



**LANE COUNTY**

**EMERGENCY OPERATIONS PLAN**

**OCTOBER 2012**





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# **BASIC PLAN**

## **A. Introduction**

It is understood that no plan can replace the common sense and good judgment necessary for effective response under a variety of emergency conditions. For this reason, the Emergency Operations Plan (EOP) is intended as a guideline for response to major emergencies. Deviations from this Plan may occur depending on the scope and magnitude of the emergency; the area and population affected; the availability of resources; or whenever, in the judgment of responding public safety officials, such deviation is critical for the protection of life, the infrastructure, the environment and property.

This Plan is issued under the authority of the Lane County Board of Commissioners at the recommendation of County officials. The plan shall be reviewed at least biannually with formal adoption of the revised plan scheduled in odd-numbered years. Revisions to the annexes and appendices shall be made as needed and require no formal action by the Board. All tasked County departments and other agencies or organizations, as appropriate, shall review the plan and annexes biannually.

Lane County Emergency Management shall distribute revisions to the Emergency Operations Plan, annexes and appendices to County Departments and other agencies, as appropriate. Not all procedures, notification lists, and checklists will be distributed to all Plan holders. Confidential information or that requiring frequent updating will be available in the Master EOP maintained by the Emergency Manager and available at the County Emergency Operations Center (EOC).

### **1. General Information**

Pursuant to the provisions of Oregon Revised Statutes Chapter 401, the responsibility for preparation and response to major emergencies within Lane County is vested with the Board of County Commissioners.

The Lane County Emergency Operations Plan is a document which provides the basic framework to guide departments, agencies, and organizations for carrying out specific actions at projected times and places in an emergency or disaster.

The Basic Plan identifies authorities and references, defines operational conditions, describes the County Emergency Management Organization, assigns emergency responsibilities, and provides a concept of operations utilizing the National Incident Command Systems (NIMS).

Annexes outline specific emergency support functions, assign tasks, and describe methods by which emergency functions will be accomplished.

Appendices supplement information and actions outlined in the Plan and Annexes by providing guidelines to assist in carrying out appropriate emergency activities under specific emergency conditions (contingency plans) or by detailing specific operating procedures.

## **2. Plan Overview**

The total plan consists of two separate documents. The Emergency Operations Plan document contains the basic plan, functional annexes, hazard specific annexes and appendices. A separate resource manual contains information used to contact personnel and resources during a major emergency. The resource manual contains some information of a confidential nature so distribution will be very limited.

The Basic Plan and subsequent functional annexes are based on an all-hazards approach and acknowledges that most responsibilities and functions performed during a major emergency are not hazard specific. The plan contains two hazard specific annexes due to their unique response requirements. These annexes are the following:

- a. Hazardous Materials Annex
- b. Terrorism Response Annex

This plan is based on the fact that local government has primary responsibility for emergency response and operations during major emergencies. Operations are designed to protect lives, stabilize the incident, minimize property damage, protect the environment, and provide for the continuation and restoration of critical services.

## **B. Authorities & References**

### **1. Federal**

- a. Federal Civil Defense Act of 1950, Public Law (PL) 81-950 as amended.
- b. The Disaster Relief Act of 1974, PL 93-288 as amended.
- c. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288, as amended by PL 100-707.
- d. Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA), PL 99-499 as amended.
- e. Code of Federal Regulations (CFR), Title 44. Emergency Management Assistance.
- f. Executive Order (EO) 12148 of July 20, 1979, as amended, Federal Emergency Management,
- g. EO 12472 of April 3, 1984, Assignment of National Security and Emergency Preparedness Telecommunications Functions.
- h. EO 12656 of November 18, 1988, Assignment of Emergency Preparedness Responsibilities.
- i. Federal Preparedness Circular 8, June 22, 1989, Public Affairs in Emergencies.
- j. Homeland Security Act of 2002
- k. National Response Plan
- l. Homeland Security Presidential Directive 5 (HSPD-5) *Management of Domestic Incidents*
- m. Homeland Security Presidential Direct 8 (HSPD-8) *National Preparedness*
- n. DHS National Incident Management System, March 1, 2004, Department of Homeland Security



**2. State**

- a. Oregon Revised Statutes (ORS) Chapter 401.
- b. Oregon Emergency Operations Plan and Oregon State Fire Mobilization Plan
- c. Oregon Homeland Security State Strategy, March 2007

**3. Local**

- a. Lane Manual Chapters 3.044(5) and 54 as amended.
- b. Ordinances and Emergency Operations Plans of municipalities within Lane County
- c. Board of County Commissioners Resolution and Order No. 05-9-13-12, In the Matter of Adopting a Revised Emergency Operations Plan for Lane County and the National Incident Management System (NIMS)

## **C. Purpose**

The purpose of the Lane County Emergency Operations Plan is to:

1. Establish responsibilities and requirements for County government during times of emergency.
2. Provide guidance for the emergency activities of political subdivisions and the citizens within the County.
3. Minimize personal injury or property damage resulting from the occurrence of an emergency by outlining the emergency actions to be taken by County departments and other public and private agencies.

## **D. Situation and Assumptions**

### **1. General**

- a. All areas of Lane County are subject to the affects of a disaster.
- b. Essential County services will be maintained as long as conditions permit.
- c. Natural or human-caused emergencies may be of such magnitude and severity that state and Federal assistance is required; however, such support will be available only after all local resources have been utilized.
- d. It is possible for a major disaster to occur at any time and at any place in the county. In many cases dissemination of warning and increased readiness measures may be possible; however, some disasters and events may occur with little or no warning.
- e. A major disaster event will likely affect the lives of many Lane County and other local response agency employees limiting or preventing them from performing emergency response activities.
- f. Local government officials recognize their responsibilities for the safety and welfare of the public and will assume their respective responsibilities in the implementation of this Emergency Operations Plan.
- g. The responsibility for the protection of private property rests primarily with the private property owner.

## **2. Hazards**

Lane County may be subject to the affects of natural, technological and human-caused disasters including but not limited to:

- a. Severe weather emergencies including but not limited to floods, windstorms, drought, snow, or ice;
- b. Geologic emergencies including earthquake, landslide, volcanic eruption or subsidence;
- c. Epidemiological emergencies including the infection of humans, animals or agricultural products;
- d. Fire and explosions including industrial, structural, forest and range, or transportation incidents;
- e. Transportation emergencies including incidents involving aircraft, rail systems, watercraft, motor vehicles, or pipelines;
- f. Hazardous materials emergencies may involve explosives, gases, corrosives, inflammable liquids and solids, oxidizers, poisons, or radioactive materials involved in incidents at fixed sites or during transportation;
- g. Civil disturbance including terrorism, sabotage, unlawful demonstrations, or riots;
- h. Utility emergencies may involve failure or disruption of electrical, telephone, water, gas, fuel oil, sewer or sanitation systems.

## **3. Organization**

- a. County
  - 1) Lane County's Emergency Management program shall operate under the direction of the Lane County Sheriff who is designated the Director of Emergency Management by the Board of County Commissioners.
  - 2) An Emergency Manager manages the emergency management program on a day-to-day basis.
  - 3) All departments of the County, plus other agencies or individuals who may perform specialized emergency functions, shall be a part of the County's Emergency Management

Organization and shall participate in emergency management activities including mitigation, preparedness, response and recovery planning, training and exercising.

- 4) If local resources are insufficient to respond to an emergency, State assistance may be requested. The County shall make such requests to Oregon Emergency Management.

b. Incorporated Cities

- 1) The Chief Executives of the incorporated cities and tribal jurisdictions within the County are responsible for the direction and control of their local resources during emergencies.
- 2) The Chief Executives of the incorporated cities and tribal jurisdictions are responsible for requesting additional resources not covered under mutual aid for emergency operations. Such requests shall be directed to Lane County Emergency Management.
- 3) Under ORS 401, each city may establish an emergency management agency and appoint an emergency program manager.
- 4) Each city should notify the County of the individual responsible for emergency management activities in its jurisdiction.
- 5) If a City's emergency resources are insufficient or the City fails to act, County resources may be deployed under the direction of the County to respond should emergency conditions exist that threaten residents of the City.

c. State Government

- 1) Under the provisions of ORS 401, the Governor has broad authority and responsibility for the direction and control of all emergency activities in a State declared emergency.
- 2) State assistance may be requested whether or not a local Emergency Declaration has been or will be made, provided that all appropriate local resources have been utilized.
- 3) Requests for State assistance shall be made by the Chief Executives of the County in which the emergency exists. (If the emergency is the result of a major fire, the Lane Fire Defense Board Chief may make a request to the State Fire Marshal for

immediate mobile support under the State Fire Mobilization Plan.)

- 4) The Governor may request a Presidential Disaster Declaration once appropriate local and state emergency resources are depleted.

d. Federal Government

- 1) The Governor shall make requests for Federal disaster assistance to the President.
- 2) Federal assistance may be requested and some provisions of the National Response Plan implemented prior to the formal declaration of a disaster.
- 3) A Presidential Disaster Declaration makes available extensive disaster response and recovery assistance including support to government, business, and individual citizens.

e. Support Agencies

- 1) Volunteer disaster relief organizations, private institutions and business and industry will be called upon to support the countywide emergency organization.
- 2) The County may coordinate local use of voluntary disaster relief resources available on a countywide basis.

## E. Concept of Operations

### 1. General

Local government has the primary responsibility for emergency management operations. These operations are designed to protect lives, stabilize the incident, minimize property damage, and provide for continuation of critical services to customers. Effective emergency management will require the cooperation and coordination of County agencies, special service districts, and impacted cities.

Several emergency service agencies will likely be involved and critical resources may become scarce. If it should be determined that the resources of the County are not sufficient to meet the emergency or disaster effectively, the Board of Commissioners may declare a state of emergency. The affect of the declaration is to authorize the county to request State and Federal aid and assistance.

In the event that a situation appears to be an actual or potential **Incident of National Significance**, the lead agency shall report the situation to the state by calling the Oregon Emergency Response System at **1-800-452-0311**.

### 2. Prioritization of Resources

Prioritization of resources will be based on the ability to do the greatest good for the largest population at risk. Public resources will be deployed according to the following priorities:

- a. Protection of life
  - 1) responders
  - 2) at risk population
  - 3) public at large
- b. Stabilization of the incident
  - 1) protection of response resources
  - 2) isolation of impacted area
  - 3) containment (if possible) of the incident
- c. Protection of property
  - 1) protection of public facilities and infrastructure essential to life safety or emergency response
  - 2) protection of the environment where degradation will adversely impact public safety
  - 3) protection of publicly owned resources and property

- d. Restoration of critical public services
  - 1) wastewater treatment systems
  - 2) roadways and bridges

### **3. Coordination**

#### a. County Emergency Operations

The primary Lane County Emergency Operations Center (EOC) is located within the Sheriff's Office section of the Lane County Public Service Building, which is located at 125 East 8<sup>th</sup> Avenue, Eugene, Oregon. If the area of the emergency includes the primary EOC, the secondary EOC is the Lane County Public Works "Veneta Shops" located at 25398 Jeans Road, Veneta, Oregon. If environmental conditions do not allow direction and control functions to be conducted from any of the above facilities, alternate locations will be identified, selected and announced.

#### b. City and Tribal Jurisdiction Emergency Operations

A city or tribal jurisdiction's response to an emergency in its jurisdiction may be conducted from a local emergency center as designated by the Chief Executives of that city or tribal jurisdiction. In those emergencies affecting multiple jurisdictions, the County EOC will be activated and communications established with each affected city or tribal jurisdiction to coordinate response. City and tribal representatives may be present in the County EOC. The County EOC may be activated in response to single jurisdiction emergencies at the request of the affected city or tribal jurisdiction and on approval of County Emergency Management.

#### c. County Departmental Operations

Coordination of County departmental emergency operations will be exercised from a Department Operations Center (DOC) or other location as designated by the department head. A department representative should be present at the County EOC to coordinate the department's emergency activities.

When the EOC is operational, requests for assistance beyond or outside a single department's normal capability shall be referred to the County EOC. Department Operation Centers and dispatch centers will maintain damage assessment and other pertinent emergency information and will provide situation reports to the EOC.

#### **4. Phases of an Emergency**

An emergency will often unfold over time and may consist of three periods, requiring varying types and levels of emergency response during which the severity of the situation or, the seriousness of an emergency, becomes apparent. Emergency operations may be initiated during any one of the following three time periods:

##### **a. Warning Period**

The period during which evaluation of all available information indicates that the impact of a serious emergency is highly likely or imminent. This period may be formally initiated over a period of time in slower developing emergencies (i.e. flood). If not already done, the EOC should be activated during this phase if valid warning is issued. Tasks common to all emergency agencies to be accomplished during this period include:

- 1) Evaluate most probable consequences and resource requirements based on the nature of the threat.
- 2) Coordinate with County Emergency Management and/or EOC for dissemination of emergency instructions or information to the public.
- 3) Recall essential response personnel, if it can be done safely.
- 4) Stage resources near hazard area if situation warrants and it can be done without further threat to resources.
- 5) Send representatives to the EOC and activate individual department operational centers or dispatch centers, as necessary.
- 6) Initiate life saving measures (i.e. evacuation, shelter in place) as resources allow.

Note that some emergencies occur suddenly and without advance indication (i.e. earthquake) and therefore there is no warning period.

##### **b. Impact Period**

The period during which a serious emergency is occurring. Impact may occur suddenly and be of limited duration or may follow a period of predictable buildup (warning) and last for an extended period. Tasks common to all emergency agencies to be accomplished in this period include:

- 1) Take immediate protective measures for emergency personnel and resources.



2) Provide damage information to Emergency Management or EOC, if activated.

3) Initiate response activities as conditions allow.

c. Response Period

The period immediately following the impact of a serious emergency during which all resources are committed to the protection of life and property. If not previously accomplished, the EOC will be activated. Tasks common to all emergency agencies to be accomplished in this period include:

1) Communicate with field personnel, individual departments, and EOC to determine scope of emergency.

2) Conduct field operations to save lives and protect property. Request mutual aid assistance, if required.

3) Dispatch personnel to hazard areas to conduct cursory damage assessment.

4) If the emergency is of great magnitude with mass casualties or threatened populations, contact EOC to determine response priorities.

5) Send a representative to the EOC to assist in situation assessment analysis and coordination of public information, if appropriate.

6) Analyze resource needs, request additional support from EOC.

7) Initiate short-term recovery activities (shelter, debris removal, building safety inspections).

8) Maintain accurate records of all costs associated with emergency response, including expenditures for personnel, supplies, and equipment.

d. Recovery Phase

The time phase following the response period during which activities are undertaken to effect long-term repair or recovery. Tasks common to all emergency agencies to be accomplished in this phase include:

1) Analyze long-term restoration/recovery options.

2) Conduct detailed damage analysis.

- 3) Document and report emergency related expenditures to support request for financial assistance.
- 4) Assist in the dissemination of information relative to federal assistance programs.
- 5) Effect long-term repairs including demolition, reconstruction, etc.

## **5. Levels of Response**

Implementation of this plan, notification of Command Staff and agency administrators, and activation of the EOC shall be based on a determination of the severity of an incident.

Considerations in determining the level of an emergency may include the population at risk, resource availability, anticipated length of operations, property threatened, concurrent or conflicting incidents, long term effects, etc.

Determination of an emergency level in no way precludes the legal requirement for a County emergency declaration if there is a need for additional resources or to implement emergency powers.

### **a. Level 1**

An emergency incident which may be managed within the normal organization and procedures of emergency services agencies, but may require notification to the public, the acquisition of special resources as requested by the on-scene Incident Commander, or may require coordination support activities. Level 1 emergencies will not normally require implementation of this plan or activation of the County Emergency Management Organization.

Level 1 emergencies may include incidents such as:

- 1) Multiple patient incidents
- 2) Large structure fire
- 3) Severe weather with no power outages

Level 1 emergencies will not usually lead to a County declaration or activation of the EOC.

**b. Level 2**

An incident that has special or unusual circumstances or conditions requiring response by more than one agency or jurisdiction, the acquisition and use of specialized resources, support to other jurisdictions, or which is beyond the scope of available county resources. Level 2 emergencies may require partial implementation of this plan, local declaration of emergency to access state resources or to enact emergency authorities, or notification and support as requested by the on-scene Incident Commander.

Level 2 emergencies may include such incidents as:

- 1) Critical disruptions of essential services for more than 30 minutes
- 2) Mass casualty incidents
- 3) Moderate to major hazardous materials incidents
- 4) Any evacuation expected to last more than 4 hours

Level 2 emergencies may require activation of the EOC but most likely will not lead to a County declaration, depending on resource needs.

**c. Level 3**

An incident that requires the coordinated response of all emergency resources at all levels of government to save lives and protect property during emergencies impacting a sizable portion of the County's population. Level 3 emergencies require implementation of this Plan, and may require declaration of an emergency to access resources to evacuate, shelter, or provide other lifesaving emergency services.

Level 3 emergencies may include such incidents as:

- 1) Train accident with hazardous materials
- 2) Earthquake
- 3) Major urban or wild land/urban interface fire
- 4) Major Flooding

Level 3 emergencies will require activation of the County EOC and will likely result in a County emergency declaration in order to access resources from higher authority.

## **6. Lines of Succession**

### **a. Lane County Governing Body**

In the event that the Chair of the Board of County Commissioners is unavailable or unable to perform the duties outlined in this Plan, the duties shall be performed by:

- 1) The Vice Chair of the Board of County Commissioners
- 2) Commissioners by seniority
- 3) County Administrator
- 4) Sheriff
- 5) Sheriff's Chief Deputy
- 6) Emergency Manager
- 7) Sheriff's command staff line of succession

### **b. County Departments**

The executive head of each County department shall establish, in writing, an ongoing line of succession of authority for that department. Records of such designation will be provided to Emergency Management annually or whenever changes are required. If during an emergency, the County Administrator determines that another individual is better suited to assume the emergency responsibilities of an appointed position, the Administrator may designate such individual in writing.

Should the position of an elected official become vacant, the Board of Commissioners may appoint someone to assume that position until it can be filled in accordance with State law.

### **c. Incorporated Cities, Tribal Jurisdictions and Special Districts**

Lines of succession of authority within incorporated cities, tribal jurisdictions and special districts within Lane County shall be in accordance with State law and with the emergency plans developed by each city, tribal jurisdiction or special district.

## 7. Emergency Staff Activation

### a. Assumptions

This Plan is based upon the concept that the emergency functions for various county departments involved in emergency management will generally parallel normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases; however, employees may be assigned to work in areas and perform duties outside their regular job assignments. Day-to-day functions that do not contribute directly to an emergency may be suspended for the duration of an emergency, and efforts that would typically be required for normal daily functions will be redirected to the accomplishment of emergency tasks by the department concerned.

Emergencies can occur during or after work hours and it is important to recognize that County workers will be affected by the emergency. The County acknowledges that a worker's first obligation is to the safety of his/her own family, and encourages each employee to undertake a program of family preparedness to assure their safety during an emergency. As a part of their departmental planning, department heads should identify functions critical to business continuity and emergency response and advise essential workers of their emergency reporting instructions.

Upon the declaration of a state of emergency, all leaves and vacations may be nullified as necessary.

### b. Emergency happens outside work hours

Automatic mobilization of essential workers is critical to emergency response. While it may be difficult to judge the overall impact of an emergency, employees should be equipped to monitor local media for reporting instructions. If unable to do that, employees should attempt to contact their department or get information from the County's Internal Emergency Hot-line by calling 682-4660. If phones are out, employees should take actions to ensure their family's safety and report to their normal job sites as soon as safe and practical to do so. Employees should pay special attention to conditions encountered while traveling to their work site to provide situation status information when they report.

### c. Emergency happens during work hours

An employee's first concern if a serious emergency occurs during work hours will be the welfare of one's family. Individual department heads shall develop a system to allow for the assignment of nonessential workers to check on the families of those employees critical to emergency operations that must remain

on the job. Employees should be encouraged to provide accurate home addresses and phone numbers and to discuss emergency operations and expectations with their families.

d. Designation of Departmental Essential Workers

Each county department head shall develop and discuss with workers a departmental policy outlining the criticality of that employee's normal work under emergency conditions. Each employee shall be made aware of the department's needs and expectations during emergency conditions. Even though a specific job may not need to get done during emergencies, that employee may be reassigned to support emergency operations and, therefore, be designated an essential worker.

## 8. EOC Activation

The Sheriff's Communications Center shall serve as the County's warning point and will be the primary coordination point for notifications to activate the EOC.

When the Incident Commander from an emergency service agency not dispatched by the Sheriff's Office requests activation of the EOC, that agency's dispatch center should immediately notify the Sheriff's Communications Center. The Sheriff's Communications Center shall assume responsibility for notifying, at a minimum, the following:

- a. County Emergency Management
- b. County Fire Defense Chief
- c. Sheriff's Watch Commander

In Level 2 emergencies, the EOC may be activated at the request of the on-scene Incident Commander or as deemed necessary by the Emergency Manager, Sheriff's Watch Commander, or County Fire Chief. Minimum staffing will include representatives from Emergency Management, Sheriff's Office, and the Lane Fire Defense Board. Additional personnel will be mobilized as needed.

Whenever it is determined that Level 3 emergency exists, designated EOC overhead staff will report to the EOC. Additional personnel will be mobilized as needed.

## **F. Emergency Management Organization**

All departments of the County, plus other agencies or individuals, who may perform specialized emergency functions, are a part of the County's Emergency Management Organization. However, emergency response activities are directed under the authority of two primary groups in County government as follows:

**Policy Group  
(Responsible for disaster  
declaration process)**

Board of County Commissioners  
County Administrator  
County Counsel

**Incident Management Group  
(Directs all response activities)**

Lane County Sheriff  
Public Works Director  
Health and Human Services Director  
County Assessor  
Lane Fire Defense Board Chair  
County Administration  
Lane County Emergency Management

These two groups are responsible for managing and responding to major emergencies and disaster events and have distinct responsibilities and duties. The policy group will report to the Board of County Commissioners conference room as needed. Upon the decision to activate the Lane County Emergency Operations Center (EOC) the Incident Management Group will report to the EOC and manage all emergency response activities. They will activate additional EOC staff positions as needed.

The major responsibilities of each group are as follows.

### **1. Policy Group:**

- a. Convene Board of County Commissioners for emergency session(s) if needed.
- b. Communicate with and coordinate efforts with elected officials from other government entities.
- c. Declare county state of emergency and request governor's declaration of emergency through Oregon Emergency Management as necessary.
- d. Make decisions regarding which county services will be curtailed during emergencies and when those services will be restarted.
- e. Provide policy guidance.
- f. County counsel reviews major response activities for legal and liability issues.

## 2. Incident Management Group:

The Incident Management Group is collectively responsible for:

- a. Overall management of emergency response activities
- b. Ensuring that the Incident Command System has been implemented on-scene
- c. Ensuring responder safety
- d. Disseminating information to the public and media through the Public Information Officer or designee
- e. Coordinating activities of all agencies responding to the incident
- f. Securing necessary resources
- g. Documenting response activities
- h. Restoring critical services as soon as possible

Guidelines for determining the lead agency or county department for an incident are as follows:

<b><u>Event</u></b>	<b><u>Lead Agency</u></b>
Terrorism, Riot, Civil Disturbance Transportation, Mass Casualty Incident	Lane County Sheriff's Office
Winter Storm: Wind, Ice, Snow, Flood Earthquake, Volcanic Ash, Dam Break	Public Works Department
Conflagration, Hazardous Materials	Presiding Fire Service Agency
Biological Incident, Communicable Disease Outbreak	Health & Human Services Department

The lead agency or department will establish an on-scene field command post for implementing the Incident Command System. The on-scene response activities should be communicated to, and coordinated with, the Emergency Operations Center.

The major responsibilities of each department represented by the Incident Management Group include:

- a. Sheriff's Office
  - 1) Law enforcement
  - 2) Warning Services
  - 3) Communications
  - 4) Evacuation
  - 5) Crowd control



- 6) Crime scene investigations
  - 7) Search and rescue
  - 8) Water rescue
- b. Public Works
- 1) Debris management
  - 2) Road and bridge damage assessment and repair
  - 3) Removal of roadway obstructions
  - 4) Fleet services
  - 5) GIS mapping
- c. Assessment & Taxation
- 1) Rapid damage assessment
  - 2) Initial damage assessment
  - 3) Preliminary damage assessment
  - 4) Structural assessment of building and infrastructure
- d. Health & Human Services
- 1) Communicable disease outbreaks
  - 2) Safety of food and water
  - 3) Mental health services
  - 4) Social service coordination
  - 5) Shelter & mass care
  - 6) Special needs population
  - 7) Strategic National Stockpile
- e. District Attorney's Office
- 1) Medical Examiner
  - 2) Civil Division (County Counsel)
- f. Lane Fire Defense Board
- 1) Fire response
  - 2) Emergency medical services
  - 3) Technical rescue
  - 4) Evacuation
  - 5) Hazardous materials
  - 6) Water rescue
- g. Emergency Management
- 1) Regulatory compliance
  - 2) EOC functions
  - 3) Activity coordination
  - 4) Volunteer coordination
- h. County Administration
- 1) Public information

- 2) Information systems
- 3) Management services

## **G. Emergency Operations Center**

The primary Lane County Emergency Operations Center (EOC) is located within the Sheriff's Office section of the Lane County Public Service Building, which is located at 125 East 8<sup>th</sup> Avenue, Eugene, Oregon. If the area of the emergency includes the primary EOC, the secondary EOC is the Lane County Public Works "Veneta Shops" located at 25398 Jeans Road, Veneta, Oregon. If environmental conditions do not allow direction and control functions to be conducted from any of the above facilities, alternate locations will be identified, selected and announced.

The Lane County EOC serves several functions. In a major disaster, it may serve the following functions simultaneously:

1. Provide a location from which County agencies may coordinate the delivery of their own services during an emergency;
2. Provide a facility from which discipline-specific emergency support activities (such as search and rescue or emergency evacuations) may be coordinated;
3. Serve as a coordination point for the support of jurisdictions impacted by localized or area-wide emergencies requiring assistance from county, state or federal agencies; and
4. During major emergencies or disasters, serve as the interface between city governments and special districts and state and federal agencies.

Depending on the type and scope of the emergency, each incident scene may have an Incident Commander (IC) assigned and a local EOC or Department Operations Center activated to coordinate that jurisdiction's or county department's response. Whenever necessary, local ICs will request assistance from the County EOC, which will be managed by the EOC Manager. The Incident Commander will identify who additionally needs to be present and make efforts to have them respond.

*Conflagrations* In the event of a conflagration in Western Lane County, the EOC would normally be at the Siuslaw Valley Fire and Rescue headquarters, located at 2625 Hwy 101, in Florence, Oregon. The back-up for Western Lane County would be at the Florence Police Headquarters.

For a conflagration east of the Highway 126 tunnel, the EOC would normally be at the Central Lane 911 Communications Center Base-I, located at 1735 W. 2<sup>nd</sup> Avenue, in Eugene, Oregon.

There may be a need to have a fire service representative serving as a liaison to the County EOC to coordinate planning between the County EOC and Siuslaw Valley Fire & Rescue EOC and/or Base-1 staff. In all cases, attempts will be made to establish communications between the County EOC and the fire service agency's EOC.

*Natural Disasters* In the event of a widespread natural disaster, such as a flood or earthquake, Public Works emergency response activities will be coordinated from the Lane County Public Works Complex at 3040 N. Delta Highway. All response activities will be managed under the Incident Command System (ICS).

During major events a Public Works Branch Director may be assigned to the Lane County Emergency Operations Center (EOC) at the County Public Service Building, 125 E. 8<sup>th</sup> Ave Eugene, Oregon. Public Works response activities will be coordinated from the Public Works complex. During earthquake events, weather related events and volcanic activity, the Public Works Department would be the lead agency and responsible for the Incident Command function.

*Health Emergencies* In the event of a health emergency, such as a widespread disease outbreak, Lane County Health and Human Services would likely operate within the Department Control Center (DCC) located at H&HS Admin Conference Room, Public Service Building, 125 E. 8th, Eugene or the alternate DCC at Lane County Mental Health Building, 2411 MLK Blvd, Eugene. A Health and Human Services Branch Director may be assigned to the Lane County Emergency Operations Center (EOC) at the County Public Service Building, 125 E. 8<sup>th</sup> Ave Eugene, Oregon.

The EOC Manager's function will be assumed by the Emergency Manager or other Sheriff's designee. In most cases, representatives of a number of involved emergency response organizations will participate in the direction and control of emergency operations.

The County EOC may be activated by the on-scene Incident Commander, Sheriff, Emergency Manager, or Lane Fire Defense Board Chief. When the EOC is activated, members of the command and general staff shall be notified to report to the EOC.

Because of the wide scope of activities and responsibilities that may be conducted from the County EOC, concepts of NIMS will be utilized to the extent practicable. Rarely will true "command" authority be exercised from the EOC. However, a major disaster may require that county staff exercise direction and control over county incidents and resources, while concurrently providing planning and logistical support to other impacted jurisdictions within the county.

## H. Emergency Operations Center Access

Access to the EOC is only for authorized county personnel. All others must obtain approval for admission from the Sheriff. All personnel working in the EOC are to sign in and out on the EOC Roster, which will be located on a table at the door.

## I. Emergency Operations Procedures Checklists

### 1. Financial Management

The Finance Section Chief, who may be the Sheriff's Office Fiscal Manager or the County Finance Manager, is responsible for incident financial management.

Checklist of Responsibilities:

- Manage financial aspects of the incident
- Provide financial and cost analysis information as requested
- Gather pertinent information from briefings with responsible agencies
- Ensure personnel time records are accurately completed according to policy
- Ensure that obligation documents are properly prepared and completed
- Brief personnel on all incident-related financial issues requiring post-incident follow-up
- After the incident is over, ensure that any open actions are assigned to appropriate agencies/elements for follow-up
- Retain records of incident-related expenses for potential post-incident reimbursement
- Be prepared to provide input to the After Action Report

### 2. Logistics Management

The Resource Management Coordinator is responsible for providing effective resource and logistics coordination during an emergency.

Checklist of Responsibilities:

- Maintain a current inventory of all emergency resources, including personnel, vehicles and equipment. A list of local resources is available in the Resource Manual stored as a separate document in the EOC.
- Maintain records of resources requested, committed or expended in the course of the emergency.
- Coordinate with other agencies/entities to obtain required resources and to fulfill unmet resource needs. In the event that local resources are depleted or committed, request additional resources through the Oregon

Emergency Response System at 1-800-452-0311. Be prepared to provide the following:

1. Your name and agency.
  2. Your telephone number.
  3. Type of incident and the materials involved.
  4. Location/time of incident.
  5. Background/how the incident occurred.
  6. On-scene contact and how to reach them.
  7. Severity of incident - threat to people, property, or the environment.
  8. Actions taken - containment, evacuation.
  9. Responsible party and telephone number.
  10. Description of the unmet need
- 
- If needed, arrange for essential goods such as food or medicine to be stockpiled.
  - Periodically report to the EOC manager on resource status and expenditures
  - Provide resource and logistics management related expenses to the Finance Section Chief for potential post-emergency reimbursement.
  - Be prepared to provide information for the After Action Report

### **3. Private-Sector Coordination**

The Private-Sector Coordinator is responsible for establishing and maintaining effective communications with the private-sector that provide critical infrastructure.

Checklist of Responsibilities:

- Maintain a current status of key critical infrastructure. Use the following list as consideration for status checks:
  1. Agriculture and Food
  2. Banking and Finance
  3. Chemical and Hazardous Materials Industry
  4. Commercial Assets
  5. Dams
  6. Emergency Services
  7. Energy
  8. Government Facilities
  9. Historical or National Monuments or Icons
  10. Utilities (Water, Electric, Gas)
  11. Health and Medical
  12. Telecommunications

- Facilitate communication and information sharing between the private sector and the EOC.
- Be prepared to provide information for the After Action Report

#### **4. Public Information**

The Public Information Officer is responsible for developing and releasing information about the incident to news media, incident personnel, and other appropriate agencies and organizations.

Checklist of Responsibilities:

- Prepare media center (pre-designated as Harris Hall) for arrival of media.
- Attend key meetings, participate in pertinent conference calls and EOC briefings
- Obtain Incident Commander or Sheriff's approval of media releases
- Share media releases with the Public Information Officers countywide network
- Inform media and conduct media briefings
- Arrange tours and other interviews/briefings which may be required
- Collect media information which may be useful to incident planning
- Participate in Joint Information Center (JIC) operations, if one is established
- Coordinate public information through the Joint Information Center, if one is established.
- Be prepared to provide information for the After Action Report

#### **5. Volunteers and Donations**

The Donations Management Coordinator is responsible for coordinating response of voluntary organizations to an incident.

Checklist of Responsibilities:

- Coordinate with volunteer agencies involved in local disaster operations
- Ensure any local volunteer/donation efforts are coordinated with State-level efforts. Refer unsolicited volunteer/donations offers to the State Donations Coordination Center, if established.
- Coordinate with the American Red Cross to deliver and/or stored donated items that are needed.
- Be prepared to provide information for the After Action Report

#### **6. Worker Safety and Health**

The Safety Officer is responsible for developing and recommending measures for assuring personnel safety and for assessing and/or anticipating

hazardous and unsafe situations. The Safety Officer is authorized by the EOC manager to exercise emergency authority to stop or prevent unsafe acts.

Checklist of Responsibilities:

- Participate in planning meetings and review the Incident Action Plan for safety implications.
- Develop and communicate an incident safety message as appropriate.
- Identify hazardous situations associated with the incident in conjunction with Public Health.
- Ensure all visitors to the EOC are aware of the Emergency Evacuation Plan and any other safety-related issues.
- Ensure medical supplies are available in the EOC
- Exercise emergency authority to stop or prevent unsafe acts and communicate any such exercise of authority to the EOC manager.
- Investigate accidents that have occurred in the course of the incident
- Conduct and prepare an Incident Safety Analysis as appropriate
- Initiate appropriate mitigation measures
- Ensure all paperwork and logs are submitted to the EOC manager
- Be prepared to provide information for the After Action Report

## 7. Science and Technology

The Science and Technology coordinator is responsible for overseeing scientific and technical response requests.

Checklist of Responsibilities:

- Receive, document, forward and track scientific and technical support requests.
- Monitor weather conditions via NOAA weather radio, the internet and television and maintain status board of weather conditions.
- Make reference to, and provide information from, Jane's Chem-Bio Handbook, Jane's Unconventional Weapons Response Handbook, 2004 Emergency Response Guidebook, and the Community Right to Know CD.
- Facilitate coordination between EOC and Lane County Public Works GIS technicians for delivery of digital maps and other information.
- Facilitate coordination between EOC and Lane County Information Systems department to ensure sufficient computer resources, network connectivity and any emergent technology needs.
- Facilitate coordination between EOC and Lane County Information Systems department to ensure all EOC data is backed-up on regular intervals.
- Be prepared to provide information for the After Action Report



## **J. Steps for Declaration of Emergency**

Under ORS 401, the Lane County Board of Commissioners has the legal authority to declare that a local emergency or disaster exists. Declaration of a local disaster enables the Board of Commissioners to invoke emergency authorities and to request additional resources from State or Federal government.

A quorum of 3 Commissioners must be assembled to consider and vote on the emergency. If the Commissioners are unable to assemble a quorum to act on a Declaration due to absence or incapacity, the following line of succession shall be used:

- Chair of the Board of County Commissioners
- Vice Chair of the Board of County Commissioners
- Commissioners by seniority
- County Administrator
- Sheriff
- Sheriff's Chief Deputy
- Emergency Manager
- Sheriff's command staff line of succession

The declaration of a local emergency must include a description of the situation and existing conditions that warrant the declaration, the geographic boundaries of the emergency area, the special powers being invoked or the emergency controls to be imposed by the County. The effective period for the declaration must also be specified (i.e. for 72 hours). The emergency period can be extended if emergency conditions still exist after the effective period expires. If state or federal assistance is needed, it must also declare that all appropriate and available resources have been expended, and contain a request to the Governor for the type of assistance required. Requests must include:

- description of the mission to be accomplished
- types of assistance needed
- certification that all resources have been expended
- preliminary assessment of property damage or loss, injuries and deaths.

When a city is impacted by a disaster and needs assistance beyond that provided by mutual aid agreements, the governing body of the city may declare an emergency and request assistance from the County. Any such request will include the information shown above. If the County is unable to provide the assistance requested, the County may declare a local emergency and request that the Governor declare an emergency. Lane County may add its support to the

request, request that additional areas or services be included, or pass the request through to the state without any comment.

The State of Oregon has the option of declaring a State of Emergency and can only authorize activation of state resources in support of the incident. The State can declare a State of Emergency and begin negotiations with FEMA for a Federal Disaster Declaration.

#### 1. Submission of Declaration

The Incident Manager will initiate a declaration of an emergency in Lane County and the following documents will be forwarded to the Board for action:

- a. Board Order declaring an emergency
- b. Supporting documentation as determined necessary by the County Administrator;
- c. Draft letter to the Governor requesting state declaration and specifying nature of the problem and the amount and types of assistance needed and certifying that local resources have been expended
- d. An assessment of injuries, deaths, damage and current situation

Requests for state assistance will be forwarded to Oregon Emergency Management as soon as practical. These requests may be sent by FAX (with original signed documents forwarded later) by mail, or may be hand delivered.

### **K. Emergency Management Preparedness**

1. Command and general staff positions receive basic NIMS Incident Command System (ICS) training and annual trainings on emergency management; staff trained in ICS should receive a 4-hour refresher course every two years.
2. Staff designated for ICS positions (IC, PIO, Safety Officer, Operations Chief, Planning Chief, Logistics Chief, Finance Chief) will attend the Oregon Emergency Management (OEM) course for their designated position.
3. The Emergency Manager will conduct one table-top exercise and one functional or full-scale exercise annually for County staff. The EOC will be tested during at least one of the annual exercises.

4. The Emergency Manager will ensure that the County EOC is kept in a state of readiness. The EOC will be started up and tested a minimum of four times per year.
5. The Emergency Manager will ensure the *Resource Guide* is kept updated on an ongoing basis and the *Basic Plan*, *Functional Annexes*, and other remaining components receive an annual review and are updated as needed.

## **L. Plan Development, Maintenance and Implementation**

1. The Emergency Manager is responsible for ensuring the Emergency Operations Plan (EOP) is kept current. A formal review will occur on an annual basis.
2. The development and continued update of all functional annexes is the responsibility of each of the lead departments identified on each annex and in the Basic Plan section of this document.
3. Each department is responsible for ensuring their respective section of the Resource Guide is kept updated with the most current information.
4. An annual review and update of the Basic Plan, as well as other remaining components of the EOP, will be the responsibility of the Emergency Manager.
5. The Plan will be updated, as necessary, based upon deficiencies identified by drills and exercises, changes in local government structure, technological changes, etc. Revisions to the annexes and appendices shall be made as needed and require no formal action by the Board of County Commissioners. Changes will be incorporated into the EOP and forwarded to all departments and individuals identified as having possession of a full version of the plan. Changes to the Basic Plan will be forwarded to holders of a full plan as well as to those who hold Basic Plans only.
6. The EOP will be activated at least once a year in the form of a simulated emergency in order to provide practical experience to those having EOC responsibilities.
7. Each department will be responsible for proceeding with the appropriate training to those individuals who will be expected to participate in the implementation of the EOP.

8. This plan supersedes and rescinds all previous editions of the Lane County Emergency Plan. *If any portion of this Plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of this Plan.*

## **M. Functional Annex Overview**

The Emergency Operations Plan (EOP) consists of several components: Basic Plan, Functional Annexes, Hazard Specific Annexes and a Resource Guide. Based on the Integrated Emergency Management System (IEMS) the functions that occur are grouped into general categories. These functions generally apply to any type of major emergency or disaster that occurs.

In most cases, the department for which these functional activities most resemble normal day-to-day operations will take the lead on developing, carrying out and updating the annex. Other departments may also have a key role or assisting role in carrying out that annex or function. Individuals from assisting departments will likely report to a position in the Incident Command Structure from the lead Department.

The Department Director is responsible for knowing the contents and responsibilities outlined in the annexes assigned to his/her Department. Below are the functional annexes assigned to Departments and a brief description of each function in the EOP.

### ***ESF 2 Communications***

#### **Lead Department: Sheriff's Office**

The Communications Annex deals with establishing, using, maintaining, augmenting, and providing communications support necessary for emergency response and recovery operations.

- ❑ Establish and maintain emergency communications systems.
- ❑ Coordinate use of public and private communication systems as necessary during emergencies.
- ❑ Coordinate and manage all emergency communication operated within the EOC following activation.
- ❑ Provide a communications capability that will extend throughout the county among all levels of government.
- ❑ Safeguard essential records.

## ***ESF 2.1 Notification and Warning Services***

### **Lead Department: Sheriff's Office**

The purpose of this annex is to provide warning to governmental officials and Lane County residents of impending or actual hazardous conditions and emergencies. The Homeland Security Advisory System will be used to disseminate information regarding terrorist threats.

- ❑ Relay weather and flooding warnings.
- ❑ Relay tsunami warnings.
- ❑ Relay warnings received from Oregon Emergency Management.
- ❑ Relay warnings received from Homeland Security regarding terrorist threat.
- ❑ Maintain and activate Emergency Alert System (EAS)

## ***ESF 3 Public Works and Engineering***

### **Lead Department: Public Works**

The Public Works function provides for a flexible emergency response capability involving engineering, construction, repair, and restoration of essential public facilities and infrastructure. During a disaster event, the Public Works Department may provide support for heavy rescue operations and may play a key role in establishing multipurpose staging areas and onsite command posts. Major responsibilities of the Public Works Department during a disaster event include operation of the road system; traffic control systems; debris removal; contract repair of infrastructure; parks; maintenance of fleet vehicles; and provide or assist with damage assessment. Public Works will use consultants and contractors to supplement in-house resources.

- ❑ Barricading of hazardous areas and unsafe infrastructures until repairs can be made.
- ❑ Priority restoration/protection of streets, traffic control systems, and drainage systems.
- ❑ May construct temporary bridges and detour routes.
- ❑ Provide fuel and repair services for county fleet.
- ❑ Operate and maintain emergency generators.
- ❑ Clearing of debris from road and drainage systems.

### ***ESF 3.1 Debris Management***

**Lead Department:  
Public Works**

This annex describes procedures to be followed in the removal and recovery of debris resulting from natural and technological disasters or other major incidents. A coordinated effort will be necessary for the removal, collection, and disposal of debris generated from a large event. The goal will be to use existing solid-waste best-practice strategies and methods to reduce, reuse, recycle, recover and landfill where feasible. Initial debris assessment will determine if a disaster event is of significance to request assistance from outside resources. Debris management will help establish priorities for all the allocation of resources, collaborate with damage assessment team needs, physically remove debris, open transportation routes, and, if needed, locate temporary storage sites for the collection and recovery of debris.

- ❑ Establish and operate debris storage and disposal sites.
- ❑ Identify method for estimation of debris quantities.
- ❑ Provide for appropriate recovery and recycling efforts.
- ❑ Take measures to protect existing landfill sites from unnecessary filling.

### ***ESF 4 Firefighting and Emergency Medical Services***

**Lead Department:  
Lane Fire Defense Board Chief**

The Fire and Emergency Medical Services Annex is designed to provide a formal operational plan which, when implemented, will provide Lane County with a firefighting, medical response and medical transport capability to meet the demands of a disaster situation. Fire Services will serve as lead agency for structural and wild land fire, and hazardous materials emergencies.

- ❑ Fire prevention and suppression
- ❑ Medical response and medical transport
- ❑ Assist in Search and Rescue Operations as requested
- ❑ Inspection of damaged area for fire hazards
- ❑ Hazardous spills containment and support
- ❑ Evacuation operations within jurisdiction
- ❑ Damage reporting

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

### **Lead Department: Health and Human Services**

The Health and Human Services Department is responsible for coordination with the Lane County Chapter of the American Red Cross in the event of an emergency requiring shelter and mass care.

Due to the nature of their mission, the Red Cross will assume the lead in establishing shelters and mass care needs, working with other volunteer groups, and the County's Health and Human Services Department.

If transportation is required for public evacuation, Health and Human Services will coordinate requests with Lane Transit District (LTD).

- ❑ Maintain the Community Shelter Plan.
- ❑ Supervise the Shelter Management Program (stocking, marking, equipping, etc.) for natural disaster shelters.
- ❑ Coordinate support with County departments, relief agencies and volunteer groups.
- ❑ Coordinate operations of shelter facilities, whether operated by the county, local volunteers, or organized disaster relief agencies.
- ❑ Coordinate special care requirements for sheltered groups, i.e., children, the elderly, the disabled, etc.

## ***ESF 7 Logistics Management and Resource Support***

### **Evacuation Annex**

### **Lead Department: Sheriff's Office**

This purpose of this annex is to provide for the proper management of resources in order to effectively respond to an emergency or disaster. This annex covers responsibilities and procedures for conducting organized resource management activities in order to enhance response and recover operations. Guidelines are provided for various assigned roles for managing resources during emergencies:

- ❑ Resource Manager
- ❑ Needs Coordinator
- ❑ Supply Coordinator
- ❑ Donations Coordinator
- ❑ Procurement Coordinator

- ❑ Legal Counsel
- ❑ Emergency Manager
- ❑ Law Enforcement
- ❑ County Public Works
- ❑ All Agencies

### ***ESF 7.1 Volunteer Coordination***

**Lead Department:  
Sheriff's Office**

The purpose of this annex is to provide framework for efficient utilization of volunteers during a disaster event. Volunteers are a valuable resource during disaster events throughout the response and recovery phases. They provide a great variety of skills, talents, and eagerness to assist in disaster situations. The volunteer function must be organized and efficient to ensure maximum utilization of this resource.

- ❑ Provide tracking and coordination of emergent volunteer efforts.
- ❑ Recruit volunteers when specific need is identified.
- ❑ Manage emergent volunteer staging area.
- ❑ Manage sign-up and check-in process for volunteers

### ***ESF 7.2: Legal Annex***

**Lead Department:  
District Attorney, Civil Division**

The purpose of the Legal Annex is to provide a plan for utilizing emergency powers of government that can be activated during disaster situations and to advise staff and officials on specific liabilities associated with disaster response and recovery activities. County Counsel will advise Incident Command regarding provisions of federal law, Oregon Revised Statutes and county codes referring to emergency operations. County Counsel will also review the Lane County Emergency Operations Plan for anticipated legal implications affecting responsible officials.



## ***ESF 8 Public Health and Medical Services***

### **Lead Department: Health and Human Services**

This annex establishes plans and procedures for providing public, environmental, and mental health services to the public during emergency or disaster events. Health and Human Services Department would be assigned lead for a biological or bio-terrorist incident or disease outbreak.

- ❑ Efforts will be coordinated with the Oregon Health Division and the Center for Disease Control.
- ❑ Coordinate response agency efforts such as Red Cross, hospitals, etc.

## ***ESF 10 Oil and Hazardous Materials Response***

### **Lead Department: Lane Fire Defense Board Chief**

The purpose of this annex is to provide guidelines for responding to emergencies involving chemical, biological, and radiological substances. The City of Eugene Fire Department contracts with the Oregon State Fire Marshall's Office to provide regional hazardous materials incident response. The local fire service agency, having jurisdiction over the location, will be responsible for managing the incident.

Clean-up, removal and disposal of hazardous materials will be preformed by a licensed vendor.

## ***ESF 13 Public Safety and Security***

### **Lead Department: Sheriff's Office**

Law enforcement provides resources to maintain civil order and ensure security of citizens, property and, when necessary, incident scenes at which there is need for protection of evidence pending collection and corresponding investigation. This annex covers responsibilities and procedures for maintaining security and order under crisis conditions and eventual recovery. Procedures for augmenting forces during emergencies are also described.

- ❑ Law Enforcement
- ❑ Crime Scene Security and Investigation
- ❑ Traffic and Crowd Control

- ❑ Isolation of damaged area
- ❑ Damage Reconnaissance and Reporting
- ❑ Security at the Emergency Operations Center (EOC)
- ❑ Evacuation
- ❑ Search and rescue operations

### ***ESF 13.1 Evacuation***

**Lead Department:  
Sheriff's Office**

The goal of this function is to relocate citizens to safe areas when emergencies or threats necessitate such action. This annex establishes procedures for carrying out complete or partial evacuation of citizens from within the jurisdiction, focusing on movement by defining areas likely to be evacuated, determining destinations, and outlining an approach for controlling the flow of traffic. Procedures for return movement are also included.

- ❑ Identify high-hazard areas and number of potential evacuees.
- ❑ Coordinate evacuation planning to include:
  - Movement control
  - Health/medical requirements
  - Transportation needs
  - Emergency public information materials
  - Shelter/reception

### ***ESF 13.2 Care and Management of the Deceased***

**Lead Department:  
District Attorney's Office**

This annex describes steps to be taken in the care and handling of individuals who are deceased due to the occurrence of a disaster. Activities are outlined concerning care and management for the deceased, including tagging of bodies, identification of deceased individuals, execution of the evidentiary process, transportation of bodies, notifying of next of kin, and coordination with mortuary facilities.

- ❑ Provide resources to identify, track and preserve deceased.
- ❑ Provide for coordination of law enforcement, Fire, EMS, and Medical Examiner in managing care of deceased.

## ***ESF 14 Damage Assessment***

### **Lead Department: Assessment and Taxation**

The purpose of this function is to ensure that personnel and procedures are available to provide preliminary estimates and descriptions on the extent of damage resulting from large-scale disasters. Personnel in this annex are responsible for posting buildings that are unsafe to occupy, condemning structures beyond repair, and evaluating street systems, bridges, and other infrastructure for use and safety.

- ❑ Establish a damage assessment team from Lane County employees with inspection/assessment capabilities and responsibilities.
- ❑ Develop systems for reporting and compiling information on dollar damage to tax-supported facilities and private property.
- ❑ Assist in determining geographic extent of damaged area.
- ❑ Compile estimates of damage for requesting disaster assistance.
- ❑ Assess damage to streets, bridges, traffic control devices, and other public works infrastructure.
- ❑ Inspect and post damaged buildings utilizing staff with ATC 20 certification.

## ***ESF 15 Public Information and External Affairs***

### **Lead Department: County Administration, Sheriff's Office**

The goal of this functional activity is to increase public awareness of hazards and to provide information to the public before, during, and after emergencies. This annex also provides for the effective collection and dissemination of information to control rumors. This annex establishes responsibilities and procedures to:

- ❑ Conduct ongoing hazard awareness and public education programs.
- ❑ Compile and prepare emergency information for the public before an emergency occurs.
- ❑ Receive and disseminate warning information to the public and key government officials.
- ❑ Disseminate emergency public information as requested.

- Arrange for media representatives to receive regular briefings on the County status during extended emergency situations.
- Staff and coordinate Joint Information Center (JIC) whenever activated.

## **N. Hazard Specific Annex Overview**

Terrorist incidents and hazardous materials incidents require specialized and unique response capabilities and techniques. Therefore, the Emergency Operations Plan includes these two hazard specific annexes.

### ***Annex 1: Terrorism Incident***

#### **Lead Department: Sheriff's Office**

The purpose of this annex is to provide a crisis and consequence management plan for responding to and recovering from a terrorist-initiated weapon of mass destruction (WMD) incident. This annex supplements the Emergency Operations Plan already in effect and is intended to be used in conjunction with any and all existing functional annexes that may need to be implemented in the course of responding to or recovering from such an incident.

- Identify, acquire, and plan usage of resources needed to prevent or resolve a terrorist threat or act.
- Protect public health and safety.
- Restore essential government services.
  - Provide emergency relief to governments, businesses, and individuals affected by consequences of terrorist act.

### ***Annex 3: Animal Disease Response***

#### **Lead Department: Health and Human Services**

The purpose of this annex is to describe coordinated County, State, and Federal response and recovery efforts to assist domestic animals and animal agriculture in a livestock/poultry animal health emergency during natural, intentional, or hoaxed animal disease outbreaks that impact Lane County. This annex is not intended to replace an individual agency's Standard Operating Procedures

(SOP), disaster plans or other documents utilized during large-scale emergencies.

## **M. Glossary**

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

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

**American Red Cross:** The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

**Annex:** An added stipulation or statement to a larger or more significant thing; an additional stipulation to a writing.

**Appendix:** Supplementary material attached to the end of a document.

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

**Assignments:** Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the Incident Action Plan.

**Assistant:** Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

**Attack:** A hostile action taken against the United States by foreign forces or terrorists, resulting in the destruction of or damage to military targets, injury or death to the civilian population, or damage or destruction to public and private property.

**Available Resources:** Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

**Biological agent:** Living organisms or the materials derived from them that cause disease in or harm to humans, animals, or plants or cause deterioration of material.

**Branch:** The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

**Check-In:** The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

**Checklist (written or computerized):** Enumeration of actions to be taken by an individual or organization, meant to aid memory rather than provide detailed instruction.

**Chemical agent:** A chemical substance that is intended to kill, seriously injure, or incapacitate people through physiological effects.

**Certification:** A system that provides recommended standards typically include training, currency, experience, and physical and medical fitness.

**Chief:** The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

**Chief Executive Official:** The official of the community who is charged with authority to implement and administer laws, ordinances, and regulations for the community. He or she may be a mayor, city manager, etc.

**Command Post:** The place for directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command Staff:** In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Communicable disease:** A disease or condition, the infectious agent of which may be transmitted from one person or an animal to another person, either by direct contact or through an intermediate host, vector or inanimate object, and that may result in illness, death or severe disability.

**Community:** A political entity which has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county. However, each State defines its own political subdivisions and forms of government.

**Consequence Management:** Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism.

**Contamination:** The undesirable deposition of a chemical, biological, or radiological material on the surface of structures, areas, objects, or people.

**Coordinate:** To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

**County Health and Human Services Director:** The County Health and Human Services Director, as defined in ORS 431.418 or his authorized representative.

**County Health Officer:** The County Health Officer, as described in ORS 431.418.

**Dam:** Sometimes referred to as a “project” by the Corps of Engineers, a barrier built across a watercourse for the purpose of impounding, controlling, or diverting the flow of water.

**Damage Assessment:** The process used to appraise the impacts of a disaster on the public, key facilities and services, government services, transportation networks, businesses and residents.

**Decontamination:** The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing hazardous materials.

**Deputy:** A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Disaster:** An occurrence of a natural catastrophe, technological accident, or human caused event that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this Guide, a “large-scale disaster” is one that



exceeds the response capability of the local jurisdiction and requires State, and potentially Federal, involvement. As used in the Stafford Act, a “major disaster” is “any natural catastrophe [...] or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under [the] Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.”

**Dispatch:** The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

**Earthquake:** The sudden motion or trembling of the ground produced by abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface.

**Emergency:** Any occasion or instance--such as a hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, explosion, nuclear accident, or any other natural or man-made catastrophe--that warrants action to save lives and to protect property, public health, and safety.

**Emergency Alert System:** A digital technology (voice/text) communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communication Commission. The system provides the President and other national, State, and local officials the means to broadcast emergency information to the public before, during, and after disasters.

**Emergency Manager:** Person designated by the County Emergency Management Director to oversee the day-to-day operations of the Emergency Management Program.

**Emergency Management Director:** The Lane County Emergency Management Director is the Lane County Sheriff.

**Emergency Medical Services:** Services, including personnel, facilities, and equipment required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition, including medical disposition within a hospital, temporary medical facility, or special care facility, release from site, or declared dead. Further, emergency medical services specifically include

those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.

**Emergency Operations Centers (EOCs):** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

**Emergency Operations Plan:** A document that describes how people and property will be protected in a disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated.

**Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

**Emergency Responder:** Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as First Responder.

**Environmental Health Services:** Services required to correct or improve damaging environmental health effects on humans, including inspection for food contamination, inspection for water contamination, and vector control; providing for sewage and solid waste inspection and disposal; clean-up and disposal of hazardous materials; and sanitation inspection for emergency shelter facilities.

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Federal:** Of or pertaining to the Federal Government of the United States of America.

**Federal Coordinating Officer:** The person appointed by the President to coordinate Federal assistance in a federally declared emergency or major disaster.

**Flood:** A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

**Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

**Functional Annex:** A plan for performing a generic emergency function during a disaster or emergency.

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Group:** Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Hazardous Material:** Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property.

These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

**Hazard Specific Annex:** A detailed plan for responding to a particular hazard.

**High-Hazard Areas:** Geographic locations that for planning purposes have been determined through historical experience and vulnerability analysis to be likely to experience the effects of a specific hazard (e.g., hurricane, earthquake, hazardous materials accident, etc.) resulting in vast property damage and loss of life.

**Hospital:** A critical care facility continuously staffed to provide diagnosis or specialized medical treatment to individuals over a period of 24 hours.

**Incident:** An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan:** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command System:** A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Initial Response:** Resources initially committed to an incident.

**Joint Information Center (JIC):** A facility established for purposes of integrating incident information and public affairs into a cohesive organization in order to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIC is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**Liaison:** A person designated to establish and maintain mutual understanding and cooperation between agencies.

**Local Government:** A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Logistics:** Providing resources and other services to support incident management.

**Logistics Section:** The section responsible for providing facilities, services, and material support for the incident.

**Major Disaster:** As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Mass Care:** The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced from their homes because of a disaster or threatened disaster.

**Medical Examiner:** Provides adequate death investigation, identification and disposition of bodies; establishing cause and manner of death, removal, temporary storage and transportation of bodies to temporary morgue facilities; notification of next of kin, and coordination of medical examiner services and unclaimed bodies disposition.

**Mental health services:** Mental health crisis response and involuntary detention services and outpatient mental health services.

**Mitigation:** Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

**Mobilization:** The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Mortuary Services:** Services required to assure adequate death investigation, identification, and disposition of bodies; removal, temporary storage, and transportation of bodies to temporary morgue facilities; notification of next of kin; and coordination of mortuary services and burial of unclaimed bodies.

**Mutual-Aid Agreement:** Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**National:** Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and policy.

**National Incident Management System:** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Plan:** A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

**Nuclear Materials:** Those materials with the potential for an explosion resulting from fission and/or fusion reactions in nuclear material, such as that from a nuclear weapon.

**Operations Section:** The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Preliminary Damage Assessment:** A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by the State as a basis for the Governor's request for a Presidential declaration, and by FEMA to document the recommendation made to the President in response to the Governor's request. PDAs are made by at least one State and one Federal representative. A local government representative familiar with the extent and location of damage in the community often participates; other State and Federal agencies and voluntary relief organizations also may be asked to participate, as needed.

**Public Health Hazard:** A condition which is conducive to the propagation of communicable or contagious disease-producing organisms and which presents a reasonably clear possibility that the public generally is being exposed to disease-caused physical suffering or illness.

**Public Information Officer:** A Federal, State, or local government official responsible for preparing and coordinating the dissemination of emergency public information.

**Public Safety Answering Points:** The technical term used for 9-1-1 and dispatch centers.

**Personnel Accountability:** The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

**Preparedness:** Establishing the plans, training, exercises, and resources necessary to achieve readiness for all hazards, including WMD incidents.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector:** Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

**Processes:** Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

**Public health measure:** Isolation, quarantine or other preventative public health measure imposed on persons or property in order to prevent the spread of or exposure to diseases or contaminants of threat to the public.

**Public Information Officer:** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Recovery:** Emergency actions dedicated to the continued protection of the public or promoting the resumption of normal activities in the affected area.

**Response:** Duties and services to preserve and protect life and property as well as provide services to the surviving population

**Recovery Plan:** A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**Safety Officer:** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.



**Section:** The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

**Span of Control:** The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

**Special Needs Population:** A category of persons who require either special or extra assistance during a disaster due to physical, cognitive or psychological disabilities. Examples include: the elderly, persons with developmental disabilities, persons with physical disabilities, or persons suffering from mental illness.

**Staging Area:** Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**Standard Operating Procedure:** A set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment. SOPs supplement EOPs by detailing and specifying how tasks assigned in the EOP are to be carried out.

**State:** When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296,

**Strategic:** Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**Technical Assistance:** Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

**Temporary treatment facility:** A sheltered non-medical facility temporarily staffed with medical personnel and temporarily provided with medical supplies and equipment for the purpose of treating individuals injured during a multiple casualty incident.

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Threat:** An indication of possible violence, harm, or danger.

**Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**Unified Command (UC):** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

**Unit:** The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Volunteer:** For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

**Weapon of Mass Destruction:** Any destructive device as defined in 18 USC 921; any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; any weapon involving a disease organism; or any weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a). In 18 USC 921, a destructive device is defined, with certain exceptions, to mean any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or a mine, or a device similar to the above; any type of weapon by whatever name known that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more 0.5 inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled.

**Worker:** A person who is licensed or certified to provide health care under ORS chapters 677, 678, 679, 680, 684 or 685 or ORS 682.157, an employee of a health care facility, of a licensed health care provider or of a clinical laboratory, as defined in ORS 438.010 (1), a firefighter, a law enforcement officer, as defined in ORS 414.805, a corrections officer or a probation officer.

## **Functional Annexes**

## **ESF 2 Communications**

### **Lead Department: Sheriff's Office**

#### ***Purpose***

The purpose of the Communications Annex is to outline the emergency communications systems and capability of emergency services agencies within the County; describe methods of communicating amongst County departments and agencies as well as with higher authority, neighboring jurisdictions, and the public; and describe system components and task assignments to assure effective communications during emergencies affecting Lane County.

Experience shows that communications coordination during major emergencies is always a major problem. The nature of the emergency can create serious damage to normal communications systems through the loss of antennas, repeaters, and facilities. Protection and restoration of emergency communications will be one of the highest priorities in response and recovery activities. It is critical that consideration be given not only to local communications, but also the ability to communicate with neighboring jurisdictions, support agencies, higher authority and the public.

#### **Situation and Assumptions**

##### ***Situation***

The 24-hour Communications Center operated by the Lane County Sheriff's Office, located at 125 East 8<sup>th</sup> Avenue in Eugene may be called upon to expand their operations during times of impending or real emergencies, warning situations, disasters, hazardous incidents and response and recovery operations. Some equipment is available to provide communications necessary for emergency operations.

##### ***Assumptions***

- ❑ To the extent possible, all communications systems used for normal operations will be utilized, if available, during emergency operations.
- ❑ In the event of a large-scale emergency or disaster it will be critical to quickly identify communication needs and to deploy technical support personnel to develop alternative communications capabilities.
- ❑ Telephones, if available, will be considered the primary method of communication for administrative support. This may include the use of cell phones, E-mail systems, voice mail messages, and FAX.
- ❑ Two-way radio systems, including Amateur Radio, will be used in the direction and control of emergency operations when the use of telephones is not possible or convenient.

## ***Direction and Control***

### **Coordination**

- ❑ Overall coordination of emergency communications will be exercised from the Sheriff's Office EOC, if activated.
- ❑ The communication needs of emergencies affecting a single jurisdiction will likely be managed by the affected jurisdiction's communications plan(s), with the County EOC serving as support.
- ❑ The County's Public Information Officer will coordinate with the Sheriff's Office to verify/correct and disseminate vital information to the media and public to ensure understandable and accurate messages.
- ❑ To assure coordination of emergency communications at the County EOC, County Emergency Management will be notified per the protocols outlined in the Communications Center Call Notification Guide (section references are listed after each incident type):

a. Airplane crash (6.100)

b. Bomb threat (6.140)

c. Civil disturbance/riot (6.160)

d. Courthouse and Public Service Building major incidents (6.170)

e. Explosion (6.220)

f. Fire, major urban or wildland (6.242)

g. Homeland Security / Terrorism (6.250)

h. Hazardous Materials (6.260)

i. Natural disaster (6.340)

Additional situations for which Emergency Management will be notified include:

j. Whenever an alert or warning is received from National or State warning points using NAWAS, EAS, telephone, teletype or two-way radio.

k. Whenever requested by an On-scene Incident Commander or other public safety official.

### **Executive Actions**

- ❑ The Board of Commissioners may be required to declare an emergency to access state or federal communications resources.
- ❑ Lane County Department Directors shall assure that communications capability exists between the department's emergency coordination location and the Sheriff's Office EOC. For example, Lane County Public Works shall ensure a direct link is available between the Public Works Emergency Control Center and the EOC, or for example, Assessment and Taxation will ensure the capability for field personnel conducting damage assessments to communicate directly with the Sheriff's Office EOC.

### **Lines of Succession**

- ❑ The partial or full activation of the EOC will invoke the assignment of a Logistics Section Chief who will be responsible for ensuring coordination of emergency communications.
- ❑ The Logistics Section Chief will assign a Communications Unit Leader, as required, to meet the needs of the incident.

### **Organization**

#### **County**

- ❑ To the extent possible, the Sheriff's Office will make available the necessary equipment to facilitate communication with all public emergency services agencies within the County.
- ❑ Emergency communications with neighboring jurisdictions, higher authority, public officials, private and volunteer resource providers will be coordinated from the EOC.
- ❑ The County will maintain a phone bank capability in Conference Room RIS A to gather damage information and take requests for assistance from the public, provide rumor control, and manage media inquiries.
- ❑ The Sheriff's Office has a mobile Command Bus which is equipped to provide limited communications capability. The Bus contains programmable VHF & UHF base radios with LCSO and other local agency frequencies including SAR, fire and amateur radio. It also has two Computer-Aided Dispatch (CAD) terminals, land-line, cellular and satellite phones and television reception capabilities. The Bus is equipped to tow its own designated 10 kW generator.

### ***Incorporated Cities***

- ❑ City officials will be provided with unlisted phone numbers for direct contact with the EOC.

### ***Support Agencies***

- ❑ Lane County Sheriff's Amateur Radio Operators (LCSARO) will assist in the provision of communications by providing volunteer personnel and resources to establish radio links between the EOC and other agencies. They will also establish a data link with Oregon Emergency Management.
- ❑ If a Red Cross representative is not present in the EOC, a communication link will be established with the Red Cross. This link will be telephone, if available, or Amateur Radio.

### ***State Government***

- ❑ The County EOC will maintain capability to communicate with Oregon Emergency Management.
- ❑ Oregon Emergency Management will maintain the capability to communicate with other local, state and federal agencies.
- ❑ OSP has a mobile command/communications van which may be available to augment emergency communications. The van contains State Police frequencies, programmable high band, UHF, CB and HAM radios, Oregon Police Emergency Network, SAR frequencies, and cellular phones.
- ❑ County operations forces will utilize any available state communications systems to communicate with State agencies with whom they normally work (i.e. State Fire, ODOT, OSP).

### ***Federal Government***

- ❑ Lane County officials will not normally communicate directly with federal agencies other than those with whom they normally work on a day-to-day basis such as the U.S. Forest Service.
- ❑ In a major emergency, federal resources may be utilized to set up communications. These may include equipment from the National Interagency Fire Center in Boise ID or the Federal Emergency Management Agency in Bothell WA. Access to such equipment requires a request to Oregon Emergency Management through County Emergency Management.



## ***General Procedures and Responsibilities***

### ***Priorities***

- ❑ Warning will be given the highest priority of all communications.
- ❑ Warning will be accomplished in accordance with Annex K of this plan.
- ❑ Whenever one of the following conditions threatens the integrity of the 911 system within the County, the EOC will be activated to assist in call-taking and to coordinate communications:
  - a. An excessive number of calls for service are being received by Primary PSAPs (9-1-1 centers) due to an unusual occurrence;
  - b. Calls being received are requesting services not normally provided by police, fire or medical responders;
  - c. An emergency involves a number of agencies who may or may not have common communications frequencies; or
  - d. Any condition exists which may indicate that equipment and staffing at Primary PSAPs (9-1-1 centers) may not be sufficient to handle emergency needs.

### ***Communications Points***

Communications points are locations made available to the public to gain information about an emergency or to request assistance; these may be switchboards, ad hoc call centers, etc. In the event of an emergency, it is important that timely, standard information be provided to all communications points.

The County's Public Information Officer will provide all communications points with a standard statement about the incident, and provide updates as the incident evolves. Should the demand and volume of information required exceed Lane County's regular Public Information Office's capacity, the Public Information Officer will establish a Joint Information Center (JIC) with a phone bank for public non-emergency calls, media center and Public Information Officer (PIO) working room. In addition, the JIC will be opened and staffed if two or more agencies become involved in the emergency and based on the scope of the incident. Due regard will be given to the agency of initial or primary jurisdiction. The center may be moved or re-established when warranted.

All information about specific on-scene operations must be approved by the on-scene Incident Commander before being released. The Public Information Officer will release general information about the scope of the emergency and actions being taken.

### **Public Safety Answering Points (PSAPs)**

PSAPs are the answering points operating within the County under the Enhanced 911 system. These centers receive emergency calls from the public based on the location from which the call is being made. These centers dispatch first response personnel and/or take appropriate action to handle the call. Because there are multiple PSAPs, it is sometimes necessary to transfer calls between PSAPs to get all necessary resources dispatched. PSAPs operating in Lane County and the agencies within Lane County for which they dispatch include:

### Primary PSAPs

- **Eastern Lane 9-1-1 (Oakridge)** 24-Hour Emergency - (541) 782-2211  
Law Enforcement: Oakridge PD  
Fire: Hazeldell Fire, Oakridge Fire, Westfir Fire, ,
- **Central Lane Communications (Eugene)** 24-Hour Emergency – (541) 344-2211  
Law Enforcement: Eugene PD,  
Fire: Blue River Fire District, Coburg Fire District, Dexter Fire District, Emergency Action Services, Eugene Fire and EMS Department, Goshen Fire District, Lake Creek Fire District, Lane County Fire District #1, Lane Rural Fire District, Lorane Fire District Lowell Fire District, McKenzie Fire District, Mohawk Valley Fire District, Pleasant Hill Fire District, Santa Clara Fire District, South Lane Fire/Rescue, Springfield Fire and Life Safety and Upper McKenzie Fire District
- **Florence Police Department (Florence)** 24-Hour Emergency – (541) 997-2623  
Law Enforcement: Florence PD  
Fire: Siuslaw Valley Fire & Rescue, Western Lane Ambulance, Swisshome/Deadwood RFPD and Mapleton RFPD
- **South Lane County 9-1-1 (Cottage Grove)** 24-Hour Emergency – (541) 942-2464  
Law Enforcement: Cottage Grove PD  
Fire: South Lane Fire & Rescue

### Secondary PSAPs

- **Junction City Police** 24-Hour Emergency – (541) 998-1245  
Law Enforcement: Junction City PD, Coburg PD  
Fire: Junction City Fire
- **Lane County Sheriff's Office** 24-Hour Emergency – (541) 682-4141  
Law Enforcement: Lane County Sheriff  
Fire: None
- **Springfield Police Department** 24-Hour Emergency – (541) 726-3714

Law Enforcement: Springfield PD

Fire: None

- **Northern Command Center** 24-Hour Emergency – (503) 375-3555

Law Enforcement: Oregon State Police

Fire: None

**Call Centers** (ad hoc, made operational in the event of an emergency)

- **Primary:** Public Service Building - RIS A & B : 10 lines prewired and 'hot' ready to go, single number with hunt group (682-3100)
- **Secondary:** Mental Health – 10 stand-by phone lines (warm site, not 'hot') in place, needing activation (about 1-2 hours after notification), phone ready to plug in (single number with lines in hunt group order)
- **Public Health Annex Conference Room** – 10 lines prepped by RIS and 'hot'

**Other Internal Systems**

- **Telephones:** The County's Public Information Officer has established a system for which internal emergency information can be provided by telephone, if systems are operational. These include:
  - a. Designation of Telephone Coordinators within each County facility who have the responsibility for notifying employees at that location of emergency conditions.
  - b. Group Voice Mail is available on the business phones of most County employees utilizing the County's telephone system. Further information is contained in the Emergency Notification Notebook maintained by County EM and the County PIO.
  - c. Lane County Emergency Management has established a telephone information line for county employees to get updated information during emergencies. That number is 682-4660. Messages on this voice mail system will be initiated during the first indication of an emergency and will be updated as the situation changes. Some county departments have initiated reporting/information systems within their departments so that employees can report their status and get information and instructions.
- **FAX Machines:** Most County Departments have at least one FAX machine in each facility. The County PIO has established a system by which emergency information can be faxed to all departments so that it can be distributed or posted for employees.

- ❑ **E-mail:** A large number of County employees have access to the County's internal Email system. Information can be sent countywide to advise all e-mail users of emergency conditions.

### **Execution of Operations**

- ❑ On indication that an emergency has occurred or is imminent, public safety officials shall assure that the Sheriff's Office Communications Center and County Emergency Management are advised.
- ❑ As the emergency dictates, County Emergency Management will make appropriate notifications and the County EOC will be activated, if required.
- ❑ Upon activation, EOC staff will evaluate communications needs and capabilities and attempt to establish or enhance systems that are deficient.
- ❑ The EOC will serve as the primary coordination point for emergency communications.

### **Task Assignments**

#### *Sheriff's Office Communication Center*

- ❑ Serve as County Warning Point;
- ❑ Notify appropriate officials when coordination of communications from the EOC appears necessary;
- ❑ Coordinate with EOC staff and other dispatch centers to establish administrative and operational links with on-scene personnel;
- ❑ Continue normal call-taking and emergency dispatch services as long as conditions allow;
- ❑ Maintain capability through the use of CAD equipment to track resources in the EOC.

***Sheriff's Office Radio Network Technician***

- ❑ Maintain and enhance emergency radio systems to assure operational capability
- ❑ Secure authorization for emergency frequency use, as required;
- ❑ Acquire communications equipment and supplies as required for emergency operations;

***Lane County Information Services***

- ❑ Evaluate and enhance data communications capability at EOC;
- ❑ Assure operation of internal and external electronic mail systems capability to the degree possible;
- ❑ Continue operation of data processing services necessary for operation of 911 call taking Computer Aided Dispatch, and mobile data terminals.

***Lane Council of Governments - Telephone Services***

- ❑ Maintain and enhance County telephone system to assure operational capability;
- ❑ Coordinate with private providers of telephone services;
- ❑ Support on-scene and EOC operations by staffing the Communications Unit;

***Emergency Management***

- ❑ Activate EOC and amateur radio resources as needed;
- ❑ Activate and staff phone bank operations, as required;
- ❑ Coordinate with external agencies to establish necessary communications.

**Administration**

- ❑ The Communications Unit will be staffed and administered by the Logistics Section Chief during EOC operations.
- ❑ County departments shall provide necessary staff support and equipment as required for a safe and effective response.
- ❑ Communications activities including phone logs, damage reports, requests for assistance, etc. will be documented and will, along with the Incident Action Plan, become part of the permanent Incident Record.

## **ESF 2.1 Notification & Warning Services**

### **Lead Department: Sheriff's Office**

#### **Purpose**

The purpose of this Annex is to provide guidance for the timely notification and/or warning of key government officials, essential workers, and the public whenever a special or major emergency threatens or occurs; to establish responsibilities for recall of key officials and essential workers; including warning capabilities and emergency operating procedures to assure coordination and dissemination of life-saving emergency information to the public and special populations.

#### **Situation and Assumptions**

##### *Situation*

The need to warn the public of impending danger or a disaster event could arise at any time. In order to reduce loss of lives, adequate and timely warnings must be provided. Appropriate action oriented information must be supplied. Warning emergency workers and the public of imminent danger and providing on-going emergency information to the public requires coordination among a variety of agencies. Operations outlined in this annex may be useful not only during catastrophic emergencies, but may also be helpful during localized, less serious incidents.

At this time, there are limited resources to alert the public in any languages other than English.

##### *Assumptions*

- ❑ A warning period will be available for some emergency situations although the amount of lead-time will vary from hazard to hazard.
- ❑ Some disaster events such as an earthquake may occur without any warning period.
- ❑ Proper use of adequate warning systems will save lives, reduce injuries and protect property.
- ❑ Warning may be initiated by higher authority (State or Federal government) through use of the National Warning System (NAWAS) whenever a large area may be threatened by a major emergency (i.e. attack or accidental weapon launch, severe weather conditions, etc.)

## **Direction & Control**

### ***Warning and Dissemination of Emergency Information to the Public***

- ❑ If time permits, the issuance of emergency public information will be with the concurrence of the Board of Commissioners and will be coordinated and disseminated by the County's Public Information Officer (PIO).
- ❑ In situations posing an immediate threat to life, emergency information may be issued by any public safety official serving as the Incident Commander. Such information shall be disseminated by the most effective method.
- ❑ Any official initiating a warning or providing emergency information to the public shall notify the County Warning Point (LCSO Dispatch) as soon as possible to facilitate further notification and action.
- ❑ Dissemination of warning or emergency information to the public, essential workers, and public officials may utilize any or all of the following systems:

### **Emergency Alert System (EAS)**

- EAS is a network composed of AM, FM, and TV broadcast stations and non-government industry utilities operating on a voluntary, organized basis during emergencies at National, State or local levels. It provides for the alerting of participating stations, dissemination of standardized emergency information, and/or termination of non-emergency station activities until the emergency subsides.
- EAS can be activated by the County, State or Federal government. If a City needs to send an EAS message, it must go through Lane County Sheriff's Office Dispatch Center which assumes the role of the primary EAS launching point for Lane Operational Area, which covers all of Lane County and the coastal communities in Douglas County from Winchester Bay North to Lane County. LCSO Dispatch has the capability of broadcasting these local emergency messages via all radio and television stations within the Lane Operational Area. The two types of messages that LCSO can initiate are: An Immediate Evacuation (EVI) and a Civil Emergency (CEM).
- Emergency Management conducts regular training of dispatch staff on how to use and operate EAS, and LCSO Dispatch performs a Required Monthly Test (RMT) of EAS every other month.

- In addition, when an EAS is broadcast that originates by the authority of the Lane County Sheriff's Office, a message will be sent via LEDS so that other Public Safety Answering Points (PSAPs) throughout the Lane Operational Area will be aware of the activation.

### **Community Emergency Notification System (CENS)**

- The Community Emergency Notification System (CENS) is a telephone based system operated by Central Lane Communications Center (City of Eugene/Eugene Police) which places phone calls to residences and businesses in a targeted area to alert them of actual or potential danger. Select County and City officials have been given authority to activate this system.
- Once a public safety agency Incident Commander determines that there is a need to alert at-risk citizens, he or she delineates the area or areas to be notified and prepares one or more appropriate alerting messages. This information is then conveyed to the Central Lane Communications Center where the message(s) is recorded and then activated.
- CENS has the capacity to deliver up to 2,000 thirty second-long messages per minute. However in most cases, the rate of outbound calling from the operations center will probably be limited to fewer than 1,200 calls per minute to avoid overwhelming local telephone networks. Actual message delivery rates will be limited by such factors as: the quality and capacity of the local telephone network; length of the message delivered; the number of times people receiving the message choose to have it repeated. An average message delivery rate in the range of 750 - 1,500 calls per minute can be used for planning purposes.
- Features unique to CENS include access to unlisted/non-published telephone numbers and a database that links telephone numbers to addresses which is updated daily.
- A TTY text message for the hearing impaired will also accompany the voice message when using CENS. The maximum allowed number of characters with spaces is 255 and all punctuation needs to be removed.

### **National Warning System (NAWAS)**

- The National Warning System (NAWAS) is a nationwide private telephone communications system which originates at the National Warning Center at Colorado Springs CO (NORAD). The system has "drops" (telephone instruments with loudspeakers) located at strategic



locations within each state. Each state, in turn, controls a system connecting the state with warning points in each County.

- Lane County's NAWAS line is located at the Sheriff's Office Dispatch Center and is monitored on a 24-hour basis. Although it is possible for a local jurisdiction to activate NAWAS, it is intended primarily as a down-link system in case of attack warning or an accidental weapon launch. It may also be used to disseminate severe weather watches or warnings issued by the National Weather Service, or may be used in case of other major incidents.
- NAWAS is a government warning system and is not a part of any public warning system. Warnings received via NAWAS will be passed on to the public by LCSO Dispatch by way of EAS, CENS or other means.

### **Sirens & Public Address Systems**

- Lane County has no County-wide siren warning system. Although some fire departments may have outdoor sirens, no procedures have been developed for their use as a public warning system.
- Most police and fire vehicles are equipped with sirens and public address systems (PA) which may be used for warning the public in localized emergencies. Vehicles equipped with sirens and PA systems may be a viable means of getting the attention of the public in localized emergencies and would be effective as an alternative to door to door notification in small areas with limited populations.
- In most cases, the public should be instructed to tune in to local television or radio for emergency information.
- The City of Florence is in the process of installing tsunami warning sirens in key strategic locations for the sole purpose of alerting the public in that area of a tsunami threat.
- The Eugene Water and Electric Board (EWEB) has installed an Early Warning System (warning sirens) in the Smith and Trail Bridge campgrounds for notifying campground inhabitants in the event of Dam Breech along the upper portions of the McKenzie River. EWEB also provides brochures on the early warning system including public education about the system annually or semi-annually. EWEB plans to fully test the system at least four times a year, and when campers are present, to educate them during these times.

### **Door to Door Warning**

- In some emergencies, the most effective method of warning may be door to door contact
- If time and emergency conditions allow, emergency service workers and volunteers can go door to door advising people of emergency instructions.
- This system would be effective only in those types of emergencies affecting limited areas and populations.
- Care must be given to keeping unprotected workers from entering hazardous areas to disseminate warning.

### **Media**

- The print and electronic media can provide an effective method of disseminating emergency information. Community newspapers can be effective in providing detailed self-help information in slow-developing emergency situations (i.e. inclement weather, drought, etc.). The electronic media can be helpful in issuing bulletins to inform the public of emergency conditions with or without formal activation of the EAS.

### ***Special Populations***

- It is assumed that agencies and organizations working with special populations have emergency plans and may be able to assist in the dissemination of emergency information to such groups as the hearing impaired, non-English speaking, physically handicapped, homebound, etc.
- It is assumed that schools, hospitals and nursing homes have emergency plans that may be adequate in slow developing emergencies. In immediate, life-threatening emergencies, such facilities should be contacted at the direction of the Incident Commander or County Emergency Management.
- The Lane County Department of Health & Human Services can provide assistance in identifying and contacting special populations.

### ***Hazard-Specific Warning - Tsunami***

- Immediately following a Cascadia Subduction Zone earthquake or similar earthquake, the National Oceanic and Atmospheric Administration (NOAA) will automatically send a generalized **TSUNAMI WATCH** or a **TSUNAMI WARNING** message over the Emergency Alert System (EAS) and NOAA Weather Radio to notify the public. An EAS message

is broadcast over all T.V. and radio stations. In addition, NOAA will issue an alert message via the National Alert and Warning System (NAWAS) which goes out to the Communication Centers of all Oregon Counties, and an alert message via the Law Enforcement Data System (LEDS) which goes out to all subscriber law enforcement agencies.

- ❑ The Lane County EOC would be activated and staffed to provide further direction and control during this type of event.
- ❑ A **TSUNAMI WATCH** is designed to notify coastal residents that an earthquake with the potential to have generated a tsunami may affect the watch area.
- ❑ A **TSUNAMI WARNING** is designed to notify coastal residents that a tsunami is imminent and that coastal locations in the warned area should prepare for flooding.
- ❑ To further the notification process at the local level, a Memorandum of Understanding (MOU) has been signed by the Lane County Sheriff's Office, Central Lane Communications (City of Eugene), Siuslaw Valley Fire & Rescue, the City of Florence and the Douglas County Sheriff's Office agreeing that the following steps will be taken whenever a NOAA **WATCH** or **WARNING** is received by any one of the aforementioned systems:
  - a. The Central Lane Communications Center operated by Eugene Police (often referred to as the "9-1-1 Center") will automatically and immediately launch the CENS warning system for the Western Lane County tsunami inundation zone. A tsunami pre-plan for all coastal Lane County has been developed and is based on a combination of projected inundation areas in Florence, along the north/south sides of the Siuslaw River and then generally following Highway 101 north and south. This system places phone calls to those residences and businesses along the coastline to alert the public of an impending emergency or disaster. A TTY text message will accompany the voice message when using CENS.
  - b. A follow-up local EAS message will automatically be generated by the Lane County Sheriff's Office Dispatch Center. The EAS message will be broadcast over T.V. and radio and provide locally-specific instructions that are consistent with the CENS message. Note, since any local EAS message that is launched will also be heard in portions of coastal Douglas County, the EAS message will include instructions for residents of coastal Douglas County.

***Hazard Specific Warning – Dam Failure***

- ❑ There is a total of (11) dams that are located in, or would affect residents of, Lane County. Nine of which are owned and operated by the U.S. Army Corps of Engineers (ACE). Two are owned and operated by the Eugene Water and Electric Board (EWEB).
- ❑ Although catastrophic failure of any one or all of these dams is highly unlikely, nonetheless an emergency notification and warning process is in place.
- ❑ Immediately upon the discovery of a serious problem that could lead to a dam breach, the dam operator would enact their site-specific Emergency Action Plan and warning process.
- ❑ Notification would be sent to the Lane County Sheriff's Office Dispatch Center and Central Lane Communications Center and both EAS and CENS will be activated to inform residents of the situation and/or provide instructions for evacuation if deemed necessary.
- ❑ The Lane County EOC would be activated and staffed to provide further direction and control.

***Coordination***

- ❑ Overall coordination of emergency information and warning will be exercised from the Lane County Sheriff's Office EOC, if activated or from a Joint Information Center (JIC) established for that purpose.
- ❑ County personnel may be assigned to assist Emergency Management and the Public Information Officer in providing information on scene, at the EOC, at an established Joint Information Center (JIC) or at other strategic locations.
- ❑ Rumor control activities may be accomplished through activation of an emergency phone bank at the EOC or other suitable location. If needed to respond to calls from the public requesting emergency information, a single number can be published and the phones staffed. Further details can be found in Annex L, *Public Information*.

***Executive Actions***

- ❑ The partial or full activation of the County EOC will invoke the assignment of a Public Information Officer (PIO) who will be responsible for gathering and disseminating information at the direction of the Incident Commander and with the concurrence of the Board of Commissioners.

- ❑ In emergency situations posing an immediate threat to life, any public safety official in the County serving as an Incident Commander may issue emergency information or warning by the most effective means. Such officials shall notify County Emergency Management as soon as possible to facilitate further notification and actions, as required.

### *Lines of Succession*

- ❑ In the event that the designated PIO is unable to perform, such position shall be reassigned in accordance with the NIMS ICS guidelines.

## **Organization**

### *County Government*

- ❑ The Lane County Sheriff is responsible for all aspects of warning services within Lane County. The Lane County Sheriff's Office Dispatch Center (LCSO) is the Primary Warning Point for Lane County and is staffed on a 24/7 basis for receipt of warning information issued by the National Warning System (NAWAS), the Emergency Alert System (EAS), the Law Enforcement Data System (LEDS) or by other means and will assure dissemination to appropriate officials and the public, as required. Any agency receiving initial warning information from other sources or initiating warning shall immediately provide such information to LCSO Dispatch.
- ❑ The primary means for dissemination of immediate emergency information from the Lane County Sheriff's Office to the public will be through the electronic media which may be activated as a part of the Emergency Alert System (EAS).
- ❑ Additionally, LCSO can access a telephone based County-wide warning system through the Community Emergency Alert System (CENS), which is operated by Central Lane Communications.
- ❑ Lane County's Public Information Officer, in conjunction with the Sheriff's Office or County Emergency Management, will coordinate public warning activities within the County during emergencies via the Emergency Operations Center (EOC), if activated. Additional County employees may be assigned to serve as part of the EOC staff as needed.

### *Unincorporated Areas*

- ❑ The Lane County Sheriff's Office is responsible for warning residents in rural, unincorporated areas.

### ***Incorporated Cities***

- ❑ All incorporated City officials may, as the need arises, choose to warn city residents of life threatening emergency conditions which may impact them by way of EAS, CENS or other means. In such instances, City officials must request activation through the Sheriff's Office or Central Lane Communications. If City officials are incapacitated or otherwise unable to issue a warning, the Sheriff may do so on behalf of the City.

### ***Support Agencies***

- ❑ Support agencies may provide assistance in the dissemination of warning information, especially to special populations (i.e. senior, handicapped, non-English speaking, etc.) These include but are not limited to Public Health, Amateur Radio Emergency Services (ARES), Spanish radio stations etc. Emergency Management will coordinate these efforts through the County EOC.

### ***State Government***

- ❑ State officials may issue warning information as a result of severe weather warnings or watches, or any major incident which may impact a large area.
- ❑ Such information may be transmitted over NAWAS or the Law Enforcement Data System (LEDS) to local governments and may be broadcast over EAS to the public if immediate life saving instructions need to be given to the public.
- ❑ The Oregon Emergency Response System (OERS) will be notified of major incidents requiring public warning by Oregon Emergency Management (OEM).
- ❑ Oregon Emergency Management will assure that all other appropriate state and federal agencies are notified.

### ***Federal Government***

- ❑ Warning information may be initiated by Federal officials and disseminated over EAS and NOAA Weather Radio to the public. This information may include attack or accidental launch warnings, severe weather warnings, or other incidents which immediately threaten the population. For example, the National Oceanic and Atmospheric Administration (NOAA) Broadcasts National Weather Service warnings, watches, forecasts and other hazard information 24-hours a day via NOAA

Weather Radio. It can also broadcast post-event information for all types of hazards – both natural and man-made. During emergencies, NOAA will launch a regional EAS alert that will go out over all broadcast media outlets and NOAA Weather Radio to warn the public of the particular hazard.

- ❑ Because alert and warning is required to give the public immediate information about life threatening emergencies, Federal agencies that normally operate within the County (i.e. U.S. Forest Service, Corps of Engineers) may provide assistance in alert and warning.

## **General Procedures and Responsibilities**

### *Priorities*

- ❑ Warning the public will be given the highest priority of all communications.

### *Notification of Public Officials*

- ❑ Whenever a large-scale emergency threatens or is occurring, notification of County Emergency Management is the responsibility of the Lane County Sheriff's Office Dispatch Center. Conversely, if County Emergency Management is the first to become aware of an emergency, they will notify LCSO Dispatch.
- ❑ Notification of public officials shall be initiated at the direction of the Incident Commander or County Emergency Management. As the emergency dictates, County Emergency Management will assure that appropriate County officials are notified. A Notification Checklist has been developed by Emergency Management and is separate from this document. At a minimum, the following officials shall be notified:
  - a. County Sheriff
  - b. Lane Fire Defense Board Chair
  - c. County Administrator
- ❑ Any County Department Head having an operational role under existing emergency conditions shall be briefed.
- ❑ If the emergency involves multiple jurisdictions, County Emergency Management will assure that notification of appropriate City or district officials is made.

***Notification/Recall of Essential County Workers***

- Department Heads shall pre-identify a Department Emergency Point of Contact (POC) that will receive emergency information from Emergency Management and in turn, notify all department personnel that an emergency exists. The Department Emergency POC in concurrence with the Department Head will develop and disseminate procedures for notification and recall of such workers.
- A system for which internal emergency information can be provided by telephone and the internet, if these systems are operational, has been established. They include:
  - a. *Telephone/Group Voice Mail* is available on the business phones of most County employees utilizing the County's telephone system (additional information is contained in the Emergency Notification Notebook maintained by County EM and the County PIO). For the most part, the use of land-line and cellular phone systems, if operational and feasible, will be utilized to communicate with emergency response officials and County staff. Key County officials have also been assigned a Government Emergency Telecommunications Service (GETS) card that allows for priority access through land-line telephones via a special access number.
  - b. *E-mail*: A large number of County employees have access to the County's internal Email system. Information can be sent County-wide to advise all e-mail users of emergency conditions.
  - c. In addition to email, the Internet has proven to be relatively robust and reliable. Lane County has a normal website that is accessible to employees and the public on a 24/7 basis. Information regarding the incident can be placed on that website as deemed appropriate. A "Shadow" website will be established by the PIO in conjunction with Emergency Management specifically for the incident to provide more detailed information to County employees and the public if necessary.
  - d. *An Employee Emergency Information Hot-line* has been established for county employees to call from either work or home to get updated information during emergencies. That number is 682-4660. Messages on this voice mail system will be initiated during the first indication of an emergency and will be updated as the situation changes. Specific instructions on how to record a message is contained in the Emergency Notification Notebook maintained by County Emergency Management. Some County departments have initiated reporting/information systems within their departments so that employees can report their status and get information and instructions.



- e. *FAX Machines:* Most County Departments have at least one FAX machine in each facility. County Emergency Management has established a system by which emergency information can be faxed to all departments so that it can be distributed or posted for employees.
  - f. *Fire Alarm/Overhead paging system* may also be utilized to warn all County employees that a fire or other emergency exists inside the facility.
- ❑ Each County Department Head shall also develop procedures for the diversion or release of workers not essential to departmental emergency operations to assure the most effective use of County personnel. Department Heads shall notify such personnel of their emergency assignment or release. Workers will be advised of their emergency roles and the methods to be employed for their notification (i.e. telephone, media, automatic reporting).
  - ❑ Select Department Heads or other key County staff members may be notified of an emergency at any time that they or their resources may be impacted or are required.

## **Task Assignments**

### ***Lane County Sheriff's Office Dispatch Center***

- ❑ Serve as the central warning point for Lane County for the receipt and dissemination of warning information.
- ❑ Serve as the authentication and launching point for local EAS activation.
- ❑ Notify appropriate officials of emergency situations as outlined in existing emergency notification procedures.

### ***Central Lane Communications Center***

- ❑ Operate and maintain the Community Emergency Notification System (CENS). When requested by an appropriate authority, CENS will place phone calls to residences and businesses in a targeted area to alert them of actual or potential danger.

### ***Lane County Emergency Management***

- ❑ Assist in the notification of public officials and dissemination of emergency information and warning to the public.

- ❑ Respond immediately to the EOC if activation has been requested or is anticipated.
- ❑ Ensure that copies of warning and emergency information released, and all other information disseminated will be documented and all records and reports will become part of the Incident Record.

***Lane County Sheriff***

- ❑ Has the overall responsibility and authority for warning the public in Lane County.
- ❑ Assist in notification of public officials and dissemination of warning to the public.
- ❑ Assign and/or provide support for the Public Information Officer and the EOC.
- ❑ Provide Law Enforcement assistance during evacuation proceedings if necessary.
- ❑ Serve as the liaison between the EOC and the Board of Commissioners.

***Lane County Board of Commissioners/County Administration***

- ❑ Function as the elected Policy Group for Lane County.
- ❑ Assign staff to assist in Information function.

## **ESF 3 Public Works and Engineering**

### **Lead Department: Public Works**

#### ***Purpose***

The Public Works function provides resources and expertise for emergency response during disasters and other emergency events. The Public Works Department will serve as lead agency for operation, protection and restoration of the County road system. It will serve in a support role, and provide assistance to other agencies and Departments, for response to non-road emergency activities.

Major responsibilities of the Public Works Department during disaster events include: operation of the road system, traffic control systems, debris removal, maintenance of fleet vehicles and emergency generators, mobile radio system maintenance, structural evaluation of infrastructure, solid waste management and damage assessment including evaluation of hazardous buildings. The Public Works Department may provide support for heavy rescue operations and may play a key role in establishing multipurpose staging areas.

#### ***Situation and Assumptions***

##### ***Situation***

Lane County is subject to a number of disaster circumstances that could occur locally and create a need for emergency Public Works services.

##### ***Assumptions***

- ❑ Public Works will have the lead role during an earthquake, severe weather (wind, ice/snow, flood/dam failure), and volcanic activity. The Sheriff's Office and Fire Departments will have the lead role during air transportation accidents, civil disturbances, terrorism incidents, fire/conflagration, or hazardous materials incidents (fixed facility, transportation- includes rail, highway, and pipeline), with Public Works assisting as requested.
- ❑ All Public Works equipment, personnel and resources will be available to assist with any declared disaster event.
- ❑ A major disaster event will affect the lives of many Lane County, Public Works and other local response staff, preventing or limiting them from performing emergency response activities.

- ❑ Damage to bridges, overpasses and other infrastructure may limit or prevent emergency response vehicle access to critical areas.
- ❑ During most natural disaster events, electricity, communication systems and other utility services may be unavailable for extended periods of time.
- ❑ Public Works will contract for services when a disaster exceeds the resources of the Department.
- ❑ Disaster events may create extensive amounts of debris that will have to be removed while normal debris management and household garbage collection services are maintained.

### ***Direction and Control***

Public Works emergency response activities will be coordinated from the Lane County Public Works Complex at 3040 N. Delta Highway during major emergency or disaster events. All response activities will be managed under the Incident Command System (ICS).

During major events a Public Works Branch Director will be assigned to the Lane County Emergency Operations Center (EOC) at the County Public Service Building, 125 E. 8<sup>th</sup> Ave Eugene, Oregon. Public Works response activities will be coordinated from the Public Works complex. During earthquake events, weather related events and volcanic activity the Public Works Department would be the lead agency and responsible for the Incident Command function.

To maintain Public Works operations and ensure orderly continuation of leadership in an emergency situation the following succession of authority is established:

- 1) Public Works Director
- 2) Assistant Public Works Director
- 3) County Engineer
- 4) Road Maintenance Manager
- 5) Land Management Manager
- 6) Transportation Planning & Traffic Manager
- 7) Waste Management Manager
- 8) Parks Manager

During a major emergency, division managers and their assigned staff will report to their normal work stations unless assigned otherwise by the Public Works Director or his/her designee. During an extended event requiring 24/7

operations, the Public Works Department will likely operate on a 12-hour on/12-hour off basis. All vacations and other leaves will be cancelled.

The Public Works Department will track and document all emergency response activities. Documentation and tracking will be done in a manner consistent with guidelines outlined in the Federal Emergency Management Agency (FEMA), Public Assistance Policy Digest and Applicant Handbook. Use of these guidelines is intended to ensure maximum federal reimbursement for any federally declared disaster.

The allocation of Public Works resources for competing demands will be determined by life, safety and human welfare issues. High priority for Public Works resources are:

- 1) Operation of the arterial and collector road system for purpose of emergency response for ambulance, law enforcement, fire and search and rescue vehicles.
- 2) Debris removal operations that aid in emergency response.
- 3) Maintenance of fleet vehicles critical to emergency response.
- 4) Maintenance of the mobile radio communication system.
- 5) Assistance to search and rescue operations.
- 6) Operation of building facilities critical to emergency response such as the Emergency Operations Center, field command posts, fleet operations, etc.
- 7) Damage assessment and structural analysis of critical infrastructure and buildings.

### ***Public Works Division Responsibilities***

The Division Manager of each of the divisions within Public Works is responsible for the following emergency response activities:

#### **Engineering & Construction Services Division—County Engineer**

The County Engineer shall be responsible for management of emergency services requested by the Department command structure. In the absence of the County Engineer a designated Acting County Engineer shall be responsible. Services may include:

- a. Protection of roads and bridges and restoration to a safe and usable condition.
- b. Structural evaluation of bridges and overpasses for safety. Closure of any unsafe facilities.
- c. Coordination with private service providers.
- d. Liaison with public utilities.
- e. Land surveying, mapping and site location assistance.
- f. Update of Lane County website for road closures.

#### **Road Maintenance Division — Road Maintenance Manager**

The Road Maintenance Manager shall be responsible for coordination of emergency services requested by the Department command structure. In the absence of the Road Maintenance Manager, a designated Acting Road Maintenance Manager shall be responsible. Services may include:

- a. Protection of roads and bridges and restoration to a safe and usable condition.
- b. Structural evaluation of bridges and overpasses for safety. Closure of any unsafe facilities.
- c. Assistance with removal of unsafe or collapsed buildings.
- d. Traffic control.
- e. Removal of roadway obstructions and reopening roads for emergency vehicles.

- f. Provision of equipment and operators for rescue operations.
- g. Coordination with private service providers.
- h. Liaison with public utilities.
- i. Respond to reports of hazardous materials spills with staff trained as first responders.
- j. Update of Lane County website for road closures.

### **Transportation Planning & Traffic Division— Transportation Planning Engineer**

The Transportation Planning Engineer shall be responsible for coordination of emergency services requested by the Department command structure. In the absence of the Transportation Planning Engineer, a designated Acting Transportation Planning & Traffic Division Manager shall be responsible. Services may include:

- a. Traffic control.
- b. Coordination with private service providers.
- c. Liaison with public utilities.
- d. Land surveying, mapping and site location assistance.
- e. Update of Lane County website for road closures.
- f. Provision of GIS maps to support incident response

### **Fleet Services Division — Fleet Manager**

- a. Provision of light passenger vehicles, heavy equipment and fuel.
- b. Maintenance of all equipment.
- c. Coordination with contracted equipment suppliers

**Administrative Services Division – Administrative Services Manager**

- a. In cooperation with the Road Maintenance Manager, coordinate radio communication support and dispatch for Public Works emergency operations.
- b. Provide assistance to Engineering & Construction Services to update Lane County website with road closures information.
- c. Financial data management to ensure maximum federal reimbursement.

**Waste Management Division—Waste Management Manager**

- a. Refuse disposal.
- b. Assistance in rescue operations.
- c. Assistance with protection and restoration of roads and bridges.
- d. Assistance with hazardous materials first responder services.
- e. Assistance with determining disposal method for various types of hazardous materials.
- f. Coordination with contracted hazardous materials disposal services.

**Parks Division—Parks Manager**

- a. Assistance in responding to emergency operations.
- b. Provision of park facilities to support emergency response.

**Land Management Division—Land Management Manager**

- a. Inspection of hazardous buildings. (ATC-20 post-earthquake certification)
- b. Land surveying, mapping and site location assistance.



## **Public Works Emergency Preparedness**

- ❑ Develop mutual aid agreements and secure agreements with contractors where needed.
- ❑ Provide emergency operations training and exercises for staff and ensure management and supervising staff receives basic Incident Command System training.
- ❑ Utilize small emergency events, e.g., minor flooding, wind or snow storms to prepare for larger disaster events; conduct after-event briefings; modify systems and processes based on debriefing information.
- ❑ Train personnel in use of equipment and emergency procedures.
- ❑ Ensure reference documents and forms, Tactron, ICS manuals and maps are kept at Public Works for use during emergencies.
- ❑ Ensure equipment is maintained in good repair; secure equipment in safe locations when event is predicted.
- ❑ Ensure cones, barricades, stop signs, and other regulatory signs, emergency equipment, and supplies are available. Ensure materials and supplies such as sand bags are adequately stockpiled.
- ❑ Maintain emergency generators, conduct scheduled tests and make sure emergency portable generators are staged at the Delta complex, Veneta Shops and other Public Works facilities as appropriate.
- ❑ Develop and maintain standard operating procedures for Public Works emergency operations.
- ❑ Ensure the Public Works annex and the Debris Management annex of the Lane County Emergency Plan are updated as necessary.
- ❑ Prepare and maintain GIS data layers to assist in emergency response and documentation.

## **ESF 3.1 Debris Management**

### **Lead Department: Public Works**

#### ***Purpose***

This annex describes procedures to be followed in the assessment and reporting of physical damages resulting from natural disasters, sabotage, terrorism or other major incidents. A coordinated effort will be necessary for the removal, collection, and disposal of debris generated from a large event. The goal will be to use existing solid waste, best practice strategies and methods to reduce, reuse, recycle, recover, and landfill as a final option. Initial debris assessment will determine if a disaster is of significance to request assistance from outside resources. Debris management staff will help establish priorities for the allocation of resources, collaborate with damage assessment team needs, physically remove debris, open transportation routes, and ensure compliance with Department of Environmental Quality (DEQ)/ Lane Regional Air Pollution Authority (LRAPA), Division of State Lands (DSL) and the Army Corps of Engineers (ACOE) regulations and requirements. If needed, debris management staff will also locate temporary storage sites for the collection and recovery of debris.

#### ***Situation and Assumptions***

##### ***Situation***

Disaster events such as windstorms, floods, earthquakes, and other natural and technological emergencies have the potential for causing extensive damage to public and private property. In order to facilitate a return to normalcy, the appearance of the environment is of utmost importance. A planned debris removal and recovery procedure is essential for quickly opening major transportation arteries, providing access to critical facilities, and for removing debris related threats to public health and safety.

Debris Management needs will depend on the size and character of the event. Localized events may present challenges associated with the collection of hazardous materials and construction and demolition type debris. Natural events, such as floods, snow and windstorms may present more organic material accumulations. The nature of the event will require Debris Management procedures to be flexible and dynamic. Substantial amounts of contaminated debris will result in the need for innovative solutions and decision-making.

Lane County operates the Central Receiving Station (transfer station) in Glenwood, the Short Mountain Landfill site south of Goshen and seventeen rural

collection sites. Lane County is responsible for disposal of solid waste generated within the county. Lane County's responsibilities include:

- ❑ Disposal of solid wastes at the Short Mountain Landfill.
- ❑ Operation of County transfer stations.
- ❑ Hauling of solid waste from transfer stations to the Short Mountain disposal site.
- ❑ Collection and processing of household hazardous wastes.
- ❑ Collection and processing of electronic wastes.
- ❑ Managing a public information program that provides options for disposal of a broad range of solid wastes (including reuse, recovery, recycling, composting and landfill disposal).

***Assumptions:***

- ❑ Information by initial damage assessment teams will be helpful in determining the amounts and types of debris as well as priorities for emergency debris removal.
- ❑ A large scale disaster event will likely impact the lives of many local response staff to a degree that they may not be available for immediate emergency debris removal.
- ❑ Damage to County facilities and equipment may hamper initial emergency debris removal efforts.
- ❑ During most disasters, electricity will be lost for a period of time, communications systems will be lost or overloaded, and other utilities may be impacted.
- ❑ Roads, bridges, and overpasses may be damaged limiting access for debris removal.
- ❑ A local disaster will be declared. A State and Federal disaster may be declared.
- ❑ Emergency powers may be enacted during a declared disaster for price gouging, temporary suspension of codes, relaxing permit and zoning processes and streamlining purchasing procedures.

- ❑ Contracts with private sector partners will be necessary to augment public efforts.
- ❑ Debris may be contaminated with chemical and/or biological agents unless determined otherwise.
- ❑ In the event that debris sites are crime scenes, evidence procurement will take precedence over debris removal.
- ❑ Human and/or animal remains may be located within debris.
- ❑ The solid waste hierarchy for removing debris will be to reuse, recycle, compost, recover, and finally landfill.

### ***Direction and Control***

Public Works emergency response activities will be coordinated from the Lane County Public Works shops on Delta Highway during major emergency or disaster events. All response activities will be managed under the Incident Command System (ICS). The Public Works Director or designee will appoint a Debris Management Director to coordinate all phases of Debris Management. The Debris Management Director will report to the Public Works Branch Director. The Debris Management Director would normally be the County Waste Management Manager.

During a major emergency or disaster event Waste Management staff will report to their normal work stations unless otherwise directed. During an extended event requiring 24/7 operations all vacations and other leaves would be suspended.

The Debris Management Director will be responsible for documenting all debris removal activities. Documentation will be done in a manner consistent with guidelines outlined in the Federal Emergency Management Agency (FEMA) Public Assistance Policy Digest and Applicant handbook. Use of these guidelines is intended to ensure maximum federal reimbursement for any federally declared disaster.

To maintain debris management operations and ensure orderly continuation of leadership in an emergency situation the following succession of authority is established:

1. Waste Management Division Manager
2. Waste Management Superintendent
3. Waste Management Engineer
4. Short Mountain Supervisor
5. The senior remaining Solid Waste Supervisor

## ***Procedures***

Debris Management consists of five phases:

Phase 1 - Damage assessment (under Damage Assessment Annex)

Phase 2 - Debris forecasting/estimating

Phase 3 - Public information activities

Phase 4 - Debris removal

Phase 5 - Temporary debris storage site operations

Debris forecasting is crucial to determining the size of the response needed. The following formula may be used to determine the amount of material that will be encountered from any collapsed building after the disaster event:

$$\frac{LxWxH}{27} \times 0.33 = \text{cubic yards of material.}$$

The formula for estimating the quantity of materials in debris piles is:

$$\frac{LxWxH}{27} = \text{cubic yards of material.}$$

Aerial and surface photos may be useful after a disaster event to assist in calculating the amount of debris generated. News reports should be constantly reviewed in order to identify affected areas. The amounts and locations of debris generated will determine the size of the response necessary. For any event that results in more than 100 cubic yards of material being generated, assume that outside assistance will be required and that a temporary debris storage site may be necessary.

Debris forecasting activities will require special considerations in the event of a disaster that claims human or animal life. All debris should be evaluated for possible hazardous waste. Other considerations include historically sensitive structures, environmentally sensitive locations, salvageable items, crime scene integrity, and victim memorials. Safety consideration for debris removal personnel should be paramount at all times.

Debris estimates should be grouped into the following categories whenever possible in order to ascertain the collection equipment most appropriate to be dispatched:

- ❑ Putrescible (odorous materials)
- ❑ Woody Recyclables
- ❑ Non-Woody Recyclables
- ❑ Miscellaneous Dry Waste
- ❑ Hazardous Waste
- ❑ Privately owned property (vehicles) on public roadways
- ❑ Electronics Equipment
- ❑ Dead Bodies

Existing Waste Management collection sites will be utilized as much as it is practical for debris collection, storage, recycling and reuse activities. If additional sites are needed, a site selection team of County staff will identify, evaluate and select appropriate sites. Local municipalities may be asked to assist with site selection. Technical assistance may also be available from the State or Corps of Engineers.

Sites may need to be established where debris from residential buildings is temporarily stored by address. The owners or tenants of that address would be permitted to search the debris pile to salvage possessions, valuables, and family heirlooms.

The site selection size and area should comply with all applicable County, State, and Federal rules and regulations, including Fish and Wildlife, Forestry, Fire Conservation, Historical Preservation, DEQ permitting, and the Endangered Species Act. Temporary storage/reduction site size should be appropriate size acreage.

The State DEQ, Land Quality Division, Regional Environmental Solutions Section, permits disposal facilities within the state. In the event of a large disaster, this agency will be the contact for permits and establish temporary storage sites for debris.

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

Prior to use of a site, the following activities will be completed at a minimum:

- ❑ Site survey
- ❑ Documentation
- ❑ Photos/video of area
- ❑ Condition of roads
- ❑ Soil samples
- ❑ Water samples
- ❑ Land stability samples

The following is a list of existing Waste Management sites:

**CENTRAL RECEIVING STATION** (Site #01)

.10 of a mile west of intersection at 17th and Glenwood Blvd.  
17-03-33-44/300     **3100 E. 17th Avenue, Eugene, 97403**

**COTTAGE GROVE** (Site #03)

Located on Sears Road .5 miles north of intersection of Sears Road and Row River Road. Site is on the west side of the road.  
20-03-26/300     **78760 Sears Road, Cottage Grove, 97424**

**CRESWELL** (Site #04)

Located .9 of a mile east of I-5 on Cloverdale Road. Site is on north side of the road.  
19-03-13/2600     **34293 Cloverdale Road, Creswell, 97426**

**FLORENCE** (Site #06)

Located on Rhododendron Drive 1.9 miles north of intersection of Ninth Avenue and Rhododendron Drive. Site is on the east side of the road.  
18-12-22/1000     **2820 N. Rhododendron Drive, Florence, 97439**

**LONDON** (Site #09)

Located on London Road at milepost 9. Site is on the east side of the road.  
22-03-20/Right-of-Way **73111 London Road, Cottage Grove, 97424**

**LOW PASS** (Site #12)

Located .3 of a mile west of milepost 35 on Highway 36. Site is on the north side of the road, .4 of a mile past the gate on the BLM road.  
16-06-07/100     **22377 Highway 36, Cheshire, 97419**

**MAPLETON** (Site #14)

Located on Hood Creek Road, which is between milepost 18 and 19 on Highway 126. Site is .3 of a mile beyond intersection.  
18-09-09/601     **13570 Highway 126, Mapleton, 97453**

**MARCOLA** (Site #16)

Located 200 yards up Shotgun Creek Road from the intersection with Marcola Road. Intersection is 3.1 miles north of Marcola. Site is on the north side of the road.  
16-01-05/800     **38935 Shotgun Creek Road, Marcola, 97454**

**MCKENZIE BRIDGE** (Site #08)

Located off of Forest Service Road 705, which begins 2/10 of a mile east of milepost 49 on Highway 126. The site is .4 of a mile from Highway 126.  
16-55-15/300     **55805 McKenzie Highway, Blue River, 97413**

**OAKRIDGE** (Site #05)

Located on Hills Creek Reservoir Road east of Oakridge, off Highway 58. Travel .7 of a mile south of Highway 58, keep to the left at the "Y." Site gate is 100 yards past the "Y" on the east side of the road.

21-35-22/400     **48977 Kitson Springs Road, Oakridge, 97463**

**RATTLESNAKE** (Site #17)

Located on Rattlesnake Road, 2.3 miles south of Highway 58. Site is on the west side of the road.

19-01-19/400     **82572 Rattlesnake Road, Dexter, 97431**

**SHARPS CREEK** (Site #10)

Located on Sharps Creek Road, .7 of a mile west of Row River Road. Site is on the south side of the road.

22-01-05/1000     **74540 Sharps Creek Road, Culp Creek, 97427**

**SHORT MOUNTAIN** (Site #02)

Located on the east side of I-5 at Peebles Road overpass. If coming from Goshen, use Highway 99. If coming from Creswell, use I-5.

18-03-36/100     **84777 Dillard Access Road, Eugene, 97405**

**SWISSHOME** (Site #15)

Located east of Swisshome at milepost 9 on Highway 36. Site is on the north side of road.

17-09-21/600     **13711 Highway 36, Swisshome, 97480**

**VENETA** (Site #18)

Located on Bolton Hill Road, 1.5 miles west of Territorial Highway. Site is on the south side of the road.

18-06-01/2502     **24444 Bolton Hill Road, Veneta, 97487**

**VIDA** (Site #11)

Located north of Highway 126 at milepost 22. Site is on the north side of the highway approximately .25 of a mile up a gravel BLM road.

17-15-01-00300     **44041 Canal Lane, Leaburg, 97489**

**WALTON** (Site #13)

Located at milepost 32 on Highway 126. Site is on the north side of the road.

18-08-01/500     **18585 Transformer Road, Walton, 97490**



## ***Preparedness***

- ❑ Develop and maintain standard operating procedures for emergency debris removal.
- ❑ Maintain list of potential sites for temporary storage and recycling.
- ❑ Maintain list of licensed hauling and removal contractors.
- ❑ Maintain list of recycling processes.
- ❑ Maintain sample contracts for debris removal activities.
- ❑ Periodically review other jurisdictions debris removal plans.
- ❑ Maintain professional journal articles concerning debris removal.
- ❑ Periodically meet with State officials regarding debris removal planning.
- ❑ Maintain public information samples regarding debris removal.

## **ESF 4 Firefighting and Emergency Medical Services**

### **Lead Department: Lane Fire Defense Board**

#### ***Purpose***

The purpose of this annex is to provide Lane County fire agencies and departments with plans, procedures, policy and guidelines for meeting the demands of a disaster situation. The annex will help maximize the fire fighting, medical response and medical transport resources available through the individual fire districts and departments, the fire defense boards, the State of Oregon Conflagration Act, and the Oregon Fire Service Mobilization Plan as adopted by the Oregon State Fire Marshal.

#### ***Situation and Assumptions***

##### ***Situation***

Lane County is subject to numerous potential disaster events that could exceed the resources of local fire agencies. The disaster events include conflagrations, forest fires, terrorist incidents, earthquake/tsunami, floods, extreme weather events, and hazardous materials incidents.

The Western Lane/Western Douglas Fire Defense Board and the Lane Fire Defense Board have developed agreements and plans for mutual aid support for events that deplete the resources of an individual agency.

The City of Eugene and City of Springfield Fire Departments provide emergency fire services to the most densely populated and developed areas of Lane County. The Eugene and Springfield Fire Departments along with much of the remainder of Lane County's fire protection is within the jurisdictions of the agencies that make up the Lane Fire Defense Board and Western Lane/Douglas County's Fire Defense Board.

The Oregon Department of Forestry is responsible for fire protection on private and public forestland. The acreage protected includes the 'wildland-urban interface', which are forest lands with residences and other structures within the reach of wildfire in that area.

The Bureau of Land Management and U.S. Forest Service are responsible for national forest lands.

Some areas within Lane County are without fire protection but adjoining fire protection agencies may elect to provide fire suppression service and then

recover their costs from the responsible party as per (ORS 476.280, 476.290, 478.310).

### ***Assumptions***

- Each fire agency within Lane County will be able to handle most emergency situations within its jurisdiction through emergency call back and with the use of mutual and automatic aid agreements. Assistance from state and federal agencies will be requested when additional support is necessary.
- A countywide disaster may affect the lives and families of many fire response personnel preventing or limiting their ability to respond.
- A county-wide disaster will likely cause damage to road systems, utilities, communication systems, and infrastructure. This damage will make response activities difficult.

### ***Direction and Control***

All response to major emergencies and disaster events within Lane County will be managed using the Incident Command System (ICS). Unified Command is the preferred method in Lane County when applicable.

Lane County fire fighting and rescue operations will remain under the supervision of their own officers working in conjunction with Lane County Mutual-Aid Agreements.

Fire fighting agencies within Lane County are organized into two separate fire defense boards for the purpose of mutual aid.

1. Lane Fire Defense Board
2. Western Lane/Western Douglas Fire Defense Board

To maintain fire operations within the Lane Fire Defense Board jurisdiction and ensure the orderly continuation of leadership in an emergency situation the following order of succession is established:

1. Chief/President of the Lane Fire Defense Board
2. Co-Chief/Vice President of the Lane Fire Defense Board
3. Secretary/Treasurer of the Lane Fire Defense Board
4. Eugene Fire Deputy Chief, Field Operations Division
5. Eugene Fire District Chief

To maintain fire operations within the Western Lane/Western Douglas Fire Defense Board jurisdiction and ensure the orderly continuation of leadership in an emergency situation the following order of succession is established:

1. Siuslaw Valley Fire and Rescue Chief
2. Reedsport Fire Chief
3. Eugene Fire Deputy Chief, Field Operations Division

In a major emergency or disaster event the Fire Chief or designee with jurisdiction would act as the Incident Commander (IC) at the Field Command Post. The Fire Defense Board will, when possible, provide a liaison at the Lane County EOC if activated for the incident.

### ***Procedures***

Strategic objectives for all fire incidents are as follows:

1. Protect emergency responders.
2. Protect lives.
3. Stabilization of incident.
4. Minimize property loss.
5. Protect the environment.
6. Restoration of critical operations and services.

Responding fire agencies will operate in conformance with the National Incident Management System (NIMS) Incident Command System (ICS) as adopted by the Oregon State Fire Marshall and the Oregon Fire Chiefs Association for the operation of the Oregon Fire Service Plan.

Incident management shall include record keeping functions to document all activities performed, as appropriate.

The standard operating procedures of the agency with jurisdiction will be used as a guide in emergency response situations. The Incident Commander may determine it necessary to use the standard operating procedures of another agency in some situations.

Coordinated actions will be taken to provide necessary personnel and equipment to local areas and mutual aid departments and if necessary under the Oregon State Emergency Conflagration Act (ORS 476.510 to 476.610 and 476.990[4]), to contain the fire as well as to provide back-up protection for other responsible areas.

The Lane Fire Defense Board has adopted standardized systems for: Personnel Accountability; formation of Rapid Intervention Teams (RIT) for operations

conducted in Immediately Dangerous to Life and Health (IDLH) environments; and Firefighter Emergency Evacuation Procedures.

Reports of lost apparatus shall be forwarded immediately to the Incident Commander (IC) in the field command post and forwarded to the appropriate EOC if activated.

The fire agency with jurisdiction will work in conjunction with the Lane County Sheriff's Office to perform evacuations, when necessary, due to fire, floods, tsunami, or other incidents.

During windstorms, major activity will consist of rescue operations and emergency medical service (EMS) and prohibit entry/access until assistance from electrical utilities has arrived to deal with downed wires.

### ***Emergency Operations Centers***

Most fire agency incidents will be coordinated from the on scene command post. In major incidents it may be beneficial to coordinate overall activities from an established EOC.

For Western Lane County the EOC would normally be at the Siuslaw Valley Fire and Rescue headquarters, 2625 Hwy 101, Florence, Oregon. The back-up for Western Lane County would be at the Florence Police Headquarters.

For Lane County east of the Highway 126 tunnel the EOC would normally be at the Central Lane 911 Communications Center Base I, 1735 W. 2<sup>nd</sup> Avenue, Eugene, Oregon. The Lane County Sheriff's Office may also activate the Lane County EOC at 125 E. 8<sup>th</sup> Avenue. The City of Eugene EOC at the Sheldon Station, Fire Station #6, 2435 Willakenzie Road, Eugene, Oregon, will serve as the primary EOC for a Eugene emergency.

**ESF 6 Mass Care, Emergency Assistance,  
Housing and Human Services**  
**Lead Department: Health and Human Services**

***Purpose***

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

The American Red Cross (ARC) will assume lead in establishing shelters and providing mass care needs. The Lane County Health and Human Services Department will coordinate and assist the ARC for Lane County needs.

***Situation and Assumptions***

***Situation***

The American Red Cross is the lead agency in Lane County for shelter and mass care needs. The Lane Disaster Coalition of volunteer agencies will assist ARC efforts in their particular specialty area.

Shelter and mass care facilities are most often necessary because people must be evacuated or lose their homes due to a natural hazard, hazardous materials incident, or terrorist event.

Shelter and mass care scenarios may require sheltering and mass care for a few families or for a large segment of the population.

***Assumptions***

- Although local government has overall responsibility, the American Red Cross will manage and coordinate shelter and mass care operations within their capability.
- Until such time that the Red Cross arrives on-scene, local government will manage and coordinate all shelter and mass care activities.
- Other professional and volunteer organizations that normally respond to disaster situations will do so.

- A major disaster event will likely affect the lives of many Lane County and other local response agency employees limiting or preventing them from performing shelter and care activities.
- A major disaster will likely result in loss of utilities, communication systems, and transportation systems making evacuation to mass care facilities difficult and may limit which mass care facilities can be used.
- Assistance will be available from outside Lane County through mutual aid agreements and County, State, and Federal emergency agencies.
- Experience has shown that a high percentage (50 percent or more) of evacuees will seek lodging with friends or relatives rather than go to established facilities during minor events or localized conditions.
- In addition to the provision of shelter and mass care, unique demands will be placed upon the delivery of human services to include the care of special needs groups and crisis counseling. These services are also addressed in the Health Services Annex.

### ***Direction and Control***

All shelter and mass care operations will be managed under the Incident Command System (ICS). The Health and Human Services Director or designee will be responsible for coordinating shelter and mass care operations with the American Red Cross (ARC). The ARC will be lead and coordinate the response efforts of agencies in the Lane Disaster Coalition that support shelter and mass care needs.

To ensure shelter and mass care functions and orderly continuation of leadership in an emergency situation, the following succession of authority is established:

1. Director of Department of Health and Human Services
2. Assistant Director of Department of Health and Human Services
3. Public Health Manager
4. Mental Health Manager
5. Environmental Health Supervisor
6. Public Health Officer

## ***Procedures***

- ❑ The Health and Human Services Director will be notified by Emergency Management of any potential evacuations that may require the need for shelter and mass care facilities.
- ❑ Mass care includes the registration of evacuees, the opening and management of temporary lodging facilities, and the feeding of evacuees and workers through both mobile and fixed feeding sites.
- ❑ The American Red Cross will coordinate the registration of evacuees
- ❑ The Red Cross Disaster Health Services Nurse will screen shelter registrants for contagious diseases. Lane County Public Health will be informed of communicable diseases that need to be reported, such as tuberculosis. Special housing will be arranged for evacuees with communicable or contagious diseases.
- ❑ The designation of specific lodging and feeding facilities will depend on the actual situation and the location of the hazard area. Selected facilities will be located far enough from the hazard area so that there is no possibility of the threat extending to the mass care facility. The American Red Cross has obtained agreements for use of some facilities. The Health and Human Services Director will obtain permission from owners to use other facilities as required.
- ❑ When Red Cross facilities are opened, it will be the responsibility of the Red Cross to maintain all functions and staffing according to Red Cross policy.
- ❑ As needed, meals and snacks will be provided to evacuees and workers through both mobile and fixed feeding sites. The ARC will be responsible for meal planning, coordination of mobile feeding, identifying feeding sites and resources for the procurement of food and related supplies.
- ❑ The ARC will maintain listings of qualified and trained shelter and lodging facility managers.
- ❑ Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the extent possible, local government will assist and coordinate post-disaster housing needs of the homeless.



- Lane Disaster Coalition will provide crisis counseling for disaster victims/workers as necessary

### ***Mitigation and Preparedness***

Work with the Red Cross and Lane Disaster Coalition to establish agreements for shelter and mass care provisions in Lane County.

Identify population groups requiring special assistance during an emergency (i.e. senior citizens, handicapped) to ensure assistance is provided.

### ***Recovery***

- Deactivate shelters and mass care facilities as necessary.
- Assess continued human needs of victims.
- Inform public of extended care availability.
- Coordinate with State and Federal officials on locations of Disaster Application Centers (DAC).

## **ESF 7 Logistics Management and Resource Support**

### **Lead Department: Sheriff's Office**

#### ***Purpose***

The purpose of this annex is to provide for the proper management of resources in order to effectively respond to an emergency or disaster.

#### ***Situation and Assumptions***

##### ***Situation***

- A. Lane County may experience a major emergency or disaster such as a major flood, severe snow or ice storm, hazardous materials spills, large fire conflagration, earthquake or tsunami that could result in the depletion of resources, including but not limited to, power, fuel, potable water, backhoes, dump trucks, generators, transportation routes and shelters.
- B. Mutual Aid Agreements exist between Law Enforcement, Fire and Public Works agencies that include state agencies. The agreements will be invoked during an emergency.
- C. Resource utilization is tracked by the agencies that own and operate the resources. For Law Enforcement and Fire agencies a regional Computer Aided Dispatch System is used for tracking resources among all police and fire agencies operating in Lane County and beyond. Public Works agencies track their resources independently.
- D. A Resource Type Inventory is stored in the Emergency Operations Center that depicts key resources that are available throughout the County.
- E. A Resource Manual is stored in the Emergency Operations Center that has a listing of resources that are in addition to Law Enforcement, Fire and Public Works owned and operated resources.

##### ***Assumptions***

- ❑ Organized resource management activities will enhance response and recovery operations.
- ❑ Resources will become available in a reasonable amount of time.

- Response agencies will sustain themselves during the first 24 hours of an emergency. Households and businesses located in the affected area will sustain themselves during the first 72 hours of an emergency.
- Evacuees located in a mass care facility will receive necessary life sustaining service from the facility.
- There is potential for donations, given any emergency that could result in sustained media attention.
- Performance of the resource management function beyond first-responder agencies will depend on the availability of a large pool of volunteers. Offers of help will be received.
- Parties to mutual aid agreements understand that other parties to the agreement may themselves be affected by the incident and unable to provide resources.
- Resource requests that the County is unable to meet will be forwarded to the state for assistance.
- Resource management planning will be necessary for generating detailed information on needs and logistics that the higher level of government may not have.

## ***Concept of Operations***

### A. General Policies

1. Priorities Disaster victims will take precedence in the allocation of resources. Specific priorities will be set by the Resource Manager in consultation with the County Sheriff, County Administrator or designated official in the EOC.
2. Initial Sustainability Response agencies will sustain themselves for the first 24 hours.
3. Supplier of Last Resort Emergency services agencies should exhaust their own channels of support (e.g., mutual aid agreements with similar agencies in other jurisdictions) before turning to the resource management function.
4. Costs Costs should initially be considered the responsibility of the requesting agency. All Emergency Response Groups and agencies shall keep all receipts pertaining to the incident.

## B. Sequence of Activities

1. Notification The Resource Manager should be among those initially notified of an emergency. When warning is available, suppliers with whom agreements exist should be notified of the intent to activate the agreements.
2. Activation and Deployment The Sheriff or the Emergency Manager activate the resource management function. The Resource Manager has the discretion and authority to activate additional functions such as: Needs Coordinator, Supply Coordinator and Distribution Coordinator.

## C. Emergency Activity

1. Determining Needs: All agencies are tasked to report to the Resource Manager whether directly or through the EOC when they are unable to acquire, through their own channels, any emergency resource.

The following information is required:

- WHAT is needed and WHY as specifically as possible (since a different item might work as well or better and be readily available).
  - HOW MUCH is needed
  - WHO needs it
  - WHERE it is needed
  - WHEN it is needed
2. Prioritization: The Resource Manager will apprise the Needs Manager of priorities set by the Sheriff, County Administrator, Incident Commander or other designated official.
    - Top Priority – relates to the immediate safety of life
    - Priority – relates to the immediate safety of property
    - Low Priority – needs that can be addressed at a later time
  3. Follow-up: All resource requests shall be logged, prioritized and passed to the Supply Coordinator. The Supply Coordinator will, in turn, submit the request to the Distribution Coordinator. Upon distribution of the resource, the Distribution Coordinator shall report to the Supply Coordinator and the Resource Manager that the distribution has been accomplished.

## D. Obtaining Supplies

1. Notification of Suppliers When warning is available, the Supply Coordinator shall notify the suppliers with whom agreements exist. The

Supply Coordinator will also verify the availability of resources and reserve any critical resources.

2. Evaluation of Requests Against Known Supplies Upon receipt of a request, the Supply Coordinator should attempt to fill the need with jurisdictional resources or resources for which agreements are in place. If the needed resource is on hand, the Supply Coordinator contacts the supplier, confirms transportation responsibilities and provides necessary information (e.g., to pass checkpoints), notifies the Distribution Manager of the incoming resource (or of the need to pick it up) and its priority, and informs the Needs Coordinator that action has been taken on the request. If the needed resource is not listed among prearranged supplies, the next step is to see if a workable offer to donate it has been made (assuming a Donations function has been activated). If not, the options are to procure (or hire) or to solicit a donation of the needed resource.

3. Procurement and Hiring When requests are of top priority for the jurisdiction, an expedited procurement or hiring process may be used, in coordination with the Financial Officer and legal advisor, if necessary. The Supply Coordinator, Distribution Coordinator, and Needs Coordinator should be notified.

4. Soliciting Donations When top priority needs cannot be satisfied quickly through procurement and hiring, or when cost begins to outweigh time as a consideration, an appeal can be made through the PIO for donations of the goods or service in question.

#### E. Maintaining Financial and Legal Accountability

The Finance Officer shall keep the Resource Manager and Supply Coordinator aware of their authorized budget, log and process transactions, track accounts, and secure access to more funding as necessary and feasible (e.g., ensuring jurisdictional access to cash donations, where law permits). The legal advisor shall keep them aware of their legal obligations – and also of any special powers granted by law to expedite their tasks.

#### F. Distributing Goods and Services

1. Activating and Operating Key Facilities The Resource Manager shall determine what facilities (e.g., donations receiving areas, checkpoints, warehouses) will be required to handle the flow of resources into and through the jurisdiction. The Resource Manager shall then direct the Distribution Coordinator to set up and operate the facilities.

2. Traffic Control The Distribution Coordinator shall ensure that high priority resources are dispatched quickly to where they need to be. Unnecessary traffic should be held back and rerouted.
3. Hauling Procurement and donations efforts shall ensure that suppliers of a resource also supply transportation for it as the jurisdiction's transportation resources will likely be fully committed. However, the Distribution Coordinator may be tasked to pick up resources.
4. Reporting and Coordination From the EOC, the Distribution Coordinator would notify checkpoints and other facilities (as applicable) of incoming resources to expect, as well as their priority designation. Checkpoints and other facilities (as applicable) would provide regular reports on resources passing through (or inventory), allowing the Distribution Coordinator to track location of resources and timeliness of delivery.

G. Post-emergency Activity (Recovery) When needs have largely been met, the crisis subsides, and the jurisdiction's government can begin to function in its normal day-to-day mode, the resource management function will address four areas.

1. Disposal of Excess Stocks Loaned equipment will be returned to its owners. Surplus property can be dealt with through normal procedures – except perhaps where hazardous materials are concerned. Warehouse space may be needed for excess donations as local and area volunteer agencies attempt to absorb them; a Donations Coordinator would then have a role in finding takers for the excess.
2. Stand Down Facilities and staff should be deactivated as soon as is feasible, with all reports and documentation filed.
3. Financial Settlement The jurisdiction may need to reimburse or compensate the owners of private property. It may also have to submit required reports that address the jurisdiction's financial liability for any assistance received under the Stafford Act.
4. Thank You's Supplier and donors who came through for the jurisdiction should receive some acknowledgement from the County Administrator, County Sheriff or Public Information Officer. New suppliers will be polled about their interest in developing a memorandum of agreement in time for the next emergency.

#### H. Coordination with Voluntary Agencies

1. The Resource Manager will coordinate resource donations from voluntary agencies. Monetary donations will be referred to the County Finance Manager.

#### I. Local, State and Federal Coordination

1. The Resource Manager shall maintain communications with the Federal Emergency Management Agency through the Oregon Emergency Management (OEM) agency.
2. The Resource Manager shall request State resources through OEM.

### ***Direction and Control***

The Emergency Manager in the Sheriff's office will provide overall management and coordination of the resource management function. The following roles and responsibilities will be assigned by the Emergency Manager:

#### A. Resource Manager

1. Report to the EOC
2. Direct and supervise the activities of the Needs, Supply and Distribution coordinators as assigned by Resource Manager.
3. Coordinate with key organizations' representatives regarding needs and priorities.
4. Monitor and report on potential resource shortages
5. Identify facilities and sites that may be used to store needed resources and donations that are beyond first responder resources.
6. Determine need for and direct activation of facilities necessary for the coordinated reception, storage and physical distribution of resources.
7. Make arrangements for work space and other support needs for resource management staff.
8. Recruits and hires personnel to meet emergency staffing needs

#### B. Needs Coordinator

1. When notified of an emergency, report to the EOC or other location specified by the Resource Manager.
2. Monitor resource demands from the field and maintain list of all staging area resources, itemized by incident location.
3. Tabulate needs assessment and specific requests
4. Prioritize needs for Supply Coordinator, with concurrence of Resource Manager.

5. Provide regular reports to Resource Manager on the status of requests (e.g., pending, en route, met).
6. Receive specific requests and elicit essential information from requesting parties.

C. Supply Coordinator

1. When notified of an emergency, report to the EOC or other location specified by the Resource Manager.
2. Determine appropriate means for satisfying requests (with concurrence of Resource Manager).
3. Keep Needs Coordinator informed on action taken on requests
4. Keep Distribution Coordinator informed of expected movement of resources, along with the priority designation for the resources.
5. Make transportation requests through Distribution Coordinator

D. Donations Coordinator

1. Receives offers of donated goods and services
2. Receives offers for cash donations and forwards to the Finance Section Chief for appropriate record-keeping.
3. Matches offers to needs
4. Through the Public Information Officer, disseminates information to ensure that offers are relevant to needs.
5. Makes special requests to the public as directed by the Supply Coordinator
6. Ensures that Resource Manager is apprised of Needs/Unmet Needs List and the physical distribution efforts are arranged for through the Distribution Coordinator.

E. Procurement Coordinator

1. When notified of an emergency, report to the EOC or other location specified by the Resource Manager.
2. Undertakes ad hoc procurement as directed by Supply Coordinator.
3. Notifies private industry partners of intent to invoke memorandums of agreement.
4. Locates needed resources using database and/or resource listings for the jurisdiction and participating suppliers.
5. Seeks to procure resources unavailable through pre-arranged channels.
6. Contacts suppliers, settles terms for transportation and provides information necessary to pass checkpoints.
7. Informs Supply Coordinator when the jurisdiction must provide transportation in order to make use of the resource.



F. Legal Counsel

1. When notified of an emergency, report to the EOC or other location specified by the Resource Manager.
2. Advises Supply Coordinator and Procurement Coordinator on contracts and questions of administrative law.

G. Distribution Coordinator

1. When notified of an emergency, report to the EOC or other location specified by the Resource Manager.
2. Ensures delivery of resources by overseeing routing, transportation, collection, sorting/aggregating, storage and inventory.
3. Oversees transportation and physical distribution of resources
4. Controls movement of resources.
5. Performs materials-handling work.
6. Head Distribution Group.
7. Ensures facilities are activated as directed by Resource Manager
8. When multiple scene emergencies or disasters occur, establishes liaison with all Incident Command Staging Officers to monitor location, passage and inventory of resources.
9. Monitors location, passage and inventory of resources.

H. Emergency Manager

1. Assists the Resource Manager as needed during response operations.

I. Law Enforcement

1. Provides escort and security as appropriate for the delivery, storage and distribution of resources.

J. County Public Works

1. Provides knowledgeable staff to serve with Distribution Coordinator
2. Assists in procuring and providing transportation.

K. All Agencies

1. Provide staff knowledgeable in a particular resource category to work with Needs Coordinator and/or Procurement Coordinator.
2. Provide updated emergency resource listings on a regular basis or as requested by Resource Manager.
3. Make personnel/resources available as needed in an emergency.

## ***Procedures***

### A. Administration

1. All forms should be filled out in triplicate with the original routed to the EOC and kept on file by Lane County Emergency Management.
2. All funds appropriated shall be solely for the use for incident response and recovery. Any remaining funds are to be returned to the proper line-item in the county budget as determined by County Finance.
3. Emergency procurement of resources must be approved by either the County Administrator or designee, County Sheriff or designee, or the Incident Commander. All procurements must be listed on ICS Form 104 found in the EOC.
4. All normal procedures or matters of hiring and/or assigning work that is not in an employee's job description or at an employee's normal duty station may be waived during the response to and recovery from an incident contingent upon approval of the County Administrator or County Sheriff.

### B. Staffing

1. The staff needed to perform resource management will be assigned their role as the incident unfolds. The roles assigned will be Resource Manager, Supply Coordinator, Distribution Coordinator, and Needs Coordinator.
2. The number of Resource Management staff will be dependent on persons available to fill the roles.
3. The augmentation of a staffing shortfall in Resource Management may require the reassignment of County personnel, receiving aid from other jurisdictions or area volunteers.

### C. Facilities

1. Resource Management activities will be conducted at the EOC or other designated location.
2. The Eugene Municipal Airport will serve as the "point of arrival" which is the designated location within or near the disaster-affected area where staff, supplies and equipment arriving from outside the area will initially be directed.
3. The Eugene Municipal Airport will serve as the mobilization center for receiving and processing resources and personnel prior to their deployment.
4. If warehouses or other storage facilities are needed they will be requisitioned from local warehousing businesses.
5. A donations coordination center will be established at the Lane County Fairgrounds with the County's Finance Department serving as the lead financial agency.

6. The Salvation Army will supervise the distribution of donated goods. Area churches and volunteer agencies' facilities will be used for distribution centers.
7. Shelters and/or local motels will be used for volunteers and government workers in need of lodging.

#### D. Communications

1. The number of telephone lines, fax machines and other standard equipment required will depend on the size of the Resource Management operations. Local telephone companies will set up emergency phone lines. Equipment such as fax machines will be obtained from county agencies or purchased locally. Amateur Radio Operators will be used for inter-communications with semi-trucks, warehouses and Resource Management personnel.

#### E. Computers

1. Because the likelihood of an incident that would involve large amounts of information is minimal, no expanded computer system is deemed necessary.

#### F. Forms

1. The EOC will supply pre-printed forms to be copied by emergency response groups for their use. The EOC will supply copies of the forms if the emergency response groups run out of the forms and do not have copying capabilities.

#### G. Transportation

1. The Lane County Sheriff's Office will direct transportation of all resources to their designated locations. Volunteers will be under the direct supervision of the Lane County Sheriff's Office.

## **ESF 7.1 Volunteer Services**

### **Lead Department: Sheriff's Office**

#### ***Purpose***

The purpose of this annex is to ensure efficient and maximum use of volunteers during emergency events. Emergent volunteers may come to disaster areas seeking to help, or volunteers may be solicited to perform specific tasks. Volunteers may be part of an organized human services agency such as the Red Cross, Salvation Army, or St. Vincent DePaul. Volunteers are an excellent resource that can provide a great variety of skills, talents, and eagerness to assist with a disaster event.

#### ***Situation and Assumptions***

##### ***Situation***

Lane County will utilize volunteer resources to help mitigate the impacts of disaster events. Volunteers may be solicited to perform tasks such as filling sand bags, perform debris recycling, etc. Volunteers may be part of an organized volunteer service agency such as 4-wheel drive clubs, or other organizations such as Amateur Radio Emergency Services (ARES) or human service organizations such as Red Cross or Salvation Army. Volunteers from an organized Community Emergent Response Team (CERT) may be utilized to assist neighbors until response teams arrive.

##### ***Assumptions***

- Volunteers are a valuable resource and will assist Lane County government in performing a wide range of services during disaster events.
- The American Red Cross will take the lead role in organizing, training, and providing volunteers for human service functions such as shelter and mass care, providing food and clothing and emotional support.
- The Lane County Disaster Coalition efforts during disaster events will be coordinated by the Red Cross and provide a variety of human needs.

## ***Direction and Control***

The Emergency Management Coordinator in the Sheriff's office will provide overall management and coordination of volunteer services.

Specific volunteer activities may be assigned to an emergency function during a disaster event.

Examples are as follows:

- Filling sand bags - Public Works
- Recycling debris - Debris Management
- Search & Rescue - Law Enforcement
- Ham radio operator - Law Enforcement

Volunteer agencies providing services are generally coordinated by the American Red Cross and in most cases assigned to shelter and mass care functions or public health services. A government liaison specialist from the American Red Cross may be assigned to the Lane County EOC during major disasters to help coordinate volunteer organization efforts.

A Government Liaison specialist from the American Red Cross will represent the Coalition in the County Emergency Operations Center during major disasters as required.

## ***Procedures***

### *Volunteer Agencies*

Member agencies of the Lane Disaster Coalition will work together to help Lane County residents prepare for, respond to, and recover from disasters. The Coalition will provide a forum for planning efforts, communication and the defining agency roles in a disaster event.

Certain agencies are designated as **KEY AGENCIES**, because of their particular abilities, mission, resources, equipment and facilities. These key agencies will take the lead in advance planning and in enlisting the support of other agencies in a particular function.

**FUNCTION**

**AGENCY**

Animal Rescue/Shelter/Supplies	Greenhill Human Society
Clean-up Recovery	Mennonite Disaster Services
Clothing	Salvation Army
Disaster Welfare Inquiry	American Red Cross
Emotional Support	American Red Cross
Food	Food for Lane County
Food-Shelter Feeding	American Red Cross
Public Information	Office of Emergency Services
Shelter-Mass Care	American Red Cross
Transportation/Warehouse	St. Vincent DePaul
Volunteers	United Way of Lane County

The Coalition will meet regularly during a major disaster to share information and coordinate efforts. In most cases, Coalition representatives will report to an assigned liaison from the Department of Health and Human Services.

*Emergent and Solicited Volunteers*

All emergent and solicited volunteers used in a disaster event will be required to complete a volunteer registration form prior to being assigned or allowed to perform any task. In many cases, time worked by volunteers is eligible toward local match dollars. Volunteer time must be kept and signed off by them even though they do not receive compensation.

A volunteer staging area will be established at a safe location where volunteers check-in, receive assignments, and check out at the end of their shift.

The Emergency Management Coordinator will coordinate volunteer recruitment efforts for specific needs with the Public Information Officer.

*Community Emergency Response Team (CERT)*

The Community Emergency Response Team (CERT) consists of volunteers that have received basic training in disaster survival and rescue skills. These volunteers are trained to help family and neighbors survive until emergency responders or other assistance arrives.

***Preparedness***

Meetings of the coalition will be held on a regular basis. A large disaster information seminar or workshop will be held once a year, to involve all agencies in the County in disaster planning and preparedness. An emergency preparedness drill, involving all agencies in the plan, will be held once a year.

Each Key Agency will carry out advance planning and organization with other agencies which have similar functions in disaster, e.g. donated clothing.

The American Red Cross will update and distribute to Coalition members a directory of member agencies, including key contacts and phone numbers.

## **ESF 7.2 Legal Services**

**Lead Department: District Attorney, Civil Division**

### ***Purpose***

The purpose of this annex is to provide legal advice to the Policy Group of Lane County and to the Incident Commander during major emergencies or disaster events. The annex also provides a plan for utilizing the emergency powers of government that can be activated during disaster events.

### ***Situation and Assumptions***

#### ***Situation***

Lane County is subject to a number of disaster events that could occur locally or be part of a state wide or national crisis. Disaster events may require elected officials and the Incident Commander to take extraordinary actions to protect life, property and the environment and to manage the event.

#### ***Assumptions***

- ❑ Emergency actions and ordinances may be enacted to control a particular situation.
- ❑ Extraordinary measures such as curfews, evacuations, price controls, etc., may be required.

### ***Direction and Control***

The Incident Command System (ICS) will be implemented to manage all major emergencies and disaster events. County Counsel will be part of the Policy Group in the ICS system.

### ***Procedures***

County Counsel will be the legal advisor for the Policy Group and Incident Commander during major emergencies and disaster events. County Counsel will:

- ❑ Be responsible for drafting the necessary language for a disaster declaration to be signed by the County Commissioners;



- ❑ Evaluate legal responsibility, liability issues and advise the Policy group.
- ❑ Advise Policy Group and Incident Commander regarding: wage, price and rent controls; rationing of critical resources; establishing curfews; and using any publicly or privately owned resource with or without payment to the owner.
- ❑ Advise County officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.
- ❑ Prepare and/or recommend local legislation needed to implement emergency powers.
- ❑ Advise Lane County officials and department heads about record-keeping requirements and other documentation necessary for exercising emergency powers.

#### *Mitigation Phase*

- ❑ Advise and recommend county ordinance or orders to reduce the effects of disaster.
- ❑ Prepare sample documents, such as declaration of State of Emergency, for use.

#### *Preparedness Phase*

- ❑ Review any mutual aid agreements developed by departments.
- ❑ Recommend necessary provisions of the Lane County Manual and Lane Code to support emergency response.
- ❑ Review pertinent updates or changes to the County Emergency Operations Plan and report any legal or liability concerns to the responsible Plan or Annex Manager.

## **ESF 8 Public Health and Medical Services**

Lead Department: Health and Human Services

### **Introduction**

Annex H Public Health and Medical Services describes the activities meant to guide a coordinated and effective response for health and medical concerns and emergencies during a disaster. The Public Health Services Emergency Operations Plan (Attachment 2); Behavioral Health Emergency Operations Plan (Attachment 3) and Community Health Centers of Lane County Emergency Operations Plan (Attachment 4) support the Annex and provide additional detail necessary to ensure that the Annex can be successfully implemented. Procedures for other organizations are outlined in individual agency disaster plans.

For the purposes of Annex H, health and medical refers to hospital, public health, environmental health, and mental health services. The activities associated with these services include medical treatment, disease control, sanitation and prevention of contamination of water and food supplies during response operations and in the aftermath of a disaster. As outlined in the plan, Lane County Health and Human Services will have lead and supporting roles in public health and medical emergencies. Roles and responsibilities will vary dependent upon the specifics of the emergency and the capacity of the current infrastructure in place. This plan is a guide and does not carry the force of law. It is a management statement intended to define the roles of responding personnel and to encourage cooperation and coordination among multiple jurisdictions. Nothing in this plan is intended to discourage field personnel from exercising discretionary authority in problem solving. A description of planned roles and activities for mitigation, preparedness, response and recovery from public health and medical emergencies follows.

### **Purpose**

Lane County Health and Human Services protects, preserves, and promotes the health of all Lane County populations, including ensuring capacity for emergency preparedness, response and recovery. Annex H describes the policies and procedures for mobilizing and managing public health and medical services under emergency or disaster conditions that exceed routine response capabilities or in response to a declared impending health crisis in Lane County, Oregon. The purpose of this Annex is to describe the coordination of public health, mental health, and medical services during emergency situations to reduce death and injury and to assist in damage assessment and restoration of essential health services within the disaster area.

## Authorities

Below are the state and local statutes and rules that give Lane County Health & Human Services its authorities during an emergency. For excerpts of specific language from the referenced authorities, see Attachment 1: Authorities.

<b>Statute or Rule</b>	<b>Title</b>
<b>State Of Oregon</b>	
Oregon Revised Statute (ORS) 401	Emergency Services and Communication
Oregon Revised Statute (ORS) 430.630	Services to be provided by community mental health and developmental disabilities program; local mental health authorities; local mental health services plan.
Oregon Revised Statute (ORS) 431	State and Local Administration and Enforcement of Health Laws
Oregon Revised Statute (ORS) 433	Disease and Condition Control; Mass Gatherings; Indoor Air
Oregon Administrative Rule (OAR) 333	Department of Human Services, Public Health Division
<b>Lane County</b>	
Lane Manual Chapter 9	Environment and Health
Lane Code Chapter 9	Environment and Health

Additional authorities of Lane County government may also be defined. Refer to the Lane County Emergency Operations Plan – Basic Plan, Section B. Authorities and References for a list of these authorities.

## **Situation and Assumptions**

### **Situation**

Human made and natural disasters may threaten the mental, emotional and physical health of the community. The Lane County 2007 Hazard Analysis identifies a number of natural and human made disasters likely to occur in the county, each requiring varying levels of public health and medical response. Identified risks include snow/ice storms, flood, windstorms, wildfire, earthquake, tsunami, domestic terrorism, volcanic eruptions, and hazardous materials releases. Additionally, emerging and reemerging infectious diseases and antimicrobial resistance represent a continuing threat to all Oregonians. With a local airport, major travel corridors through the county and increasing national and international travel a microbe originating elsewhere can easily arrive in Lane County within 24 hours.

In Lane County, there are several government agencies and private organizations which have the capability to provide medical care, treatment, and support to victims, response personnel, and the general public during the response and post-disaster phases. This includes local hospitals, Lane County Public Health, Lane County Mental Health, and local fire and EMS services.

There are several local area hospitals. Two local hospitals serve the Eugene/Springfield metropolitan area. McKenzie Willamette has a 114-bed capacity and Sacred Heart has a 380-bed capacity. There are 14 beds in Cottage Grove Community Hospital and 21 beds in Peace Harbor hospital in Florence. Sacred Heart Medical Center serves as a regional trauma center for the Southern Willamette Valley and Southwestern Oregon.

As the local public health authority, Lane County Public Health (LCPH) is responsible for assuring the essential services of public health for all of Lane County, Oregon. LCPH central office is located in Eugene, Oregon. LCPH serves to prevent or reduce the impact of potential hazards through programs such as Communicable Disease Control and Environmental Health programs.

Lane County Mental Health encompasses a broad array of services and programs. Services include treatment for children, families and adults. Services can be accessed through a variety of mental health programs. The program maintains a roster of trained and certified individuals to serve on Behavioral Health Response Teams, and Non-licensed Community Volunteer Strike Teams to assist during emergencies. Behavioral health services are also available through a range of private agencies, of which many participate as partners in a community behavioral health emergency response.

Several fire agencies provide medical first response and transport. The Eugene and Springfield Fire Departments along with much of the remainder of Lane County's fire protection is within the jurisdictions of the agencies that make up the Lane County Fire Defense Board and Western Lane/Douglas County's Fire Defense Board.

### **Assumptions**

- This annex applies primarily to large-scale emergency and disaster events that would cause sufficient casualties and/or fatalities to overwhelm local medical and public health capabilities, thus requiring maximum coordination and efficient use of these resources.
- Emergency measures to protect life and health during the first 12 to 24 hours of an emergency or disaster will, in all likelihood, be exclusively dependent upon local resources.
- Public and private health and medical resources located in Lane County generally will be available for use during disaster situations, but many of these resources, including human resources, will themselves be impacted by the disaster.
- Large-scale emergencies and disasters (earthquakes, floods, pandemic illnesses etc.) may affect large areas of Lane County, Oregon, or other States, requiring the use of mutual aid. Resources available through mutual aid agreements will be provided for use during the disaster situation.
- A severe or widespread health emergency is likely to require regional, state and/or federal assistance. In a disaster, additional resources can be obtained from the state and federal agencies upon request.
- Volunteers will come forward to help perform essential tasks; their efforts must be anticipated and coordinated.
- A large disaster may impact the road system, utility systems, and communications systems, limiting the ability of response personnel to perform their normal duties and access outside help.
- Those day to day functions that do not contribute directly to the emergency operation may be suspended, consolidated, or redirected for the duration of the emergency. Personnel and materials, if necessary, will be redirected to the accomplishment of emergency tasks.
- All agencies tasked under this annex will develop and maintain internal operating plans and implementing procedures consistent with the annex and the Lane County Emergency Operations Plan and are familiar with these plans.
- All individuals and organizations tasked under this plan will execute their assigned responsibilities in an emergency if available to respond.

## Concept of Operations

Lane County Health and Human Services will coordinate the provision of public health and medical services in most impending or actual health emergencies affecting Lane County including:

- Disease outbreak and control, such as pandemic influenza or bioterrorism;
- Contamination of the food or water supply or other critical health hazard (e.g. chemical or radiological exposure); and
- Critical community health issues including those triggered by other emergencies.

Prior to an actual health emergency (the preparedness phase), the Lane County Health and Human Services Director or designee will oversee the activities of Annex H – Public Health and Medical Services. If the Health and Human Services Director is unable to oversee the activities of Annex H due to absence or incapacity, the following line of succession shall be used:

1. H&HS Director
2. H&HS Assistant Director
3. Public Health Program Manager
4. Mental Health Program Manager
5. Environmental Health Supervisor
6. Health Officer

Annex H – Public Health and Medical Services may be activated by the Health and Human Services Director, Administrators, Supervisors or identified designee. If activated, Lane County Emergency Management will be notified by the Incident Commander. The plan may be activated when any of the following situations occur where needs exceed the responding agencies ability to cope:

- multiple physical casualties with a variety and range of urgency and disability;
- physical facilities are over taxed, over utilized, damaged or inaccessible;
- health related supplies are over utilized or unavailable;
- communications via telephone, fax, electronic mail, and standard radio may be interrupted;
- infrastructure support for health facilities is interrupted so that water, power, gas, food supplies, etc. may be impaired;
- personnel to provide medical care are limited

Activation may also occur for any imminent emergency that has the potential for rapid growth and/or major impacts on public health and safety, including national or regional emergencies which may affect Lane County. As indicated by the Lane County Emergency Operations Base plan, principles of the National Incident Management System (NIMS) and the Incident Command System (ICS) will be used to manage a response once this plan is activated.

The plan may be deactivated when the above conditions no longer exist, and the incident managers have determined that all incident response objectives have been adequately addressed.

The initial response to an unfolding disease outbreak or contamination/exposure incident may be managed entirely within Lane County Health and Human Services, using internal operating procedures through their Department Control Center (DCC). If the department determines that the incident is likely to become a major public health emergency, Health and Human Services staff will contact Lane County Emergency Management. In a major public health emergency, the Lane County Emergency Operations Center will be activated to effectively coordinate county response with other departments, agencies and jurisdictions. The initial emergency response will, to the maximum extent possible, be managed within the means of the Department. Additional assistance needs will be obtained by executing mutual aid agreements or by referral to the Lane County Emergency Operations Center.

Local fire and EMS providers will respond as first response agencies for pre-hospital medical care, and provide transportation and inter-facility transports. Mass Casualty Incident (MCI) operations will normally be managed on-scene with resource requests handled by Fire Dispatch. The coordinating Public Safety Answering Point (PSAP) will notify Lane County Emergency Management anytime MCI Protocol is implemented. Lane County Emergency Management may then contact Lane County Health and Human Services and will coordinate the activation of the Lane County Emergency Operations Plan, Emergency Operations Center (EOC) or other support as requested by the on-scene Incident Commander. Lane County Health and Human Services participation may be coordinated from the DCC or EOC.

Medical care for the injured will be provided at local hospitals or temporary treatment facilities. Direction and control of emergency operations at hospital facilities will be the responsibility of the facility managers and staff. Lane County hospitals shall forward requests for assistance directly to the Public Health Department Control Center, or the Lane County Emergency Operations Center if unable to contact Public Health directly.

When the EOC is activated, Health and Human Services will participate in Unified Command and the Health and Human Services Director will designate a Health and Medical Coordinator to provide technical advice to EOC staff. Other

partner agencies may provide liaisons or technical advisors as appropriate. The individual that fills the Health and Medical Coordinator position is responsible for coordinating disaster resource planning and response needs for EMS, hospital, public health, environmental health, and mental health. Upon activation or upon declaration or imminent declaration of an emergency or disaster the Health and Medical Coordinator will:

- Report to the EOC or other designated location as deemed appropriate; send a representative to the EOC if unable to report in person.
- Rapidly assess public health and medical needs in the jurisdiction.
- Oversee and coordinate the activated public health and medical organizations to assess their needs, help them obtain resources, and ensure that necessary services are provided.
- Coordinate with neighboring jurisdiction's community public health and medical organizations and with State and Federal officials on matters related to assistance from other jurisdictions, including Federal assistance.
- Coordinate the location, procurement, screening, and allocation of public health and medical supplies and resources, including human resources, as needed to support public health and medical operations.
- Ensure appropriate public health and medical services information is made available to the information processing section in the EOC.

## **Roles and Responsibilities**

### **Mitigation/Preparedness**

#### **All Tasked Organizations**

- Prepare emergency response plans and public health hazard vulnerability assessments in conjunction with City and County Emergency Managers
- Exercise the plans with relevant partners
- Manage a continuous improvement cycle for organizational plans by developing After Action Reports from exercises and implementing necessary improvements
- Ensure that relevant staff receive training, including Incident Command System, and National Incident Management System
- Develop mutual aid agreements with neighboring counties and/or relevant response partners
- Include local stakeholders and volunteer groups in planning and training for emergencies
- Develop and update basic fact sheets, key messages, and other informational materials for distribution to public, and response partners during an incident.



## **State**

### **Public Health Division**

- Establish requirements for disease reporting, and guidelines for investigation
- Monitor surveillance data to identify trends and outbreaks, chemical releases, and human exposures of significance
- Train Public Health Services on microbiology, epidemiology, case investigation, and state managed communication systems, chemical and radiation event response
- Provide and manage primary and redundant voice and electronic communications, including the Oregon Health Alert Network (HAN), the Virtual Joint Information Center (V-JIC), the Hospital Capacity (HOSCAP) Website, and the Lab Response Network (LRN).
- Provides prevention of drinking water contamination through source protection, technical assistance to water systems, and training of water system operators.
- Tests and monitors drinking water quality.

### **Addiction and Mental Health Division**

- Maintain a Behavioral Health Emergency Response Coordinating Team (BHERT)
- Identify, coordinate, and develop emergency response training for behavioral staff and volunteers

## **Local**

### **Lane County Public Health Services**

- Perform epidemiological surveillance, case and outbreak investigation and follow-up.
- Initiate preventive health measures to control and prevent the spread of communicable diseases and implement actions to prevent or control disease vectors such as insects or rodents.
- Provide for the monitoring and evaluation of environmental health risks or hazards as needed and ensure that appropriate actions are taken to protect the health and safety of the general public

### **Lane County Mental Health & Other Mental Health Agencies**

- Maintain roster of trained and certified individuals to serve on Behavioral Health Response Teams, and Non-licensed Community Volunteer Strike Teams.

## **Response**

### ***State***

#### **Public Health Division**

- Provide and manage primary and redundant voice and electronic communications, including the Oregon Health Alert Network (HAN), the Virtual Joint Information Center (V-JIC), the Hospital Capacity (HOSCAP) Website, and the Lab Response Network (LRN).
- Coordinate requests for and deployment of public health resources
- Provide subject matter expertise on communicable disease topics, toxicology,
- Serve as primary contact with Centers for Disease Control and Prevention (CDC), public health officials in other states, and relevant state and federal agencies involving acute and communicable disease issues.
- Communicate recommendations regarding investigation and control of communicable diseases to Lane County Public Health Services, health care workers and facilities, news media, and public.
- Develop, pilot and implement surveillance systems pertinent to event.
- Lead state response to public health emergencies, including communicable disease, food, drinking water, chemical, and radiological emergencies
- Perform tests on human clinical samples resulting from emergencies.
- Provides testing of local drinking water, and works with utilities and local health department to assure availability of safe drinking water.

#### **Addiction and Mental Health Division**

- Determines intervention standards or expected protocols
- Coordinates logistics of behavioral health activities
- Performs outreach activity, public information, case-finding activities, and promotion of individual and community resilience.

#### **Oregon Poison Center**

- Provide first responders with necessary immediate medical and toxicological information required to ensure safe response operations.

#### **Oregon Department of Agriculture (ODA)**

- In consultation with state and local health departments, investigate food borne illnesses resulting from a food incident in ODA-licensed facilities
- Inform Oregon Public Health Division of recall of food product involving ODA-licensed facilities
- Directs or assists the United States Department of Agriculture (USDA) or the Food and Drug Administration (FDA) in disease eradication and food defense activities
- Investigates cases of marine intoxications, pesticide misuse

### **HAZMAT**

- Advise local jurisdictions responsible for the incident and take steps to identify, contain, confine, neutralize or control the release of a hazardous material (refer to Hazard Specific Annex 2: Regional Hazardous Materials Team Organization and Responsibilities)

### ***Local***

#### **Health and Human Services**

- Prioritize requests for health, medical, and behavioral health services, and coordinate their delivery through the Lane County Emergency Operations Center
- Facilitate coordination and communications with first responders, hospitals, nursing homes, and other facilities and providers
- Coordinate with neighboring counties and regional health service agencies
- Participate in Unified Command through the Lane County Emergency Operations Center.

#### **Lane County Public Health Services**

- Perform epidemiological surveillance, case and outbreak investigation and follow-up.
- Initiate appropriate preventive health measures to control and prevent the spread of communicable diseases
- Provide education to responders and public to prevent or control vectors such as insects or rodents.
- Provide for the monitoring and evaluation of environmental health risks or hazards as needed and ensure that appropriate actions are taken to protect the health and safety of disaster victims, responders, and the general public
- Locate, receive, and coordinate equitable distribution and administration of vaccine and chemoprophylaxis medications, if needed and as available.
- Coordinate the collection and submission of samples to the Oregon State Public Health Lab (OSPHL) for appropriate testing.
- Monitor food handling and mass feeding and other sanitation elements in emergency shelters
- Work with local utilities and State of Oregon Drinking Water program to provide information on safe water treatment and/or access to safe drinking water
- Coordinate with Lane County Department of Public Works, Land Management Division and the Eugene/Springfield water pollution control facility to assure the availability of proper sewage disposal facilities and waste and refuse disposal practices

- Provide public health updates to partners. Advise the public and partners on such matters as emergency water supplies, waste disposal, mass feeding services, vectors, food safety, immunizations, disinfection, isolation and quarantine.
- Provide education and guidance as necessary for the protection of medical responders
- As possible, collect and provide information on the number of injuries, illnesses and deaths related to the emergency.

#### **Lane County Mental Health & Other Mental Health Agencies**

- Ensure that appropriate mental health services are available for disaster victims, survivors, bystanders, responders and their families, and other community caregivers. Services may include crisis counseling, critical incident stress debriefings, information and referral to other resources, and education about normal, predictable reactions to a disaster experience and how to cope with them.
- Coordinate with the PIO to arrange for dissemination of information to the public as to where to obtain assistance.
- Coordinate with the Red Cross to identify shelter occupants that may require assistance.
- Activate Behavioral Health Response Teams and Community Volunteer Strike Teams

#### **Emergency Medical Services (EMS)**

- Respond to the disaster scene with emergency medical personnel and equipment.
- Triage, stabilize, treat, and transport the injured. Coordinate with local and regional hospitals to ensure casualties are transported to the appropriate facilities.
- Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.), and radio or telephone communications with hospitals, as appropriate.
- Direct the activities of private, volunteer, and other emergency medical units and of bystander volunteers as needed.
- Evacuate patients from affected hospitals and nursing homes if necessary.

#### **Hospitals & Health Care Systems in Lane County**

- Implement internal and/or external hospital disaster plan and hospital Incident Command System
- Establish contact with Lane County Public Health Services, and the County Emergency Operations Center
- Provide ongoing bed availability and status of resources on the Hospital Capacity website and other locations as requested..
- Establish and maintain field and inter-hospital medical communications

- Coordinate with EMS, other hospitals, and any medical response personnel at scene to ensure that casualties are transported to the appropriate medical facility. Distribute patients to and among hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, and bed capacity. Take into account special designations such as trauma centers and burn centers. Consider the use of clinics to treat less than acute illnesses and injuries.
- Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical or bacterial agents to other patients and staff.
- Coordinate with other hospitals and with EMS on the evacuation of patients from affected hospitals, if necessary. Evacuation provisions should specify where the patients are to be taken.
- Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.
- Provide patient identification information to the American Red Cross upon request.

#### **American Red Cross (ARC)**

- Provide food for emergency medical workers, volunteers, and patients, if requested.
- In coordination with hospitals, aid stations, and field triage units, collect, receive, and report information about the status of victims.
- Assist in the notification of the next of kin of the injured and deceased.
- Assist with the reunification of the injured with their families.

#### **Lane Memorial Blood Bank**

- Provide blood, blood substitutes, and blood byproducts and/or implement reciprocal agreements for replacement of blood items.

#### **Social Service Agencies & Community Based Organizations**

- Assist in providing for the special needs of vulnerable populations, including (but not limited to) persons with disabilities, the elderly, and children.
- Provide assistance in the dissemination of appropriate information accessible to vulnerable populations served.

#### **Police / Corrections Departments / Sherriff / Parole & Probation**

- Provide security assistance, traffic and crowd control to medical facilities and to public health and medical field personnel upon request (see Law Enforcement Annex A).
- Coordinate investigations of potentially deliberate health impacts (see Terrorism Incident / Hazard Specific Annex 1)
- Enforce mandatory health actions

**Lane County Department of Public Works - Waste Management Division and the Eugene/Springfield water pollution control facility**

- Assure the availability of proper sewage disposal facilities and waste and refuse disposal practices (see Public Works Annex C)

**Recovery**

**All Tasked Organizations**

- Write an After Action Report and review performance of plans, equipment and procedures. Make needed changes.
- Initiate plans for restoration of services and resupply inventory

***State***

**Public Health Division**

- Help with long term monitoring of people who were exposed to disease or toxins
- Develop clean-up guidance for chemical or radiological events

**Addiction and Mental Health Division**

- Develop and implement plan for addressing ongoing and/or long-term behavioral health needs.

**Oregon Department of Environmental Quality**

- Clean up, or contract for clean up of toxins in the environment

**Oregon Department of Agriculture**

- Ensure that ODA facilities meet minimum food safety standards before resuming operations.

***Local***

**Public Health Services**

- Help with long term monitoring of people who were exposed to disease or toxins
- Support community recovery actions.

**Mental Health**

- Ensure that appropriate mental health services are available for disaster victims, survivors, bystanders, responders and their families, and other community caregivers
- Arrange for dissemination of information to the public as to where to obtain assistance.

## **Vulnerable Populations**

In an emergency, special consideration may be necessary to assure the health and safety of any persons unable to receive messages through mainstream media, persons unable to act on crucial messages and potentially life saving information, or persons who require specialized assistance relevant to their circumstances, capabilities, and available resources. Examples of such persons include seniors, children, disabled, homeless, non-English speakers, low-income or other persons who are otherwise in need of ongoing support.

Those who are most vulnerable will vary by the type and severity of the emergency.

During a public health and medical emergency, reasonable effort will be made to identify groups of persons with conditions of vulnerability related to the type of emergency and to effectively address those conditions. Attention will be given to delivering messages and information which is accessible, meaningful, relevant, and culturally appropriate for the identified vulnerable populations.

To enhance the work of established responders, local Community Based Organizations (CBOs) will be requested to support the regional public health and medical services by providing emergency services consistent with their capabilities. Community-based organizations (CBOs) provide a direct link to the local communities and the vulnerable people that they serve. Cooperation between government and CBOs provides the best assurance of an inclusive response and recovery plan, one that serves all the people and addresses the community's desire for long-term recovery.

Before an emergency, Lane County Health and Human Services will incorporate several strategies to improve the ability to effectively address the conditions of vulnerability during an emergency. Such actions will include:

- Including local stakeholders and volunteer groups and community based organizations in planning and training for emergencies.
- Preparing and maintaining culturally appropriate and relevant press releases, fact sheets, in advance, as much as possible.
- Identifying effective means for delivering information to vulnerable populations, as appropriate.
- Establishing relationships and agreements with support agencies to facilitate the dissemination of information to vulnerable populations.

## **Training and Exercises**

All Lane County staff and volunteers who are expected to participate in the implementation of the plan will be trained according to their expected role. All Lane County Public Health staff and volunteers will be trained according to the

standards established in the approved Public Health Preparedness Training program (see Lane County Public Health Emergency Operations Plan Attachment 4 – Training Plan). Further training may be required as new procedures are developed.

Training will additionally be conducted in conjunction with exercises of emergency response plans and procedures. Emergency plans shall be activated at least once a year in the form of a simulated emergency to provide practical controlled operational experience to Lane County staff and volunteers.

## Plan Maintenance

In cooperation with appropriate non-governmental organizations, local, state, and federal partners, all Health and Human Services programs will be responsible for developing and maintaining their respective segments of the plan. The Health and Human Services Director will be responsible for ensuring all program leadership involved in this plan conduct a bi-annual review of the plan.

The Health and Human Services Director ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed. The plan will undergo revision whenever:

- It fails during emergency
- Exercises, or drills reveal deficiencies or “shortfalls”
- County government structure changes
- Applicable statutes or regulations change
- Community situations change
- State requirements change
- Any other condition occurs that causes conditions to change

Revised copies will be dated, assigned a version number, and marked to show where changes have been made. Plan holders will post these changes.

## Glossary

**Behavioral Health Emergency Response Team (BHERT):** These county-based teams consist of rosters of individuals who are provided with appropriate training and are potentially available to assist during and/or following an event. They include community mental health professionals, volunteer licensed or certified behavioral health professionals, and non-licensed/non-certified community volunteers.

**Community Based Organization (CBO):** A community-based organization (CBO) is a local organization (which may or may not be an



affiliate of a national organization) with a primary mission to provide services to specific groups of people. CBOs are usually nonprofit organizations. In size, they range from all-volunteer organizations that get by on virtually no budget, to multi-million dollar operations.

**Chemoprophylaxis:** the prevention of disease by the use of chemical drugs

**Disaster Medical Assistance Team (DMAT):** 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

**Health Alert Network (HAN):** An Internet program used to communicate health and emergency messages. Part of a national CDC sponsored HAN program.

**Hospital Capacity Web Site (HOSCAP):** An Internet program used to provide real-time information on hospital capacity, and pharmaceutical supplies.

**LRN:** Lab Response Network A State of Oregon Public Health Preparedness program that assists laboratories by providing training and support in specimen collection, storage, and shipment, evidence-control measures and recognition of chemical and biological terrorism agents.

**PSAP:** Public Safety Answering Point, also known as 9-1-1 Call Centers, are the public's first line of contact with public safety authorities in an emergency. PSAP dispatchers are trained to route emergency calls to the right First Responders.

**Virtual Joint Information Center (V-JIC):** a secure online environment for Oregon Public Information Officers (PIOs) to manage incident specific public information in the event of an emergency.

## Acronyms and Abbreviations

**ARC:** American Red Cross

**BHERT:** Behavioral Health Emergency Response Team

**CBO:** Community Based Organization

**CDC:** Centers for Disease Control and Prevention

**DCC:** Department Control Center

**DMAT:** Disaster Medical Assistance Team

**EMS:** Emergency Medical Services

**EOC:** Emergency Operations Center

**FDA:** Food and Drug Administration

**HAN:** Health Alert Network

**HOSCAP:** Hospital Capacity Web Site

**LCPH:** Lane County Public Health

**LRN:** Lab Response Network

**MCI:** Mass Casualty Incident

**ODA:** Oregon Department of Agriculture

**OSPHL:** Oregon State Public Health Lab

**PIO:** Public Information Officer

**PSAP:** Public Safety Answering Point

**USDA:** United States Department of Agriculture

**V-JIC:** Virtual Joint Information Center

## References

Lane County  
October 2012

Emergency Operations Plan  
Hazard Specific Annex 3

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Emergency Operations Plan.* Oregon Department of Human Services. June 22,  
2007.

*Hazard Analysis.* Lane County Emergency Management. September 2007

## **ESF 10 Oil and Hazardous Materials Response**

### **Lead Department: Fire Defense Board Chief**

### ***Purpose***

To maintain the capability to respond to incidents involving chemical, biological, and/or radioactive substances, to contain or confine, and mitigate the damage caused by such incidents, and to terminate the hazard. Hazardous materials incidents within Lane County will be managed through the Incident Command System (ICS).

### ***Situation and Assumptions***

#### **Situation**

Lane County could experience the release of hazardous incidents involving chemical, biological, and/or radioactive substances. The incidents could be the result of transportation accidents, industrial accidents, or intentional acts.

#### **Assumptions**

1. Notification of these incidents may be made by the public, transportation providers, industry, fire and EMS first responders, or law enforcement.
2. When a chemical, biological, or radiological incident occurs that is beyond the capability of the responding agency, a Hazardous Materials Team will be contacted for assistance.

### ***Concepts of Operations***

Hazardous materials releases are the responsibility of the State of Oregon. The local fire service agency, having jurisdiction over the location, will be responsible for incident command and for mitigation of incidents involving hazardous material releases which threaten the public, the environment or property. In the absence of such an agency, such as unprotected areas outside of a fire protection district, the law enforcement agency having jurisdiction is responsible. Oregon State Police is responsible for response on State lands, highways and freeways. Prior to utilization of a State of Oregon Regional Hazardous Materials Team, the agency with jurisdiction must make the initial response and assessment.

1. Local agencies will retain incident command responsibility for a hazardous materials release.
2. Oregon State Regional Hazardous Materials Teams are tasked with advising local jurisdictions responsible for the incident and may take steps to identify, contain, confine, neutralize or control the release of a product.
3. State teams will serve in an advisory role and assist local agencies but not assume command of the incident.
4. State teams will work to stabilize an incident but will not assume responsibility for clean up of a released product.
5. Clean up and removal of released products will be performed by a licensed vendor. If a responsible party can be identified they will be responsible for clean up and disposable costs.
6. Strategic Objectives:
  1. Protection of life.
  2. Stabilization of the incident.
  3. Protection of property.
  4. Protection of the environment.
  5. Restoration of airport operations and critical services.
7. Tactical Objectives:
  1. Isolate, secure the area, and deny entry.
  2. Identify product and determine hazard.
  3. Isolate contaminated people pending decontamination.
  4. Decontaminate people as needed.

## ***Direction and Control***

Overall command of hazardous materials incidents remains with the local jurisdiction.

## **Regional Hazardous Materials Teams Organization and Responsibilities**

### **State and Regional Team Structure**

There are 15 Oregon State Regional Hazardous Materials Teams in the state responsible for response within identified geographic regions. These teams receive partial funding and response authorization by the State but operate under the command structure of a local host jurisdiction, usually a fire department or district, to which they are assigned. Team #2 is located in Eugene, run by the Eugene Fire and EMS Department and covers all of Lane County. If, for any reason, Team #2 is unavailable, or needs additional team resources the next closest team is requested by Team #2 through the State Fire Marshal's Office. The state hazardous materials teams contiguous with Team #2 are as follows:

South- Team #1, Douglas County, staffed by fire departments and districts in and around Roseburg.

North- Team #5, Linn and Benton Counties, staffed by the Albany and Corvallis Fire Departments.

East- Team #7, Deschutes County, staffed by the Redmond Fire Department.

### **Response Sequence**

When an emergency is deemed beyond the capabilities of local responders they may request response by a Regional Hazardous Materials Team through the 9-1-1 system.

1. Requests from local jurisdictions for team response are received by an on duty team leader assigned to the Sheldon Fire Station, Eugene Fire Station 6. The Sheldon Fire Station is currently home to the Region 2 Hazardous Materials Team.
2. The on-duty team leader will process information from the first responders, consult the State of Oregon response criteria, contact the Oregon State Fire Marshal Duty Officer, if appropriate, and provide one

or more of the following levels of assistance based on the team leader's assessment of the hazard or potential hazards of the incident.

### **Hazardous Materials Response Guidelines:**

#### Level One Incidents

Level I-A. Telephone Advisory – Team personnel provide telephone assistance to local responders.

Level I-B. On-Site Advisory – Team member responds to provide on-site assistance to local responders.

Level I-C. On-Site Analysis – One to two team personnel respond for on-site reconnaissance at the scene.

- ❑ Level One Definition - Incidents that can be readily controlled/stabilized by trained and equipped first team responders. Hazardous Materials Team members could be contacted for technical assistance; however, a team response would not be required.
- ❑ Product Identification- At this level, a placard is not required, the material is 0 or 1 in all National Fire Protection Association (NFPA) categories, and all class 9 and ORM D.
- ❑ Container Size - the containers are small (e.g., pail, drums, cylinders except one-ton packages, or bags).
- ❑ Fire/Explosion Potential - This potential is low.
- ❑ Leak Severity - There is no release or a small release (less than 5 gallons liquid, or less than 20 pounds solid of a known hazardous material) that can be contained or confined with readily available resources.
- ❑ Life Safety - A life threatening situation is not expected from the materials involved, and these incidents do not require evacuations.
- ❑ Environmental Impact Potential - Minimal.
- ❑ Container Integrity - the container is not damaged.

## **Level Two Incidents**

Level II-A. Hazcatting/Product Identification – Two to four team personnel to sample and provide product identification.

Level II- B. Small Team Response – Six to eight team personnel respond to mitigate medium/moderate incidents. This can be Level A and/or Level B trained and equipped personnel.

- ❑ Definition- Level Two incidents are those incidents that require special resources (Hazardous Materials Team) for control/stabilization.
- ❑ Product Identification- At this level, the material is Department of Transportation (DOT) placarded, the material is NFPA 2 for any categories, PCBs without fire, and EPA regulated waste.
- ❑ Container Size- The containers are of medium size (i.e., one-ton cylinder, portable containers, nurse tanks, or multiple small packages).
- ❑ Fire/Explosion Potential- This potential is medium.
- ❑ Leak Severity- There is a release of more than 5 gallons of liquid or 20 pounds of solid, known hazardous material. There may be release of any amount of toxic or unknown material in a critical public area. The release may not be controllable without special resources (i.e., Hazardous Materials Emergency Response Team (HMERT)).
- ❑ Life Safety- It is limited to a localized area and the evacuation area is limited.
- ❑ Environment Impact Potential- Moderate.
- ❑ Container Integrity - The container is damaged but able to contain the contents to allow handling or transfer of product.

## **Level Three Incidents**

Level III-A. Expanded Response – Six to eight team personnel plus any additional personnel or resources required to mitigate large/severe incidents.

Level III-B. Multiple Team Response- Multiple regional teams plus any additional personnel or resources required to mitigate large/severe incidents. The three



nearest Oregon State Regional Hazardous Materials Teams are located with the following jurisdictions:

Albany/Corvallis Fire Departments – joint team  
Roseburg  
Redmond

- Definition- Level Three incidents are those incidents that require special resources (one or more HMERT) and other outside agencies for support.
- Product Identification- These are identified as follows:
  - Class 2, division 2.3 – poisonous gases
  - Class 1, division 1.1 and 1.2 – explosives, organic peroxide, flammable solid, materials dangerous when wet, chlorine, fluorine, anhydrous ammonia, radioactive materials
  - NFPA 3 or 4 for any categories including special hazards
  - PCBs with fire
  - DOT inhalation hazard
  - Environmental Protection Agency (EPA) extremely dangerous hazardous substances and cryogenics
- Container Size - The containers are large (e.g., tanks, hopper cars/trucks, multiple medium containers).
- Fire/Explosion Potential- This potential is high.
- Leak Severity- There is a release that may be uncontrollable even with special resources, or there is a release that has escalated beyond capabilities of local resources.
- Life Safety- A large area is affected, mass evacuation may be required, and support from Federal Emergency Management Association (FEMA), American Red Cross, and/or National Guard may be needed.
- Environmental Impact Potential- Severe.
- Container Integrity- The container is damaged to such an extent that product containment is impossible or catastrophic rupture is possible.

### **Hazardous Materials Procedures**

1. Determine product and hazard from the product label signal word, responsible party on scene, and the DOT guidebook. More

sophisticated information may be obtained from the Hazardous Materials Response Team resource material.

2. Use the DOT guidebook to establish an exclusion zone and decontamination line around the perimeter at the distance recommended. The exclusion area may have to be triangular shaped if there is any wind that can spread toxic fumes, gas or dusts. General evacuation should be accomplished uphill and upwind.
3. If a fire is involved with the spill or release, it may be best to let it burn. The hazards associated with fighting a hazardous materials fire and exposure risks of post-fire cleanup may justify the decision to let the fire burn and incinerate the product.

### **Standing Orders for Automatic Response**

Hazardous Materials Emergency Response Teams (HEMERT) may automatically respond to any incident beyond the capabilities of local responders. The incident must involve a hazardous material spill, leak, explosion or injury, (or potential thereof) with immediate threat to life, environment, or property. In all cases the Oregon State Fire Marshal's Office duty officer should be notified as soon as possible through the Oregon Emergency Response System (OERS).

Automatic Responses:

- ❑ A transportation incident involving release or potential release of an identifiable hazardous material.
- ❑ Hazardous materials incidents at "fixed sites" (e.g., manufacturing facility with known hazards).
- ❑ An incident with multiple, incapacitated victim(s) of unknown causes.
- ❑ A spill or release with known, visible environmental impact (e.g., dead fish, vegetation).
- ❑ A request by another State Hazardous Materials Emergency Response Team (e.g., for back up).

### **Responses Requiring Pre-Approval by State Fire Marshal Duty Officer**

- ❑ "Working" drug labs must be pre-approved by the State Fire Marshal Duty Officer.

### **Unauthorized and Non-Reimbursable Responses**

- “Cold” drug labs.
- Requests for clean up of a hazmat incident not involving the mitigation of a spill or leak.
- Local responses not meeting the State response criteria.
- Stand-by time when no emergency situation has occurred.

### **Hazard Class Designations**

The Hazard Class designations, developed by the International Maritime Dangerous Good (IMDG) Code, groups hazardous substances into nine (9) general categories.

Class 1 - Explosives.

Class 2 – Gasses: Compressed, Liquefied or Dissolved under pressure.

(Includes: flammable, non-flammable, and poisonous.)

Class 3 – Flammable Liquids.

Class 4 – Flammable Solids

Class 5 – Oxidizing Substances (Agents) and Organic Peroxides.

Class 6 – Poisonous (Toxic) and Infectious Substances.

Class 7 – Radioactive Substances.

Class 8 – Corrosives.

Class 9 – Miscellaneous Dangerous Substances.

### **Hazard Zone Definitions**

**Cold Zone-** This area contains the Command Post and such other support functions as are deemed necessary to control the incident.

**Warm Zone-** The area where personnel and equipment decontamination and hot zone support take place. It includes control points for the access corridor and thus assists in reducing the spread of contamination.

**Hot Zone -** The area immediately surrounding a hazardous materials incident, extending far enough to prevent adverse effects from hazardous materials releases to personnel outside the zone.



## **ESF 13 Public Safety and Security**

### **Lead Department: Sheriff's Office**

#### ***Purpose***

During an emergency, the Lane County Sheriff's Office will protect life and property; maintain law and order; regulate vehicle traffic; conduct search and rescue operations; lead or assist with evacuations; respond to terrorist incidents; and, upon request, assist other agencies in their duties regarding the emergency.

#### ***Situation and Assumptions***

##### ***Situation***

Law enforcement agencies will be called upon to expand standard operations during emergencies. Lane County has several state and federal agencies, which provide support to local agencies as needed. Mutual aid agreements among the Lane County Sheriff's Office and all other police agencies in the county will serve to confirm a coordinated law enforcement response to emergency situations. Natural, technological, terrorist, and other disasters may require crowd and traffic control, bomb disposal, crime scene investigation evacuations, search and rescue, and other actions by the Lane County Sheriff's Office.

##### ***Assumptions***

- ❑ Local law enforcement personnel will generally be able to provide adequate police control through existing mutual-aid agreements. If local capabilities are exceeded, support will be available from and to any of several state and federal law enforcement groups.
- ❑ Law enforcement will conduct activities during emergency operations with consideration of the following priorities, in the order given:
  - Priority 1 - Safety of Lane County citizens.
  - Priority 2 - Security of Lane County residents' property.
  - Priority 3 - Protection of the physical environment of Lane County.
- ❑ Evacuations are normally a joint effort between the fire agency with jurisdiction of the area being evacuated and the Sheriff's Office.

- ❑ The Chief Law Enforcement officer of the jurisdiction where a major emergency occurs will function as the incident commander and will be responsible for coordinating law enforcement operations within the jurisdiction. The Lane County Sheriff's Office will assist with resources if requested and if available.
- ❑ First responders, auxiliary units, and support personnel will receive on-going emergency response training as necessary.
- ❑ Traffic control and evacuation route plans will be prepared and updated as necessary.
- ❑ Adequate communication systems will be developed and maintained for emergency response.
- ❑ Regular plan review and exercises will be conducted.

### ***Direction and Control***

The Lane County Sheriff will direct law enforcement activities within Lane County during major disaster events except within the municipal boundaries of incorporated cities with their own law enforcement agencies. All response to major emergencies or disaster events will be managed through the Incident Command System (ICS).

To maintain Law Enforcement functions within Lane County and to ensure orderly continuation of leadership in an emergency situation the following succession of authority is established:

1. Sheriff
2. Sheriff's Chief Deputy
3. Captain of Police Services

Routine operations will be handled by standard procedures. During major emergency or disaster events the Lane County Sheriff or his/her designee will serve as the Incident Commander (IC) for terrorism, riot, civil disturbance, transportation or any mass casualty incidents. The Lane County Sheriff will also have responsibility in determining lead and deputy incident commanders in a unified command situation as outlined in the Direction and Control section of the Basic Plan.

On-scene command post(s) may be established at the site(s) of a disaster situation in conjunction with other responding agencies, such as fire services. The senior law enforcement person on-scene will be in charge of law enforcement activities and report to the Incident Commander in the EOC. The IC

will establish and maintain communications with the on-scene command post and direct emergency operations from the EOC in coordination with other responding agency representatives at the EOC. If local capabilities are exceeded, the IC will request outside assistance. Outside assistance may be provided from mutual aid agreements, state or federal sources.

## **CONCEPT OF OPERATIONS**

### ***General***

Emergency operations for law enforcement agencies will be conducted in a manner which is consistent with their general mission, and which is adjusted as necessary to accomplish the mission under emergency conditions. Local agencies will have the primary responsibility for routine law enforcement and will solicit assistance from trained support groups and mutual aid agencies to obtain the necessary support to successfully fulfill their standard and emergency operation objectives.

The Lane County Sheriff's Office is responsible for the following activities during disaster events:

1. Maintain law and order and coordinate overall law enforcement activities in Lane County.
2. Provide security and investigation resources if a crime scene is involved.
3. Operate the local warning system (See Warning Services Annex).
4. Provide mobile units for warning purposes (See Warning Services Annex).
5. Coordinate with other law enforcement agencies to provide security for key facilities including the Emergency Operations Center (EOC) field command posts, sheriff's dispatch center(s), telephone and other key communication facilities, medical facilities, fuel resources for emergency operation needs, etc. Facilities will be prioritized for law enforcement resources for security purposes. Security for facilities determined lower priority may be provided by private security companies or other non-essential Lane County staff.
6. Conduct evacuations in conjunction with fire service agencies and maintain security in evacuated areas as resources allow.
7. Support other public safety operations as resources allow.

8. Provide traffic and crowd control as resources allow.
9. Monitor access to restricted areas as resources allow.
10. Assist with hazardous material incidents.
11. Prepare appropriate mutual aid agreements.

## ***ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES***

### ***General***

Each law enforcement agency in Lane County will continue to have primary responsibility for emergency operations within their jurisdiction. The Lane County Sheriff's Office will have primary responsibility for all areas of Lane County outside the municipal boundaries of Eugene, Springfield, Coburg, Junction City, Florence, Cottage Grove, and Oakridge. Oregon State Police (OSP) will provide assistance to all law enforcement agencies consistent with standard procedures and mutual aid agreements. Existing multi-agency law enforcement groups will coordinate as needed to accomplish mutual goals and objectives.

Law enforcement communications will be coordinated through the Lane County Communications Center in the Lane County Courthouse. Amateur Radio Emergency Services (ARES) operators may be activated to assist with communications during emergency events. See the Emergency Communications Services Annex for communication details.

### ***Annex Development and Maintenance***

It is the responsibility of each law enforcement agency to ensure its own emergency response capabilities. The Lane County Sheriff's Office will plan for law enforcement operations related to emergency management and ensure the maintenance of this annex. Each law enforcement agency in Lane County is expected to develop Standard Operating Procedures (SOPs) that address assigned tasks.



## **ESF 13.1 Evacuation**

### **Lead Department: Lane County Sheriff's Office**

#### ***Purpose***

The annex establishes plans, procedures, policy and guidelines to provide for the orderly and coordinated evacuation of several people or large parts of the population of Lane County. Certain incidents may dictate that evacuation is the most effective means available for protecting lives.

#### ***Situation and Assumptions***

##### ***Situation***

Lane County is subject to a variety of disaster events that may require evacuation of several people or many people. Those disaster events include flood, tsunami, wild land fires, hazardous materials incidents, dam failure, and terrorist incidents.

##### ***Assumptions***

- ❑ Evacuation routes are preplanned in areas where evacuation is likely due to exposure to a specific hazard or floods in areas prone to flooding. Evacuation routes are planned considering the most likely hazards.
- ❑ It is assumed that the public will receive and understand official information related to evacuation. Most of the public will act in its own interest and evacuate dangerous areas when advised to do so by Lane County government authorities or fire agencies. Some individuals however may refuse to evacuate.
- ❑ While some disaster events are slow moving to provide ample reaction time, the worst case assumption is that there will be little or no warning of the need to evacuate.
- ❑ The decision to evacuate could occur day or night, and there could be little control over the start time.
- ❑ Severely damaged road systems, communications systems, and utilities could hamper evacuation events.

- There would not normally be time to obtain manpower support from outside resources. Local government resources could be severely stressed.
- Many evacuees may seek shelter with relatives or friends rather than use designated shelter facilities.
- Most evacuees will use private transportation means; however public transportation may need to be provided for some evacuees.
- People with disabilities, elderly people, and other special needs groups may require special assistance with evacuation.

### ***Direction and Control***

All evacuation actions within Lane County will be managed using the Incident Command System (ICS). The Lane County Sheriff is the overall authority for evacuation efforts. Overall coordination of major evacuation efforts in Lane County will be from the Lane County EOC.

Evacuation efforts will be carried out in conjunction with the fire jurisdiction(s) from which the evacuation occurs.

To maintain evacuation efforts in Lane County and to ensure orderly continuation of leadership in an emergency situation the following succession of authority is established:

1. Lane County Sheriff
2. Sheriff's Chief Deputy
3. Captain of Police Services

### ***Procedures***

There are several factors that must be considered when planning for evacuation. Among these are the characteristics of the hazard itself. Magnitude, intensity, spread of onset, and duration are all significant elements. These will determine the number of people to be evacuated and the time and distance of travel necessary to ensure safety.

Other important facets are the availability of evacuation routes, their capacities, and their vulnerability to the hazard. Mode of transportation is also significant

and provision must be made for those people unable to supply their own transportation.

Executive direction and control of the incident and any ensuing evacuation will be conducted from the Lane County EOC if activated and on-scene command posts as established.

Evacuation efforts must be coordinated with the Red Cross, Salvation Army, and other service organizations for shelter and mass care operations.

The Public Information Officer (PIO) will release ongoing information regarding evacuation status, evacuation routes, and available shelters.

## **ESF 13.2 Care and Management of the Deceased**

**Lead Department: District Attorney**

### ***Purpose***

This annex describes steps to be taken in the care and handling of individuals who are deceased due to the occurrence of a disaster. Activities are outlined concerning care and management of the deceased, including tagging of bodies, identification of deceased individuals, establishing cause and manner of death, execution of the evidentiary process, transportation of bodies, notifying of next of kin, and coordination with mortuary facilities. The handling of fatalities in a mass casualty disaster is the jurisdiction of the medical examiner.

### **Situation and Assumptions**

#### ***Situation***

The ensuing impact of a disaster is often the loss of life. The magnitude of loss will vary depending on the type and intensity of the emergency at hand. The disaster may be at a single site such as a plane crash or terrorist incident or widespread such as an earthquake or flood.

#### ***Assumptions***

- ❑ Personnel from the medical examiner's office, law enforcement, and fire agencies will be able to handle most emergency situations, utilizing on-duty resources and emergency call out in addition to the use of existing mutual aid agreements. If additional support is required, assistance will be requested from state and federal agencies.
- ❑ A disaster involving significant loss of life may also impact the road system, utility systems and communication systems limiting the ability to respond to a mass-casualty event.
- ❑ A large disaster event may impact the lives of medical examiner staff, police staff and fire department staff preventing or limiting their ability to respond to a mass-casualty event.
- ❑ Funeral directors countywide will be available to provide assistance during an emergency situation.

### ***Direction and Control***

All response to mass-casualty incidents will be managed using the Incident Command System (ICS). The care and management of the deceased function will be part of the Law Enforcement Branch.

To maintain care and management of the deceased responsibilities and to ensure orderly continuation of leadership in an emergency situation the following order of succession is established for the medical examiner's office:

1. Medical Examiner
2. Chief Deputy Medical Examiner
3. Deputy Medical Examiner
4. Morgue Supervisor

### ***General Procedures and Responsibilities***

It is the intent of the medical examiner's office to work within its jurisdiction and cooperate fully with the numerous other agencies that would be activated during a disaster. The Lane County Emergency Operations Plan, City of Eugene Emergency Plan, and the Eugene Airport Emergency Operations Plan are local emergency plans that include a role for the medical examiner's office.

The mission of the medical examiner in a mass casualty disaster is to:

1. Recover the dead.
2. Identify the dead.
3. Determine the causes and manners of the death.
4. Identify and preserve their personal property.

To accomplish this the medical examiner's office will work within the authority of the Lane County Emergency Operations Plan (LCEOP). The medical examiner's office will enlist additional resources established by the LCEOP as needed to perform these primary missions. This includes using local, state, and wider-based resources outside the normal scope of the medical examiner's office.

#### **Designation of Mass Fatality Incidents:**

1. Level I—Locally Declared Emergency

Definition: Events that can be assimilated into typical office operation with assistance from local resources.

- ❑ Presumes local resources are available and operating with uninterrupted communication, transportation, and power (electricity).
- ❑ Capacity is limited by instantaneous capacity of hospital morgue and refrigerated mortuary spaces in Eugene/Springfield area. Total refrigerated morgue cooler capacity in metro area of Lane County is about 45 spaces (09/14/12).
- ❑ Upper limit of LCME capacity without a temporary central morgue equals 12-24 fatalities; RiverBend hospital morgue holds 8. LCME normal state disaster capacity limited by staff in office and multiplying effects on resources for security, autopsies, communication with families, and efficient administration of a mass of cases from one event.

## 2. Level II—State Declared Emergency

Definition: Event occurs taxing local resources, but within available resources designated with the state (i.e., Oregon State Medical Examiner's Office, DMORT, and National Guard).

- ❑ Presumes local resources are available but operating with temporary interruptions in communication, transportation and power.
- ❑ Presumed event is focal in nature and not spread out in effect outside of county, state, or region.
- ❑ Will need a temporary morgue facility with 100-person capacity with additional professional personnel.
- ❑ Upper limit equals up to 100 fatalities, or those from an instantaneous focal disaster such as a commercial plane crash.

## 3. Level III---National Disaster

Definition: Events beyond state resources, which require regional or national resources.

- ❑ Presumes local resources are available but operating with disrupted transportation, communication systems, and utilities that are severely disrupted or inoperable.
- ❑ Presumed possibility of effects of disaster beyond local, state, or regional boundaries.

- ❑ Will need a temporary central morgue facility with >100 person capacity.
- ❑ Will need additional professional personnel such as pathologists, dental experts, and mortuary personnel.

### **Assignment of Responsibilities**

The operation of the medical examiner's office during a mass fatality incident is divided into three parts to accomplish the described mission of the medical examiner, and to cooperate with the goals of other agencies and persons involved in such a disaster. A detailed model for the operation of three divisions is presented in the Oregon Mass Fatalities Plan prepared by C.C. Nelson, M.D., Deputy State Medical Examiner, January 1997.

The three divisions are:

1. **Scene**—Investigation and body recovery.
2. **Morgue**—Examination center for body identification, autopsy and storage.
3. **Family Assistance Center**—Site for receiving next of kin, and dispersing official information.

These three operations should be conducted at three separate locations.

The **scene** responsibility is the law enforcement agency whose jurisdiction is charged with investigating potential criminal aspects of the incident. The agency provides investigators, evidence technicians, and security personnel to manage the scene investigation. These personnel also assist the medical examiner in identifying and securing human remains, their property, and evidence relating to each individual identity.

Victims that are pronounced dead should be immediately tagged as dead. Dead bodies are not to be moved and turned over to the jurisdiction of the Lane County Medical Examiner.

The **morgue** operation is the responsibility of the medical examiner's office, which will manage the process of transporting and securing human remains, making individual identifications, and determining each individual's cause of death. The process will be complete after identification is made, autopsy or external examinations are performed, and a death certificate is issued for each person. Morgue operations personnel will include the medical examiner, forensic dentist and anthropologist teams, medical investigators, security, administrative, clerical and vital records personnel. Assistance will be requested from medical examiner employees, outside experts in the forensic fields, law enforcement and

other EMS personnel. Mortuary personnel may also be requested to assist in morgue operations.

The **family assistance center (FAC)** will operate to console, protect, and inform family members of victims of the disaster. Lead responsibility for coordinating the center will be assigned to the Director of Health and Human Services and will be provided for in the Health Services Annex. Based on the nature of the emergency, the site will be located at a convenient site to allow public access to large numbers of people. Law enforcement agents will control site access, particularly with respect to news media. Medical investigators and detectives will conduct death investigation interviews with family members to facilitate the identification and disposition of the individuals involved. Professional mental health counselors and clergy will be recruited to assist in the consolation of grief stricken families. The Sheriff's Office chaplain may also be utilized if additional assistance is needed. Mortuary and Victim Advocate personnel will assist families in making arrangements for their loved ones and getting assistance. Company representatives (i.e. airline spokesperson) may also be asked to be present in the FAC.



## **ESF 14 Damage Assessment**

### **Lead Department: Assessment and Taxation**

#### ***Purpose***

This annex describes procedures to be followed in the assessment and reporting of physical damages resulting from natural disasters, sabotage, terrorism or other major incidents. Initial damage assessment will determine whether a disaster event is of significance to request assistance from outside resources. Damage assessment will help establish priorities for allocation of resources and identify requirements for conducting recovery operations. This annex must be used in conjunction with the State Disaster Recovery Assistance Guidebook. State and federal assistance is dependent upon the quick and accurate information gathered during the damage assessment process.

#### ***Situation and Assumptions***

##### ***Situation***

Disaster events have the potential for causing death, injury, and extensive damage to public and private property. A planned damage assessment and reporting procedure is essential for effective response and recovery operations. Damage assessment procedures are critical to the cost recovery process initiated during President declared disasters.

A disaster event such as an earthquake, terrorist incident, or bomb blast may occur instantaneously, or a disaster event such as a flood or snowstorm may be slow building. Disaster events may be primarily local or have countywide impacts. The nature of the event will require that damage assessment procedures are flexible and dynamic.

##### ***Assumptions***

- A list of high priority facilities in Lane County for damage assessment will be kept in a binder in the EOC.
- Public Works will take the lead on performing damage assessments for roads and bridges.
- Immediate assessment of public infrastructure will be critical following a disaster event. Assessment of facilities housing response staff, e.g., fire stations, fleet operations, police, 911 operations, and EOCs will be critical.

- ❑ Assessment of hospitals and other medical service providers will be of utmost importance.
- ❑ Transportation, communications systems, and utilities may be severely disrupted or inoperable. Immediate and comprehensive damage assessment may be impacted by the condition of these systems.
- ❑ Adequate personnel, equipment, and facilities will be assigned to manage the damage assessment function. A contact list of Lane County personnel qualified to perform damage assessment functions and their specialty areas will be kept in a binder in the EOC.
- ❑ The ability of damage assessment staff to begin immediately may depend on their condition, as well as the condition of their families and homes.

### ***Direction and Control***

Damage assessment activities for Lane County will be coordinated from the Lane County Public Service building at 125 E. 8<sup>th</sup> Ave, Eugene, OR. All damage assessment activities will be managed under the Incident Command System (ICS).

A Damage Assessment Director will be appointed for disaster events requiring a damage assessment process. The Lane County Assessor is designated as the manager of the Damage Assessment Annex and would normally be the person appointed as Damage Assessment Director. The Damage Assessment Director reports to the planning chief in the ICS system. The Damage Assessment Director will be called immediately to report to the EOC to receive damage reports from response personnel.

To maintain damage assessment activities and ensure orderly continuation of leadership in an emergency situation, the following succession of authority is established:

- 1) Lane County Assessor
- 2) Appraisal Manager
- 3) Property & Tax Manager
- 4) Sr. Sales Data Analyst

The Damage Assessment Director will ensure all damage assessment activities are properly documented. The Oregon State Disaster Recovery Assistance Guidebook and the Federal Emergency Management Public Assistance Applicant Handbook provide criteria for damage assessment processes and documentation.

## ***General Procedures and Responsibilities***

There will likely be three concurrent damage assessment processes taking place:

- 1) Assessment and Taxation will immediately begin structural damage assessments of critical facilities.
- 2) Public Works will immediately begin structural evaluation of roads, bridges and overpasses for safety.
- 3) Other agencies normally performing work in the field will also be assessing and reporting on areas of observed damage.

Damage assessment consists of four phases:

- 1) Rapid Damage Assessment / *Windshield survey*;
- 2) Initial Damage Assessment (IDA);
- 3) Preliminary Damage Assessment (PDA);
- 4) Structural Damage Assessment of facilities and infrastructure.

The Damage Assessment Director will be coordinating the receipt of damage assessment reports from Assessment and Taxation, Public Works and other agencies to formulate a clear picture of the extent and location of damages.

The exact make-up of damage assessment teams would be determined by the Damage Assessment Director and would be dependent upon the nature of the event and personnel available.

### **Rapid Damage Assessment**

The Rapid Damage Assessment process, sometimes referred to as a *windshield survey*, is conducted immediately after an event occurs and should be completed within 24 hours of an event. Sheriff department personnel, fire agencies and Public Works staff, amateur radio groups, and the American Red Cross should provide immediate damage information. This phase will focus on reporting life-threatening situations. All damage information gathered should be documented and forwarded to the Damage Assessment Director once that function is established.

Rapid assessment provides the Incident Commander with quick information to assess the size of an event and the extent of damage, in addition to prioritizing facilities critical to government response and recovery activities. These facilities generally include: 911 centers, Emergency Operations Centers, Police and Fire stations, Public Works facilities, sewer and water facilities, hospitals, bridges and roads, electrical systems, etc. Depending on the nature of the event, a hazardous material facility may be considered critical. Police, Fire and Public Works staff responding to the emergency should report damage information to

the Damage Assessment Director. Property Appraisers from the Department of Assessment & Taxation will be the lead on providing assessment information related to residential properties.

### **Initial Damage Assessment**

The IDA process will provide supporting information for a Governor's state of emergency declaration and requesting a federally declared disaster. This assessment is more detailed than the rapid assessment, including the number of government buildings, businesses and private structures affected and estimates of financial losses of public and private property. The IDA should be completed within 72 hours of an event.

Accomplishing the IDA process will require the cooperation of all Lane County Departments, government agencies countywide and utility companies. Record keeping and documentation of all response activities by all impacted jurisdictions will be crucial and should begin early in the incident.

Priorities for initial damage assessment teams will be as follows:

1. Emergency Operation Centers, Lane County Public Service Building, Lane County Courthouse, Lane County Public Works Complex, Police and Fire Stations.
2. Hazardous occupancy industry
3. Bridges and overpasses.
4. Hospitals and shelters.
5. Telephone and radio communication systems.
6. Power, natural gas, water and sewer systems.
7. Major businesses and schools.

Each facility should be analyzed on structural integrity and safety, functional capability and estimated cost to repair or replace.

### **Preliminary Damage Assessment (PDA)**

The PDA process builds upon information provided in the IDA process. PDA is generally performed by teams made up of representatives from various agencies depending on the nature of the incident and the type and extent of damage. Teams may consist of staff from Federal and State agencies and the Red Cross. Local agencies impacted by the disaster should always be represented. Team members should be technical staff that can evaluate and determine all aspects of costs related to the incident. Team representatives should have the authorization to make reimbursement decisions.

State and Federal representatives on PDA teams will work with local staff to complete damage survey reports during this phase.

### **Structural Assessment of Buildings and Infrastructure**

Structural assessment is performed by teams of technical staff to determine if buildings, roads, bridges, and other critical infrastructure are safe for use or occupancy. The first priority for assessment is generally given to buildings, roads, and bridges critical to response and recovery efforts, as well as facilities essential to emergency response and the continuation of government services. Building assessment is performed by Land Management and other County staff with post-earthquake safety evaluation of buildings certification (ATC-20). Larger cities will have certified staff to perform assessment within their jurisdiction. Public Works Engineering and Construction Services and Road Maintenance Divisions will conduct road, bridge, and overpass assessments, and will be closing and posting bridges independently of structural inspections. An inventory of post-earthquake safety inspection results will be reported back to the Damage Assessment Director.

Each post-disaster safety inspection results in a posting of the applicable structures to let the occupants and/or public know whether the structure is safe to enter or what restrictions have been applied to its entry or use. Each structure is posted in a visible location, according to ATC 20 and ATC 20-2 guidelines and the following:

- If post-disaster safety inspections indicate there is little or no damage to the structure and it poses no threat to the occupants, the building inspector completes and attaches a green "*Inspected*" placard at or near the main entrance of the structure.
- If post-disaster safety inspections indicate the structural integrity of the structure, or portion of a structure, is questionable or requires more extensive review, the building inspector completes and attaches a yellow "*Restricted Use*" placard at or near the main entrance to the structure and secondary placards at every other entrance or exit of that structure. If the structure is in an area with a diverse population, the building inspector also completes and attaches bilingual warning placards at each entrance or exit.
- If post-disaster safety inspections indicate the damage to the structure, or portion of the structure, is sufficient enough to be considered unsafe or dangerous, the building inspector completes and attaches a red "*Unsafe Use*" placard at or near the main entrance to the structure and secondary placards at every other entrance and exit of that structure. Bilingual warning placards also apply in this case.

Each post-disaster equipment inspection results in a posting of the applicable equipment to let the occupants and/or public know whether the equipment is safe to use or what restrictions have been applied to its use.

Some specialty inspectors have the authority to install lock down devices on some types of equipment to prevent its use when the use is determined to be a danger.

For more information on building and fixed equipment inspections, see the state Building Codes Division *Emergency Response Plan*.

Lane County may contract with private sector staff or contact the Oregon State Building Codes Division for a list of certified (ATC-20) staff to supplement County resources.

## **ESF 15 Public Information and External Affairs**

### **Lead Department: County Administration, Sheriff's Office**

#### ***Purpose***

To deliver timely, accurate information during an emergency to the media and the public. Effective mass communication helps save lives and minimize property damage, and maintains public trust in government.

The Public Information program will provide interagency communications coordination, and verify/correct and disseminate vital information to the media and public to ensure understandable and accurate messages. Public Information members will make reasonable efforts to follow guidelines in this plan.

The objective of this function is to provide citizens with the right information at the right time so they can make the right decisions.

#### ***Situation and Assumptions***

##### ***Situation***

The public information office is activated by an unusual surge in media or public requests for information. Activation can be informal, in response to departmental or government information emergencies, as well as formal when it is established by activation of the Emergency Operations Center, or for a public health emergency.

An effective program can help reduce disaster-related casualties and property damage and help position citizens and the County for recovery efforts.

##### ***Assumptions***

- ❑ An emergency that requires activation of the Public Information Office is any public crisis involving the County government or its departments when delivering information to the public will protect the public's safety, health, or property as well as safeguard and foster the trust that is placed in the government.
- ❑ A public emergency or crisis brings an immediate local, regional, national and sometimes international demand for information. There

must be a professionally-staffed communications structure prepared to coordinate and handle information efficiently.

- ❑ Emergency public information will work within an incident command system, most often reporting to Incident Command at the Emergency Operations Center.
- ❑ The public information office will react using the best resources (site, equipment, personnel) available at the time. Lane County Public Information Officer (PIO) has designated and prepared a primary and secondary Joint Information Center (JIC) location. The primary JIC site is fully equipped with operational equipment at all times.. The secondary site requires two hours of advance warning for activation of phones (rooms have been pre-wired) and computer set-up.
- ❑ A PIO member network has been established and maintained. The PIOs represent diverse local agencies and can be called out during emergencies to work in the JIC. Some of the PIO members will already have existing emergency functions within their own agency and may be unavailable to report, depending upon the type of emergency.
- ❑ County Administration staff and non-union employees may be pulled to help staff the Public Inquiry Center.
- ❑ Local media plays a key role in emergency communications response. Depending upon the nature of the emergency, its impact on technology and structures, and the public's tendency to tune into local radio, considerations should be given to radio and television stations with strong, continuous signals, emergency back-up power, and history of operations during inclement weather conditions.
- ❑ In addition to media and Internet sources of information dissemination, Lane County has the ability to pre-empt local cable channels through Metro-TV, can activate CENS (Community Emergency Notification System), and broadcast through Emergency Alert System or Amber Alert (child abduction). See Warning Services Annex for additional detail.

### ***Direction and Control***

Lane County's PIO is activated during an emergency by the Lane County Sheriff's Office Incident Command, by the Public Health Office, or by request to assist with external agency emergencies as a member of the local Joint Information Center Public Information Officers Network (JIC PIO Network).



Emergency public information will work within an incident command structure, most often reporting to Lane County's incident command at the Emergency Operations Center.

The decision to activate all or portions of the Joint Information Center (JIC) will be made during consultation with Incident Command, Public Health Office, the Department of Health and Human Services, or when the demand for information is greater than the regular Public Information Office operations capacity.

Line of succession of authority in the Public Information Services organization:

- 1) Public Information Officer
- 2) Government and Legislative Manager
- 3) JIC PIO Member designee

### *Primary and Secondary Joint Information Sites*

Three separate areas may be needed to accommodate communications needs during a crisis: 1) Media Center, 2) PIO Working Area, and 3) Call Center for taking incoming calls from the public. Lane County PIO has established the following primary and secondary sites.

#### **MEDIA CENTERS**

**Primary:** Public Service Building (PSB) - Harris Hall

- Telephone bank for outgoing media calls (existing capability: 9 phone and data lines)
- Projector (through Metro TV)
- Podium
- Backdrop Logo
- Microphones and sound system (for news conferences)
- Seating and space capacity for high volume of media representatives.
- Access to MetroTV

**Secondary:** Mental Health – Room 198 (conference room)

- **Built in sound system with wireless microphone**
- **Satellite access**
- Overhead projector
- Seating and space
- Chairs and tables that can be arranged

### **PIO WORKING AREAS**

**Primary:** PSB: IS Computer Training Room. Hot site with 25 computers on County system and Internet with PIO templates accessible by passwords.

**Secondary:** Mental Health: Room 254 (room in between 254 and 250 has copier with fax capability). Will have five computers from Mental Health that can be plugged into outlets. This location requires two hours for set-up

### **CALL CENTERS**

**Primary:** PSB - RIS A & B : 10 lines prewired and 'hot' ready to go, single number with hunt group (682.3100)

**Secondary:** Mental Health – 10 stand-by phone lines (warm site, not 'hot') in place, needing activation (about 1-2 hours after notification), phone ready to plug in (single number with lines in hunt group order)

**Public Health Annex Conference Room** – 10 lines prepped by RIS and 'hot'

### ***Concept of Operations***

Should the demand and volume of information required exceed Lane County's regular Public Information Office's capacity, the Public Information Officer will establish a JIC with a phone bank for public non-emergency calls, media center and Public Information Officer (PIO) working room. In addition, the JIC will be opened and staffed if two or more agencies become involved in the emergency and based on the scope of the incident. Due regard will be given to the agency of initial or primary jurisdiction. The center may be moved or re-established when warranted.

Lane County's Public Information Officer (usually also Lead Public Information Officer) will be the designated spokesperson for the County during an emergency situation. To avoid confusion and misinformation, all contact with the news media will be limited to the Public Information Officer and JIC staff. Requests for information during the emergency situation shall be referred to the Public Information Officer and JIC.

Public Information Officers and JIC staff may arrange for news interviews with elected officials or incident managers.

Lane County's Public Information Officer activates the communications system, whether provided by the Public Information Office's normal operations or via a JIC, to provide the following main functions:

*Main functions of Emergency Information Function*

- Coordinate information
- Disseminate information
- Gather and verify information
- Provide rumor control & analysis

*Information Coordination (LEAD PIO OFFICE):* Prior to release of information to the media, all information should be coordinated and verified between agency PIOs. This is accomplished through the Joint Information Center coordination team (Lead PIO and Working PIO room, in conjunction with Public Inquiry Center). News releases must be authorized and approved by the incident commander. All PIOs must be given access to current information. As PIOs from agencies are added to the JIC, the lead and assistant PIO helps them enter the coordination process. Lead and Assistant PIO establish and maintain links between the JIC and larger Joint Incident Command systems.

*Information Dissemination (JIC COORDINATOR):* Attention to the requirements, working schedules, and access needs of the media will help to foster an effective relationship and the delivery of news. Updates should be timely, frequent, and on schedule. Dissemination is done in many ways such as on-camera interviews, news conferences, briefings, written news releases or updates, phone teams in Public Inquiry Center, dedicated Internet site, and tours. Attention should be paid to priority stations with disaster-proof systems and wide distribution areas. Emergency notification can be sent via the Community Emergency Notification System (CENS), Metro-TV pre-emption of local cable programming, and Emergency Alert System.

*Gathering and verifying information (PIO WORK ROOM):* The lead PIO must receive information directly from the scene or from the EOC and have authority to release it to the media. PIOs from agencies on scene or the EOC gather and verify information to send to their counterpart PIO at the JIC. At the JIC, PIOs will also gather and verify information from on-scene or EOC counterparts. News broadcasts, newspapers and other systems must be monitored for accuracy and corrections made as necessary.

*Public Inquiry (PUBLIC INQUIRY CENTER):* provides method to quickly confirm, deny or resolve rumors from the public and media. The manager of the Public Inquiry Center is responsible for delivering rumors to the appropriate agency's PIO. The PIO officer contacts their commander at the EOC or on scene to obtain info that confirms or denies the rumor. The rumor and its disposition are logged and made available to all PIOs via a status board, log sheet or other method agreed upon.

The manager of the Public Inquiry Center manages the phone teams. Phone teams can give out approved information to:

- The public and media.
- Talk from written news releases or other written information that is officially coordinated and released from the JIC.
- Identify rumors and route to Public Inquiry Center manager.
- Give confirmation or denial of rumors and the source of confirmation or denial to public or news media inquiries.

### **JIC General Guidelines**

The JIC is intended to meet the needs of public information officials in a wide variety of settings and provide for a pooling of communications assets. If coordinated effectively, the public will receive faster, more accurate information. Individuals represented at the JIC will continue to represent their respective agencies, while at the same time receiving the benefits of a coordinated public information approach. During JIC operations, agency spokespersons are autonomous, meaning that no agency has authority over another. JIC team members work together and support one another.

However, to ensure coordination among agencies whenever possible JIC member agencies should:

- Hold joint news conferences and briefings.
- Exchange hard-copy releases, broadcast scripts, and Internet print-outs.
- Make available releases received from other organizations.
- Refer news agencies to appropriate official spokespersons.
- Make summaries of news conference and fact sheets available to all agencies.
- Assemble spokespersons from responding agencies in one location.

### **The JIC Function**

1. Provides one-channel of accurate information from participating agencies.
2. Reports round-the-clock to Incident Command or Unified Command Center.
3. Sets up phone lines for public and news inquiries.
4. Monitors news coverage to ensure accurate information is being disseminated.

5. Takes action to correct misunderstandings, misinformation, and incorrect information concerning emergency response and mitigation operations that appear in the news media.
6. Ensures that non-English-speaking populations receive accurate and timely information about emergency response and mitigation operation through appropriate news media and to the extent possible, in their languages.
7. Uses a broad range of resources to disseminate information to disaster victims and the general public, possibly including broadcast fax, the Internet, and traditional print and broadcast news media.
8. Maintains contact with and gathers information from federal, state, local, and voluntary organizations taking part in emergency response operations.
9. Handles appropriate special projects such as news conferences and news operations for disaster area tours by officials and FEMA.
10. Provides public affairs support and advice to the Federal Coordinating Officer, if one is involved in the emergency response.
11. Credentials news personnel when necessary to control access to sensitive areas.
12. Coordinates with logistics staff to provide basic facilities to assist the news media in disseminating information to the public and to credential media representatives (if deemed necessary).

**JIC Resources & Activation**

Resource	Activation	Purpose
<p><b>Lead PIO/JIC Coordinator</b></p>	<p>By incident command when Emergency Operations Center is activated</p> <p>Also can be activated when regular Lane County PIO operations capacity is exceeded</p>	<p><b>Coordinate Information</b> <b>Disseminate Information</b></p> <ul style="list-style-type: none"> <li>• Coordinate information through JIC system management</li> <li>• Determines staffing</li> <li>• Decision making and coordination for news conferences</li> <li>• Clearance of releases, statements by officials.</li> <li>• Assists PIO Work Room</li> <li>• Notifies and updates elected and other leadership</li> <li>• Resolves information conflicts</li> </ul>
<p><b>Public Inquiry Center (non-emergency phone room)</b></p>	<p>In general, the phone bank should be activated when the volume of non-emergency calls to 9-1-1 or dispatch exceeds acceptable levels and an alternate line is needed to protect emergency lines from overload.</p>	<p><b>Rumor Control</b></p> <ul style="list-style-type: none"> <li>• <b>Relieves 9-1-1 lines</b> by taking non-emergency calls for information.</li> <li>• Provides information from officials and approved releases (news releases, news briefings, etc.)</li> <li>• Receives, routes and verifies rumor. Incoming rumors must be routed to appropriate agency PIO and recorded on designated status board. These are verified and the result is dispersed to all JIC members via Lead PIO Office</li> </ul>

<b>Media Center</b>	The Media Center is activated for news conferences, media gathering area, or as a location for media credentialing.	<b>Media Area Coordination</b> <ul style="list-style-type: none"> <li>• Coordinates media area and assures that media needs for equipment, information and safety are addressed</li> </ul>
<b>PIO Work Room</b>	PIO computer workroom is activated when the JIC PIOs are called for full activation.	<b>Gathering and Verifying Info</b> <ul style="list-style-type: none"> <li>• Agency PIOs are assigned to this room for coordinating information to be disseminated in various formats such as media briefing sheets, updates on Internet site</li> <li>• PIOs Receive information from on-scene PIOs and the EOC and coordinate info with each other and other rooms via an assigned manager</li> <li>• Call in shift changes</li> <li>• Check on families of staff; monitor health and well-being of staff</li> <li>• Write news releases and produce final drafts for news releases, internet info, and advisories</li> <li>• Distribute releases upon approval</li> </ul>
<b>State/Federal PIO room.</b>	Activated as needed to coordinate with state and federal agencies.	<b>Gathering and Verifying Info</b> <ul style="list-style-type: none"> <li>• Similar to PIO Work Room</li> </ul>

### **JIC Information Flow**

The information can flow in many directions from many sources including media, state and local on-scene personnel, EOC and broadcasts. To manage the flow the Joint Information Center will follow the guidelines below:

- Information requests coming into the JIC will either go to one of three areas 1) PIO Work Room, 2) Public Inquiry Center, 3) State/Federal PIO Room.
- Once information request is in the JIC system, an action or set of actions must be taken: immediate response, dissemination within JIC, routing to another JIC PIO, research or verification. Whatever action is required, the information must be coordinated with all agencies and the lead PIO office.
- If a decision is needed: Lead PIO Office/JIC Coordinator must be notified if a media release is required, news conference is suggested, or a statement is needed by PIO, EOC, Department head or elected official.

### Phases of Management

#### ***Pre-Event: Lane County PIO will***

- Prepare emergency communications plans and maintain capacity. This includes updating media lists, public information materials, and maintaining Joint Information Center PIO Network
- Conduct preventive public information campaigns as necessary. Preventive public information is not regarded as "emergency public information." It can and should be approached as a topic of major importance to be covered in the regular public information programs using the best available tools and techniques of public and media relations.
- Participate in emergency drills sponsored by local response agencies.

#### ***Event/Response Lane County PIO***

- The Lane County PIO will report to Incident Command to begin full mobilization and dissemination of emergency instructions to the public in the following order of priority:
  - 1) Lifesaving/health preservation instructions.
  - 2) Emergency status information.
  - 3) Other useful information, originated by the government, or in response to media inquiries.



*In response and recovery phases, the Public Information Office may employ on-scene information officers, media briefing center and a Joint Information Center as appropriate and possible. These operations depend upon the nature, scope and any residual existence hazard.*

The Public Information Office function will:

- Obtain briefing from the Incident Commander, or other authorized personnel. Verify release authority and observe constraints on the release of information imposed by the Incident Commander and gain approval for release of information.
- Establish contact with local and national media representatives as appropriate. This may necessitate the creation of a special Internet site for media updates.
- Establish ICS standard span of control procedures and ground rules for site access. Stress safety whenever possible.
- Coordinate an information center, or joint information center whenever two or more agencies become involved. This includes calling JIC PIO Network members to activate functions to provide for coordination, collecting, verifying, dissemination, and analysis of information.
- As part of JIC or separately, initiate and maintain Public Inquiry Center to divert non-emergency calls from 9-1-1 and provide for handling of rumor control function.
- Provide consultation for elected officials, incident leadership and other representatives prior to news conferences.
- Prepare initial information summary as soon as possible after activation.
- Release news to the media and post information in the EOC and other appropriate locations, including Internet. Provide news as needed internally to employees via posting at physical sites, on Intranet, and through email.
- Establish schedule for timely and frequent news media briefings.
- Obtain current incident status from EOC and attend meetings to update information.
- Monitor news media to ensure accuracy. Promptly correct and follow-up as needed.

- Record all news releases and interviews. Contact media to correct erroneous or misleading information being provided to the public via the media.
- Send emergency reports and requests for help immediately (by messenger) to the EOC for action.
- Update activated agencies/departments on a regular basis. Provide standard statements that can be given to general requests for information.
- In cooperation with Planning, Logistics and Operations Sections, and with approval of the Incident Commander: Publicize evacuation plan and instructions to the public through preemption of cable channels via Metro TV, or via news release or conference.
- Ensure all JIC functions receive copies of releases, resolution of rumor information, and media update schedule.
- Provide all news releases, bulletins and summaries to Documentation Unit to be included in the final incident package.

### ***Recovery/Post Event***

- The public will be informed as quickly as possible through the news media that the emergency situation no longer exists.
- Steps to restore conditions to normal will be announced to the public via the news media as soon as they become known to the Public Information Officer.
- During this phase, attention will be focused on restoring all channels of communication with the public. Appropriate information will continue to be released, particularly on the restoration of essential services, travel restrictions, and assistance programs available. When time allows, actions taken during the emergency/disaster will be addressed, and plans and procedures will be revised as necessary.
- If, in the opinion of the chiefs of the various emergency services, or other experts, it is apparent that the emergency condition could have been minimized or avoided through certain actions, then it will become the responsibility of the Public Information Officer to relay this information to the public.

- The PIO should conduct post-emergency reviews and begin appropriate public education, commemorative, and other outreach activities as needed.

## ***Organization and Assignment of Responsibilities***

For proper coordination in a major emergency or disaster, public information must be released from a single point (not meant as a single person, but as a single point of release) to assure consistency, reliability and authenticity. Just as the establishment of the ICS (Incident Command System) avoids multiple command posts and assures accountability, the establishment of a Joint Information Center (JIC) will avoid multiple releasing points, maintain the integrity of information, provide greater citizen health and safety assurances, and ensure accountability to the Incident Command.

### **Organization**

The Joint Information Center organization at Lane County is an integral part of regional Command and Control organization. For most situations, the Public Information Office function will be handled by a single PIO reporting to Incident Command. For major emergencies or disasters, upon activation by Incident Commanders the Joint Information Center staff will be set up to provide the following functions and organization.

### **Functional Areas of a JIC**

- LEAD PIO Office and JIC Coordinator room
- Local Working PIO room
- Public Inquiry Center (phone bank)
- State/Federal Room
- Media/broadcast Center

In general, these areas have a coordinator and report to the JIC coordinator. The JIC Coordinator and Lead PIO work closely together. JIC Coordinator reports to the Lead PIO. The Lead PIO reports directly to Incident Command (**LCSO, Public Health or other**)

## LEAD PIO OFFICE

- Coordinates all JIC activities.
- Determines staffing.
- Notifies elected officials and leadership of emergency and provides ongoing reports.
- Responsible for clearing and releasing of JIC Information.
- Coordinates Briefings, news conferences, releases, etc.
- Provides environment for Lead PIO and JIC Coordinator to work closely together.
- Resolves information conflicts.
- Handles coordination of agencies not present in JIC.
- Works closely with JIC Coordinator on media presentations.

STAFFING: Lead PIO, Assistant PIO, JIC Coordinator, Secretary/Office Help

## PIO WORKING ROOM

- Agency PIOs and JIC Network PIOs are assigned to this room.
- Receives situation updates from Lead PIO, on-scene PIOs, State/Federal PIOs and the EOC.
- Coordinate info with each other and other rooms via an assigned manager.
- Clears information releases with Lead PIO Office.
- Agency PIOs respond to media inquiries and disseminate media releases and fact sheets relative to their own agencies.
- Agency PIOs make contact with their on-scene PIO and their respective EOC Command Staff.
- Assists in arrangements for news conferences, interviews, etc.
- Provides background information to media.
- Answers and logs media inquiries.
- Disseminates media releases and fact sheets.
- Monitors media reports and corrects erroneous information.
- Distributes copies of releases to Lead PIO and other PIOs.
- Assists in Public Inquiry Center.

STAFFING: Manager, 4-10 Writers (Agency PIOs)

## PUBLIC INQUIRY CENTER/PHONE BANK

- Helps track emerging issues and provide rumor control.
- Responds to inquiries from the public and media.
- Receives information from Local PIOs Working Group to answer inquiries.

STAFFING: manager, 10 call takers, 4 media monitor/analysts

**STATE/FEDERAL PIO ROOM**

<ul style="list-style-type: none"><li>• Follows same guidelines as indicated in PIO Working Room description.</li><li>• Shares information with local Working PIO room when necessary.</li></ul>
STAFFING: State and Federal PIOs as needed

**MEDIA CONFERENCE ROOM**

<ul style="list-style-type: none"><li>• Logistics for news conferences and briefings.</li><li>• Provides assembly point for reporters.</li><li>• Credentials media if necessary.</li><li>• Broadcast area for television and radio.</li></ul>
STAFFING: One Coordinator, One Support Staff

**Overview of Day to Day Operations of JIC**

1. Will operate 24 hours per day, 7 days per week until crisis and recovery is under control and media demands decrease to levels that can be handled responsively by a smaller staff.
2. Operations are staffed in two 12-hour shifts and the following teams should be assembled at all times:
  - a. Lead PIO and JIC Coordinator plus Team
  - b. Public Inquiry Center Manager and Team
  - c. PIO Work Area Manager, Team and Office Support
  - d. On-scene (field) PIO as necessary

Task Assignments/Job Descriptions

Information Coordination

*Lead PIO*

- Reports and receives updated briefings from EOC Incident Command.
- Alerts elected officials and County leadership, provides ongoing report.
- Activates JIC (either at primary or secondary location).
- Manages coordination of JIC with JIC coordinator and other JIC managers.
- Resolves conflict of information/opinion.
- Clears all written releases.
- Handles coordination with agencies not present in JIC.
- Coordinates all media presentations with JIC Coordinator.

### Information Dissemination

#### *JIC Coordinator*

- Facilitates overall operation of JIC with assistance from Lead PIO and Public Inquiry Center Manager.
- Coordinates Public Inquiry Center, PIO Working Room, and Lead PIO.
- Serves a facilitator for news interviews.
- Coordinates arrival of spokespersons for briefings or one-on-one interviews.
- Sets parameters for briefings (length, Q&A period, requests reporters to identify affiliations).
- Advises media of next briefing, distributes media kits or manuals.
- Familiarizes media with JIC operations, and provides telephone and email for media/public contact.
- Ensures that the PIOs have assistance.
- Maintain files of all releases in order of release.
- In conjunction with Lead PIO, establishes conditions that warrant media releases, news conferences, briefings, and interviews.

### Public Inquiry / Rumor Control

#### *Public Inquiry Center Manager*

- Staffs and manages Public Inquiry Center.
- Ensures proper routing (to appropriate PIO), logging (status board, log sheets or other methods), and posting of final results to all PIOs through Lead PIO office.
- Coordinates contact with on-scene PIOs as needed to verify rumor.
- Supervise the receipt, routing, verification and documentation of rumor.
- Serves as manager of phone teams, providing information as needed from officially sanctioned news releases and sources.

### Gathering & Verifying Information

#### *PIO Working Room Manager (similar tasks apply to State/Federal Room Manager)*

- Supervises information flow within JIC.
- Receive information updates from Lead PIO and prepares written releases for approval of Lead PIO.
- Coordinates information with Lead PIO Office.
- Supervises and ensures distribution of information through news releases, facts sheets, Internet site.
- Responds to media inquiries and disseminates news. Provides background information.
- Assists in making arrangements for news conferences, interviews, tours.
- Ensures copies of releases and materials are routed to all JIC members.

- Files copies of all releases and briefings.
- Assists in Internal coordination of PIO Room and keeps Lead PIO informed.
- Facilitates media inquiries and maintains inquiry log.
- Coordinates with and assists Public Inquiry Room manager.
- Monitor media reports and public perception of the event to ensure accuracy; corrects erroneous information.

#### *On-scene PIOs*

- Serves a principle link to the emergency. Must have access to information at the site, be knowledgeable about needs of the agencies located at the JIC, and maintain communications with JIC at all times.
- Provides information for release preparation to JIC representatives.
- Coordinates media staging area in concert with Incident Command.
- Supervises on-scene media and provides tours and access as feasible and appropriate.
- Identifies and establishes contacts with other agency on-scene PIOs or approved communications sources.
- Responds to inquiries from JIC.
- Obtains copies of incident documents if available.
- Maintains log of media requests and disposition.

#### *Media Room Manager*

- Provides management of media room area.
- Ensures media needs for equipment and other items are addressed.
- Coordinates and supervises credentialing if needed.
- Posts media briefing or news conference schedule.
- Reports requests for information to Lead PIO or JIC Coordinator.

### ***Administration and Support***

An “Emergency Book” resides in the Lane County PIO office containing:

- Instant response packet (Media release templates, fill in the blank info gathering forms, rumor control info sheets, PIO log sheets, and JIC staffing diagram).
- Current media lists.
- JIC PIO contacts, State PIO contacts.
- Release and phone bank info templates by disaster-type.
- JIC Room Plans and Codes.

- Lane County directory
- Language Help
- Spokesperson training and news conference guidelines

Media release and operational templates are also provided on the PIO Working Room computers

### ***Development and Maintenance***

The Public Information Plan is maintained in accordance with the County's Emergency Plan



# **Hazard Specific Annexes**

## **Terrorism Incident / Hazard Specific Annex 1**

### **Lead Department: Sheriff's Office**

### ***Purpose***

The purpose of the Terrorism Incident Annex is to provide a management plan for responding to and recovering from a terrorist-initiated Weapon of Mass Destruction (WMD) incident.

This is a hazard specific annex that is intended for use in conjunction with any and all functional annexes in the Emergency Operations Plan.

State and local government have primary responsibility in planning for and managing the consequences of a terrorist incident. The Annex provides general procedures for the timely, efficient and safe response by responders.

### ***Situation and Assumptions***

#### ***Situation***

- ❑ A terrorist incident involving Weapons of Mass Destruction (WMD) may result in major consequences that overwhelm county resources. Government facilities, airports, schools, utility company infrastructure, military installations, water supplies, reservoirs, bridges, stadiums and any other places of large gatherings are all potential terrorist targets.
- ❑ Crime scene preservation and collection of evidence will be critical.
- ❑ Operations may involve geographic areas that spread across political boundaries. Unified command will almost certainly be required.
- ❑ Local, State, and Federal responders will define working perimeters that may overlap. Perimeters may be used to control access to the area, target public information messages, assign operational sectors among responding agencies, and assess potential effects on the population and the environment. Control of these perimeters may be enforced by different authorities, which will impede the overall response if adequate coordination is not established.
  
- ❑ If appropriate Personal Protective Equipment (PPE) is not available, entry into a contaminated area, i.e., a hot zone, may be delayed until

the material dissipates to levels that are safe for emergency response personnel. Responders should be prepared for secondary devices.

- ❑ There may be multiple events, e.g., one event in an attempt to influence another event's outcome.
- ❑ Biological toxins are poisons produced by biological organisms. Biological toxins that might be used in a terrorist attack include botulinum, ricin, T2 mycotoxins, and staphylococcal enterotoxin B.
- ❑ A wide variety of chemical agents such as sarin gas, VX gas, mustard gas, cyanide or chlorine could be used.
- ❑ Nuclear/radiological materials can be used in the form of nuclear weapons, nuclear material dispersed via conventional explosives, and attacks on nuclear facilities.
- ❑ The use of explosives by terrorists can result in collapsed buildings, bridges, overpasses, and other infrastructure. Such explosives range in size, complexity, and damage capability from small, homemade pipe bombs to military weapons.
- ❑ Responders are placed at high risk of becoming casualties. In addition to the risk of becoming contaminated before recognizing the agent involved, first responders may be targets for secondary releases or explosions.
- ❑ Contamination of critical facilities and large geographic areas may result. Victims may carry an agent unknowingly to public transportation facilities, businesses, residences, or medical facilities because they don't realize they are contaminated.
- ❑ There will be a stronger reaction from the public than with other types of incidents. Managing that reaction may place a high demand on limited resources.

### ***Assumptions***

- ❑ The first responders e.g., police, fire, EMS personnel or health/medical personnel will, in most cases, initially detect and evaluate the potential or actual incident, assess casualties (if any), and determine whether assistance is required. This assessment will be based on warning or notification of a WMD incident that may be received from law enforcement, emergency response agencies, or the public.

- The incident may require Federal support. In any case, a terrorist incident is reportable to the FBI as soon as it is known or suspected.
- The plan will go into effect when a WMD incident has occurred or a credible threat has been identified.

### ***Direction and Control***

Incident Command System (ICS) will be used to manage all terrorist incidents in Lane County. The Lane County Sheriff will be Incident Commander for any terrorist event within Lane County that is not within the jurisdiction of any existing municipal law enforcement agency. The Lane County Sheriff's Office will provide support as requested when other law enforcement agencies within the county have lead. Lead may eventually shift to the FBI if they have resources in place to assume the lead role. The primary role of the FBI will be investigation.

The Federal Emergency Management agency (FEMA) will coordinate Federal assistance through State authorities using normal Federal Response Plan (FRP) mechanisms.

To maintain terrorist incident operations and ensure orderly continuation of leadership in an emergency situation that is within the Lane County Sheriff's Office jurisdiction the following succession of authority is established:

1. Lane County Sheriff
2. Sheriff's Chief Deputy
3. Captain of Police Services

### ***Warning Procedures***

- **Warning:** There may or may not be warning of a potential WMD incident. The local FBI field office must be notified of any suspected terrorist threats or incidents.
- **Threat Level:** The FBI, through its Homeland Security Advisory System (HSAS) provides a national framework for Federal, State, and local government, allowing government officials and citizens to communicate the nature and degree of terrorist threats. The advisory system characterizes appropriate levels of vigilance, preparedness, and readiness in a series of graduated Threat Conditions. The Protective Measures that correspond to each Threat Condition will help government and citizens determine what action they need to take to

help counter and respond to terrorist activity. Based on the threat level, Federal agencies will implement appropriate Protective Measures. For consistency of terminology, the Lane County uses the same system. The HSAS established five Threat Conditions with associated Protective Measures:

- **Low (Green):** Low risk of terrorist attack. The following protective measures may be applied:
  - Refining and exercising preplanned Protective Measures;
  - Ensuring personnel receive training on HSAS, departmental, or agency specific Protective Measures; and
  - Regularly assessing facilities for vulnerabilities and taking measures to reduce them.
  - Lane County action will be as follows
  
- **Guarded (Blue):** General risk of terrorist attack. In addition to the previously outlined Protective Measures, the following may be applied:
  - Checking communications with designated emergency response or command locations;
  - Reviewing and updating emergency response procedures; and
  - Providing the public with necessary information.
  - Lane County action will be as follows
  
- **Elevated (Yellow):** Significant risk of terrorist attack. In addition to the previously outlined Protective Measures, the following may be applied:
  - Increasing surveillance of critical locations;
  - Coordinating emergency plans with nearby jurisdictions;
  - Assessing further refinement of Protective Measures within the context of the current threat information; and
  - Implementing, as appropriate, contingency and emergency response plans.
  - Lane County action will be as follows
  
- **High (Orange):** High risk of terrorist attack. In addition to the previously outlined Protective Measures, the following may be applied:
  - Coordinating necessary security efforts with armed forces or law enforcement agencies;
  - Taking additional precaution at public events;
  - Preparing to work at an alternate site or with a dispersed workforce; and, restricting access to essential personnel only.

- **Severe (Red):** Severe risk of terrorist attack. In addition to the previously outlined Protective Measures, the following may be applied:
  - Assigning emergency response personnel and pre-positioning specially trained teams; monitoring, redirecting or constraining transportation systems;
  - Closing public and government facilities; and
  - Increasing or redirecting personnel to address critical emergency needs.

## **Communication**

- Due to the sensitivity of information communicated among responding organizations, security of those communications must be maintained.
- Coordination of communications with State and Federal responders is essential.
- See Communication, Warning Services, and Public Information Annexes for additional information.

## ***Standard Operating Procedures***

The Sheriff's Office will respond to suspected terrorist incidents using standard response and operating procedures until the incident is a confirmed terrorist event. At that point the crime scene and chain of evidence will be secured and protected. The FBI will be notified and may take lead for crime scene investigation.

Evacuation of the area may be a priority for Sheriff's Office resources to protect further injury and loss of life. In some cases people in affected areas may be advised to shelter in place rather than evacuate. Notification will be provided through one or more of the systems listed in the Emergency Public Information Annex.

Many of the functional annexes may need to be implemented to support the effort. These include Damage Assessment, Debris Removal, Public Health, Management and Care of the Deceased, Shelter and Mass Care, and evacuation.

When any threat is phone in, the appropriate threat check-list will be initiated (biological, nuclear, incendiary, chemical or explosive). Threat procedures will be developed and maintained by the Sheriff's Office.

Suspicious package or device found, suspicious mail, and search procedures will be developed and maintained by the Sheriff's Office.

### ***Recovery Operations***

As in any disaster, there is a recovery phase to restore the community to a state of normalcy following the event. A terrorist incident may present special challenges such as:

- ❑ Early need for structure assessment.
- ❑ Need for decontamination of people and facilities beyond the primary incident scene;
- ❑ Ongoing public information to inform and reassure the community;
- ❑ Large-scale debris removal operation;
- ❑ Short-term and long-term mental health services for victims;
- ❑ Counseling assistance to first responders and other emergency workers.

## **Animal Disease Response / Hazard Specific Annex 3**

### **Lead Agency: Lane County Health & Human Services**

### **Purpose**

The purpose of this annex is to describe coordinated County, State, and Federal response and recovery efforts to assist domestic animals and animal agriculture in a livestock/poultry animal health emergency during natural, intentional, or hoaxed animal disease outbreaks that impact Lane County. This annex is not intended to replace an individual agency's Standard Operating Procedures (SOP), disaster plans or other documents utilized during large-scale emergencies.

### **Situation and Assumptions**

#### *Situation*

Residents in Lane County live with the potential for natural, intentional, or hoaxed animal disease outbreaks that may have an impact on the agriculture industry. As a whole, the agriculture industry in Lane County and in Oregon is a major contributor to the economy of the State and to the Nation. The negative impact of an outbreak of disease could result in economic losses of enormous scale.

Lane County encompasses 4,620 square miles with a large percentage being agricultural. According to the 2002 Census of Agriculture (USDA), there are over 2,500 farms in Lane County, 34 of which have 1,000 acres or more. Specifically, the number of working livestock farms is as follows:

- ❑ 988 cattle farms totaling ~ 26,000 head combined
- ❑ 362 poultry farms totaling ~ 4 million birds combined
- ❑ 236 sheep farms totaling ~ 18,000 head combined
- ❑ 86 hog/pig farms totaling ~ 900 head combined
- ❑ 940 horse farms totaling ~ 5,500 head combined

Lane County's 2001 Hazard Vulnerability Analysis (HVA) identifies the possibility for an epidemiological emergency to occur in Lane County, however, the risk is no greater than to other partially agricultural communities in Oregon. While population densities could foster human or animal outbreaks of disease, it is likely that modern medicine would reduce the impact. In addition, Lane County's 2004 Office of Domestic Preparedness (ODP) Jurisdiction Assessment Report sites the Earth Liberation Front (ELF) and the Animal Liberation Front (ALF) as posing the biggest threat for committing acts of domestic terrorism to the local agricultural industry. They are considered environmental/special interest groups and are more inclined to strike buildings or property. No farms or animal processing facilities were identified in the



Jurisdiction Assessment Report as being on the top 10 Potential Targets list, though they should not be ruled out.

*Assumptions*

- An animal disease event may occur at any time and involve some or all of the animal populations in the United States or abroad, the State of Oregon or Lane County.
- Activities involving all aspects of dairies, vegetable, fruit, grain, shellfish, egg production, animal slaughter and packing are monitored by the Oregon Department of Agriculture (ODA) and the U.S. Department of Agriculture (USDA). In addition, investigation of human and animal disease occurs on a regular basis by Lane County Health & Human Services as part of their day-to-day operations.
- Quick identification of a disease agent is preferable, but discovery may take some time, allowing for spread across a larger area.
- Information management is critical regardless of whether a disease is present or not. Additionally, media attention may be overwhelming in animal disease events.
- If Highly Contagious Diseases are discovered anywhere, the US economy could be significantly impacted by a disease outbreak and may significantly restrict the intrastate, interstate and international movement of animals (especially livestock) and animal products. This may lead to long term economic impacts requiring long term Federal and State assistance programs for recovery.
- Hoaxed or real events may impact economic markets.
- There is a potential for the County to incur a disease and/or threat of disease as a result of an act of terrorism.
- There may be a law enforcement investigative case, requiring all involved agencies to coordinate and cooperate in their disaster response activities.
- Highly Contagious Disease control efforts quickly require Federal involvement.
- The United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS) and Animal Health & Identification Division will assist the Oregon Department of Agriculture and Lane County Health & Human Services as appropriate in any animal health emergency.

- Quarantine of areas may be required where there are confirmed or suspect cases. Special operational procedures within these zones may be required. Law enforcement may be required to enforce the quarantined area(s).
- The function of and access to public utilities, water, roads, and veterinary medical supplies may be severely restricted or inaccessible after a disaster or in the event of quarantine.
- The incursion of Highly Contagious Diseases or catastrophic events may necessitate mass culling of livestock (animals and/or birds), carcass removal and disposal.
- Response efforts could also encompass culling of non-domesticated populations such as wildlife with the coordination and approval of the Oregon Department of Fish & Wildlife Commission and Director's office.
- Animal carcasses, unused animal feed, manure, and other organic matter may create sanitation, pest, and vector control issues.
- Widespread bio-security control measures may be implemented. Suspected infected locations and transport vehicles may need to be cleaned and disinfected.
- The County Emergency Operations Center may, or may not be activated depending on the anticipated impact to county or other factors at the time of the event.
- Owners losing animals in a disaster or persons responsible for euthanasia and disposal of animals may require psychological counseling and support.

## **Direction & Control**

Lane County government is guided by the directives set forth in Oregon Revised Statutes (ORS), and the Lane County Emergency Operations Plan (EOP) and related Annexes. As such, Lane County will function to provide direction and support to local governments, citizens and visitors in the County and will coordinate and direct County assets during a declared disaster event. Deployed State assets will depend on a declaration of emergency/disaster by the County.

The National Incident Management System (NIMS) Incident Command System (ICS) will be the organizational structure used during an animal disease outbreak and most likely will involve multiple agencies operating under a Unified Command.

For an animal disease outbreak involving large animal populations, the Oregon Department of Agriculture is the lead State agency with statutory authority pertaining to

animal and animal industry issues. Lane County Health & Human Services (H&HS) will be the local agency in charge of the overall response efforts and assist all responding Local, State, and Federal agencies. If the animal disease outbreak crosses over into the food chain or involves humans, Lane County Public Health will be the lead agency. In either case, the H&HS Director or designee will serve as the Incident Commander for Lane County.

If it is determined to be an act of terrorism, the Federal Bureau of Investigation (FBI) would be the lead Federal Agency.

## **General Procedures and Responsibilities**

Annex H of the Basic Plan outlines Health Services in Lane County during large-scale disasters and emergencies. Specific appendices and other plans for dealing with food security and outbreak investigations have been developed by Lane County Health & Human Services and should be referenced for more detailed procedures on the mitigation, response and recovery phases.

### *Priorities*

- ❑ Health, welfare and safety of the public, livestock, domesticated and wild animals.
- ❑ Disease containment and eradication.
- ❑ Restoration of commerce.

### *Alert and Notification*

- ❑ Whenever an animal disease emergency threatens or is occurring, notification of the Lane County Sheriff's Office is the responsibility of the lead agency. Notification to Lane County Emergency Management will be conducted by the Lane County Sheriff's Office Dispatch Center. Additional notification to the Incident Management Group and the Policy Group will be done as needed either by LCSO Dispatch or Emergency Management.

### *Public Information*

- ❑ To facilitate correct information and address the expected media attention, the Lane County Emergency Operations Center (EOC) and/or a Joint Information Center (JIC) should be established whereby all participating

agencies can route press releases and media contacts throughout the incident.

- In cases where the EOC or JIC is not activated, local incident management and public information will be coordinated by the lead agency at a location of their choosing.

### *Roles and Responsibilities*

#### *Lane County Health & Human Services*

- Day-to-day investigations of human and animal disease reports.
- If an incident is deemed necessary to be elevated to a level other than routine, the trace back of the source will indicate which additional agencies will be involved and/or notified.
- If appropriate, request the activation of the County EOC, enact the County Emergency Operations Plan, this annex and other appropriate annexes and appendices/SOPs. Serve as the lead local agency.
- Take specific measures to contain, isolate and recall the contaminated product. Decide disposition and which agency will supervise the salvage or disposal of product.
- Coordinate activities with the Oregon Department of Human Services, Oregon Department of Agriculture (ODA) and the U.S. Department of Agriculture (USDA) as appropriate.
- Assist with the implementation of widespread bio-security control measures such as the cleaning and disinfecting of locations and transport vehicles if necessary.
- In concurrence with ODA and/or USDA, provide accurate health information during event to the public via the County EOC (if activated) or Public Information Officer.
- Facilitate human disease diagnostics as appropriate to presenting animal disease.
- Participate in Emergency Operations Center at administrative level.
- Provide for any mental health issues as a result of the disaster.
- The County Health Officer will participate regarding any medical issues and/or quarantine involving humans.

- Once the need for domestic animal assistance is noted this annex should be implemented and coordinated through the Lane County Emergency Operations Center.

*Oregon Department of Agriculture/Office of the State Veterinarian*

- Serve as the Lead State agency in any animal health related emergency.
- Participate in the County Emergency Operations Center at an administrative level
- Assign the emergency response level to the incident.
- In consultation with the Area Veterinarian In Charge (AVIC), determine the scope and level of initial response and initiate a task force.
- In consultation with the AVIC, determine the location and size of quarantine area(s) and issue quarantine orders as needed.
- In consultation with the AVIC, strategically assign duties and areas of responsibility to state, deputy-state and federal veterinarians, livestock inspectors, animal health technicians, and reserve corps veterinarians.
- Determine appropriate movement restrictions for animals, people, equipment, feeds, commodities, and conveyances.
- Prepare information for dissemination to the public, producers, processors and other concerned groups through Joint Information Center.
- Notify Oregon Emergency Management (OEM) and allied parties when a livestock disease sample is being sent to the Foreign Animal Disease Diagnostic Lab, (Plum Island, NY) for analysis if it is extremely likely to be a highly contagious or infectious disease or agent.
- Coordinate with OEM, USDA, Oregon Department of Transportation (ODOT), Oregon State Police (OSP), local jurisdictions, and other agencies as needed in locating staging area(s) outside of the quarantined area.
- Send staff to the State Emergency Control Center as needed.
- Conduct livestock disease assessments at the site of the event to determine needs and priorities.
- Coordinate state-level livestock disease emergency response and recovery activities.

- Prioritize activities and areas of greatest urgency for state response and recovery personnel in the field.
- Coordinate with USDA, Animal and Plant Health Inspection Service (APHIS), State Veterinarian (VS), Emergency Programs Staff and provide liaison between other federal, state and local organizations when required.
- Working with Lane County Health & Human Services direct disease investigations, epidemiological investigations and trace outs to determine source of disease and scope of disease outbreak.
- Identify contaminated feed, livestock, and agricultural products that must be destroyed and disposed of or decontaminated.
- In concurrence with Lane County Health & Human Services, identify and approve temporary waste disposal sites for effluent from cleaning and disinfecting stations, burning or disposal sites for animal carcass, contaminated feed or other items that are contaminated.
- Coordinate with appropriate organizations for the deployment of inspectors and veterinarians for agricultural response and recovery.
- Establish and/or coordinate appropriate regulatory controls.
- Provide advisories and related public information via Lane County Health & Human Services.
- Coordinate with OSP, Lane County Sheriff's Office and local law enforcement for site security and related issues.
- Maintain ongoing animal agriculture surveillance of affected communities in order to rapidly identify and address disease-related problems.

Lane County USDA Farm Service Agency Emergency Board (FSA)

- Meet immediately and activate FSA Emergency Operations Center to coordinate USDA Assistance and to provide local assistance if appropriate.
- Serve as technical advisor & liaison to the Lane County EOC.
- Submit USDA Flash Situation Report to the Oregon Department of Agriculture.

United States Department of Agriculture (USDA)

- Issues Agriculture Secretary's Declaration of Disaster.
- Allocate funding for compensation to the owner(s) of culled animals.
- Assist in disease eradication and food safety threat activities including quarantine, evaluation, slaughter, disposal, cleaning and disinfecting, epidemiology, trace-back, vector control and transportation permitting arrangements.
- Consult with State and local authorities regarding eradication and food safety threat proceedings.
- Inform the public about meat, poultry and egg product food safety issues.
- Define training requirements for casual employees or support agencies involved in emergency response operations.

Lane County Board of Commissioners/County Administration

- Maintain overall responsibility for Emergency Management within Lane County.
- Function as the elected Policy Group for Lane County.
- Declare a local emergency as needed and forward to the Governor, through Oregon Emergency Management.
- Under emergency authorization, direct County staff and resources to respond to the event.
- Directs recovery effort.

Lane County Sheriff's Office (LCSO)

- If activated, the County Emergency Operations Center will coordinate requests by the lead agency for local resources and mutual aid requirements. If the request is beyond Lane County's capability to fulfill, the County will request assistance from the state. If appropriate, a local disaster declaration will be processed through the Board of County Commissioners and forwarded to the Governor via Oregon Emergency Management.
- Recovery efforts will occur simultaneously with the event response and will be coordinated through the County EOC.

- Enforce livestock quarantine when requested by Oregon Department of Agriculture or USDA.
- Coordinate security activities around perimeter of quarantine area, stop movement of animals, block roads and otherwise restrict areas of the County for public safety reasons.
- Coordinate security for County Emergency Operations Center, Media Information Center, and other facilities involved with disaster event.
- Participate in Emergency Operations Center at administrative level.
- Perform ongoing law enforcement services.
- Request mutual aid when required.
- Assist in dissemination of warning to the public.
- Provide law enforcement assistance during evacuation proceedings if necessary.

*Lane County Sheriff's Office Dispatch Center*

- Serve as the central communications point for the Lane County Emergency Operations Center.
- Notify appropriate officials of emergency situations as outlined in existing emergency notification procedures.

*Lane County Emergency Management*

- Assist in the notification of the Incident Management Group, public officials and dissemination of emergency information and warning to the public.
- Report to the County EOC if activation has been requested or is anticipated.
- Work with the Lane County USDA Emergency Board to ensure a line of communication exists with local farmers, industry groups and the community.
- Serve as key point of contact between participating agencies and Oregon Emergency Management.
- Make certain all information is documented and all records and reports become part of the Incident Record.



Oregon Emergency Management (OEM)

- Coordinate assistance to local jurisdictions by State and Federal agencies in cases of disaster or animal health emergencies.
- OEM or the Oregon Department of Agriculture (ODA) will notify Counties in cases of disaster or animal health emergencies.
- Activate the State Emergency Coordination Center (ECC) consistent with the extent of information received.
- Keep the Governor and necessary State Government agencies (OSP, ODOT, ODFW) aware of developing issues.
- Assign an OEM County Liaison to work issues related to the incident with the county emergency management staff.
- Be the recipient of any request for state assistance and/or a county declaration request. Forward as appropriate.
- Act as liaison between the Department of Homeland Security (DHS/FEMA), other federal agencies and county government.
- Maintain contact with the county throughout the event

Lane County Animal Regulation (LCARA) may:

- Assist with recovery process as needed.

Oregon Department of Fish and Wildlife (ODFW) may:

- Provide intelligence information on wildlife populations and movement during contagious animal disease events.
- Assist with depopulation of wildlife populations as necessary.
- Assist in delivering emergency feed to domestic animals.

Oregon State University Extension Service may:

- Provide intelligence information on numbers of domestic animals in county.

- Assist Oregon Department of Agriculture with identifying owners of contact herds.
- Serve as a technical advisor for agricultural issues related to the event.

Private Veterinarian Practices

- Follow state law regarding animal disease reporting.
- Assist with emergency domestic companion care as possible.
- Assist county with technical information on animal rescue, health and housing issues as possible.

U.S. Department of Homeland Security/Federal Emergency Mgmt. Agency

- Operates Foreign Animal Disease Diagnostic Lab.
- Coordinates animal disease testing.
- Implements those duties and authorities as outlined in the National Response Plan.
- Coordinate Federal assistance through Oregon Emergency Management (OEM).
- Assist with recovery efforts as needed via OEM.

Federal Bureau of Investigation (FBI)

- Upon determination that the incident is a terrorism event, will be notified by Oregon Department of Agriculture.
- Work in conjunction with Lane County Sheriff's Office, taking the lead on criminal investigation as appropriate.

Lane Fire Defense Board Chair

- When decontamination needs arise, coordinates decontamination program for public facilities.
- Participate in Emergency Operations Center at administrative level.

- Provide for day to day fire response to effected and non-effected areas.
- Request mutual aid when required.

#### Lane County Public Works

- Assist Law Enforcement with traffic control and signage.
- Maintain inventory of heavy equipment.
- Participate in Emergency Operations Center at an administrative level.

### **Terms**

The term “Domestic Animal”, for purposes of this annex includes: Cattle, sheep, goats, pigs, llamas, horses, chickens, captive herds of elk (as allowed by ODF&W), captive flocks of upland game birds (as allowed by ODF&W), 4-H program animals or other animals commonly considered as livestock production.

### **Authorities and References**

Lane County Emergency Operations Plan: Annex H, Health & Human Services; H&HS Roles and Responsibilities of Food Protection Agencies, Appendices I – Case Investigation; O – Outbreak Investigation; U, Food Defense

Oregon Department of Agriculture Animal Disease Emergency Management Plan

USDA Emergency Operations Plan – Appendix F, Lane County Emergency Board