



**City of Warrenton**

# **Emergency Operations Plan**

Clatsop County, Oregon

Last Updated: MAY 2022

Adopted: JULY 2022



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# PLAN ADMINISTRATION

The regular update and maintenance of the City of Warrenton (City) Emergency Operations Plan (EOP) is delegated by the City Commissioner to the City Administrator or their designee as Plan Administrator.

Responsibilities of the Plan Administrator include:

- Coordinate regular review and update of the EOP including coordination with Clatsop County Emergency Management.
- Facilitate permission-based access to the EOP and make sure that the most current version is available to City employees, emergency services agency cooperators, and community partners.
- Serve as a primary point of contact questions or feedback on the EOP.
- Coordinate education, training, and exercise efforts designed to build capability to execute the EOP with confidence.

*See Section 8.0, Program Sustainment for additional information on plan maintenance and capability and capacity building efforts related to the EOP.*

## DOCUMENT SECURITY DIRECTIVE

The City of Warrenton (City) Emergency Operations Plan (EOP) is classified as 'For Official Use Only'. It is intended for use by elected officials and city department heads and their senior staff members, emergency management staff, emergency services agency cooperators, and community and private sector partners that support emergency operations.

Though intentionally designed to not be a highly technical document, the EOP should only be used by individuals who have familiarized themselves with the plan and have the authority and appropriate training to implement the procedures it contains or references.

## PLAN DISTRIBUTION

Digital copies of this EOP will be made available to primary agencies identified in this plan and updates will be provided electronically through a shared network, when available. Hard copies will be kept in a secure location for ease of access when electronic copies are not available. Each recipient is responsible for updating their copy of the EOP when changes are received.

Portions of the EOP may be made available to the public to support understanding of how the whole community of partners in the City of Warrenton work together during an emergency and the City reserves the right to redact elements of the EOP that contain



sensitive information in accordance with Oregon public records law (Oregon Revised Statute 192.501).

## **PUBLIC RECORDS LAW**

Portions of the EOP may be made available to the public to support understanding of how the whole community of partners in the City of Warrenton work together during an emergency and the City reserves the right to redact elements of the EOP that contain sensitive information in accordance with Oregon public records law (Oregon Revised Statute [ORS] 192, Records; Public Reports and Meetings) under appropriate exemptions (ORS 192.345).

## **LEGAL DISCLAIMERS**

The EOP does not supersede the Warrenton City Code or any other local, state, or federal law or regulation.

## **GRANT FUNDING AND ELIGIBILITY**

The 2022 update of the EOP was prepared in partnership with Clatsop County Emergency Management with funding accessed through the State Homeland Security Grant Program (SHSP). The SHSP places an emphasis on updating and maintaining a current EOP that follows the guidelines outlined in Comprehensive Preparedness Guide (CPG) 101 v.2.

Agencies receiving SHSP funds to create a plan (e.g., EOP, annex, standard operating procedure) must validate the plan through no less than a tabletop exercise. The exercise must be conducted within the performance period of the grant, be facilitated and documented using the Homeland Security Exercise Evaluation Program (HSEEP) process.

## **ACKNOWLEDGMENTS**

The EOP was prepared under the direction of the City Manager and with the active participation of City personnel. Contract support for facilitation of the EOP planning process and preparation of the EOP was prepared by Stantec Consulting Services Inc.



## PLAN CONTROL RECORD

All updates and revisions to the plan will be tracked and recorded in the following table. The City Manager is responsible for disseminating the most current version of the EOP.

Date	Change No.	Purpose of Update
2009	000	Original Release
2010	001	Crosswalk for NIMS Complete
2022	002	Global Plan Update



## LETTER OF TRANSMITTAL

The City of Warrenton Emergency Operations Plan (EOP) is an all-hazards plan that describes how the City and its whole community of partners, will organize and respond to emergencies and disasters in the community. The EOP provides a framework for coordinated response and recovery activities during circumstances that exceed local capabilities and describes how various agencies and organizations in the City and its communities will coordinate resources and activities with other federal, State, local, tribal and non-governmental organizations.

While local government has an important responsibility in the management of emergencies that impact the City, it is also the responsibility of residents of, and visitors to, the City to adopt a personal preparedness mindset and utilize local government response and resources in combination with proactive action to maintain individual, household, and business readiness before, during, and after an emergency.

The EOP is consistent with federal, State of Oregon, Clatsop County, and other applicable laws and regulations including use of the National Incident Management System and the Incident Command System.



[NAME], City Mayor

July 2022



[NAME], City Manager *City Recorder*  
(\*City Recorder can attest if City Manager is deemed unavailable)

July 2022



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# PLAN ORGANIZATION

## BASIC PLAN

The City of Warrenton Emergency Operations Plan (EOP) is organized as a Basic Plan supported by a series of functional annexes and appendices that contain supporting information and tools to aid in plan implementation.

Plan Section	Description
<b>1</b> Introduction	Describes the purpose and scope of the EOP; the authorities on which it is based; and how it relates to other plans at the local, state and federal levels. This section also establishes the City Emergency Management Organization (EMO) and describes the processes for a local declaration of emergency.
<b>2</b> Community Risk and Resilience	Provides a profile of the community and the hazards and threats that it faces. While an all-hazards plan, this EOP is designed to be responsive to the conditions that are unique to the City of Warrenton as well as the capabilities of its community of partners in emergency management.
<b>3</b> Jurisdictional Authority and Emergency Powers	Describes the responsibility and authority of local government to establish and maintain an emergency management program including the ability to declare a local state of emergency and need to maintain continuity of government during a disaster.
<b>4</b> Local Emergency Management Agency Coordination	Establishes the role of jurisdictional emergency management agencies as a primary support for operational readiness and coordination before, during, and an emergency or disaster including operation and maintenance of the Emergency Operations Center (EOC) and coordination of the EOC Team.
<b>5</b> Partner Organization and Cooperation	Identifies the key emergency service agencies and community partners that are tasked with performing function-specific roles during an emergency and organizes them into Emergency Support Functions that align with how support for emergency operations will be conducted in the EOC.
<b>6</b> Concept of Operations	Provides a framework for how the City will manage an emergency from initial assessment through transition to recovery. The concept of operations is consistent with the principles of the National Incident Management System (NIMS).
<b>7</b> EOC Management	Provides guidance on how operational coordination during an emergency will be facilitated by the City EOC and details use of the Incident Command System (ICS) by the EOC Team.
<b>8</b> Program Sustainment	Establishes procedures for ongoing maintenance of the EOP and sustainment of the City’s EMO through capability and capacity building activities.





## FUNCTIONAL ANNEXES

The Basic Plan is supplemented by four Functional Annexes that provide additional detail specific to the range of functions that may need to be performed during an emergency or disaster. Each annex addresses several Emergency Support Functions (ESFs) that have been grouped to align with the partners involved, the organizational structure of the City Emergency Operations Center (EOC), and the ESFs used by State of Oregon (State) and federal partners.

### City of Warrenton Emergency Operations Plan Functional Annexes

Management Services
<ul style="list-style-type: none"><li>ESF 5 Information and Planning</li><li>ESF 7 Resource Support</li><li>ESF 14 Public Information</li><li>ESF 15 Volunteers and Donations</li><li>ESF 18 Business and Industry</li></ul>
Emergency Services
<ul style="list-style-type: none"><li>ESF 2 Communications</li><li>ESF 4 Firefighting</li><li>ESF 9 Search and Rescue</li><li>ESF 10 Hazardous Materials</li><li>ESF 16 Law Enforcement</li></ul>
Health and Human Services
<ul style="list-style-type: none"><li>ESF 6 Mass Care</li><li>ESF 8 Health and Medical</li><li>ESF 11 Food and Water</li><li>ESF 17 Agriculture and Animal Protection</li></ul>
Infrastructure Services
<ul style="list-style-type: none"><li>ESF 1 Transportation</li><li>ESF 3 Public Works</li><li>ESF 12 Energy</li></ul>

NOTE: ESF 13, Military Support, is not included above.



## EOP ACTION GUIDE

As used in this EOP, emergency operations refer to the actions taken to support pre-incident operational readiness, response operations to save lives and protect property and the environment, stabilization of community lifelines, and short-term actions that support the transition to recovery.

The following crosswalk provides an action-based overview of the operational concepts included in the EOP and directs the plan user to the relevant section of the plan where additional information can be found. Every emergency is unique, and these actions may be adapted based on the situation. If you are not qualified to implement this plan, contact the City Manager. If the situation poses an immediate threat to life, property, or the environment, call 9-1-1.

	Emergency Operations	Associated EOP Section
<b>1</b>	<p><b>Receive alert of incident</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Alerts may be received through dispatch, responding agencies, the Incident Commander, the public or media, direct scene sourcing and/or through spontaneous events (i.e., earthquake).</li> <li><input type="checkbox"/> Alerts should be directed to the City Manager.</li> <li><input type="checkbox"/> If the City Manager is not available, alerts should be made based on the established line of succession.</li> </ul>	<ul style="list-style-type: none"> <li>• Section 3.4, Continuity of Government</li> <li>• Section 6.0, Concept of Operations</li> <li>• Management and Emergency Services Annexes</li> </ul>
<b>2</b>	<p><b>Assess situation and determine need to activate operational elements of the Emergency Management Organization.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In coordination with responding agencies or the Incident Commander (if Incident Command has been established), determine what level of support is needed from the City for the incident. This may range from the City Manager being on stand-by, to full activation of the EOC.</li> <li><input type="checkbox"/> Identify key personnel who will be needed to support emergency operations, including EOC staff and Emergency Support Function (ESF) partners.</li> </ul>	<ul style="list-style-type: none"> <li>• Section 3.0 Concept of Operations</li> <li>• Section 7.0 Emergency Operations Center Management</li> </ul>
<b>3</b>	<p><b>Notify key personnel and response partners.</b></p> <p>Utilize the emergency notification system, or other available tools to disseminate a message to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Public Safety leadership groups (includes local, regional state and federal partners)</li> <li><input type="checkbox"/> EOC Team members</li> <li><input type="checkbox"/> Departmental leadership and policy group</li> </ul>	<ul style="list-style-type: none"> <li>• Section 6.5 Activation and Mobilization</li> </ul>



	Emergency Operations	Associated EOP Section
<b>4</b>	<p><b>Activate the EOC as appropriate.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The City will utilize the ICS to manage EOC operations.</li> <li><input type="checkbox"/> <b>Primary EOC Location:</b> Warrenton City Hall, 225 South Main, Warrenton, Oregon 97146</li> <li><input type="checkbox"/> <b>Alternate EOC Location:</b> TBD</li> <li><input type="checkbox"/> The City Manager maintains resource and contact rosters for the EOC.</li> </ul>	<ul style="list-style-type: none"> <li>• Section 6.4, Operational Coordination</li> <li>• Appendix D</li> </ul>
<b>5</b>	<p><b>Establish communications with the Incident Commander/Dispatch.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify primary and back-up means to stay in contact with the Incident Commander in the field.</li> <li><input type="checkbox"/> The Incident Commander may assign a radio frequency that the EOC can use to communicate with the scene.</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Services Annex</li> </ul>
<b>6</b>	<p><b>Identify, in coordination with the Incident Commander, key incident needs including public safety leadership support.</b></p> <p>Consider coordination of the following, as required by the incident:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Support for the safety of emergency responders.</li> <li><input type="checkbox"/> Emergency public information and coordination with the media.</li> <li><input type="checkbox"/> Protective action measures, including evacuation and shelter-in-place.</li> <li><input type="checkbox"/> Shelter and housing needs for displaced residents.</li> <li><input type="checkbox"/> Provisions for Access and Functional Needs populations, including unaccompanied children</li> <li><input type="checkbox"/> Provisions for animals in disaster.</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Human Services Annex</li> </ul>
<b>7</b>	<p><b>Inform Oregon Emergency Response System (OERS) of Emergency Operations Center activation and request support as needed.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> OERS: 800-452-0311</li> <li><input type="checkbox"/> If there is an oil or chemical spill to report, responsible parties should make notification to the National Response Center at 800-424-8802.</li> </ul>	<ul style="list-style-type: none"> <li>• Section 3.3.2 City Declaration and Request for State Assistance</li> </ul>



	Emergency Operations	Associated EOP Section
<b>8</b>	<p><b>Declare a Local State of Emergency, as appropriate.</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> If the incident has overwhelmed, or threatens to overwhelm the City's resources to respond, the City should declare a State of Emergency.</li><li><input type="checkbox"/> A declaration may be made by the City Commission.</li><li><input type="checkbox"/> The declaration should be submitted to Clatsop County Emergency Management.</li></ul>	<ul style="list-style-type: none"><li>• Appendix A</li></ul>



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**APPENDIX**

Appendix A Disaster Declaration Materials

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## LIST OF ACRONYMS AND ABBREVIATIONS

AAR	After Action Report
ASPR	Assistant Secretary for Preparedness and Response
AuxComm	Clatsop County Auxiliary Communications
City	City of Warrenton
CCP	Crisis Counseling Program
COOP	Continuity of Operations Plan
County	Clatsop County
CWPP	Community Wildfire Protection Plan
DAS	Department of Administrative Services
DBH	Disaster Behavior Health
DOC	Department Operations Center
ECC	Emergency Coordination Center
EMO	Emergency Management Organization
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right to Know Act
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HHS	Health and Human Services
HSEEP	Homeland Security Exercise and Evaluation Program
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
LEPCs	Local Emergency Planning Committees
MAA	Mutual Aid Agreement
MAC Group	Multi-Agency Coordination Group
MOU	Memorandums of Understanding



NGO	Nongovernmental organization
NHMP	Natural Hazard Mitigation Plan
NIMS	National Incident Management System
NWSDS	Northwest Senior and Disability Services
ODF	Oregon Department of Forestry
OFB	Oregon Food Bank (Network)
OEM	Oregon Emergency Management
OERS	Oregon Emergency Response System
OHCS	Oregon Housing Community Services
OLCC	Oregon Liquor Control Commission
ORCAA	Oregon Resource Coordination Assistance Agreement
ORS	Oregon Revised Statutes
OTFC	Oregon Terrorism Information Threat Assessment Network Fusion Center
PIO	Public Information Officer
SAR	Search and Rescue
SERC	State Emergency Response Commission
SOPs	Standard Operating Procedures
State	State of Oregon
TEFAP	Temporary Emergency Food Assistance Program
USAR	Urban Search and Rescue
WSAC	Water Supply Availability Committee



# 1.0 INTRODUCTION

Plan Section	Section Outline
<b>1</b> Introduction	1.1 Purpose and Scope 1.2 Plan Authority 1.3 Emergency Management Foundations 1.4 Assumptions

## 1.1 PURPOSE AND SCOPE

The City of Warrenton Emergency Operations Plan (EOP) establishes an all-hazards framework for management of local emergencies. It is a key element of the City's legally required emergency management program and is organized around the objectives presented in Table 1-1.

**Table 1-1 Emergency Operations Plan Objectives**

EOP Objectives	EOP Reference
✓ Memorialize the establishment of an emergency management agency for the City.	<i>Section 1.0</i>
✓ Describe community conditions including community lifelines, the threats and hazards that can impact them, and the capabilities needed to effectively respond to and recover from emergencies.	<i>Section 2.0</i>
✓ Clearly describe the City legal responsibilities during an emergency and provide guidance on use of emergency powers including the ability to declare a local state of emergency.	<i>Section 3.0</i>
✓ Guide local emergency managers in their responsibilities as the delegated leads for City emergency management programs including maintenance of an Emergency Operations Center (EOC).	<i>Section 4.0</i>
✓ Advance a whole community approach to emergency management by integrating jurisdictional, community, and private sector partners into a shared framework that includes mutually understood roles and responsibilities.	<i>Section 5.0</i>
✓ Describe a concept of operations that is consistent with the National Incident Management System (NIMS) and supports effective operational coordination, resource management and information sharing	<i>Section 6.0</i>
✓ Support consistent use of the Incident Command System (ICS) in the EOC and procedures for EOC management and staffing by an EOC Team.	<i>Section 7.0</i>
✓ Support a sustainable emergency management program through ongoing capability and capacity building through flexible planning	<i>Section 8.0</i>



### 1.1.1 Scope and Applicability

Local emergency services agencies respond to emergencies on an almost daily basis and in most cases, they can be managed through routine organization and coordinated procedures and will not require implementation of the EOP.

This EOP is intended for use in extraordinary situations that exceed day-to-day capabilities to meet the requirements of the situation or where the need for enhanced coordination requires implementation of modified organizational structures to facilitate effective movement of information and resources.

The organizational concepts and strategies included in the EOP are designed to be modular, scalable, and, ultimately, the strategies used to manage an emergency will be selected based on the real-time needs of the situation and the professional judgment of the City Manager in consultation with the Incident Commander and other key resources. These actions may include some or all elements described in the EOP and will be conducted in a manner consistent with National Incident Management System (NIMS) which establishes a national standard for incident management.

All partners identified in this plan are expected to develop and keep current lines of succession and standard operating procedures (SOPs) that describe how emergency tasks will be performed. Training and equipment necessary for response operations should be maintained by City departments and agencies.

## 1.2 PLAN AUTHORITY

This EOP is issued in accordance with, and under the provisions of, ORS Chapter 401 which establishes the authority for the City to establish an Emergency Management Organization (EMO) and designate a City Manager who will be responsible for the organization, administration, and operation of the EMO.

*See Section 4.0 for additional detail on the emergency management function and the role of the City Manager within the whole community approach.*

This EOP establishes a cooperative approach for emergency management coordination and, upon adoption by the City Commission, the plan remains in effect and should be considered the controlling document for emergency management coordination for all jurisdictional partners within the City's territorial limits.

### 1.2.1 Key Authority-Related Definitions

To facilitate consistency in usage and establish a shared understanding of key terms, the City, and this EOP, uses certain definitions established by federal and state law. Select definitions used frequently in this EOP are provided in Table 1-2.



Table 1-2 Key Definitions

Term and Regulatory Citation	Definition
<b>Emergency</b> ORS 401.025 (1)(a)-(b)	<p>(1) A human created or natural event or circumstance that causes or threatens widespread loss of life, injury to person or property, human suffering or financial loss, including but not limited to:</p> <p>(a) Fire, explosion, flood, severe weather, landslides or mud slides, drought, earthquake, volcanic activity, tsunamis or other oceanic phenomena, spills or releases of oil or hazardous material as defined in ORS 466.605, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, sabotage, acts of terrorism and war; and</p> <p>(b) A rapid influx of individuals from outside this state, a rapid migration of individuals from one part of this state to another or a rapid displacement of individuals if the influx, migration or displacement results from the type of event or circumstance described in paragraph (a) of this subsection.</p>
<b>Emergency Services Agency</b> ORS 401.025(2)	<p>(2) organization within a local government that performs essential services for the public's benefit before, during or after an emergency, such as law enforcement, fire control, health, medical and sanitation services, public works and engineering, public information and communications.</p>
<b>Emergency Services</b> ORS 401.025 (3)	<p>(3) Activities engaged in by state and local government agencies to prepare for an emergency and to prevent, minimize, respond to or recover from an emergency, including but not limited to coordination, preparedness planning, training, interagency liaison, firefighting, oil or hazardous material spill or release cleanup as defined in ORS 466.605, law enforcement, medical, health and sanitation services, engineering and public works, search and rescue activities, warning and public information, damage assessment, administration and fiscal management, and those measures defined as "civil defense" in 50 U.S.C. app. 2252.</p>
<b>Major Disaster</b> 42 U.S. Code § 5122	<p>"Major disaster" means 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 chapter 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</p>

See Appendix C for a Glossary of Terms used in the EOP.

## 1.3 EMERGENCY MANAGEMENT PROGRAM FOUNDATIONS

### 1.3.1 Emergency Management Cycle

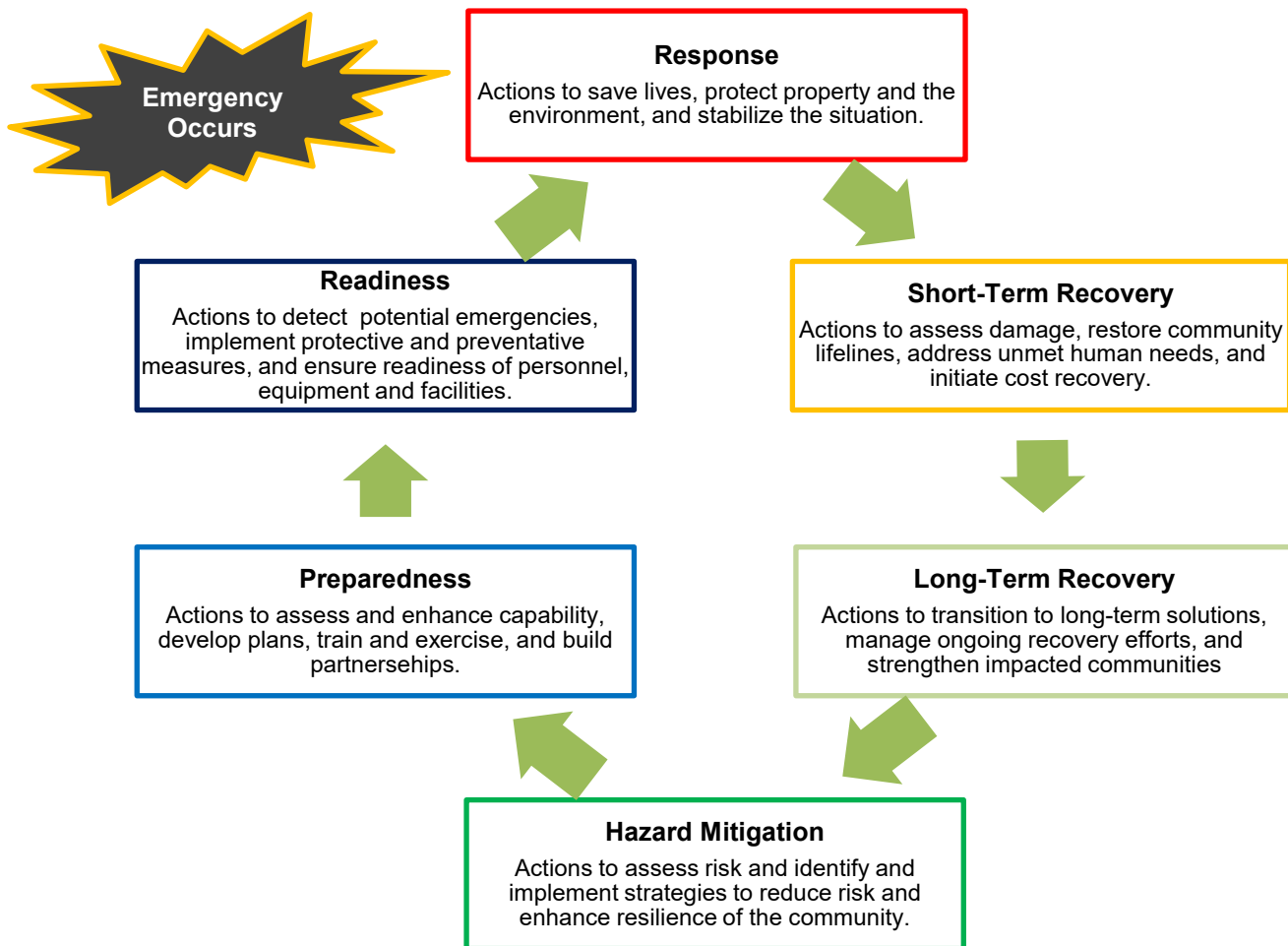
This EOP is primarily focused on how the City and its cooperators and community partners will manage the consequences that arise when an emergency or disaster occurs through readiness, response and short-term recovery actions. However emergency





operations influence and are influenced by actions taken throughout the emergency management cycle and this EOP incorporates elements of mitigation and long-term recovery that are interconnected and should be considered with the bigger picture in mind, recognizing that the actions taken during response will impact how the community recovers.

Figure 1-1 Emergency Management Cycle



### 1.3.2 Whole Community Approach

While the City has the ultimate legal obligation for maintaining a local emergency management organization, this EOP is designed with the recognition that it takes all members of a community to effectively navigate an emergency or disaster.

Using a whole community approach to emergency management, the EOP is designed to guide integrated operations, and to inform education and outreach tactics, between the City, its jurisdictional partners, and special districts within the planning area, emergency services agency cooperators, and community and private-sector partners. The plan structure reflects the jurisdictional authority and responsibility for public safety of local government during an emergency, while respecting the importance and necessity of partnerships with the community and private sector and the need for coordinated operations in a resource limited environment.

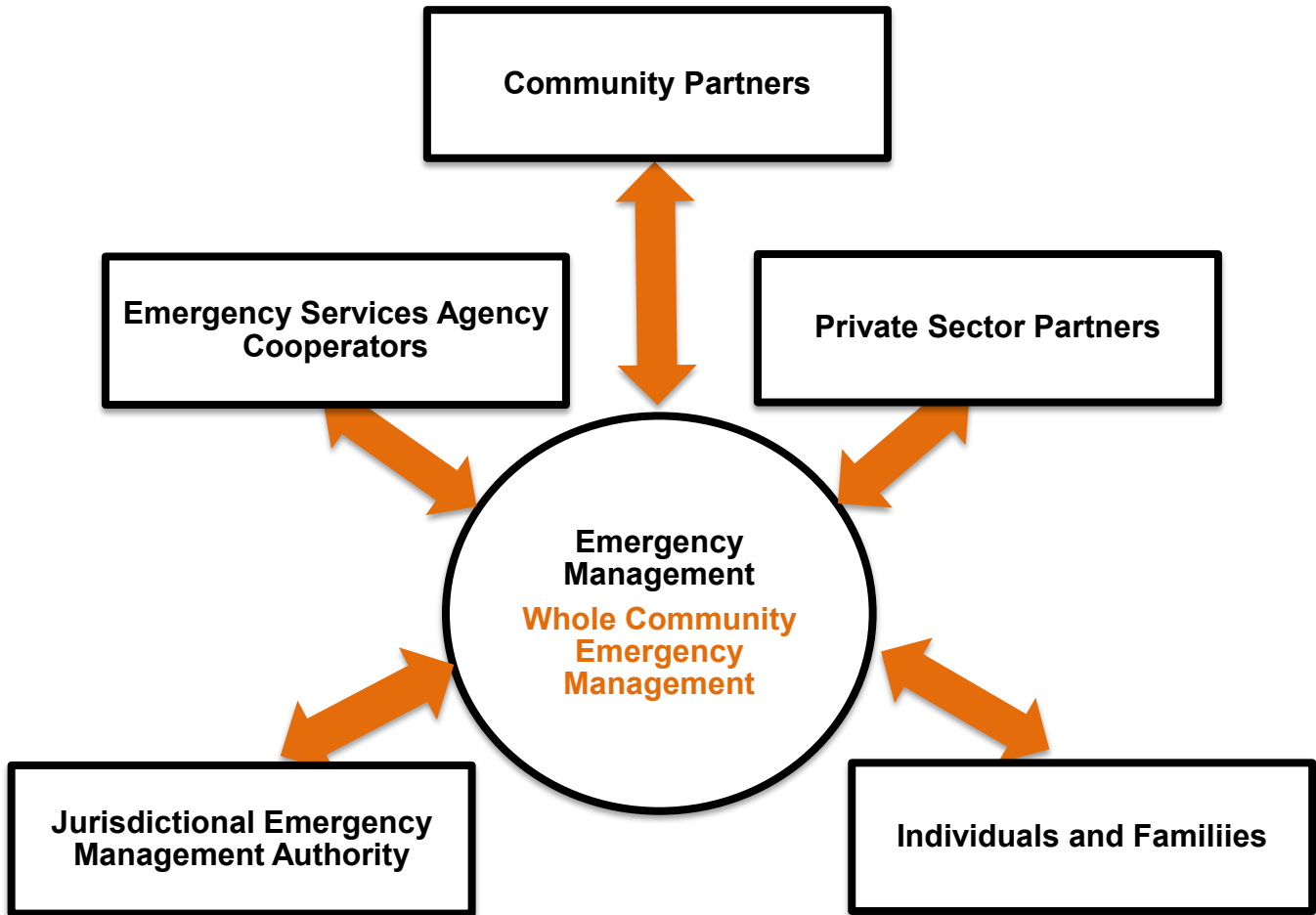
Because of the unique responsibilities and needs of the whole community of partners this EOP uses the following terms when referring to specific aspects of whole community emergency management:

- **Jurisdictional Emergency Management Authority.** Refers to the local government partners who have the legal responsibility to provide for management of emergencies at the local level and the emergency powers they can exercise during an emergency including the legal authority to declare an emergency.
- **Emergency Management.** Refers generally to the emergency management function responsible for coordination of support for emergency operations and maintenance and operation of an EOC. This function will be performed at the lowest government level required by the emergency.
- **Emergency Management Cooperators.** Refers the emergency services agencies and other key organizational partners who are tasked with primary and supporting functional roles in support of emergency management. Emergency Management Cooperators are organized into four primary functional branches that align with how the EOC will be operated.
- **Community Partners.** Refers to the diversity of community-based, faith-based, and private sector organizations and entities that, while not directly responsible for emergency management under this EOP, play a key role in the whole community approach by connecting community members with services and information or provide other support as the situation warrants. Community partners may be organized under the leadership of the area Chambers of Commerce or other community networks.
- **Individuals and Households.** Refers to the residents of the City who have a responsibility to be accountable for their own safety during an emergency by staying informed, developing individual and family emergency plans, and preparing for self-sufficiency for up to two weeks in a catastrophic disaster.

Figure 1-2 presents a simplified graphic of the whole community approach and directs plan users to additional information on its different elements.



Figure 1-2 Whole Community Approach to Emergency Management



### 1.3.3 Use of the National Incident Management System

NIMS provides a consistent nationwide approach for federal, state, local, and tribal governments to work effectively and efficiently together to prepare for, prevent, respond to and recover from domestic incidents, regardless of cause, size or complexity. Oregon adopted NIMS as its Incident Management System through legislative statute 401.092.

The City has adopted the NIMS to guide its approach to community emergency operations in a manner that is flexible, standardized and unified (NIMS was adopted on July 28, 2009 by the City of Warrenton under Resolution no. 2275). Table 1-3 identifies

some key features of NIMS and describes where related information can be found in this EOP.

**Table 1-3 NIMS Compliance Overview**

Key NIMS Features	Description	EOP Section for Further Reference
<b>Command and Coordination</b>	The City manages incidents using tools that may include the ICS in a City EOC to support assistance to impacted.	<ul style="list-style-type: none"> <li>Section 4.3, Emergency Operations Center</li> <li>Section 6.3, Incident Command System</li> <li>Section 6.4, Operational Coordination</li> <li>Management Services Annex</li> </ul>
<b>Communications</b>	The City uses a range of communications tools to support interoperable, reliable and redundant communications during a disaster. Additionally, information sharing is facilitated through an Incident Action Planning Process and incident documentation.	<ul style="list-style-type: none"> <li>Section 6.7, Communications</li> <li>Emergency Services Annex</li> </ul>
<b>Information Management</b>	The City maintains a range of tools to support situational awareness and uses the principles of a Joint Information System to facilitate accurate and timely release of public information.	<ul style="list-style-type: none"> <li>Section 6.8, Information Management</li> <li>Management Services Annex</li> </ul>
<b>Resource Management</b>	The City applies a consistent approach to resource management during an incident and use of mutual aid, including the Oregon Resources Coordination Assistance Agreement (ORCAA), to support resource needs when City resources are overwhelmed.	<ul style="list-style-type: none"> <li>Section 6.9, Resource Management</li> <li>Management Services Annex</li> </ul>

### 1.3.4 Alignment and Integration of Effort

#### 1.3.4.1 Relationship to Other Plans

This EOP is part of a suite of plans that support activities across all phases of emergency management. While the EOP is focused on short-term recovery, other plans address the City's approach to mitigation, continuity of operations and longer-term aspects of emergency management. These plans work in concert with the EOP and include:



Table 1-4 Relationship to Other Plans

Plan Title	Description
<b>Clatsop County Multi-Jurisdictional Hazard Mitigation Plan</b>	The HMP identifies the specific hazards and their associated risks to the city. The plan also outlines proposed mitigation strategies which may reduce risks and/or enhance the effectiveness of city response.
<b>Clatsop County Community Wildfire Protection Plan</b>	The Wildfire Protection Plan identifies specific vulnerabilities the city faces to wildfire risk. In addition, the Wildfire Protection Plan identifies activities to be taken to address critical wildfire needs.
<b>Clatsop County Emergency Operations Plan</b>	Clatsop County is a critical partner and resource to the city. The County's EOP outlines activities and roles and responsibilities of county and regional partners that may also support emergency operational needs of the city.

#### 1.3.4.2 Partner Plans and Procedures

Emergency Services Agency Cooperators and Community and Private Sector Partners identified within this EOP are encouraged to align their agency and organizational plans and procedures with the EOP and to the extent practicable and appropriate, contribute to the ongoing maintenance of the EOP and assist in tracking changes in law, regulation, standards, or practice that may have impacts the emergency management function and should be addressed during the next update.

#### 1.3.4.3 Consistency with State and Federal Plans

This EOP is designed to complement operational plans at the state and federal levels including the State of Oregon Emergency Operations Plan and the National Response Framework through application of NIMS and use of an Emergency Support Function (ESF) structure to organize information.

*See Appendix B for additional information on plans and procedures that may support implementation of the EOP.*

### 1.3.5 Individual Accountability and Self Sufficiency

To the greatest extent possible, the City will assist its community members in carrying out this responsibility by providing preparedness information, as well as emergency public information and critical public services during a disaster.

However, every person who lives or works in the City (including populations with access and functional needs) shares responsibility for minimizing the impact of disasters on the community. These individual responsibilities include hazard awareness, knowledge of appropriate protective actions, taking proactive steps to mitigate the impact of anticipated



hazards and preparations for personal and family safety, as well as the self-sufficiency of neighborhoods. To the greatest extent possible, the City will assist its community members in carrying out this responsibility by providing preparedness information, as well as emergency public information and critical public services during a disaster.

Additionally, visitors to the City, and the businesses that serve them, have a responsibility for understanding what actions they can take to be prepared during an emergency and to mitigate the burden on local emergency services.

However, a major disaster is likely to damage the City's critical infrastructure and reduce the workforce available to continue essential government services. Knowledgeable community members prepared to take care of themselves, their families, to follow direction from emergency responders and to assist neighbors in the early response or late recovery phases of an emergency can make a significant contribution towards survival and community resiliency.

### 1.3.6 Equitable Response and Recovery

Access to emergency services shall not be denied on the grounds of color, national origin, sex, age, sexual orientation (or other protected class) or functional needs. Access and Functional Needs Populations (also referred to as Vulnerable Populations and Special Needs Populations) are members of the community who experience physical, mental or medical care needs and who may require assistance before, during and after an emergency incident after exhausting their usual resources and daily support network.

Considerations for community members with access and functional needs should be included in all activities conducted by the City EMO and, to the greatest extent possible, the City EMO will assist in carrying out this responsibility by providing preparedness information, emergency public information, and critical public services in formats accessible to access and functional needs populations.

Examples of individuals who have access and functional needs include, but are not limited to:

- Individuals who are deaf or hard of hearing.
- Individuals with limited English proficiency.
- Children and the elderly.
- Individuals without vehicles or sufficient housing
- Individuals with special dietary needs.
- Individuals who experience physical disabilities.



## 1.4 ASSUMPTIONS

This EOP presents a framework for emergency operations that is supported by the current capabilities of the City as it is currently resourced. The following assumptions should be considered by a plan user prior to implementation:

- All community members share the primary responsibility for minimizing the impact of disasters through personal preparedness activities.
- City and community partners have reviewed the EOP, understand their role in the City EMO, and have developed plans and procedures to execute their assigned roles and responsibilities.
- Partners within the City EMO retain authority over their own personnel and resources. Resource sharing between partners will be conducted in accordance with existing mutual aid agreements.
- The City is responsible for utilizing all available local resources, including mutual aid, before requesting assistance from the State.
- Emergencies may be regional in scale and will require close coordination with neighboring jurisdictions.
- Outside assistance may not be immediately available and the community should be prepared to carry out response on an independent basis for at least 72 hours.
- City and partner personnel will be provided with appropriate and regular training on their assigned roles and responsibilities including NIMS/ICS.





## 2.0 COMMUNITY RISK AND RESILIENCE

Plan Section	Section Outline
<div style="text-align: center; font-size: 2em; font-weight: bold; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">2</div> <p style="text-align: center; font-weight: bold; margin-top: 10px;">Community Risk and Resilience</p>	<p>2.1 Community Conditions</p> <p>2.2 Community Lifelines</p> <p>2.3 Hazards and Threats</p> <p>2.4 Capability Assessment</p>

This EOP adheres to the emergency management principle of all-hazards planning, establishing a framework for emergency operations that can be implemented no matter the situation. However, the community's approach to managing emergencies needs to be specific to the situation and informed by knowledge of:

- Conditions of the community that serve as supports or pose potential barriers to emergency operations.
- Community lifelines that serve as a foundation for prioritizing resources to repair and restore key systems and services.
- Hazard and threats that pose the greatest threat to the community and have the greatest potential to disrupt those lifelines.
- Capabilities of the community to effectively manage emergencies.

### 2.1 COMMUNITY CONDITIONS

#### 2.1.1 Governance and Jurisdictional Considerations

The City has an established government structure of five-member City Commission who oversee City operations including a myriad of departments. Its departments provide social services, public safety, planning/permitting, natural resources management, information systems, public health and public works. The City also has existing plans, policies and regulatory documents that guide land use/development, infrastructure, capital improvement plans, public spending and other services. The established government structure, staff/personnel and regulatory/policy documents are instrumental to successful hazard mitigation and emergency preparedness.

#### 2.1.2 Human Environment Considerations

In 2020, the City of Warrenton's population was 6,277 with an annual growth rate of 1.17%. The location, composition, and capacity of the population within the community defines its vulnerability to natural hazards. The demographic makeup and geographic location, in combination with its significant tourist industry, should guide the City's hazard



mitigation plan and emergency preparedness. Some populations may require additional considerations and approaches to protect them from hazards will be required (e.g., the youth, elderly, and individuals with limited understanding of English). The City will use demographic characteristics to identify key vulnerable populations.

### 2.1.3 Natural Environment Considerations

The City of Warrenton is a coastal community and is flanked by the Pacific Ocean to the west with the terminus of several rivers occurring to the north and east into the Pacific Ocean (Columbia River, Youngs River, Skipanon River, and Lewis and Clark River). Several lakes occur throughout much of the north and western portions of the City. Beaches largely occur in the western portion of the City, whereas the eastern edge of the City contains estuary and wetland type environments. Elevations throughout the City remain relatively static, ranging from sea level to about 25 feet above sea level.

Highway 101 enters the City at the southern end and runs northeast through the City where it then crosses Youngs Bay. Most City businesses are near this corridor with residents nearby and along Fort Stevens Highway. Highway 101 is a scenic byway (i.e., the Pacific Coast Scenic Byway) and is often used by travelers visiting the area and passing through the area.

### 2.1.4 Built Environment Considerations

Much of the City is publicly owned, with undeveloped natural resource areas such as Delaura Beach and Fort Stevens State Park. Critical facilities (e.g., hospitals, police, fire and rescue stations, school districts and higher education institutions) are essential to government response and recovery activities. Clatsop County's NHMP includes an inventory of its critical facilities.

Physical infrastructure such as roads, bridges, and an airport support the City communities and economies. Utility systems such as potable water, wastewater, natural gas, telecommunications and electric power are all networked systems that provide essential services. These facilities/services are vulnerable to natural hazards and impacts in one area can affect the larger system. Due to the fundamental role that physical infrastructure plays both in pre- and post-disaster, they deserve special attention in the context of creating resilient communities.

### 2.1.5 Economic Considerations

Business activity in the City consists mostly of small businesses, and with a steady population growth the City's unemployment rate in the City has declined from 15.4% in 2020 to 5.7% in 2021. The City relies on both basic and non-basic sector industries, and it is important to consider the effects each may have on the economy following a disaster.



Because education, health services, and manufacturing are key to post-disaster recovery efforts, the region is bolstered by its major employment sectors. Different industries face distinct vulnerabilities to natural hazards, and should be included in coordinated efforts. Identifying key industries in the region enables communities to target mitigation activities towards those industry's specific sensitivities. The top five industry sectors in the City with the most employees are Construction (12.2%), Accommodation and Food Services (11.2%), Health Care (7%), Educational Services (6.9%), and Public Administration (5.5%). The most common occupations include sales, management building and grounds cleaning and maintenance, and retail sales workers.

Pursuant to 2020 census figures, the median household income is \$62,119 and the estimated median household value is \$289,291 with approximately 6% of residents living in poverty. This latter population is assumed to have proportionally fewer resources and less flexibility for alternative investments in times of crisis, may live paycheck to paycheck and are extremely dependent on their employment; in the event their employer is also impacted by a natural hazard, it can further the short and long-term detriment experienced by these individuals and families.

## 2.2 COMMUNITY LIFELINES

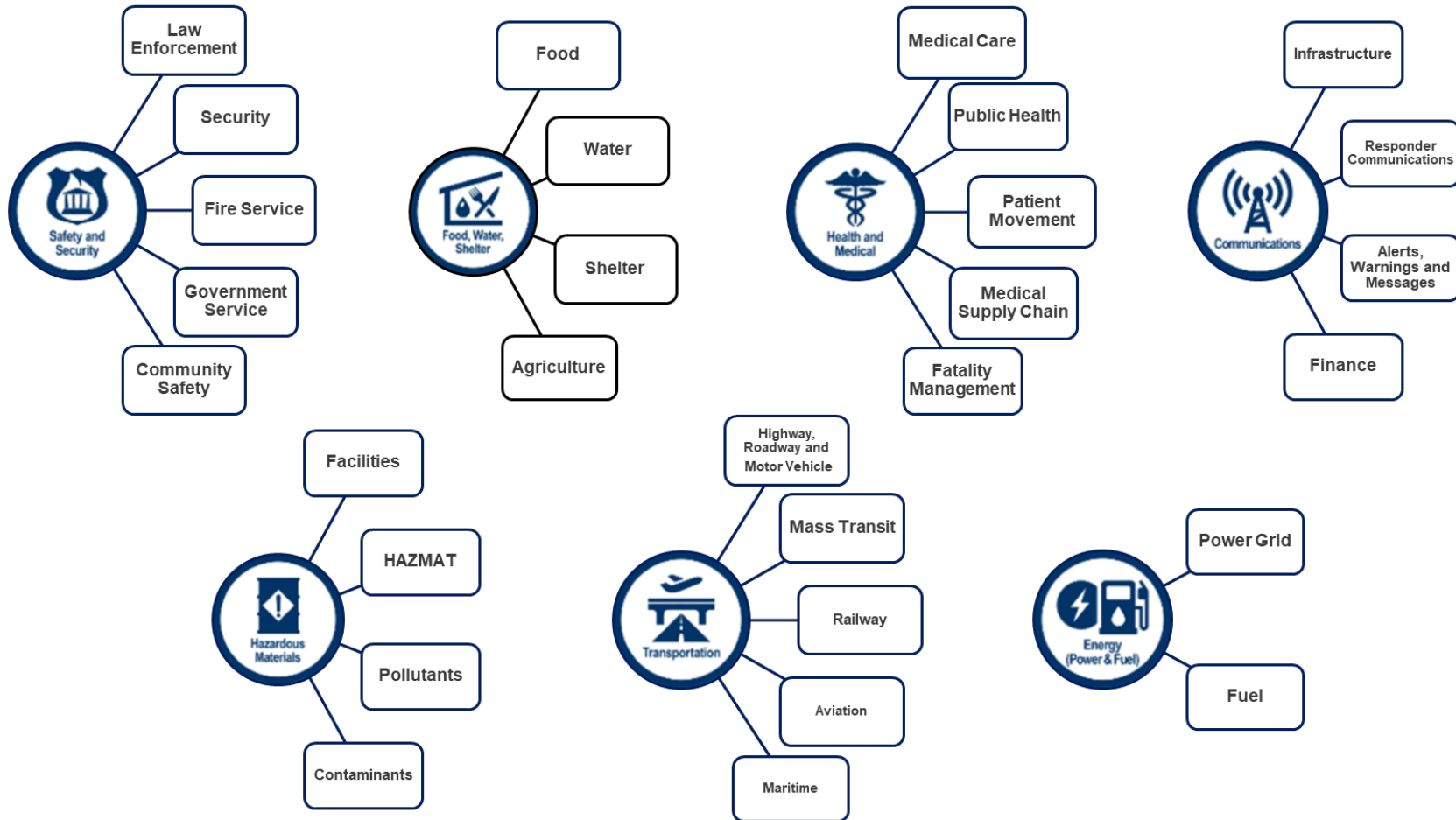
A lifeline enables the continuous operation of critical government and business functions and is essential to human health and safety or economic security.

- Lifelines are the most fundamental services in the community that, when stabilized, enable all other aspects of society to function.
- FEMA has developed a construct for objectives-based response that prioritizes the rapid stabilization of Community Lifelines after a disaster.
- The integrated network of assets, services, and capabilities that provide lifeline services are used day-to-day to support the recurring needs of the community and enable all other aspects of society to function.
- When disrupted, decisive intervention (e.g., rapid re-establishment or employment of contingency response solutions) is required to stabilize the incident.



Figure 2-1 Community Lifelines

### FEMA Community Lifelines



## 2.3 HAZARDS AND THREATS

### 2.3.1 Risk Assessment and Potential Threats

The City's risk profile changes over time due to a variety of factors including: changing climate conditions are increasing the length of wildfire season and severity of wildfires; new structural development creates exposure where there was none prior; and changing demographics impact how the City approaches response and recovery (e.g., translation of public information materials, strategies to assist older adults).

Table 2-1 presents the hazards and threats that have been identified for the City. These threats form the basis for the multi-hazard approach to emergency operations contained in this EOP.

**Table 2-1 City of Warrenton Hazards and Threats Vulnerability, Probability and Risk Level**

Natural Hazards	Vulnerability	Probability	Risk Level
Coastal Erosion	5	7	Low
Drought	15	14	Medium
Earthquake	20	7	Medium
Flood	50	35	High
Landslide	-	-	N/A
Tsunami	50	35	High
Volcanic Event	25	7	Medium
Wildfire	5	28	Low
Windstorm and Winter Storm	40	56	High

Source: Clatsop County NHMP 2021.

*NOTE: The list of hazards and threats provided in Table 2-1 is focused on natural hazards, but the City also faces risk from human-caused hazards and threats which will be addressed in future updates to the risk assessment. These include contagious disease outbreaks or pandemics, civil unrest or terrorism, transportation accidents, and hazardous materials releases or spills.*

### 2.3.2 Hazard Mitigation

The City's risk to hazards and threats is captured in the Clatsop County Multi-Jurisdictional NHMP which profiles each hazard and presents a strategy to reduce risk and mitigate against their potential consequences. The NHMP is updated, at a minimum, once every five years to comply with FEMA requirements. This update will be coordinated by the Clatsop County Emergency Manager, but each participating partner has a



responsibility to fully engage to ensure actions that are responsive to their unique risk profile are included.

Following an emergency this strategy will guide the identification of specific projects to restore damaged property, facilities, or infrastructure, and an approved NHMP is required for those projects to be eligible for post-disaster funding from the federal government.

In addition to implementation of the strategies it contains, the NHMP can be used to inform emergency management activities in other ways including:

- Support selection of meaningful scenarios for exercises to test the EOP.
- Provide situational context for advance planning of tactics to address potential consequences of identified hazards.
- Inform education and outreach strategies that are reflective of the whole community.

Emergency operations also inform hazard mitigation and the EOP provides for an after-action review following any emergency to capture lessons learned and possible mitigation actions. These actions should be included in the strategy and the after-action review should also serve as an opportunity to revisit existing actions and make appropriate changes based on changed conditions.

## 2.4 CAPABILITY ASSESSMENT

The National Preparedness Goal identifies five mission areas that make up a comprehensive approach to community preparedness and the Federal Emergency management Agency (FEMA) has established a series of core capabilities that a community should maintain to respond to the threats and hazards it faces.

**Table 2-2 Mission Areas and Core Capabilities**

Mission Area	Core Capability
<b>Common Capabilities</b>	Planning Public Information and Warning Operational Coordination
<b>Prevention</b> Prevent, avoid or stop an imminent, threatened or actual act of terrorism.	Forensics and Attribution Intelligence and Information Sharing Interdiction and Disruption Screening, Search, and Detection
<b>Protection</b>	Access Control and Identity Verification



Mission Area	Core Capability
<p>Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations and way of life to thrive.</p>	<p>Physical Protective Measures                      Cybersecurity                      Supply Chain Integrity and Security                      Risk Management for Protection Programs and Activities</p>
<p><b>Mitigation</b>                      Reduce the loss of life and property by lessening the impact of future disasters.</p>	<p>Risk and Disaster Resilience Assessment                      Community Resilience                      Long-term Vulnerability Reduction                      Threats and Hazards Identification</p>
<p><b>Response</b>                      Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.</p>	<p>Environmental Response/Health and Safety                      Critical Transportation                      Situational Assessment                      Fatality Management Services                      Fire Management and Suppression                      Infrastructure Systems                      Logistics and Supply Chain Management                      Mass Care Services                      Mass Search and Rescue Operations                      On-Scene Security, Protection, and Law Enforcement                      Operational Communications                      Public Health, Healthcare, and Emergency Medical Services</p>
<p><b>Recovery</b>                      Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.</p>	<p>Infrastructure Systems                      Health and Social Services                      Economic Recovery                      Housing                      Natural and Cultural Resources</p>



## 3.0 JURISDICTIONAL AUTHORITY AND EMERGENCY POWERS

Plan Section	Section Outline
<div style="display: flex; align-items: center;"> <div style="border: 2px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">3</div> <div> <p><b>Jurisdictional Authority and Emergency Powers</b></p> </div> </div>	<ul style="list-style-type: none"> <li>3.1 Jurisdictional Emergency Management Authority</li> <li>3.2 Emergency Powers</li> <li>3.3 Declaration Process</li> <li>3.4 Continuity of Government</li> </ul>

### 3.1 JURISDICTIONAL EMERGENCY MANAGEMENT AUTHORITY

One of the fundamental principles of emergency management, as well as a legislative directive under Oregon law, is that the management of emergencies is, in the first instance, the responsibility of local government and the Oregon Revised Statutes (ORS) 401.023(2) directly specifies that the State “shall not assume authority or responsibility for responding to an emergency unless the appropriate response is beyond the capability of the city and county in which the emergency occurs, the city or county fails to act, or the emergency involves two or more counties.” Because of this responsibility, the City and its jurisdictional partners play a unique role in how the community works during an emergency or disaster including the responsibility to establish an emergency management program and maintain an EOC.

#### 3.1.1 Responsibilities of Elected Officials

As the elected representatives of the residents of City play a role during an emergency with both direct authority as well as influence and standing within the community that be used as strategy for achieving objectives, but also more generally, elected official responsibilities during an emergency may include:

- Declare and terminate a State of Emergency in their respective jurisdiction.
- Establish policy including establishing and supporting enforcement of protective actions.
- Assume immediate control of resources if the emergency requires prioritization of limited resources.
- Make decisions related to emergency funding and expenditures.
- Confer with local, state and federal officials, as required.
- Communicating incident status and subsequent response activities with the general public.





### 3.1.2 Special Districts

Special districts exist to provide specific services to the community. Their placement or proximity to the city requires coordination to ensure city residents and visitor emergency-related needs are fully addressed, even if not directly provided by the city.

Within the City of Warrenton, fire districts provide fire protection resources, search and rescue operations and hazardous material response within the City. Each district is governed by state law and an elected Board of Directors and has policies separate from City government. In areas outside of fire protection districts or cities, the BCC and/or Oregon Department of Forestry (ODF) is the local fire authority. Fire fighters may serve as primary responders to emergencies within their service districts. In areas that are not covered by a jurisdictional authority private fire service companies may operate and should be considered in coordination of fire prevention and suppression activities.

## 3.2 LOCAL DECLARATION OF STATE OF EMERGENCY

A Local Declaration empowers the governing body to assume centralized control and have authority over all departments and offices of the jurisdiction for the purposes of responding to the emergency (ORS 401.309). A declaration also supports EMO partners in carrying out appropriate functions and duties, including implementation of this EOP.

Emergency powers that may be implemented under a local declaration could include:

- Activating emergency purchasing and/or contracting provisions.
- Implementing wage, price and rent controls.
- Establishing rationing of critical resources.
- Establishing curfews.
- Restricting or denying access to areas (i.e., conducting evacuations).
- Specifying routes of egress and ingress.
- Limiting or restricting use of water or other utilities.
- Using any publicly or privately-owned resource with payment to the owner.
- Removing debris from publicly or privately-owned property.

<b>Local Declaration Requirements</b>
<p>A local declaration of state of emergency must:</p> <ul style="list-style-type: none"> <li>• Limit the duration of the state of emergency to the period of time during which the conditions giving rise to the declaration exist or are likely to remain in existence Describe the conditions required for the declaration ordinance (ORS 401.309(1)).</li> <li>• Describe the conditions required for the declaration ordinance (ORS 401.309(2)).</li> </ul>



- Closing taverns or bars and prohibiting the sale of alcoholic beverages or other substances controlled by the Oregon Liquor Control Commission (OLCC).

The resolution declaring a state of emergency is to be signed by the City Manager, or designee as outlined in the orders of succession. A courtesy copy should be sent to the Clatsop County City manager and Oregon Emergency Management (via OERS) to alert them to the local situation.

### **3.3 DECLARATION PROCESS**

The Oregon Disaster Declaration Process establishes the procedures and protocols for the City (i) to request a State of Emergency, and (ii) to request state assistance for emergency response, management or recovery. Under this program, the County will coordinate directly with the State on behalf of the cities and other agencies within its geographic boundaries. Upon declaration, the City will transmit the declaration to the Clatsop County Emergency Manager who will provide it to the County Board of Commissioners. Any request for State assistance under an emergency declaration must be submitted through the County Board of Commissioners. In most cases the County Emergency Manager will prepare and submit the declaration under delegated authority.

This declaration process is also the mechanism for the City (and the properties within its geographic boundaries) to receive federal assistance. Most federal resources are processed through the State (See Appendix A for supporting information and applicable forms). A declaration may also be used to create public awareness of a local disaster threat or emergency situation, or in any other situation deemed appropriate by the governing body. Jurisdictions also have the power to delegate their authority over an emergency response to a different jurisdiction. The most common local example of this a county commissioners' delegation of authority transferring response to a State or Federal Fire Agency in unprotected lands (meaning not covered under an existing fire district) during a Wildfire Conflagration request.

*Examples of Disaster Declaration forms are provided in Appendix A.*

#### **3.3.1 City Declaration and Request for State Assistance**

The City Commissioner may issue a Local Declaration of a State of Emergency in the event of a local emergency that warrants County, State (and/or federal) assistance in terms of funding, staff, technical advising and response activities.

The City may also adopt its declaration as a resolution. The declaration shall include:

- The type of emergency or disaster.



- The location(s) affected.
- Deaths, injuries and/or population that is still at risk.
- The current emergency conditions or threat.
- An internal estimate of the damage and impacts.
- Specific information about the assistance being requested.
- Actions taken and resources committed by other governments (cities and the County).

**Oregon Office of Emergency Management (OEM) Submittal** – When a City declaration is issued through the County, the County will then contact the Oregon Emergency Response System (OERS) through the OpsCenter and provide a copy of its declaration to OEM to initiate state assistance in emergency management. The County will designate a liaison (authorized individual) to coordinate state emergency response resources and related activities at the impacted area. OEM will route the declaration to the Governor for State resource allocation.

The City may utilize OERS through the County to formally request State and/or interjurisdictional assistance to respond to an emergency event. OERS is a state program to receive requests for emergency assistance and to lead coordination activities amongst the applicable jurisdictions. The County Emergency Manager can access OERS 24 hours a day via telephone.

In the event of an emergency that warrants state and/or interjurisdictional assistance, the County will designate specific individuals that are authorized to utilize OERS on its behalf. Upon contacting OERS, the authorized county representative will provide the required information in the table. This is typically the County Emergency Manager or if not available, designee from line of succession.

### **3.3.2 State Declaration and Request for Federal Assistance**

The City's requests for State assistance must be done through the County who then must make requests for federal disaster assistance through the State of Oregon Office of Emergency Management. The Governor may then request a Federal Disaster Declaration. A Federal Disaster Declaration makes extensive disaster response and recovery assistance available, including financial support to governments, businesses and to individual community members.



### 3.3.3 Termination of Declaration of Emergency

After the emergency has passed, the City Manager will notify the governing body and forward a resolution terminating the Declaration of Emergency for official action. The governing body must decide whether to terminate the State of Emergency at a regular public meeting. As a courtesy, OEM will also be notified of such decisions affecting active declarations.

### 3.3.4 Other Declarations

Other declarations such as through the Emergency Conflagration Act, and public health emergency, and a drought emergency can be made through the County on behalf of the City.

## 3.4 CONTINUITY OF GOVERNMENT

### 3.4.1 Continuity of Government

The following lines of succession have been established to support continuity of government during an emergency:

Emergency Operations	Emergency Policy and Governance
1. City Manager	1. Mayor
2. Police and Fire Chiefs	2. City Commissioner
3. Director of Public Works	3. City Manager

All City departments are responsible for identifying the line of succession of authority in management's absence. Additionally, each City department must provide for the protection, accessibility and recovery of the agency's vital records, systems and equipment. These include records, systems and equipment that, if irretrievable, lost or damaged, will materially impair the agency's ability to conduct business or carry out essential functions. Each agency should have a maintenance program for the preservation and quality assurance of data and systems. The program should consider the cost of protecting or reconstructing records weighed against the necessity of the information for achieving the agency mission.



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## 4.0 LOCAL EMERGENCY MANAGEMENT COORDINATION

Plan Section	Section Outline
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### 4.1 CITY EMERGENCY MANAGEMENT ORGANIZATION

#### 4.1.1 City Requirements

The responsibility of the City and its jurisdictional partners to manage local emergencies, set forth by ORS 401 and described in Section 3.0 of this EOP, is coupled with an implementation requirement that each City shall establish an agency with the primary intent of coordinating and executing the efforts required, maintain an approach to coordination and communication. Where ORS 401 directs the City to establish an emergency management agency, the same statutory provision sets a voluntary standard for cities, allowing for flexibility in scaling municipal approaches to emergency management that are aligned with the approach taken by the City and reflective of the resource constraints faced by smaller communities.

Specifically, ORS 401.306 requires local governments to ensure the following functions are part of any emergency management agency established for the purpose managing local emergencies:

- Coordinate planning activities necessary to prepare and maintain the City EOP.
- Maintain operational readiness of an EOC from which City officials can coordinate support for emergency operations. See Section 4.2 for information on jurisdictional EOCs and staffing of the EOC Team.
- Establish a common incident command structure to be used by all EMO partners. See Section 7 for information on how incidents will be managed including use of ICS in both field and EOC settings.
- Coordinate with City, county, and state agencies to integrate effective practices in emergency preparedness and response in a manner consistent with NIMS.



## 4.2 CITY EMERGENCY PROGRAM MANAGER (CITY MANAGER)

Though many partners may have Emergency Managers, this section focuses first on the position within local government. This focus is due to both the fact that local government Emergency Managers hold positions that are specific to the requirements of, and powers granted by, ORS 401. Additionally, jurisdictional Emergency Managers typically are the community's primary support to the jurisdictional emergency management authority and have the responsibility for maintaining an EOC that serves as a critical resource and key link to state and federal partners during an emergency. The role of other organizational and community-specific positions tasked with the emergency management function is addressed at the end of this section with a highlight on the role of emergency management as connector, convener, and motivator of community preparedness, organizational capability and capacity building, and operational readiness.

For the City, the role of Emergency Manager is delegated to the City Manager.

### 4.2.1 Role and Responsibilities of the City Manager

The City Manager (the City Emergency Program Manager) has the day-to-day authority and responsibility for coordination of the jurisdiction's emergency management program and maintaining a state of readiness. During an emergency, the City Manager will facilitate implementation of the City EMO in coordination with the Incident Commander or direction from the City Commissioners. Unless otherwise assigned, the City Manager will serve as the EOC Manager and facilitate coordination of efforts to establish and execute incident objectives.

Responsibilities of the City Manager include:

- Maintain operational readiness of the City primary EOC and manage EOC activation and operations.
- Serve as a staff advisor to the Policy Group and Incident Commander including assistance in preparing a local Declaration of Emergency.
- Assist in coordination of situational awareness activities and incident documentation.
- Serve as a liaison between the City EMO and the Clatsop County EOC, when activated.
- Facilitate after-action review activities as soon as possible after an emergency and help to implement improvements with partners where requested.



## 4.3 EMERGENCY OPERATIONS CENTER

The EOC, when activated, serves as a location from which support for emergency operations can be coordinated. The EOC does not assume control over most tactical decision making but serves as a central location to support the information and resource requirements of the emergency. The EOC will function based on operational periods established by the EOC Manager. If required, it may remain operational on a 24-hour basis. Like an Incident Command Post (ICP) (*See Section 6.4.1 Field Operations*), the EOC can take on different forms and locations, scaling up or down to meet the incident's impact.

### 4.3.1 Physical Location

In most instances, the EOC will be established at a physical location that will be staffed by the EOC Team.

**Table 4-1 Emergency Operations Center Locations**

Primary Location	Alternate Location
Warrenton City Hall, 225 South Main, Warrenton, Oregon 97146	High ground (no building), SE 19 <sup>th</sup> and Ensign

If necessary, City Emergency Management may designate additional alternate locations for the EOC, which may be a Public Works facility, Public Health office or a fire station.

#### 4.3.1.1 Virtual Operations

In situations where it is not practical or is unsafe to establish a physical location, EOC operations may be conducted virtually using available technology.

#### 4.3.1.2 Activation

The EOC will be activated by the City Manager (or designee), who may assume or designate the role of EOC Manager. While the on-scene Incident Commander retains tactical control of the incident, the EOC Manager and/or the City Manager may assume responsibility for coordinating and prioritizing City resources in support of emergency operations and implements decisions in support of field operations.

Upon activation of the EOC, the EOC Manager will make appropriate notifications to members of the Policy Group as well as notify the State through the OpsCenter. Periodic updates will be issued appropriately for the duration of EOC activation.





#### **4.3.1.3 Access and Security**

During an emergency, access to the EOC will be limited to the EOC Team and personnel approved by the EOC Manager. Appropriate security measures will be in place to identify and document personnel who are authorized to be present.

#### **4.3.1.4 Deactivation**

The EOC Manager and/or the City Manager has the final approval authority for activation and closure of the EOC. Once the decision has been made to limit hours/staff or close the EOC, notification must be disseminated to the same agencies that were notified it was activated. If necessary, the EOC may also be re-opened, and emergency operations re-initiated at any time.

### **4.4 EMERGENCY OPERATIONS CENTER TEAM**

When the EOC is activated, it will be staffed by a cadre of City personnel who will fill positions required by the situation as assessed by the City Manager in coordination with the Incident Commander. For the purposes of this EOP, the Primary EOC Team is comprised of the positions that make up the management, command, and general staff functions in the EOC. Each position will have at least one identified City employees who have been approved by their organizational chain of command and that have received appropriate position-specific training. When possible, additional employees will be assigned and at the direction of the EOC Manager.

*See Section 7.0 for more information on ICS and the roles and responsibilities of EOC Team members.*



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## 5.0 PARTNER ORGANIZATION AND COOPERATION

Plan Section	Section Outline
<b>5</b> Partner Organization and Cooperation	5.1 Whole Community Cooperators and Partners 5.2 Partner Organization 5.3 Responsibilities by Functional Area

The primary coordination mechanism between the City and its cooperators and community and private sector is the EOC which is organized using the Incident Command System with a representatives of key cooperator groups serving as liaisons to a designated position or branch within the EOC.

Successful implementation of the EMO is based on the following assumptions for City and community partners:

- Partners have reviewed, understand and accept their assigned roles and responsibilities.
- Though partners retain ultimate authority over their own personnel, management of emergency operations may require assigned personnel (e.g., EOC team) to take direction from outside of their normal chain of command.
- Partners should remain flexible during emergencies and be prepared to adapt as situation evolves.

### 5.1 WHOLE COMMUNITY COOPERATORS AND PARTNERS

#### 5.1.1 City Departments

The departments, offices, and programs of local governments in the City play a key role as the entities tasked with both delivering essential services to the community and carrying out local government’s responsibility to manage emergencies that impact the community.

During an emergency the role of local government departments will generally parallel their normal day-to-day activities and, to the extent possible, the same personnel and resources will be employed in both cases. Day-to-day activities that do not contribute directly to the emergency response may be suspended for the duration of the emergency.

Departments that have not been assigned a specific function in this EOP should be prepared to make their staff and other resources available for emergency duty at the direction of the EOC Manager.



**Responsibilities of All Departments**

All departments and organizations with tasks assigned in this EOP are responsible for the following:

- Maintain operational readiness to support emergency operations including participation in planning, training and exercise activities.
- Implement procedures to sustain essential operations to extent possible.
- Manage notifications to, and ongoing communications with, department staff throughout the duration of the emergency.
- Assist in damage assessment for department facilities and systems.
- Provide regular updates to the City EOC regarding operational status, available resources and needs.
- Assign personnel to the City EOC as requested.
- Maintain proper documentation of incident activities and expenditures to support requests for reimbursement.
- Participate in post-incident hot wash and after-action processes.

**5.1.2 Community and Private Sector Partners**

Private sector businesses, volunteer organizations and Nongovernmental Organizations (NGOs) may also assist in emergencies and can include the American Red Cross, Salvation Army, and UCAN according to need and availability. Hospitals, nursing homes and other institutional facilities are required by law to have disaster plans. The City Manager will work with private sector businesses and volunteer and service organizations to provide services in emergency situations.

**Responsibilities of Community and Private Sector Partners**

Prior to an incident, a Mutual Aid Agreement (MAA), Memorandum of Understanding (MOU), or other agreed upon contracts will signed with identified community and private sector partners. Partners will be involved in planning processes, and responsibilities may include:

- Train and manage volunteer resources.
- Identify shelter locations and needed supplies.



- Provide critical emergency services to those in need, such as clothing, food and shelter cleaning supplies and assistance with post-emergency cleanup.
- Plan for the protection of employees, customers, clients, infrastructure and facilities.
- Plan for the protection of information and the continuity of business operations.
- Collaborate with EMO personnel before an incident occurs to determine what assistance may be necessary and how private sector organizations can help.
- Develop and exercise emergency plans before an incident occurs.
- Establish mutual aid and assistance agreements to provide specific response capabilities.
- Provide assistance and volunteers to support local emergency management and public awareness during response and throughout the recovery process.

### **5.1.3 State and Federal Agencies**

State and Federal roles and responsibilities are established in the State of Oregon Emergency Operations Plan (EOP) and National Response Framework (NRF), respectively. The Governor is responsible for assigning the State agencies or departments best suited to respond to the emergency. Some State agencies may call upon their federal counterparts to provide additional support and resources.

Additionally, the State Emergency Response Commission (SERC) (i.e., the Oregon State Fire Marshal), which is a requirement of the Emergency Planning and Community Right to Know Act (EPCRA), is responsible for establishing local emergency planning districts within the state and overseeing state emergency response commissions for each planning district. The SERC shall appoint Local Emergency Planning Committees (LEPCs) within those planning districts to create emergency plans. The SERC provides administrative oversight and assistance to the LEPC's in accomplishing their requirements.

### **5.1.4 Individuals and Households**

The City EMO will assist individuals and community organizations by conducting emergency training programs and providing emergency preparedness information. Individuals and households can assist in emergency response by the following actions:

- Reduce hazards in their homes.
- Prepare emergency supply kits and household emergency plans.



- Monitor emergency communications carefully.
- Volunteer with established organizations.
- Enroll in emergency preparation training courses.

## 5.2 PARTNER ORGANIZATION

To support cooperators in maintaining effective coordination with jurisdictional partners and each other, they are organized into functional groupings that align with the ESFs used by the State of Oregon and federal partners and provide a mechanism for carrying out the range of activities that may be required during an emergency or disaster. Each ESF is led by a primary agency tasked with carrying out or facilitating assignment of function-specific responsibilities to supporting cooperators and serving as a conduit for information from cooperators to the City EOC. ESFs also serve as the primary connection point for community partners to interface with the local government authorities and Emergency Services Agency Cooperators.

## 5.3 SCOPE AND RESPONSIBILITIES BY FUNCTIONAL GROUP

Table 5-1 provides a summary of the four functional groups established to support coordination both during response and recovery and in the steady state. Sections 5.3.2 through 5.3.5 provide additional detail on the scope of activities that fall within the responsibility of each group and identifies the primary City departments responsible for coordinating with partners to carry out those activities.

**Table 5-1. Whole Community Functional Groups and Emergency Support Functions**

Functional Group	Cooperators and Partner Types	Related ESFs
<b>Management Services</b>	Planning Resource Support Finance Human Resources Public Information	ESF 5 – Information and Planning ESF 7 – Resource Support ESF 14 – Public Information ESF 15 – Volunteers and Donations ESF 18 – Business and Industry
<b>Emergency Services</b>	Fire Services Law Enforcement Emergency Medical Services 911/Dispatch Telecommunications	ESF 2 – Communications ESF 4 – Firefighting ESF 9 – Search and Rescue ESF 10 – Hazardous Materials ESF 16 – Law Enforcement
<b>Health and Human Services</b>	Public Health Healthcare Providers Behavioral Health Environmental Health Community Assistance Providers Agriculture	ESF 6 – Mass Care ESF 8 – Health and Medical ESF 11 – Agriculture and Animal Protection
<b>Infrastructure Services</b>	Transportation	ESF 1 – Transportation



	Water and Wastewater Electric Natural Gas Waste Management and Sanitation	ESF 3 – Public Works ESF 12 - Energy
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**5.3.1 Management Services**

<b>Table MGT-2 Management Services Emergency Support Functions</b>				
<b>ESF 5 Information and Planning</b>	<b>ESF 7 Resource Support</b>	<b>ESF 14 Public Information and External Affairs</b>	<b>ESF 15 Volunteers and Donations</b>	<b>ESF 18 Business and Industry</b>
<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>Facilitate EOC planning Meetings and facilitate the EOC action planning process.</li> <li>Manage EOC data gathering and management activities.</li> <li>Process and analyze incident data, generate information products, and facilitate their availability to partners.</li> <li>Manage requests for information including coordination with the media.</li> <li>Disseminate timely and accurate public information.</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>Coordinate resource support to fulfill emergency operations requirements.</li> <li>Monitor and track all requests for local and outside resources and coordinate acquisition, delivery and release of resources.</li> <li>Monitor and document the financial costs of providing resources to include costs if providing State</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>Establish policies for internal review and approval of public information prior to its release to the community and/or media partners.</li> <li>Coordinate and distribute pre-emergency preparedness public awareness information.</li> <li>Maintain a reliable alert and warning system.</li> <li>Control the spread of</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>Coordinate the identification and vetting of volunteer resources.</li> <li>Match volunteer resources and donations with the unmet needs of impacted communities.</li> <li>Maintain a donations management system to ensure the effective utilization of donated cash, goods, and services.</li> <li>Provide guidance to personnel coordinating the management of</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>Coordinate with business and industry partners to facilitate private sector support to response and recovery operations.</li> <li>Identify immediate and short-term, recovery assistance to businesses and industry partners</li> <li>Facilitate communication between businesses and industry partners and local and county Emergency Management</li> </ul>





<ul style="list-style-type: none"> <li>Facilitate coordination between internal and external emergency management, planning, geospatial, and information technology leads.</li> </ul>	agency support, purchasing or contracting goods and services, transportation and above normal staffing.	rumors, correct misinformation and public information needs.	undesignated cash donations, unsolicited goods, and emergent volunteers.	organizations (ESF 5).
<p style="text-align: center;"><b>City Manager</b></p>	<p style="text-align: center;"><b>City Manager</b></p>	<p style="text-align: center;"><b>City Building/Planning</b></p>	<p style="text-align: center;"><b>City Manager</b></p>	<p style="text-align: center;"><b>City Building/Planning</b></p>

*See the Management Annex for additional detail.*



**5.3.2 Emergency Services**

**Table 5-3 Emergency Services Emergency Support Functions**

<b>ESF 2 Communications</b>	<b>ESF 4 Firefighting</b>	<b>ESF 13 Search and Rescue</b>	<b>ESF 10 Hazardous Materials</b>	<b>ESF 16 Law Enforcement</b>
<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>Establish and maintain an effective communication system for use in a disaster.</li> <li>Coordinate the provision of temporary communications capability to first responders and City departments, and partner agencies.</li> <li>Maintain information technology infrastructure including provision of cybersecurity measures.</li> <li>Maintain a reliable alert and warning system.</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>Support local assessment and identification of public impact and needs</li> <li>Conduct fire and rescue operations for wildfires.</li> <li>Provide fire detection services and coordinate warning systems.</li> <li>Perform fire hazard inspections for residential and commercial structures and provide public information regarding defensible space and other fire safe measures.</li> <li>Maintain and coordinate fuel breaks in strategic areas in the City.</li> <li>Coordinate emergency evacuations for large wildfires with law enforcement and transportation resources.</li> <li>Assist in urban, oceanic and wilderness search and rescue efforts.</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>Deploy resources in both urban and non-urban search and rescue during a major disaster or incident.</li> <li>Coordinate with ESF 8 for emergency medical services.</li> <li>Coordinate Search and Rescue (SAR) with Clatsop County and within the city.</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>Establish and coordinate strategies for actual or potential discharge or release of hazardous materials resulting from a natural, human-caused, or technological disaster.</li> <li>Address hazardous materials incidents including chemical, biological, and radiological substances, whether accidentally or intentionally released.</li> <li>Coordinate the appropriate response to secondary or tertiary environmental protection issues.</li> <li>Provide guidelines for the public notification and alerts.</li> <li>Coordinate with County and State for nuclear/radiological response activities.</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>Coordinate additional law enforcement resources as needed (i.e., Oregon National Guard, Oregon State Police, etc.).</li> <li>Provide access control and site security to support local efforts to control access to the incident site, critical facilities, and/or critical infrastructure.</li> <li>Provide crowd and traffic control services related to emergency events.</li> <li>Coordinate site security and access control, such as security at public shelters, EOCs, bulk distribution sites, feeding sites and point of dispensing sites.</li> <li>Manage evacuation operations and/or shelter in place orders.</li> <li>Provide urban and wilderness search and rescue (SAR) services as requested.</li> </ul>



Lead City Departments				
City Police Department	City Fire Department City Police Department	City Police Department	City Fire Department City Police Department	City Police Department

*See the Emergency Services Annex for additional detail.*



**5.3.3 Health and Human Services**

**Table 5-4 Health and Human Services Emergency Support Functions**

<p><b>ESF 6</b> Mass Care</p>	<p><b>ESF 8</b> Health and Medical</p>	<p><b>ESF 11</b> Food and Water</p>	<p><b>ESF 11</b> Agricultural and Natural Resources</p>
<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>• Assess the impact of an emergency or disaster on the community and support efforts to address unmet human needs.</li> <li>• Provide shelter for individuals and households displaced by an emergency or disaster.</li> <li>• Provide mass feeding operations and distribute bulk supplies.</li> <li>• Facilitate assistance to connect displaced individuals and households with temporary and longer-term housing solutions.</li> <li>• Ensure that persons with access and functional needs are provided appropriate supports during an emergency or disaster.</li> <li>• Provide emergency first aid assistance for large numbers of people.</li> <li>• Gather and make available disaster welfare information on impacted individuals and households.</li> <li>• Connect individuals and households in the community with assistance programs.</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>• Assess the impact of an emergency or disaster to public health, emotional well-being and healthcare, and the support efforts to stabilize those systems.</li> <li>• Identify persons with medical needs and coordinate the appropriate care and required movement of those persons within impacted areas or shelters.</li> <li>• Monitor, investigate and control potential threats to human health through proactive and ongoing surveillance and response measures.</li> <li>• Distribute medical countermeasures and/or non-medical interventions.</li> <li>• Provide mental health supports for the community including first responders and impacted individuals and communities.</li> <li>• Conduct mass casualty and mass fatality operations when the number of injured or deceased that result from an emergency exceed local capabilities.</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>• Provide nutrition assistance and coordinate to obtain needed food and water supplies.</li> <li>• Provide environmental health services including food and water safety, foodborne disease surveillance and investigations, water quality testing and surveillance</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>• Assess the impact of an emergency or disaster on agriculture, animals and natural and cultural resources.</li> <li>• Assist in the care and shelter of service animals, pets and livestock.</li> <li>• Protect natural and cultural resources including efforts to preserve, conserve and rehabilitate those resources.</li> </ul>



	<ul style="list-style-type: none"> <li>• Provide public health and medical information in coordination with the Public Information Officer (PIO).</li> </ul>		
<b>Lead City Departments</b>			
<b>City Manager</b>	<b>City Fire Department</b>	<b>City Manager City Public Works</b>	<b>City Manager</b>

*See the Health and Human Services Annex for additional detail.*



**5.3.4 Infrastructure Services**

<b>Table 5-5 Infrastructure Services Emergency Support Functions</b>		
<b>ESF 1 Transportation</b>	<b>ESF 3 Public Works</b>	<b>ESF 12 Energy</b>
<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>• Monitor and report status of, and damage to transportation system and critical infrastructure as a result of the incident.</li> <li>• Identify temporary alternative transportation solutions that can be implemented when systems or infrastructure are damaged, unavailable or overwhelmed.</li> <li>• Coordinate access to transportation routes including snow and ice removal and debris management.</li> <li>• Coordinate the emergency repair and restoration of the transportation network.</li> <li>• Provide logistical transportation of evacuees, personnel, equipment, materials and supplies.</li> <li>• Partner with law enforcement (ESF 13) efforts to monitor, control and coordinate traffic.</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>• Address the coordination of assessments of energy and water/wastewater systems, components and utilities for damage, operability, supply, demand and the requirements to restore such systems.</li> <li>• Coordinate engineering and construction management support for response and recovery operations.</li> <li>• Prioritize and initiate emergency work to clear debris and obstructions from emergency transportation routes and removal of debris from public property.</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>• Assist City departments and agencies in obtaining fuel for transportation (ESF 1), communications (ESF 2), emergency operations and other critical functions.</li> <li>• Help energy suppliers and utilities obtain equipment, specialized labor and transportation (ESF 1) to repair or restore energy systems and/or water or wastewater facilities and infrastructure.</li> <li>• Address the provision of temporary emergency power generation capabilities and/or water and wastewater facilities to support critical facilities and equipment until permanent restoration is accomplished.</li> <li>• Coordinate emergency fuel support for transportation operations (ESF 12).</li> </ul>
<b>Lead City Departments</b>		
<b>City Public Works</b>	<b>City Public Works</b>	<b>City Public Works</b>

*See the Health and Human Services Annex for additional details*



**SECTION 5.0 PARTNER ORGANIZATION AND COOPERATION**




**Table 5-6 Response Partners by Emergency Support Function**

ESF	City Commission	Administration (City Manager)	Building/Planning	Fire Department	Police Department	Public Works	Marinas	Warrenton School District	Sunset Empire	Transportation District	Medix Ambulance Service	Private hospitals	Local Radio (KSAT)	Northwest Natural Gas	Pacific Power	American Red Cross	Lincare Inc. (oxygen vendor)
<b>ESF 1 Transportation</b>						P		S	S		S						
<b>ESF 2 Communications</b>				S	P	S							S				
<b>ESF 3 Public Works</b>			S			P											
<b>ESF 4 Firefighting</b>				P		S											S
<b>ESF 5 Information and Planning</b>	S	P		S	S	S											
<b>ESF 6 Mass Care</b>		P						S			S					S	S
<b>ESF 7 Resource Support</b>		P	S	S	S	S											
<b>ESF 8 Health and Medical</b>				P							S	S					
<b>ESF 9 Search and Rescue</b>				S	P		S										
<b>ESF 10 Hazardous Materials</b>				P	S	S											
<b>ESF 11 Food and Water</b>		P				S											S
<b>ESF 12 Energy</b>						P								S	S		
<b>ESF 14 Public Information</b>	S	P			S	S							S				
<b>ESF 15 Volunteers and Donations</b>		P								S							S



**SECTION 5.0 PARTNER ORGANIZATION AND COOPERATION**

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ESF		City Commission	Administration (City Manager)	Building/Planning	Fire Department	Police Department	Public Works	Marinas	Warrenton School District	Sunset Empire	Transportation District	Medix Ambulance Service	Private hospitals	Local Radio (KSAT)	Northwest Natural Gas	Pacific Power	American Red Cross	Lincare Inc. (oxygen vendor)
	<b>ESF 16 Law Enforcement</b>					<b>P</b>												
	<b>ESF 17 Agriculture and Animal Production</b>		<b>P</b>					<b>S</b>										
	<b>ESF 18 Business and Industry</b>	<b>S</b>	<b>S</b>	<b>P</b>		<b>S</b>	<b>S</b>											

Note: P = Primary Agencies; S = Supporting Agencies, Cooperators, Partners





# 6.0 CONCEPT OF OPERATIONS

Plan Section	Section Outline
<div style="display: flex; align-items: center;"> <div style="background-color: black; color: white; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">6</div> <div> <p><b>Concept of Operations</b></p> </div> </div>	<ul style="list-style-type: none"> <li>6.1 Response Priorities</li> <li>6.2 Emergency Classification</li> <li>6.3 Incident Command System</li> <li>6.4 Operational Coordination</li> <li>6.5 Activation and Mobilization</li> <li>6.6 Alert and Warning</li> <li>6.7 Communications</li> <li>6.8 Information Management</li> <li>6.9 Resource Management</li> <li>6.10 Demobilization and Transition to Recovery</li> </ul>

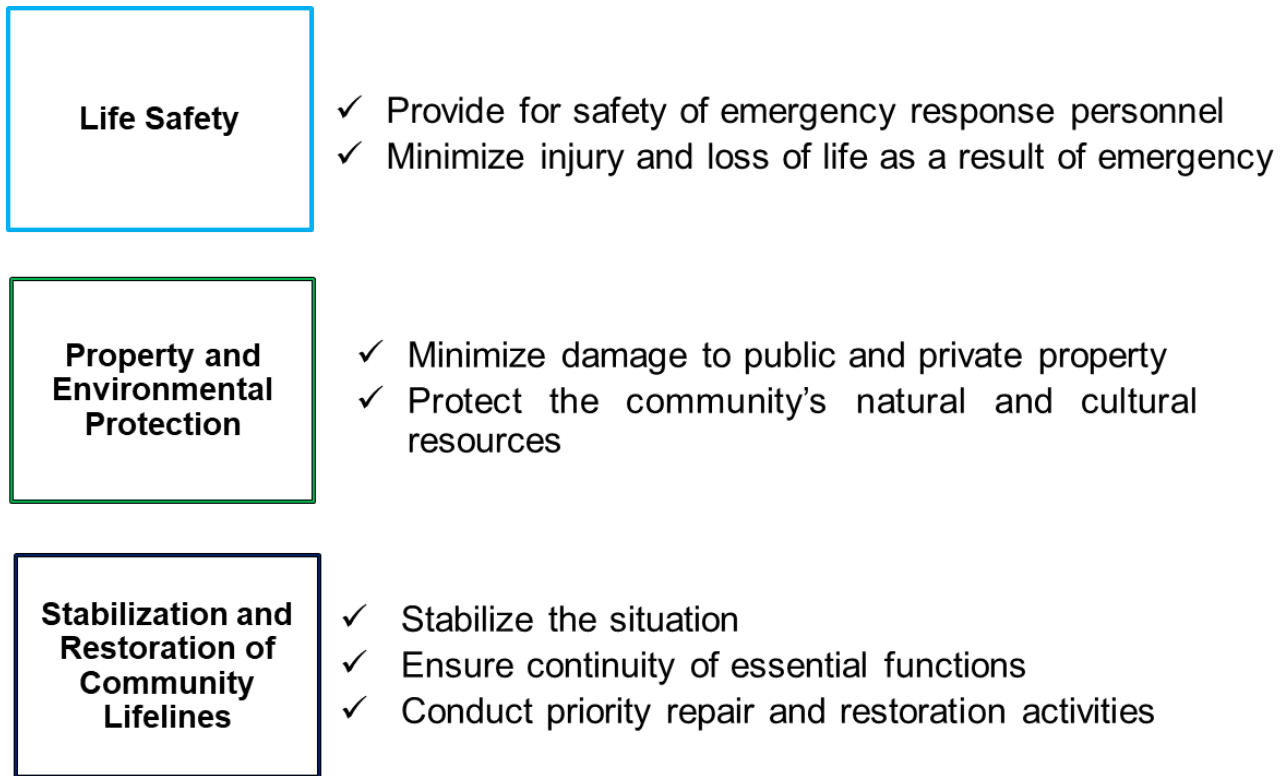
The City has the responsibility for protecting life, property and environment within its boundaries as well as a common responsibility to be a collaborative partner with neighboring jurisdictions and response partners. This concept of operations provides an all-hazards framework for conducting emergency operations and provides the plan user with an overview of the key elements of the City EMO.

## 6.1 RESPONSE PRIORITIES

Every emergency is different, and the strategies and tactics that will be used to manage response and recovery operations will be dependent on a range of considerations including the type, size, and severity of the emergency with priorities being set by the Incident Command and EOC Team with guidance and direction from the Policy Group. To support decision-makers in setting incident-specific priorities, this EOP establishes the following overarching priorities as a foundation for how the City and its whole community partners will approach coordination of support for emergency operations, with life safety always as the top priority.



**Figure 6-1 Priorities for Emergency Operations**



**6.2 EMERGENCY CLASSIFICATION**

The EOP establishes five primary classifications for an emergency that serve as a tool for assessing the need for activation of the City EMO and to what scale.

Type	Incident Effect Indicators
<p style="text-align: center; font-size: 2em; font-weight: bold;">1</p>	<ul style="list-style-type: none"> <li>• Incident shows high resistance to stabilization or mitigation</li> <li>• Incident objectives cannot be met within numerous operational periods</li> <li>• Incident extends from two weeks to over a month or longer</li> <li>• Population within and surrounding the region or state where the incident occurred is significantly affected</li> <li>• Incident threatens, damages, or destroys significant numbers of residential, commercial, and cultural properties</li> <li>• Incident damages or destroys numerous critical infrastructure and key resources; mitigation extends multiple operational periods and requires long-term planning and extensive coordination</li> <li>• Evacuated and relocated populations may require sheltering and housing for weeks or months</li> <li>• Elected/appointed governing officials, political organizations, and stakeholder groups require a high level of interaction</li> <li>• Incident has resulted in external influences, has widespread impact, and involves political and media sensitivities requiring comprehensive management</li> </ul>



	<ul style="list-style-type: none"> <li>• Conditions or actions that caused the original incident still exist, so a cascading event or exacerbation of the current incident is likely</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• Incident shows high resistance to stabilization or mitigation</li> <li>• Incident objectives typically not met within the first several days</li> <li>• Incident may extend from several days to two weeks</li> <li>• Population within and surrounding the general incident area are affected and may require evacuation during mitigation</li> <li>• Incident threatens damages, or destroys residential, commercial, and cultural properties</li> <li>• Critical infrastructure and key resources may suffer adverse impacts, including destruction, and mitigation actions may extend into multiple operational periods, requiring considerable coordination</li> <li>• Elected/appointed governing officials, political organizations, and stakeholder groups require a moderate level of interaction</li> <li>• Incident has resulted in external influences, has widespread impact, and involves political and media sensitivities requiring comprehensive management</li> <li>• Conditions or actions that caused the original incident may persist, so a cascading event or exacerbation of the current incident is likely</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• Incident shows some resistance to stabilization or mitigation</li> <li>• Incident objectives typically not met within the first 24 hours after resources arrive</li> <li>• Incident may extend from several days to one week</li> <li>• Population within and immediately surrounding incident area may require evacuations during mitigation</li> <li>• Incident threatens, damages, or destroys residential, commercial, or cultural properties</li> <li>• Critical infrastructure and key resources may suffer adverse impacts, and mitigation actions may extend into multiple operational periods</li> <li>• Elected/appointed governing officials and stakeholder groups require some level of interaction</li> <li>• Conditions or actions that caused the incident may persist; as a result, there is some possibility of a cascading event or exacerbation of the current incident</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>• Incident shows little resistance to stabilization or mitigation</li> <li>• Incident objectives typically met within several hours once resources arrive on scene</li> <li>• Incident may extend from several hours to 24 hours</li> <li>• Limited effects to population surrounding incident; few or no evacuations necessary during mitigation</li> <li>• Incident threatens, damages, or destroys a minimal number of residential, commercial, or cultural properties</li> <li>• Critical infrastructure and key resources may suffer adverse impacts, but mitigation measures are uncomplicated and can be implemented within one operational period</li> <li>• Elected/appointed governing officials and stakeholder groups require little or no interaction, but they may need to be notified</li> <li>• Conditions or actions that caused the original incident do not persist; as a result, there is little to no probability of a cascading event or exacerbation of the current incident</li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>• Incident shows no resistance to stabilization or mitigation</li> <li>• Incident objectives typically met within one or two hours once resources arrive on scene</li> <li>• Minimal effects to population immediately surrounding the incident; few or no evacuations needed during mitigation</li> <li>• No adverse impact on critical infrastructure and key resources</li> </ul>



- Elected/appointed governing officials and stakeholder groups require little or no interaction and may not need notification
- Conditions or actions that caused the original incident do not persist; as a result, there is no probability of a cascading event or exacerbation of the current incident

### 6.3 INCIDENT COMMAND SYSTEM

During an emergency, the day-to-day organizational structure used by partners can create barriers to timely and coordinated decision making and the City has adopted the NIMS including the use of the ICS as the management structure to be used to manage emergency operations.

ICS is a standardized approach to the command, control and coordination of on-scene incident management that provides a common hierarchy within which personnel from multiple organizations can be effective. ICS specifies an organizational structure for incident management that integrates and coordinates a combination of procedures, personnel, equipment, facilities and communications. Using ICS for every emergency helps hone and maintain skills needed to coordinate efforts effectively. ICS is used by all levels of government as well as by many community-based and private sector organizations. ICS applies across disciplines and enables incident managers from different organizations to work together in achieving unified goals.

### 6.4 OPERATIONAL COORDINATION

#### 6.4.1 Field Operations

Most emergencies will be managed at the scene or location of the incident by an Incident Commander and field-based Incident Command Team. Based on the severity of the incident, operations and the need for ongoing support, the Incident Commander may establish an Incident Command Post (ICP) to support on-scene control of tactical operations. Depending on the scope of the incident, the ICP may be a temporary field facility such as a tent or may simply take the form of a vehicle or table. Should the need to pre-position resources arise to support response operations a staging area may be established.

Incident Command Team responsibilities during an emergency include:

- Secure the scene and establish command using ICS.
- Direct and control the on-scene response to the emergency and manage the emergency resources committed there.
- Warn the population in the service area affected by the incident and provide emergency instructions to them through the Clatsop County Emergency Notification System (ClatsopALERTS!) as set up by Clatsop County Emergency



Management, or other City public messaging as determined appropriate to incident conditions.

- Identify and implement protective measures for the population in the incident's service area and for emergency responders at the scene.
- Implement traffic control arrangements in and around facilities.
- Make required notifications and request activation of the EOC if support is required.
- Develop incident objectives and document them in an Incident Action Plan (IAP) when incident requires, like extended activity beyond one normal operational period.
- Maintain active communication with the EOC throughout the duration of activities.

#### 6.4.1.1 Unified Command

When no one jurisdiction, agency or organization has primary authority and/or the resources to manage an incident on its own, a Unified Command may be established. Under a Unified Command, participating partners manage the incident by jointly approved objectives. The resulting unity of effort allows the Unified Command to allocate resources regardless of ownership or location though its existence and does not affect individual agency authority, responsibility or accountability.

#### 6.4.1.2 Area Command

An Area Command is a management structure established to oversee the organization of multiple incidents handled by separate ICS organizations, or very large incidents that involve multiple ICS organizations. Area Command is activated only if necessary, depending on the complexity of the incident and span-of-control and does not have operational responsibilities.

### 6.4.2 Policy Group

The Policy Group is referred to in this plan as a single body, but in fact may have several components with representation from each jurisdictional emergency management authority. Each group is responsible for the activities conducted within their respective jurisdiction. The members of the Policy Group include both elected and appointed executives with certain legal responsibilities.

Policy Group responsibilities during an emergency may include:

- Provide leadership and direction to the Incident Commander and EOC Team to guide decision making and priority setting.



- Provide guidance for the allocation of scarce resources and collaborate to manage competing priorities.

#### 6.4.2.1 Multi-Agency Coordination Group

If the emergency requires significant coordination between jurisdictional partners with authority over the incident, the Policy Group may be expanded into a Multi-Agency Coordination (MAC) Group including administrators/executives from each participating entity who are authorized to commit agency resources and funds. The MAC Group provides a venue for coordinated decision making and resource allocation among cooperating agencies and is responsible for providing direction in situations where there are competing priorities, resource constraints and the need for harmonization of policy.

## 6.5 ACTIVATION AND MOBILIZATION

### 6.5.1 Activation

Once a situation has been assessed, the City Manager may, at the request of the Incident Commander or direction from the City Commissioners or internal authority activate the City EMO, including activation of the EOC. EOC activation levels can scale from virtual, partial and fully active. The City Manager will mobilize the EOC Team and make an initial determination of EOC staffing requirements based on the emergency's type, size, severity and anticipated duration. An Emergency Declaration is not required to implement the EMO or activate the EOC.

### 6.5.2 Initial Notifications

Initial notifications that a significant incident has occurred will be coordinated by the Incident Commander or through dispatch and will include the City Manager. Upon activation of the EOC, the EOC Manager will notify the following partners to inform them of the activation:

- ✓ City Commissioners
- ✓ City Manager
- ✓ City Mayors
- ✓ Chief of Police
- ✓ City Public Information Officer (PIO)
- ✓ OEM through County OpsCenter
- ✓ ESF Primary Agencies (incident-specific)



### 6.5.3 Mobilization

Upon notification that the EOC has been activated and/or an emergency has been declared, all involved cooperators and partners will implement their respective plans and procedures including recall of critical employees (if the incident occurs during non-working hours, off-duty) and the collection, inventory, temporary repair and allocation of City assets to provide maximum prompt, sustained operations in response to a disaster.

Partners should as soon as practicable, provide the EOC Manager and/or the City Manager with the following information:

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

### 6.5.4 Continuity of Operations

City communication and work centers may be destroyed or rendered inoperable during a disaster. Normal operations can be disrupted during a general emergency; however, consistent with City operations, the City can still operate effectively if public officials, first responders, employees, volunteers and community members are:

- Familiar with established policies and procedures.
- Assigned pre-designated tasks.
- Provided with re-assembly instructions.
- Formally trained in their duties, roles and responsibilities required during emergency operations.
- Have alternate sites where the same functions can be performed.

## 6.6 ALERT AND WARNING

### 6.6.1 Alert and Warning

If the emergency poses an imminent threat to life or safety, the City may choose to issue emergency alerts to inform community members of the situation and instruct them of



protective actions that should be taken. The City may utilize a variety of methods to issue emergency alerts to response partners and the public. These may include:

- Emergency Notification System (City and Clatsop County)
- Website and social media
- Door-to-door notification
- Broadcasting stations, Amateur radio

#### 6.6.1.1 Emergency Notification System

A public warning and broadcast system, ClatsopALERTS! is established for Clatsop County to provide mass emergency notifications and instructions during a pending or actual emergency incident or disaster. The City Manager shall provide the public with educational/instructional materials and presentations on subjects regarding safety practice and survival tactics for the first 72 hours of a disaster. Emergency notification procedures are established among the response community, and call-down lists are updated and maintained through each individual agency. External partners can be activated and coordinated through the City EOC. See *Section 6.4.1 for more information.*

## 6.7 COMMUNICATIONS

### 6.7.1 Communications

The ability of responders from different agencies and disciplines to work together depends greatly on their ability to communicate with each other. Plain language is essential to first responders and public safety and will be used by all City personnel during emergencies. The use of common terminology enables emergency responders, EOC personnel and staff to communicate clearly with each other and effectively coordinate response activities, regardless of an incident's size, scope or complexity.

City response personnel will communicate and receive notifications using traditional communications technology, such as landline and cellular telephones, faxes, pagers, internet/e-mail and radio throughout the duration of response activities as long as these resources are available. Emergency notification procedures are established among the response community, and call-down lists are updated and maintained by each agency and, as appropriate, in the City's emergency notification system. Notification of external partners will be coordinated through the City EOC as appropriate.

#### 6.7.1.1 Interoperability

Interoperability is the ability of public and private agencies, departments and other organizations to operate and communicate effectively together through the use of





systems, personnel and equipment. Successful emergency management and incident response operations require the continuous flow of critical information among jurisdictions, disciplines, organizations and agencies. Interoperability plans or procedures should be developed that include training and exercises, SOPs, new technology and considerations of individual agency governance, as well as consideration of use within a stressful and often chaotic context of a major response. Interoperable voice, data or video-on-demand communication systems allow emergency management/response personnel to communicate within and across agencies and jurisdictions in real time, when needed and when authorized.

*See the Emergency Services Annex for more information on operational communications.*

## 6.8 INFORMATION MANAGEMENT

### 6.8.1 Situational Awareness and Intelligence Gathering

Situational awareness and intelligence gathering are necessary to maintain a common operating picture among response agencies and serves as the basis for conducting effective emergency alert and warning (when an incident alert is not received by an outside agency). Intelligence gathering may also be used to detect, prevent, apprehend and prosecute criminals planning terrorist incidents.

On a day-to-day basis, when the EOC is not fully activated City and community partners will:

- Be aware of their surroundings and identify and report potential threats and dangerous situations.
- Share and evaluate information from multiple sources.
- Integrate communications and reporting activities among responding agencies.
- Monitor threats and hazards.
- Share forecasting of incident severity and needs.

If activated, the EOC Planning Section (in coordination with ESF 5 partners) will lead situational awareness and intelligence gathering activities and functions, unless otherwise designated. If a criminal or terrorist incident is suspected, the Sheriff's Office will coordinate with state law enforcement partners including the Oregon State Police and the Oregon Terrorism Information Threat Assessment Network Fusion Center (OTFC). During a terrorist incident, the OTFC will support situational awareness and intelligence gathering functions.



### 6.8.2 Public Information

Emergency public information support activities will be coordinated through assigned jurisdictional PIOs, or through the EOC PIO, when activated. For a more complex or multi-jurisdictional response, the City may choose to establish a local call center or participate in a Joint Information Center (JIC) activated by state or federal partners.

*See the Management Services Annex for additional detail on information management.*

## 6.9 RESOURCE MANAGEMENT

Resource requests must be submitted by the City Manager, or through the EOC, when activated, to OEM through the OpsCenter by Clatsop County Emergency Management and according to provisions outlined under ORS Chapter 401.

Each jurisdictional partner is responsible for the direction and control of their respective resources during an emergency and for assessing and communicating their resource needs. Prior to requesting support, partners must utilize all available local resources including those available through mutual aid. Upon Declaration of a State of Emergency, assistance requests should be submitted to the City EOC. The City EOC processes subsequent assistance requests to the State.

When the EOC is activated, the EOC Manager, with direction from the Policy Group, has the authority to establish priorities for assignment of resources to meet objectives. The Logistics and Planning Sections have primary responsibility for coordinating the resource management activities. In a situation where limited resources and competing priorities exist, the Policy Group is responsible for providing prioritized direction.

### 6.9.1 Resource Typing

The City utilizes resource typing, which is a method for standardizing equipment requests and managing resources during an incident in accordance with NIMS. A resource typed list can increase the usefulness of the tools requested during an emergency and may reduce costs by eliminating orders for equipment that is inaccurate or inappropriate for the situation. City response personnel and support staff should be trained and exercised using resource typing lists to ensure familiarity with the standard terminology for commonly requested resources.

### 6.9.2 Credentialing of Personnel

At this time, the City has not implemented a complete and formalized credentialing program, however basic NIMS/ICS trainings that have been completed are tracked for awareness and best practice purposes.

*See the Management Services Annex for more information on resource management.*



### 6.9.3 Mutual Aid

State law (ORS 402.010 and 402.015) authorizes local governments to enter into cooperative assistance agreements or mutual aid agreements with other public and private agencies in accordance with their needs. Personnel supplies and services may be used by a requesting agency if the granting agency cooperates and extends such services. However, without a mutual aid pact, both parties must be aware that state statutes do not provide umbrella protection, except in the case of fire suppression pursuant to ORS 476.510 to ORS 746.610 (the Oregon State Emergency Conflagration Act).

Existing Mutual Aid Agreements (MAA) and Memorandums of Understanding (MOU) are on file with City Emergency Management. During an emergency, a local Declaration of a State of Emergency may be necessary to activate these agreements and allocate appropriate resources. Existing mutual aid agreements and other mechanisms for mutual assistance are listed, where necessary in the ESF annexes of this EOP.

### 6.9.4 Oregon Resources Coordination Assistance Agreement

In the event of an emergency event, the City may need assistance from other governmental jurisdictions outside of their normal mutual aid partners to provide quick response and/or achieve more resource capacity. The ORCAA program establishes a process and coordination procedures for jurisdictions to provide/receive assistance to/from neighboring communities to better respond to emergency events. The program allows partnering agencies, governments and other entities to establish and adopt formal agreements to provide staffing, technical and operational resources to help address emergency events outside their normal jurisdictional boundaries.

The following summarizes the process by which the City will seek assistance and manage response activities from neighboring jurisdictions (and for those the City has a formal ORCCA):

- **ORCCA Request Form** – When emergency response assistance is warranted, the City’s authorized representative shall complete an ORCCA request form and submit to the jurisdiction in which it seeks emergency response assistance – the City shall submit a copy of the request form to the OEM. The City shall submit the form to the individual/department as outlined in the ORCCA for that jurisdiction.
- **City Authorized Representative** – The City’s authorized representative or designee shall oversee the emergency response/recovery activities and direct emergency responders (including resources from the other jurisdictions). This authorized representative or designee shall also oversee deployment activities once the emergency event has been resolved.



See Appendix E for supporting information and applicable forms.

## 6.10 DEMOBILIZATION AND TRANSITION TO RECOVERY

### 6.10.1 Demobilization and Transition to Recovery

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

The following issues will be considered when demobilizing:

- Identification of surplus resources and probable resource release times.
- Demobilization priorities as established by the EOC Manager and/or the City Manager.
- Released or demobilized response resources as approved by the EOC Director and/or the City Manager.
- Repair and maintenance of equipment, if necessary.
- Documentation for all personnel, resources and supplies have been completed and submitted as required.

The EOC Manager and/or the City Manager, will determine when a State of Emergency no longer exists. Emergency operations can be terminated, and normal City functions can be restored. However, if the emergency falls under a State or Federal declaration, then the State or Federal agencies will decide when and how a declared emergency is terminated.

### 6.10.2 Transition to Recovery

Once the immediate response phase has been completed, the City will turn towards recovery to restore government function and community services. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public, such as bringing necessary lifeline systems (e.g., power, communication, water and sewage, disposal of solid and hazardous wastes or removal of debris) to an acceptable standard while providing for basic human needs (e.g., food, clothing and shelter). Once stability is achieved, the City can concentrate on long-term recovery efforts, which focus on restoring the community to a “new normal” or improved state.

Based on assessment of the situation, the EOC Manager will, in consultation with the Policy Group, facilitate a transition to recovery. In most situations, this will mean a demobilization of the EOC and return to routine operations. In situations where recovery



activities are anticipated to be of a longer duration, the Policy Group may appoint a Recovery Manager to facilitate intermediate and long-term recovery. This alternative may be considered instead of immediately requiring the City Manager to manage recovery operations as part of their daily responsibilities, dependent on scope and breadth of recovery duration.

#### **6.10.2.1 Environmental and Historical Preservation Requirements**

To recover from an emergency event, the City may need federal assistance and will be subject to environmental and historical preservation requirements as a condition to receive aid. These federal requirements aim to preserve natural and cultural resources, and habitat areas (each federal agency has their own preservation requirements which may be applicable even in times of disaster recovery). To the reasonable extent possible, the City will implement its emergency response plans with minimal impact to these areas.

#### **6.10.2.2 Oregon Disaster Recovery Plan**

The Oregon Disaster Recovery Plan was developed under the authority of Oregon Revised Statutes, Chapter 401 which assigns responsibility for emergency services system within the State of Oregon to the Governor. This plan addresses how the State of Oregon manages recovery from disasters in support of local and tribal jurisdictions.



## 7.0 EMERGENCY OPERATIONS CENTER MANAGEMENT

Plan Section	Section Outline
<div style="display: flex; align-items: center;"> <div style="background-color: black; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">7</div> <div> <p><b>Incident Management and Coordination</b></p> </div> </div>	<ul style="list-style-type: none"> <li>7.1 EOC Team Organization</li> <li>7.2 EOC Management</li> <li>7.3 General Staff</li> <li>7.4 EOC Action Planning</li> <li>7.5 Emergency Support Functions in the EOC</li> </ul>

### 7.1 EOC TEAM ORGANIZATION

The EOC Team is comprised of a cadre of City personnel that can be mobilized to staff the EOC and support coordination of emergency operations. To be eligible for staffing the EOC during an emergency, EOC Team members must:

- Be authorized by department leadership for reassignment to the EOC for the duration of the response.
- Have completed required training appropriate for the position being filled or be able to complete just-in-time training prior to mobilization or during orientation arrival to the EOC.

EOC Team responsibilities during an emergency may include:

- Fill and perform duties of assigned EOC position or other duties as assigned by the EOC Manager or other member of the chain of command.
- Maintain required documentation for the position and ensure it is provided before leaving after a shift in the EOC.
- Report status to City Manager and availability to respond to the EOC upon request.
- Report to the EOC or other designated location when requested. In a catastrophic disaster or other circumstance where traditional communications may be disabled, the EOC Team will report for duty in the following order of priority:
  - Location designated by the Incident Commander or City Manager.
  - Pre-designated location established in this EOP or other controlling emergency response plan.
  - Closest operable jurisdictional EOC.



- Closet operable government facility.
- Where communications are disabled, Team members may self-activate to EOC to receive assignments.
- Perform assigned EOC role under the direction of the EOC Manager.
- Participate in EOC planning meetings as appropriate and inform development of EOC Action Plan.
- Maintain awareness of situation status and response priorities.
- In the event the emergency requires staffing multiple operational periods, conduct a transition or hand-off briefing with the incoming replacement.
- Participate in post-emergency hot wash and after-action process.

## **7.2 EOC MANAGEMENT**

EOC Management roles are scalable according to resources, and can include the EOC Manager, Safety Officer, Public Information Officer, and Liaison Officer. The term management is used here to distinguish from the ICS organization being used at the scene by the Incident Commander. The EOC management team does not direct tactical field operations, but rather manages EOC support based on needs communicated from the Incident Commander.

### **7.2.1 EOC Manager**

The EOC Manager is responsible for organizing, supervising and operating the EOC and works with the Incident Commander to ensure that the EOC is meeting the needs of the incident.

EOC Manager responsibilities in the EOC include:

- Maintain operational readiness of the EOC at all times.
- Activate the EOC and make appropriate notifications.
- Mobilize and assign EOC team members.
- Provide oversight and leadership for all EOC activities.
- Perform the role of any Command Staff position not otherwise delegated.
- Initiate the EOC Action Plan process.



- Approve the EOC Action Plan, resource request, public information releases and other material, as needed.
- Demobilize the EOC and facilitate a hot wash as soon as practicable.

### **7.2.2 Public Information Officer**

The PIO reports to the EOC Manager and serves as the primary advisor to the EOC Manager and the Policy Group on issues related to public information. PIO responsibilities in the EOC include:

- Coordinate all public information activities for the EOC.
- Coordinate and review all information releases.
- Obtain policy guidance and approval from EOC Manager for all information releases.
- Coordinate media relation activities including briefings, interviews and site tours.
- Support Policy Group members and other leaders in preparing for media briefings.
- Coordinate resources to support call taking to manage public inquiries and assistance.
- Monitor media sources to track news and manage rumor control.
- Coordinate with agency PIOs and participate in Joint Information System including management of a JIC.

### **7.2.3 Safety Officer**

The Safety Officer reports to the EOC Manager and serves as the primary advisor to the EOC Manager and Policy Group on issues related to health and safety. Safety Officer responsibilities in the EOC include:

- Conduct a risk identification and analysis of the EOC and address findings.
- Monitor hazardous situations in the EOC as well as external conditions (e.g., weather).
- Monitor physical and mental well-being of EOC Team and make recommendations as appropriate.
- Coordinate EOC security measures.





- Advise on health and safety issues and exercise emergency authority to stop and prevent unsafe acts both in the EOC and the field.
- Coordinate procurement and distribution of personal protective equipment.
- Develop safety messages and conduct safety briefings.
- Review the EOC Action Plan and other documentation for safety implications.
- Identify and engage necessary subject matter experts qualified to evaluate special hazards.

#### **7.2.4 Liaison Officer**

The Liaison Officer reports to the EOC Manager and serves as the primary advisor to the EOC Manager and Policy Group on issues related to coordination with external agencies. Liaison Officer responsibilities in the EOC include:

- Establish and maintain communication with external agencies.
- Serve as a primary point of contact for external agency representatives.
- Facilitate security clearance for agency representatives visiting the EOC.
- Maintain a list of assisting and cooperating agencies and agency representatives.
- Monitor emergency operations to identify current or potential interorganizational challenges or opportunities.

### **7.3 GENERAL STAFF**

The General Staff positions in the EOC are responsible for coordinating the range of support the emergency may require and include the Operations, Planning, Logistics and Finance/Administration Sections. In some incidents the General Staff may also include an Intelligence/Investigations Section, either operating under a staff section, or as a standalone section.

#### **7.3.1 Operations**

The Operations Section Chief reports to the EOC Manager and is responsible for coordination of the operational functions assigned to the EOC. Operations Section responsibilities in the EOC include:

- Assess the situation and establish appropriate positions within the Operations Section to meet operational coordination needs.



- Maintain communication with field operations to maintain situational awareness.
- Coordinate execution of emergency operations activities based on objectives established in the EOC Action Plan.
- Identify and facilitate requests for resources needed to support operations.

### **7.3.2 Planning**

The Planning Section Chief reports to the EOC Manager and is responsible for coordination of the planning and information sharing functions assigned to the EOC. Planning Section responsibilities in the EOC include:

- Assess the situation and establish appropriate positions within the Planning Section.
- Monitor and display situation status information and develop situation reports for each operational period.
- Facilitate EOC planning meetings and coordinate preparation of the EOC Action Plan.
- Prepare informational products and maps to inform decision making and public information materials.
- Collect and manage all relevant data documentation for the emergency.
- Establish and maintain a system to track resources.
- Support advance planning to identify and proactively address issues.

#### **7.3.2.1 Logistics**

The Logistics Section Chief reports to the EOC Manager and is responsible for coordination of logistics and resource support functions assigned to the EOC. Logistics Section responsibilities in the EOC include:

- Assess the situation and establish appropriate positions within the Logistics Section.
- Manage procurement of personnel, supplies, facilities, fleet and equipment to support emergency operations.
- Arrange for food, lodging and other support services for the EOC.
- Coordinate volunteer and donations management activities.



- Support EOC communications and information technology requirements.
- Advise on and implement appropriate cyber security measures in the EOC.
- Coordinate acquisition and configuration of facilities to support emergency operations.
- Facilitate resource requests including preparation, approval by the EOC Manager, and submittal.

#### **7.3.2.2 Finance and Administration**

The Finance and Administration Chief reports to the EOC Manager and is responsible for coordination of finance and human resources functions assigned to the EOC. Finance and Administration Section responsibilities in the EOC include:

- Assess the situation and establish appropriate positions within the Finance and Administration Section.
- Provide guidance on emergency finance and purchasing policy.
- Support preparation and approval of contracts.
- Support processing of purchase orders and vendor qualification.
- Ensure that EOC team and personnel supporting emergency operations are tracking time appropriately.
- Establish and communicate accounting codes to track emergency costs.
- Gather cost information and advice on cost savings.
- Manage and maintain documentation of all costs.
- Manage any worker's compensation issues that arise from the emergency.

## **7.4 EOC ACTION PLANNING**

Every EOC activation should be supported by an EOC Action Plan that establishes objectives and assignments for EOC Team support of emergency operations. The plan does not need to be complex, and the scale of the plan will be dependent on the complexity of the emergency. The EOC Action Plan is designed to establish a strategy for the EOC Team to meet needs communicated by the Incident Commander. Tactical decisions around deployment of resources and personnel once they arrive where requested is the responsibility of the Incident Commander and will be documented by the on-scene command team through an IAP.



See Appendix D for additional detail on the Incident Action Planning process.

## 7.5 EMERGENCY SUPPORT FUNCTIONS IN THE EOC

This EOP uses ESFs to organize and communicate function-specific information and facilitate whole community ownership and partnerships, and they should be viewed as tools for EOC Team members tasked with executing those functions as part of their position within the ICS structure. Table 7-1 maps EOC positions with the ESFs that support them and Figure 7-1 shows the EOC structure.

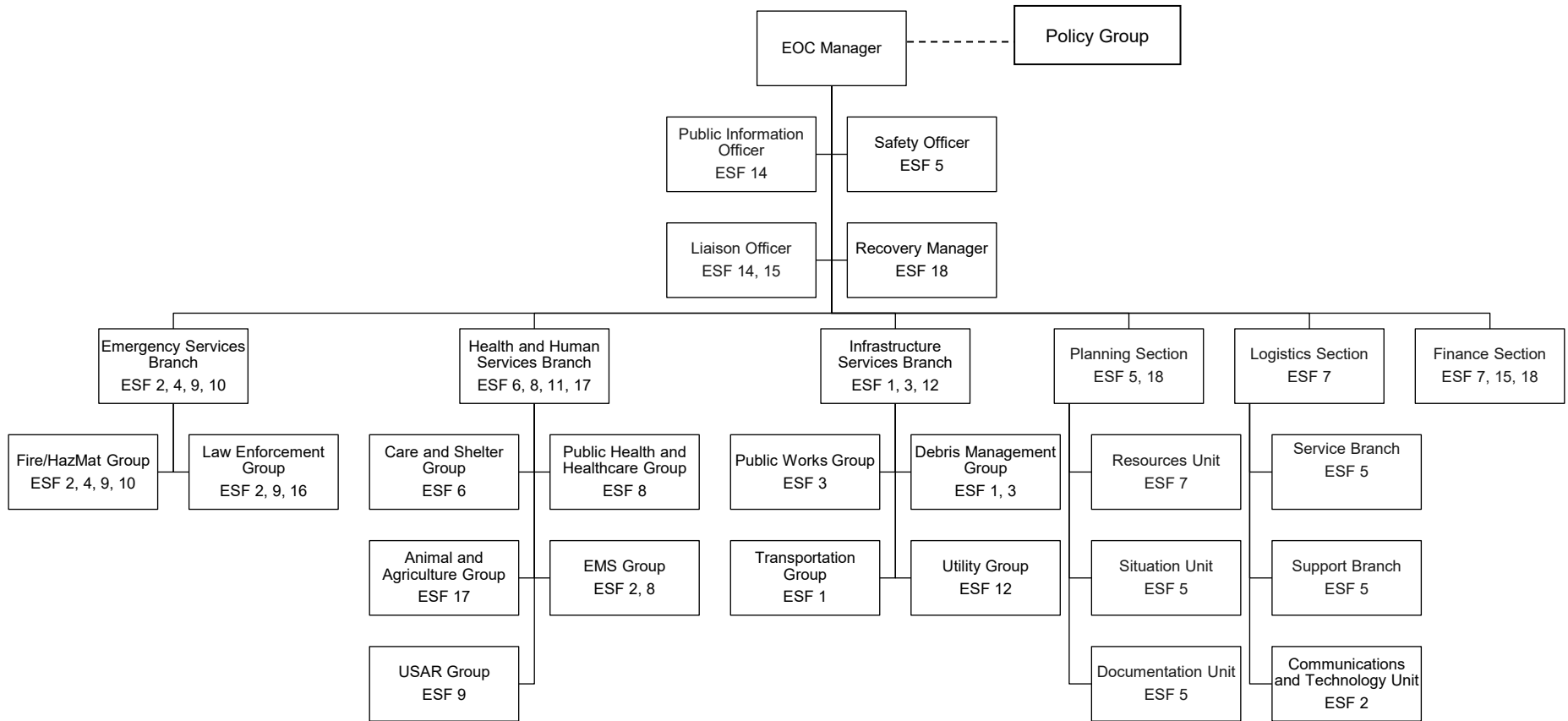
Table 7-1 ESF and EOC Alignment

Emergency Support Function	Functional Group	EOC Team Position
ESF 1 Transportation	Infrastructure Services	Operations Section – Infrastructure Branch
ESF 2 Communications	Emergency Services	Logistics Section – Communications and Technology Unit
ESF 3 Public Works	Infrastructure Services	See ESF 1 and 12
ESF 4 Firefighting	Emergency Services	Operations Section – Fire Services Branch
ESF 5 Information and Planning	Management	Planning Section
ESF 6 Mass Care	Health and Human Services	Operations Section – Health and Human Services Branch
ESF 7 Resource Support	Management	Logistics Section Finance and Administration Section
ESF 8 Health and Medical	Health and Human Services	Operations Section – Health and Human Services Branch
ESF 9 Search and Rescue	Emergency Services	See ESF 4 and 16
ESF 10 Hazardous Materials	Emergency Services	See ESF 4
ESF 11 Food and Water	Health and Human Services	Operations Section – Health and Human Services Branch
ESF 12 Energy	Infrastructure Services	Operations Section – Infrastructure Branch
ESF 14 Public Information	Management	Public Information Officer
ESF 15 Volunteers and Donations	Management	Logistics Section Finance and Administration Section
ESF 16 Law Enforcement	Emergency Services	Operations Section – Law Enforcement Branch
ESF 17 Agriculture and Animal Protection	Health and Human Services	Operations Section – Health and Human Services Branch



Emergency Support Function	Functional Group	EOC Team Position
ESF 18 Business and Industry	<b>Management</b>	Liaison Officer






**Figure 7-1: City of Warrenton Emergency Operations Center Organization Structure (Fully Expanded)**



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## 8.0 PROGRAM SUSTAINMENT

Plan Section	Section Outline
<div style="text-align: center;">  </div> <b>Program Sustainment</b>	8.1 Plan Review and Maintenance 8.2 Training and Exercise Program 8.3 After Action Review 8.4 Outreach and Education

### 8.1 PLAN REVIEW AND MAINTENANCE

The EOP will be updated as necessary, based on lessons learned identified through drills and exercises, actual responses or changes in City government structure or emerging hazards.

#### 8.1.1 Scheduled Plan Maintenance

At a minimum, this EOP will be formally reviewed and re-promulgated by the City Commission every two years, and at maximum every five years to comply with state requirements. Additionally, all partners tasked within this plan are requested to review the plan within the two year timeframe. These reviews will be coordinated by the City Manager in cooperation with representatives from each of the departments assigned as lead agencies in this EOP and its supporting annexes, and all updates will be publicly available on the City's website.

#### 8.1.2 Responsibility of City Departments

Update and maintenance of this EOP is a shared responsibility with key City departments tasked with updating the portions of the plan which best align with their responsibilities and capabilities. In most cases, these parties will be the same that are assigned with primary roles in functional groups established within the EOP. Department leadership will coordinate with the supporting agencies, cooperators, and community and private sector partners, as appropriate, to capture revisions and suggested updates. Proposed changes will be forwarded to the City Manager for incorporation into the EOP. It is encouraged that plan review be performed concurrently with review of other related emergency plans and procedures for consistency and alignment of effort.

#### 8.1.3 Controlling Authorities

Should any portion of the EOP be found in conflict with existing laws or regulations, the conflicting language should be flagged, and the City Manager will make an initial determination of whether there would be any material impact to ongoing process or practices as a result of removal, revision, or replacement of conflicting language. If no





impact, the City Manager has the authority as the jurisdictional Emergency Program Manager to revise the EOP. If there is a material impact, the City Manager will coordinate with jurisdictional legal counsel to prioritize resolution of conflicting language and determine appropriate courses of action to maximize continuity of the emergency management function and minimize risk and liability.

For the purposes of this EOP, a material impact would be a change in the language or interpretation of this EOP that could potentially lead to disruption of the emergency management agency's essential functions or impair capability or capacity in a manner that could cost lives or exacerbate damage to property and the environment.

The EOP, however, does not represent a binding agreement and all extra-territorial arrangements between jurisdictional partners for these services should be memorialized, approved, and regularly reviewed using the appropriate governance or contracting mechanisms.

The City Manager is responsible for briefing the appropriate public and private officials concerning their roles in emergency management and distributing the plan, as well as any amendments.

## **8.2 TRAINING AND EXERCISE PROGRAM**

City Emergency Management will coordinate training on this EOP for City EMO partners and key leads.

Department Heads are expected to facilitate employee participation in provided trainings annually, as well as train employees on departmental procedures relating to emergency response and personal preparedness through online and in person training and exercises.

### **8.2.1 Minimum Training Requirements**

The City EMO utilizes the NIMS training program to guide minimum training requirements for incident personnel to be successful in their designated roles and to ensure unified efforts when responding to emergency situations. Training courses required depends on the incident personnel role.

See Appendix F for a table of training requirements.

### **8.2.2 Exercise Program**

The City EMO will conduct exercises every two years to test and evaluate this EOP. Whenever feasible, the City will coordinate with neighboring jurisdictions and state and



federal government to participate in joint exercises. These exercises will consist of a variety of tabletop exercises, drills, functional exercises and full-scale exercises.

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

### **8.3 AFTER ACTION REVIEW**

To document and track lessons learned from exercises and emergency responses, Emergency Management will conduct a hot wash and After-Action Review with exercise participants after each exercise or EOC Team members after an emergency. The results of this process will be captured in an After-Action Report (AAR)/Improvement Plan, which will describe the objectives of the exercise and document the results of the evaluation. The City Manager will work with City EMO partners to identify and implement corrective actions and mitigation measures.

### **8.4 OUTREACH AND EDUCATION**

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

- City Emergency Management has also developed a Emergency Kit Checklist, which contains information on safety practices and survival. This information is available through the City's website.
- County Emergency Management also has implemented an Emergency Notification System, which allows community members to receive notifications about emergencies and other community alerts if requested.
- The City will also utilize Facebook and other social media or community media outlets for dissemination of information as necessary.



# INDEX OF APPENDICES

The following appendices are provided to support implementation of the EOP and are maintained as separate files:

## **APPENDIX A      DISASTER DECLARATION MATERIALS**

Appendix A provides a template that should be used to declare, ratify and terminate a Local State of Emergency by the City. The Oregon Office of Emergency Management Emergency Declarations Guidelines for Local Elected and Appointed Officials is provided as an attachment.

## **APPENDIX B      PLAN AUTHORITIES, REFERENCES AND RESOURCES**

Appendix B provides information on the legal authorities, guidance, and other resources that were used to prepare the EOP as well as a description of some of the key plans at the local, State and federal level that inform implementation of the EOP.

## **APPENDIX C      GLOSSARY**

Appendix C provides definitions of key terms that are used in the EOP.

## **APPENDIX D      EOC TEAM RESOURCES**

Appendix D provides information and resources for the EOC Team and other users of the EOP to support use of the NIMS and ICS during emergency operations. It contains information on the ICS organization, incident action planning process, and provides a description of the various forms that should be used. ICS forms are maintained separately and are available for use in the City EOC.

## **APPENDIX E      OREGON RESOURCE COORDINATION ASSISTANCE AGREEMENT**

Appendix E provides an overview of ORCAA and an example of the form used to request support under the agreement. The Oregon Office of Emergency Management, ORCAA Implementation Guide is provided as an attachment.

## **APPENDIX F      TRAINING**

Appendix F provides on the City's training and exercise program including minimum training requirements and recommended trainings for the EOC Team.



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City of Warrenton

# Emergency Operations Plan

## EMERGENCY SERVICES FUNCTIONAL ANNEX

Last Updated: May 2022



# 1.0 FUNCTIONAL ANNEX ORGANIZATION

The City of Warrenton Emergency Operations Plan (EOP) is comprised of a Basic Plan that is supplemented by four Functional Annexes that provide additional detail specific to the range of functions that may need to be performed during an emergency or disaster. Each Annex addresses several Emergency Support Functions (ESFs) that have been grouped to align with the partners involved, the organizational structure of the City Emergency Operations Center (EOC), and the organizations used by the Clatsop County (County), State of Oregon (State) and Federal partners.

## City of Warrenton Emergency Operations Plan Functional Annexes

Management Services
ESF 5 Information and Planning ESF 7 Resource Support ESF 14 Public Information ESF 15 Volunteers and Donations ESF 18 Business and Industry
Emergency Services
ESF 2 Communications ESF 4 Firefighting ESF 9 Search and Rescue ESF 10 Hazardous Materials ESF 16 Law Enforcement
Health and Human Services
ESF 6 Mass Care ESF 8 Health and Medical ESF 11 Food and Water ESF 17 Agriculture and Animal Protection
Infrastructure Services
ESF 1 Transportation ESF 3 Public Works ESF 12 Energy









Note: ESF 13, Military Support, is not included above.



## 2.0 EMERGENCY SERVICES

The Emergency Services Functional Annex to the City of Warrenton Emergency Operations Plan (EOP) is focused on the services that are required to protect life, safety, property, and the environment during an emergency, natural hazards and human-caused threats. Aligned with the Federal Emergency Management Agency’s (FEMA) Lifelines, the following table provides an overview of the Emergency Services Annex and the activities it is designed to support.

Under the City of Warrenton EOP, the Emergency Services Group is comprised of the ESFs identified in Table ES-1.

<b>Table ES-1 Emergency Services Overview</b>		
<b>Key ESFs</b> <i>See Section 1 – Purpose and Scope</i>		ESF 2 – Communications
		ESF 4 – Firefighting
		ESF 9 – Search and Rescue
		ESF 10 – Hazardous Materials
		ESF 16 – Law Enforcement
<b>Lifelines Supported</b>		Protect life, property, and the environment through provision of law enforcement/security, fire service, search and rescue, and community safety support.
		Facilitate effective communication between responders, support effective warning to the community, and provide an entry point for emergency communications.
		Manage and effectively respond to hazardous materials in the community.
<b>Lead City Departments</b> <i>See Section 3 – Whole Community Management and Section 4 – Roles and Responsibilities</i>	City Commissioners City of Warrenton Police Department City of Warrenton Fire Department	
<b>Operations</b> <i>See Section 6- Concept of Operations</i>	Operations Section – Emergency Services Branch	



### 3.0 PURPOSE AND SCOPE

The Emergency Services Annex provides a framework for how City of Warrenton and their community of partners will coordinate during an incident that requires public safety and emergency services support to save lives, protect property and the environment, and to secure the community. Coordination with County, State and Federal is activated when an event overwhelms the local capability and capacity to respond, or in the event of a terrorist attack or malevolent act.

This Annex is designed to support a coordinated and integrated approach to Emergency Services systems and is organized around ESFs that focus on specific Emergency Services systems presented in Table ES-2.

<b>Table ES-2 Emergency Services Emergency Support Functions</b>				
<b>ESF 2 Communications</b>	<b>ESF 4 Firefighting</b>	<b>ESF 9 Search and Rescue</b>	<b>ESF 10 Hazardous Materials</b>	<b>ESF 16 Law Enforcement</b>
<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>• Establish and maintain an effective communication system for use in a disaster.</li> <li>• Coordinate the provision of temporary communications capability to first responders and City departments, and partner agencies.</li> <li>• Maintain information technology infrastructure including provision of cybersecurity measures.</li> <li>• Maintain a reliable alert and warning system.</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>• Support local assessment and identification of public impact and needs.</li> <li>• Conduct fire and rescue operations for wildfires.</li> <li>• Provide fire detection services and coordinate warning systems.</li> <li>• Perform fire hazard inspections for residential and commercial structures and provide public information regarding defensible space and other fire safe measures.</li> <li>• Maintain and coordinate fuel breaks in strategic areas in the City.</li> <li>• Coordinate emergency evacuations for large wildfires with law enforcement and transportation resources.</li> <li>• Assist in urban, oceanic and wilderness search and rescue efforts.</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>• Deploy resources in both urban and non-urban search and rescue during a major disaster or incident.</li> <li>• Coordinate with ESF 8 for emergency medical services.</li> <li>• Coordinate Search and Rescue (SAR) with Clatsop County and within the City.</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>• Establish and coordinate strategies for actual or potential discharge or release of hazardous materials resulting from a natural, human-caused, or technological disaster.</li> <li>• Address hazardous materials incidents including chemical, biological, and radiological substances, whether accidentally or intentionally released.</li> <li>• Coordinate the appropriate response to secondary or tertiary environmental protection issues.</li> <li>• Provide guidelines for the public notification and alerts.</li> <li>• Coordinate with County and State for nuclear/radiological response activities.</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>• Provide crowd and traffic control services related to emergency events.</li> <li>• Coordinate site security and access control, such as security at public shelters, EOCs, bulk distribution sites, feeding sites and point of dispensing sites.</li> <li>• Manage evacuation operations and/or shelter in place orders.</li> <li>• Coordinate additional law enforcement resources as needed (i.e. Oregon National Guard, Oregon State Police, etc.).</li> <li>• Provide urban and wilderness search and rescue (SAR) services as requested.</li> </ul>





## 4.0 EMERGENCY SERVICES IN THE CITY OF WARRENTON

### 4.1 COMMUNICATIONS

**Capability:** Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.

**Primary City Department:** City Police Department, City Administration

**EOC Coordination:** Operations Section (responder communications); Logistics Section – Communications Unit (EOC communications)

**Related ESF:** ESF 2 – Communications

Key communications activities that may need to be performed during an emergency include:

- Establish and maintain an effective communication system for use in a disaster.
- Coordinate the provision of temporary communications capability to first responders and City departments, and partner agencies.
- Maintain information technology infrastructure including provision of cybersecurity measures.
- Maintain a reliable alert and warning system.

#### 4.1.1 COMMUNICATIONS SYSTEMS

Adequate communications are vital for effective and efficient warning, response and recovery operations. Clear speech communications with accessibility features will be used to enhance comprehension for all audiences. When communication systems are disrupted by a particular hazard occurrence, additional communications equipment required for emergency operations will be made available via amateur radio operators, through the City's partners, businesses, government agencies, or even its residents. Email, mobile phones and landlines will, to the extent possible, be considered the primary system for notification of key officials and critical workers when official platforms are inoperable.

- The primary communications tools used by the City during an emergency will be cellphones, satellite phones and email.
- The City Police and Fire Departments also maintain public safety radios with frequency assignments maintained in alignment with the Clatsop County Radio Matrix.
- The City has a Memorandum of Understanding with Clatsop County for direct access to Everbridge and the County's mass notification system known as ClatsopAlerts! The City



can also distribute internal (agency) and external (citizen) alerts as set up by County Emergency Management.

- The City may also utilize its website, blog, and social media platforms to augment or reinforce emergency communications.

#### 4.1.2 PUBLIC SAFETY ANSWERING POINT

The City of Warrenton does not have a Public Safety Answering Point (PSAP), but rather contracts with the Astoria 9-1-1 Center for all PSAP functions and the message distribution point for the City. Messages that affect the City's overall emergency preparedness, such as information on the movement of hazardous materials or weather alerts, will be distributed to the City Manager or Incident Commander who will then determine what further response activities should be made, but notifications will predominately go through the Astoria 9-1-1 Center for broad distribution.

#### 4.1.3 ALERT AND WARNING

A public warning and broadcast system known as ClatsopALERTS! is established for Clatsop County to provide emergency information and instructions during a pending or actual emergency incident or disaster. The City Manager can coordinate with the Clatsop County Emergency Manager to issue alerts and has the ability to distribute internal and external notifications as set up by the Clatsop County Emergency Management.

#### 4.1.4 INTEROPERABLE COMMUNICATIONS

The City of Warrenton Communications System consists of a range of public and private partners and entities, and include:

Modality	Type	Coordinating Entity
Communications	<ul style="list-style-type: none"> <li>• Single dispatch</li> <li>• Cell and landline</li> <li>• Satellite Phones</li> <li>• Radio</li> <li>• Active HAM Radio</li> </ul>	City of Warrenton
Communications-Coordinated	<ul style="list-style-type: none"> <li>• GETS cards – EOC</li> <li>• ClatsopALERTS!</li> </ul>	Clatsop County
Communications-Dispatch	<ul style="list-style-type: none"> <li>• (See Communications section above)</li> <li>• Single dispatch</li> <li>• Everbridge</li> <li>• ClatsopALERTS!</li> <li>• Facebook</li> </ul>	City of Astoria (Primary) City of Seaside (Redundant)
Alerts and Notifications	<ul style="list-style-type: none"> <li>• Cell phone or SMS</li> <li>• When2Work (Scheduling App for the City of Warrenton)</li> <li>• ClatsopALERTS!</li> </ul>	Clatsop County City of Warrenton City of Astoria
Public Information	<ul style="list-style-type: none"> <li>• Signage</li> <li>• Social media (Facebook, Twitter)</li> </ul>	Neighboring jurisdictions Clatsop County



	<ul style="list-style-type: none"> <li>Local media and radio notification</li> <li>Partnerships: Press release – copy Scanner and Watch social media pages</li> <li>City website</li> </ul>	Local Radio and media City and County websites
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## 4.2 FIRE SERVICES

**Capability:** Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and the environment in the affected area

**Primary City Department:** City of Warrenton Fire Department

**EOC Coordination:** Operations Section – Fire Services Branch

**Related ESF:** ESF 4 - Firefighting

Key fire services activities that may need to be performed during an emergency include:

- Support local assessment and identification of public impact and needs.
- Conduct fire and rescue operations for wildfires.
- Provide fire detection services and coordinate warning systems.
- Perform fire hazard inspections for residential and commercial structures and provide public information regarding defensible space and other fire safe measures.
- Maintain and coordinate fuel breaks in strategic areas in the City.
- Coordinate emergency evacuations for large wildfires with law enforcement and transportation resources.
- Assist in urban, oceanic and wilderness search and rescue efforts.

### 4.2.1 MANAGEMENT OF FIRE-RELATED EMERGENCIES

The City of Warrenton’s fire response is led by the City’s Fire Department and is supported by the Police Department and Public Works. The City ranks in the “low” category for wildfire hazard, however urban house and other structural fires do occur. Generally, everyday fire response is addressed and responded to by the City Fire Department, while wildfire response occurs through a coordinated efforts between Clatsop County, the City of Warrenton Fire Department, neighboring jurisdictions and volunteer firefighting services, and the Police Department. Fire Chief assumes duties to direct resources for fires within the City. In the event of multiple fire agencies responding to the incident, the Fire Defense Board Chief, acting as the Fire Services Coordinator, will be integrated into the Operations Section of the City EOC. Key elements of the City’s fire services include:

- During a fire-related emergency, the Fire Chief assumes duties to direct resources for fires within the City. If a fire occurs within an individual jurisdiction, the local fire agency will manage response activities with support from the other departments or districts. In areas with fire districts, each fire service is a branch of government, governed by its own



separate statutory authority. Local firefighting organizations will remain under the supervision of their assigned leaders, with the Fire Defense Board Chief acting as Fire Services Coordinator to utilize resources and activate mutual aid support.

- Generally, everyday structural fire response within the City’s boundaries is managed by the Fire Department.
- Wildland fires being managed as a coordinated effort between the Fire District and mutual aid partners.
- Reference to the Clatsop County Community Wildfire Protection Plan (CWPP), which identifies activities to be taken to address critical wildfire needs.

#### 4.2.2 INTERAGENCY COORDINATION

In the event of multiple fire agencies responding to the incident, the Fire Defense Board Chief, acting as the Fire Services Coordinator, will be coordinated with the Operations Section of the Clatsop County EOC. A transfer of Jurisdictional Authority for response can occur when the City Council delegation of authority transferring response to a State or Federal Fire Agency in unprotected lands (meaning not covered under an existing fire district) during a Wildfire Conflagration request.

Cooperation and organization of firefighting efforts with federal, state and local partners including, but not limited to:

- U.S. Bureau of Land Management (BLM)
- Oregon Department of Forestry (OFD)
- United States Forest Service (USFS)
- National Park Service (NPS)
- Oregon Office of the State Fire Marshal

Information on active fires in Clatsop County can be accessed

- Real-Time Assessment and Planning Tool for Oregon:  
<https://www.oregon.gov/oem/emops/Pages/RAPTOR.aspx>
- Northwest Interagency Coordination Center:  
<https://gacc.nifc.gov/nwcc/information/firemap.aspx>

### 4.3 SEARCH AND RESCUE

**Capability:** Deliver traditional and a typical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.

**Primary City Department:** Police Department (Wilderness SAR), Fire Department (USAR)

**Related ESF:** ESF 9 – Search and Rescue



**EOC Coordination:** Operations Section – Law Enforcement Branch

Key search and rescue activities that may need to be performed during an emergency include:

- Deploy resources in both urban and non-urban search and rescue during a major disaster or incident.
- Coordinate with area ambulance providers for emergency medical services.
- Coordinate Search and Rescue (SAR) with Clatsop County and within the City.

**4.3.1 MANAGEMENT OF SEARCH AND RESCUE OPERATIONS**

The City of Warrenton does not perform Search and Rescue operations but is supported by the Clatsop County Sheriff's Office in such efforts. Although there is no Tactical Team to activate the City Police Department is the primary agency for coordination of City participation in search and rescue operations with support from the Fire Department, Coast Guard and Marinas. The Police Department will continue to provide routine law enforcement, and pre-named support groups may assist in traffic and crowd control.

The Clatsop County Sheriff's Office, Search and Rescue Division provides Clatsop County Sheriff's Office with a dedicated and trained force of volunteers to conduct search and rescue missions. The team is responsible for finding lost or missing persons, assisting in evidence searches, assisting with downed aircraft and providing logistical support for large events in the county. The team is trained in canine support, man-tracking, communications, logistics, incident command, wilderness survival, air operations, land navigation and traffic control.

The County maintains the following specialized response teams:

- Search and Rescue (SAR)
- High-Angle Rescue Team (HART)
- Underwater Recovery Team (URT)

**4.3.2 INTERAGENCY COORDINATION**

The City may, via the Clatsop County Sheriff's Office, access interagency urban search and rescue resources through the Oregon USAR Task Force including resources to support operations that require:

- Collapse Rescue
- Confined Space Rescue
- Rope Rescue
- Trench Rescue
- Vehicle and Machine Extrication



## 4.4 HAZARDOUS MATERIALS

**Capability:** Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from a hazardous materials incident in support of responder operations and the affected communities.

**Primary City Department:** Fire Department

**Related ESF:** ESF 10 – Hazardous Materials

**EOC Coordination:** Operations Section – Fire Services Branch

Key hazardous materials activities that may need to be performed during an emergency include:

- Establish and coordinate strategies for actual or potential discharge or release of hazardous materials resulting from a natural, human-caused, or technological disaster.
- Address hazardous materials incidents including chemical, biological, and radiological substances, whether accidentally or intentionally released.
- Coordinate the appropriate response to secondary or tertiary environmental protection issues.
- Provide guidelines for the public notification and alerts.
- Coordinate with County and State for nuclear/radiological response activities.

### 4.4.1 MANAGEMENT OF HAZARDOUS MATERIALS-RELATED EMERGENCIES

The City of Warrenton Fire Department has limited capacity to respond to a hazardous materials-related emergency with support from the Police Department and City Public Works. As required, the City will coordinate with Clatsop County Emergency Management to request supports and resources required for response, and will coordinate with the Clatsop County Emergency Manager to support information and resource management needs. The County Hazardous Materials Response Plan will be followed, which is developed and maintained by the Local Emergency Management Planning Committee (LEPC). If necessary, gross decontamination procedures will be implemented for all impacted individuals.

*See Section 4.4.3 for more information on LEPC*

### 4.4.2 INTERAGENCY COORDINATION

If it is determined the incident is beyond their level of training and equipment, the Incident Commander will request support through the Oregon Emergency Response System (OERS) at 1-800-452-0311. OERS will make the notification to the OSFM Duty Officer and other appropriate agencies.

The following regional hazardous materials teams may be deployed to assist with hazardous materials-related emergencies that exceed the City's capability to respond:

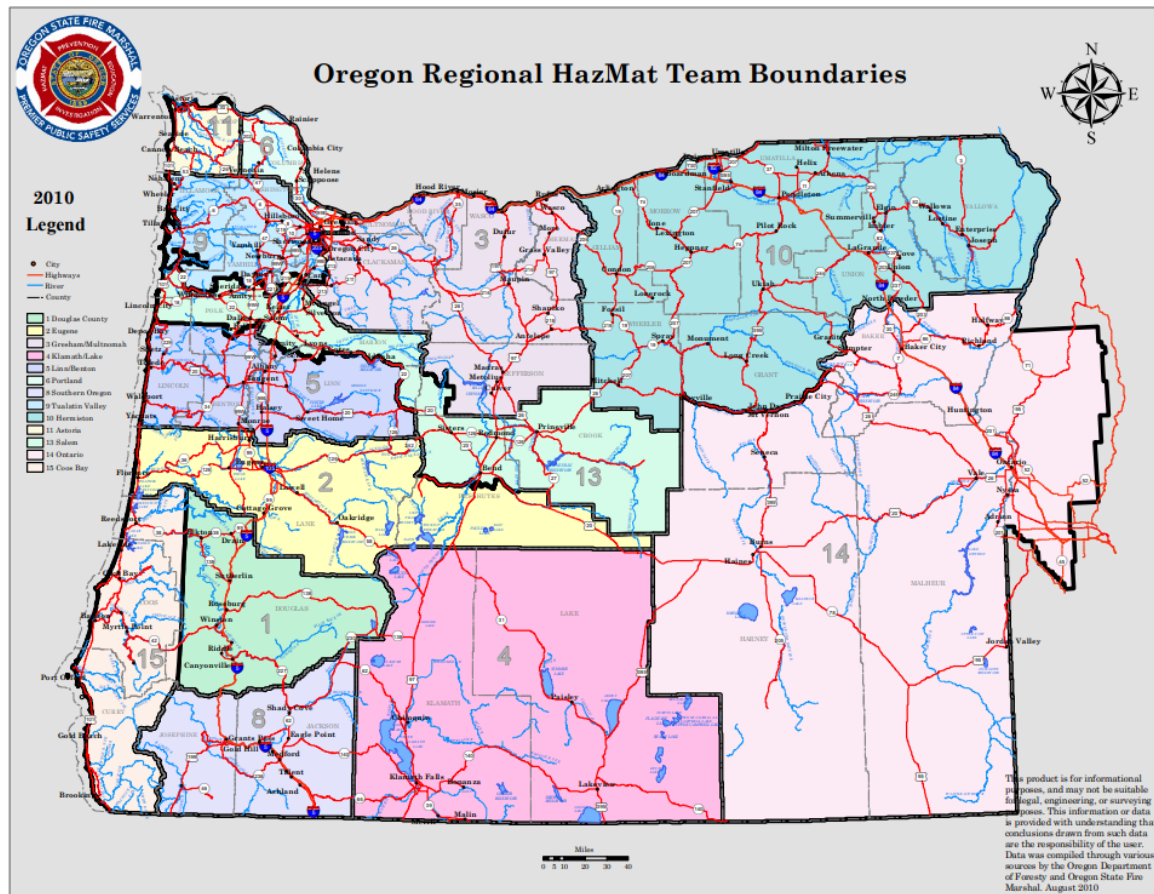
- Regional HazMat Team 11 – Astoria





- Other area teams:
  - Regional Team 6, Portland
  - Regional Team 9, Tualatin Valley
  - Regional Team 13, Salem
  - Region Team 5, Linn/Benton

See the Oregon Regional Hazardous Materials Emergency Response Teams (RHMERT) for more information at <https://www.oregon.gov/osp/programs/sfm/Pages/Regional-Response-Teams.aspx>



#### 4.4.3 LOCAL EMERGENCY PLANNING COMMITTEE

The City of Warrenton is a participant in the Clatsop County Local Emergency Planning Committee (LEPC) which was established to meet the requirements of the federal Emergency Planning and Community Right-to-Know Act (EPCRA), also known as the Superfund Amendment and Reauthorization Act (SARA Title III), for emergency response planning. EPCRA contains four major provisions.:

- Planning for chemical emergency

- Emergency notification of chemical accidents and releases
- Reporting of hazardous chemical inventories (Tier Two Reports)
- Toxic chemical release reporting

The LEPC develops and maintains a Hazardous Materials Response Plan, last updated in 2021, and includes data for the biggest Tier 2 facilities in the County. As LEPC facilitator, the County EM also has planning access to the Oregon State Fire Marshal site information for Clatsop County.

## 4.5 LAW ENFORCEMENT

**Capability:** Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.

**Lead City Department:** Police Department

**EOC Coordination:** Law Enforcement Branch

**Related ESF:** ESF 16 – Law Enforcement

Key hazardous materials activities that may need to be performed during an emergency include:

- Provide crowd and traffic control services related to emergency events.
- Coordinate site security and access control, such as security at public shelters, EOCs, bulk distribution sites, feeding sites and point of dispensing sites.
- Manage evacuation operations and/or shelter in place orders.
- Coordinate additional safety and security resources as needed (i.e., Oregon National Guard, Oregon State Police, etc.).
- Provide urban and wilderness search and rescue (SAR) services as requested.

### 4.5.1 MANAGEMENT OF PUBLIC SAFETY AND SECURITY-RELATED EMERGENCIES

Law enforcement services for the City are provided by the Police Department who will serve as the lead agency for public safety and security-related incidents including civil unrest and acts of terrorism. The Police Department will also serve as the primary liaison with the Clatsop County Sheriff's Office which provides law enforcement services for unincorporated areas of the County.

### 4.5.2 INTERAGENCY COORDINATION

Local agencies will have the primary responsibility for routine law enforcement and support groups may assist in traffic and crowd control. If local and regional capabilities are exceeded, support may be available from county, state, and federal law enforcement agencies. Key City characteristics related to public safety and security include:







- The Warrenton Police Department is a full-service agency with one station that provides a multitude of police services to the City of Warrenton, the City of Hammond, and all visitors. The department maintains 24-hour coverage year-round.
- The Warrenton Police Department works closely with several law enforcement agencies in the area including:
  - Clatsop County Sheriff's Office, Astoria Police Department, Seaside Police Department, Gearhart Police Department, Cannon Beach Police Department and the Oregon State Police.
- Dispatch is co-located with Seaside and Astoria due to manpower constraints. The City has a robust social media presence (Facebook).
  - Dispatch has access to Everbridge Public Warning and a Nixle link to Everbridge.

## 5.0 WHOLE COMMUNITY EMERGENCY SERVICES




The activities required to provide emergency services support and restore emergency services systems that have been disrupted, require a cooperative effort that involves a whole community of partners including local, County, state, and federal agencies, alongside community and private cooperators and partners. Engagement with Whole Community Partners incorporates the City of Warrenton and neighboring jurisdictions, including the Mayor, Vice Mayor, Public Works, the city's Finance Department, school districts, the city's Buildings Department, the Marina, health clinics and hospitals, and more. Table ES-3 presents the primary City partners and Table ES 3 identifies whole community support agencies, cooperators and partners who may be part of a coordinated response and recovery effort.



**Table ES-3 Emergency Services Supporting Agencies, Cooperators, and Partners Agencies**

ESF 2 COMMUNICATIONS						
	CITY	OTHER GOVERNMENT	COMMUNITY	PRIVATE	STATE	FEDERAL
	<ul style="list-style-type: none"> <li>City Police Department</li> <li>City Fire Department</li> <li>Public Works</li> <li>City Manager</li> </ul>	<ul style="list-style-type: none"> <li>Port of Astoria Security</li> <li>Seaside/ Astoria Dispatch</li> <li>Clatsop County Emergency Axillary Communication (AuxComm)</li> <li>ClatsopALERTS!</li> </ul>	<ul style="list-style-type: none"> <li>American Red Cross</li> <li>Marinas</li> <li>Salvation Army</li> <li>Local Media/Radio</li> <li>School Districts</li> <li>Volunteer Organizations</li> <li>Faith-based Communities</li> </ul>	<ul style="list-style-type: none"> <li>Healthcare centers/clinics</li> <li>Community Based Organizations</li> <li>Marinas</li> <li>Telecom Media Provisions</li> </ul>	<ul style="list-style-type: none"> <li>Oregon Department of Human Services</li> <li>Oregon Emergency Management</li> <li>Oregon National Guard</li> <li>Oregon State Police</li> </ul>	<ul style="list-style-type: none"> <li>U.S. Department of Health and Human Services (HHS)</li> <li>Department of Human Services (DHS)</li> </ul>
ESF 4 FIREFIGHTING						
	CITY	OTHER GOVERNMENT	COMMUNITY	PRIVATE	STATE	FEDERAL
	<ul style="list-style-type: none"> <li>City Fire Department</li> <li>Public Works</li> <li>City Police Department</li> <li>City Manager</li> </ul>	<ul style="list-style-type: none"> <li>Neighboring jurisdiction Fire Departments</li> </ul>	<ul style="list-style-type: none"> <li>CERT</li> <li>Salvation Army</li> <li>Local Media/Radio</li> <li>School Districts</li> <li>Sunset Empire Transportation District</li> </ul>	<ul style="list-style-type: none"> <li>Oxygen Vendors</li> <li>Pacific Power</li> <li>Northwest Natural Gas</li> <li>Marinas</li> <li>Rocky Mtn Power</li> </ul>	<ul style="list-style-type: none"> <li>Oregon Department of Human Services</li> <li>Oregon Emergency Management</li> <li>Oregon Department of Environmental Quality</li> <li>OSFM</li> <li>OFD</li> <li>OPRD</li> </ul>	<ul style="list-style-type: none"> <li>Federal Emergency Management Agency (FEMA)</li> <li>NPS</li> <li>U.S. Department of Transportation (DOT)</li> <li>National Transportation Safety Board (NTSB)</li> <li>US Coast Guard (Fire)</li> <li>DHS</li> <li>Oregon Military Department</li> </ul>
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## 6.0 ROLES AND RESPONSIBILITIES

The following roles and responsibilities are intended to provide partners and all users of this Annex with a shared understanding of the tasks they may be asked to perform or support during an emergency. All assigned agencies are responsible for developing procedures to guide execution of these tasks.

*See the State of Oregon EOP and National Response Framework (NRF) for state and federal roles and responsibilities.*

### 6.1 ALL EMERGENCY SERVICES PARTNERS

- Implement continuity of operations procedures to continue essential functions.
- Provide situation status updates to the EOC when requested.

### 6.2 PRIMARY AGENCIES

#### City Council and Administration

- Activate the EOC, if necessary, and begin staffing as required by the incident and addressed in the City Emergency Operations Plan (EOP).
- An alternative EOC may be necessary, as determined by the City Administrator.
- Assign a representative to sit in the City EOP when activated and provide coordination with City and County entities.
- Manage and coordinate public communications.
- Coordination of county-wide emergency management including pre-event administrative activities related to communications.
- Develop and maintain communications resource inventory.
- Ensure that a communications capability exists between the 9-1-1 Communications Center, the Police Department, the City Manager and the EOC.
- Coordinate the inclusion of business/industry and amateur radio operators into the communications network.
- Develop and maintain standard operating procedures to include a recall roster for essential personnel.

#### Fire Department/Fire District

- Enforce the fire code.
- Coordinate public education and resources for wildfire awareness and prevention.



- Command firefighting forces and direct responding support forces as needed to the fire emergency.
- Manage and coordinate interagency functions during a fire-related emergency.
- Maintain communications with 911.
- Identify and isolate hazardous materials incidents within capability of training and requesting assistance as needed.
- Provide SAR resources and personnel as needed in coordination with the Sheriff's Office.
- Relocate equipment, as necessary.
- Assist in traffic/crowd control as necessary.
- Coordinate activities through the City EOC.
- If necessary, provide for the safety of personnel and their families before they report to their duty stations.
- Coordinate implementation of fuels reduction projects.
- Participate in planning efforts related to fire-related emergencies including hazard mitigation planning and the Clatsop County Community Wildfire Protection Plan (CWPP).
- Coordinates the CERT program with the Police Department.

### **Police Department**

- Coordinate and supervise appropriate volunteer organizations.
- Process and keep on file documentation of general orders.
- Coordinate with local voluntary agencies to provide services to disaster victims.
- Provide for the safety of personnel and their families before they report to their duty stations.
- Support shelter/mass care operations.
- Relocate equipment, as necessary.
- Assist in traffic and crowd control, as necessary.
- Provide SAR resources as needed in coordination with the local fire agencies.
- Maintain law and order.
- Provide security for critical facilities resources and the disaster area.



- Provide protection of property in damaged areas.
- Assist in establishing safety zones and evacuations of residents and businesses.
- Be primarily responsible for closing and/or rerouting traffic on City streets to assist in the movement of people and/or to keep people out of danger or from impeding emergency response activities.
- Provide emergency radio services with Police Department staff and supporting resources.
- Coordinate emergency radio services and dispatch of officers and other services in coordination with the City Manager.
- Coordinates the CERT program with the Fire Department.

#### **City Attorney**

- Provide legal counsel regarding authority of duties for associated public safety and security efforts.

### **6.3 SUPPORTING AGENCIES, COOPERATORS, PARTNERS**

#### **School Districts**

- Provide assistance as requested for the emergency transport or shelter of people.
- Assist with Family Reunification procedures.

#### **Emergency Medical Services Providers**

- Provide ground and air emergency ambulance services.



## 7.0 CONCEPT OF OPERATIONS

The local government primary agencies identified in this annex are responsible for coordination of activities that fall within the scope of the functions it includes. That does not mean they are directly responsible for providing all activities described, but rather that they serve as a facilitator to organize emergency services partners to execute activities required to meet established objectives for emergency operations. All emergency services activities will be conducted in a manner consistent with the National Incident Management System (NIMS) and Incident Command System (ICS).

### 7.1 PREPAREDNESS AND READINESS

All assigned partners are responsible for active participation in maintaining organizational readiness including:

- Participate in regular review and update of the Functional Annex and identified ESFs, including acceptance of assigned responsibilities.
- Develop procedures to support execution of assigned activities.
- Maintain adequate equipment and supplies required to perform activities as outlined in this Annex.
- Participate in training and exercises to build capacity.

Additionally, the assigned primary agencies will coordinate with ESF cooperators and partners to conduct the following actions to support readiness activities specific to emergency:

- Maintain an emergency contact list and emergency resource inventory of emergency services assets.
- Pre-identify potential emergency services staging areas.

### 7.2 ACTIVATION AND MOBILIZATION

The Emergency Services Branch will be activated when the Incident Commander or EOC Manager (City Manager or designee) determine the need for enhanced coordination of emergency services activities. Upon this determination, the Warrenton City Manager will notify the primary agency who is then responsible for making appropriate notifications to cooperators and partners and providing a representative to staff the EOC. Assigned primary agencies may choose to activate a Department Operations Center (DOC) to support coordination of emergency activities.



## 7.3 EMERGENCY SERVICES FUNCTIONAL GROUP LEAD RESPONSIBILITIES

The Emergency Services Group Manager will assume the appropriate role within the ICS structure at the direction of the EOC Manager (City Manager or designee) or Operations Section Chief.

Responsibilities of the Emergency Services Group Manager in the EOC include:

- Serve as primary point of contact for emergency services cooperators and partners.
- In coordination with the Liaison Officer, facilitate communications and engagement with key external partners specific to emergency services including:
  - Clatsop County Emergency Management
  - Other local fire resources, private communications providers.
- In coordination with the Planning section, gather situation status information related to emergency service's needs. Consider:
  - Status of communications systems.
  - Status of equipment available to support emergency communications.
  - Needs for emergency power to support emergency communications.
  - Scale and location of fire.
  - Direction of wind and other atmospheric conditions that could affect the fire.
  - Location of residences and business within fire path.
  - Availability of regional and local partners to assist with firefighting operations.
  - Status of equipment available to support emergency operations.
  - Status of personnel available to support emergency operations.
- Participate in EOC planning meetings and provide ESF specific inputs to the EOC Action Plan.
- In coordination with the Operations Section Chief, support development of objectives and assign them to the appropriate ESF partners.
- Monitor and provide regular updates to the Operations Section Chief on the status of ongoing infrastructure services activities including resource needs that should be submitted to the Logistics Section.
- Provide information specific to emergency services as requested by the EOC Public Information Officer to support message development.
- Coordinate with County Emergency Management to access resources under the Oregon Fire Service Mobilization Plan or other mechanisms for mutual assistance such as:
  - Oregon State Police Cooperative Policing Agreement with the City of Warrenton.
  - The U.S. Bureau of Land Management agreements for aerial firefighting





- Oregon Forestry Department mutual aid agreements
- Coordinate ESF staffing to ensure the function can be staffed across operational periods.

## **7.4 EMERGENCY SERVICES IN THE EOC**

The EOC is organized using the ICS and during an emergency that damages or disrupts the community's Emergency Services systems. Coordination of support for assessment, repair, and restoration of those systems will be delegated by the EOC Manager (City Manager or designee) to the Operations Section Chief who may in turn activate an Emergency Services Branch and assign a Branch Director. In most situations, the Emergency Services Branch Director will be a representative from the Police Department or their designee.

### **Emergency Services Emergency Support Functions**

The Operations Section Chief or Branch Director may activate additional functional groups to support coordination of emergency services activities, and the EOC has adapted its ICS structure to allow activation of ESFs as mechanisms to organize activities and partners during an emergency.

The following ESFs are assigned to the Emergency Services Branch and may be activated as Groups within the EOC ICS structure and assigned a Group Manager. Typically, the Group Manager will be a representative from the City department with the most logical authority or capability.

- ESF 2 – Communications
- ESF 4 – Firefighting
- ESF 9 – Search and Rescue
- ESF 10 – Hazardous Materials
- ESF 16- Law Enforcement

## **7.5 TRANSITION TO RECOVERY**

City of Warrenton will coordinate with the County to organize and begin recovery activities of emergency services as soon as initial response activities have progressed to stabilization. Planning for recovery activities will begin as soon as possible within the incident action planning process.

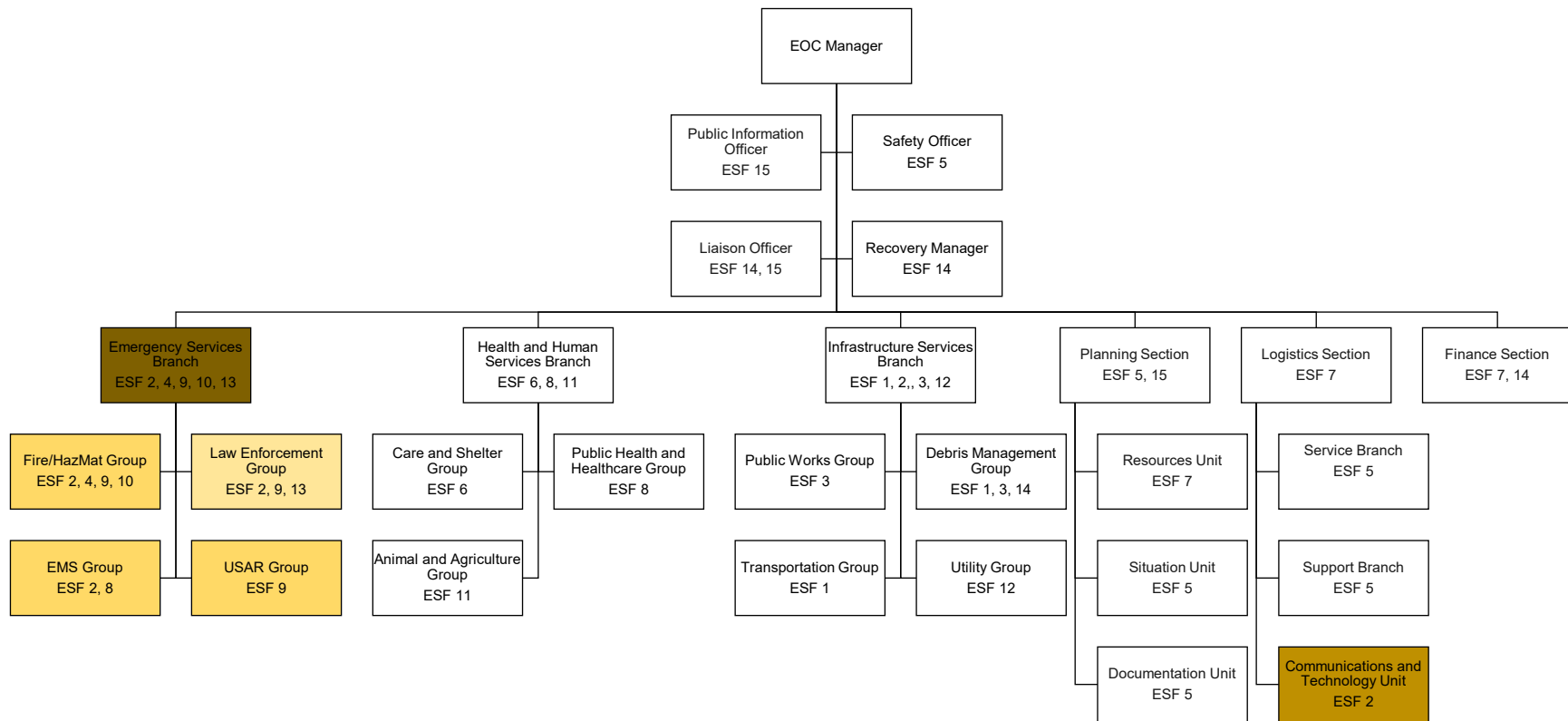
- Status of personnel available to support emergency operations.
- Participate in EOC planning meetings and provide ESF specific inputs to the EOC Action Plan.
- In coordination with the Operations Section Chief, support development of objectives and assign them to the appropriate ESF partners.



- Monitor and provide regular updates to the Operations Section Chief on the status of ongoing emergency services activities including resource needs that should be submitted to the Logistics Section.
- Provide information specific to emergency services as requested by the EOC PIO to support message development.
- Coordinate with local and state partners to access resources under existing mutual aid agreements.
- Coordinate ESF staffing to ensure the function can be staffed across operational periods.



Figure 1 Emergency Services Services in the EOC



## 8.0 CAPABILITY SUSTAINMENT

### 8.1 ANNEX DEVELOPMENT AND MAINTENANCE

The assigned primary agencies are responsible for the development and maintenance of this Annex including coordination and engagement with supporting agencies to inform updates. At a minimum, this Annex should be reviewed on an annual basis.

### 8.2 TRAINING AND EXERCISES

The City Manager, in coordination the City Police Department and local government agencies, are responsible for integrating emergency services into the City's training and exercise program and providing guidance to partners and cooperators on training requirements and standards. Each partner and cooperator is responsible for ensuring and documenting that personnel have received the appropriate training.



# APPENDIX A RESOURCES AND REFERENCES

## RESOURCES

### LOCAL AND REGIONAL

- City of Warrenton Transportation System Plan
- City of Warrenton Sheriff's Office General Orders
- City of Warrenton Integrated Fire Plan
- City of Warrenton Wildfire Protection Plan
- City of Warrenton Fire Chief's Association Mutual/Automatic Aid Agreement
- City of Warrenton Fire Chief's Association Strike Team Task Force Configurations.
- City Water Conservation Plan
- City of Warrenton Comprehensive Plan
- 2021 Clatsop County Multi-Jurisdictional NHMP
- City Water Conservation Plan
- City of Warrenton Comprehensive Plan
- Pacific Power Public Safety Power Shutoff – Clatsop County
- Clatsop County Community Wildfire Protection Plan
- Clatsop County Hazardous Materials Response Plan

### STATE

- State of Oregon Emergency Operations Plan
- ESF 2, Communication
- ESF 4, Firefighting
- ESF 9, Search and Rescue
- ESF 10, Hazardous Material
- ESF 16, Law Enforcement
- Oregon State Emergency Alert System Plan.
- Oregon State Search and Rescue Program, Region 4
- Oregon Fire Service Mobilization Plan

### FEDERAL

- National Response Framework,
- ESF 2, Communications
- ESF 4, Firefighting
- ESF 11, Agriculture and Natural Resources
- ESF 13, Public Safety and Security
- National Disaster Recovery Framework, Infrastructure Services RSF
- National Response Framework



## REFERENCES

National Infrastructure Protection Plan, Communications Sector-Specific Plan

Emergency Communications of Southern Oregon. Website: <https://ecso911.com/>. Accessed June 2020.

FEMA. 2019. Emergency Support Function Annexes. Website: <https://www.fema.gov/media-library/assets/documents/25512>. Accessed June 2020.

Oregon ARES/RACES. 2020. Amateur Radio. Website: <http://www.oregonaresraces.org/wp-content/uploads/2014/08/ARES-Promotional.jpg>. Accessed June 2020.

Oregon Emergency Management. ND. Oregon State Emergency Support Function (ESF) Quick sheets. Website:  
[https://www.oregon.gov/OEM/Documents/Oregon\\_ESF\\_Descriptions\\_One\\_Page\\_Job\\_Aid.pdf](https://www.oregon.gov/OEM/Documents/Oregon_ESF_Descriptions_One_Page_Job_Aid.pdf). Accessed June 2020.





City of Warrenton

# Emergency Operations Plan

HEALTH AND HUMAN SERVICES  
FUNCTIONAL ANNEX

Last Updated: May 2022





# 1.0 FUNCTIONAL ANNEX ORGANIZATION

The City of Warrenton Emergency Operations Plan (EOP) is comprised of a Basic Plan that is supplemented by four Functional Annexes that provide additional detail specific to the range of functions that may need to be performed during an emergency or disaster. Each Annex addresses several Emergency Support Functions (ESFs) that have been grouped to align with the partners involved, the organizational structure of the City Emergency Operations Center (EOC), and the organizations used by the Clatsop County (County), State of Oregon (State) and Federal partners

## City of Warrenton Emergency Operations Plan Functional Annexes







Management Services
ESF 5 Information and Planning ESF 7 Resource Support ESF 14 Public Information ESF 15 Volunteers and Donations ESF 18 Business and Industry
Emergency Services
ESF 2 Communications ESF 4 Firefighting ESF 9 Search and Rescue ESF 10 Hazardous Materials ESF 16 Law Enforcement
Health and Human Services
ESF 6 Mass Care ESF 8 Health and Medical ESF 11 Food and Water ESF 17 Agriculture and Animal Protection
Infrastructure Services
ESF 1 Transportation ESF 3 Public Works ESF 12 Energy

Note: ESF 13, Military Support, is not included above.

## 2.0 HEALTH AND HUMAN SERVICES

The Health and Human Services Functional Annex to the City of Warrenton Emergency Operations Plan (EOP) is focused on providing the support required to maintain the health and well-being of the community during an emergency, and to address unmet health and human services needs through the provision of emergency assistance and sheltering as required. The following table provides an overview of the Health and Human Services Annex and the activities it is designed to support.

Under the City of Warrenton EOP, the Health and Human Services Branch is comprised of the ESFs identified in Table HHS-1.

<b>Key ESFs</b> <i>See Section 3 – Purpose and Scope and Section 4- Health and Human Services</i>		ESF 6 – Mass Care
		ESF 8 – Health and Medical
		ESF 11 – Food and Water
		ESF 17- Agriculture and Animal Protection
<b>Lifelines Supported</b>		Provide food, wate, and shelter for the community..
		Provide for the physical and behavioral health of the community.
<b>Lead Primary Agencies</b> <i>See Section 5 – Whole Community Management and Section 6 – Roles and Responsibilities</i>	City Manager City Fire Department Clatsop County Public Health Department Clatsop County Emergency Management	
<b>Operations</b> <i>See Section 7- Concept of Operations</i>	Operations Section – Health and Human Services Branch	

### 3.0 PURPOSE AND SCOPE

The Health and Human Services Functional Annex provides a framework for how City of Warrenton and their whole community of partners will coordinate during an emergency where the normal delivery of medical, health and social services is disrupted or situations where the health and medical needs of the community overwhelm local capability and capacity

This Annex is designed to support a coordinated and integrated approach to health and human services systems and is organized around the ESFs that focus on the functions presented in Table HHS-2.

**Table HHS-2 Health and Human Services Emergency Support Functions**

<b>ESF 6 Mass Care</b>	<b>ESF 8 Health and Medical</b>	<b>ESF 11 Food and Water</b>	<b>ESF 13 Agriculture and Animal Protection</b>
<ul style="list-style-type: none"> <li>• Coordinate efforts to:</li> <li>• Assess the impact of an emergency or disaster on the community and support efforts to address unmet human needs.</li> <li>• Provide shelter for individuals and households displaced by an emergency or disaster.</li> <li>• Provide mass feeding operations and distribute bulk supplies.</li> <li>• Facilitate assistance to connect displaced individuals and households with temporary and longer-term housing solutions.</li> <li>• Ensure that persons with access and functional needs are provided appropriate supports during an emergency or disaster.</li> <li>• Provide emergency first aid assistance for large numbers of people.</li> <li>• Gather and make available disaster welfare information on impacted individuals and households.</li> <li>• Connect individuals and households in the community with assistance programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate efforts to:</li> <li>• Assess the impact of an emergency or disaster to public health, emotional well-being and healthcare, and the support efforts to stabilize those systems.</li> <li>• Identify persons with medical needs and coordinate the appropriate care and required movement of those persons within impacted areas or shelters.</li> <li>• Monitor, investigate and control potential threats to human health through proactive and ongoing surveillance and response measures.</li> <li>• Distribute medical countermeasures and/or non-medical interventions.</li> <li>• Provide mental health supports for the community including first responders and impacted individuals and communities.</li> <li>• Conduct mass casualty and mass fatality operations when the number of injured or deceased that result from an emergency exceed local capabilities.</li> <li>• Provide public health and medical information in coordination with the Public Information Officer (PIO).</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate efforts to:</li> <li>• Provide nutrition assistance and coordinate to obtain needed food and water supplies.</li> <li>• Provide environmental health services including food and water safety, foodborne disease surveillance and investigations, water quality testing and surveillance</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate efforts to:</li> <li>• Assess the impact of an emergency or disaster on agriculture, animals and natural and cultural resources.</li> <li>• Assist in the care and shelter of service animals, pets and livestock.</li> <li>• Protect natural and cultural resources including efforts to preserve, conserve, and rehabilitate those resources.</li> </ul>



## 4.0 HEALTH AND HUMAN SERVICES IN THE CITY OF WARRENTON

The following section provides a brief overview of health and human services in the City of Warrenton. For an expanded list of Key Functions in an emergency, see Section 6.

### 4.1 MASS CARE

**Capability:** Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.

**Primary City Department:** City Manager, City Fire Department

**EOC Coordination:** Health and Human Branch, Care and Shelter Group

**Related ESF:** ESF 6 – Mass Care

Key activities for providing mass care that may need to be performed during an emergency include:

- Establish and coordinate the provision of mass care services to impacted communities and disaster responders an effective communication system for use in a disaster.
- Coordinate the provision of temporary shelters or long-term housing.
- Provide human services and disaster assistance throughout response, including emergency first aid, medical assistance, and providing information on victims to family members.
- Ensuring individuals with access and functional needs receive modifications as needed in both the provision of care, delivery of messaging and in access to services.

#### 4.1.1 MASS CARE, HOUSING AND HUMAN SERVICES

Emergencies or disasters can necessitate evacuation of people from residences, which may be temporarily uninhabitable, damaged or destroyed. Provision of care and programs may consist of making facilities and services available, ensuring impacted individuals are sheltered with access to healthcare, providing care to vulnerable populations and ensuring access and functional needs are addressed, and coordinating activities with government agencies and volunteer disaster assistance organizations. Emergency short-term shelter or long-term housing needs may exist, and it is the responsibility of government to work with the various social service agencies to meet those needs.

Mass care services include sheltering, feeding, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members. Sheltering support can include both short- and long-term housing assistance.



#### **4.1.2 BULK DISTRIBUTION OF EMERGENCY RELIEF SUPPLIES**

Bulk distribution of emergency relief items such as food, water, ice, clothing, and blankets will be managed and coordinated at established sites. This will be accomplished by the American Red Cross and other service groups such as the Salvation Army and faith-based groups, in coordination with the City Manager and Emergency Management as possible.

#### **4.1.3 HOUSING AND SHELTER**

Housing services works in conjunction with mass care needs and includes efforts to reunite families, provide first aid and services to vulnerable populations and coordinate voluntary agency assistance. Short-term and long-term housing needs can result if the emergency requires evacuation or relocation of affected persons, if the emergency event damages housing, and/or shelters and temporary lodging facilities are not a long-term solution. Displaced persons will be encouraged to obtain housing with family or friends or in commercial facilities before turning to the emergency response community for assistance.

The City EMO and the City Manager will assist with identifying alternative housing for displaced persons who cannot return to their homes (and need more than temporary lodging in a shelter) and with recommendations for accomplishing repair and restoration of the property. The American Red Cross supports in coordinated activities when available, and as determined by location and impact.

In a localized incident, the City and American Red Cross may be asked to provide mass care/shelter facility staff, logistical support and communications. Depending on need and availability, the Red Cross will manage citizen registration and provide basic medical services to shelter residents. As the American Red Cross is a volunteer driven organization, it may not have the capacity to respond to regional emergencies.

All predesignated shelters, regardless of whether they fall under the responsibility of the City or American Red Cross, will be assessed for safety prior to activation<sup>1</sup>. Pets are not allowed in American Red Cross shelters due to American Red Cross regulations (this prohibition does not pertain to animals such as seeing eye dogs or dogs for the deaf).

#### **4.1.4 HUMAN SERVICES**

Human and social services include the implementation of Disaster Assistance Programs to help disaster survivors recover their non-housing losses, and can include:

- Programs or assistance with aid that replaces damaged or destroyed personal property.
- Assistance with the completion of applications to receive disaster loans, food stamps, disaster unemployment assistance, disaster legal services, veterans' assistance, etc.

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<sup>1</sup> At the time this Plan was written, many of the predesignated shelters have not been retrofitted to withstand significant seismic activity.



- Support and services for vulnerable populations and individuals with access and functional needs, including the processing of County, state and federal benefit claims.
- Family reunification: The American Red Cross will establish a Disaster Welfare Inquiry Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. Welfare inquiry listings and registration listings will be coordinated with the EOC and law enforcement agencies for comparison with missing persons lists. Clatsop County Auxiliary Communications (AuxComms) provides support to the American Red Cross and Warrenton Emergency Management in gathering, disseminating, and managing disaster welfare information, including the provision of information to immediate family members who reside outside the impacted area.

#### **4.1.5 DISASTER ASSISTANCE CENTERS**

Upon a Presidential disaster declaration, Disaster Application/Assistance Centers may be established. In addition to numerous grant and assistance programs available through the Disaster Application Center, the Individual and Family Grant Program provides grants to meet those disaster-related necessary expenses or serious needs for which assistance for other means is either unavailable or inadequate.

Logistics Section personnel may be called upon to arrange a large facility to serve as a Disaster Application Center (DAC). The Federal Emergency Management Agency (FEMA) is responsible for operating the DAC. There, individuals can meet with local, State, Federal, and volunteer agency representatives to apply for disaster assistance. Appropriate facilities include schools, churches, and community centers. Advertising of these facilities will be coordinated by the PIO. Federal, State, local, and volunteer agencies may provide or accept applications for the following services through the DAC:

- Temporary housing for disaster victims whose homes are uninhabitable as a result of a disaster.
- Essential repairs to owner-occupied residences in lieu of temporary housing so that families can return to their damaged homes.
- Disaster unemployment and job placement assistance for those unemployed as a result of a major disaster.
- Disaster loans to individuals, businesses, and farmers for refinancing, repair, rehabilitation, or replacement of damaged real and personal property not fully covered by insurance.
- Individual and family grants to meet disaster-related expenses and other needs of those adversely affected by major disasters when they are unable to meet such needs through other means.
- Legal counseling to low-income families and individuals.
- Crisis counseling and referrals to mental health agencies to relieve disaster-caused mental health problems.



- Other specific programs and services as appropriate to the disaster.

Logistics may also arrange office space, document reproduction services, and more for State and Federal damage assessment teams.

If Federal mobile homes are to be supplied for use as emergency shelter, the Logistics section may assist in site choice and preparation consistent with Warrenton's local comprehensive land use plan.

## 4.2 HEALTH AND MEDICAL

**Capability:** The coordination and provision of procedures and resources to support health and medical care during a time of emergency and/or a developing potential health and medical situation.

**Primary City Department:** City Manager, City Fire Department

**EOC Coordination:** Health and Human Branch- Care and Shelter Group; Public Health and Healthcare Group

**Related ESF:** ESF 6 – Mass Care; ESF 8- Health and Medical

Key activities for providing health and medical services that may need to be performed during an emergency include:

- Support local assessment and identification of public health and medical needs in impacted jurisdictions and implement plans to address those needs.
- Monitor and coordinate resources to support care and movement of persons with medical needs in impacted areas.
- Coordinate with ESF 6 in the provision of care and sheltering services.
- Support monitoring, investigating, and controlling potential or known threats to human health of environmental origin.
- Monitor need for and coordinate resources to support disaster behavioral health services, including support for responder safety and health needs.

### 4.2.1 PUBLIC HEALTH SERVICES

The City of Warrenton does not have a public health agency, but coordinates with the City Fire Department, local hospitals and healthcare centers, and Clatsop County Public Health.

The inclusion of Public Health measures during all phases of activation is critical for the City of Warrenton's community and crosses all sectors. An assessment of the impact of an emergency or disaster to public health and healthcare and support efforts should be ongoing and modified according to the incident changes in order to stabilize those systems. Provision of public health and medical information should happen in coordination with the Public Information Officer (PIO).





## **4.2.2 HEALTHCARE SERVICES**

Healthcare services in City of Warrenton are provided by hospitals and private healthcare providers and is part of the Oregon Health Authority Hospital Preparedness Program Region 5. This supports healthcare preparedness and response through an OHA appointed Regional Emergency Coordinator, who in turn supports a local Public Health Emergency Preparedness Coordinator, or PHEP, which is a dedicated position within the Clatsop County Public Health Department.

## **4.2.3 DISASTER MENTAL HEALTH**

A disaster/emergency incident has the potential to challenge or disrupt systems and processes in place to meet the mental health and well-being needs of impacted communities and its workforce.

“Almost everyone in a community struck by a disaster will feel some type of emotional effect.”<sup>2</sup> While most people will bounce back after an event, there are many who continue to experience a range of emotional distress, mental health challenges or increased substance use. Direct and indirect impacts can have a ripple effect into many sectors, and can take physical, emotional, and financial tolls. This is particularly so for those who are displaced due to a disaster/emergency, those who are separated from support systems, and individuals and communities with economic impacts. Other contributing factors can include long-term or large-scale events, compounding traumatic events, underlying or chronic behavioral health needs. Awareness of and attending to these impacts throughout mass care and sheltering will help to alleviate disaster related distress and help to mitigate short- and long-term residual impacts. Clatsop County assists in the provision of disaster behavior health services through contracts with Clatsop Behavioral Healthcare.

Key activities may include:

- Assessment of the size and scope of event.
- Identification of impact of event on emotional distress or severe mental health needs.
- Development and delivery of a Community Needs Assessment.
- Review readiness assessments conducted prior to event to identify ages of impacted community and resourcing by location, special considerations, cultural and ethnic specificities, etc.
- Educate response partners and those responsible for communications on specific strategies for universal access and inclusivity.

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<sup>2</sup> Committee on Post-Disaster Recovery of a Community's Public Health, Medical, and Social Services; Board on Health Sciences Policy; Institute of Medicine. Healthy, Resilient, and Sustainable Communities After Disasters: Strategies, Opportunities, and Planning for Recovery. Washington (DC): National Academies Press (US); 2015 Sep 10.





- Coordinate with local, state and Federal agencies for specific programming or services or funding sources for Crisis Counseling Program(s) (CCP).
- Continue to monitor and evaluate distress and/or adverse reactions to events.

#### **4.2.4 EMERGENCY MEDICAL SERVICES**

The following City of Warrenton utilizes the following agencies and partners to provide Emergency Medical Services to provide support and referrals to identified facilities:

- Lifelight
- U.S. Coast Guard
- Air National Guard
- Columbia Memorial Hospital
- Warrenton Fire Department
- Providence Seaside Hospital
- Medix Ambulance Service
- Private clinics and care facilities
- American Red Cross and other volunteer agencies
- School Districts
- Local radio stations serving Warrenton

### **4.3 ACCESS AND FUNCTIONAL NEEDS**

Disaster survivors with access and functional needs may require tailored assistance to meet their necessary expenses and needs (food, clothing, housing, medical, and financial). Local and State human service organizations will identify any special needs groups (e.g., elderly, handicapped, and non-English-speaking residents) and, in the event of a disaster, ensure that their needs are met. The City of Warrenton will seek the assistance of the Clatsop County and human service agencies or organizations to assist in coordinating the emergency housing, sheltering, and feeding of special needs populations.

Coordinating for and identifying individuals with special needs within the impacted area is a critical element of emergency response and recovery operations for Warrenton. Special needs may be characterized by age (children and elderly), physical and/or mental disabilities, language (non-English-speaking), disease/medical conditions, service animals, and any other conditions or traits that could warrant special considerations under emergency circumstances. Nursing Homes and Residential Care Facilities are required to have disaster and emergency plans in place that ensure the transfer of clients to appropriate facilities.

Examples of facilities that can either shelter and/or serve individuals with access and functional needs, including those that have DD and Senior Services may include:

- Warrenton Emergency Management and City Manager
- Columbia Memorial Hospital



- Providence Seaside Hospital
- Private clinics and care facilities
- American Red Cross and other volunteer agencies
- School districts
- Northwest Senior and Disability Services (NWSDS)

## 4.4 FOOD AND WATER

**Capability:** Identify food, water, and ice needs in the aftermath of a disaster or emergency; Coordinate the retrieval of these resources, and transportation to the impact area.

**Primary City Department:** City Manager, City Police Department

**EOC Coordination:** Health and Human Branch- Care and Shelter Group; Public Health and Healthcare Group

**Related ESF:** ESF 6 – Mass Care; ESF 11- Food and Water

Key activities for providing food and water that may need to be performed during an emergency include:

- Assessment of food and water needs for areas impacted by disaster.
- Identification of food and water resources.
- Coordinate with ESF 6 and 8 in the provision of clean and accessible food and water.
- Storage of food and water resources, and monitoring.
- Monitoring the collection and sorting of all food and water supplies and establishing procedures to ensure that they are safe for consumption.

Food and water are essential provisions throughout an incident requiring mass care, and all health and human services. Without these, risk of infectious disease, food insecurities, and water borne diseases greatly increase. Food preparation, access to clean water for cooking and hygiene are essential for shelter facilities, all points of distribution, in the EOC, and throughout all homes, hospitals, healthcare facilities, sites that hold animals and livestock and others. Ongoing power is needed for refrigeration for food, water and medical supplies, and is supplemented through generators as needed by the Cavalry Assembly of God and Warrenton Christian Church.

Food banks are utilized to help with food distribution throughout the City, and the Oregon Housing and Community Services (OHCS) is responsible for administering the Temporary Emergency Food Assistance Program (TEFAP). Clatsop Community Action operates the CCA Regional Food Bank for the Oregon Food Bank Network (OFB). The Oregon Food Bank is charged with distribution during an emergency. The following Warrenton sites have been identified as food distribution sites:



- CCA Regional Food Bank
- The Manna House Food Pantry
- Warrenton Food Bank Pantry

#### **4.4.1 MANAGEMENT OF FOOD AND WATER SERVICES**

The provision of food and water throughout an incident requires strategies and tactics to all impacted individuals and responders and should meet the following objectives:

- Describe the scalable mass feeding strategy that will guide the City of Warrenton in feeding displaced or stationary populations after a natural or human caused disaster.
- Provide a coordinated mass feeding system compliant with the National Incident Management System (NIMS) and relevant City, County, State, and Federal laws.
- Local jurisdictions provide healthy, culturally appropriate meals or nutritional resources that meet the sustainment needs of displaced population.
- Assessment of the size and scope of the incident to determine anticipate feeding-related needs.
- Determine location of need (i.e.- rural vs. urban; high vs. low resources; access, etc.).
- Determine appropriate type(s) of necessary feeding sites.

Examples of responsibilities may include:

- Assessment of food and water needs for areas impacted by disaster.
- Identification of food and water resources and storage capacities.
- Adherence to safe consumption policies, including collection, sorting, monitoring expirations dates of all food and water supplies.
- Coordination of transportation of food and water supplies to facilities or directly to impacted locations.

#### **PLANNING CONSIDERATIONS SHOULD INCLUDE:**

- Service animals and household pets may be present at feeding sites.
- Feeding activities will account for individuals with access and functional needs.
- As possible, the City of Warrenton will meet the dietary preferences of individuals with cultural, religious, ethnic or other requests for accommodation.
- A large number of individuals may have food sensitivities, ethnic and religious dietary restrictions, and low-sodium diets. Many vegetarian and vegan options can accommodate these needs. Feeding sites should aim for at least 10% of meals to be vegetarian.



## 4.5 AGRICULTURE AND ANIMAL PROTECTION

**Capability:** Coordinate the City's response for animal and agricultural issues and protection of the state's natural resources in case of an emergency or disaster

**Primary City Department:** City Manager

**EOC Coordination:** Health and Human Branch- Animal and Agriculture Group

**Related ESF:** ESF 17 – Agriculture and Animal Protection

Key activities for providing agriculture and animal protection that may need to be performed during an emergency include:

- Coordinate with County and State for animal and plant disease response and pest surveillance.
- Implement response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating pest infestation.
- Remove and dispose of animal carcasses.
- Release information to the public about quarantine areas, rabies alerts, and other animal related issues.
- Ensure that animal/veterinary/wildlife issues during a disaster are supported.
- Protect natural resources from natural or human-made disasters.

### 4.5.1 ANIMALS IN DISASTER

Preparing for the care of animals during a disaster is the responsibility of animal owners. The City will coordinate with local animal owners, veterinarians and animal advocacy groups and charities sponsored by private organizations to address animal-related issues that arise during an emergency. Services can include animal disease outbreak which includes addressing both the vector and strategies to reduce transmission to other animals, caring for animals/livestock that may require specialized care and sheltering, and mitigating harm and loss of life. Specialized efforts and logistics are often required, and if local resources are insufficient to meet the needs of animals during a disaster, the City can contract services and request assistance through the county or state.

To facilitate correct information and address the expected media attention, a Joint Information Center (JIC) should be established whereby all participating agencies can route press release and media contacts through the duration of the incident.

*Refer to the Clatsop County Animals in Disaster Annex to their EOP for more information.*






## **5.0 WHOLE COMMUNITY HEALTH AND HUMAN SERVICES**


The activities required to assess and restore health and human services systems during an emergency rely on a cooperative effort that involves a whole community of partners including local, state, and federal agencies alongside public and private cooperators and partners. Table HHS 3 identifies Whole Community Partners including City, County, State, Federal and Community partners who may be part of a coordinated response and recovery effort.



**Table HHS-3 Health and Human Services Local Primary Agencies and Supporting Cooperators and Partners**

<b>ESF 6 MASS CARE</b>						
	<b>CITY</b>	<b>OTHER GOV'T</b>	<b>COMMUNITY</b>	<b>PRIVATE</b>	<b>STATE</b>	<b>FEDERAL</b>
	<ul style="list-style-type: none"> <li>City Manager</li> <li>Fire Department</li> <li>Police Department</li> </ul>	<ul style="list-style-type: none"> <li>Clatsop County Emergency Management</li> <li>Clatsop County Department of Health</li> </ul>	<ul style="list-style-type: none"> <li>CERT</li> <li>Marinas</li> <li>Salvation Army</li> <li>American Red Cross</li> <li>Local Media/Radio</li> <li>School Districts</li> <li>Sunset Empire Transportation District</li> </ul>	<ul style="list-style-type: none"> <li>Private Ambulance Services</li> <li>Private clinics / healthcare facilities</li> <li>Food Banks</li> <li>Local faith-based communities</li> <li>Schools</li> <li>Mass Care Services provider</li> </ul>	<ul style="list-style-type: none"> <li>Oregon Department of Human Services</li> <li>Oregon Emergency Management</li> <li>Oregon National Guard</li> <li>Oregon Health Authority</li> </ul>	<ul style="list-style-type: none"> <li>U.S. Department of Health and Human Services</li> </ul>
<b>ESF 8 HEALTH AND MEDICAL</b>						
	<b>CITY</b>	<b>OTHER GOV'T</b>	<b>COMMUNITY</b>	<b>PRIVATE</b>	<b>STATE</b>	<b>FEDERAL</b>
	<ul style="list-style-type: none"> <li>City Manager</li> <li>Fire Department</li> <li>Police Department</li> </ul>	<ul style="list-style-type: none"> <li>Clatsop County Emergency Management</li> <li>Clatsop County Department of Health</li> </ul>	<ul style="list-style-type: none"> <li>CERT</li> <li>Marinas</li> <li>Salvation Army</li> <li>Local Media/Radio</li> <li>School Districts</li> <li>Sunset Empire Transportation District</li> </ul>	<ul style="list-style-type: none"> <li>Privatized Ambulance Services</li> <li>Private clinics and healthcare facilities</li> <li>Clatsop Behavioral Healthcare</li> </ul>	<ul style="list-style-type: none"> <li>Oregon Department of Human Services</li> <li>Oregon Emergency Management</li> <li>Oregon National Guard</li> <li>Oregon Health Authority</li> </ul>	<ul style="list-style-type: none"> <li>U.S. Coast Guard</li> <li>U.S. Department of Health and Human Services</li> <li>OSHA</li> </ul>
<b>ESF 11 FOOD AND WATER</b>						
	<b>CITY</b>	<b>OTHER GOV'T</b>	<b>COMMUNITY</b>	<b>PRIVATE</b>	<b>STATE</b>	<b>FEDERAL</b>
	<ul style="list-style-type: none"> <li>City Manager</li> <li>Fire Department</li> <li>Police Department</li> <li>City Public Works</li> </ul>	<ul style="list-style-type: none"> <li>Clatsop County Emergency Management</li> <li>Clatsop County Department of Health</li> </ul>	<ul style="list-style-type: none"> <li>CERT</li> <li>Marinas</li> <li>American Red Cross</li> <li>Salvation Army</li> <li>Local Media/Radio</li> <li>School Districts</li> </ul>	<ul style="list-style-type: none"> <li>Food Banks</li> <li>Local faith-based communities</li> </ul>	<ul style="list-style-type: none"> <li>Oregon Department of Human Services</li> <li>Oregon Emergency Management</li> <li>Hospital Preparedness</li> </ul>	<ul style="list-style-type: none"> <li>U.S. Department of Health and Human Services</li> <li>OSHA</li> </ul>



			<ul style="list-style-type: none"> <li>Sunset Empire Transportation District</li> </ul>		<p>Program Region 3/5</p> <ul style="list-style-type: none"> <li>Oregon Health Authority</li> <li>Oregon Department of Environmental Quality</li> </ul>	
<b>ESF 17 AGRICULTURE AND ANIMAL PROTECTION</b>						
	<b>CITY</b>	<b>OTHER GOV'T</b>	<b>COMMUNITY</b>	<b>PRIVATE</b>	<b>STATE</b>	<b>FEDERAL</b>
	<ul style="list-style-type: none"> <li>City Manager</li> <li>Fire Department</li> <li>Police Department</li> </ul>	<ul style="list-style-type: none"> <li>Clatsop County Emergency Management</li> <li>Clatsop County Department of Health</li> </ul>		<ul style="list-style-type: none"> <li>Farmers/ Ranchers</li> <li>Private Veterinarian Practices</li> </ul>	<ul style="list-style-type: none"> <li>Department of Agriculture</li> <li>Department of Fish and Wildlife</li> <li>Oregon Health Authority</li> </ul>	<ul style="list-style-type: none"> <li>U.S. Department of Health and Human Services</li> <li>OSHA</li> <li>Department of Agriculture</li> <li>U.S. Fish and Wildlife Service</li> <li>U.S. Environmental Protection Agency</li> </ul>

## 6.0 ROLES AND RESPONSIBILITIES

The following roles and responsibilities are intended to provide partners and all users of this Annex with a shared understanding of the tasks they may be asked to perform or support during an emergency. All assigned agencies are responsible for developing procedures to guide execution of these tasks.

*See the State of Oregon EOP and National Response Framework (NRF) for state and federal roles and responsibilities.*

### 6.1 ALL HEALTH AND HUMAN SERVICES PARTNERS

- Implement continuity of operations procedures to continue essential functions.
- Provide situation status updates to the EOC when requested.

### 6.2 PRIMARY AGENCIES

#### 6.2.1 CITY MANAGER

- Provide coordinated planning and logistical support as needed.
- Act as the primary hub of information collection and dissemination among internal county departments.
- Provide coordination for resources and equipment needed for public health and medical services.
- Assist with mass care shelter locations as needed.

#### 6.2.2 CLATSOP COUNTY EMERGENCY MANAGEMENT

- Coordinate with the American Red Cross, county Emergency Management Department and other local, state and federal partners as needed.
- Activate and deactivate mass care, housing and human services support.
- In coordination with the American Red Cross, identify and make available shelter for persons displaced from their residences.
- In the absence of the American Red Cross, coordinate the distribution of donated clothing and other bulk emergency relief supplies.

#### 6.2.3 CLATSOP COUNTY PUBLIC HEALTH

- Establish priorities to serve as a basis for emergency public health service operations.
- Provide a liaison between the EOC and health service agencies, including coordination of medical and public health-related resources in support of:
  - Medical laboratory services.
  - Health education and outreach.
  - Collection, identification, storage and dispatch of deceased victims.
- Coordinate information, incident status and resource requests among private medical facilities, business and industry for emergency medical services, laboratory and





sanitation services required in support of countywide emergency operations in cooperation with the EOC.

- Maintain a file of all written, typed or verbal reports, decisions, policies and directions as a legal record of emergency operations.
- With support from the first responder community, gather information concerning injuries and fatalities resulting from disaster occurrences and share this information with the county EOC as soon as it is available.
- Determine the need for and establish isolation or quarantine locations in accordance with ORS 431.440, 431.530, and 433.121 to 433.220.
- Establish ongoing communication with key representatives of hospitals and emergency medical services.
- Provide communication and education to the public on prevention of and management of communicable diseases.
- Medical providers will submit reports of the presence of reportable contagious infections or disease clusters to county Public Health.
- Provide information to first responders, health care providers, and the public. This information will enable them to identify serious health or medical situations.
- Coordinate with drinking water providers to ensure the absence of contaminants in drinking water.
- Prepare and maintain emergency public health preventive measures and regulations to control and restrict communicable disease; develop plans needed for the operation of mass vaccination programs; develop plans to assist in the isolation and quarantine of contagious persons.
- Coordinate the provision of disaster mental health services.
- Coordinate with FEMA and other agencies to assist with disaster assistance programs.
- Coordinate with local voluntary agencies to provide services to disaster victims.

#### **6.2.4 POLICE DEPARTMENT**

- Clatsop County Sheriff's Office- Develop a Mass Fatality Response Plan in conjunction with local and regional partners.
- Provide escort for emergency injury transport.
- Provide traffic control and crowd control during large scale events that may overwhelm public health and medical staff.

##### **6.2.4.1 CLATSOP COUNTY SHERIFF'S OFFICE-**

- Develop a Mass Fatality Response Plan in conjunction with local and regional partners.

#### **6.2.5 FIRE DEPARTMENT**

- Provide escort for emergency injury transport.
- Provide emergency medical services.



- Assist with transportation and provision of food and water services.

## **6.3 SUPPORTING AGENCIES, COOPERATORS, PARTNERS**

### **6.3.1 AMERICAN RED CROSS**

- Provide shelter damage assessment, feeding, distribution of emergency relief items, case management, basic first aid and behavioral health services.
- Provide information on the status of American Red Cross managed care and shelter operations to the EOC and Public Information Officer (PIO), as necessary.
- Process inquiries from concerned families outside the disaster area.
- Support the operations and staffing of mass care facilities as capacity and capabilities allow.

### **6.3.2 EMERGENCY MEDICAL SERVICES PROVIDERS**

- Provide ground and air emergency ambulance services.
  - Contract with Clatsop County's Medix Ambulance Service provides services with their two vehicles.
- Neighboring assistance:
  - Seaside Providence Hospital
  - CMH Urgent Care & Pharmacy
  - Warrenton CMH Urgent Care
  - Astoria CMH Hospital

### **6.3.3 MORTUARY SERVICE PROVIDERS**

- Provide fatality support including preparing bodies for burial or cremation and transporting bodies to designated burial locations.
- Assist during large scale fatality events by transporting and preparing bodies for burial.

### **6.3.4 MARINAS**

- Provide coordinated planning and logistical support as needed.

## **7.0 CONCEPT OF OPERATIONS**

The local government primary agencies identified in this annex are responsible for coordination of activities that fall within the scope of the functions it includes. That does not mean they are directly responsible for providing all activities described, but rather that they serve as a facilitator to organize health and human services partners to execute activities required to meet established objectives for emergency operations. All health and human services activities will be conducted in a manner consistent with the National Incident Management System (NIMS) and Incident Command System (ICS).



## 7.1 PREPAREDNESS AND READINESS

All assigned partners are responsible for active participation in maintaining organizational readiness including:

- Participate in regular review and update of the Functional Annex and identified ESFs, including acceptance of assigned responsibilities.
- Develop procedures to support execution of assigned activities.
- Maintain adequate equipment and supplies required to perform activities as outlined in this Annex.
- Participate in training and exercises to build capacity.

Additionally, the assigned primary agencies will coordinate with ESF cooperators and partners to conduct the following actions to support readiness activities specific to health and human services:

- Maintain an emergency contact list and emergency resource inventory of health and human services assets.
- Pre-identify potential emergency health and human services staging areas.

## 7.2 ACTIVATION AND MOBILIZATION

The Health and Human Services Branch will be activated when the Incident Commander or EOC Manager determine the need for enhanced coordination of health and human services activities. Upon this determination, the EOC Manager will notify the primary agency who is then responsible for making appropriate notifications to cooperators and partners and providing a representative to staff the EOC. Assigned primary agencies may choose to activate a Department Operations Center (DOC) to support coordination of health and human services activities.

## 7.3 HEALTH AND HUMAN SERVICES FUNCTIONAL GROUP LEAD RESPONSIBILITIES

Responsibilities of the respective ESF representatives in the EOC include:

- Serve as primary point of contact for ESF cooperators and partners.
- In coordination with the Liaison Officer, facilitate communications and engagement with key external partners specific to health and human services including:
  - Oregon Health Authority
  - Oregon Department of Environmental Quality



- Area and regional hospitals and healthcare providers.
- Other local agencies and organizations and internal county departments.
- In coordination with the Planning section, gather situation status information related to health and human services needs. Considerations include:
  - Location of disaster and where large numbers of people can be safely transported to.
  - Information of people entering a mass care facility.
  - Status of injured, infected, or killed individuals due to an emergency.
  - Status of hospital capacity and services available.
  - Location for mass body burials and number of individuals buried.
  - Temporary and permanent laws put into effect due to an emergency.
  - Status of injured, infected, or killed animals and livestock due to an emergency.
  - Status of veterinary clinics and services available.
  - Location for mass burials for animals and number of animals buried.
  - Emergency permits to restore affected natural resources.
  - Status of equipment available to support emergency operations.
  - Status of personnel available to support emergency operations.
- Participate in EOC planning meetings and provide ESF specific inputs to the EOC Action Plan.
- In coordination with the Operations Section Chief, support development of objectives and assign them to the appropriate ESF partners.
- Monitor and provide regular updates to the Operations Section Chief on the status of ongoing health and human services activities including resource needs that should be submitted to the Logistics Section.
- Provide information specific to health and human services as requested by the EOC PIO to support message development.
- Coordinate with local and state partners to access resources under existing mutual aid agreements.
- Coordinate ESF staffing to ensure the function can be staffed across operational periods.



## **7.4 HEALTH AND HUMAN SERVICES IN THE EOC**

The EOC is organized using the ICS and during an emergency that damages or disrupts the community's health and human services systems, coordination of support for assessment, repair, and restoration of those systems will be delegated by the EOC Manager to the Operations Section Chief who may in turn activate the Health and Human Services Branch and assign a Branch Director. In most situations, the Health and Human Services Branch Director will be the County Public Health Director or their designee.

The Operations Section Chief or Branch Director may activate additional functional groups to support coordination of health and human services activities, and the EOC has adapted its ICS structure to allow activation of ESFs as mechanisms to organize activities and partners during an emergency.

The following ESFs are assigned to the Health and Human Services Branch and may be activated as Groups within the EOC ICS structure and assigned a Group Manager. Typically, the Group Manager will be a representative from the County department with the most logical authority or capability

- ESF 6 – Mass Care
- ESF 8 – Health and Human Services
- ESF 11 – Food and Water
- ESF 17 – Agricultural and Animal Protection

The ESF representative will assume the appropriate role within the ICS structure at the direction of the EOC Manager or Operations Section Chief.

## **7.5 TRANSITION TO RECOVERY**

City of Warrenton will coordinate with the County to organize and begin recovery activities of health and human services as soon as initial response activities have progressed to stabilization. Planning for recovery activities will begin as soon as possible within the County incident action planning process.

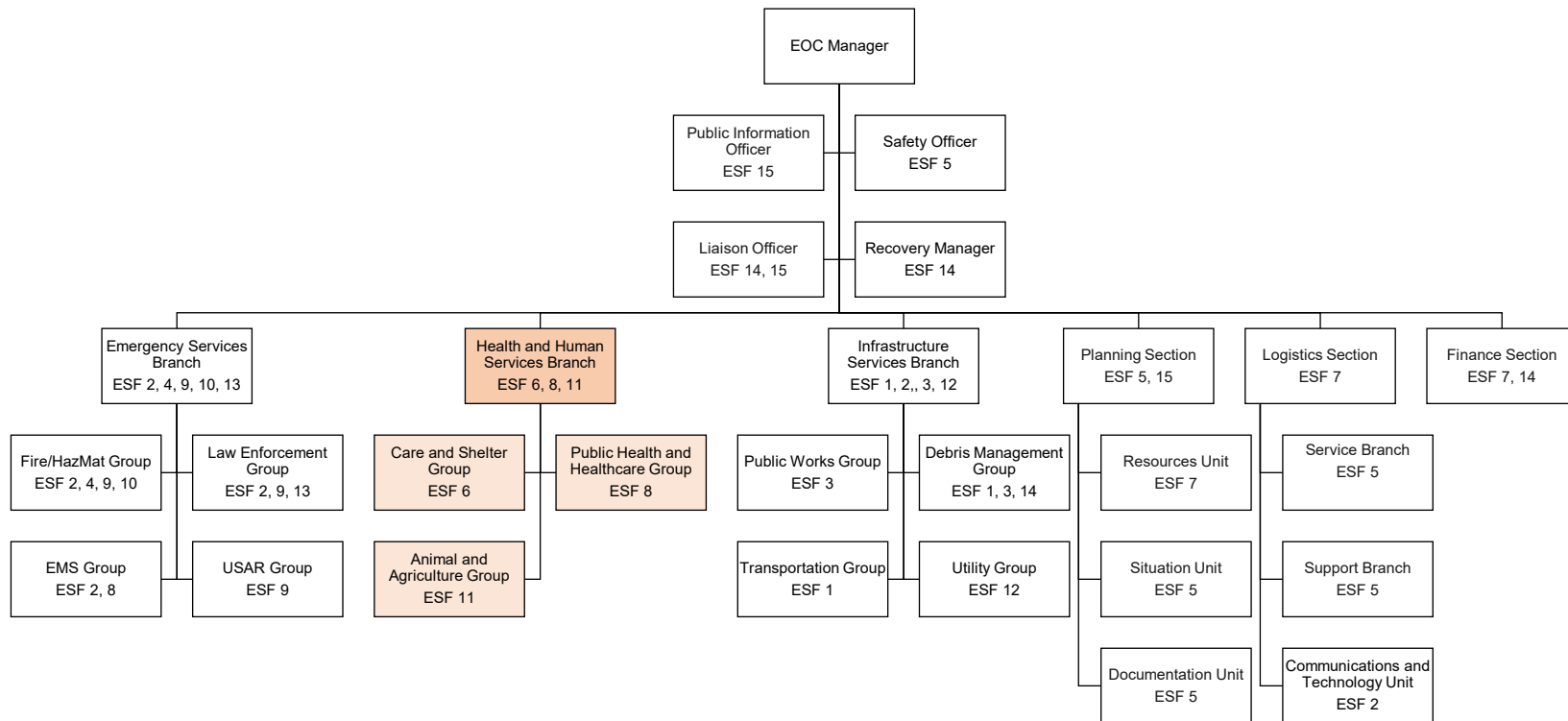
- Status of personnel available to support emergency operations.
- Participate in EOC planning meetings and provide ESF specific inputs to the EOC Action Plan.
- In coordination with the Operations Section Chief, support development of objectives and assign them to the appropriate ESF partners.
- Monitor and provide regular updates to the Operations Section Chief on the status of ongoing health and human services activities including resource needs that should be submitted to the Logistics Section.



- Provide information specific to health and human services as requested by the EOC PIO to support message development.
- Coordinate with local and state partners to access resources under existing mutual aid agreements.
- Coordinate ESF staffing to ensure the function can be staffed across operational periods.



Figure 1 Health and Human Services in the EOC



## **8.0 CAPABILITY SUSTAINMENT**

### **8.1 ANNEX DEVELOPMENT AND MAINTENANCE**

The assigned primary agencies are responsible for the development and maintenance of this Annex including coordination and engagement with supporting agencies to inform updates. At a minimum, this Annex should be reviewed on an annual basis.

### **8.2 TRAINING AND EXERCISES**

The City Manager, in coordination the City Police Department and local government agencies, are responsible for integrating emergency services into the City's training and exercise program and providing guidance to partners and cooperators on training requirements and standards. Each partner and cooperator are responsible for ensuring and documenting that personnel have received the appropriate training.





# APPENDIX A REFERENCES AND REFERENCE RESOURCES

## LOCAL AND REGIONAL

- City of Warrenton Transportation System Plan
- City Water Conservation Plan
- City of Warrenton Comprehensive Plan
- 2018 Clatsop County Mass Care Shelter Assessment
- 2021 Clatsop County Multi-Jurisdictional NHMP
- Pacific Power Public Safety Power Shutoff – Clatsop County

## STATE

- State of Oregon Emergency Operations Plan
- ESF 8, Health and Medical
- ESF 6, Mass Care
- ESF 11, Food and Water
- ESF 17, Agriculture and Animal Protection
- Oregon Disaster Housing Strategy
- Oregon Behavioral Health All Hazard Response Plan
- Oregon Individuals and Households Program, Other Needs Assistance Agreement with FEMA Region X

## FEDERAL

- National Response Framework
- ESF 8, Public Health and Medical Services
- ESF 6, Mass Care, Emergency Assistance, Temporary Housing and Human Services
- ESF 11, Agriculture and Natural Resources
- National Disaster Recovery Framework, Infrastructure Services RSF
- ARC and FEMA National Shelter System (NSS)

## REFERENCES

Center for Disease Control Public Health Emergency Preparedness and Response Capabilities. Website: [https://www.cdc.gov/cpr/readiness/00\\_docs/CDC\\_PreparednesResponseCapabilities\\_October2018\\_Final\\_508.pdf](https://www.cdc.gov/cpr/readiness/00_docs/CDC_PreparednesResponseCapabilities_October2018_Final_508.pdf)

Federal Emergency Management Agency. 2019. Emergency Support Function Annexes. Website: <https://www.fema.gov/media-library/assets/documents/25512>. Accessed June 2020.



Oregon Emergency Management. ND. Oregon State Emergency Support Function (ESF) Quick sheets.

Website:

[https://www.oregon.gov/OEM/Documents/Oregon\\_ESF\\_Descriptions\\_One\\_Page\\_Job\\_Aid.pdf](https://www.oregon.gov/OEM/Documents/Oregon_ESF_Descriptions_One_Page_Job_Aid.pdf).

Accessed June 2020.

2018 Clatsop County Mass Care Shelter Assessment



## **APPENDIX B      BEHAVIORAL HEALTH CONCEPT OF OPERATIONS**

### **SITUATION AWARENESS AND ACTIVATION**

Ongoing situational awareness is another component vital to response activities, particularly in longer term events. Surveillance on damage, injuries, loss, and barriers to immediate needs should include the direct and indirect implications on mental health for all individuals and communities and should be monitored by trained personnel. Examples of triggers can include access to transportation, loss of medication or other health related supports, lack of access to specific food requirements, the provision of messaging and communications, loss or injury to loved ones, and other safety and security concerns. Maintaining situational awareness of behavioral health needs should be incorporated into all areas of mass care and sheltering. Inclusion of DBH in response- direct support services, coordination with community, and cross-departmental efforts. Components can include:

- Resources and referrals for DBH direct services:
- Community based
- Healthcare System
- Workforce mobilization
- Data collection and dissemination

When a disaster occurs that requires mass care and sheltering, the on-scene Incident Commander will assess incident needs and will request support from cooperators.

### **ACTIVATION- GUIDING RECOMMENDATIONS**

- Provide communications in multiple and relevant languages, in large print, have accompanying graphics, and that signage contains braille.
- Coordinate with internal and external partners to ensure needs are identified.
- Employ supports as necessary and in a timely manner (i.e.- language, interpreter services, modifications to buildings or transportation, etc.).
- Follow Health and Human Services' (HHS) Office of the Assistant Secretary for Preparedness and Response (ASPR) Public Health Emergency guidelines for integrating behavior health into planning and response activities.

### **ACTIVATION- DIRECT SERVICE (SAMPLE)**

- Deploy triage and PFA services to identify and mitigate the development of diagnosed behavioral health conditions.
- Coordination with State, Tribal, and local medical, behavioral health, substance abuse, and public health officials to determine current assistance requirements.
- Options for geographically dispersed teams if multiple facilities are activated within a jurisdiction.



- Provision of incident site counseling support services.
- Mobilization of behavioral health specialists for specific populations (cultural needs, appropriate language(s), geographically accessible, age specific).
- Creation of teams with specialized experience to address needs of different cultures and populations, with a special focus on including known and trusted community members.
- Provision of crisis counseling and behavioral health services for first responders and other emergency workers.
  - Address additional specific disaster behavioral health concerns, including substance abuse prevention, domestic violence prevention, opiate dosing, and stress management.
  - Support long-term behavioral health needs resulting from an emergency or disaster.

**ACTIVATION- CROSS-FUNCTIONAL**

- Create a disaster behavioral health process to achieve the public health goal of the ‘most good for the most people’.
- Community Model- promotion and mitigation strategies to build resiliency and mitigate distress.
- Leverage assets and trusted resources that are representative of communities served.
  - Ensuring that comprehensive stress management strategies and programs are in place and available to all emergency responders, support personnel, and healthcare workers.
- Training and education components through inclusive and equitable means.

Table HHS- 4 includes planning considerations that may support effective disaster behavioral health support.

**Table HHS-4 Disaster Behavioral Health Considerations**

Population	Definition	Implication(s)
<b>Children, School Age Youth and Young Adults</b>	People <25 who may be reliant on others for support or are in a transitional period from childhood to adulthood.	Impacted by change or disruption of routines; Sensitive to adverse events; May lack skills to understand, process or express emotional impact; Vulnerable to anxiety or depression; Worry over family or loved ones; Age specific impacts
<b>Aging adults</b>	Individuals whose chronological age may impact their movement or cognitive abilities	May need resources or unique types of assistance; May experience heightened distress over impacts to loved ones



<b>Parents or Caregivers</b>	Individuals who are responsible for biological offspring or tasked with the care for other youth, aging adults, or any individual that requires direct support and care	Responsible for children or loved ones; Balance of work and family care; Self-care challenges
<b>Individuals with Access and Functional Needs</b>	Individuals who have physical, cognitive or developmental delays or disabilities; or those with mobility challenges or chronic conditions	Vulnerable to accessing care or supports; Requirements for sustained safety and security measures can cause additional distress; May need extra care or assistance
<b>Individuals with Behavioral Health Needs</b>	Those individuals who have previous mental health conditions, and/or those with substance use or abuse challenges	May be susceptible to adverse reactions; Reliving past traumatic events; Tendency to use substances or alcohol as a means of coping; May depend on medication that is hard to access; May be dependent or addicted to legal or illegal drugs/alcohol for maintenance and to avoid withdrawal
<b>Individuals with Medical Needs</b>	People who depend on medication or other life-saving measures (equipment, treatments, etc.) to sustain health or quality of life	Susceptible to equipment failure or breaks in supply chain; May have limited access to care; Likelihood of co-occurring mental health needs
<b>Individuals Experiencing Housing Insecurities</b>	Includes persons who are living in shelters, who live on the streets, or who are temporarily housed (formal or informal)	May be more susceptible to mental health challenges or substance use; May have difficulty accessing services or needed medication; May experience increased stigma or health related challenges
<b>Undocumented Individuals</b>	Individuals who do not have, or are in process of acquiring, documentation to apply for temporary or permanent residency of the United States	May have difficulty accessing or comprehending resources or information for services due to language barriers, cultural differences, or an unfamiliarity with the system; May be barred from receiving services due to lack of citizenship or identification
<b>Immigrant and/or Refugee Communities</b>	Persons who have received immigrant or refugee status	May have difficulty accessing or comprehending resources or information for services due to language barriers, cultural differences, or an unfamiliarity with the system
<b>Responder/Workforce</b>	Holds a dual role of responding to community needs while caring for loved ones and family	Unique risk of experiencing behavioral health impacts during and after a disaster. Long durations work hours, increased exposure and an inherent desire to help others. Preplanning and practicing coping



		mechanisms and how to identify signs and symptoms of stress can help to mitigate long-term implications.
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City of Warrenton

# Emergency Operations Plan

INFRASTRUCTURE SERVICES ANNEX

Last Updated: May 2022





# 1 FUNCTIONAL ANNEX ORGANIZATION

The City of Warrenton (City) Emergency Operations Plan (EOP) is comprised of a Basic Plan that is supplemented by four Functional Annexes that provide additional detail specific to the range of functions that may need to be performed during an emergency or disaster. Each annex addresses several Emergency Support Functions (ESFs) that have been grouped to align with the partners involved, the organizational structure of the City Emergency Operations Center (EOC), and the organizations used by State of Oregon (State) and federal partners.

## City of Warrenton Emergency Operations Plan Functional Annexes

Management Services
ESF 5 Information and Planning ESF 7 Resource Support ESF 14 Public Information ESF 15 Volunteers and Donations ESF 18 Business and Industry
Emergency Services
ESF 2 Communications ESF 4 Firefighting ESF 9 Search and Rescue ESF 10 Hazardous Materials ESF 16 Law Enforcement
Health and Human Services
ESF 6 Mass Care ESF 8 Health and Medical ESF 11 Food and Water ESF 17 Agriculture and Animal Protection
Infrastructure Services
ESF 1 Transportation ESF 3 Public Works ESF 12 Energy







Note: ESF 13, Military Support, is not included above.

## 2 INFRASTRUCTURE SERVICES ANNEX

The Infrastructure Services Annex to the City of Warrenton EOP is focused on the assessment of damage to, emergency repair of, return to operation, and restoration of the infrastructure that the community relies on to move people and goods, deliver essential programs and services, and access power, water, gas, and sanitation.

Under the City of Warrenton EOP the Infrastructure Services Group is comprised of the ESFs identified in Table INF-1.

**Table INF-1 Infrastructure Services Overview**

<b>ESFs</b> <i>See Section 3 – Purpose and Scope and Section 4 – Infrastructure Services of the City of Warrenton</i>		ESF 1 - Transportation
		ESF 3 – Public Works
		ESF 12 - Energy
<b>Lifelines Supported</b>		Multi-modal transportation to move people, material.
		Facilities and assets required to deliver essential government services.
		Energy and fuel to power the community.
<b>Lead Local Agencies</b> <i>See Section 5 – Whole Community Management Section 6 – Roles and Responsibilities</i>	City of Warrenton Public Works Department	
<b>Concept of Operations</b> <i>See Section 6</i>	Operations Section – Infrastructure Services Branch	

### 3 PURPOSE AND SCOPE

The Infrastructure Services Annex provides a framework for how the City of Warrenton and the whole community of partners will coordinate during an emergency that disrupts, damages, or disables critical assets and systems including critical facilities, ground and air transportation, power and natural gas transmission and distribution, water production and distribution, and waste management.

This annex is designed to support a coordinated and integrated approach to infrastructure systems and is organized around Emergency Support Functions (ESFs) that focus on specific infrastructure systems presented in Table INF-2.

<b>Table INF-2 Infrastructure Services Emergency Support Functions</b>		
<b>ESF 1 Transportation</b>	<b>ESF 3 Public Works</b>	<b>ESF 12 Energy</b>
<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>• Monitor and report status of, and damage to transportation system and critical infrastructure as a result of the incident.</li> <li>• Identify temporary alternative transportation solutions that can be implemented when systems or infrastructure are damaged, unavailable or overwhelmed.</li> <li>• Coordinate access to transportation routes including snow and ice removal and debris management.</li> <li>• Coordinate the emergency repair and restoration of the transportation network.</li> <li>• Provide logistical transportation of evacuees, personnel, equipment, materials and supplies.</li> <li>• Partner with law enforcement (ESF 13) efforts to monitor, control and coordinate traffic.</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>• Address the coordination of assessments of energy and water/wastewater systems, components and utilities for damage, operability, supply, demand and the requirements to restore such systems.</li> <li>• Coordinate engineering and construction management support for response and recovery operations.</li> <li>• Prioritize and initiate emergency work to clear debris and obstructions from emergency transportation routes and removal of debris from public property.</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>• Assist City departments and agencies in obtaining fuel for transportation (ESF 1), communications (ESF 2), emergency operations and other critical functions.</li> <li>• Help energy suppliers and utilities obtain equipment, specialized labor and transportation (ESF 1) to repair or restore energy systems and/or water or wastewater facilities and infrastructure.</li> <li>• Address the provision of temporary emergency power generation capabilities and/or water and wastewater facilities to support critical facilities and equipment until permanent restoration is accomplished.</li> <li>• Coordinate emergency fuel support for transportation operations (ESF 12).</li> </ul>



## 4 INFRASTRUCTURE SERVICES IN CITY OF WARRENTON

The following sections include brief overview of the ESFs that collectively make up infrastructure services in the City of Warrenton. The descriptions are not intended to be an exhaustive list of features and concepts, but rather provide primary and supporting agencies a general overview of the ESFs.

### 4.1 ESF 1 – TRANSPORTATION

**Capability:** Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.

**EOC Coordination:** Infrastructure Services Branch- Transportation Group

**Related ESF:** ESF 1 – Transportation

Key transportation activities that may need to be performed during an emergency include:

- Identify obstructions and damage to transportation infrastructure, as well as general impact assessments.
- Identify obstructions and damage to transportation infrastructure, as well as general impact assessments
- Coordinate reporting on damage to and status of transportation infrastructure for all modes of transportation
- Prioritize and initiate emergency work tasking to clear debris and obstructions from, and make emergency repairs to, the transportation infrastructure

#### 4.1.1 Management of Transportation Operations

The City of Warrenton Public Works Department maintains and operates 60 lane miles of streets, and budgets, plans, designs, and manages Capital Improvement Projects for streets and trails. The City's transportation system allows movement by land, water, and air. In addition to the city, the following jurisdictions own and maintain roadways: Sunset Empire Transportation District and ODOT. Most of the roadway infrastructure in the city is owned by the County or the State; therefore, an incident that occurs within the City, but that falls under the County or State's jurisdiction would require immediate coordination. An ODOT Highway Maintenance Station is located in Warrenton at 1960 SE Dolphin Avenue, with additional offices in Astoria. The Clatsop County Road Maintenance Facility services the City of Warrenton and is located in Astoria. Warrenton School District, Sunset Empire Transportation District, and Medix Ambulance Service also support transportation infrastructure within the city.

The city is connected to US Highway 101 by secondary roads, including East Harbor Drive running east to west and South Main Avenue running north and south. US Highway 101 connects the City with Seaside to the south and Astoria to the north.



### 4.1.2 Transportation Systems

The City's transportation system includes critical infrastructure including the following:

- US Highway 101
- East Harbor Drive
- Main Avenue
- NW Warrenton Drive

The City of Warrenton's lifeline routes—designated for emergency responses in the first 72 hours after an incident—include the following:

- US 101 south of Fort Stevens Highway 104 Spur
- Ridge Road between Hammond and DeLaura Beach Lane
- DeLaura Beach Lane between Ridge Road and Fort Stevens Highway 104
- Fort Stevens Highway 104 between DeLaura Beach Lane and US 101
- Fort Stevens Highway 104 Spur
- SE 12th Place/Airport Road (Clatsop County 2015)

Flooding of bridges in Warrenton is a major concern; these bridges are critical links in the transportation system of the city. The New Young's Bay Bridge connects the city to the communities of Astoria, Jewell, Olney, and Clatsop County, as well as the route to Highway 30. (Clatsop County 2015) Other bridges in the city, including the Skipanon Bridge, and Alder Bridge, if flooded, could preclude access of people and supplies as well.

Transportation by water occurs on the Skipanon River, Columbia River, Lewis and Clark River, and Young's Bay and is generated by marinas for commercial fishing, charter fishing, and recreational boats. The three marinas are Hammond Marina and Warrenton Booring Basin run by the city, and Skipanon Marina, run privately. If water transportation would be required during an emergency, coordination would be required. Some activity is also associated with waterfront industrial uses of the city. (City of Warrenton 2011)

Transportation by air is available from the Astoria Regional Airport, which is owned and operated by the port of Astoria. The airport is used by the US Coast Guard, general aviation aircraft, and, at times, commercial air carriers.

### 4.1.3 Damage Assessment

Damage assessment is the process for determining the nature and extent of loss and damage to individuals, communities or the city in a whole from natural or manmade disasters. The goal of damage assessment is to provide an accurate assessment of the impacted area in support of the response and recovery phases of a disaster. In addition, a formal Preliminary Damage Assessment supported by the use of damage assessment forms paves the process for necessary cost recovery and potential reimbursement during federally declared disasters.



Clatsop County will provide guidance and support this process throughout the County; however the City will manage damage assessments for their own jurisdiction. This includes the identification of lead agency, mobilization of damage assessment teams and surveillance to assess, visualize and/or to report damages. In most cases, the Police Department and Fire Department will coordinate initial assessments of damage performed by visual inspections gathered at a high-level. A more thorough Preliminary Damage Assessment will be led by the Public Works Department and Building Official, supported by area infrastructure owners, and coordinated alongside Clatsop County damage assessment teams. Surveying tools such as, Interra, Collector or other GIS support such as Survey 123<sup>1</sup> may be utilized to assess, visualize or report damages in the event of an emergency within the County.

#### 4.1.4 Debris Management

Disaster debris may include construction and demolition debris, vegetative matter, mixed waste and other materials. City of Warrenton Public Works will rely upon the City and local contractors to clear public rights-of-way and to allow access to other critical areas. Private property owners will be responsible for clearing their own properties. Where the private sector is called upon to supplement City capabilities, local waste collectors, haulers and recyclers will be used to the maximum extent possible (operators may obtain assistance from other collectors throughout the region). City, County and State government agencies will have cleanup responsibility for roads within their respective jurisdictions and for pre-establishing any disposal agreements with local haulers and recyclers. City of Warrenton Public Works will use local contractors to supplement its emergency response capabilities, escalating unmet needs through the County EOC and/or mutual aid partners. Clatsop County's Public Works and Public Health coordinate efforts to maintain the Environmental Health program, which will address larger debris management issues for the County.

## 4.2 ESF 3 - PUBLIC WORKS

**Capability:** Provide the resources (human, technical, equipment, facility, materials, and supplies) of member agencies to support emergency public works needs during a time of emergency.

**EOC Coordination:** Infrastructure Services Branch- Public Works Group; Transportation Group; Debris Management

**Related ESF:** ESF 3 – Public Works

Key activities that may need to be performed during an emergency include:

- Determine the levels of damage to key infrastructure including roads, dams, levees, public water supplies and facilities, electrical, natural gas, sewage, hazardous materials, and hazardous waste sites.

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<sup>1</sup> Survey 123 is being rolled out throughout Clatsop County and the State at the time of this Plan's development.



- Process and coordinate requests for public works support from local and tribal partners Coordinate reporting on damage to and status of transportation infrastructure for all modes of transportation.
- Coordinate repair and restoration of damaged public systems (e.g., water, electrical, natural gas, sanitary sewage, storm water collection, generating, distribution systems, dams, levees, water control structures).
- Coordinate clearance of disaster debris from transportation infrastructure, and development and initiation of emergency collection, sorting, and disposal routes and sites for debris storage and reduction.
- Prioritize and initiate recovery efforts to restore, repair, and mitigate the impact of the public works and engineering needs.
- Provide technical assistance to response team with respect to flooding, water management, structure integrity assessment, and impact assessments of infrastructure.

#### 4.2.1 Management of Transportation Operations

The City of Warrenton water and wastewater infrastructure are supported by the City of Warrenton Public Works, with support from the City of Warrenton Building Department.

The City of Warrenton operates a 6 million gallon per day Continuous Microfiltration Water Treatment Plant located at 86646 Lewis & Clark Road, south of the city. The city uses surface water collected from four dams on the Lewis & Clark River and its tributaries. Additionally, the city has a 17.5-million-gallon reservoir for raw water and two 3.5-million-gallon reservoir tanks for treated water. The drinking water distribution system is delivered through 100 miles of pipe to over 3500 connections. (City of Warrenton 2022).

Stormwater management throughout the city is provided by two stormwater pump stations, miles of ditches, 10 miles of levees and 27 tide gates.

The City's public works infrastructure and planning includes:

- Providing safe drinking water.
- Collecting and treating wastewater.
- Maintaining the existing water, sewer, storm water, dikes/levees, parks, trails, streets, sanitation/recycling services and mapping.
- Budgeting, planning, designing, and managing Capital Improvement Projects for water, sewer, storm water, parks, and streets/trails.

Additional critical facilities identified in the 2021 Clatsop County Multi-Jurisdictional NHMP include CMH Medical Group Urgent Care, Port of Astoria, Providence Medical Clinic – Warrenton, South Jetty High School, US Coast Guard – Air Station Astoria, Warrenton Fire Department, Warrenton Grade School, Warrenton High School, Warrenton Police Department, and Warrenton Public Works. (Clatsop County 2021)



## 4.3 ESF 12 - ENERGY

**Capability:** Coordinate plans, procedures, and resources to support response to and recovery from shortages and disruptions in the supply and delivery of utilities during a major disaster or incident..

**EOC Coordination:** Infrastructure Services Branch- Utility Group; Public Works Group

**Related ESF:** ESF 12 – Energy

Key activities that may need to be performed during an emergency include:

- Coordinate with utilities operating in the City and County to ensure that the integrity of the supply systems are maintained during emergency situations and that any damages that may be incurred are repaired and services restored in an efficient and expedient manner afterward.
- Monitor and coordinate the availability of electric generating capacity and reserves, the availability and supply of natural gas, and the supply of generation fuels.
- Coordinate with private sector providers of energy and transportation fuels such as propane, fuel oil, diesel fuel, and gasoline.

### 4.3.1 Management of Energy Operations

Energy resources are considered critical resources that could greatly affect the number of fatalities and response to any number of disasters. Hospitals, first responders and government facilities all need power, telecommunications systems, natural gas, and water and wastewater services in order to adequately respond to emergencies and provide a unified and organized response.

Pacific Power Company supplies electricity to the western and northern parts of Clatsop County and Northwest Natural Gas provides natural gas services to the City. Other utilities include telephone services, provided by CenturyLink, and data lines, provided by Charter Communications. Clatsop County handles electrical inspections for the entire county, and water, sewer, electric provided by utility districts.

### 4.3.2 Energy Systems

The City's energy services include:

- Public water and wastewater collection systems and treatment plants as well as private wells and septic systems in more rural areas (ESF 1)
- Electrical power and telecommunication lines (ESF 2) provided by Pacific Power and CenturyLink
- Natural gas providers including Northwest Natural Gas





### 4.3.3 Emergency Fuel Management

During an emergency where fuel supplies are limited, the city is responsible for coordinating the following actions to support fuel needs for emergency operations:

- Assess damage to citywide fuel infrastructure.
- Assess availability of local fuel supplies and determine allocation priorities.
- Establish and operation Fuel Point of Distribution (FPOD) sites for receiving and storing fuel following a disaster.
- Identify and implement mandatory and voluntary fuel conservation measures to reduce fuel demand.
- Repair and restoration of damaged public systems (e.g., water, wastewater, and stormwater systems).
- Coordinate with utility restoration operations (power, gas, telecommunications).

The Oregon Fuel Action Plan maintained by Oregon Department of Energy outlines coordination and roles and responsibilities of state agencies to respond to emergency fuel needs following a disaster. Should the city deem outside resources necessary, they would coordinate with the County EOC to access outside fuel resources.<sup>23</sup>

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<sup>2</sup> Clatsop County maintains an up-to-date list of fuel resources that was developed in partnership with ODOE.




<sup>3</sup> Clatsop County Emergency Management will develop a Countywide Fuel Plan in FY22-23 to include all jurisdictions within the County.



## 5 WHOLE COMMUNITY INFRASTRUCTURE SERVICES

The activities required to assess damage occurred from an emergency, and to restore emergency services systems that have been disrupted, require a cooperative effort that involves a whole community of partners including local, County, state, and federal agencies, alongside community and private cooperators and partners. Engagement with Whole Community Partners incorporates the City of Warrenton and neighboring jurisdictions, including the Mayor, Vice Mayor, Public Works, Buildings the city’s Finance Department, school districts, the Marina, health clinics and hospitals, and more. Table ES-3 presents the primary City partners and Table ES 3 identifies whole community support agencies, cooperators and partners who may be part of a coordinated response and recovery effort.

**Table INF-3 Infrastructure Services Supporting Agencies, Cooperators, and Partners**

ESF 1 TRANSPORTATION						
	CITY	OTHER GOV'T	COMMUNITY	PRIVATE	STATE	FEDERAL
	<ul style="list-style-type: none"> <li>City Public Works</li> </ul>	<ul style="list-style-type: none"> <li>Warrenton Hammond School District</li> <li>Sunset Empire Transportation District</li> <li>Astoria Airport</li> <li>Marinas</li> </ul>	<ul style="list-style-type: none"> <li>Marinas</li> <li>Volunteer Organizations Active in Disasters</li> </ul>	<ul style="list-style-type: none"> <li>Medix Ambulance Service</li> <li>Marinas</li> </ul>	<ul style="list-style-type: none"> <li>Oregon Department of Transportation (ODOT)</li> </ul>	<ul style="list-style-type: none"> <li>United States Department of Transportation</li> <li>US Coast Guard</li> </ul>
ESF 3 PUBLIC WORKS						
	CITY	OTHER GOV'T	COMMUNITY	PRIVATE	STATE	FEDERAL
	<ul style="list-style-type: none"> <li>City Public Works</li> </ul>	<ul style="list-style-type: none"> <li>Building Department</li> </ul>	<ul style="list-style-type: none"> <li>Marinas</li> <li>Volunteer Organizations Active in Disasters</li> </ul>	<ul style="list-style-type: none"> <li>Marinas</li> </ul>	<ul style="list-style-type: none"> <li>Oregon Department of Transportation (ODOT)</li> </ul>	<ul style="list-style-type: none"> <li>United States Army Corps of Engineers</li> </ul>
ESF 12 ENERGY						
	CITY	OTHER GOV'T	COMMUNITY	PRIVATE	STATE	FEDERAL
	<ul style="list-style-type: none"> <li>City Public Works</li> </ul>	<ul style="list-style-type: none"> <li>Clatsop County Public Works</li> </ul>		<ul style="list-style-type: none"> <li>Northwest Natural Gas</li> <li>Pacific Power</li> <li>CenturyLink</li> <li>Verizon</li> <li>T-Mobile Charter/Spectrum</li> </ul>	<ul style="list-style-type: none"> <li>Oregon Department of Energy (ODOE)</li> <li>Public Utility Commission of Oregon</li> </ul>	<ul style="list-style-type: none"> <li>Federal Energy Regulatory Commission</li> <li>U.S. Department of Energy</li> </ul>





## 6 ROLES AND RESPONSIBILITIES

The following roles and responsibilities are intended to provide partners and all users of this Annex with a shared understanding of the tasks they may be asked to perform or support during an emergency. All assigned agencies are responsible for developing procedures to guide execution of these tasks.

*See the State of Oregon EOP and National Response Framework (NRF) for state and federal roles and responsibilities.*

### 6.1 ALL INFRASTRUCTURE SERVICES PARTNERS

During an emergency, all cooperators and partners are responsible for taking the following actions:

- Implement continuity of operations procedures to continue essential functions.
- Provide situation status updates to the EOC when requested.

### 6.2 PRIMARY AGENCIES

The local government primary agencies identified in this annex are responsible for coordination of activities that fall within the scope of the functions it includes as well as other taskings assigned by the Incident Commander or EOC Manager. That does not mean they are directly responsible for providing all activities described, but rather that they serve as a facilitator to organize infrastructure services partners to execute activities required to meet established objectives for emergency operations.

#### 6.2.1 City of Warrenton Public Works

The Warrenton Public Works department will focus on restoring vital lifeline systems to the community, with an emphasis on critical roads. Public works will also place emphasis on supporting law enforcement, fire, and search and rescue with evacuation and traffic control capabilities.

- Keep other City departments abreast of developing conditions.
- Alert other City departments of potential shortage(s) and corresponding ramifications.
- Review Public Works standard operating procedures (SOPs) as they relate to the developing incident.
- Identify additional sources of scarce resources.
- Develop a list of industries and facilities that may be particularly vulnerable.
- Identify segments of the population that would be "at-risk" because of the resource scarcity.



- Assess the situation for alert stages per the City Water Conservation Plan.
- Implement the Water Conservation Plan, as necessary.
- Notify regulating agency(s), as appropriate.
- Train personnel in emergency procedures.
- Identify vulnerabilities in public works and priority inspection locations.
- Identify emergency transportation and alternate transportation routes to support emergency operations.
- Identify local private contractors who can provide backup resources and support and maintain reasonable stockpiles of aggregate, sand and emergency road-surface materials.
- Identify additional sources of scarce resources.
- Develop a list of industries and facilities that may be particularly vulnerable.
- Identify segments of the population that would be "at-risk" because of the resource scarcity. Document incident actions and costs incurred.
- Notify regulating agencies, as appropriate.
- Support damage assessment of the road and bridge network, including traffic signs and signals.
- Perform emergency repairs to critical emergency transportation routes.
- Maintain and repair vehicles including fuel supplies to support emergency operations.
- Coordinate with ODOT on repair and restoration of State-owned transportation assets.
- Debris clearance from transportation infrastructure.
- Repair and restoration of damaged public systems (e.g., water, wastewater, solid waste, electrical, natural gas, and stormwater systems).
- Determination of extent of damage to the following systems: transportation, water, solid waste, electrical, natural gas, wastewater, and hazardous materials.
- Prioritization and initiation of recovery efforts to restore, repair, and mitigate City-owned infrastructure.
- Provision of technical assistance with respect to flooding, water management, structure integrity assessments, and impact assessments of infrastructure.
- Request assistance through the County, if necessary.
  - Identification and labeling of uninhabitable and unsafe structures



- Establishment of priorities and processes for issuing demolition and building permits
  - Stabilization of damaged public and private structures to facilitate search and rescue and/or protect the public's health and safety
- Development and designation of emergency collection, sorting, and debris routes and site for debris clearance from public and private property.

## 6.3 SUPPORTING AGENCIES, COOPERATORS, AND PARTNERS

### 6.3.1 City Attorney

- Review legal requirements for enforcing resource rationing and curtailment.
- Provide legal advice during plan development.
- Assist in development of public curtailment and information programs.
- Provide legal advice to the incident commander during plan implementation.

### 6.3.2 Police Department

- Alert personnel of developing conditions.
- Develop and implement a department fuel curtailment plan.
- Assess the department's minimum resource needs to maintain operations.
- Evaluate potential security and safety issues and make recommendations to the planning section chief.
- Assist in enforcing fuel and water curtailment and rationing plan violations as authorized by ordinance.
- Assist other responding agencies as requested.

### 6.3.3 Building Department

- Coordinate assistance to support local utility, energy and fuel providers, as requested.
- In coordination with department heads, identify critical City facilities (i.e., hospitals, shelters and government offices) and equipment for which emergency backup energy generation is imperative and determine the methods for providing temporary power in an emergency.
- Provide damage assessment information to the City EOC., if applicable.



#### 6.3.4 Sunset Empire Transportation District

- Train personnel in emergency procedures.
- Identify vulnerabilities in public works and priority inspection locations.
- Provide input to improve preparedness, response and recovery capabilities.
- Work with planning commissions to see that new construction does not increase hazard or vulnerability threats.
- Maintain adequate barrier and other road hazard identification materials and equipment.
- Review and update all Public Works maps under its jurisdiction (GIS maintains electronic roadmaps).
- Identify local private contractors who can provide backup resources and support and maintain reasonable stockpiles of aggregate, sand and emergency road-surface materials.
- Support damage assessment of the road and bridge network, including traffic signs and signals.
- Identify emergency transportation and alternate transportation routes to support emergency operations.
- Perform debris clearance on emergency transportation routes and support ongoing debris management activities.
- Maintain and repair vehicles including fuel supplies to support emergency operations.
- Provide heavy equipment, signage and barriers to support transportation operations and traffic control activities.
- Coordinate engineering services for transportation and public works operations and repair.
- Coordinate with ODOT on repair and restoration of State-owned transportation assets.

#### 6.3.5 Warrenton Hammond School District

- Provide assistance as requested for the emergency transport or shelter of people.

#### 6.3.6 Medix Ambulance Service

- Provide assistance as requested for the emergency transport of people.



### 6.3.7 Astoria Airport

- Provide support for air operations and transportation needs.
- Coordinate with regulatory agencies for aviation related issues including aircraft disasters.

### 6.3.8 Local Utility Providers

- Maintain and control energy and fuel systems within their authority.
- Coordinate with the City Manager during an emergency and provide a liaison to the EOC if requested.
- Perform damage assessments (ESF 5) on systems and identify problems or shortfalls in supply to the EOC.
- In coordination with the county, regulate commodity usage in times of shortage, as appropriate and establish priorities for use.
- Identify temporary or alternative sources of fuel and energy while damaged systems are being restored.
- Restore damaged systems.

## 7 CONCEPT OF OPERATIONS

All infrastructure services activities will be conducted in a manner consistent with the processes and procedures established in the Basic Plan of the EOP and will be conducted in a manner consistent with the National Incident Management System (NIMS) and Incident Command System (ICS).

### 7.1 PREPAREDNESS AND READINESS

All cooperators and partners assigned to the Infrastructure Services Branch are responsible for active participation in steady state activities to prepare and maintain readiness in the event of an emergency including the following actions:

- Participate in regular review and update of this annex including acceptance of assigned responsibilities.
- Develop department and organization specific procedures to support execution of assigned activities.
- Maintain adequate equipment and supplies required to perform ESF activities.
- Participate in training and exercises to build capacity.





Additionally, the assigned primary agencies will coordinate with ESF cooperators and partners to conduct the following actions to support readiness activities specific to infrastructure services:

- Maintain an emergency contact list and emergency resource inventory of transportation and engineering assets.
- Pre-identify potential emergency transportation routes and staging areas.

## **7.2 ACTIVATION AND MOBILIZATION**

The Infrastructure Services Branch will be activated when the Incident Commander or EOC Manager (City Manager or designee) determines the need for enhanced coordination of infrastructure services activities and will then notify the primary agency who is then responsible for coordinating with infrastructure services cooperators and partners. All agencies involved in response activities will provide a representative to staff the EOC.

Assigned primary agencies may also choose to activate a Department Operations Center (DOC) to support coordination of function-specific activities.

## **7.3 INFRASTRUCTURE SERVICES IN THE EOC**

The EOC is organized using the ICS and during an emergency that damages or disrupts the community's infrastructure systems, coordination of support for assessment, repair, and restoration of those systems will be delegated by the EOC Manager to the Operations Section Chief who may in turn activate an Infrastructure Services Branch and assign a Branch Director (Figure 1). All roles and responsibilities will be scaled according to incident and capacity at time of the incident. In most situations, the Infrastructure Services Branch Director will be the Public Works Director or their designee.

### **7.3.1 Infrastructure Services Emergency Support Functions**

The Operations Section Chief or Branch Director may activate additional functional groups to support coordination of infrastructure services activities, and the EOC has adapted its ICS structure to allow for use of ESFs as mechanisms to organize activities and partners during an emergency. Primary ESFs that are coordinated through the Infrastructure Services Branch are:

- ESF 1 – Transportation
- ESF 3 – Public Works
- ESF 12 – Energy

The ESFs assigned to the Infrastructure Services Branch may be activated as Groups within the EOC ICS structure and assigned a Group Manager. Typically, the Group Manager will be a representative from the City department with the most logical authority or capability.

*See the EOP Basic Plan for additional information.*

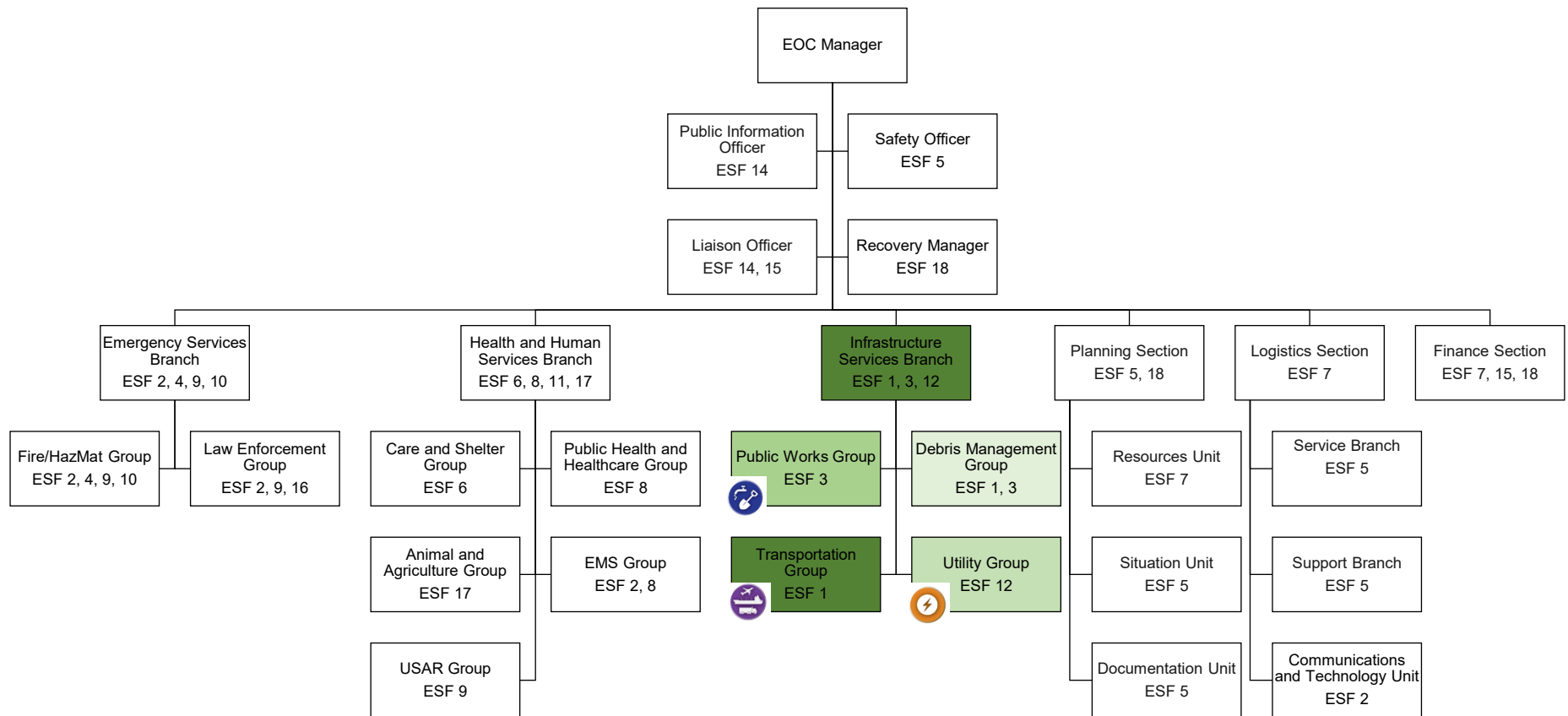


## 7.4 TRANSITION TO RECOVERY

City of Warrenton will coordinate with the County to organize and begin recovery activities of infrastructure as soon as initial response activities have progressed to stabilization. Planning for recovery activities will begin as soon as possible within the City incident action planning process.



**Figure 1 Infrastructure Services in the EOC**



## 8 CAPABILITY SUSTAINMENT

### 8.1 ANNEX DEVELOPMENT AND MAINTENANCE

The assigned primary agencies are responsible for the development and maintenance of this annex including coordination and engagement with supporting agencies to inform updates. At a minimum, this annex should be reviewed on an annual basis.

### 8.2 TRAINING AND EXERCISES

The City Manager, in coordination with the local government primary agencies, are responsible for integrating infrastructure services into the City's training and exercise program and providing guidance to partners and cooperators on training requirements and standards. Each partner and cooperator is responsible for ensuring and documenting that personnel have received the appropriate training, and training activities will occur every two years.



## APPENDIX A RESOURCES

### Local and Regional

- City of Warrenton Transportation System Plan
- City of Warrenton Water Conservation Plan
- City of Warrenton Comprehensive Plan
- 2021 Clatsop County Multi-Jurisdictional NHMP

### State

- State of Oregon Emergency Operations Plan, ESF 1, Transportation, ESF 3, Public Works, and ESF 12, Energy
- State of Oregon Disaster Recovery Plan, SRF 6, Infrastructure Systems.
- Oregon Fuel Action Plan

### Federal

- National Response Framework, ESF 1, Transportation, ESF 3, Public Works and Engineering, and ESF 12, Energy
- National Disaster Recovery Framework, Infrastructure Services RSF
- National Infrastructure Protection Plan, Transportation Systems Sector-Specific Plan



## ATTACHMENT A REFERENCES

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City of Warrenton

# Emergency Operations Plan

MANAGEMENT SERVICES ANNEX

Last Updated: MAY 2022





# 1.0 FUNCTIONAL ANNEX ORGANIZATION

The City of Warrenton Emergency Operations Plan (EOP) is comprised of a Basic Plan that is supplemented by four Functional Annexes that provide additional detail specific to the range of functions that may need to be performed during an emergency or disaster. Each Annex addresses several Emergency Support Functions (ESFs) that have been grouped to align with the partners involved, the organizational structure of the City Emergency Operations Center (EOC), and the organizations used by the Clatsop County (County), State of Oregon (State) and Federal partners.

## City of Warrenton Emergency Operations Plan Functional Annexes

Management Services
ESF 5 Information and Planning ESF 7 Resource Support ESF 14 Public Information ESF 15 Volunteers and Donations ESF 18 Business and Industry
Emergency Services
ESF 2 Communications ESF 4 Firefighting ESF 9 Search and Rescue ESF 10 Hazardous Materials ESF 16 Law Enforcement
Health and Human Services
ESF 6 Mass Care ESF 8 Health and Medical ESF 11 Food and Water ESF 17 Agriculture and Animal Protection
Infrastructure Services
ESF 1 Transportation ESF 3 Public Works ESF 12 Energy

Note: ESF 13, Military Support, is not included above.










## 2.0 MANAGEMENT SERVICES

The Management Services Annex to the City of Warrenton Emergency Operations Plan is focused on the actions to effectively coordinate between partners and management resources and information during an emergency. Aligned with the Federal Emergency Management Agency’s (FEMA) Lifelines, the following table provides an overview of the Emergency Services Annex and the activities it is designed to support.

Under the City of Warrenton EOP, the Management Services is comprised of the ESFs identified in Table MGT-1.

**Table MGT-1 Management Services Overview**

<b>ESFs</b> <i>See Section 3 – Purpose and Scope and Section 4 – Management Services of the City of Warrenton</i>		ESF 5 – Information and Planning
		ESF 7 – Resource Support
		ESF 14 – Public Information
		ESF 15 – Volunteers and Donations
		ESF 18 – Business and Industry
<b>Lifelines Supported</b>		Facilitate operational coordination between the whole community of partners.
		Support information sharing between partners and dissemination of accurate and timely public information.
<b>Primary Agencies</b> <i>See Section 5 – Whole Community Management Services and 6 – Roles and Responsibilities</i>	City Commissioners/City Manager City Fire Department City Police Department City Building	
<b>Concept of Operations</b> <i>See Section 6</i>	Operations Section – Management Services Branch	



## 3.0 PURPOSE AND SCOPE

The Management Services Annex serves as a framework for how City of Warrenton and its whole community of partners will coordinate the planning, management, and administrative activities needed to support emergency operations including resource and information management. Coordination with County, State and Federal is activated when an event overwhelms the local capability and capacity to respond, or in the event of a terrorist attack or malevolent act.

Under the City of Warrenton Emergency Operations Plan (EOP) the Management Services Group is comprised of the Emergency Support Functions (ESFs) identified in Table MGT-2.



<b>Table MGT-2 Management Services Emergency Support Function Actions</b>				
<b>ESF 5 Information and Planning</b>	<b>ESF 7 Resource Support</b>	<b>ESF 14 Public Information and External Affairs</b>	<b>ESF 15 Volunteers and Donations</b>	<b>ESF 18 Business and Industry</b>
<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>Facilitate EOC planning Meetings and facilitate the EOC action planning process.</li> <li>Process and analyze incident data, generate information products, and facilitate their availability to partners.</li> <li>Manage requests for information including coordination with the media.</li> <li>Disseminate timely and accurate public information.</li> <li>Facilitate coordination between internal and external emergency management, planning, geospatial, and information technology leads.</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>Coordinate resource support to fulfill emergency operations requirements.</li> <li>Monitor and track all requests for local and outside resources and coordinate acquisition, delivery and release of resources.</li> <li>Monitor and document the financial costs of providing resources to include costs if providing State agency support, purchasing or contracting goods and services, transportation and above normal staffing.</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>Establish policies for internal review and approval of public information prior to its release to the community and/or media partners.</li> <li>Coordinate and distribute pre-emergency preparedness public awareness information.</li> <li>Maintain a reliable alert and warning system.</li> <li>Control the spread of rumors, correct misinformation and public information needs.</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>Coordinate the identification and vetting of volunteer resources.</li> <li>Match volunteer resources and donations with the unmet needs of impacted communities.</li> <li>Maintain a donations management system to ensure the effective utilization of donated cash, goods, and services.</li> <li>Provide guidance to personnel coordinating the management of undesignated cash donations, unsolicited goods, and emergent volunteers.</li> </ul>	<p><b>Coordinate efforts to:</b></p> <ul style="list-style-type: none"> <li>Coordinate with business and industry partners to facilitate private sector support to response and recovery operations.</li> <li>Identify immediate and short-term, recovery assistance to businesses and industry partners</li> <li>Facilitate communication between businesses and industry partners and local and county Emergency Management organizations (ESF 5).</li> </ul>



## 4.0 MANAGEMENT SERVICES IN CITY OF WARRENTON

The following sections include brief overview of the ESFs that collectively make up infrastructure services in the City of Warrenton. The descriptions are not intended to be an exhaustive list of features and concepts, but rather provide primary and supporting agencies a general overview of the ESFs.

The City of Warrenton does not have an office or division of emergency management services separate from its existing departments. The City Manager serves as the Emergency Manager and may, depending on the size or type of incident, delegate the authority to lead response and recovery actions to other City staff. Additionally, some authority to act in the event of an emergency may already be delegated by ordinance or by practice. As a result, the organizational structure for the City's emergency management program can vary dependent upon the location, size, and impact of the incident. For the purposes of this plan, the structure will be referred to generally as the Warrenton Emergency Management Organization (EMO). Subsequently, the Emergency Manager would be considered the City Manager, unless otherwise delegated. Roles and responsibilities of individual staff and agencies are described throughout the plan to further clarify the City's emergency management structure.

Oregon Revised Statutes (ORS) 401.305 and 401.335 gives the City responsibility and authority to direct activities that will allow Warrenton to mitigate, prepare for, respond to, and recover from emergencies or major disasters. The Emergency Operations Plan (EOP) may be activated at the discretion of the City Commissioner or Mayor, the City Manager, or Incident Commander.

Day-to-day supervision of the EOP is the responsibility of the City Manager (or designee). If the EOC is activated, the City Manager (or designee) is responsible for organization, supervision, and operation of the EOC.

### 4.1 INFORMATION AND PLANNING

**Capability:** Compile, analyze, and coordinate overall information planning activities in the City EOC and with partner agencies

**EOC Coordination:** Planning Section; Logistics Section; PIO; Liaison Officer

**Related ESF:** ESF 5 – Information and Planning

Key activities that may need to be performed during an emergency to support information and planning include:

- Serve as a hub for the receipt and dissemination of incident information.
- Coordinate with City agency operations centers and local, tribal, and private sector emergency management organizations to facilitate the flow of situational information



- Collect, process, analyze, and disseminate information to guide response and recovery activities
- Collect and aggregate damage assessment data and track local declarations

#### 4.1.1 Management of information and Planning

City of Warrenton could be subject to a number of different hazards that would require emergency response efforts and thus, a coordinated response through emergency planning support. The City's emergency planning system includes:

- City Commissioners have taken steps for the following:
  - In or Out Pro – Dispatching program supported with mapping functionality
  - WebEOC emergency preparedness software
- Informational Dashboards. The Oregon Office of Emergency Management maintains several tools that may aid in supporting situational awareness dashboards including:
  - Real-time Assessment and Planning Tool (RAPTOR)
  - Oregon Office of Emergency Management (OEM) OpsCenter System

#### 4.1.2 Joint Information System

Providing timely and accurate public information during an emergency of any nature is critical to the overall response efforts. A joint information system (JIC) will be implemented in conjunction with the ICS and a local and/or regional JIC will be established. City of Warrenton will ensure procedures are consistent with those implemented by the existing regional and state public information network.

Depending on the size and nature of the incident, the JIC may be co-located with an existing EOC/Command Post or may be designated as an independent facility. A lead PIO will be assigned to the incident and will maintain the following responsibilities:

- Coordinate information sharing among cooperators and partner networks
- Develop and distribute materials to the general public and media partners
- Implement information clearance processes set by the Incident Commander
- Schedule media briefings in a designated location away from the EOC and other emergency operations

## 4.2 RESOURCE SUPPORT

**Capability:** Provide logistical and resource support during a time of emergency, as well as provide financial tracking and records management of overall costs of the City's response.

**EOC Coordination:** Planning Section; Logistics Section; Finance Section

**Related ESF:** ESF 7- Resource Support



Key activities that may need to be performed during an emergency for resource support include:

- Coordinate the procurement and provision of City, County, local tribal partners, and private sector resources during a disaster.
- Provide logistical and resource support for requirements not specifically addressed in other ESFs.
- Monitor and track available and committed resources involved in the incident.
- Monitor and document the financial costs of providing resources to include purchasing or contracting goods and services, transportation, and above normal staffing.

#### **4.2.1 Management of Resource Support**

Shortages in resources for emergency response could occur in any emergency or disaster, particularly one that lasted longer than 24 hours. Support is available through requests to state and federal agencies once local capacity to respond is exhausted. Additionally, mutual aid agreements with neighboring communities or counties will be invoked as needed. The City's resource support system includes:

- Availability of emergency communications and procedures through the EOP
- Use of various transportation systems to transport resources and materials (ESF 1)
- Memorandums of Understanding and Standby Agreements for Department-specific support services (sanitation, staff, feeding)
- Private contractors and volunteers

#### **4.2.2 Resource Coordination**

The City of Warrenton EOC staff have the authority under emergency conditions to establish priorities for the assignment and use of all City Resources. The City will commit all its resources, if necessary, to protect life and property. The City Manager has the overall responsibility for establishing resource priorities. In a situation where resource allocations are in dispute, the City Manager has final allocation authority. The Logistics and Planning sections have primary responsibility for coordinating the resource management effort.

Under emergency conditions, members of the EOC staff will allocate resources according to the following guidelines:

- Deploy resources according to the following priorities:
  - Protection of life
  - Protection of responding resources
  - Protection of public facilities
  - Protection of private property



- Distribute resources in a manner that provides the most benefit for the amount of local resources expended
- Coordinate citizen appeals for assistance through the PIO at the EOC. Citizens will be given information about where to make these requests over local media.
- Escalate the activation of other available resources by activating mutual aid agreements with other jurisdictions.
- Should the emergency be of such magnitude that all local resources are committed or expended, request assistance from the city for county, state, and federal resources.
- Activation of county, state, and/or federal resources will be accomplished in a timely manner through a State of Emergency Declaration and request for assistance from the County.

In cases where a decision must be made to apply resources to one situation while another problem goes unattended, the preservation of human life shall take priority over the protection of property. In addition to public safety response capabilities, essential resources in a major emergency will include food, shelter, water, and petroleum products. The preservation/restoration of electrical power, critical routes and bridges, and critical facilities will also be priorities.

### **4.2.3 Emergency Fiscal Management**

During an emergency, the City of Warrenton is likely to find it necessary to redirect City funds in order to effectively respond to the incident. Although the authority to adjust department budgets and funding priorities rests with the City Commissioner, emergency procurement authority is delegated to the City Manager with the approval of the City Commissioner. Tracking the expenditures related to an incident is the responsibility of the Finance Section.

If an incident in the City of Warrenton requires major redirection of City fiscal resources, the following general procedures will be followed:

- The City Commissioner will meet in emergency session to decide how to respond to the emergency funding needs.
- The City Commissioner will declare a State of Emergency and request assistance through the County.
- If a quorum of Commissioners cannot be reached, and if a prompt decision will protect lives, City resources and facilities, or private property, the City Commissioner (or their designees) may act on emergency funding requests. The Mayor and City Commissioner will be advised of such actions as soon as practical.
- To facilitate tracking of financial resources committed to the incident, and to provide the necessary documentation, a discrete charge code for all incident-related personnel time, losses, and purchases will be established by the Finance Section.





#### 4.2.4 Resource Typing

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

Within many of the resource types are divisions for size, power, or quantity. These are commonly listed as Type I, Type II, Type III, and so on (with Type I representing the greatest resource capability and Type IV representing the least or smallest resource capability). If interpreted properly, a resource typing list can increase the usefulness of the tools requested in an emergency and may reduce costs by eliminating orders for equipment that are inaccurate or inappropriate for the situation. Response personnel and support staff should practice using resource typing lists and become familiar with the standard terminology for commonly requested resources. The following electronic link retrieves a Federal Emergency Management Agency (FEMA) list of acceptable terms for resources requested in a mutual aid context and provides other information: <https://rtlt.preptoolkit.fema.gov/Public/Combined>.

### 4.3 PUBLIC INFORMATION

**Capability:** Gather, organize, and disseminate information to the public and other partners during times of emergency.

**EOC Coordination:** Planning Section; Logistics Section; Finance Section; PIO Officer; Liaison Officer

**Related ESF:** ESF 14- Public Information

Key activities that may need to be performed during an emergency for resource support include:

- Support City agencies and local and tribal partners in the timely and accurate dissemination of information to the public, local, county and state government, the media, and the private sector.
- Facilitate coordination of public messaging and message dissemination through a Joint Information Center (JIC).

#### 4.3.1 Management of Public Information

During periods of emergency, the public needs to have detailed information regarding protective actions to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason, it is important that, prior to the occurrence of an emergency, the public be made aware of potential hazards and the protective measures that should be employed. The City's external affairs include:

- Coordinate information sharing among the larger PIO networks
- Develop and distribute materials to the general public and media partners



- Lead media briefings in a designated location away from EOC and other emergency operations
- Implement information clearance processes set by the Incident Commander.
- Providing accurate and timely information on City social media pages, including Facebook alerts, the City's website and blog.

#### 4.3.2 Message Development and Dissemination

Designated personnel, public officials, and/or response staff will inform and involve appropriate stakeholders, subject matter experts, and other technical staff during the initial stages of a response.

Support activities of the lead PIO and other public information staff include:

- Creation and dissemination of key messages and incident updates to public and media partners (following review and clearance processes set forth by Incident Commander or designee)
- Activation and staffing a JIC (which may include appointing a JIC Manager)
- Development of fact sheets and situation updates for internal staff use
- Designation of a spokesperson, alternate spokesperson, and supporting subject matter experts, if needed; and
- Development and distribution of news releases, status updates, and other emergency information through news conferences, websites, newspapers, television stations, radio stations, e-mail, and emergency hotlines.
- Development and use of a citizen phone bank/hotline.
- Blog and social media updates.

#### 4.3.3 Alert and Warning

The primary platform for most federal or state warnings is the Integrated Phone Alert and Warning System (IPAWS), which includes broader official messaging such as Amber Alerts and weather-related alerts. The City of Warrenton utilizes local Emergency Alert Systems, Police and Fire Mobile Public Address Systems, ClatsopALERTS, and door-to-door contact for public notifications. The Primary Warning Points for Clatsop County are the NAWAS at the jail, and the Public Safety Answering Points (PSAPs)- Law Enforcement Data System (LEDS) and National Crime Information Center (NCIC). Other local media (TV, radio, newspaper) may be utilized as appropriate, and the When2Work scheduling app is also used for alert and notification of Police staff. These methods may be used separately or in combination to alert and warn the public of an emergency.

Upon detection of an emergency condition arising within the City, the Incident Commander, or designee, will decide if there is a need for immediate alert; if so, they will attempt to notify the City Manager and then direct its implementation. Warrenton may also receive warning from the



County by telephone, the OSP, Fire Net, and Oregon Emergency Response System (OERS). When warning information is received by telephone, the information should be confirmed by a return telephone call. If the emergency is localized, City law enforcement may alert residents in the area by telephone, mobile public address systems, and door-to-door contact. The City of Warrenton will educate residents about the City's alert and warning system. A log of warnings issued during the incident shall be maintained by the Public Information Officer.

The following emergency alert and warning systems are in place within City of Warrenton:

- **Emergency Alert System (EAS)/IPAWS and Local Mass Notification System:** The EAS is composed of radio and TV stations and cable companies; the EAS can be requested of local radio stations or initiated using the local mass notification system, ClatsopALERTS! (Everbridge).
- **Social Media/Internet:** including Facebook notifications, email, and website updates
- **Media:** including newspapers for slow-developing emergency situations (e.g., inclement weather, drought, etc.), radio stations
- **Police and Fire Mobile Public Address Systems:** including public meetings, emergency vehicles, and community hubs
- **Door-to-door notifications:** including community engagement while keeping unprotected workers from entering hazardous areas
- **Special Populations/Disaster Registry:** those working with special populations may assist with groups such as the hearing impaired, non-English-speaking, physically handicapped, homebound, etc.

#### 4.3.4 Emergency Public Information

The PIO provides information to the media, with the approval of the Incident Commander, during pre-incident activities for a known event and until an EOC is activated. Once activated, PIO functions are directed from the EOC with news releases approved by the City Manager and Incident Commander. In addition to formal news releases from the EOC PIO, the on-scene PIO can continue to provide information regarding response activities.

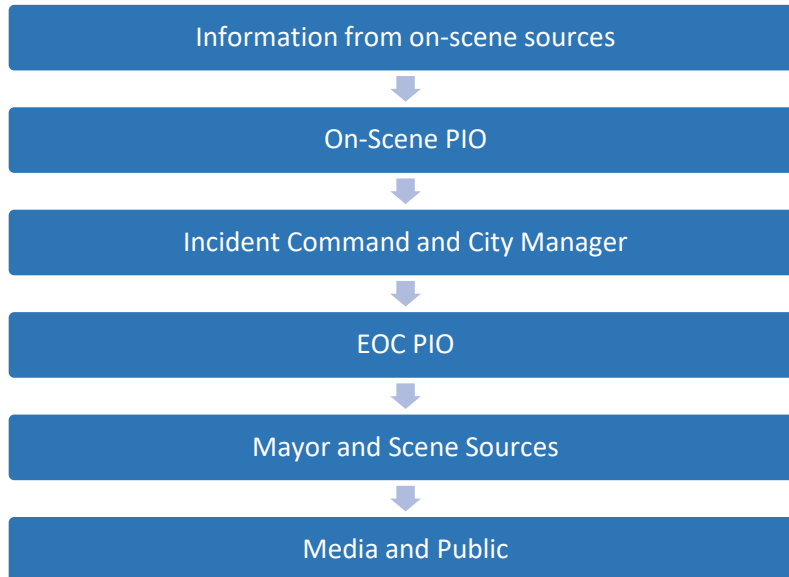
Public information includes the following in the City of Warrenton:

- Signage: posted at key locations throughout the City
- Social media: for push and monitoring
- Local media and radio notification: including newspapers, local radio
- Press releases: through Copy Scanner and Watch social media pages
- City website
- Coordination with County and other coastal cities



## Information Flow

Incident information flow shall be routed as follows:



### 4.3.5 Media Briefing Facilities

During an emergency, media briefing areas may be established in the closest available facility capable of housing the media briefings, including protection from environmental impacts, capacity to hold a large number of people, and accessible by transportation routes.

### 4.3.6 Media Access to the Scene

In cooperation with the EOC and the Safety Officer, the Incident Commander may allow media representatives restricted access to the scene, accompanied by a member of the Public Information staff. This should be done with regard to the safety of media personnel, the impact on response, and the wishes and concerns of the victims.

If it is not safe or practical to admit all media representatives to the scene, a media "pool" may be created, where media representatives select one camera crew to take video footage for all. If even such controlled access is impractical, a "staged" photo opportunity to tape response vehicles or support activities may satisfy the media's need for video footage.

Response personnel must be protected from unwanted media intrusion. Off-shift personnel should be provided uninterrupted rest. It may be necessary to provide security to facilities where response personnel are housed and disconnect the telephones to ensure privacy.

Victims and families should have access to public officials without having to face media.

The media may be allowed access to response personnel, at the discretion of the Incident Commander, only if such an interview does not interfere with the response effort.



Response personnel will not comment on the incident without the consent of the Incident Commander. Inquiries should be directed to the designated PIO, with approval of the Incident Commander and the department of jurisdiction.

## 4.4 VOLUNTEERS AND DONATIONS

**Capability:** Lead the City's role in coordination of emergent volunteers and donations to support local and tribal emergency operations

**EOC Coordination:** Planning Section; Logistics Section; Finance Section; PIO Officer; Liaison Officer

**Related ESF:** ESF 15- Volunteers and Donations

Key activities that may need to be performed during an emergency for resource support include:

- Coordinate the identification and vetting of volunteer resources and matching volunteer resources and donations with the unmet needs of impacted communities
- Maintain a state donations management system to ensure the effective utilization of donated cash, goods, and services.
- Provide guidance to personnel coordinating the management of undesignated cash donations, unsolicited goods, and emergent volunteers.
- When possible, coordinate with the larger disaster relief network such as American Red Cross and ORVOAD (Oregon Voluntary Organizations Active in Disaster).

### 4.4.1 Management of Volunteers and Donations

The Police Department will have primary responsibility of overseeing the Community Emergency Response Team (CERT), and the City Manager or designee will be responsible to ensure that items donated by individuals, private or public groups are inventoried, managed and distributed in a manner to provide the appropriate goods to the affected citizens. ESF 15 does not address organized volunteer and donation resources that have been pre-vetted to support a specific function, as those resources will be addressed by the appropriate ESF. For example, identification of unmet needs and bulk distribution of emergency supplies is addressed in ESF 6 – Mass Care. Activities will include:

Coordinate the identification and vetting of volunteer resources.

- Match volunteer resources and donations with the unmet needs of impacted communities.
- Coordinate a state donations management strategy to ensure the effective utilization of donated cash, goods, and services.
- Coordinate a state volunteer management strategy to ensure the effective utilization of spontaneous volunteers.
- Provide guidance to personnel coordinating the management of undesignated cash donations, unsolicited goods, and spontaneous volunteers



#### 4.4.2 Volunteers and Donations Systems

The Warrenton City Manager will coordinate and manage volunteer services and donated goods through appropriate liaisons assigned at the City EOC, with support from CERT, the American Red Cross and other volunteer organizations. These activities seek to maximize benefits without hindering emergency response operations. Procedures for accessing and managing these services during an emergency will follow ICS/NIMS standards.

### 4.5 BUSINESS AND INDUSTRY

**Capability:** Lead the City's role in coordination of emergent volunteers and donations to support local and tribal emergency operations

**EOC Coordination:** Planning Section; Logistics Section; Finance Section

**Related ESF:** ESF 18- Business and Industry

Key activities that may need to be performed during an emergency for Business and Industry support include:

- Fostering partnerships with private (business and industry) and public (City, County, regional, state, federal) sector emergency management organizations throughout all phases of the emergency management cycle
- Identifying, coordinating, mobilizing, tracking, and demobilizing private sector owned and operated resources utilized during incident response operations.
- Conducting initial economic damage assessments for impacted areas.

#### 4.5.1 Management of Business and Industry

The City is subject to a number of potential hazards which would adversely impact businesses or require close coordination with businesses to support response and recovery actions. The top employers in the City include Walmart, Costco, Home Depot, Fred Meyer, Bio Oregon, Point Adams Packing, Pacific Coast Seafoods, LEKTRO, and Hampton Lumber (City of Warrenton 2018). The Warrenton area has been dependent on a natural resource extraction economy since its settlement, with the principal activities being fishing, logging and wood product processing. The Skipanon River Waterway, along with the Columbia River shore, form the nexus for industrial activity in Warrenton. Tourism is playing an increasingly important role in the local economy, specifically retail along US Highway 101, Fort Stevens campground, and sport fishing activity centered on Bouey 10 Salmon season. (City of Warrenton 2010). Key elements of the City's business system include:



- Small business opportunities
- Businesses concentrated on US Highway 101
- Façade improvement commercial grant program
- A shared vision of the downtown and marina as a unique mixed-use area for shopping, living, dining, civic activities, and artistic endeavors.



## 5.0 WHOLE COMMUNITY MANAGEMENT SERVICES

The activities required to assess and restore management systems during an emergency require a cooperative effort that involves a whole community of partners including local, state, and federal agencies and public and private cooperators and partners. Engagement with Whole Community Partners incorporates the City of Warrenton and neighboring jurisdictions, including the Mayor, Vice Mayor, Public Works, the city’s Finance Department, school districts, the Marina, health clinics and hospitals, and more. Table MGT-3 presents the primary City partners and Table ES 3 identifies whole community support agencies, cooperators and partners who may be part of a coordinated response and recovery effort.




**Table MGT-4 Emergency Services Supporting Agencies, Cooperators, and Partners**

ESF 5 INFORMATION AND PLANNING						
	CITY	OTHER GOV'T	COMMUNITY	PRIVATE	STATE	FEDERAL
	<ul style="list-style-type: none"> <li>City Commissioners</li> <li>City Manager</li> <li>City Police Department</li> <li>Public Works</li> </ul>		<ul style="list-style-type: none"> <li>CERT</li> <li>Volunteer Organizations Active in Disasters</li> </ul>		<ul style="list-style-type: none"> <li>Oregon Office of Emergency Management</li> </ul>	<ul style="list-style-type: none"> <li>U.S. Department of Homeland Security</li> </ul>
ESF 7 RESOURCE SUPPORT						
	CITY	OTHER GOV'T	COMMUNITY	PRIVATE	STATE	FEDERAL
	<ul style="list-style-type: none"> <li>City Commissioners</li> <li>City Manager</li> <li>City Treasurer</li> <li>City Police Department</li> <li>City Fire Department</li> </ul>	<ul style="list-style-type: none"> <li>Clatsop county Emergency Management</li> </ul>	<ul style="list-style-type: none"> <li>CERT</li> <li>American Red Cross</li> <li>Salvation Army</li> <li>Volunteer Organizations Active in Disasters</li> <li>Faith-based Organizations</li> </ul>	<ul style="list-style-type: none"> <li>Marinas</li> </ul>	<ul style="list-style-type: none"> <li>Oregon Office of Emergency Management</li> <li>State Department of Administrative Services (DAS)</li> </ul>	<ul style="list-style-type: none"> <li>U.S. Department of Homeland Security</li> <li>U.S. DAS</li> </ul>
ESF 14 PUBLIC INFORMATION						



**CITY OF WARRENTON EMERGENCY OPERATION PLAN**  
**FUNCTIONAL ANNEX Management Services**

MAY 2022

	CITY	OTHER GOV'T	COMMUNITY	PRIVATE	STATE	FEDERAL
	<ul style="list-style-type: none"> <li>City Commissioners</li> <li>City Manager</li> <li>City Police Department</li> <li>City Fire Department</li> </ul>	<ul style="list-style-type: none"> <li>Clatsop County Emergency Management</li> <li>Clatsop County Public Affairs Department</li> </ul>	<ul style="list-style-type: none"> <li>American Red Cross</li> <li>Salvation Army</li> <li>Volunteer Organizations Active in Disasters</li> <li>Faith-based Organizations</li> </ul>	<ul style="list-style-type: none"> <li>Local Media</li> <li>Marinas</li> </ul>	<ul style="list-style-type: none"> <li>Oregon Office of Emergency Management</li> <li>Oregon Department of Human Services</li> <li>Oregon Health Authority</li> <li>Oregon State Police</li> </ul>	
<b>ESF 15 VOLUNTEERS AND DONATIONS</b>						
	CITY	OTHER GOV'T	COMMUNITY	PRIVATE	STATE	FEDERAL
	<ul style="list-style-type: none"> <li>City Commissioners</li> <li>City Manager</li> <li>City Police Department</li> <li>City Fire Department</li> </ul>		<ul style="list-style-type: none"> <li>CERT</li> <li>Volunteer Organizations Active in Disasters</li> <li>American Red Cross</li> <li>Salvation Army</li> <li>Faith-based Organizations</li> </ul>	<ul style="list-style-type: none"> <li>Marinas</li> </ul>	<ul style="list-style-type: none"> <li>Oregon Office of Emergency Management</li> </ul>	
<b>ESF 18 BUSINESS AND INDUSTRY</b>						
	CITY	OTHER GOV'T	COMMUNITY	PRIVATE	STATE	FEDERAL
	<ul style="list-style-type: none"> <li>City Commissioners</li> <li>City Manager</li> <li>City Finance Department</li> </ul>	<ul style="list-style-type: none"> <li>Chambers of Commerce</li> </ul>	<ul style="list-style-type: none"> <li>Rotary</li> <li>Marinas</li> </ul>	<ul style="list-style-type: none"> <li>Marinas</li> </ul>	<ul style="list-style-type: none"> <li>State Department of Administrative Services (DAS)</li> </ul>	<ul style="list-style-type: none"> <li>U.S. DAS</li> </ul>







## 6.0 ROLES AND RESPONSIBILITIES

The following Management Services roles and responsibilities are intended to provide primary and supporting partners with a shared understanding of the tasks they may be asked to perform or support during an emergency and all assigned agencies are responsible for developing procedures to guide execution of these tasks.

*See the State of Oregon Emergency Operations Plan and National Response Framework for state and federal roles and responsibilities.*

### 6.1 ALL MANAGEMENT SERVICES PARTNERS

- Implement continuity of operations procedures to continue essential functions.
- Provide situation status updates to the EOC when requested.
- Provide personnel and resources to support emergency operations as requested and available.

### 6.2 PRIMARY AGENCIES

#### City Commissioners/City Manager

- Primary responsibility for the collection, analyzing and distribution to information to the appropriate agencies or jurisdictions affected.
- Coordinate emergency response and recovery efforts.
- Coordinate with local, state and federal partners as needed during large and small events.
- Support coordination of physical resources whether publicly or privately (i.e., under a declaration of emergency) owned.
- Ensure that resource surveys are conducted and maintained.
- Resolve resource priority issues with the multi-agency coordination
- Institute resource controls.
- Provide assistance to the PIO to support message development and dissemination.
- Aid in identification of additional human resources to support public information and external affairs needs.
- Advise, in coordination with the PIO, on the need to activate or participate a Joint Information Center.



- Support documentation of public information and external affairs activities.
- Activate the EOC, if necessary, and begin staffing as required by the incident and addressed in the City Emergency Operations Plan (EOP).
- An alternative EOC location may be necessary and will be designated by the City Manager.
- The City EOP details who may request activation of the EOC. However, at a minimum, the City EOC shall be staffed by the City Manager, the Police Chief, the Fire Chief, the Public Works Director, and the Communications Manager (or their designees).
- Assign a representative of the City of Warrenton to the County EOC, if applicable.
- Coordinate the flow of public information to ensure consistency and appropriateness.

#### **Police Department**

- Release information to the public, as requested.
- Alert personnel of developing conditions.
- See Emergency Services Functional Annex.
- Coordinates the CERT program with the City of Warrenton Fire Department

#### **City Building/Planning**

- Primary responsibility for the collection, analyzing and distribution to information to the appropriate agencies or jurisdictions affected.
- Coordinate emergency response and recovery efforts.
- Provide damage assessment information to the City EOC., if applicable.

### **6.3 SUPPORTING AGENCIES, COOPERATORS, AND PARTNERS**

#### **American Red Cross**

- Coordinate the distribution of relief goods and relief services.
- Maintain records of goods distributed, donations collected and distributed, and people served.

#### **Faith-Based Organizations**

- Coordinate and distribute donations to persons affected by a disaster.
- Coordinate local volunteer efforts in conjunction with the County and American Red Cross. This may include operation of informal or formal shelter sites.
- Provide information on donations received and distributed to the Emergency Management Department.



### **Local Media**

- Provide coverage of local and regional disasters and provide information as requested from the Emergency Management Department.

### **Salvation Army**

- Coordinate, collect and distribute relief goods and services.
- Collect and distribute relief funds.
- Provide volunteers, as needed.



## 7.0 CONCEPT OF OPERATIONS

All management services activities will be conducted in a manner consistent with the processes and procedures established in the Basic Plan of the EOP and will be conducted in a manner consistent with the National Incident Management System (NIMS) and Incident Command System (ICS).

### 7.1 PREPAREDNESS AND READINESS

All assigned partners are responsible for active participation in maintaining organizational readiness including:

- Participate in regular review and update of the Annex including acceptance of assigned responsibilities.
- Develop procedures to support execution of assigned activities.
- Maintain adequate equipment and supplies required to perform activities.
- Participate in training and exercises to build capacity.

Additionally, the assigned primary agencies will coordinate with City cooperators and partners to conduct the following actions in support of readiness activities specific to infrastructure services:

- Maintain an emergency contact list and emergency resource inventory of Management Services assets.
- Pre-identify potential Management Services staging areas.

### 7.2 ACTIVATION AND MOBILIZATION

The Management Services Branch is comprised of the Command and General Staff that are required for the incident, as capacity allows, except for Operations including:

- Public Information Officer
- Liaison Officer
- Planning Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief

These positions will be activated when the Incident Commander or EOC Manager determine the need for resource or information management support. Upon this determination, the EOC Manager will notify the individuals who will be called upon to fill the position and who are then responsible for making appropriate notifications to ESF cooperators and partners and providing a representative to staff the EOC.



## 7.3 MANAGEMENT SERVICES IN THE EOC

The EOC is organized using the ICS and during an emergency that damages or disrupts the community's infrastructure systems, coordination of support for assessment, repair, and restoration of those systems will be delegated by the EOC Manager to the Operations Section Chief who may in turn activate a Management Services Branch and assign a Branch Director. (Figure 1) In most situations, the Management Services Branch Director will be determined by the situation. In most cases the City Manager will assume the role. However, the City Manager may designate this role to the Police Chief or Fire Chief.

### Management Services Emergency Support Functions

The Operations Section Chief or Branch Director may activate additional functional groups to support coordination of management services activities, and the EOC has adapted its ICS structure to allow for use of ESFs as mechanisms to organize activities and partners during an emergency. Primary ESFs that are coordinated through the Management Services Branch are:

- ESF 5 – Information and Planning
- ESF 7 – Resource Support
- ESF 14 – Public Information
- ESF 15 – Volunteers and Donations
- ESF 18 – Business and Industry

The ESFs assigned to the Management Services Branch may be activated as Groups within the EOC ICS structure and assigned a Group Manager. Typically, the Group Manager will be a representative from the City department with the most logical authority or capability.

*See the EOP Basic Plan for additional information.*

## 7.4 TRANSITION TO RECOVERY

The recovery phase of an emergency is the period of time following the response period when actions are taken to help citizens return to a normal, or safer, life as soon as possible after an emergency.

Recovery is both a short- and long-term process. In the short term, emphasis is placed on restoring vital services to the community and identifying and providing basic needs to the public. Long-term recovery restores the community to its normal state, or better. It is at this point that knowledge gained by the incident is converted to mitigation measures for future hazard risks.

During recovery, many of the responsibilities and activities continue, but sometimes with a change in focus. These include the following.

- Planning
  - Demobilization of resources



- Documentation of emergency activities
- Situation status reports
- Coordination of resource management with the Logistics Section and Incident Commander
- Mapping
- Preparation of the Final Incident Package
- Initial Damage Assessment
- Logistics
  - Make arrangements for Disaster Application Center for FEMA
  - Document emergency activities
  - Provide temporary housing and food for displaced persons
  - Coordinate resource management with the Planning and Finance Sections
- Finance
  - Keep records of all costs incurred
  - Document emergency activities
  - Prepare documents for submission to State and Federal government
  - Provide damage assessment coordination and documentation
- PIO
  - Disseminate public information
  - Document all emergency activities

### **Short Term Recovery Activities**

During the recovery phase of an emergency, the City Manager or Incident Commander has the final authority to establish priorities for recovery activities and the allocation of resources to support them. Some activities, such as damage assessment, will most likely begin during the response phase of the emergency once the incident is stabilized. Short-term recovery activities may include the following:

- Damage assessment and posting of unsafe and unusable buildings, roads, or bridges.
- Assessment of victims' needs.
- Removal of disaster debris.
- Removal of animal and human remains.



- Testing of drinking water and, if necessary, establishing new or additional drinking water supplies.
- Emergency repairs of sanitary sewer and storm drain systems.
- Repair of electricity and natural gas lines.
- Establishing security in affected areas.

### **Long-Term Recovery Activities**

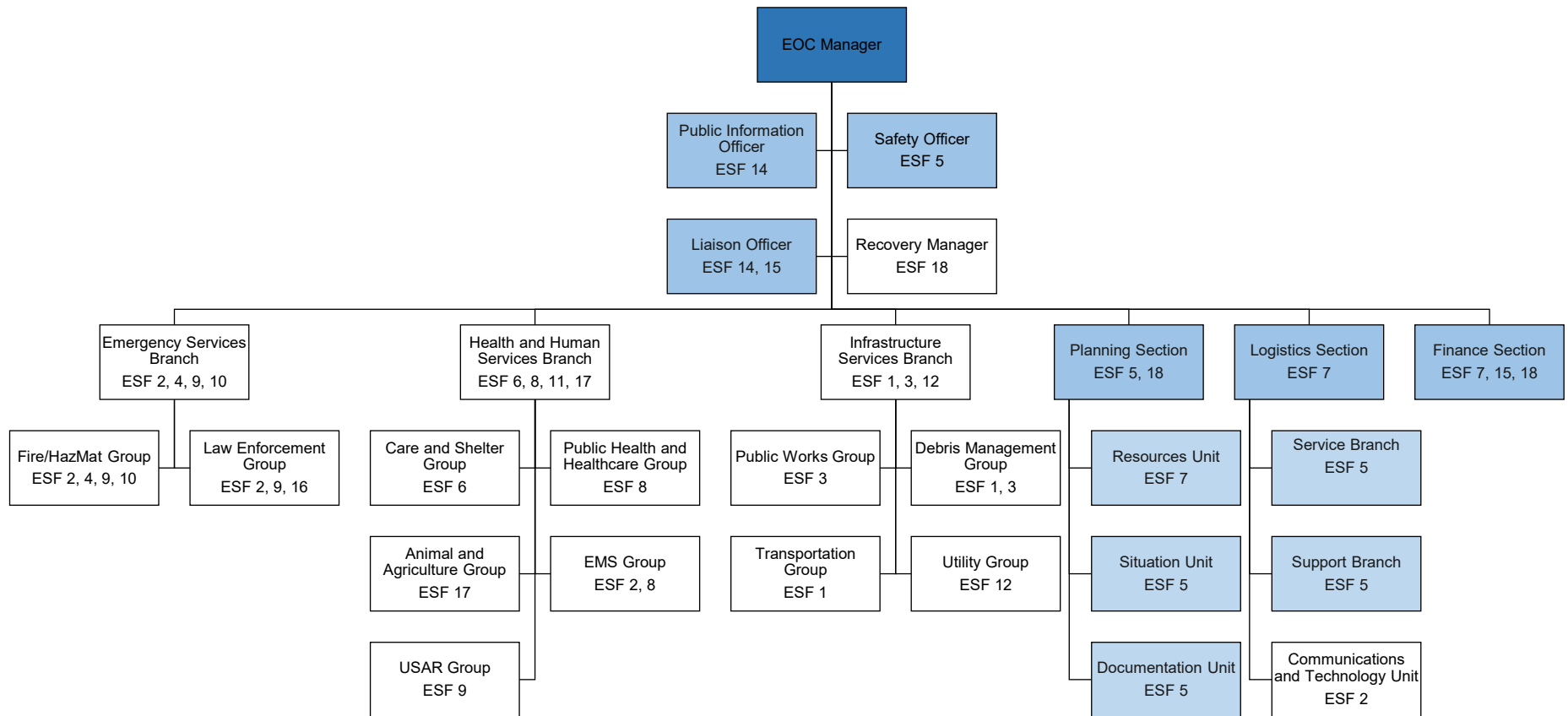
Long-term recovery activities are generally conducted by the same resources used for similar activities during non-emergency times. These activities include the following:

- Restoration of non-vital government services.
- Demolition and reconstruction of damaged areas.
- Monitoring restoration activities.
- Establishing, if necessary, in coordination with the Federal government, a Disaster Application Center (See FA 2, Human Services).
- Identifying areas to improve and implement changes (such as building codes, emergency plans, training deficiencies, etc.) that could mitigate damage in future emergencies.





**Figure 1 Management Services in the EOC**



## 8.0 CAPABILITY SUSTAINMENT

### 8.1 ANNEX DEVELOPMENT AND MAINTENANCE

The assigned primary agencies are responsible for the development and maintenance of this annex including coordination and engagement with supporting agencies to inform updates. At a minimum, this annex should be reviewed on an annual basis.

### 8.2 TRAINING AND EXERCISES

The City Manager, in coordination with the local government primary agencies, are responsible for integrating management services into the City's training and exercise program and providing guidance to partners and cooperators on training requirements and standards. Each partner and cooperator is responsible for ensuring and documenting that personnel have received the appropriate training. Training and exercise activities will occur every two years or as deemed necessary due to legal or regulatory changes, or changes in organizational structure.



## RESOURCES

### Local and Regional

- City of Warrenton Comprehensive Plan
- 2021 Clatsop County Multi-Jurisdictional NHMP

### State

- State of Oregon Emergency Operations Plan,
- ESF 5, Information and Planning
- ESF 7, Resource Support
- ESF 14, Public Information
- ESF 18, Business and Industry

### Federal

- National Response Framework
- ESF 5, Information and Planning
- ESF 6, Mass Care, Emergency Assistance, Temporary Housing, and Human Services
- ESF 7, Logistics
- ESF 14, Cross-Sector Business and Infrastructure
- ESF 15, External Affairs



## ATTACHMENT A REFERENCES

- Federal Emergency Management Agency. 2019. Emergency Support Function Annexes. Website: <https://www.fema.gov/media-library/assets/documents/25512>. Accessed April 2022.
- City of Warrenton. 2018. Economic Vitality Roadmap PowerPoint. Online: [https://www.ci.warrenton.or.us/sites/default/files/fileattachments/building/planning/page/2201/warrenton\\_economic\\_vitality\\_roadmap\\_part\\_1\\_of\\_3.pdf](https://www.ci.warrenton.or.us/sites/default/files/fileattachments/building/planning/page/2201/warrenton_economic_vitality_roadmap_part_1_of_3.pdf). Accessed April 2022.
- City of Warrenton. 2011. City of Warrenton Comprehensive Plan. Online: [https://www.ci.warrenton.or.us/sites/default/files/fileattachments/building/page/86/comprehensive\\_plan.pdf](https://www.ci.warrenton.or.us/sites/default/files/fileattachments/building/page/86/comprehensive_plan.pdf). Accessed April 2022.
- City of Warrenton. 2010. Downtown and Marina Master Plans. Online: [https://www.ci.warrenton.or.us/sites/default/files/fileattachments/urban\\_renewal/page/293/warrenton\\_final\\_report.pdf](https://www.ci.warrenton.or.us/sites/default/files/fileattachments/urban_renewal/page/293/warrenton_final_report.pdf). Accessed April 2022.
- Oregon Emergency Management. ND. Oregon State Emergency Support Function (ESF) Quick sheets. Website: [https://www.oregon.gov/OEM/Documents/Oregon\\_ESF\\_Descriptions\\_One\\_Page\\_Job\\_Aid.pdf](https://www.oregon.gov/OEM/Documents/Oregon_ESF_Descriptions_One_Page_Job_Aid.pdf). Accessed April 2022.
- State of Oregon. 2022. Oregon Emergency Response System (ORES). Website: <https://www.oregon.gov/oem/emops/Pages/OERS.aspx>. Accessed April 2022.





## **Appendix A DISASTER DECLARATION MATERIALS**

Appendix A provides a template that should be used to declare, ratify and terminate a Local State of Emergency by the City. The Oregon Office of Emergency Management Emergency Declarations Guidelines for Local Elected and Appointed Officials is provided as an attachment.

### **A-1 TEMPLATE DECLARATION FORMS**

#### **ATTACHMENTS**

Oregon Office of Emergency Management, Emergency Declarations Guidelines for Local Elected and Appointed Officials



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## **A-1      TEMPLATE DECLARATION FORMS:**

**Form 1. Declaration of State of Emergency for the City of Warrenton.** Used by the City of Warrenton (City) City Commissioners to Declare a State of Emergency for the City to Clatsop County.





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**Form 1. Declaration of State of Emergency for the City of Warrenton**

To: \_\_\_\_\_,  
Clatsop County Office of Emergency Management

From: \_\_\_\_\_,  
City of Warrenton, Oregon

At \_\_\_\_\_ (time) on \_\_\_\_\_ (date),

a/an \_\_\_\_\_ (description of  
emergency incident or event type) occurred in the City of Warrenton threatening life and  
property.

The current situation and conditions are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The geographic boundaries of the emergency are:

\_\_\_\_\_  
\_\_\_\_\_

WE DO HEREBY DECLARE THAT A STATE OF EMERGENCY NOW EXISTS IN THE CITY OF WARRENTON AND THAT THE CITY HAS EXPENDED OR WILL SHORTLY EXPEND ITS NECESSARY AND AVAILABLE RESOURCES. I RESPECTFULLY REQUEST THAT THE COUNTY PROVIDE ASSISTANCE, CONSIDER THE CITY AN "EMERGENCY AREA" AS PROVIDED FOR IN ORS 401, AND, AS APPROPRIATE, REQUEST SUPPORT FROM STATE AGENCIES AND/OR THE FEDERAL GOVERNMENT

Signed: \_\_\_\_\_

Title: \_\_\_\_\_ Date & Time: \_\_\_\_\_

*This request may be passed to the County via radio, telephone, or FAX. The original signed document must be sent to the County Emergency Management Office, with a copy placed in the final incident package.*



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## **Appendix B PLAN AUTHORITIES, REFERENCES AND RESOURCES**

Appendix B provides information on the legal authorities, guidance, and other resources that were used to prepare the EOP as well as a description of some of the key plans at the local, State and federal level that inform implementation of the EOP.

### **B-1 EOP PROMULGATION DOCUMENTS**

### **B-2 PLAN REFERENCES**

### **B-3 SUMMARY OF RELATED PLANS**



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## **B-1 EOP PROMULGATION DOCUMENTS**



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## B-2 PLAN REFERENCES

### Federal

- Public Law 93-288 Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended
- The Federal Civil Defense Act of 1950, PL 81-950 as amended
- The Flood Disaster Protection Act of 1973, PL 93-234, as amended.
- Public Law 107-296 The Homeland Security Act of 2002
- Public Law 109-295 The Post-Katrina Emergency Management Reform Act of 2006, as amended
- Homeland Security Presidential Directive 5: Management of Domestic Incidents (2003)
- Presidential Policy Directive 8: National Preparedness (2011)
- Federal Emergency Management Agency (FEMA) Policy
  - Crisis Response and Disaster Resilience 2030 (January 2012)
  - FDOC 104-008-1: A Whole Community Approach to Emergency Management (December 2011)
  - FEMA Administrator's Intent (2015-2019)
  - FEMA Incident Management and Support Keystone (January 2011)
  - FEMA Publication: 1 The Federal Emergency Management Agency (2020)
  - FEMA Strategic Plan 2018-2022
  - National Disaster Recovery Framework (June 2016)
  - National Incident Management System (2017)
  - National Preparedness Goal (October 2015)
  - National Response Framework (October 2019)
- National Disaster Housing Strategy (January 2009)

### State

- Oregon Comprehensive Emergency Management Plan, as amended; available online at: [https://www.oregon.gov/oem/emresources/Plans\\_Assessments/Pages/CEMP.aspx](https://www.oregon.gov/oem/emresources/Plans_Assessments/Pages/CEMP.aspx)
  - Volume I – Natural Hazard Mitigation Plan
  - Volume II – State Preparedness Plan
  - Volume III – Emergency Operations Plan
  - Volume IV – State Recovery Plan
- Cascadia Playbook, 2018; available online at: [https://www.oregon.gov/oem/Documents/Cascadia\\_Playbook\\_V3.PDF](https://www.oregon.gov/oem/Documents/Cascadia_Playbook_V3.PDF)
- Oregon Resilience Plan, 2013; available online at: [https://www.oregon.gov/oem/Documents/Oregon\\_Resilience\\_Plan\\_Final.pdf](https://www.oregon.gov/oem/Documents/Oregon_Resilience_Plan_Final.pdf)
- Central Cascades Volcano Coordination Plan, 2019; available online at [https://www.oregon.gov/OEM/Documents/Central\\_Cascades\\_Coordination\\_Plan.pdf](https://www.oregon.gov/OEM/Documents/Central_Cascades_Coordination_Plan.pdf)
- Oregon Fire Service Mobilization Plan, 2019-2020; available online at <https://www.oregon.gov/osp/Docs/Fire-Service-Mobilization-Plan.pdf>
- Oregon Emergency Alert System Plan, 2021
- <http://www.sbe76.org/EAS-Plan.html>
- Oregon Resource Coordination Assistance Agreement, 2017; available online at [https://www.oregon.gov/oem/Documents/ORCAA\\_Implementation\\_Guide.pdf](https://www.oregon.gov/oem/Documents/ORCAA_Implementation_Guide.pdf)
- Emergency Declaration Guidelines for Local Elected and Appointed Officials, Oregon Emergency Management, May 2018.
- [https://www.oregon.gov/oem/Documents/decl\\_guide.pdf](https://www.oregon.gov/oem/Documents/decl_guide.pdf)
- Oregon Revised Statutes (ORS) 401.025 through 401.990





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**Local**

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- Mutual Aid Agreements
  - City Municipal Code
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## B-3 SUMMARY OF RELATED PLANS

### Federal Plans

#### Presidential Policy Directive 8

Presidential Policy Directive 8: National Preparedness (PPD-8) describes the United States' approach to preparing for the threats and hazards that pose the greatest risk to the security of the nation. This directive is based on the principle that national preparedness is the shared responsibility of all members of the nationwide community. Every member contributes to this goal, including individuals, smaller communities, the private and nonprofit sectors, faith-based organizations and federal, state and local governments.

#### National Preparedness Goal

The National Preparedness Goal outlined in PPD-8 characterizes the United States' security and resilience by identifying key mission areas and core capabilities that are necessary to deal with great risks, using an integrated, layered and nationwide approach as its foundation.

Using the core capabilities, the National Preparedness Goal is achieved by:

- Preventing, avoiding or stopping a threatened or an actual act of terrorism.
- Protecting United States citizens, community members, visitors and assets against the greatest threats and hazards in a manner that allows their interests, aspirations and way of life to thrive.
- Mitigating loss of life and property by lessening the impact of future disasters.
- Responding quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- Recovering through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

#### National Preparedness System

The National Preparedness System is the instrument the United States will employ to build, sustain and deliver the mission areas and core capabilities identified in the National Preparedness Goal, in order to ensure the nation's security and resilience. The guidance, programs, processes and systems that support each component of the National Preparedness System enable a collaborative, whole community approach to



national preparedness that engages individuals, families, smaller communities, private and nonprofit sectors, faith-based organizations and all levels of government.

### National Incident Management System

In 2003, Homeland Security Presidential Directive 5 (HSPD-5) required all federal agencies to adopt NIMS and use it to guide incident management. NIMS provides a consistent nationwide framework and comprehensive approach to enable government at all levels, the private sector and nongovernmental organizations to work together to prepare for, prevent, respond to, recover from and mitigate the effects of incidents regardless of their cause, size, location or complexity.

A core component of NIMS is ICS. ICS is a management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.

### National Response Framework

The NRF is a guide to how state and federal government should conduct all-hazards response. It is built upon a scalable, flexible and adaptable coordination structure to align key roles and responsibilities across the country. It describes specific authorities and best practices for managing incidents that range from the serious, but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

The NRF organizes the types of response assistance a state is most likely to need into 15 ESFs. Each ESF has a primary agency assigned for maintaining and coordinating response activities.

### National Disaster Recovery Framework

The National Disaster Recovery Framework provides guidance that enables effective recovery support to disaster-impacted states, tribes and local jurisdictions. It provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner. It also focuses on how best to restore, redevelop and revitalize the health, social, economic, natural and environmental fabric of the community and build a more resilient nation.

The National Disaster Recovery Framework defines:

- Core recovery principles
- Roles and responsibilities of recovery coordinators and other stakeholders
- A coordinating structure that facilitates communication and collaboration among all stakeholders



- Guidance for pre- and post-disaster recovery planning
- The overall process by which communities can capitalize on opportunities to rebuild stronger, smarter and safer

## State of Oregon Plans

### State of Oregon Emergency Management Plan

The Oregon Emergency Management Plan (EMP) is developed, revised and published by the Director of the Oregon Office of Emergency Management (OEM) under the provisions of Oregon Revised Statutes (ORS) 401.052, which are designed to coordinate the activities of all public and private organizations that provide emergency services within the State and to provide for and staff a State ECC to aid the Governor. ORS 401.035 makes the Governor responsible for the emergency services system within the State of Oregon. The Director of OEM advises the Governor and coordinates the State's response to an emergency or disaster.

The Oregon EMP consists of three volumes:

- Volume I: Preparedness and Mitigation consists of plans and guidance necessary for State preparation to resist a disaster's effects. Sections include disaster hazard assessment, the Emergency Management Training and Exercise Program and plans to mitigate (or lessen) a disaster's physical effects on community members, the environment and property.
- Volume II: Emergency Operations Plan broadly describes how the State uses organization to respond to emergencies and disasters. It delineates the EMO; Contains FAs that describe the management of functional areas common to most major emergencies or disasters, such as communications, public information and others; and contains hazard-specific annexes.
- Volume III: Relief and Recovery provides State guidance, processes and rules for assisting Oregonians with recovery from a disaster's effects. It includes procedures for use by government, business and community members.

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

- The Oregon Emergency Response System receives an alert from an official warning point or agency, indicating an impending or probable incident or emergency.
- The Governor declares a State of Emergency.



- A Statewide disaster is imminent or occurring.
- Terrorist activities or weapons of mass destruction incidents are occurring or imminent.
- A localized emergency escalates, adversely affecting a larger area or jurisdiction and exceeding local response capabilities.
- A geographically limited disaster requires closely coordinated response by more than one State agency.
- An affected city or county fails to act.



## Appendix C GLOSSARY

Appendix C provides definitions of key terms that are used in the EOP.



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## APPENDIX C GLOSSARY

**After-Action Report:** Drafted after an event or emergency, the After-Action Report documents the performance of tasks and makes recommendations for improvements.

**Critical Infrastructure:** Systems and assets, whether physical or virtual, so vital that the incapacity or destruction of such systems and assets would have a debilitating impact on security or public health or safety. (Department of Homeland Security, National Response Plan (December 2004), 64.)

**Emergency:** Any incident, human-caused or natural, that requires responsive action to protect life or property.

**Emergency Coordination Center (ECC):** The ECC may be activated by the State in a multi-jurisdictional emergency or disaster and would serve as a communications hub to ensure all participating response agencies are coordinated.

**Emergency Operations Centers (EOC):** The physical location at which the coordination of information and resources to support the response to an emergency normally takes place. An EOC may be organized by major functional disciplines (e.g., fire, law enforcement and medical services), by jurisdiction (e.g., federal, state, regional, county, city and tribal), or some combination thereof.

**Emergency Operations Plan:** This EOP maintained by the City for responding to a wide variety of potential hazards.

**Emergency Public Information:** Information that is provided prior to 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.

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

**Evaluation:** The process of observing and recording exercise activities, comparing the performance of the participants against the objectives, and identifying strengths and weaknesses.

**Exercise:** Exercises are planned and coordinated activities allowing emergency management personnel to demonstrate training, exercise plans and practice prevention, protection, response and recovery tasks in a risk-free environment.

**Incident:** An occurrence or event, naturally 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 Command System:** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to both small and large, complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Jurisdiction:** A range or area 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).

**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).

**Major Disaster:** As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 United States Code 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.”

**Mitigation:** The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation



measures are often created from lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses and the public on measures they can take to reduce loss and injury.

**National Incident Management System (NIMS):** A system mandated by HSPD-5 that provides a consistent nationwide approach for state, local and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity. To provide for interoperability and compatibility among state, local and tribal capabilities, the NIMS includes a core set of concepts, principles and terminology. HSPD-5 identifies these as the ICS; multiagency 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 Framework:** A guide to how the United States conducts all-hazards incident management. It is built upon flexible, scalable and adaptable coordinating structures to align key roles and responsibilities across the nation. It is intended to capture specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters. The National Response Framework replaces the former National Response Plan.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities and identify required resources. Within NIMS, preparedness is operationally focused on establishing guidelines, protocols and standards for planning, training and exercises, personnel qualification and certification, equipment certification and publication management.

**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.

**Recovery:** The development, coordination and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**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.

**Standard Operating Procedures:** A complete reference document that details the procedures for performing a single function or a number of independent functions.

**State:** When capitalized, refers to the governing body of Oregon.

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as any 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.

**Training:** Specialized instruction and practice to improve performance and lead to enhanced emergency management capabilities.

**Unified Command:** 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 IAP.



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## **Appendix D EOC TEAM RESOURCES**

Appendix D provides information and resources for the EOC Team and other users of the EOP to support use of the NIMS and ICS during emergency operations. It contains information on the ICS organization, incident action planning process, and provides a description of the various forms that should be used. ICS forms are maintained separately and are available for use in the City EOC.

- D-1 EOC TEAM ROSTER**
- D-2 ICS ORGANIZATION AND ELEMENTS**
- D-3 INCIDENT ACTION PLANNING PROCESS**
- D-4 ICS FORMS AND DESCRIPTIONS**



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**D-1 CITY OF WARRENTON EOC TEAM ROSTER**





## D-2 ICS ORGANIZATION AND ELEMENTS

### ICS Organizational Elements

The ICS organizational structure includes several elements which are described in detail below:

- **Command Staff:** The staff who report directly to the Incident Commander, including the PIO, Safety Officer, Liaison Officer and other positions as required.
- **Section:** The organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration and Intelligence/Investigations [if established]). The Section is organizationally situated between the Branch and the Incident Command.
- **Branch:** The organizational level having functional and/or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief 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.
- **Division:** The organizational level having responsibility for operations within a defined geographic area. The Division level is organizationally between the Strike Team and the Branch.
- **Group:** An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are located between Branches (when activated) and resources (personnel, equipment, teams, supplies and facilities) in the Operations Section.
- **Unit:** The organizational element with functional responsibility for a specific incident planning, logistics or finance/administration activity.
- **Task Force:** Any combination of resources assembled to support a specific mission or operational need. A Task Force will contain resources of different kinds and types. All resource elements within a Task Force must have common communications and a designated leader.



- **Strike Team/ Resource Team:** A set number of resources of the same kind and type that have an established minimum number of personnel, common communications and a designated leader. In the law enforcement community, Strike Teams are sometimes referred to as Resource Teams.
- **Single Resource:** An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.

### ***Assistants***

In the context of large or complex incidents, Command Staff members may need one or more assistants to help manage their workloads. Each Command Staff member is responsible for organizing his or her assistants for maximum efficiency. Further, the PIO, Safety Officer and Liaison Officer may have assistants, as necessary. The assistants may represent assisting agencies or jurisdictions, or simply assist in managing the workload associated with the position.

- Assistant PIO may be assigned to the field or JIC or assigned to handle internal information.
- Assistant Safety Officers may have specific responsibilities, such as aviation, hazardous materials etc.
- Assistant Liaison Officers may coordinate with specific agency representatives or groups of representatives.

The Assistant title indicates a level of technical capability, qualification and responsibility subordinate to the primary positions.

### ***Additional Command***

Additional Command Staff positions may also be necessary depending on the nature and location(s) of the incident, and/or specific requirements established by the Incident Commander. For example, a Legal Counsel may be assigned directly to the Command Staff to advise the Incident Commander on legal matters, such as emergency proclamations, legality of evacuation orders and legal rights and restrictions pertaining to media access. Similarly, a Medical Advisor may be designated and assigned directly to the Command Staff to provide advice and recommendations to the Incident Commander in the context of incidents involving medical and mental health services, mass casualty, acute care, vector control, epidemiology and/or mass prophylaxis considerations, particularly in the response to a bioterrorism event.

### ***Technical Specialists***



Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning Section or be assigned wherever their services are required. While each incident dictates the need for Technical Specialists, some examples of the more commonly used specialists are meteorologists, environmental impact specialists, flood control specialists, water use specialists, fuels and flammable materials specialists, hazardous substance specialists, fire behavior specialists, structural engineers and training specialists.

### ***Functional Responsibilities***

In addition to the above positions and responsibilities, each of the five major functional areas have Section Chiefs that are responsible for the facilitation of their associated function. See Table 1 below for a description of these responsibilities.



**Table 1 Functional Responsibilities**

Operations Section Chief	Planning Section Chief	Logistics Section Chief	Finance/Administration Section Chief	Intelligence/Investigations Function
<b>Responsibility Overview</b>				<p>The collection, analysis and sharing of incident-related information are important activities for all incidents. Typically, staff in the Planning Section are responsible for gathering and analyzing operational information and sharing situational awareness and staff in the Operations Section are responsible for executing tactical activities. However, some incidents involve intensive intelligence gathering and investigative activity, and for such incidents, the Incident Commander or Unified Command may opt to reconfigure intelligence and investigations responsibilities to meet the needs of the incident.</p> <p>The purpose of the Intelligence/Investigations function is to ensure that intelligence and investigative operations and activities are properly managed and coordinated to:</p> <ul style="list-style-type: none"> <li>• Prevent and/or deter potential unlawful activity, incidents and/or attacks.</li> <li>• Collect, process, analyze, secure and disseminate information, intelligence and situational awareness.</li> </ul>
<p>The Operations Section Chief is responsible for managing all tactical operations at an incident. The IAP provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations.</p>	<p>The Planning Section Chief is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and resources status information, evaluates it and processes the information for use in developing action plans. Dissemination of information can be in the form of the IAP, in formal briefings or through map and status board displays.</p>	<p>The Logistics Section Chief provides all incident support needs with the exception of logistics support to air operations.</p>	<p>The Finance/Administration Section Chief is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for finance services will the Section be activated</p>	
<b>Major Responsibilities</b>				
<ul style="list-style-type: none"> <li>• Assure safety of tactical operations.</li> <li>• Manage tactical operations.</li> <li>• Develop the operations portion of the IAP.</li> <li>• Supervise execution of</li> </ul>	<ul style="list-style-type: none"> <li>• Collect and manage all incident-relevant operational data.</li> <li>• Supervise preparation of the IAP.</li> <li>• Provide input to the IC and Operations in preparing the IAP.</li> <li>• Incorporate traffic, medical and communications Plans and other supporting materials into the IAP.</li> <li>• Conduct and facilitate planning meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for incident personnel and all off-incident resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage all financial aspects of an incident.</li> <li>• Provide financial and cost analysis information as requested.</li> <li>• Ensure compensation and claims functions are being addressed relative to the incident.</li> </ul>	

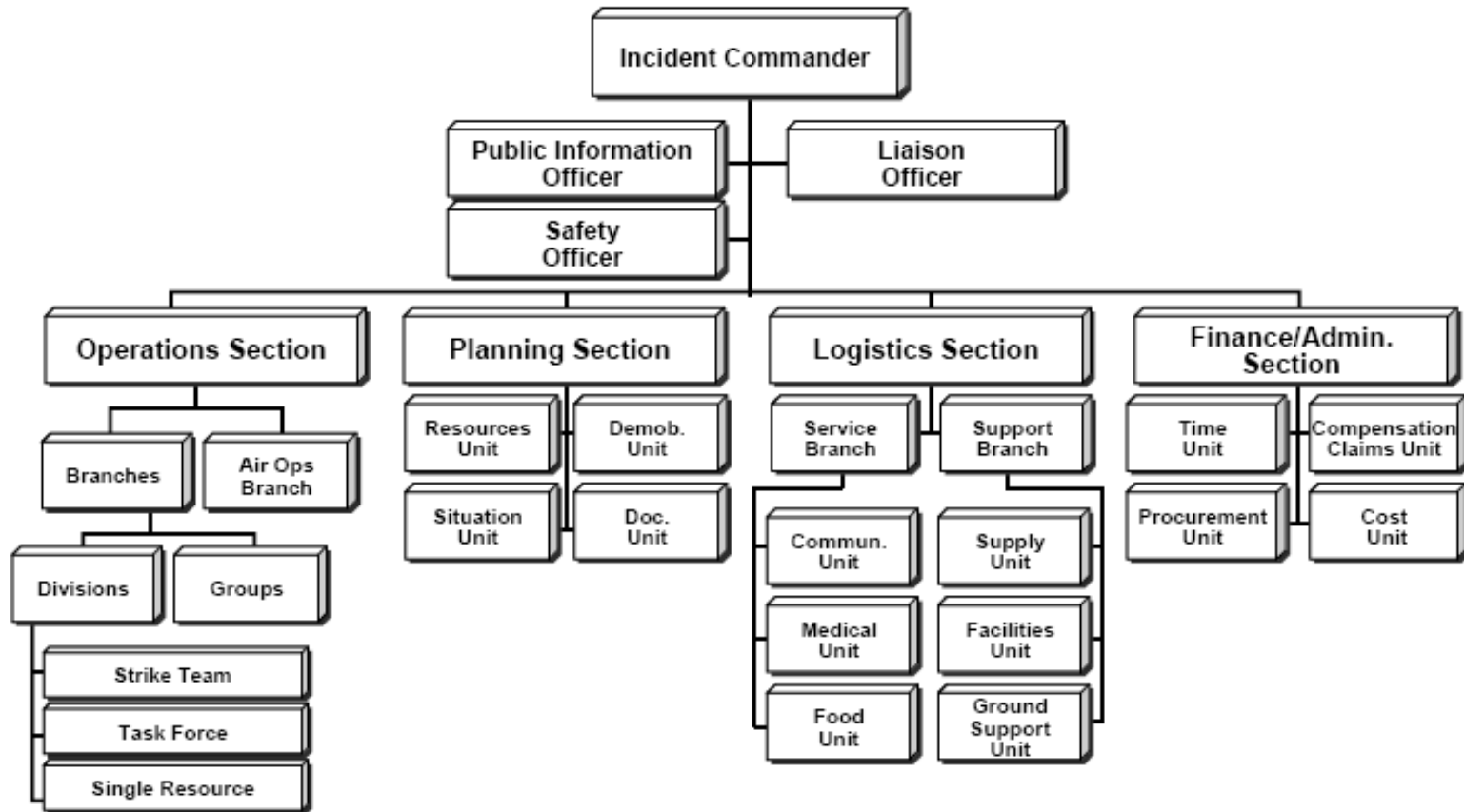


**APPENDIX D EOC Team Resources**

MAY 2022

<p>operations portions of the IAP.</p> <ul style="list-style-type: none"> <li>• Request additional resources to support tactical operations.</li> <li>• Approve release of resources from active operational assignments.</li> <li>• Make or approve expedient changes to the IAP.</li> <li>• Maintain close contact with IC, subordinate Operations personnel and other agencies involved in the incident</li> </ul>	<ul style="list-style-type: none"> <li>• Reassign personnel within the ICS organization.</li> <li>• Compile and display incident status information.</li> <li>• Establish information requirements and reporting schedules for units (e.g., Resources and Situation Units).</li> <li>• Determine need for specialized resources.</li> <li>• Assemble and disassemble Task Forces and Strike Teams (or law enforcement Resource Teams) not assigned to Operations.</li> <li>• Establish specialized data collection systems as necessary (e.g., weather).</li> <li>• Assemble information on alternative strategies.</li> <li>• Provide periodic predictions on incident potential.</li> <li>• Report significant changes in incident status.</li> <li>• Oversee preparation of the Demobilization Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage all incident logistics.</li> <li>• Provide logistical input to the IAP.</li> <li>• Brief Logistics Staff as needed.</li> <li>• Identify anticipated and known incident service and support requirements.</li> <li>• Request additional resources as needed.</li> <li>• Ensure and oversee the development of the communications, medical and traffic plans as required.</li> <li>• Oversee demobilization of the Logistics Section and associated resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Gather pertinent information from briefings with responsible agencies.</li> <li>• Develop an operating plan for the Finance/Administration Section and fill Section supply and support needs.</li> <li>• Determine the need to set up and operate an incident commissary.</li> <li>• Meet with assisting and cooperating agency representatives as needed.</li> <li>• Maintain daily contact with agency(s) headquarters on finance matters.</li> <li>• Ensure that personnel time records are completed accurately and transmitted to home agencies.</li> <li>• Ensure that all obligation documents initiated at the incident are properly prepared and completed.</li> <li>• Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.</li> <li>• Provide input to the IAP</li> </ul>	<ul style="list-style-type: none"> <li>• Identify, document, process, collect, create a chain of custody for, safeguard, examine and analyze and store evidence or specimens.</li> <li>• Conduct thorough and comprehensive investigations that lead to the perpetrators' identification and apprehension.</li> <li>• Conduct missing persons and mass fatality/death investigations.</li> <li>• Inform and support life safety operations, including the safety and security of all response personnel, by helping to prevent future attacks or escalated impacts.</li> <li>• Determine the source or cause of an ongoing incident (e.g., disease outbreak, fire, complex coordinated attack or cyber incident) to control its impact and/or help prevent the occurrence of similar incidents.</li> </ul> <p>The Incident Commander or Unified Command makes the final determination regarding the scope and placement of the Intelligence/Investigations function within the command structure. The intelligence/investigations function can be incorporated as an element of the Planning Section, in the Operations Section, within the Command Staff, as a separate General Staff section or in some combination of these locations.</p>
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Example of ICS organization structure



### **D-3 INCIDENT ACTION PLANNING PROCESS**

The incident action planning process and IAPs are central to managing incidents. The incident action planning process helps synchronize operations and ensure that they support incident objectives. Incident action planning is more than producing an IAP and completing forms—it provides a consistent rhythm and structure to incident management.

Personnel managing the incident develop an IAP for each operational period. A concise IAP template is essential to guide the initial incident management decision process and the continuing collective planning activities. The IAP is the vehicle by which leaders on an incident communicate their expectations and provide clear guidance to those managing the incident.

The IAP should provide clear direction and include a comprehensive listing of the tactics, resources and support needed to accomplish the objectives. The various steps in the process, executed in sequence, help ensure a comprehensive IAP. These steps support the accomplishment of objectives within a specified time. The development of IAPs is a cyclical process, and personnel repeat the planning steps every operational period.

During the initial stage of incident management, the Incident Commander typically develops a simple plan and communicates the plan through concise oral briefings. In the beginning of an incident, the situation can be chaotic and situational awareness hard to obtain, so the Incident Commander often develops this initial plan very quickly and with incomplete situation information.

As the incident management effort evolves, additional lead time, staff, information systems and technologies enable more detailed planning and cataloging of events and lessons learned. The steps of the planning process are essentially the same for the first responders on scene determining initial tactics and for personnel developing formal written IAPs. Once all of the steps are accomplished, incident management shifts into a cycle of planning and operations. This planning and operations cycle is informed by ongoing situational awareness and repeated each operational period.









## D-4 ICS FORM DESCRIPTIONS

The ICS uses a series of standard forms ICS uses a series of standard forms and supporting documents that convey directions for the accomplishment of the objectives and distributing information. Listed below are the standard ICS form titles and descriptions of each form:

- **Incident Briefing ICS Form 201:** Provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS Form 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.
- **Incident Objectives ICS Form 202:** Describes the basic incident strategy, incident objectives, command emphasis/priorities and safety considerations for use during the next operational period.
- **Organization Assignment List ICS Form 203:** Provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS Form 207) which is posted on the Incident Command Post display. An actual organization will be incident or event specific. Not all positions need to be filled. Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary.
- **Assignment List ICS Form 204:** Informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.
- **Incident Radio Communications Plan ICS Form 205:** Provides information on all radio frequency or trunked radio system talk group assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talk groups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talk group assignments is normally placed on the Assignment List (ICS Form 204).
- **Communications List ICS Form 205A:** Records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS Form 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS Form 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers etc.), and functions as an incident directory.



- **Medical Plan ICS Form 206:** Provides information on incident medical aid stations, transportation services, hospitals and medical emergency procedures.
- **Incident Organization Chart ICS Form 207:** Provides a visual wall chart depicting the ICS organization position assignments for the incident. The ICS Form 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.
- **Safety Message/Plan ICS Form 208:** Outlines safety message(s), priorities and key command emphasis/decisions/directions, safety hazards and specific precautions to be observed during this Operational Period.
- **Incident Status Summary ICS Form 209:** Summarizes incident information for staff members and external parties and provides information to the Public Information Officer for preparation of media releases. The ICS Form 209 is designed to provide a “snapshot in time” to effectively move incident decision support information where it is needed. It should contain the most accurate and up-to-date information available at the time it is prepared.
- **Resource Status Change ICS Form 210:** Used by the Incident Communications Center Manager to record status change information received on resources assigned to the incident. This information could be transmitted with a General Message (ICS Form 213). The form could also be used by Operations as a worksheet to track entry, etc.
- **Incident Check-In List ICS Form 211:** Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS Form 211). The ICS Form 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel etc., for resources checked in.
- **General Message ICS Form 213:** Used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS Form 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.



- **Activity Log ICS Form 214:** Records details of notable activities at any ICS level, including single resources, equipment, Task Forces etc. These logs provide basic incident activity documentation, and a reference for any After Action Report.
- **Operational Planning Worksheet ICS Form 215:** Communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS Form 215 is used by the Resources Unit to complete the Assignment Lists (ICS Form 204) and by the Logistics Section Chief for ordering resources for the incident.
- **Incident Action Plan Safety Analysis ICS Form 215A:** Aids the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues and to develop appropriate controls. This worksheet addresses communications challenges between planning and operations and is best utilized in the planning phase and for Operations Section briefings.
- **Support Vehicle/Equipment Inventory ICS Form 218:** Provides an inventory of all transportation and support vehicles and equipment assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles and equipment on the incident. The Resources Unit uses the information to initiate and maintain status/resource information.
- **Air Operations Summary ICS Form 220:** Provides the Air Operations Branch with the number, type, location and specific assignments of helicopters and air resources.
- **Demobilization Check-Out ICS Form 221:** Ensures that resources checking out of the incident have completed all appropriate incident business and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

The current ICS Forms described herein are provided in the following link:

<https://training.fema.gov/icsresource/icsforms.aspx>.



## **Appendix E OREGON RESOURCE COORDINATION ASSISTANCE AGREEMENT**

Appendix E provides an overview of the Oregon Resource Coordination Agreement (ORCAA) and an example of the form used to request support under the agreement. The Oregon Office of Emergency Management, ORCAA Implementation Guide is provided as an attachment.

### **E-1 ORCAA OVERVIEW**

### **E-2 ORCAA REQUEST FORM EXAMPLE**

### **ATTACHMENTS**

Oregon Office of Emergency Management, ORCAA Implementation Guide



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## E-1 ORCAA OVERVIEW

The City will implement and manage agreements with requesting jurisdictions pursuant to the following. Under Oregon law, all jurisdictions are automatic participants in the ORCAA program; whereas jurisdictions may opt out of this membership. Thus, the City must evaluate on an annual basis whether their neighboring jurisdictions will participate in the ORCAA program.

- **Authorized City Representative** – The City may designate an authorized individual or department to enter into ORCAAs with neighboring jurisdictions. Additionally, the City may assign powers and management authority to the individual to seek assistance from neighboring jurisdictions in emergency events and to manage the response activities.
- **Evaluate Jurisdictional Partners** – On an annual basis, the City will identify which neighboring jurisdictions could be effective partners to respond to emergency events. The City will also identify the level of assistance it may need from each jurisdiction. The City will evaluate existing ORCAAs (or lack thereof) and identify potential updates and refinements.
- **Resource Request to Jurisdictions** – As necessary, the City will distribute requests to neighboring jurisdictions to identify (1) their willingness to participate in emergency response, (2) the resources they are willing to commit to assist the City with emergency response, (3) the neighboring jurisdiction's compensation/reimbursement expectation for providing assistance and (4) the coordination methods to make official requests for emergency response assistance.
- **Secure/Update Formal Agreements** – As necessary, the City will enter into (or refine as necessary) a formal agreement (ORCAA) with neighboring jurisdictions that are willing to share resources to respond to an emergency event in the City and which are outside their normal jurisdictional boundaries. The agreements will identify (i) which resources, and under what terms, the City and the neighboring jurisdiction are willing to provide and (ii) the official method to make assistance requests.

The City will periodically evaluate existing ORCAAs with neighboring jurisdictions, secure potential updates/refinements and/or establish new agreements with jurisdictions where current arrangements are not in place. The City will ensure agreements are adopted well before an emergency incident occurs in order to identify the level of commitment, available resources and under what terms a neighboring jurisdiction will provide assistance.

The ORCAA Implementation Guide and request form are attached to this appendix.



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**E-2 SAMPLE ORCAA REQUEST FORM**



Oregon Resource Coordination Assistance Agreement  
(ORCAA) Request Form (ORF)

OERS # + ORCAA Tracking #

Event Name

Date and Time of Request  Check if Verbal

**Requesting Participant**

Name  
Title  
Organization  
Contact Information

**Responding Participant**

Name  
Title  
Organization  
Contact Information

**Resource Request (use one form per resource type)**

Size  
Amount/Quantity  
Location and person(s) to report/deliver to and contact information  
Type of resource(s)  
Time to report/deliver and duration of assignment

**Resources Offered**

Size  
Amount/Quantity  
Location and person(s) to report/deliver to and contact information  
Type of resource(s)  
Time reporting/delivering and duration available

**Assignment Details**

Incident Description  
Other mission critical information  
Operating environment/conditions  
Required licenses, credentials, etc

**Offer Details**

Estimated cost of fulfilling request (See attached ORF Cost Worksheet)  
Logistical requirements and estimated travel time

**Agreement**

An authorized offer of assistance accepted by an officer or designee of the requesting participant constitutes an agreement under ORCAA. If reimbursement is expected, the requesting participant agrees to reimburse associated eligible costs as agreed. The authorized signatures below reflect the agreement.

Signature of Authorized Requesting Participant and Date:

Signature of Authorized Responding Participant and Date:







**Oregon Resource Coordination Assistance Agreement  
(ORCAA) Request Form (ORF)  
Instructions**

**Oregon Resource Coordination Assistance Agreement  
(ORCAA) Request Form (ORF)**

OERS # + ORCAA Tracking # 20182597-1
Date and Time of Request <input type="checkbox"/> Check if Verbal 20OCT18, 2145

Event Name Name associated with incident: Hwy 26 HazMat
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<b>Requesting Participant</b>	<b>Responding Participant</b>
Name Nicole Mack	Name Harry Finfer
Title Emergency Management Director	Title County Administrator
Organization Name of organization/jurisdiction requesting the resource: Washington County EMC	Organization Name of organization/jurisdiction offering the resource: Polk County (via Polk County Fire Dept.)
Contact Information Desk, cell, dispatch, email, EOC or ICP: 503-555-9842 (Cell) 503-555-2318 (Dispatch) nmack@washco.em.us	Contact Information Desk, cell, dispatch, email, EOC or ICP: 503-555-9583 (Cell) 503-555-2946 (Desk) Harry.Finfer@polk.co.or.us
<b>Resource Request (use one form per resource type)</b>	<b>Resources Offered</b>
Size When known/applicable, include size of resource being requested: N/A	Size When known/applicable, include size of resource being offered: N/A
Amount/Quantity How many are needed: 1	Amount/Quantity How many are you able to provide: 1
Location and person(s) to report/deliver to and contact information Tanasbourne Town Center Parking Lot (Staging), Staging Area Manager (Officer Krupke, 503-555-5893)	Location and person(s) to report/deliver to and contact information Tanasbourne Town Center Parking Lot (Staging); Lt. Dhann is POC, 503-555-7824
Type of resource(s) If known, use NIMS typing. If NIMS typing is unknown, unavailable, describe the resource being requested: Type 1 Fire Engine to assist with decon Or Fire Engine with 300 gallon tank to assist with decon	Type of resource(s) If known, use NIMS typing. If NIMS typing is unknown, unavailable, describe the resource available: Type 2 Engine with 250 gallon tank.
Time to report/deliver and duration of assignment 0100 on 21OCT18, 24 hours.	Time reporting/delivering and duration available 0300 on 21OCT18, 72 hours.
<b>Assignment Details</b>	<b>Offer Details</b>
Incident Description Single-Site Hazmat Incident	Estimated cost of fulfilling request (See attached cost estimate) Good-faith estimate to provide requested (or available) assistance. Indicate if resource available at no charge: \$0 first 24 hours, \$6,000 for each additional 24 hours.
Other mission critical information Other pertinent information for the deployment. Portable radios will be provided.	Logistical requirements and estimated travel time Other pertinent information for the deployment: On-site refueling will be needed at the requesting agency's expense.
Operating environment/conditions Known hazards, lodging/meals available, required PPE, etc.: Level B Hazmat Suits, Decon Pools, fog nozzles, no hotels needed due to length of mission, meals provided.	
Required licenses, credentials, etc Hazmat Technician or higher, EMT-B or higher for all personnel	

**Agreement**

An authorized offer of assistance accepted by an officer or designee of the requesting participant constitutes an agreement under ORCAA. If reimbursement is expected, the requesting participant agrees to reimburse associated eligible costs as agreed. The authorized signatures below reflect the agreement.

Signature of Authorized Requesting Participant and Date:	Signature of Authorized Responding Participant and Date:
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## **Appendix F TRAINING AND EXERCISES**

Appendix F provides on the City's training and exercise program including minimum training requirements and recommended trainings for the EOC Team.

### **F-1 MINIMUM TRAINING REQUIREMENTS**



**F-1 MINIMUM TRAINING REQUIREMENTS**

		Course																		
		IS – 29	IS – 100	IS – 700	IS – 800	IS – 200	IS – 22000	G 0191	G 0290	G 0402/ICS – 403	E/L/G 2300	E/L/G 0300	E/L/G 0400	E0388	E/L 0952	O – 0305	Position-Specific PTR	EMI Integrated Emergency Management	Emergency Management Professional	Briefing from Emergency
<b>Incident Positions</b>	<b>ICS Focus Area</b>																			
	All incident personnel supporting ICS		X	X																
	ICS personnel with leadership responsibilities		X	X	X	X														
	ICS personnel with leadership responsibilities preparing for additional responsibility		X	X	X	X		X				X								
	ICS personnel in leadership/supervisory roles		X	X	X	X		X				X	X							
	IMT unit, strike team, resource team or task force leaders preparing for complex incidents		X	X	X	X		X									X			
	IMT command, section, branch, division or group leaders preparing for complex incidents		X	X	X	X		X				X	X				X			
	<b>EOC Focus Area</b>																			
	All incident personnel supporting EOCs		X	X																
	EOC personnel with leadership responsibilities		X	X	X		X	X												
	EOC personnel in leadership/supervisory roles		X	X	X		X	X			X									
	Jurisdictional emergency managers, EOC managers and senior EOC staff		X	X	X		X	X			X				X			X	X	



	Course																		
	IS – 29	IS – 100	IS – 700	IS – 800	IS – 200	IS – 22000	G 0191	G 0290	G 0402/ICS – 403	E/L/G 2300	E/L/G 0300	E/L/G 0400	E0388	E/L 0952	O – 0305	Position-Specific PTR	EMI Integrated Emergency Management	Emergency Management Professional	Briefing from Emergency
<b>PIO Focus Area</b>																			
All PIO incident personnel	X	X	X																
EOC PIOs with leadership responsibilities	X	X	X	X		X		X											
ICS PIOs with leadership responsibilities	X	X	X	X	X			X											
EOC PIOs in leadership/ supervisory roles	X	X	X	X		X	X	X		X									
ICS PIOs in leadership/ supervisory role	X	X	X	X	X		X	X			X	X							
EOC PIOs for complex incidents	X	X	X	X		X	X	X		X			X				X		
ICS PIOs for complex incidents	X	X	X	X	X		X	X			X	X							
<b>MAC Group Focus Area</b>																			
MAC Group/Policy Group members/senior officials																			X
MAC Group/Policy Group members/senior officials that want additional training based on jurisdictional risk or specific interest		X	X	X	X	X	X		X								X		X



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