The checklist is intended to trigger specific actions that may need to be performed during a HazMat incident.

A. HAZMAT EMERGENCY CALLS

FIRST PUBLIC SAFETY OFFICER	RESPONSIBLE PARTY (Spiller)
<ul style="list-style-type: none"> Assesses the hazards Assume initial command Initiate actions to protect public 	<ul style="list-style-type: none"> Notify OERS and NRC as required Provide information about materials Clean or contract cleanup
INCIDENT COMMANDER	EMERGENCY MANAGEMENT
<ul style="list-style-type: none"> Assume command upon arriving on scene Establish ICS 	<ul style="list-style-type: none"> Provide operational support to the IC Provide ICS services as requested
LEAD STATE AGENCY	REGIONAL HAZMAT RESPONSE TEAM 3
<ul style="list-style-type: none"> Provide technical support to the Incident Commander Coordinate with IC or PIO to assist in providing public information Contract for cleanup if no responsible part is identified 	<ul style="list-style-type: none"> Provide technical assistance to the Incident Commander Provide stabilization and control of hazardous materials releases within the scope of their training
LOCAL HOSPITAL	CLEANUP CONTRACTORS
<ul style="list-style-type: none"> Treat injured Maintain contamination control procedures 	<ul style="list-style-type: none"> Perform final cleanup, decontamination and restoration at the direction of State Fire Marshal Hazmat Compliance Division
STATE FIRE MARSHAL HAZMAT COMPLIANCE DIVISION	FEDERAL AGENCIES
<ul style="list-style-type: none"> Assume command for oversight of the Cleanup and Restoration Phase. <p>This may include:</p> <ul style="list-style-type: none"> Department of Environmental Quality coordination Coordination with all Federal agencies Monitoring Contractor cleanup process 	<ul style="list-style-type: none"> Provide technical and logistical support to IC as requested Assume command for all federal military operations and federal owned lands

B. HAZMAT SECURITY INCIDENT:

MULTNOMAH COUNTY SHERRIFF	LEAD STATE AGENCY
<ul style="list-style-type: none"> Notify 9-1-1, BOEC Assume role of IC Responsible for: <ul style="list-style-type: none"> On-scene operations Initiating emergency 	<ul style="list-style-type: none"> Provide technical advice to law enforcement agencies and on-scene operations

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- Response actions
- Notifications
- Investigations
- Arrests
- Crowd and Traffic controls

OTHER LAW ENFORCEMENT AGENCIES

- Support law enforcement agency which has the jurisdiction

GRESHAM FIRE

- Provide technical advice and support to the IC
- Provide stand-by emergency response capabilities

RESPONSIBLE PARTY

- Support IC during emergency operations

C. DRUG LAB INCIDENTS:

LAW ENFORCEMENT AGENCY HAVING JURISDICTION

- Assume role of IC, or establish Unified Command
- Responsible for:
 - On-scene operations
 - Investigations
 - Initiating emergency response actions
 - Arrests
 - Crowd and Traffic Controls

OTHER LOCAL AND STATE LAW ENFORCEMENT AGENCIES

- Support law enforcement agency which has the jurisdiction

LOCAL FIRE RESPONSE AGENCIES

- Provide technical advice and support to the IC
- Provide stand-by emergency response capabilities

REGIONAL HazMat RESPONSE TEAM

- Provide site stabilization and control for the IC

LEAD STATE AGENCY

- Provide technical advice to law enforcement agencies and on-scene operations

MULTNOMAH COUNTY DISTRICT ATTORNEY'S OFFICE

- Provide technical advice to IC

OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY

- Assume responsibility for clean-up and storage of hazardous materials

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APPENDIX A: Definitions of Key Terms:

County Fire Chief: Under a mutual agreement between all Fire response agencies operating in Multnomah County, the position of County Fire Chief rotates on a quarterly basis between Portland, Gresham, and Corbett.

DMAT: A Disaster Medical Assistance Team (DMAT) is a group of professional and para-professional medical personnel organized to provide rapid-response medical care or casualty decontamination during a terrorist attack, natural disaster, or other incident in the United States. DMATs are part of the National Disaster Medical System and operate under the Department of Health and Human Services (DHHS).

DMORT: A Disaster Mortuary Operational Response Team or DMORT is a team of experts in the fields of victim identification and mortuary services. DMORTs are activated in response to large-scale disasters in the United States to assist in identifying deceased individuals and storage of the bodies pending the bodies being claimed.

Emergency Operations Center (EOC): Site from which local, County, State, and Federal agencies coordinate support to field operations.

Emergency Services: Activities provided by County, State, and local government to prepare for and carry out any activity to prevent, minimize, respond to, or recover from an emergency.

HazMat Emergency: An incident that may be handled using standard operating procedures of a local response agency and does not normally require implementation of this annex.

Hazardous Materials (HazMat): Any element, compound, mixture, solution or substance that, when released onto the ground, into water, or into the air may present a substantial danger to public health, safety, or the environment.

HazMat Security Incident: Threatened or actual sabotage or demonstration of civil disobedience involving hazardous materials.

Incident Commander (IC): The individual in charge of, and responsible for, all emergency response activities for a specific incident.

Incident Command Post (ICP): Field location from which the Incident Commander directs on-scene response.

Incident Command System (ICS): A structured framework used by emergency response personnel to organize and direct emergency response activities.

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Joint Information Center (JIC): A facility established to coordinate public information.

Operations Section Chief (OSC): Individuals responsible for coordinating the resources at Local, State, and Federal levels.

Public Information Officer (PIO): Individual designated by the Incident Commander to provide information to the public and media.

Responsible Party: The person or agency that caused the incident and, by law, is liable for its associated cleanup and mitigation.

Special Emergency: Incident that has special or unusual characteristics requiring response by more than one emergency response agency.

Unified Command: The method by which Local, State, and Federal agencies share the Incident Command functions in:

- Determining roles and responsibilities,
- Identifying the overall objectives for the management of an incident,
- Selecting a strategy to achieve those objectives, and
- Deploying resources to achieve objectives.

IA 3. Hazmat Incidents

ATTACHMENT IA3-A: HAZMAT Incident Checklist

Lead Agency: Gresham Fire and Emergency Services

Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Wood Village Emergency Management, Fire Protection District, and the Multnomah County ESF.	
	<input type="checkbox"/> Participate in Wood Village and Multnomah County preparedness activities, seeking understanding of interactions with participating agencies in HazMat scenario.	
	<input type="checkbox"/> Ensure that emergency contacts lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Gresham EOC.	
	<input type="checkbox"/> Inform and update Wood Village Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
RESPONSE PHASE	<input type="checkbox"/> In many incidents, Gresham FES will initially respond, assume initial IC responsibilities, and request activation/deployment of HazMat3.	
	<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>
	<ul style="list-style-type: none"> - Notify 9-1-1-dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation. 	
	<ul style="list-style-type: none"> - 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. 	
	<ul style="list-style-type: none"> - 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 DEQ to guide activities throughout the duration of the incident.	<i>Northwest Area Contingency Plan (NWACP)</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.	

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Phase of Activity	Action Items	Supplemental Information
	<ul style="list-style-type: none"> <input type="checkbox"/> If the situation warrants it, request activation of the Wood Village or Multnomah County EOCs via the IC through the Wood Village Emergency Manager (Police Chief). 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Activate the Wood Village EOC, coordinate response activities among AOCs and ICPs, and establish IC or UC as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions may be necessary. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> If applicable, establish immediate gross decontamination capability for victims. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Assess staffing levels of Response and EOC personnel and request appropriate support. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>). 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Notify HazMat supporting agencies. 	
	<ul style="list-style-type: none"> – Identify local, regional, and/or State agencies that may be able to mobilize resources to the City EOC for support. 	
	<ul style="list-style-type: none"> <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, HazMat3, is located in Gresham.</i> 	<p><i>OERS is available 24 hours a day.</i></p>
	<ul style="list-style-type: none"> <input type="checkbox"/> Assign liaisons to the City EOC representing government agencies, private entities (e.g., railroad companies, chemical manufacturers, etc.), and other stakeholders. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. <ul style="list-style-type: none"> o Dedicate time during each shift to prepare for shift change briefings. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the Gresham EOC, Multnomah County ECC, and the State ECC. Confirm operable phone numbers and backup communication links. 	
	<ul style="list-style-type: none"> <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. 	<p><i>Established emergency contact lists maintained at the City EOC</i></p>
	<ul style="list-style-type: none"> – For incidents occurring on State highways, ensure that ODOT has been notified. 	
	<ul style="list-style-type: none"> – Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. 	
	<ul style="list-style-type: none"> – If agricultural areas and livestock are potentially exposed or 	<p><i>ESF 11 Annex of</i></p>

IA 3. Hazmat Incidents

Phase of Activity	Action Items	Supplemental Information
	impacted, notify local extension services (Oregon State University), Oregon Department of Agriculture, and the State Veterinarian.	<i>the Multnomah County EOP</i>
	<input type="checkbox"/> A lead PIO will be designated by the Incident Commander. The PIO will issue information individually or through the JIC, if established, in coordination with appropriate local, regional, and State agencies.	<i>FA 7 of the City EOP</i>
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC structure as dictated by incident.	
	<input type="checkbox"/> Implement local plans and procedures for HazMat operations. Implement agency-specific protocols and SOPs. Ensure that copies of all documents are available to response personnel.	<i>Northwest Area Contingency Plan (02/05)</i>
	<ul style="list-style-type: none"> - For responses requiring assistance from the Oregon DEQ Regional Response Team, refer to the GRP applicable to the incident site and support procedures according to the Northwest Area Contingency Plan. 	
	<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the plume (recurring).	
	<input type="checkbox"/> Based upon the incident size, type of chemical/substance, and weather projections, establish a safe zone and determine a location for an on-site staging and decontamination. Re-evaluate as the situation changes.	
	<input type="checkbox"/> Determine the need for implementing evacuation and sheltering activities (recurring).	<i>FA 10 & 16 of the City EOP</i>
	<input type="checkbox"/> Establish a victim decontamination and treatment area(s).	
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (recurring).	<i>FA 6 of the City EOP</i>
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	<i>Section 2 of the City EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both current and potential 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 FA 6 of the City EOP</i>

IA 3. Hazmat Incidents

Phase of Activity	Action Items	Supplemental Information
	<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 JIC, as needed.	<i>FA 7 of the City EOP</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses using “one message, many voices” concepts (<i>recurring</i>).	<i>FA 7 of the City EOP</i>
	<ul style="list-style-type: none"> – Public information will be reviewed and approved for release by the IC 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 identity of 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 IC/EOC Director and staff will assemble a Situation Report.	
	<input type="checkbox"/> Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	<input type="checkbox"/> Coordinate with private sector partners as needed.	
	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to HazMat incidents are communicated to the IC and/or Safety Officer.	
	<input type="checkbox"/> As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the City EOC, the responsible party (if known), and the Oregon DEQ.	

IA 3. Hazmat Incidents

Phase of Activity	Action Items	Supplemental Information
RECOVERY/ DEMOBILIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	<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 City EOC.	
	<input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 4 – Flood

- I. SITUATION
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- III. ROLES & RESPONSIBILITIES
 - Lead Agency
 - Department of Environmental Services
 - Army Corps of Engineers
- IV. SUPPORT AGENCIES
 - Law Enforcement
 - Fire Department
 - Multnomah County Health Department
 - American Red Cross
 - Metro
 - Utility Companies
 - Transportation
- V. EMERGENCY OPERATIONS CENTER

ATTACHMENT IA4-A: Flood Incident Checklist

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Flood Annex

Address the hazard-unique procedures and methods the jurisdiction uses to prepare for and respond to flood emergencies/disasters.

I. Situation

Floods are the most common and widespread of all-natural disasters except fire. Nearly nine of every ten Presidential disaster declarations result from natural phenomena in which flooding was a major component.

East Multnomah County has a history of slow-rise flooding along the Columbia River and along Johnson, Beaver, Kelly, Wood Village, and Burlingame Creeks. Localized flooding can also be caused by failure of drainage systems. The most severe instance of flooding in recent memory occurred in February 1996.

The National Weather Service's River Forecast Center is responsible for alerting and warning the public when rainfall or melting snow is projected to cause rivers to overflow their banks. Flood Warnings are forecasts of impending floods and are distributed to the public by radio and television and through local government. The warning message indicates the expected severity of flooding (minor, moderate, or major); the affected river; and the time and location of the expected flooding. In addition to direct warning via weather radio or broadcast media, flood warnings may also be received via Law Enforcement Data System.

Wood Village participates in the National Flood Insurance Program and conducts land development in accordance with its guidelines. The Community Development Division maintains flood insurance rate maps that show the anticipated levels of a hundred-year flood event (100-year flood plain).

II. Concept of Operations

The Lead Agency for a flood incident within the City of Wood Village is the Department of Public Works (PW).

In a major flood event involving the Columbia River, the Army Corps of Engineers is the lead agency.

These agencies have initial response and incident command responsibility for all flood-related activities, which may include: sandbag operations, evacuation, emergency shelters, and debris removal.

During routine (Level 1) emergencies, City departments will manage flooding incidents using their own internal resources and mutual aid agreements. During Level 2 and Level 3 flood emergencies, all departments will, within their capabilities, make personnel and equipment resources available to the IC.

III. Roles and Responsibilities

A. Lead Agency: Department of Public Works

- Coordinate all flood-related public works activities for the City.
- Remove debris from storm drains, bridge viaducts, and main transportation routes
- Coordinate Local Debris Removal Coordinator activities including:
 - Debris cleanup priorities,
 - Public information regarding debris removal and pick-up, and
 - Location of drop box placement and voucher distribution.
- Maintain traffic access to critical facilities where public safety and well being may be at risk.
- Provide assistance to the Damage Assessment team.
- Coordinate emergency operations with utility providers.
- Place barricades where needed to ensure public safety

B. Supporting Agencies

1. Police

- Provide traffic control, search and rescue, evacuation, and site security.
- Report situation status and damage assessment.
- Coordinate issues pertaining to law enforcement.

2. Fire and Emergency Services

- Provide emergency medical treatment to flood victims.
- Provide boat rescue when possible.

3. American Red Cross

- Provide emergency food and water for victims.
- Activate and operate emergency shelters as needed.

4. Multnomah County Health

- May need to arrange for potable water supplies to affected areas.
- May need to provide for mass immunization against a variety of illnesses caused by impure water.
- May need to arrange for the safe disposal of diseased animal carcasses.

5. METRO

- Metro is responsible for the solid waste disposal of debris created by flooding and other natural disasters. (A copy of the Regional Disaster Debris Management Plan is available in the Gresham EOC.)

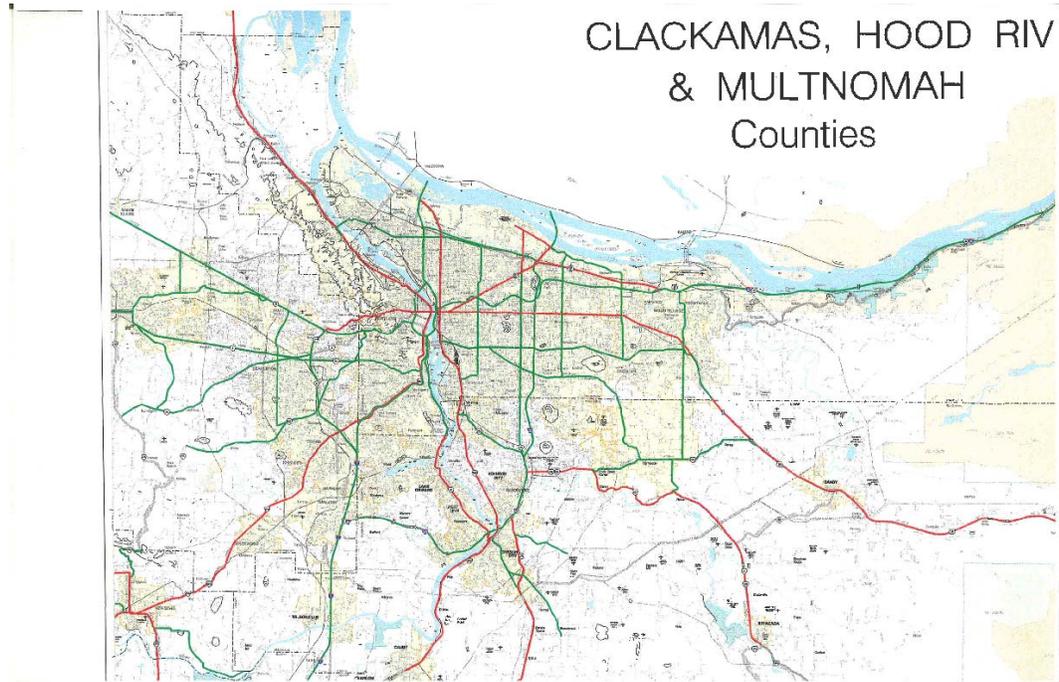
C. Community Support

1. **Utilities.** The following community response partners will have key roles in repairing and restoring electric power, natural gas, water, sewer, and telephone systems in the event of a major flood or other disaster.
 - Power – Portland General Electric.
 - Gas – Northwest Natural Gas and William’s Pipeline.
 - Water –Interlachen Water Peoples Utility District, Lusted Water District, Bureau of Hydroelectric Power, Portland Water Bureau, Butler Road Community Water System, DES Water, Cities of Troutdale, Wood Village, and Gresham, Portland Metropolitan Area Transportation Cooperative, and Rockwood Water Public Utility District.
 - Telephone – Verizon, Sprint/Nextel.
2. **Transportation.** Sources of emergency transportation may include Tri-Met, school buses, the Oregon Department of Transportation (ODOT), Multnomah County Transportation, Clackamas County Transportation, Cooperative Public Agencies of Washington County, 4-wheel drive clubs, private boats, and (under a declared emergency) the National Guard.

D. EMERGENCY OPERATIONS CENTER

At the recommendation of the City Administrator, IC, or Emergency Management, the Gresham EOC may be activated. The IC is responsible for response to, and recovery from, flooding emergencies. This includes:

- Determining the severity of the flood situation by obtaining Situation Reports (SITREPS) from the Plans Section, monitoring damage reports, and coordinating with the National Weather Service;
- Coordinating volunteer efforts in sandbagging and other activities to prevent or mitigate flood damage;
- Identifying ETRs to be used by first responders and prioritizing the repair and restoration of specific routes based on incident need. ETRs are discussed under transportation emergencies, III-F
- Determining evacuation requirements and coordinating all associated actions; and
- Recommending an emergency declaration, if warranted.



ATTACHMENT IA4-A: Flood Incident Checklist

Lead Agency: Wood Village Department of Public Works

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.	
	<input type="checkbox"/> Coordinate Wood Village 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 City 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>City EOP, Annexes, and agency-specific SOPs</i>
	<input type="checkbox"/> Review flood-prone areas.	<i>Multnomah County Hazard Mitigation Plan</i>
	<input type="checkbox"/> Familiarize staff with requirements for requesting State and Federal Disaster Assistance.	<i>Stafford Act, FEMA guidance, and Oregon EMP</i>
	<input type="checkbox"/> Ensure that supplies such as communications devices and sandbags are prepared and ready for use. This includes primary and alternate communications and warning systems.	<i>FA 5 of the City 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 City agencies and private contractors relative to multiple agency response to floods.	
RESPONSE PHASE	<input type="checkbox"/> Emergency Management Director will provide overall guidance for the deployment of resources.	
	<input type="checkbox"/> Activate mutual aid agreements.	
	<input type="checkbox"/> Activate the City EOC and implement appropriate staffing plans. Contact appropriate private partners to assign liaisons to the EOC for coordination of specific response activities.	<i>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 and command structure for City EOC</i>
	<input type="checkbox"/> Submit request for disaster/emergency declaration, as applicable.	<i>Section 2 of the City EOP</i>

IA 4. Flood

Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Coordinate the evacuation of the affected area, if necessary. Assign appropriate agency liaisons to the City EOC, as situation requires.	<i>FA 10 of the City EOP</i>
	<input type="checkbox"/> Support Search and Rescue operations by coordinating resource requests outside of the jurisdiction.	<i>FA 6 of the City EOP</i>
	<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. <ul style="list-style-type: none"> - Formulate emergency public information messages and media responses using “one voice, one message” concepts. 	<i>FA 7 of the City EOP</i>
	<input type="checkbox"/> Record all EOC activities, completion of personnel tasks, and incoming and outgoing messages. <ul style="list-style-type: none"> - These should be documented in EOC logbooks. 	<i>Existing ICS and EOC forms</i>
	<input type="checkbox"/> Begin damage assessments in coordination with the Public Works Department and County/local government.	<i>FA 4 of the City EOP</i>
	<input type="checkbox"/> Assist with the coordination of Public Works activities, such as debris removal from: <ul style="list-style-type: none"> - Storm Drains - Bridge viaducts - Main arterial routes - Public rights-of-way - Dams (via established liaisons at the County EOC) - Other structures, as needed 	
	<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 Wood Village Police Department, Multnomah County Sheriff’s Office, and other local police departments 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 to ensure timely submittal of documents for reimbursement.	

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IA 5 – Fire Emergencies

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V. FIRE WEATHER

ATTACHMENT IA5-A: Gresham Emergency Communications Diagram

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IA 5. Fire Emergencies**Wildfire Annex**

Address the hazard-unique procedures and methods the jurisdiction uses to prepare for, and respond to, wildfire emergencies/disasters.

I. SITUATION

Wood Village has the potential to experience both large structural and urban/wildland fire incidents caused by natural events such as earthquakes or lightning or by human-caused events such as arson. Most wildland fire response in East Multnomah County is the responsibility of State and Federal agencies.

Gresham Fire and Emergency Services provides contracted support to the cities of Troutdale, Wood Village, and Fairview.

This section provides information and guidance for emergency response to a major fire incident in the area serviced by Gresham Fire and Emergency Services.

II. CONCEPT OF OPERATIONS

Planning and preparedness for structural and wildland interface fires is the responsibility of Gresham Fire and Emergency Services. In addition to conducting their own operations during fire incidents, they support other fire regional fire agencies and districts through an extensive network of mutual aid programs.

All fire agencies use the Incident Command System (ICS) to manage fire suppression and HazMat operations.

The Gresham Fire Incident Commander (IC) may activate all or selected elements of the Emergency Operations Center (EOC) to support fire suppression activities, such as logistics support, evacuation, Red Cross liaison, public information, etc.

The Conflagration Act is a plan of action to bring together Federal, State, and local fire suppression resources in the event of a major structural or wildland fire incident. All participants operate using a coordinated ICS structure under pre-arranged agreement. A copy of the Conflagration Act is available at Gresham Fire and Emergency Services.

III. ROLES AND RESPONSIBILITIES**A. Gresham Fire will:**

- Plan and train for responding to structural and wildland fires;
- Establish and maintain mutual aid agreements with adjoining fire agencies and districts;

IA 5. Fire Emergencies

- Establish procedures for the Fire Chief or designated representative to request (through the Multnomah County Fire Defense Board) that the Conflagration Act be invoked;
- Issue fire warnings and related information through the public information officer (PIO), or the EOC PIO, if activated.
- Notify Wood Village Emergency Management of any major fire situation that may require activation of this plan.
- Determine the need for evacuation and coordinate implementation with appropriate law enforcement and transportation agencies.

B. Wood Village Emergency Management will:

- Assist in providing EOC staff support to the IC, as requested;
- Coordinate temporary lodging, food, and shelter needs with the American Red Cross, as requested by the IC; and
- Assist in EOC activation if requested.

C. Multnomah County Fire Defense Board will:

- Respond promptly to requests to invoke the Conflagration Act.

D. Oregon Trail Chapter, American Red Cross, will:

- Provide temporary lodging, food, and shelter to Gresham citizens displaced by a fire;
- Activate and manage shelter operations as needed; and
- Provide disaster mental health services as required.

IV. NORTHWEST INTERAGENCY COORDINATION CENTER

The Northwest Interagency Coordination Center (NICC), located in Portland, provides centralized coordination and dispatching of all wildland agency fire resources in Oregon and Washington. Contact numbers for key wildland fire agencies are given below:

Northwest Interagency Coordination Center	503-808-2720
BLM-Oregon State Office	503.326.6749
USDA Forest Service Regional Office	503.326.2931
Mount Hood National Forest	503.667.6410
Oregon Department of Forestry	503.378.2373
Oregon Fire Marshal	503.378.3473

IA 5. Fire Emergencies

Resources available through wildland agencies include aerial retardants, communications equipment, engines, infrared detection, and trained fire crews and ICS personnel.

V. FIRE WEATHER

During the summer months, the National Weather Service provides detailed daily fire weather forecasts to wildland fire agencies. In addition, the Portland Office of the National Weather Service can provide special, incident-specific weather forecasts or on-site forecasting to aid fire personnel. To request a special weather forecast, contact the National Weather Service in Portland (503.326.2356).

ATTACHMENT IA5-A: Fire Incident Checklist

Lead Agency: Gresham Fire and Emergency Services

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 Wood Village Emergency Management and Fire Protection District.	
	<input type="checkbox"/> Participate in Wood Village preparedness activities, seeking understanding of interactions with participating agencies in a major fire scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to Wood Village EOC.	
	<input type="checkbox"/> Inform Wood Village 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 City EOC and establish Incident Command or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response. Follow activation procedures and staffing levels as prescribed by the IC.	<i>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 supporting fire services agencies. <ul style="list-style-type: none"> - Identify local, regional, and/or State agencies that may be able to mobilize resources and staff to the City EOC for support. 	
	<input type="checkbox"/> Determine scope and extent of fire (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209-Incident Status Summary</i>
	<ul style="list-style-type: none"> - Notify command staff, support agencies, adjacent jurisdictions, coordinators, and/or liaisons of any situational changes. 	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of 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 City EOC, County ECC, and other Operations Centers in the area, as applicable. Confirm operable phone numbers and verify functionality of alternative communication equipment/channels.	

IA 5. Fire Emergencies

Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.	<i>Established emergency contact lists at the City EOC</i>
	<input type="checkbox"/> Fire Chief assumes duties to direct resources for fires within the City. In the event of multiple fire agencies responding to the incident, the Multnomah Fire District Defense Board Chief, acting as the Fire Services Coordinator, will be integrated into the Operations Section of the County EOC.	
	<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 fire operations. Ensure that copies of the following documents are available to response personnel. Implement agency-specific protocols and SOPs.	<i>Agency-specific SOPs</i>
	<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the fire (recurring).	
	<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (recurring).	<i>FA 10 & 16 of the City EOP</i>
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (recurring).	<i>FA 6 of the City EOP</i>
	<input type="checkbox"/> Submit request for a local or County-wide disaster/emergency declaration, as applicable.	<i>FA 2 of the City EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both current and potential 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; FA 1 of the City 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 JIC.	<i>FA 71 of the City EOP</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (recurring).	
	- Public information focusing on fire prevention, control, and suppression will be reviewed by the Fire Chief or designee. Information will be approved for release by the IC and Lead PIO prior to dissemination to the public.	<i>FA 7 of the City EOP</i>
	<input type="checkbox"/> Document all relevant EOC and individual personnel activities (recurring). All assignments, person(s) responsible, and actions taken should be documented in	<i>EOC Planning Section job action guide</i>

IA 5. Fire Emergencies

Phase of Activity	Action Items	Supplemental Information
	logbooks. ICS-214	
	<input type="checkbox"/> Record all incoming and outgoing messages (recurring). All messages, and the person sending/receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Produce situation reports (recurring). At regular periodic intervals, the EOC Director and staff will assemble a Situation Report.	
	<input type="checkbox"/> Develop an Incident Action Plan (recurring). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (recurring).	
	<input type="checkbox"/> Coordinate with the private sector partners as needed.	
RECOVERY/ DEMOBILIZATION	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to fire response are communicated to the IC 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>FA 3 of the City EOP; Agency recovery plans</i>
	<input type="checkbox"/> Conduct post-event debriefing “Hot Wash” to identify success stories, opportunities for improvement, used in the development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the City EOC.	
	<input type="checkbox"/> Prepare the After Action Report and implement revisions to the Gresham EOP and supporting documents based on lessons learned and best practices adopted during response.	
	<input type="checkbox"/> Correct response deficiencies reflected in the After Action Report/Improvement Plan.	
<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 – Transportation Emergencies

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- VIII. PUBLIC INFORMATION
- IX. RESUMING TRAFFIC FLOW

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IA 6. Transportation Emergencies**I. SITUATION**

The need may arise for Wood Village to respond to transportation emergencies on state, county, and city surface routes; a major Union Pacific rail route along the Columbia River Gorge; and air traffic routes to and from one major and one regional airport. In addition, there is a potential for water transportation incidents on the Columbia River, which flows along Wood Village's northern boundary. Most transportation incidents are traffic accidents caused by human factors, often exacerbated by winter weather conditions (ice, snow, rain, and wind).

Responder and public safety are paramount during transportation emergencies. Incident Action Plans should facilitate early restoration of the route and safe movement of traffic in/around the incident area.

This annex describes roles and responsibilities for transportation incidents in Wood Village and establishes procedures for multi-agency support and coordination. A major transportation incident in Wood Village/East Multnomah County may affect multiple jurisdictions and agencies. Information and guidelines in this annex can be applied to any transportation emergency, including those involving Hazardous Materials, Mass Casualties, or other operational requirements covered in this plan. When that occurs, the Incident Commander (IC) will need to cross-reference the appropriate annexes. Procedures in this plan enhance normal operating protocols used by participating agencies and build on the coordination and mutual aid used in day-to-day operations.

II. CONCEPT OF OPERATIONS

During routine (Level 1) emergencies, City Departments will manage transportation incidents using their own internal resources and mutual aid agreements. During Level 2 and Level 3 emergencies, all City Departments will, within their capabilities, make personnel and equipment resources available to the IC.

Depending on the nature and scope of the incident, a State or Federal agency may assume responsibility for the incident site, accident investigation, clean-up, etc. Unless a State or Federal agency assumes incident command responsibility, the Wood Village IC is in charge. If the IC is transferred, Wood Village will operate in a supporting role until the incident is terminated.

III. ROLES AND RESPONSIBILITIES**THE INCIDENT COMMANDER**

The IC is responsible for incident response to, and recovery from, a transportation emergency. This includes:

- Determining the extent and duration of route closure due to incident activities;

IA 6. Transportation Emergencies

- Identifying routes to be used by emergency responders;
- Designating detour and alternative routes to be used by the public;
- Identifying specific traffic control needs and locations;
- Coordinating traffic control responsibilities and resource requirements with transportation and law enforcement agencies;
- Developing a public information plan and communicating with media representatives; and
- Resuming normal traffic flow as soon as incident conditions permit.

MULTNOMAH COUNTY (TRANSPORTATION)

Multnomah County's Department of Transportation, located at 1600 SE 190th Avenue (between Stark Street and Division Street), has primary responsibility for County roads in East Multnomah County. In addition, Multnomah County maintains main arterials and collector streets, under contract with the City of Wood Village, with the exception of Powell Boulevard. An extensive network of mutual aid and maintenance agreements between the County and Public Works agencies of the East Multnomah County cities is used day-to-day to share maintenance responsibilities and to optimize resources. The County primarily operates on the KOE 808 (very high frequency [VHF] system) with limited 800-megahertz (MHz) system capabilities.

MULTNOMAH COUNTY (SHERIFF'S OFFICE)

The Multnomah County Sheriff's Office (MCSO), located at 12240 Northeast Glisan Avenue, shares responsibility with City Police Departments for law enforcement and incident response on surface routes in East Multnomah County and provides assistance to the Coast Guard for water incidents on the Columbia River. The MCSO operates on the 800-MHz system.

EAST COUNTY CITIES

Public Works agencies in the incorporated cities have primary responsibility for maintenance and incident response on routes within their jurisdictions, as modified by mutual agreement with the Oregon Department of Transportation (ODOT) and the County.

- Fairview Public Works operates from a location on 48 First Street in Wood Village and operates city cell phones.
- Fairview Public Works operates from its Operations Center on Southeast Hogan Road. The Department of Environmental Services (DES) operates

IA 6. Transportation Emergencies

using Nextel communications and limited 800-MHz network and 50-MHz radios.

- Troutdale Public Works operates from a location on 342 Southwest 4th Street in Troutdale and operates on 154.9950 MHz.
- Wood Village Public Works operates from a location on 2055 Northeast 238th Drive in Wood Village and uses VHF radios.

PORT OF PORTLAND

The Port of Portland administers Troutdale, Portland, and Hillsboro airports and has an Emergency Management Coordinator located at Portland International Airport (PDX).

- Troutdale Airport (located along the Columbia River) is a regional airport with primarily general aviation and limited commercial air traffic. The control tower has access to 800-MHz communications with East Multnomah County responders.
- East Multnomah County lies directly under the primary approach/departure routes for PDX. PDX is a major international airport, heavily used by commercial passenger and cargo air traffic. The Port's Emergency Operations Center (EOC) at PDX is accessible through the 800-MHz net.

TRI-MET

Tri-met public transportation system operates light rail and bus transit services for East Multnomah County.

UNION PACIFIC

Union Pacific Railroad operates a dual-track rail line along the Columbia River Gorge. Traffic includes Burlington Northern and Southern Pacific freight and passenger trains.

OREGON DEPARTMENT OF TRANSPORTATION

ODOT Region 1 has primary responsibility for state and federal highways in East Multnomah County, including incident response and recovery. The Region Traffic Management Operations Center, located in downtown Portland, monitors road, traffic, and weather conditions on ODOT routes throughout the East Multnomah County area, and has dispatch authority over state maintenance and incident response crews. There are two Region 1 Maintenance Districts operating in East Multnomah County.

- ODOT District 2B (located on Lawnfield Road in Clackamas) has maintenance responsibility and incident authority for Routes 30 and I-84 from the Sandy River west.

IA 6. Transportation Emergencies

- ODOT District 2C (located at the Troutdale Airport) is responsible for Routes 30 and I-84 east of the Sandy River, and for all of Route 26 within East Multnomah County.
- A map illustrating specific route responsibilities for each District and Section is available in the Gresham EOC and in the Emergency Management Office.
- ODOT operates an extensive VHF radio net in East Multnomah County, as well as cell phones, but has limited 800-MHz capability.

ODOT also has functional responsibility for air and rail incidents within the state, including East Multnomah County.

IV. EMERGENCY TRANSPORTATION ROUTES

Metro jurisdictions have pre-identified Emergency Transportation Routes (ETR) in the event of a major catastrophe. These routes identify key streets and highways needed for emergency response and for enabling access to critical facilities during the first 72 hours of disaster operations. A Metro ETR map is available in the Gresham EOC.

ICs can designate emergency route priorities based on specific incident needs. Once priority ETRs are established, every effort is made to coordinate clearing and restoration activities by participating jurisdictions.

V. I-84 INCIDENTS

ODOT will provide mobile message boards to convey incident information to the public during traffic emergencies on state highways in East Multnomah County. If personnel and equipment resources permit, these message boards will also be available during major traffic incidents on county and local routes.

A. During emergencies requiring the closure of I-84 Eastbound and rerouting of traffic, three detour routes have been established. An ODOT message board will be positioned prior to Exit 13 (181st Street) advising eastbound traffic that the freeway is closed ahead and to exit at the 181st, 207th, or Troutdale ramps.

- Traffic exiting at 181st will proceed South to Burnside and turn left to continue eastbound. Burnside eventually becomes Highway 26, the primary alternate route across the Cascades when I-84 is closed.
- Traffic exiting at 207th will be directed by detour signs to turn left at Glisan Street where 207th ends. Traffic will continue eastbound on Glisan to 242nd, turn right, and follow detour signs to join Burnside eastbound until the merge with Highway 26.

IA 6. Transportation Emergencies

- Although Troutdale is not the best detour exit, it will provide access to Highway 26 via 257th/Kane Road. It also has a number of hotels and restaurants for those who may want to wait out the I-84 closure.
 - ODOT will also close the exit ramp at 238th Street to prevent traffic from building up in this area.
- B. For I-84 closures westbound, ODOT will position a reader board prior to the Troutdale exit, advising motorists that the freeway is closed ahead and to exit at Troutdale or 207th.
- Traffic exiting at Troutdale will be directed by detour signs to proceed to Marine Drive in order to continue in a westbound direction.
 - Traffic exiting at 207th will be directed by detour signs to proceed to Halsey Street and head west from there.
- C. There are numerous I-84 closure/detour scenarios possible, and the IC is the final authority for identifying and coordinating detour routing appropriate for each specific incident.

VI. AVIATION INCIDENTS

The National Transportation Safety Board (NTSB) is responsible for accident investigation on all aircraft providing services to the general public and on selected surface transport accidents. The Federal Aviation Administration (FAA) normally assists the NTSB in accident investigation. The Port of Portland will provide liaison with investigating agencies and should be notified immediately of any aviation-related accident.

NTSB tries to be on the scene of a major accident as soon as possible after its occurrence. In minor accidents, the FAA may respond to the scene instead of the NTSB. If the incident involves chemicals, the Federal Chemical Safety Board will respond and assist the NTSB.

While none of the investigative agencies has authority to direct emergency services during the rescue phase, they do have authority over the removal of bodies and debris.

INCIDENT SCENE SECURITY

Accident investigation is heavily dependent on preservation of the accident scene, and everything at the incident site should be maintained in as close to impact condition/location as possible. Law enforcement authorities should secure the accident scene as soon as possible.

IA 6. Transportation Emergencies

When responding to and securing the scene of a transportation accident, the following steps should be considered:

- Bodies should not be removed until the investigation is conducted. If bodies must be moved prior to the arrival of investigators (to effect a live rescue, for example), identify the victim, and mark the exact position in which the body was found. The location and position of bodies may be valuable clues to the cause of the accident. Assign a photographer to document the accident scene and the location of bodies prior to their removal.
- Mark any cuts or tears in metal or other materials made by responders in the rescue phase, in order to differentiate them from those that were caused by the accident itself.
- Protect the scene from “souvenir” hunters. This may require lighting the scene at night to ensure a secure perimeter.

DEBRIS REMOVAL

Debris should only be removed by, or under the direction of, NTSB or FAA investigators. ICs must contact the NTSB prior to allowing movement of bodies or aircraft wreckage. The only exception is to protect lives and prevent injury.

VII. RAIL INCIDENTS

Rail incidents often are caused either by collision with vehicles at road/rail crossings or by derailment. There is a potential for spillage from containers or leaks from tank cars or trucks, which can cause a rail or traffic incident to rapidly expand. Cross-jurisdiction, multi-agency response and recovery operations combining local, State, Federal, and railroad efforts are common in such incidents. ICs are encouraged to establish a Unified/Area Command and a Joint Information Center (JIC) to deal with rail incidents.

VIII. PUBLIC INFORMATION

The demand for information, from both the media and citizens concerned about the cause of the incident and the status of victims, will be high during initial response and post-rescue operations. The IC should quickly establish a JIC as a single focal point for coordinating and releasing public information. JIC membership should include representation from all major agencies involved in the incident, such as spokespersons from impacted jurisdictions, Legacy Mt. Hood Medical Center, County Health, Port of Portland, airline, NTSB/FAA, Union Pacific, law enforcement, and regional and State agency representatives.

Information officers need to take special care to provide accurate, up-to-date information to the friends and families of victims. It is advantageous to direct them to a central location where information can be shared as soon as it becomes

IA 6. Transportation Emergencies

available and where they can be protected from the media. This will also facilitate providing crisis and trauma counseling services.

IX. RESUMING TRAFFIC FLOW

Extended use of detours or alternate routes during incidents increases the likelihood of secondary accidents. As soon as possible after safety needs and investigative requirements have been met, the IC should initiate immediate coordination for re-opening routes closed or restricted as a result of an incident. Traffic flow may be resumed incrementally, one lane at a-time if necessary, to accommodate safe site clean-up and emergency repairs.

Ensure that all affected agencies are advised of the recovery plan (location, sequence, and timing) for resuming normal traffic flow. Confirm that all blockades, barriers, and signage are removed from affected routes and that the media has been informed.

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IA 7 – Civil Disturbance

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IA 7. Civil Disturbance**I. SITUATION**

Information concerning acts of civil disturbance may come from a variety of sources, including local, State, and Federal law enforcement agencies; the media; informants; and the direct statements of organizations or persons intending to engage in such activities.

II. CONCEPT OF OPERATION

Each incident of civil disturbance is unique and requires flexibility on the part of the responding agencies. Responses may vary from the simple monitoring of information and activity to an activation of the Special Emergency Response Team (SERT). As in other emergencies, the selection of the strategy and tactics for such incidents is the responsibility of the Incident Commander (IC).

In many instances, intelligence gathered by law enforcement agencies will allow sufficient prior warning to allow for the development of plans specific to the anticipated activities. For instances where sufficient planning time is not available, law enforcement agencies operate under their established Standard Operating Procedures/Guidelines and/or mutual aid agreements.

For a civil disturbance incident in Fairview, the IC will normally be a senior member of the Multnomah County Sheriff's office. However, a Unified Command among participating Law Enforcement agencies may also be implemented.

Information and instructions for the public during a civil disturbance activity is the responsibility of the Multnomah County Sheriff's office spokesperson/Emergency Operations Center (EOC) Public Information Officer (PIO) under direct approval of the IC.

Law enforcement agencies continuously gather and share intelligence regarding potential civil disturbance activities. Should intelligence sources indicate that civil disturbance activity in the city is imminent; the Fairview PD will coordinate response activities (requesting additional resources, EOC activation, etc.).

III. ROLES & RESPONSIBILITIES**A. Multnomah County Sheriff's Office**

The Multnomah County Sheriff's Office will gather and share (as appropriate) information regarding the potential for civil disturbance activities with the following agencies:

Portland Police Bureau
Oregon State Police
Gresham Police Chief
Troutdale Police Chief

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Gresham Fire and Emergency Services
Gresham Emergency Management

Information may be further disseminated based upon the nature of the intelligence and the potential need for other supporting agencies to become involved in the response to such activities.

The Multnomah County Sheriff's Office will identify and continually assess persons and facilities within the city that are likely to be targets of violence and make recommendations to improve security to safeguard lives and property.

The Multnomah County Sheriff's Office will provide security for City officials whenever they are specifically identified as potential targets.

B. Incident Commander

The IC will:

- Develop strategy and tactics for the incident.
- Determine any requirements for activation of the EOC.
- Ensure that all potentially impacted agencies are notified of the threat.

C. All City Departments

Will promptly inform the Multnomah County Sheriff's Office of any known threat to City employees or City facilities.

D. Fire and Emergency Services

Upon receipt of a warning from the Multnomah County Sheriff's Office, the Fire and Emergency Services Department (FES) will alert appropriate personnel to assist in incident planning and response operations. This may include:

- Coordination with various law enforcement and other agencies to develop evacuation and emergency routes;
- Assignment of fire and arson investigators;
- Repositioning of equipment; and
- Assessment of current staffing levels and shifts.

E. Department of Public Works

Upon receipt of a warning from the Multnomah County Sheriff's Office, the PW will alert appropriate personnel to assist in incident planning and response operations. This may include:

- Coordination with various law enforcement and other agencies to develop evacuation and emergency routes; and
- Repositioning of equipment and assessment of current staffing levels and shifts.

IA 7. Civil Disturbance

F. Emergency Operations Center Staff

EOC staff will support planning and response to a civil disturbance, as requested by the IC. This may include full or selective EOC activation.

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IA 8 – Terrorism

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ATTACHMENT IA8-A: Terrorism Incident Checklist

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Terrorism

The City of Wood Village has identified the following list as possible targets of a terrorist attack:

- Boeing Company
- Microchip Technology, Inc.
- On-Semiconductor Corporation
- Tri-Met/Max busses, and
- Large public gatherings.

Resources that have been identified to respond to a terrorist attack include:

- Hazardous Materials Team 3 (HazMat 3) (Gresham Fire and Emergency Services)
- Special Emergency Response Team (SERT) (Special Weapons and Tactics [SWAT], Explosive Disposal Unit, Crisis Negotiations Team);
- Metro Explosive Disposal Unit;
- Portland Police Bureau;
- Oregon State Police;
- Multnomah County Sherriff's office
- Troutdale Police; and
- Gresham Police.

Training

The Multnomah County Sherriff's office, in cooperation with Wood Village Emergency Management, should facilitate and participate in weapons of mass destruction (WMD) Awareness training to maintain a state of readiness concerning terrorism/WMD incidents.

I. MISSION/SITUATION

Purpose

The purpose of this annex is to provide a framework for response to a threatened or actual terrorism incident and an outline of the roles and responsibilities of response and support agencies.

Mission

The mission of the Terrorism Annex of the City of Wood Village EOP is to establish policies and procedures that will help:

- Prevent or deter terrorist activities;
- Protect citizens and response personnel in the event of a terrorism incident;

IA 8. Terrorism

- Manage the resources necessary to respond to and minimize the impact of terrorist acts, including public exposure to explosive devices and chemical, biological, and radioactive materials or their by-products;
- Prevent or minimize property damage;
- Apprehend the persons responsible for the incident; and
- Assist the community in returning to normal life in the aftermath of the incident.

Situation

- “The acquisition, proliferation, threatened or actual use of weapons of mass destruction by a terrorist group or individuals constitutes one of the gravest threats to the United States.” (Louis J. Freeh, Director, FBI, May 13, 1997)
- “As we all know too well, terrorism is nothing new. It is as old as history. What is new is the nature of the threat. It is global in scale. Terrorists can and will strike virtually anyone, anywhere, at any time.... And yet, terrorists are more invisible than ever. They don’t wear military uniforms. They blend into society. They can be a businessman in a three-piece suit. They can be the shopper in line at the local Wal-Mart. They can even be – as we have seen so tragically – the person sitting next to you on an airplane.” (Robert S. Mueller III, Director, FBI, May 7, 2002)

The FBI defines a terrorist incident as “a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.” Terrorist acts may be initiated by individuals acting alone or by organized groups for monetary, political, religious, or personal reasons. In recent years, Oklahoma City, September 11, and the anthrax exposures and threats have all demonstrated that any community is vulnerable to acts of terrorism that may be perpetrated by many different types of terrorists. Successful resolution of a terrorist event will require the involvement of many public and private agencies whose responses must be coordinated to provide an effective response.

While chemical, biological, radiological, and nuclear (CBRN) agents have typically been considered WMD, explosives, alone or in combination with CBRN agents, and cyber-terrorism are additional threats and will be investigated as terrorist acts. While the probability of an incident involving WMD in the City of Wood Village is low, the possible criminal use of these agents and their great destructive potential require that a well-planned and organized response be developed.

With a population of just over 2800, Wood Village sits in the shadow of Gresham which is the fourth largest city in Oregon and the second largest in the Portland

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metropolitan area. Wood Village is located 12 miles east of downtown Portland and, with the adjoining communities of Gresham, Troutdale, and Fairview, comprises the area of East Multnomah County.

The Wood Village area is easily accessible through all means of transportation, including:

- Two major east/west highways (Interstate 84 and U.S. highway 26) and one north/south interstate (I-205);
- Union Pacific railroad;
- Tri-Met's Metropolitan Area Express (MAX) light rail service in Portland and Gresham and bus service covering all the cities;
- Portland International Airport and Troutdale business and general aviation airport; and
- Marine access along the Columbia River and then to the Pacific Ocean, approximately 110 miles to the west.

Gresham Fire and Emergency Services provide fire protection and emergency medical services for eastern Multnomah County and all four cities in this area under a district fire service umbrella. The Multnomah County Sheriff Department; the city police departments of Gresham, and Fairview, and Oregon State Police provide law enforcement services. The East Multnomah County area is also served by multi-jurisdictional hazardous materials, explosives response, and river rescue teams that include personnel from the City of Gresham, Portland Police Bureau, and Multnomah County.

Assumptions

- CBRN incidents are likely to cause mass casualties, strong public anxiety, and extensive property damage. Local response capability may be quickly overwhelmed.
- Local first responders will probably be on their own for 12–18 hours before State and Federal assets arrive.
- No agency at any level of government will have the expertise or resources to resolve an act of terrorism independently. Regional, multi-jurisdictional responses maximize the impact and reach of limited resources and improve the likelihood of effective local response.
- Many of the response actions required to respond effectively to a terrorist event will be the same as those required for any mass casualty incident (MCI) affecting the city.

II. Concept of Operations

Operational response to a terrorist incident is incorporated in the basic City of Wood Village Emergency Operations Plan (EOP) and its associated functional annexes. (Please see the Basic Plan for a list of the functional and hazard-specific annexes of the EOP.) This terrorism annex builds on the existing elements of the EOP and provides direction for terrorism-specific issues.

City Resolution 9-2009 (April 14, 2009) adopts the Incident Command System (ICS) developed by the National Incident Management System (NIMS) for the management of emergency situations in the city. As described below, many simultaneous responses from different agencies are likely to be required in a terrorism event. Accordingly, a Unified Command structure is recommended as soon as it seems apparent that the incident is both a life safety emergency and a potential terrorist act.

- The threatened or actual use of a weapon of mass destruction is a terrorist act. All threats will be treated as real until an investigation proves otherwise.
- The fact that an emergency/disaster scene is the result of a terrorist act may not be evident during the initial emergency response. Until the scene is stabilized and terrorist involvement is suspected or confirmed, Fire and Emergency (FES) will be in command of the scene.
- When a terrorist act or credible threat is confirmed inside Wood Village city limits, the Multnomah County Sheriff's office will become the lead agency and will notify Wood Village Emergency Management, Portland Police Bureau, Multnomah County Sheriff, Oregon State Police, the Federal Bureau of Investigations (FBI), and the Oregon Emergency Response System (OERS) that a terrorist event appears likely.
- Wood Village Emergency Management will notify Multnomah County Emergency Management that a credible threat exists or that a terrorist event has occurred.
- Inter-agency response efforts in support of police, fire, and rescue activities will be coordinated through the EOC according to the various annexes of the EOP.
- Because a terrorism incident is a crime as well as an emergency/disaster, evidence preservation, law enforcement investigation, and site management are of greater concern than in many other incidents.
- Responders to any potential terrorism incident should not enter any zone or attempt any task for which they are not properly trained and equipped.

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- In all response situations, responders should be alert for the possibility of secondary devices and for any of the signs or symptoms that would suggest the involvement of chemical agents or toxic industrial materials, especially any situation in which responders discover many people exhibiting the same medical symptoms.
- Critical response issues at the scene of a terrorist event are incident-dependent but are likely to include:
 - Safety of responders and citizens;
 - Rescue and triage of victims;
 - Stabilization of the scene;
 - Identification of the type of incident and material;
 - Decontamination, if necessary;
 - Crowd control and facility security;
 - Evidence preservation;
 - Obtaining and disseminating accurate information;
 - Coordination of responses and resources;
 - Communication among all responders and decision-makers; and
 - Protection of the environment.
- While life safety issues are of primary importance, care will be taken to preserve the crime scene to the greatest extent possible.
- Oregon Emergency Management officials will coordinate State resources requested by the City of Wood Village. State personnel may provide technical assistance, support and/or response functions.
- Resolution of a terrorist incident is likely to require Federal resources. When FBI officials arrive, they will serve as the lead Federal agency for the crisis management aspects of the incident.
- FEMA officials will serve as the lead Federal agency for consequence management and will coordinate Federal assets in support of local and state emergency response activities. Consequence management addresses the effects or potential effects of the incident on health, safety, and environment.
- The FBI will establish a Joint Operations Center (JOC) at a site appropriate for the particular incident. State and local officials will be represented at the JOC to ensure coordination of assets, information, and response among all levels of government.
- Whether through the JOC or through a separate JIC, should one be deemed necessary, public information must be coordinated among all response agencies and levels of government.

III. Direction and Control

Because resolution of a terrorist act is likely to involve resources from all levels of government as well as private organizations, clarity of command structure and multi-agency response coordination are essential.

- The first public safety responder to the scene will assume command of the incident and will retain command until relieved of the responsibility.
- When the full Gresham EOC is activated, incident command may be transferred from the field to the EOC. If command is transferred, all incident-related activities are under the direction of the EOC Incident Commander (IC). Field activities are conducted under the direction of the Operations Section Chief, who may be in the field or in the EOC.
- Local emergency response will be managed according to NIMS ICS and the City of Wood Village EOP and annexes.
- In a terrorist event occurring within the city, the Multnomah County Sheriff's office will be the lead local agency. Because it is likely that any terrorist event will involve police, fire, and emergency management service operations—as well as outside agencies and jurisdictions—these agencies should strongly consider a unified command system.
- Unified command operations may also occur in neighboring jurisdictions when City of Wood Village assistance is requested or aid is provided pursuant to intergovernmental agreements.

IV. Roles and Responsibilities

The roles of City of Wood Village response agencies are briefly outlined below. This section is not meant to be all-inclusive or to identify all the actions that may be required in responding to a terrorist incident. Its purpose is simply to create a common understanding of each agency's basic responsibilities in a WMD event. Individual agencies are responsible for developing standard operating procedures and guidelines to implement these and other required actions. All these activities, and any others that may be necessary, are coordinated through the incident command structure and the EOC.

- A. INTELLIGENCE – Multnomah County Sheriff's office
Any division of Federal, State, or local government may receive intelligence concerning potential WMD threats. All threats of terrorist incidents, regardless of the credibility of the source, should be directed to the Multnomah County Sheriff's office. The Investigation Division Commander will receive, classify, and forward information they receive according to its agency SOPs.

B. DISASTER SCENE RESPONSE**Fire and Emergency Services**

FES is the lead agency in mitigating disaster scenes. FES may retain command until its primary services are no longer needed and/or until evidence suggests that a criminal act caused the disaster. When the IC suspects or determines that the incident is a criminal event, he or she will notify the PD.

Fire and Emergency Services responsibilities include:

- Emergency medical services,
- Fire suppression,
- Hazardous materials mitigation,
- Technical rescue operations, and
- Participation in incident management.

Police Department

Police officers will assist FES when dispatched to a fire or disaster scene, or when patrolling near a scene in which fire units are present and the need for assistance appears evident.

Once the disaster scene has been stabilized, police will assume responsibility for purposes of the criminal investigation. However, police personnel will coordinate their entry into the crime scene based upon the advice and expertise of FES.

Police responsibilities include:

- Intelligence,
- Security and traffic control,
- Crime investigation, and
- Participation in incident management.

Department of Public Works

PW is responsible for a number of essential services, including delivery of safe drinking water; stormwater management; collection and treatment of wastewater; and street maintenance, among others. Responsibilities in a WMD event include the following:

- Evaluation and maintenance of critical infrastructure,
- Access control and restrictions,
- Environmental protection, and
- Participation in incident management.

Hazardous Materials Response Team

The Hazardous Materials Response Team 3 (HazMat3) is a multi-jurisdictional team staffed by fire and law enforcement personnel from the City of Gresham and Multnomah County. The team is trained and equipped to deal with incidents involving hazardous materials and is responsible for mitigation operations within the hazard area, including agent detection and identification, containment, and decontamination.

When the presence of WMD or any non-explosive hazardous material is suspected or confirmed, first responders should move to a safe location and request assistance from HazMat3. If hazardous materials and explosive devices are suspected or found, both HazMat3 and the Metro Explosive Disposal Unit (MEDU) should be called.

Incidents involving responses by both HazMat3 and MEDU teams will be managed based on the nature of the event and the hazards presented, generally by addressing the greatest or most immediate hazard first.

Metro Explosive Disposal Unit

MEDU is a multi-jurisdictional, regional response team trained and equipped to deal with incidents involving explosive devices. When the presence of explosive devices is suspected or confirmed, responders should move to a safe location and request assistance from MEDU, whose responsibilities include detection and render safe operations.

In situations in which explosives and hazardous materials are suspected or found, both MEDU and HazMat3 should be called.

Incidents involving a response by both HazMat3 and MEDU teams will be managed based on the nature of the event and the hazards presented, generally by addressing the greatest or most immediate hazard first.

Special Emergency Response Team

SERT is a multi-jurisdictional response team of law enforcement and paramedic staff available for call-out in especially dangerous or volatile situations. Examples include hostage situations, apprehension and arrest of suspects known to be dangerous, and potential or actual acts of terrorism.

C. CYBER-TERRORISM

The City of Wood Village Division of Information Technology (IT) is responsible for ensuring the continuity of computer operations during an emergency and for resolving any incident in which the city's computer systems and/or telephone systems are affected. IT will serve as the lead agency in coordinating appropriate government response to an act of cyber-terrorism involving City of Wood Village systems.

IT will provide consultation and support to EOC staff on possible courses of action in any situation involving cyber-terrorism on non-city computer/communications systems. Decision-making authority will rest with the management of the affected organization.

D. CITY ADMINISTRATOR

The City Administrator is responsible for all City of Wood Village Emergency Management Program activities, including the appointment of a City Emergency Program Manager. During emergencies, the City Administrator oversees all emergency operations, including Incident Command. Specific responsibilities may include:

- Approve and sign Declaration of Emergency or Disaster, to include specific Emergency Powers to be invoked;
- Oversee Incident Command and EOC operations;
- Coordinate with neighboring jurisdictions and outside agencies; and
- Direct appropriate actions according to terrorism threat levels.

E. INCIDENT COMMANDER

The IC maintains overall responsibility for an incident, including selecting the strategy, establishing the command structure, overseeing operations, and all other functions and resources required to resolve the incident.

Specific duties of the IC include:

- Request assistance as necessary, including partial or full EOC activation;
- Develop strategy and direct actions to implement that strategy;
- Allocate resources according to City of Wood Village priorities:
 - 1) Protection of life
 - 2) Incident stabilization
 - 3) Protection of property and environment
 - 4) Scene Security; and
- Recommend appropriate emergency declaration to the City Administrator, if necessary.

F. EMERGENCY MANAGEMENT

In all emergencies affecting the City of Wood Village, Emergency Management is responsible for coordinating the information, personnel, and resources necessary to support response and recovery operations. These support functions are provided through the EOC and fall generally into two categories:

- Assist the decision-making efforts of the IC or City Administrator in developing strategy; and
- Coordinate the planning, logistics, and financial activities required to support field operations.

G. CITY COUNCIL

Once elected officials have taken steps to provide for their own and their family's safety, they have an important role to play in supporting the City's response and reassuring the public. Because it is critical to provide accurate, consistent information to the public in an emergency, officials should coordinate any public statements with the EOC (City Administrator, IC, or PIO). Specific responsibilities of Council Members may include:

- Advise City Administrator regarding the need for emergency declarations or other policy matters;
- Demonstrate appropriate response actions for citizens;
- Reassure the public through leadership and public statements; and
- Confer with officials from neighboring jurisdictions as appropriate.

**V. TERRORISM THREAT LEVEL RESPONSES –
HOMELAND SECURITY ADVISORY SYSTEM**

The Homeland Security Advisory System was developed as a general alert system after September 11, 2001. Organizations can use the levels as indicators of appropriate actions that should be taken for a given level of risk. Suggestions at each level assume that the actions recommended at lower levels of risk have been accomplished.

The advisory system is presented below with suggested actions that department heads may consider as they develop and implement their department-specific measures. As threat levels increase, employees should be progressively more alert to the possibility of terrorist activity, and greater emphasis should be paid to security measures.

A. Green – low risk

- Encourage employees to develop emergency procedures for work and home, including emergency plans and 72-hour disaster supply kits in both locations.
- Encourage employees to volunteer for EOC positions and provide on-duty time for training and exercises.
- Develop procedures for employees to use when they feel threatened and want to alert other employees or request assistance.
- Consider assigning a central point of contact for emergency management in each department.
- Develop a process to ensure that all facilities are assessed on a regular basis for vulnerability to terrorist attacks and that all reasonable measures are taken to mitigate these vulnerabilities.

- B. Blue – guarded, general risk
- Verify staff contact information.
 - Notify City M Administrator’s office, PD, and Fire Department of any controversial or highly visible departmental activity.
 - Review and update emergency response procedures.
 - Provide the public with any information that improves their awareness and ability to protect from or mitigate terrorist hazards.
- C. Yellow – elevated, significant risk
- Increase surveillance of critical locations.
 - Ensure that employees are familiar with departmental emergency and contingency procedures.
 - Encourage all employees to become familiar with city-wide procedures for emergencies, such as shelter-in-place and evacuation instructions.
 - Coordinate emergency plans with other departments and nearby jurisdictions.
 - Develop appropriate contingency plans, including a pro-active public information and media release strategy.
- D. Orange – high risk
- Increase security at entrances to facilities.
 - Encourage increased vigilance by employees in observing unusual activities.
 - Conduct periodic security checks/inspections of facilities.
 - Implement employee/citizen check-in and identification procedures.
 - Coordinate security efforts among law enforcement agencies.
 - Take additional precautions at public events.
 - Review and prepare to execute contingency procedures.

- Consider restricting access to critical facilities to essential personnel only.

E. Red – Severe risk

- Redirect personnel and resources to meet critical emergency needs.
- Assign emergency response personnel on stand-by status.
- Pre-position assets that could be needed.
- Increase security at all critical or threatened facilities.

VI. Annex development and maintenance

- The Multnomah County Sherriff’s office, as lead agency for terrorism incidents, is responsible for coordinating response plans and protocols for this annex.
- All response agencies and annex coordinators are responsible for reviewing the accuracy of this annex as it relates to their area of operations and SOPs.
- The annex should be reviewed and updated at least annually and after any incident or exercise in which it is used.
- Wood Village Emergency Management will assist the Multnomah County Sherriff’s office in compiling revisions and updates to this annex and ensuring its compatibility with the EOP.

ATTACHMENT IA8-A: Terrorism Incident Checklist

Lead Agency: **Multnomah County Sherriff’s office**

Background Information

This annex can be applied to incidents involving WMD and Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) materials.

Law enforcement agencies will normally take the lead role in crisis management. The Multnomah County Sherriff’s office has the lead role in terrorism response within the City. The lead agencies for the State and Federal government are Oregon State Police and the FBI.

The laws of the United States assign primary authority to state and local governments to respond to the consequences of terrorism; the Federal government provides assistance as required. The EOC may be activated and have the lead role in terrorism consequence management for most types of terrorist incidents, but the Multnomah County Health Department will be assigned the lead local role in terrorism consequence management for incidents involving biological agents. Oregon Office of Emergency Management and the Federal Emergency Management Agency are the State and Federal consequence management leads.

Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Continue to maintain and revise, as needed, the appropriate emergency response plans relating to terrorism response, including the Wood Village EOP and annexes.	
	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Wood Village Emergency Management.	
	<input type="checkbox"/> Participate in Wood Village, Multnomah County, regional, State, and Federal terrorism preparedness activities, seeking understanding of interactions with participating agencies in a terrorism scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the City EOC. Include appropriate regional, State, and Federal emergency contacts for terrorism response.	<i>Existing emergency contact lists for Gresham and response partners</i>
	<input type="checkbox"/> Ensure that terrorism response equipment and personnel inventories for Wood Village, 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.	
	<input type="checkbox"/> Inform Wood Village Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).	

Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Provide public safety information and educational programs for terrorism emergency preparedness and response.	
SURVEILLANCE PHASE (Biological Incident ONLY)	<input type="checkbox"/> Activate Incident Command/UC upon recommendation from the Multnomah County Sherriff's office. UC may consist of County, regional, State, and Federal crisis management and consequence management agencies.	
	<input type="checkbox"/> Mobilize appropriate emergency personnel and first responders. When deemed necessary, send fire, HazMat, law enforcement, public health and others to the site. Determine responder activities and establish non-contaminated areas prior to mobilizing resources.	
	<input type="checkbox"/> Evaluate the safety of emergency personnel. Initiate development of site and agent-specific health and safety plan.	
	<input type="checkbox"/> Assess the situation/confirm the WMD/CBRNE incident. Gather all available data regarding the status of the incident. Record the information using established forms, log sheets, and templates. Use of standard ICS forms may be necessary.	<i>ICS Form 209: Incident Status Summary</i>
	<input type="checkbox"/> Activate public notification procedures. Contact agency and partner emergency personnel to ensure that they are aware of the incident status and are available and staffed to respond.	
	<input type="checkbox"/> Control the scene. Alert the public and consider shelter-in-place needs, relocation of people/animals, and special needs. This task should be coordinated with law enforcement.	
	<input type="checkbox"/> Conduct hazard assessment. In the case of a possible intentional release, begin addressing information needs for criminal investigation. For example, what is the ultimate purpose of the biological release? What is the target? Do further hazards and secondary threats exist? What is the source of release?	
	<input type="checkbox"/> Draft an IAP. Outline response goals and timelines and prepare for longer term (1-7 day) logistics, staffing, and operations.	
	<input type="checkbox"/> Maintain communication between field response crews, local/County EOCs, Regional EOC, 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.	
	<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.	
<input type="checkbox"/> Determine if any advisories should be issued to the public.		

Phase of Activity	Action Items	Supplemental Information
RESPONSE PHASE	<ul style="list-style-type: none"> <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. 	
	<ul style="list-style-type: none"> – Be cognizant that CBRNE agents may be present. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Investigate the crime scene and collect vital evidence. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Activate the Wood Village EOP. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a UC. During terrorism incidents, local and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Estimate emergency staffing levels and request personnel support. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>). 	<i>ICS Form 203: Organization Assignment List</i>
	<ul style="list-style-type: none"> – Establish an ICP near the incident location. The ICP should be uphill and upwind of the incident location. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Notify supporting agencies (dependent on the type of incident) and the City Council. 	
	<ul style="list-style-type: none"> – Identify local, County, regional, and/or State agencies that may be able to mobilize resources to the EOC for support. 	
	<ul style="list-style-type: none"> <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>
	<ul style="list-style-type: none"> – 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. 	
	<ul style="list-style-type: none"> – Verify that the hazard perimeter and hazard zone security have been established. 	
	<ul style="list-style-type: none"> – 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. 	
	<ul style="list-style-type: none"> – 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. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Determine if the threat level for that area should be elevated and inform appropriate agencies. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Disseminate appropriate warnings to the public. 	<i>FA 1 of the City EOP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. 	
<ul style="list-style-type: none"> – Dedicate time during each shift to preparing for shift change briefings. 	<i>ICS Form 201: Incident Briefing</i>	

IA 8. Terrorism

Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the City EOC, the County ECC, and State ECC. Confirm operable phone numbers and backup communication links.	
	<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>Established emergency contact lists maintained at the EOC</i>
	– Notification to OSP and the FBI is required for all terrorism incidents.	
	– If an incident occurs on State highways, ensure that 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, contact local Extension Services (Oregon State University), Multnomah County Health Department, Oregon Department of Agriculture, and the State Veterinarian, as applicable to situation.	<i>IA 12 of the City EOP</i>
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC structure as dictated by the incident.	
	<input type="checkbox"/> Implement local plans and procedures for Terrorism operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	<i>Multnomah County Terrorism Response Plan</i>
	<input type="checkbox"/> Obtain current and forecasted weather to project potential HazMat vapor plumes (recurring). – <i>Note: Vapor plume modeling support may be obtained through regional HazMat teams, State, and/or Federal environmental protection agencies.</i>	
	<input type="checkbox"/> Determine the need to implement evacuations and sheltering activities (recurring). A determination of the use of shelter-in-place for surrounding residences and public facilities should be made. – <i>Note: Refer to the USDOT Emergency Response Guidebook for determining the appropriate evacuation distance from the source.</i>	<i>FA 10 & 16 of the City EOP</i>
	<input type="checkbox"/> Determine the need for and activate emergency medical services (recurring).	
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (recurring).	<i>FA 6 of the City EOP</i>
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	<i>FA 2 of the City 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.	

IA 8. Terrorism

Phase of Activity	Action Items	Supplemental Information
	<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 JIC.	<i>FA 7 of the City EOP</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (recurring).	
	– Public information will be reviewed and approved for release by the IC and lead PIO before dissemination to the public and/or media partners.	<i>FA 7 of the City EOP</i>
	<input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (recurring). All assignments, person(s) responsible and significant actions taken should be documented in logbooks.	<i>EOC Planning Section job action guide</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (recurring). All messages, and the identity of the person sending or receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop and deliver situation reports (recurring). At regular intervals, the EOC Director and staff will assemble a situation report.	
	<input type="checkbox"/> Develop an IAP (recurring). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (recurring).	
	<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 IC 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.	
	<input type="checkbox"/> As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among Wood Village, the responsible party (if known), and the Oregon DEQ. 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.	

Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Deactivate/demobilize the EOC.	
	<input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 9 – Volcano

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ATTACHMENT IA9-A: Volcano Incident Checklist

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I. Situation

The city of Wood Village lies within the projected ash fall path for Mount St. Helens and has a historical record of such deposits. The city is also in the impact area for Mt. Hood if it becomes active. This annex focuses on management of ash fall, the most common hazard created by volcanic activity.

Potential problems that ash fall may create include hazardous driving conditions due to poor visibility, slippery streets, and damaged traffic signals. Heavy ash fall can also cause structural problems in buildings, break electrical lines, and interfere with radio and telephone communication. Ash is extremely abrasive and insidious in its penetration of machinery and buildings; office machinery and computers may be especially vulnerable. Once an eruption has occurred, the city might have as little as one hour's warning of approaching ash, depending upon prevailing winds.

Long-term health hazards of exposure to ash are largely unknown. Short-term hazards include skin, eye, and lung irritation.

II. Volcano Planning

Overall planning for eruptions of the Mt. St. Helens and Mt. Hood volcanoes is primarily the responsibility of the Gifford Pinchot and Mount Hood National Forests. The Department of Public Works (PW) is the City's lead agency for volcano planning and coordinates the bi-annual review of this annex with affected agencies. In the event of volcano activity, all City departments will be expected to protect City employees and property, while maintaining their own services to the best of their ability. When this plan is activated, they will assist PW and the Incident Commander (IC), as requested.

III. Volcano Information

Warning of an impending eruption may be available several days or weeks in advance of the event, or not until the last moment. Information will be provided through the media and may be augmented with special bulletins for emergency services from the USDA Forest Service, U.S. Geological Services, and Multnomah County Emergency Management. When prior warning is received, departments should take preparatory steps to deal with volcanic activity.

IV. Emergency Service Actions

A. Emergency Management

Level I

1. Confirm alert and warning processes with Forest Service and other regional emergency managers.

- ___2. Assist with development of public information as requested by PW.
- ___3. Coordinate development of public information with Forest Service and other regional emergency managers to ensure standard instructions to the public.
- ___4. Contact hospitals and nursing homes to determine possible need to shelter special populations vulnerable to respiratory problems.

Level II

- ___1. Assess impact on ability of City to maintain normal services.
- ___2. Assist other departments as requested.
- ___3. Coordinate impact information with regional emergency managers and the Oregon Emergency Management Office.

Level III

- ___1. Consider activation of the EOC.
- ___2. Assist other departments, as requested.
- ___3. Coordinate impact information with regional emergency managers and the Oregon Emergency Management Office.

B. Office of the City Administrator

Level I

- ___1. Keep Mayor and Council apprised of conditions and preparations.

Level II

- ___1. Reduce exposure to ash and hazardous driving conditions as much as possible.

Level III

- ___1. Assist in EOC staffing, as requested.
- ___2. Consider the release of non-essential personnel.

C. City Attorney

Level I

___ 1. Assist in researching emergency-related legal issues.

Level II

___ 1. Assist in researching emergency-related legal issues.

Level III

___ 1. Assist in researching emergency-related legal issues.

D. Finance and Management Services

Finance and Management Services is responsible for tracking the financial impact, facilities, and fleet operations during the volcanic event.

Level I

___ 1. Consider potential impact on communications and computer equipment. Arrange to protect equipment.

___ 2. Assist Police, and PW in arranging for augmented maintenance capability for vehicles and radios. This could include open purchase agreements with area service stations and negotiating expanded radio maintenance contracts.

Level II

___ 1. Assist Police, and PW, as requested.

___ 2. Reduce exposure to ash and hazardous driving conditions as much as possible.

___ 3. Establish a discrete charge code to cover all ash-fall related expenditures.

___ 4. Fleet Maintenance - Change oil and filters, and lubricate chassis every 500 miles.

___ 5. Fleet Maintenance - Check and clean fuel tank vents every 500 miles.

___ 6. Fleet Maintenance - Alternators, batteries, and other electrical components will be cleaned with compressed air at the end or beginning of each shift.

Level III

- ___1. Assist in EOC staffing, as requested.
- ___2. Consider the release of non-essential personnel.
- ___3. Fleet Maintenance - continue maintenance tasks, as listed in Level II.

E. Human Resources Department

Level I

- ___1. Assist Police, and PW in arranging for augmented maintenance capacity for vehicles and maintenance. This could include hiring of temporary personnel for fleet maintenance or to provide in-house routine radio maintenance.

Level II

- ___1. Assist Police, and PW, as requested.
- ___2. Reduce exposure to ash and hazardous driving conditions as much as possible.

Level III:

- ___1. Assist in EOC staffing, as requested.
- ___2. Consider the release of non-essential personnel.

V. Emergency Operations Center Staff Activities

A. Command/Command Staff

Volcanic activity in our area may require the following tasks:

- ___1. If conditions hamper or overload response capabilities, determine priorities on the basis of lives that may be saved, accessibility to the scene, and the amount of time needed to accomplish the mission.
- ___2. If conditions warrant, declare the existence of a local emergency, and submit request for formal declaration to Multnomah County Emergency Management

- ___3. Consider establishing car pools for essential personnel.
- ___4. Enhance vehicle and communications maintenance staffing.
- ___5. Coordinate public information with PIO.

B. Operations

- ___1. Consider the elimination of all but emergency vehicle use.

C. Planning

- ___1. Assess the likelihood of ash-related emergencies such as clogged water and drainage systems, and damage to structures.

D. Logistics

- ___1. Assess adequacy of communications systems. Consider activation of HAM communications.
- ___2. Determine sources for bulk purchase of vehicle and building air filters, facemasks, and other supplies.
- ___3. Assist in the development of car pool system for essential personnel.

E. Finance

- ___1. If conditions warrant, gather supporting documentation for Declaration of Emergency. Provide information to Command Staff and Planning Section.
- ___2. Assess financial tracking needs of the incident. Provide staff and procedures to assure adequate financial records are kept.
- ___3. Obtain detailed data on property and vehicle damage, and local financial resources expended in support of the incident.

ATTACHMENT IA9-A: Volcano Incident Checklist

Lead Agency: Wood Village Department of Public Works

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.	
	<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>FA 1 of the City EOP</i>
	<input type="checkbox"/> Participate in Wood Village and Multnomah 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 the City EOC.	
	<input type="checkbox"/> Familiarize staff with requirements for requesting State and Federal Disaster Assistance.	<i>Stafford Act, FEMA guidance, and Oregon EMP</i>
	<input type="checkbox"/> Inform Wood Village 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"/>	
	<input type="checkbox"/> Activate and implement the City EOP.	
	<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 City EOC for support 	
	<input type="checkbox"/> Provide local warnings and information and activate appropriate warning/alert systems.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Support a Regional Coordination Center, if necessary.	
	<input type="checkbox"/> Establish a JIC. <ul style="list-style-type: none"> - Provide a PIO for the JIC. - Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>). 	<i>FA 7 of the City EOP</i>
	<input type="checkbox"/> Initiate and coordinate local emergency declarations or requests for assistance from mutual aid partners, County, State, or Federal resources. If applicable, submit request for local disaster/emergency declaration following established County procedures.	<i>Section 1.4.2 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>	

Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	ICS Form 209- Incident Status Summary
	<ul style="list-style-type: none"> - 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 City EOC, 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.	ICS Form 201- Incident Briefing
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC structure if scope of response increases.	Established emergency contact lists maintained at the City EOC
	<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.	FA 10 & 16 Annex of the City EOP and American Red Cross Shelter Plans
	<input type="checkbox"/> Coordinate evacuation of affected areas, if necessary. Assign appropriate ESF liaisons to the City and/or County EOCs, as situation requires. The following emergency functions may provide lead roles during various phases of evacuation: <ul style="list-style-type: none"> - ESF 1 - Transportation - ESF 2 - Emergency Telecommunications and Warning - ESF 13 - Public Safety and Security - ESF 15 - Emergency Public Information 	FA 10 of the City EOP
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through the City EOC (<i>recurring</i>).	FA 6 of the City EOP
	<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.	FA 6 of the City EOP
	<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 logbooks.	ICS Resource Tracking forms and EOC forms
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages and the person making/receiving them should	Existing EOC forms/templates

Phase of Activity	Action Items	Supplemental Information
	be documented as part of the EOC log.	
	<input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular periodic intervals, the EOC Director 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 IC and/or Safety Officer.	
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 City EOC.	
	<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"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 10 – Pandemic Flu

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I. Situation

- A. According to the Centers for Disease Control, an influenza pandemic is a global outbreak that occurs when three conditions are met: a new influenza A virus appears or emerges in the human population, it causes serious illness in people, and it spreads easily from person to person worldwide. This is different from seasonal outbreaks or epidemics of influenza, which are caused by subtypes of influenza viruses that are already in existence among people.

Just like seasonal flu, a pandemic flu virus will be spread by coughing and sneezing. People infected with a pandemic flu virus will be contagious for 24–48 hours before they display symptoms of infection. Public health officials estimate that during a pandemic, every person with the disease will transmit it to two or three additional people. Because people do not have pre-existing immunity to a new virus, a pandemic flu virus will result in more serious disease in humans than seasonal flu.

B. Assumptions:

- Susceptibility to the pandemic influenza virus will be universal.
- Vaccines will not be available for 6 to 9 months.
- Anti-viral medication will be in short supply.
- The clinical disease attack rate will likely be 30% or higher in the overall population during the pandemic. Illness rates will be highest among school-aged children (about 40%) and decline with age. Among working adults, an average of 20% will become ill during a community outbreak.
- Some persons will become infected but not develop clinically significant symptoms. A symptomatic or minimally symptomatic individual can transmit infection and develop immunity to subsequent infection.
- Of those who become ill with influenza, 50% will seek outpatient medical care.
- Rates of absenteeism will depend on the severity of the pandemic.

A pandemic may occur in two or more waves of influenza activity, and each wave may last approximately 2 months. The second wave may occur 3 to 12 months after the end of the first wave and may have about the same health impact as the

IA 10. Pandemic Flu

first wave. Health care workers and first responders will become infected at about the same rate as the rest of the population.

Please note: POD sites were not developed for distribution of vaccines, but the POD plan may be utilized for that purpose. The POD plan was developed to distribute medicine for a biological attack, such as an Anthrax attack. The guidelines for distributing vaccinations are different (more restrictive).

II. Concept of Operation

The Multnomah County Health Department will be the lead agency and will provide:

- Leadership in directing, coordinating, and integrating overall efforts to provide public health and medical assistance to the affected areas;
- Request of appropriate entities to activate and deploy health and medical personnel, equipment, supplies, and public information; and
- Coordination with other primary and supporting jurisdictions and agencies throughout the incident.

The City of Wood Village's response will vary based on the severity of the pandemic event. The City will activate the Continuity of Operations (COOP)/Continuity of Government (COG) plans as appropriate.

III. Roles & Responsibilities**A. All Departments**

- Monitor the number of staff that have been affected by the flu and are not able to work.
- Implement non-pharmaceutical prophylaxis measures, such as:
 - Social distancing, and
 - Promotion of respiratory hygiene etiquette.
- As needed, reprioritize work for accomplishing essential services. (See COOP/COG plans).
- In the event of large-scale absenteeism, activate the City's COOP/COG Plans.

B. Incident Commander

- Monitor the situation and develop strategy and tactics for response.
- Determine any requirements for Emergency Operations Center (EOC) activation, including COOP Command Staff (as outlined in COOP/COG plans).

C. Fire Department

- Respond to, and monitor increase in, calls as a result of the pandemic.
- Coordinate with local hospitals regarding where patients can be received.
- In the event of activation of a Point of Distribution (POD) site, Emergency Medical personnel may be needed to assist with distribution of vaccine. (The Emergency Management Department maintains a list of the POD sites.)
- Facilitate the distribution of anti-viral medications to City staff.

D. Multnomah County Sherriff's office

- If necessary, increase patrol of business areas closed due to illness to prevent looting.
- In the event that a point of distribution site is activated, assist with site security and traffic control

E. Emergency Management

- Establish and maintain reporting and coordination contact with Multnomah County Health Department.
- Inform the Incident Commander (IC) and City Manager in the event of a POD activation emergency.
- Coordinate the opening the EOC at the direction of the IC.

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IA 11 – Cyber Attack

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 - C. Incident Commander
 - D. All City Departments
 - E. Emergency Management

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IA 11. Cyber Attack**I. Situation**

- A. A cyber incident may take many forms, such as an organized cyber attack, an uncontrolled exploit such as a virus or worm, a natural disaster with significant cyber consequences, or other incidents capable of causing extensive damage to critical infrastructure or key assets.

Large-scale cyber incidents may overwhelm government by disrupting the Internet and/or taxing critical infrastructure information systems. Complications from disruptions of this magnitude may threaten lives, property, the economy, and national security. Rapid identification, information exchange, investigation, and coordination of response and remediation often can mitigate the damage caused by malicious cyberspace activity.

- B. The Federal government plays a significant role in coordinating response to a cyber Incident of National Significance. Federal government responsibilities include:

- Providing indications and warnings of potential threats, incidents and attacks;
- Information-sharing both inside and outside the government, including best practices, investigative information, coordination of incident response, and incident mitigation;
- Providing technical assistance;
- Conducting investigations, forensics analysis, and prosecution;
- Attributing the source of cyber attacks;
- Defending against the attack; and
- Leading national-level recovery efforts.

II. Concept of Operation

If the attack is a denial of services attack or the like, the Information Technology Department (IT) may be able to stop it. If, however, it is a compromise or intrusion, no action will be taken on the system. IT will scare off the intruder or preserve evidence, or both. No new logons will occur. No rebooting will occur, as rebooting destroys log files. A forensic detective can obtain information needed to capture the intruder.

Any terrorism-related attack needs to be reported immediately to the Portland Division of the Federal Bureau of Investigations (FBI) (503-224-4181).

III. Roles & Responsibilities

- A. Information Technology Division

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- The City of Wood Village IT is responsible for ensuring the continuity of City computer networks and operations. IT will serve as the lead agency in coordinating appropriate response to an act of cyber terrorism involving City systems.
- At the time of an attack, the IT Department needs to know whom to call to report it, whom to call for help, what to do and what not to do, and the consequences of their actions. A cyber terrorist attack is still a terrorist attack, which must be properly reported to law enforcement.

B. Multnomah County Sherriff's office

- Gather and share information regarding the cyber attack with the City Administrator, Emergency Management, the FBI, and other departments, as appropriate.
- Information may be further disseminated based upon the nature of the intelligence and the potential need for other supporting agencies to become involved in the response.

C. Incident Commander

- Develop strategy and tactics for the event.
- Be sure that all potentially impacted agencies are notified.

D. All City Departments

- Promptly follow instructions given by IT for proper response.
- Inappropriate response and not following directions could destroy evidence needed for investigation.

E. Emergency Management

- Support planning and response to a cyber attack as requested by the IC.
- Coordinate the EOC opening, if requested. This may include a full or selective EOC activation.