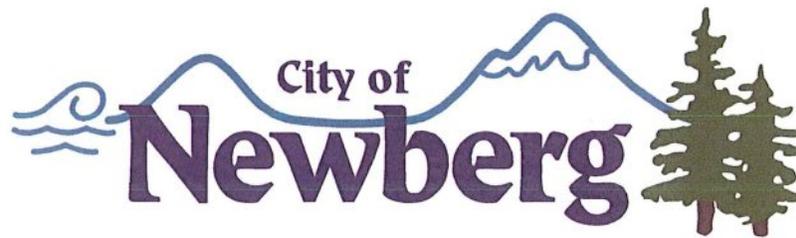

**City of Newberg
Yamhill County, Oregon
EMERGENCY OPERATIONS PLAN**



December 2013

Prepared for:

City of Newberg
414 E 1st St
Newberg, OR 97132

Prepared by:





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

Immediate Action Checklist

Use the following Immediate Action Checklist to initiate the City of Newberg's response to and support of an emergency incident. If you are not qualified to implement this plan, dial 9-1-1 and ask for assistance.

1. Receive alert of incident.

- Alerts should be directed to the City Emergency Manager (City Manager).
- If the City Emergency Manager is not available, alerts should be directed based on the City line of succession outlined in Section 1.8.1 of this Plan.
- Alerts may be received through 9-1-1 dispatch, responding agencies, the on-scene Incident Commander, the public or other sources.
- If you are the first person receiving notification of the incident, call 9-1-1 and provide as much detail as possible.
- *See FA 1 – Emergency Services of this plan for more information on alert and warning.*

2. Determine need to implement the City's Emergency Management Organization.

- The City Emergency Manager should determine, in coordination with the on-scene Incident Commander, what level of support is needed from the City for the incident. This may range from the City Emergency Manager being on stand-by to full activation of the City Emergency Operations Center.
- Identify key personnel who will be needed to staff the City Emergency Operations Center.

3. Notify key City personnel and response partners.

- The City Emergency Manager will notify key personnel to staff the City Emergency Operations Center based on incident needs.
- Notify appropriate emergency response agencies.
- See the City Emergency Contact List maintained by the City Emergency Manager.

Immediate Action Checklist

4. **Activate the City Emergency Operations Center as appropriate.**
 - The City will utilize the Incident Command System in managing the City Emergency Operations Center.
 - Primary Emergency Operations Center Location: Public Safety Building, 401 E. Third Street, Newberg, OR
 - Alternate Emergency Operations Center Location: Fire Station 21, 3100 Middlebrook Dr, Newberg, OR 97132
 - See Section 5.4 of the Basic Plan of this plan for information on Emergency Operations Center operations.
5. **Establish communications with the on-scene Incident Commander.**
 - Identify primary and back-up means to stay in contact with the on-scene Incident Commander.
 - The on-scene Incident Commander may assign a radio frequency that the City Emergency Operations Center can use to communicate with the scene.
 - See Functional Annex 1 – Emergency Services of this plan for more information on communications systems.
6. **Identify, in coordination with the on-scene Incident Commander, key incident needs.**
 - Consider coordination of the following, as required by the incident:
 - Protective Action measures including evacuation and shelter-in-place.
 - Shelter and housing needs for displaced citizens.
 - Emergency public information and coordination with the media.
 - Provisions for Access and Functional Needs Populations.
 - Provisions for animals in disaster.
7. **Inform the County and OERS of Emergency Operations Center activation and request support as needed.**
 - Yamhill County Emergency Management: 503-434-7340
 - Oregon Emergency Response System: 1-800-452-0311
 - If there is an oil or chemical spill to report, responsible parties should call the National Response Center at 1-800-424-8802.

Immediate Action Checklist

8. Declare a state of emergency for the City, as appropriate.

- If the incident has or threatens to overwhelm the City's resources to respond, the City should declare a State of Emergency.
- A declaration may be made by the Mayor, Council President or other designated City Councilor. A declaration should be ratified by the Council as soon as practicable.
- The declaration should be submitted to Yamhill County Emergency Management.
- See Section 1.7 of the Basic Plan of the City Emergency Operations Plan for information on the disaster declaration process. A sample disaster declaration form is included in Appendix A.

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Preface

This Emergency Operations Plan (EOP) is an all-hazard plan that describes how the City of Newberg will organize and respond to emergencies and disasters in the community. It is based on, and is compatible with, federal, State of Oregon, and other applicable laws, regulations, plans, and policies, including Presidential Policy Directive 8, the National Response Framework, Oregon Office of Emergency Management plans, and Yamhill County Emergency Operations Plan.

Response to emergency or disaster conditions in order to maximize the safety of the public and minimize property damage is a primary responsibility of government. It is the goal of the City of Newberg that responses to such conditions are conducted in the most organized, efficient, and effective manner possible. To aid in accomplishing this goal, the City of Newberg has, in addition to promulgating this plan, formally adopted the principles of the National Incident Management System, including the Incident Command System and the National Response Framework.

Consisting of a Basic Plan, Functional Annexes aligned with the Yamhill County Emergency Support Functions, and Incident Annexes, this Emergency Operations Plan provides a framework for coordinated response and recovery activities during a large-scale emergency. The plan describes how various agencies and organizations in the City of Newberg will coordinate resources and activities with other federal, State, local, tribal, and private-sector partners.

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Letter of Promulgation

To all Recipients:

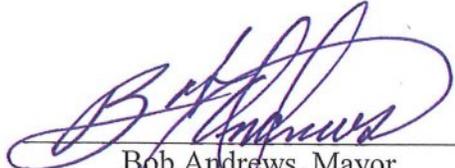
Promulgated herewith is the revised Emergency Operations Plan for the City of Newberg. This plan supersedes any previous plans. It provides a framework within which the City of Newberg can plan and perform its respective emergency functions during a disaster or national emergency.

This Emergency Operations Plan attempts to be all-inclusive in combining the five mission areas of emergency management to ensure that the City is prepared to prevent, protect against, mitigate the effects of, respond to, and recover from the hazards and threats that pose the greatest risk to the City. This includes the following:

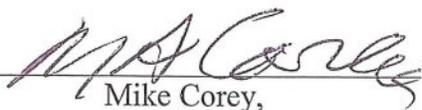
- **Prevention:** activities necessary to avoid, prevent, or stop a threatened or actual act of terrorism.
- **Protection:** activities necessary to secure the City against acts of terrorism and natural or human-caused disasters.
- **Mitigation:** activities that reduce loss of life and property by lessening the impact of disasters.
- **Response:** activities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.
- **Recovery:** activities necessary to assist the community in recovering effectively from a disaster.

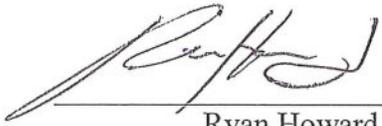
Letter of Promulgation

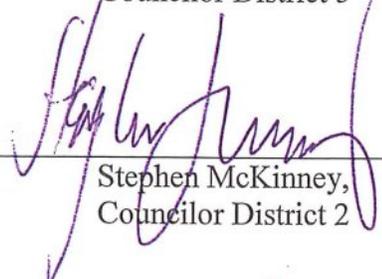
This plan has been approved by the City Council. It will be revised and updated as required. All recipients are requested to advise the Emergency Manager of any changes that might result in its improvement or increase its usefulness. Plan changes will be transmitted to all addressees on the distribution list.


Bob Andrews, Mayor

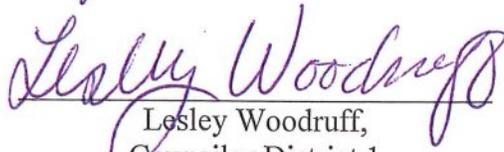

Denise Bacon,
Councilor District 3


Mike Corey,
Councilor District 5


Ryan Howard,
Councilor District 6


Stephen McKinney,
Councilor District 2


Bart Rierson,
Councilor District 4


Lesley Woodruff,
Councilor District 1

12/16/13
DATE

Plan Distribution List

Copies of this plan will be provided to the following jurisdictions, agencies, and persons electronically, unless otherwise indicated. Updates will be provided electronically, when available. Recipients will be responsible for updating their Emergency Operations Plans when they receive changes. The City of Newberg Emergency Manager is ultimately responsible for dissemination of all plan updates. Copies of the plan will be maintained and posted online at www.newbergoregon.gov.

Date	No. of Hard Copies	Location	Title
		Dundee Fire Department	Dundee Fire Chief
	1	Home	Mayor
		Newberg City Hall	City Manager Planning & Building Director Building Official City Attorney Finance Director
		Newberg Library	Library Director
		Newberg Main Fire Station #20	EMS Division Chief Fire Chief Fire Operations Division Chief Fire Marshal
		Newberg Public Safety Building	Police Chief Communications Manager Police Captains Information Tech
		Newberg Public Works Maintenance	Maintenance Superintendent
		Newberg Wastewater Treatment Office	Operations Superintendent
	1	Oregon Office of Emergency Management, Salem, OR	State Domestic Preparedness Coordinator
		Providence Newberg Medical Center	Emergency Preparedness Coordinator

Plan Administration

Date	No. of Hard Copies	Location	Title
		Superintendent's Office	Newberg School District
		Washington County Consolidated Communications Agency, Hillsboro	W.C.C.C.A. Supervisor
		Yamhill County Communications Center, McMinnville Police Dept. Building	Y.C.O.M. Supervisor
		Yamhill County Office of Emergency Mgt., McMinnville	Emergency Manager
		Yamhill Health & Human Services Offices, McMinnville	Dept. Of Health & Human Services
		Yamhill Office of County Commission, McMinnville	Yamhill County Commissioners

Plan Administration

Emergency Operations Plan Review Assignments

Unless otherwise stated, the following table identifies agencies responsible for regular review of specific plan sections and annexes to ensure accuracy. Changes will be forwarded to the Emergency Manager for revision and dissemination of the plan. This does not preclude other departments and agencies with a vital interest in the plan from providing input to the document; such input is, in fact, encouraged. It is also encouraged that plan review be performed concurrently with review of other related City emergency plans and procedures to enhance consistency.

Section/Annex	Responsible Party
Basic Plan	Emergency Manager
Functional Annexes (FAs)	
FA 1 Emergency Services	Emergency Manager Newberg-Dundee Police Department Newberg Fire Department
FA 2 Human Services	Emergency Manager
FA 3 Infrastructure Services	Public Works and Engineering Services
FA 4 Recovery Strategy	Emergency Manager
Incident Annexes (IAs)	
IA 1 – Severe Weather	Public Works and Engineering Services
IA 2 – Flood (including dam failure)	Public Works and Engineering Services
IA 3 – Drought	Public Works and Engineering Services
IA 4 – Wildfire	Newberg Fire Department
IA 5 – Hazardous Materials	Newberg Fire Department
IA 6 – Terrorism (including WMD and CBRNE incidents)	Newberg-Dundee Police Department
IA 7 – Public Health-Related	Emergency Manager
IA 8 – Animal/Agriculture-Related	Emergency Manager
IA 9 – Earthquake/Seismic Activity	Public Works and Engineering Services
IA 10 – Volcanic Activity	Public Works and Engineering Services

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- FA 3 – Infrastructure Services
- FA 4 – Recovery Strategy

Incident Annexes

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- IA 2 – Flood (including dam failure)
- IA 3 – Drought
- IA 4 – Wildfire
- IA 5 – Hazardous Materials
- IA 6 – Terrorism (including WMD and CBRNE incidents)
- IA 7 – Public Health-Related
- IA 8 – Animal/Agriculture-Related
- IA 9 – Earthquake/Seismic Activity
- IA 10 – Volcanic Activity

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Basic Plan

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Introduction

1.1 General

The City of Newberg (City) emergency management mission is to ensure that the City is prepared for a disaster by ensuring coordination of protection prevention, mitigation, response, and recovery activities that increase the City’s capabilities to minimize loss of life and reduce impacts from disasters.

Emergencies are handled effectively in the City every day. These “routine” emergencies are managed by emergency responders as part of their day-to-day responsibilities and are the most common emergency management activities that the City encounters. For the most part, these emergencies are handled by individual responders or a team of responders who work together regularly to save lives, contain threats, and minimize damage. While the principles described in this Emergency Operations Plan (EOP) can also be applied to these daily responses, the plan is primarily designed to offer guidance for larger or more complex incidents related to a broad spectrum of hazards that exceed the response capability and/or resources of front line responders.

No plan can anticipate all the situations and conditions that may arise during emergencies, and on-scene Incident Commanders must have the discretion to act as they see fit based on the specific circumstances of the incident at hand. It is imperative, however, that all jurisdictions and response agencies have a plan that provides general guidance and a common framework for preparing for, responding to, and recovering from emergencies and disasters. This plan promulgates such a framework within the City that will bring a combination of technical capabilities and resources, plus the judgment and expertise of its emergency response personnel, department directors, and other key stakeholders to bear on any incident. This EOP provides the foundation and guidance for use of a common language, fundamental principles, and incident management system necessary to effectively manage incidents within or affecting the City.

No guarantee of a perfect response system is expressed or implied by this plan, its implementing instructions, or procedures. While the City will respond to emergencies to the utmost of its ability, it is possible that some natural or technological disasters may overwhelm the City’s resources. While recognizing this possibility, this plan is designed to help the City fulfill its response function to its maximum capacity.

1.1.1 Whole Community Planning

The “Whole Community” planning approach is based on the recognition that it takes all aspects of a community to effectively prepare for, protect against,

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respond to, recover from, and mitigate against any disaster. This includes all emergency management partners, both traditional and nontraditional, such as volunteer, faith-, and community-based organizations; the private sector; and the public, including survivors of an incident.

Every person who lives or works in the City 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 and self-sufficiency. To the greatest extent possible, the City will assist its citizens in carrying out this responsibility by providing preparedness and mitigation information, and delivering critical public services during a disaster. However, a major emergency is likely to damage the City's critical infrastructure and reduce the workforce available to continue essential government services. Knowledgeable citizens prepared to take care of themselves and their families in the early phases of an emergency can make a significant contribution towards survival and community resiliency.

1.2 Purpose and Scope

1.2.1 Purpose

This EOP outlines the City's approach to emergency response and enhances the City's ability to protect the safety, health, and welfare of its citizens. It describes the City's emergency response organization and assigns responsibilities for various emergency functions, identifies lines of authority and coordination, and communicates the legal basis and references that provide a framework for emergency planning in the City. The EOP:

- Includes all hazards and types of emergencies likely to impact the City.
- Provides a framework for multi-discipline, multi-jurisdictional coordination and cooperation.
- Addresses all phases of a disaster through mitigation, preparedness, response and recovery activities.
- Designates the National Incident Management System (NIMS) as the framework within which all emergency management activities occur.
- Directs use of the Incident Command System (ICS) for managing incident response.
- Identifies roles and responsibilities of City departments, offices and personnel in emergency operations, as well as those of cooperating public- and private-sector agencies.

1. Introduction

- Establishes life safety followed by protection of property and the environment as emergency response priorities.
- Provides a common framework within which the City, Yamhill County (County), special districts and other agencies/organizations can integrate their emergency planning and response and recovery activities.

1.2.2 Scope

The EOP is implemented whenever the City must respond to an emergency incident or planned event whose size or complexity is beyond that normally handled by routine operations. Such occurrences may include natural or human-caused disasters and may impact unincorporated areas of the City, incorporated municipalities, or a combination thereof. This plan is intended to guide the City's emergency operations while complementing and supporting the emergency response plans and procedures of responding agencies, other local governments, special districts, and other public and private-sector entities.

A community's emergency management infrastructure is a complex network of relationships. The EOP establishes roles, responsibilities, and relationships among agencies and organizations involved in emergency operations, greatly facilitating multi-agency and multi-jurisdiction coordination. Using this framework, City departments and agencies that operate under this plan are expected to develop and keep current standard operating procedures (SOPs) that describe how emergency tasks will be performed. Additional responsibilities include ensuring that the training and equipment necessary for response are in place.

The primary users of this plan are elected officials, department heads and their senior staff members, emergency management staff, coordinating response agencies, and other stakeholders that support emergency operations. The general public is also welcome to review non-sensitive parts of this plan to better understand the processes by which the City manages the wide range of risks to which it is subject.

1.3 Plan Activation

Once promulgated by the City Council, this EOP is in effect and may be implemented in whole or in part to respond to:

- Incidents in or affecting the City.
- Health emergencies in or affecting the City.
- Non-routine life-safety issues in or affecting the City.

An emergency declaration is not required in order to implement the EOP or activate the Emergency Operations Center (EOC). The Emergency Manager may

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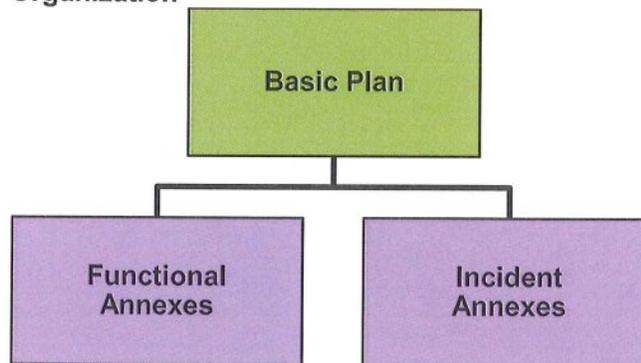
implement the EOP as deemed appropriate for the situation or at the request of an on-scene Incident Commander.

1.4 Plan Organization

The City EOP is composed of three main elements:

- Basic Plan (with appendices).
- Functional Annexes (FAs).
- Incident Annexes (IAs).

Figure 1-1 City of Newberg Emergency Operations Plan Organization



1.4.1 Basic Plan

The purpose of the Basic Plan is to:

- Provide a description of the legal authorities upon which the City has structured its emergency response, including the emergency declaration process, activation of mutual aid agreements, and requests for resources and emergency spending powers.
- Describe the context under which the City will respond to an incident, including a community profile and discussion of hazards and threats facing the community.
- Assign and describe roles and responsibilities for the City's employees tasked with emergency preparedness and response functions.
- Describe a concept of operations for the City that describes how the City will conduct its emergency operations and coordinate with other agencies and jurisdictions.
- Describe the City's emergency response structure, including activation and operation of the City EOC and implementation of ICS.

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- Discuss the City’s protocols for maintaining and reviewing this EOP, including training, exercises, and public education components.

1.4.2 Functional Annexes

The FAs focus on critical tasks, capabilities, and resources provided by emergency response agencies for the City throughout all phases of an emergency. In the event of an incident for which the City’s capabilities and/or resources are limited or exhausted, each annex clearly defines escalation pathways and procedures for requesting additional resources from County agencies. For the purposes of this EOP, information regarding common management functions performed by the City and supporting agencies and organizations is grouped into four FAs, which supplement the information in the Basic Plan:

- FA 1 – Emergency Services.
- FA 2 – Human Services.
- FA 3 – Infrastructure Services.
- FA 4 – Recovery Strategy.

The FAs are designed to be consistent with the 15 Emergency Support Function (ESF) annexes of the Yamhill County EOP. Recognizing that the City relies on Yamhill County or other response partners to provide certain functions, the FAs group information in a manner that streamlines the planning document and better reflects the City’s organization and capabilities. Tables 1-1 shows the relationship between the City’s FAs and the County ESF annexes. This structure is also consistent with the State of Oregon (State) EOP and the National Response Framework (NRF). City emergency personnel should be familiar with the County’s EOP and ESF structure to better understand how the City’s response efforts would be coordinated with the County during an emergency event.

County ESF Annex	City Functional Annex
ESF 1 – Transportation	FA 3 – Infrastructure Services
ESF 2 – Communications	FA 1 – Emergency Services
ESF 3 – Public Works and Engineering	FA 3 – Infrastructure Services
ESF 4 – Firefighting	FA 1 – Emergency Services
ESF 5 – Emergency Management	Basic Plan/FA 1 – Emergency Services
ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services	FA 2 – Human Services
ESF 7 – Logistics Management and Resources Support	Basic Plan

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County ESF Annex	City Functional Annex
ESF 8 – Public Health and Medical Services	FA 2 – Human Services
ESF 9 – Search and Rescue	FA 1 – Emergency Services
ESF 10 – Oil and Hazardous Materials	FA 1 – Emergency Services
ESF 11 – Agriculture and Natural Resources	FA 2 – Human Services
ESF 12 – Energy	FA 3 – Infrastructure Services
ESF 13 – Public Safety and Security	FA 1 – Emergency Services
ESF 14 – Community Recovery	FA 4 – Recovery Strategy
ESF 15 – External Affairs	FA 1 – Emergency Services

1.4.4 Incident Annexes

While this EOP has been developed as an all-hazards planning document, some hazards may require unique considerations. To that end, IAs supplement the Basic Plan to identify critical tasks particular to specific natural and human-caused/ technological hazards identified in Yamhill County’s most current Hazard Identification and Vulnerability Assessment. The IAs are designed as functional checklists that identify step-by-step actions for each hazard through the pre-incident, response, and recovery phases of an incident.

- IA 1 – Severe Weather
- IA 2 – Flood (including dam failure)
- IA 3 – Drought
- IA 4 – Wildfire
- IA 5 – Hazardous Materials
- IA 6 – Terrorism (including WMD and CBRNE incidents)
- IA 7 – Public Health-Related
- IA 8 – Animal/Agriculture-Related
- IA 9 – Earthquake/Seismic Activity
- IA 10 – Volcanic Activity

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

1.5 Relationship to Other Plans

1.5.1 Federal Plans

1.5.1.1 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.

1.5.1.1.1 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 actual act of terrorism.
- Protecting United States citizens, residents, 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.

1.5.1.1.2 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

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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.

1.5.1.2 National Incident Management System

In 2003, Homeland Security Presidential Directive 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.

1.5.1.3 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.

1.5.1.4 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.

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- The overall process by which communities can capitalize on opportunities to rebuild stronger, smarter, and safer.

1.5.2 State Plans**1.5.2.1 State of Oregon Emergency Management Plan**

The Oregon Emergency Management Plan (EMP) is developed, revised, and published by the Director of the Oregon Military Department, Office of Emergency Management (OEM) under the provisions of Oregon Revised Statutes (ORS) 401.092, which are designed to coordinate the activities of all public and private organizations that provide emergency services within the State and to provide for and staff a State Emergency Coordination Center (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 citizens, 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 Emergency Management Organization (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 citizens.

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

- The Oregon Emergency Response System (OERS) receives an alert from an official warning point or agency, indicating an impending or probable incident or emergency.
- The Governor declares issues a State of Emergency.
- A Statewide disaster is imminent or occurring.

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- Terrorist activities or weapons of mass destruction incidents are occurring or imminent.
- An alert, site emergency, or general emergency is declared at the Washington Hanford Nuclear Reservation in Washington State or at the research reactors at Oregon State University or Reed College.
- A localized emergency escalates, adversely affecting a larger area or jurisdiction and exceeding local response capabilities.
- A geographically limited disaster requires closely coordinated response by more than one State agency.
- An affected city or county fails to act.

1.5.3 Yamhill County Plans

The City relies on Yamhill County for many critical services during an emergency, so it is vital for the City to be familiar with the County's plans and how they link with City emergency plans.

1.5.3.1 Yamhill County Emergency Operations Plan

The Yamhill County EOP is an all-hazard plan describing how the County will organize and respond to events that occur in individual cities, throughout the County, and in the surrounding region. The plan describes how various agencies and organizations in the County will coordinate resources and activities with other federal, State, local, tribal, and private-sector partners. Use of NIMS/ICS is a key element in the overall County response structure and operations.

The County EOP Basic Plan describes roles, responsibilities, and concepts of operations, command, and control, while clearly defining escalation pathways and legal authorities involved with critical decision making and resource allocation by local and County governments. The 15 ESF annexes supplement the information in the Basic Plan and are consistent with the support functions identified in State and federal plans. Each ESF serves as an operational-level mechanism for identifying primary and support entities to maintain capabilities for providing resources and services most likely needed throughout all phases of an emergency. In addition, the County EOP contains IAs that provide tactical information and critical tasks unique to specific natural and human-caused/technological hazards that could pose a threat to the County.

If capabilities or resources prove limited or unavailable to the City during an emergency or disaster, escalation pathways and resource request procedures for seeking additional resources through County, State, or federal agencies are clearly defined in each County ESF.

1. Introduction**1.5.3.2 Yamhill County Hazard Mitigation Plan**

The County Natural Hazard Mitigation Plan forms the foundation for the County's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. The plan creates a framework for risk-based decision making to reduce deaths and injuries, property damage, and economic impact from future disasters. Hazard mitigation is sustained action taken to reduce or eliminate long-term risk to people and their property from hazards.

See Chapter 2 for a more detailed hazard analysis.

1.5.3.3 Yamhill County Public Health Emergency Preparedness Program

Yamhill County Health and Human Services is responsible for developing plans to address how public health personnel plan for, respond to, and recover from all hazards that may impact public health, including communicable disease, pandemic scenarios, chemical incidents, radiological incidents, and bioterrorism. The primary document supporting public health emergency operations is the Yamhill County EOP, ESF 8 – Public Health and Medical Services. The department also maintains detailed plans and guidelines for public health personnel responding to a variety of public health incidents that may impact the County.

County public health administrators are charged with the strict and thorough enforcement of the public health laws of Oregon. As part of their duties, they may enact protective public health measures on matters relating to the preservation of life and health of the people of the State. In addition to naturally occurring pandemics, a bioterrorism event may be the most challenging experience the public health arena will ever face. The control of such an epidemic requires a coordinated effort of public health services, public safety agencies, and emergency management organizations traditionally lacking in integrated operations.

1.5.3.4 Yamhill County Community Wildfire Protection Plan

The Yamhill County Community Wildfire Protection Plan reflects a Countywide effort to reduce wildland fire risk to communities and their citizens, the environment, and quality of life within the County. Citizens, fire districts, County staff or elected officials, and agency representatives have worked together to create a plan for implementing fuels reduction projects, fire prevention education campaigns, and other fire-related programs.

Developed by the local coordinating group composed of rural fire protection districts, local government, State and federal agencies, and community-based organizations, this plan's mission is to enhance community safety and values through fuel hazard reduction, risk reduction, and fire prevention and to reduce the risk from wildland fire to life, property, and natural resources in the County.

1. Introduction**1.5.4 City of Newberg Plans**

The City EOP is part of a suite of plans that address various elements of the City's emergency management program. While the EOP is focused on short-term recovery, other plans address the City's approach to mitigation, continuity, and other aspects of emergency management. These plans work in concert with the City EOP, and are outlined below.

1.5.4.1 Continuity of Operations Plan

These plans may be used in conjunction with the EOP during various emergency situations. The COOP details the processes for accomplishing administrative and operational functions during emergencies that may disrupt normal business activities. Part of these plans identifies essential functions of the City, private sector businesses, and community services and delineates procedures developed to support their continuation. COOP elements may include but are not limited to:

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

1.5.5 Agency and Organization-Specific Plans

Agency-specific plans and organizational procedures, such as, but not limited to the Newberg-Dundee 911 Disaster Plan, Capitol Operational Area Emergency Alert System (EAS) Plan, Fire's Major Emergency & Disaster Operations, and the Yamhill County Hazard Mitigation Plan are available to support the City of Newberg EOP. These plans and procedures are interrelated and have a direct influence on the City's preparation prior to a major emergency or disaster, its activities in response to such an emergency or disaster, and its ability to successfully recover from such incidents or events. These plans also provide City, county, regional, and state agencies and entities with a consolidated framework for coordinating activities and resources, thus promoting efficient use of resources during all phases of emergency incident management.

1.6 Authorities

1.6.1 Legal Authorities

In the context of this EOP, a disaster or major emergency is characterized as an incident requiring the coordinated response of all government levels to save the lives and protect the property of a large portion of the population. This plan is issued in accordance with, and under the provisions of, ORS Chapter 401, which establishes the authority for the highest elected official of the City Council to declare a State of Emergency.

The City does not have an office or division of emergency management services separate from its existing departments. However, for the purposes of this plan and consistency with the County and State plans, the City's emergency management structure will be referred to generally as the City EMO, though no formal organization exists. The City EMO will, at a minimum:

- Coordinate planning activities necessary to prepare and maintain the City EOP.
- Manage and maintain the City EOC from which City officials can coordinate emergency and disaster response activities.
- Establish an incident command structure for management of incidents by all local emergency service agencies.
- Coordinate with County and State agencies to integrate effective practices in emergency preparedness and response in a manner consistent with NIMS.

Through promulgation of this plan, the City Manager's Office has been identified as the lead agency in the EMO. The City Manager, given the collateral title of Emergency Manager, has authority and responsibility for the organization, administration, and operations of the EMO. The Emergency Manager may delegate any of these activities to designees, as appropriate.

The City EMO is consistent with NIMS and procedures supporting NIMS implementation and training for the City will be developed and formalized by the City Emergency Manager.

Table 1-2 sets forth the federal, State, and local legal authorities upon which the organizational and operational concepts of this EOP are based.

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Table 1-2 Legal Authorities	
Federal	
–	<u>Executive Order 13347, July 2004, Individuals with Disabilities in Emergency Preparedness</u>
–	<u>Homeland Security Presidential Directive 5: Management of Domestic Incidents</u>
–	<u>National Disaster Recovery Framework</u>
–	<u>National Incident Management System (NIMS)</u>
–	<u>National Preparedness Goal</u>
–	<u>National Response Framework (NRF)</u>
–	<u>Pet Evacuation and Transportation Standards Act of 2006, Public Law 109-308, 2006</u>
–	<u>Presidential Policy Directive 8: National Preparedness (PPD-8)</u>
–	<u>Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.</u>
State of Oregon	
–	<u>Oregon Revised Statutes (ORS) 294.481 – Authorization to Receive Grants or Borrow or Expend Moneys to Respond to Public Emergency</u>
–	<u>OERS 279B.080 – Emergency Procurements</u>
–	<u>ORS 401. Emergency Management and Services</u>
–	<u>ORS 402. Emergency Mutual Assistance Agreements</u>
–	<u>ORS 403. 9-1-1 Emergency Communications System; 2-1-1 Communications System; Public Safety Communications System</u>
–	<u>ORS 404. Search and Rescue</u>
–	<u>ORS 431. State and Local Administration and Enforcement of Health Laws</u>
–	<u>ORS 433. Disease and Condition Control; Mass Gatherings; Indoor Air</u>
–	<u>ORS 476. State Fire Marshal; Protection From Fire Generally</u>
–	<u>ORS 477. Fire Protection of Forests and Vegetation</u>
–	<u>State of Oregon Emergency Operations Plan</u>
Yamhill County	
–	<u>Yamhill County Ordinance 759, as amended</u>
–	<u>Yamhill County Emergency Operations Plan, 2008</u>
City of Newberg	
–	City Resolution

1.6.2 Mutual Aid and Intergovernmental Agreements

State law (ORS 402.010 and 402.015) authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs (e.g., the Omnibus Mutual Aid Agreement). Personnel, supplies, and services may be used by a requesting agency if the granting agency cooperates and extends such services. However, without a mutual aid pact, both parties must be aware that State statutes do not provide umbrella protection, except in the case of fire suppression pursuant to ORS 476 (the Oregon State Emergency Conflagration Act).

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See individual FAs for existing mutual aid agreements.

Copies of these documents can be accessed through the Emergency Manager. During an emergency situation, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

1.7 Emergency Powers**1.7.1 General**

Based on local ordinances and State statutes, a local declaration by the City Council allows for flexibility in managing resources under emergency conditions, such as:

- Diverting funds and resources to emergency operations in order to meet immediate needs.
- Authorizing implementation of local emergency plans and implementing extraordinary protective measures.
- Receiving resources from organizations and individuals initiated through mutual aid and cooperative assistance agreement channels.
- Providing specific legal protection for actions initiated under emergency conditions.
- Setting the stage for requesting State and/or federal assistance to augment local resources and capabilities.
- Raising public awareness and encouraging the community to become involved in protecting their resources.

The City Attorney should review and advise City officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.

1.7.2 City of Newberg Disaster Declaration Process

In the context of the City EOP, a disaster or major emergency is considered an incident requiring the coordinated response of all government levels to save the lives and protect the property of a large portion of the population. In accordance with ORS 401.025 and the City of Newberg Emergency Ordinance, the responsibility for Emergency Management and direction and control in a time of disaster is delegated to the City Manager.

The Emergency Management Organization (EMO), comprised of representatives from the departments of Fire, Police, Public Works, Communications, and the City Manager's Office, is empowered to assume executive control over all departments, divisions, and offices of the City of Newberg during a state of emergency.

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The Mayor, Council President, or other designated City Councilor will make an Emergency Declaration stating that an emergency exists; under such conditions, this plan will be activated. If possible, an Initial Damage Assessment will be conducted by the City prior to requesting State or Federal assistance.

When an emergency or disaster arises, and it is determined conditions have progressed beyond the manpower, equipment, or other resource capabilities of Newberg, assistance will be requested from Yamhill County (see Sec. 1.3.3) and other neighboring jurisdictions in accordance with existing mutual aid agreements and then through state government via notification by Yamhill County Emergency Management to Oregon Emergency Response System (OERS) at 1-800-452-0311.

A declaration shall:

- Describe the nature of the emergency.
- Designate the geographic boundaries of the area where the emergency exists, as well as the portion of the affected area lying within City boundaries.
- Estimate the number of individuals at risk, injured, or killed.
- Describe the actual or likely damage caused by the emergency.
- State the type of assistance or resources required to respond to the emergency.
- Estimate the length of time during which the designated area will remain in an emergency status.
- State the specific regulations or emergency measures imposed as a result of the declaration of emergency.

The declaration of emergency will be written based upon the best information available at the time. It may be amended, based upon additional information or changes in the situation. The City Attorney may be consulted to review the declaration for legality or sufficiency of emergency measures and emergency powers invoked within the document. If County, State, or federal assistance is needed, the declaration must also state that all appropriate and available local resources have been expended and contain a specific request for the type(s) of assistance required.

EOC Command and General Staff have the following responsibilities in the declaration process:

- **EOC Manager:** Present the package to City Council.

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- **Operations:** Identify necessary resources and outline any special powers needed to respond to the emergency. Assist in the Initial Damage Assessment (IDA).
- **Planning:** Provide situation and resource summaries; conduct a windshield survey, IDA, and Preliminary Damage Assessment (PDA).
- **Logistics:** Compile resource requests.
- **Finance:** Track incident costs, assist in the PDA, and coordinate damage survey activities.

See Appendix B for sample Declaration of Emergency forms.

1.7.3 Yamhill County Declaration Process

The Yamhill County Board of Commissioners (BOC), the County Administrator, and/or Yamhill County Sheriff is empowered to issue an Emergency Declaration. Such a declaration will state that an emergency exists and will specify the location and description of the affected area and all jurisdictions included therein. In the context of the County EOP, a declaration of major emergency or disaster is considered for any incident requiring the coordinated response of local governments to protect the lives and property of the population. Under such conditions, the EOP will be activated. The EOC may be activated on either a partial or full basis, depending on the incident. If possible, an IDA will be conducted prior to requesting State or federal assistance. Particular attention will be given to special needs populations to appropriately allocate resources necessary for providing critical services during an emergency.

When an emergency or disaster arises, and it is determined that conditions have progressed or are about to progress beyond the personnel, equipment, or other resource capabilities of the affected municipality or County department, a mayor or County department head shall request that the following officials activate this EOP and the County EOC:

- Yamhill County Emergency Management Director, or designee.
- Yamhill County BOC, or designee.
- Yamhill County Sheriff, or designee.

Yamhill County's local declaration process begins with notification to Oregon Emergency Response Services (OERS) and Yamhill Communications Agency (YCOM) and with an evaluation of the incident scenario to determine what capabilities the community possesses at that point in time and whether there are enough resources to support an effective response. If it is determined that the community is not capable of conducting a proper and effective response, a communication will move through the Emergency Manager (or his/her designee) to the BOC for a formal declaration of emergency or disaster. The local

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declaration will be forwarded to OEM for review and forwarding to the Governor. If the Governor issues an emergency or disaster declaration, OEM, OERS, and Yamhill County will discuss the effective allocation of State resources to support the response. Draft emergency/disaster declaration templates for Yamhill County and incorporated cities are included in Appendix A.

1.7.4 Public Health Emergency

During a pending, suspected, or confirmed Public Health Emergency, Yamhill County Local Public Health Officials will advise the BOC and Emergency Management regarding any decision to issue a Public Health declaration. The BOC will then sign the declaration and forward it to the State for review by the Governor. For the purposes of this document, the term “Local Public Health Officials” refers to the positions of Health Department Administrator, Local Public Health Manager, and the Local Health Officer.

The County Emergency Manager will contact OEM and OERS and, in collaboration with Public Health, decide upon allocation of appropriate State resources to support emergency response objectives.

1.7.5 State Assistance

State assistance may be provided after local resources are exhausted, nearing depletion, or projected to be inadequate and mutual aid agreements have been initiated.

The OEM Operations Officer coordinates with the agencies represented in the State Emergency Coordination Center (ECC) to determine the best way to support local government requests. The Operations Officer evaluates resource requests based on the goals and priorities established by the Director. Agency representatives keep the Operations Officer informed of resources assigned, resources available for commitment, and the status of assigned missions.

State resources are provided to the local emergency management organization or to the local on-scene Incident Commander as agreed by the entities concerned. The OEM Director makes final decisions in cases of conflicting interest such as competing resource requests or priority questions.

1.7.6 Federal Assistance

The Federal Emergency Management Agency (FEMA) provides resources, coordination, planning, training, and funding to support State and local jurisdictions when requested by the Governor.

In the event that the capabilities of the State are not sufficient to meet the requirements as determined by the Governor, federal assistance may be requested. OEM coordinates all requests for federal assistance through the State ECC. FEMA coordinates the Governor’s Presidential request for assistance in accordance with the NRF.

1.8 Continuity of Government

1.8.1 Lines of Succession

In the event that the City Manager, or his/her designee, is unavailable or unable to perform the duties outlined, the duties shall be performed by those officials designated in the line of succession established by City Resolution.

All employees must be trained on the protocols and contingency plans required to maintain leadership within the department. The EMO or designee will provide guidance and direction to department heads to maintain continuity of government and operations during an emergency. Individual department heads within Newberg are responsible for developing and implementing COOP plans to ensure continued delivery of vital services during an emergency.

Table 1-3 provides the policy and operational lines of succession during an emergency for the City.

Emergency Coordination	Emergency Policy and Governance
1. City Manager	1. Mayor
2. City Attorney	2. Council President
3. Police Chief	3. Council members (order of succession)
4. Fire Chief	
5. Planning & Building Director	
6. Finance Director	
7. A designee from any of these departments	

1.8.2 Preservation of Vital Records

Each City department must provide for the protection, accessibility, and recovery of the agency's vital records, systems, and equipment. These are 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 take into account the cost of protecting or reconstructing records weighed against the necessity of the information to achieving the agency mission.

1.9 Administration and Logistics

1.9.1 Request, Allocation, and Distribution of Resources

Requests for State or Federal assistance, including the Oregon National Guard or other military services, will be made through the Yamhill County Office of Emergency Management to the Oregon Emergency Management (OEM) Office in Salem. All requests will be made by the City Manager or authorized designee.

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Newberg must first commit its relevant resources, and then it may request assistance from Yamhill County or mutual aid sources. Once County resources have been committed, a declaration may be requested through the State. In situations where it is apparent that the scope of the emergency will clearly exceed the resources of a city or county, an emergency may be declared and assistance requested prior to resources actually being depleted.

In the case of emergencies involving fires threatening life and structures, the Conflagration Act (ORS 476.510) can be invoked by the governor through the Office of State Fire Marshal, in close coordination with the Newberg Fire Department. The Act allows the State Fire Marshal to mobilize and fund fire resources throughout the State during emergency situations. The Newberg Fire Chief or authorized representative will assess the status of the incident(s), and, after determining all criteria have been met for invoking the Conflagration Act, notify the State Fire Marshal via OERS. The State Fire Marshal reviews the information and notifies the Governor, who authorizes the act.

1.9.2 Financial Management

During an emergency, the City is likely to find it necessary to redirect its funds to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the City Council. If an incident in the City requires major redirection of City fiscal resources, the City Council will meet in emergency session to decide how to respond to the emergency funding needs, declare a state of emergency, and request assistance through the County as necessary. The following general procedures will be carried out:

- The City Council will meet in emergency session to decide how to respond to the emergency funding needs.
- The City Council will declare a State of Emergency and request assistance through the County.
- If a quorum of councilors cannot be reached, and if a prompt decision will protect lives, City resources and facilities, or private property, the City Manager (or designee) may act on emergency funding requests. The Mayor and City Council 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.

For most emergency incidents, normal financial procedures and practices will remain in effect. During a large scale or complex emergency incident, Finance Section expense tracking may be expanded to include City employees, volunteers, contractors, mutual aid responders from other jurisdictions, and donated material.

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Expenditure reports should be submitted to the City Finance Director to identify budgetary shortfalls. The City Human Resources Manager will support procurement issues related to personnel, both volunteer and paid. In addition, copies of expense records and all supporting documentation should be submitted for filing FEMA Public Assistance reimbursement requests.

1.9.2.1 General Protocols

In the event of an emergency requiring activation of the EOC, all purchasing decisions are to be approved by the Finance Section Chief or designee. The following procedures are to be followed to track expenses in the event of an emergency:

- City Finance Officer: Establish a cost center for the emergency incident.
- All Departments: Use existing Purchase Order (PO) City forms and routine purchase procedures to complete the PO form.
- Department head may approve the purchase request based on emergency needs.
- Department Head must identify any special fund from which money is to be spent, e.g. water fund, street fund.
- Route completed PO to City Manager for notification.
- The Department Head is responsible for the proper selection and acquisition of the item or service.
- Upon receipt of the item or service the department shall send the PO and vendor invoice noting that the item or service has been received, to the City Accounting Technician for processing.
- Accounting Technician: prepare a check to the vendor based on the PO and invoice.
- The prepared check will be signed by two to of the following authorized signatures: Finance Director, Assistant Finance Director, City Manager and Mayor.
- Financial Technician will send the signed check to the vendor.

Refer to the City of Newberg Purchasing Manual for additional information regarding financial management procedures to be used throughout the duration of an emergency or disaster.

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1.9.3 Legal Support and Liability Issues

Liability issues and potential concerns among government agencies, private entities, and other response partners and across jurisdictions are addressed in existing mutual aid agreements and other formal memoranda established for the City and its surrounding areas.

1.9.4 Reporting and Documentation

Proper documentation and reporting during an emergency is critical for the City to receive proper reimbursement for emergency expenditures and to maintain a historical record of the incident. City staff will maintain thorough and accurate documentation throughout the course of an incident or event.

The use of reports will vary according to the type of emergency being handled.

- **Messages.** All requests for assistance and all general messages will be handled using the procedures and forms found in the appendices to this EOP.
- **Initial Disaster Report.** This short report is designed to provide city, county and state officials with basic information about an emergency situation.
- **Operational Situation Report.** These reports are compiled daily and forwarded to the Yamhill County Emergency Manager for forwarding to Oregon Emergency Management to keep County and State officials informed about the current status of operations.
- **Duty Officer Log.** A record of major events during EOC operations will be compiled by a member of the support staff under the direction of the Incident Commander or his/her designee.
- **Security Log.** A record of all persons entering and leaving the EOC will be maintained by the security personnel at the entrance.

1.10 Safety of Employees and Family

All department heads (or designees) are responsible for the safety of employees. Employees should attempt to contact their supervisors and managers within the first 24 hours following an incident. Emergency 911 should only be utilized if emergency assistance is needed. Agencies and departments with developed COOP plans will establish alternate facilities and staff locations, as applicable. Notification procedures for employee duty assignments will follow the required procedures established by each agency and department.

During biological incidents or public health emergencies such as influenza pandemics, maintaining a resilient workforce is essential to performing the overall response activities required to protect the City and surrounding community from significant impacts to human lives and the economy. Thus, personnel should be

1. Introduction

provided with tools to protect themselves and their families while they provide health and medical services during a pandemic or other type of public health emergency.

Currently, plans formally addressing the safety and protection of medical personnel and response staff during a biological incident and/or contagious outbreak have not been developed. Safety precautions and personal protective equipment decisions will be specific to the type of incident and will require just-in-time training among the first responder community and other support staff to implement appropriate procedures.

If necessary, the Oregon Occupational Safety and Health Administration, in coordination with the Oregon Health Authority, may provide assistance and guidance on worker safety and health issues. Information about emergency procedures and critical tasks involved in a biological emergency incident or disease outbreak is presented in ESF 8 of the County EOP.

While all City agencies and employees are expected to contribute to the emergency response and recovery efforts of the community, employees' first responsibility is to their own and their families' safety. Each employee is expected to develop family emergency plans to facilitate family safety and self-sufficiency, which in turn will enable employees to assume their responsibilities to the County and its citizens as rapidly as possible.

Processes that support employees and their families during emergency situations or disasters should be further developed through ongoing Continuity of Operations (COOP) planning.

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Situation and Planning Assumptions

2.1 Situation

The City of Newberg is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Natural hazards include droughts, floods, wildfires, and winter storms. The threat of a chemical, biological, radiological, nuclear, or explosive incident is present as well. Other disaster situations could develop from hazardous material accidents, health-related incidents, conflagrations, major transportation accidents, or acts of terrorism.

Newberg is located approximately 25 miles southwest of Portland, Oregon on US Highway 99W on the northeast side of Yamhill County. Although conveniently situated near the many assets of the Portland metropolitan area, the community retains a distinct physical separation from the metro region, buffered by a greenbelt of rural forests and farmlands. The Chehalem Mountains surrounding the community and the broad Willamette River create a natural bowl. These natural features make the environment and population potentially vulnerable to natural disaster situations.

It is impossible to predict exactly when disasters will occur, or the extent to which they will affect the City. With careful planning and collaboration among public agencies, private sector organizations, and citizens within the community it is possible to minimize the losses that can result from natural disasters. In addition, Newberg is subject to technological and human-caused hazards such as fire, water system failure, industrial and transportation accidents, hazardous materials spills, deliberate acts of terrorism, and civil disorder.

The City has flood-prone areas along the Willamette River and its tributaries. Smaller areas of the city are subject to wildland/urban interface fire and landslide risks. Other natural hazards in Newberg may include droughts, winter storms, and earthquakes. Potential human-caused disasters include hazardous material releases, conflagration, and major transportation accidents. The Yamhill County Hazard Mitigation Plan (HMP) provides a summary of the cultural and physical geography of the County and identifies and describes potential hazards that are likely to affect Yamhill County's cities, their history, probability of occurrence, and intensity of threat, as well as the vulnerability of the community.

According to Portland State University's Population Research Center, Newberg's July 1, 2012 population was 22,300. According to the U.S. Census Bureau,

2. Situation and Assumptions

Newberg's population as of April 1, 2010 was 22,068. Newberg is the second largest city in Yamhill County. According to the 2007-2011 American Community Survey, approximately 13% of Newberg's population over the age of five speaks a language other than English at home. The most common other language is Spanish, with approximately 10% of the population speaking that language at home. Approximately 55%, or about 1,500 of those who do not speak English at home report speaking English less than very well. An inability to speak or read English may present a challenge to the City because instructions for self-protective action and general disaster information are usually provided only in English. In certain areas of Newberg, it may be advisable for emergency response agencies to arrange for translation of the instructions and for providing information in different languages.

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

Newberg is bisected by one of Oregon's major transportation routes, Highway 99W, from the Portland-metro area to the Central Oregon Coast. Two lesser State routes also carry vehicular traffic into and through Newberg. State Highway 240 traverses westerly from Newberg, through the Chehalem Valley and in to the town of Yamhill. State Highway 219, a north-south route from Hillsboro, traverses over Chehalem Mountain, through downtown Newberg, and continues south to the communities of St. Paul, Woodburn, and Silverton. These major transportation arteries accommodate a heavy portion of commercial and recreational traffic between the Coast and Central Oregon increasing vulnerability to hazardous material incidents and transportation system failures.

A major disaster or emergency may cause environmental damage, injuries, property loss, and disruption of essential public services and could impact regional economic, physical, and social infrastructures. The extent of casualties and damage will reflect factors such as when the event occurs, how severe it is, weather conditions, population density, and the possible triggering of secondary risks, such as fires and floods. Initial emergency response activities focus primarily on minimizing loss of life, property, and damage to critical infrastructure, including cultural and economic assets. Historically, these activities have been carried out by traditional first responders, such as fire services and law enforcement. Local governments develop, maintain, and implement EOPs and associated training programs that address all hazards. Agency-specific procedures and protocols established for support functions and critical tasks will be implemented in conjunction with the City EOP as needed or required (See Vol. 2 & 3).

2. Situation and Assumptions

A number of emergency situations can result in overwhelming the capabilities and resources of local governments and jurisdictions during response operations. Thus, it is imperative this jurisdiction establish clear lines of authority, formalize resource request and allocation procedures, and activate contingency plans, including mutual aid agreements, to acquire additional regional, state, and Federal resources as needed.

2.1.1 Community Profile

2.1.1.1 Geography

Newberg is in the eastern part of Yamhill County, Oregon. Newberg is about 25 miles southwest of Portland, about 30 miles north of Salem, and about 14 miles northeast of McMinnville. It is at latitude: 45.3 degrees north and longitude:- 122.97 west.

Newberg's average elevation is 176 feet above sea level. To the north is the Chehalem Mountains, to the east is Parrett Mountain, to the south is the Willamette River, and to the west is level farm land.

2.1.1.2 Demographics

According to Portland State University's Population Research Center, Newberg's July 1, 2012 population was 22,300. According to the U.S. Census Bureau, Newberg's population as of April 1, 2010 was 22,068. Yamhill County's 2010 Census population count is 99,193.

According to the 2010 Census, 25.2% (5,558) of the population is under 18 years of age. 14.2% (3,138) of the population is under 10 years of age. 12% (2,648) is 65 years and older.

2.1.1.3 Economy

Newberg's economy has four major sectors: manufacturing, education, health care, and wine/tourism. The largest employer is A-dec, a dental equipment manufacturer. In 2010, their employment was 952. The second largest employer is Newberg School District with 566 employees. Providence Newberg Medical Center is third with 545 employees, followed by George Fox University with 412. Other major manufacturers include SP Fiber Technologies with 265 employees, Climax Portable Machine Tools with 131, and Harris Thermal with 68. The largest tourism employer is the Allison Inn and Spa, with 165 employees. Newberg also has several retail stores, with the largest being Fred Meyer and Safeway.

2.1.1.4 Education

Newberg School District is the local public school system. The district operates four elementary schools (Joan Austin, Crater, Mabel Rush, and Edwards), two middle schools (Chehalem Valley and Mountain View), and one high school (Newberg) in Newberg. The School District also operates the Springbrook

2. Situation and Assumptions

Education Center, which provide alternative education options for middle and high school students.

Two private schools offer elementary and secondary education in Newberg: C.S. Lewis Academy and Veritas School.

Portland Community College operates a campus on Werth Boulevard. The campus has an enrollment of around 600.

George Fox University operates its campus in Newberg. The university serves over 2,000 students in Newberg.

2.1.1.5 Transportation

Three state highways cross Newberg. Highway 99W crosses east-west through the center of Newberg. Highway 99W connects the Portland metropolitan area to the northeast with McMinnville and the western Willamette Valley to the southwest. The Highway is a statewide freight route. Highway 99W is also known as Pacific Highway West No. 91, Herbert Hoover Highway, and Portland Road (east of River Street). The highway splits into a couplet in downtown Newberg, with the eastbound (northbound 99W) street on First Street, and the westbound (southbound 99W) being Hancock Street.

Highway 219 also crosses Newberg north-south. Highway 219 connects Hillsboro to the north with St. Paul, Woodburn, and Silverton to the south. The highway is also known as Hillsboro-Silverton Highway No. 140, North College Street (from the Bell Road to First Street), and St. Paul Highway (east and south of Villa Road). The highway is coterminous with Highway 99W east of College Street on the Hancock Street/First Street couplet.

Highway 240 begins in Newberg at Main Street and First Street (Highway 99W). Highway 240 connects Newberg with Yamhill and the Chehalem Valley. The highway also is known as Yamhill-Newberg Highway No. 151 and Main Street (from First Street to Illinois Street).

Newberg is served by the Portland & Western Railroad which offers freight service as needed. The rail line runs east-west through Newberg and connects the Portland metropolitan area and the western Willamette Valley. There is a rail spur running from this line to the SP Fiber campus. This spur carries several trips daily serving the paper mill.

Sportsman Airpark is a privately owned, public use general aviation airport that operates in Newberg. The Airpark offers service to small aircraft including fuel sales, maintenance, and parking.

2.1.1.6 Community Events

Newberg holds the annual Old Fashioned Festival the last full weekend in July. The festival runs from Thursday to Sunday. The festival includes a parade on Saturday morning that runs on Meridian Street, Second Street, Main Street, Third

2. Situation and Assumptions

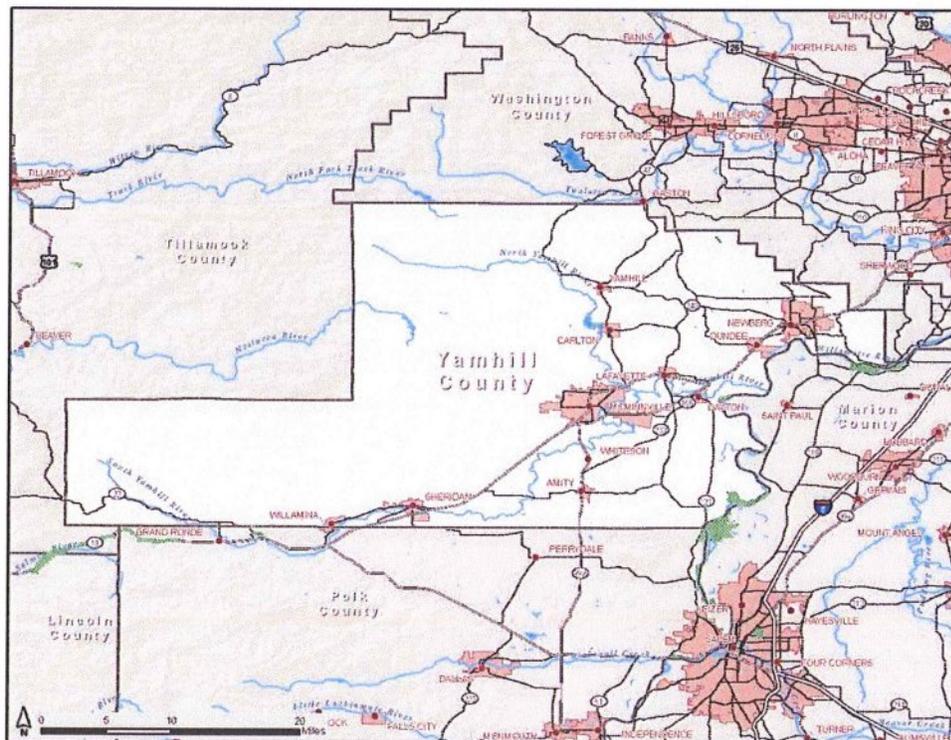
Street, and Blaine Street. The festival is held primarily in Memorial Park (5th Street and Blaine Street) and Renne Field (Blaine Street south of 6th Street)

Newberg has hosted the Oregon Special Olympics the second weekend of July. The Special Olympics holds events at Newberg High School and various other locations in the community.

Figure 2-1 Map of City of Newberg



Figure 2-2 Map of Yamhill County



2. Situation and Assumptions

2.1.2 Threat/Hazard Identification

The City may be subject to a variety of natural, technological, and human-caused hazards and threats.

- **Natural Hazards.** Result from acts of nature.
- **Technological Hazards.** Result from accidents or failures of systems and structures.
- **Threats or Human-Caused Incidents.** Result from intentional actions of an adversary.

Table 2-1 identifies the hazard/threat most likely to impact the City based on the community’s vulnerability and the resulting potential impacts of the hazard or threat.

Natural	Technological	Human-Caused
<ul style="list-style-type: none"> • Earthquake • Erosion and Drought • Flood • Landslides • Volcano • Wildland Fire • Wind • Winter Storms 	<ul style="list-style-type: none"> • Disruption of Transportation and Utility Systems • Hazardous Materials Incident 	<ul style="list-style-type: none"> • Terrorism

See the County Natural Hazard Mitigation Plan for more information regarding natural hazards for the area.

2.1.2.1 Flood

FEMA FIRMs were used to outline the 100-year and 500-year floodplains for Newberg. The 100-year floodplain delineates an area of high risk, while the 500-year floodplain delineates an area of moderate risk. Identification of specific sites subject to localized flooding during winter storms is based on historical occurrences of repetitive flooding events during past winter storm events. Flood prone sites identified in the 2007 Yamhill County Multi- Hazard Mitigation Plan are for combination of over bank flooding from streams and rivers and from local storm water drainage flooding. Flooding at these sites depends heavily on specific local rainfall and drainage conditions. Winter storm flooding and wind impacts may affect infrastructure and buildings, and localized flooding very commonly affects the transportation system.

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2.1.2.2 Winter Storms

The natural hazards resulting from winter storms, such as ice, cold, wind and floods, are often widespread. A single event is capable of impacting all critical facilities and infrastructure within Newberg, and therefore everything is considered to have a winter storm risk. The winter flood risk is included within the Flood exposure analysis.

ENSO (El Niño and La Niña) events cause large scale weather pattern changes throughout Yamhill County, and across the entire State of Oregon. In Newberg, El Niño periods are generally drier, with an increased likelihood of drought. La Niña periods tend to be wetter and colder, with an increased risk of winter storm and the associated hazards it brings, particularly localized or widespread flooding, debris slides and landslides.

The topography in Newberg protects the jurisdiction from much of the severe winter snows coming from the east and out of the Columbia Gorge. However, Newberg has sporadically (every five or six years) received snowfall sufficient to disrupt transportation in and through the Newberg area. Snow depths of 3-6" can cause a slow-down in inner-city transportation, and major problems on Highway 99W over Rex Hill (on Parrett Mountain) and the Chehalem Mountain summit on Highway 219. City of Newberg does not maintain snow removal equipment and the Oregon Department of Transportation's (ODOT) snow-removal responsibilities include a much wider area than just Newberg. Additionally, major traffic crashes at two highway entrances into town (Hwy. 99W from the west and Hwy. 219 at the Willamette River Bridge) coupled with a significant weather event (severe snow and/or ice storm) on 99W/Rex Hill and Chehalem Mountain could render Newberg isolated.

2.1.2.3 Landslides

Severe storms in Newberg may include heavy rainfall with potential to cause widespread landslides. Potential debris flows and landslides can impact transportation and rail routes, utility systems, and water and waste treatment infrastructure, along with public, private, and business structures located adjacent to steep slopes, along riparian embankments, or within alluvial fans or natural drainages. Response and recovery efforts will likely vary from minor cleanup to more extensive utility system rebuilding. Utility disruptions are usually local and terrain dependent. Damages may require re-establishing electrical, communication, and gas pipeline connections occurring from specific breakage points. Initial debris clearing from emergency routes and high traffic areas may be required. Water and waste water utilities may need treatment to quickly improve water quality by reducing excessive water turbidity and re-establishing waste disposal capability. The City water supply reservoirs could potentially be damaged by landslides as they are located on the hillsides to the north and east of the City.

2. Situation and Assumptions

2.1.2.4 Wildland Fire

A comprehensive risk analysis of fire risk is provided in the Yamhill County Multi-Hazard Mitigation Plan. Wildland fire hazard areas were identified using a model incorporating slope, aspect, and fuel load. South-facing, steep, and heavily vegetated areas were assigned the highest fuel values while areas with little slope and natural vegetation were assigned the lowest fuel values. Risk levels of moderate, high, very high, and extreme were assigned to the entire region based on the results of this modeling. Wildland/urban interface fires are of concern for Newberg mitigation planning.

2.1.2.5 Earthquake

Based on PGA (Peak Ground Acceleration) shake maps produced by the USGS, the western portion of Oregon is likely to experience higher levels of shaking than the eastern portion, as a result of its proximity to the Cascadia Subduction Zone. Ground movement in both areas however is likely to cause damage to weak, unreinforced masonry buildings, and to induce small landslides along unstable slopes. As well as landslides, earthquakes can trigger other hazards such as dam failure and disruption of transportation and utility systems.

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

2.1.2.6 Volcano

Due to its proximity to the Cascades Range, Newberg will likely only experience damage from volcanic eruption columns and clouds which contain volcanic gases, minerals, and rock. The columns and clouds form rapidly and extend several miles above an eruption. Solid particles within the clouds present a serious aviation threat, can distribute acid rain (sulfur dioxide gas and water), can create risk of suffocation (carbon dioxide is heavier than air and collects in valleys and depressions threatening human and animals), and pose a toxic threat from fluorine which clings to ash particles potentially poisoning grazing livestock and contaminating domestic water supplies.

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2.1.2.7 Wind

Buildings, utilities and transportation systems in open areas, natural grasslands, or agricultural lands are vulnerable to wind damage. Impacts associated with wind can include damage to power lines, trees, and structures, and can also cause temporary disruptions of power. Additionally, high winds can cause significant damage to forestlands.

As development occurs, larger stands of trees may be thinned, leaving smaller stands of trees vulnerable to high wind damage.

2.1.2.8 Erosion and Drought

State-wide droughts have historically occurred in Oregon, and as it is a region-wide phenomenon, all residents are equally at risk. Structural damage from drought is not expected; rather the risks apply to humans and resources. The agriculture industry is vital to Newberg's local economy. Historically, farming, livestock, nursery crops, and viticulture have been affected. The City water supply well fields are located adjacent to the Willamette River may be impacted by drought conditions. In addition, it is very likely that drought conditions would have a significant impact to the City operated hillside springs water supply system located on the north side of Newberg. Any future droughts would have tangible economic, and potentially human, impacts.

2.1.2.9 Disruption of Transportation and Utility Systems

Transportation system disruption impacts range from effects on life, health, and safety (emergency vehicle mobility, access to hospitals, access to evacuation routes, access to vital supplies if transport is seriously disrupted for a long time) to economic effects of delays, lost commerce, and lost time.

Similarly, disruption of utility systems can affect the City at the level of commerce and recreation as well as at the level of fundamental health and safety. County-wide as well as localized areas of disruption are likely to impact all residents equally. Water treatment plants are not located in flood-prone areas and not subject to inundation.

The Portland & Western Railroad (PNWR), company operates on the rail line through Newberg. Commodities that may be transported via PNWR include aggregates, brick & cement, chemicals, construction & demolition debris, food & feed products, forest products, metallic ores & minerals, and steel and scrap. A secondary rail line extends southerly from the PNWR sidings to the paper mill located in southeast Newberg. Accidents associated with this rail line route may involve crashes with motor vehicles as the train moves through uncontrolled street intersections along its route to the mill.

2.1.2.10 Hazardous Materials Incident

The EPA's Environmental Facts Multisystem Query was used to locate hazardous waste handling facilities and businesses that generate hazardous waste from their activities. As of April 2012, 68 such facilities are located in Newberg. Structural

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fires involving hazardous material pose the greatest risk to emergency response resources.

Potentially at risk, the Willamette River, one of the State's major north/south waterway lies along the southern border of the City. Once a major transportation route, the Willamette River now serves as a major recreation area for Portland metropolitan-area boaters. In Yamhill County, every gas station along the highway 99W corridor could be the destination of 5,000 gallons of flammable liquid (gasoline) on a regular basis. Every hardware store and supermarket is a destination for corrosives (oven cleaner), insecticides, and flammables (charcoal starter, lighter fluid, etc.)

One of the most serious threats for a major hazardous materials disaster in the City is due to the railroad line running through the middle of Newberg. Railroads have the potential to transport hazardous materials in large quantities. Tank cars can range in size up to 34,500 gallons, while boxcars can carry up to 100 tons. Along with these sizeable single boxcar capacities is the fact that multiple boxcar loads of hazardous materials (not always compatible) may be in the same train, and frequently placed together.

Other factors in determining the potential risk are the occupancies located close to the railroad right-of-way. The rails travel through mainly residential and industrial areas, and cross major highway arterials through Newberg on the west end of the City. One of the largest target hazards for loss of life in Newberg, a multi-story senior citizen residential care facility, is located within a few hundred feet of the main railroad right-of-way.

2.1.2.11 Terrorism

It is difficult to determine the scope of any terrorist threat to Newberg. Although there seem to be few high-profile targets present, it is impossible to predict future terrorist events. Depending on the extent of the action, the community may suffer economic loss, disruption of utilities, and cleanup relating to explosions and other facility damages. Structural damage, injuries or casualties may occur, however, it is beyond the scope of this analysis to estimate any impacts.

2.1.2.12 Hazards that Originate in Neighboring Jurisdictions

In addition to the hazards identified above, hazards that originate in neighboring jurisdictions may create hazard conditions within the City. These hazards include:

- **Tsunami.** As the City is located adjacent to a travel route from the Oregon coast, the City may be impacted by this proximity and the associated needs of residents fleeing a tsunami. The City may be additionally impacted if a regional earthquake is the cause of the tsunami.

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2.1.3 Hazard Analysis

In the Hazard Analysis, each hazard and threat described above is scored using a formula that incorporates four independently weighted rating criteria (history, vulnerability, maximum threat, and probability) and three levels of severity (low, moderate, and high). For each hazard, the score for a given rating criterion is determined by multiplying the criterion’s severity rating by its weight factor. The four rating criteria scores for the hazard are then summed to provide a total risk score for that hazard. Note that while many hazards may occur together or as a consequence of others (e.g., dam failures cause flooding, and earthquakes may cause landslides), this analysis considers each hazard as a singular event.

Table 2-2 Yamhill County Hazard Analysis Matrix (6/15/12)					
Hazard	Rating Criteria with Weight Factors				Total Score
	History ¹ (WF=2)	Vulnerability ² (WF=5)	Max Threat ³ (WF=10)	Probability ⁴ (WF=7)	
<i>Score for each rating criteria = Rating Factor (High = 10 points; Moderate = 5 points; Low = 1 point) X Weight Factor (WF)</i>					
1. Pandemic	2 x 8 = 16	5 x 10 = 50	10 x 10 = 100	7 x 9 = 63	229
2. Severe Cold	2 x 9 = 18	5 x 9 = 45	10 x 8 = 80	7 x 9 = 63	206
3. Severe Heat	2 x 9 = 18	5 x 6 = 30	10 x 8 = 80	7 x 8 = 56	184
4. Earthquake	2 x 4 = 8	5 x 9 = 45	10 x 8 = 80	7 x 7 = 49	49
5. Flood	2 x 10 = 20	5 x 8 = 40	10 x 5 = 50	7 x 10 = 70	180
6. Windstorm	2 x 9 = 18	5 x 6 = 30	10 x 7 = 70	7 x 8 = 56	174
7. Landslide	2 x 8 = 16	5 x 6 = 30	10 x 6 = 60	7 x 9 = 63	169
8. HazMat	2 x 3 = 6	5 x 4 = 20	10 x 10 = 100	7 x 6 = 42	168
9. Wildfire	2 x 4 = 8	5 x 3 = 15	10 x 7 = 70	7 x 10 = 70	163
10. Terrorism	2 x 3 = 6	5 x 6 = 30	10 x 6 = 60	7 x 6 = 42	138
11. Dam Failure	2 x 1 = 2	5 x 3 = 15	10 x 3 = 30	7 x 3 = 21	67
Notes:					
1. History addresses the record of previous major emergencies or disasters. Weight Factor is 2. Rating factors: high = 4 or more events in last 100 years; moderate = 3 events in last 100 years; low = 1 or 0 events in last 100 years.					
2. Vulnerability addresses the percentage of population or property likely to be affected by a major emergency or disaster. Weight Factor is 5. Rating factors: high = more than 10% affected; moderate = 1%-10% affected; low = less than 1% affected.					
3. Maximum Threat addresses the percentage of population or property that could be affected in a worst case incident. Weight Factor is 10. Rating factors: high = more than 25% could be affected; moderate = 5%-25% could be affected; low = less than 5% could be affected.					
4. Probability addresses the likelihood of a future major emergency or disaster within a specified period of time. Weight Factor is 7. Rating factors: high = one incident within a 10-year period; moderate = one incident within a 50-year period; low = one incident within a 100-year period.					

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2.1.4 Capability Assessment

The availability of the City's physical and staff resources may limit its capability to conduct short- and long-term response actions on an independent basis. City response capabilities are also limited during periods when essential staff is on vacation, sick, or under furlough due to budgetary constraints.

The City has not developed a formal capabilities assessment to date. Should one be developed in the future, it will summarize the jurisdiction's prevention, protection, response, and recovery capabilities involving the defined hazards. It will also further describe the jurisdiction's limitations on the basis of training, equipment, and personnel.

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Table 2-3 Core Capabilities by Mission Area				
Prevention	Protection	Mitigation	Response	Recovery
Planning				
Public Information and Warning				
Operational Coordination				
<ul style="list-style-type: none"> • Forensics and Attribution • Intelligence and Information Sharing • Interdiction and Disruption • Screening, Search, and Detection 	<ul style="list-style-type: none"> • Access Control and Identify Verification • Cybersecurity • Intelligence and Information Sharing • Interdiction and Disruption • Physical Protective Measures • Risk Management for Protection Programs and Activities • Screening, Search, and Detection • Supply Chain Integrity and Security 	<ul style="list-style-type: none"> • Community Resilience • Long-Term Vulnerability Reduction • Risk and Disaster Resilience Assessment • Threats and Hazard Identification 	<ul style="list-style-type: none"> • Critical Transportation • Environmental Response/Health and Safety • Fatality Management Services • Infrastructure Systems • Mass Care Services • Mass Search and Rescue Operations • On-Scene Security and Protection • Operational Communications • Public and Private Services and Resources • Public Health and Medical Services • Situational Assessment 	<ul style="list-style-type: none"> • Economic Recovery • Health and Social Services • Housing • Infrastructure Systems • Natural and Cultural Resources

2.1.5 Protection of Critical Infrastructure and Key Resources

Critical Infrastructure and Key Resources (CIKR) are owned and operated by the City or local partners and support the delivery of critical and essential services. These resources are necessary to ensure the City’s security, public health and safety, and economic vitality. CIKR includes the assets, systems, networks, and functions that provide vital services to cities, states, regions, and, sometimes, the nation. Emergencies, natural hazards, and terrorist attacks on CIKR could significantly disrupt those activities, produce cascading effects, and result in

2. Situation and Assumptions

large-scale human suffering, property destruction, economic loss, and damage to public confidence and morale.

Key facilities that should be considered in infrastructure protection planning include:

- Structures or facilities that produce, use, or store highly volatile, flammable, explosive, toxic, and/or water-reactive materials.
- Government facilities, such as departments, agencies, and administrative offices.
- Hospitals, nursing homes, and housing likely to contain occupants who may not be sufficiently mobile to avoid death or injury during a hazard event.
- Police stations, fire stations, vehicle and equipment storage facilities, and EOCs that are needed for disaster response before, during, and after hazard events.
- Public and private utilities and infrastructure that are vital to maintaining or restoring normal services to areas damaged by hazard events.

2.2 Assumptions

This EOP is based on the following assumptions and limitations:

- Essential City services will be maintained as long as conditions permit.
- An emergency will require prompt and effective response and recovery operations by City emergency services, disaster relief, volunteer organizations, and the private sector.
- All emergency response staff are trained and experienced in operating under the NIMS/ICS protocol.
- Each responding City and County agency will utilize existing directives and procedures in responding to major emergencies and disasters.
- Environmental, technological, and civil emergencies may be of a magnitude and severity that require State and federal assistance.
- County support of City emergency operations will be based on the principle of self-help. The City will be responsible for utilizing all available local resources, along with initiating mutual aid and cooperative assistance agreements before requesting assistance from the County.

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- Considering shortages of time, space, equipment, supplies, and personnel during a catastrophic disaster, self-sufficiency will be necessary for the first hours or days following the event.
- Local emergency planning efforts focus on accommodating residents while preparing for changes in population trends throughout the year. However, significant increases to the local population may introduce challenges in meeting the needs of non-residents and other travelers during an emergency or disaster.
- All or part of the City may be affected by environmental and technological emergencies.
- The United States Department of Homeland Security provides threat conditions across the United States and identifies possible targets.
- A terrorist-related incident or attack may occur without warning. If such an attack occurs, the City could be subject to radioactive fallout or other hazard related to weapons of mass destruction. In accordance with national nuclear civil protection policy, two options have been developed to counteract such a threat: population protection and shelter-in-place programs.
- Outside assistance will be available in most major emergency/disaster situations that affect the City. Although this plan defines procedures for coordinating such assistance, it is essential for the City to be prepared to carry out disaster response and short-term actions on an independent basis.
- Control over City resources will remain at the City level even though the Governor has the legal authority to assume control in a State Declaration of Emergency.
- City communication and work centers may be destroyed or rendered inoperable during a disaster. Normal operations can be disrupted during a general emergency; however, the City can still operate effectively if public officials, first responders, employees, volunteers, and residents are:
 - Familiar with established policies and procedures
 - Assigned pre-designated tasks
 - Provided with assembly instructions
 - Formally trained in their duties, roles, and responsibilities required during emergency operations.

2. Situation and Assumptions

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3

Roles and Responsibilities

3.1 General

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

In response to an emergency, the City of Newberg has developed a plan to incorporate NIMS and implement ICS. Following NIMS guidelines, each department is responsible for updating the training roster, ensuring critical response personnel and essential support staff are identified and trained at a level enabling effective execution of existing response plans, procedures, and policies.

3.1 City Government

The Newberg City Council is charged by ORS 401.305 with the responsibility of establishing an emergency management organization, which has been implemented through the adoption of the City's Emergency Ordinances. The City Manager, or his designee, has been appointed by the Council as the Emergency Manager (EM). The Emergency Manager is responsible for developing a city wide emergency management program that will provide a coordinated response to a major emergency or disaster.

Under normal conditions, the City Manager, or designee, acting as the overall Emergency Manager for the City, performs tasks necessary for the coordination and provision of all City functions and services. These tasks may include assisting the Mayor and City Council in setting City policy, providing leadership and supervision to the individual department managers and the City staff in general, and receiving, processing, and facilitating public comments, input, and concerns. The City Emergency Management Program (CEMP) provides the nucleus for emergency operations by coordinating information and resources to support roles and responsibilities assigned by this plan. During any type of emergency, the following functions and tasks typically require coordination by the City government:

- Search and Rescue (not including Urban Search and Rescue);

3. Roles and Responsibilities

- Emergency medical treatment;
- Disaster reporting;
- Transportation of victims and displaced persons;
- Repair and recovery of essential community services; and
- Dissemination and management of public information and emergency instructions.

The Newberg EM is responsible for the following common tasks:

- Assigning personnel to City EOC;
- Notifying department personnel and implementing established call-down procedures to contact key stakeholders and essential staff;
- Establishing ICS;
- Providing training to key personnel and emergency response staff;
- Protecting vital records, materials, facilities, and services; and
- Providing information and instructions to personnel regarding self-protection and minimizing exposure resulting from particular hazards associated with the emergency.

3.2 Emergency Management Organization

The EMO is a standing organization of City department representatives that is responsible for the continued updating and refinement of this EOP and the companion documents, Volumes 2 & 3, including the Emergency Support Functions (ESFs), and Incident Annexes. The overall task of the EMO is to provide the institutional framework, operating procedures, and trained personnel that will be utilized by the City's Emergency Operations Organization when it is activated.

The EMO or delegated IMT, which employs the ICS model, is activated on an ad hoc basis for emergency situations and/or events. It provides the structure for an integrated response of the City and the community to an actual disaster or emergency situation.

Each City department and any other agency referenced to in this plan is responsible for developing and maintaining its own standard operating procedures and guidelines that are consistent with this plan, in addition to carrying out specific duties that may be assigned as a part of this plan.

If a major incident occurs during non-working hours, critical City employees, who have direct public safety responsibilities or have been designated by their

3. Roles and Responsibilities

department, have a responsibility to report to work as soon as self-preservation concerns for themselves and their families have been met (advance family planning and preparations should be made to the extent possible, to allow immediate return to work).

All other City employees should follow departmental procedures for emergency situations, if possible, or tune to local radio/television for EAS (Emergency Alert System) broadcasts and listen for direction. Employees may also check the City website for City office status.

3.2.1 Prioritization of Resources

The preservation of human lives will take precedence over property protection for decisions involving resource allocation and prioritization.

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

First Priority: Protection of Life

1. Responders;
2. At risk populations;
3. Public at large.

Second Priority: Incident Stabilization

1. Protection of response resources;
2. Isolation of the impacted area;
3. Containment of the incident.

Third Priority: Property Protection

1. Public facilities and infrastructure essential to life safety or emergency response;
2. The environment where degradation will adversely impact public safety;
3. Publicly owned resources and property;
4. Private property as it alleviates a risk to public safety or negatively impacts public property;
5. Private property in general to the extent that resources are available.

3. Roles and Responsibilities

3.3 Staff Utilization

In response to a major emergency within its jurisdictional boundaries, Newberg EOC staff may be activated upon the direction of the City Manager or his/her designee, or a core member of the EMO's Incident Management Team (IMT).

3.3.1 Extended Operations

In the event of extended operations, the shelter and feeding of the emergency workers may become a need. The Incident Commander may designate a shelter for emergency workers. This shelter should be separate from any relocation areas designated for general public use. When the Incident Commander deems necessary, an Emergency Care Unit (ECU) may be created, under the Logistics Section, with the primary responsibility for the care (sleep, relief, emergency medical attention, family notifications, etc.) and feeding of emergency workers. Volunteer Organizations Active in Disaster such as, but not limited to the Salvation Army and the American Red Cross may have secondary responsibility for this function. Extended operations also require consideration be given to relief personnel for emergency workers. Mutual Aid becomes a primary source of relief personnel.

During extended operations, those in excess of 24 hours, experience has shown that emergency workers have reasonable worries about the well-being and safety of their families. With that in mind the ECU will establish, in extended operation situations, a pool of workers who shall be available to:

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

3.4 Function-Specific Roles and Responsibilities

Task assignments for major emergency response operations are primarily an extension of services that are provided on a daily basis by all departments and agencies. The following list should not necessarily be considered all-inclusive but should cover most major emergency operations and is generally consistent with the state and Federal response plans.

3.4.1 Emergency Management Services

When Newberg's EOC is activated in response to an emergency, the City Manager and/or his designee will work to coordinate development of immediate response objectives. Council members and department heads should continue

3. Roles and Responsibilities

managing City government to ensure continuance and restoration of critical City services.

3.4.2 Emergency Operations Center (EOC)

The EOC is the coordination entity of EMO operations. The primary EOC will be established in the Public Safety Building. The first alternate EOC is located at Fire Station 21; other locations may be designated as needed. The EOC is the culmination point for direction, control and coordination of disaster response activities which involve multi-departmental support and/or municipal interface with other governmental jurisdictions. The EMO has the responsibility for maintaining the readiness of the EOC and identifying and training support staff. Depending on the scope and severity of an emergency, the EOC may be partially or fully activated as deemed appropriate to coordinate City resources. City departments will be requested to designate personnel, who can be made available to be trained to work in the EOC during a major disaster. Other departments may be requested to provide assistance in a major emergency.

3.4.3 Communications

The Newberg-Dundee 9-1-1 Communications Center (herein referred to as Communications) is primarily an E9-1-1 PSAP (Public Safety Answering Point) which takes and dispatches emergency calls. Located in the Public Safety Building, during a major incident, Communications is responsible for:

- Serving Identifying a communications system that is capable of reaching all areas of the City so that emergency communications may be maintained among all levels of government during a disaster response.
- Providing the City EOC/alternate EOC with the necessary communications capabilities and staffing to insure communications operations for direction and control.
- Participating in the Capitol Operational Area EAS Plan, as developed and maintained by OEM and providing technical communications capability to the primary EAS Station.
- Serving as the warning point for the City of Newberg and all agencies receiving dispatch services.
- Monitoring of the National Warning System (NAWAS), including relaying information received by other 9-1-1 Centers in Yamhill County who are responsible for further distribution to public safety agencies, key officials, and others as appropriate/necessary.
- Ensuring all members of the EMO have been trained to remotely initiate Code Red notices. A member of the EMO may advise Dispatch

3. Roles and Responsibilities

to initiate Code Red notices to the public. Notices will be developed and approved by the IC or his/her designee.

- The Incident Management Team members are notified by Dispatch when the EAS is activated so they can be prepared to field additional calls. The Emergency Manager and/or Incident Commander are responsible for further distribution of emergency information to City personnel to ensure that the necessary flow of information is occurring throughout the City.

3.4.4 Law Enforcement Services

The Newberg-Dundee Police Department is responsible for law enforcement activities and serving as the law enforcement representative to the EMO, as necessary, to provide the following:

- Maintenance of law and order;
- Security measures, including crowd and traffic management, restricted area control, and EOC security and management;
- Evacuation of affected populations, including prisoners, when required and in cooperation with fire agencies or public works as needed;
- Search and rescue operations for missing people, including support in all body recovery operations;
- Designating a department coordinator/liaison to participate in all phases of City prevention, preparedness, response, and recovery activities, when necessary, or as requested.

3.4.5 Fire and Emergency Medical Services

The Newberg Fire Department is responsible for organizing, integrating and coordinating the operations of all firefighting forces through mutual aid for response to major emergencies/disasters and serving as the fire services representative to the EMO as necessary, to provide the following.

- Fire Suppression;
- Heavy rescue operations;
- Water rescue operations;
- First response to incidents involving hazardous materials;
- First response to initiate medical field treatment;
- Warning dissemination as may be necessary in a major emergency/disaster and assisting in evacuation, as needed;

3. Roles and Responsibilities

- Designating a department coordinator/liaison to participate in all phases of City prevention, preparedness, response, and recovery activities, when necessary, or as requested;
- Overseeing the delivery of Emergency Medical Services (EMS) by external ambulance service providers.

3.4.6 Medical and Health Services

Yamhill County Health & Human Services is responsible for coordinating medical, health, and sanitation services required to cope with disasters in any urban or rural areas of City of Newberg and serving as the Health Department representative to the EOC as necessary, to provide the following:

- Identifying health hazards, including those from damage to water and sewage systems and disseminating emergency information on sanitary measures to be taken.
- Coordinating with the appropriate agencies the provision of food and potable water to victims whose normal supply channels are closed.
- Inspecting occupied emergency temporary housing and feeding areas.
- Coordinating with hospitals, clinics, nursing homes/care centers, and mental health organizations, including making provisions for the "special needs" population.
- Coordinating with the Medical Examiner and Funeral Directors to provide identification and disposition of the dead.
- Providing emergency counseling for disaster victims and emergency response personnel suffering from mental and emotional disturbances in coordination with local first response agencies.
- Designating a department coordinator/liaison to participate in all phases of the City's emergency management program, when necessary, or as requested.

3.4.7 Public Works and Engineering Services

The Public Works and Engineering Services Department has a standing member of the EMO and is responsible for providing the following in the event of a major incident:

- Inspecting bridges for structural damage immediately following the occurrence of a natural hazard (earthquake, flood, etc.).
- Clearing debris and making temporary repairs of critical arterial routes and bridges.

3. Roles and Responsibilities

- Supporting police and fire rescue efforts and traffic control measures.
- Coordinating transportation resources for evacuations.
- Coordinating restoration of public facilities, roads, and bridges, potable water service, sewer, and sanitation.

The franchise waste hauler for the City is responsible for developing a disposal plan for debris created by a natural disaster, coordinating with the EOC, in a disaster response, and serving as the representative for the City emergency operations organization, as necessary.

3.4.8 Information Technology

The Newberg Information Technology Department (hereafter referred to as Newberg IT) is responsible for the maintenance of all City of Newberg information systems essential to public safety services, with the exception of the radio systems.

Upon activation of the EOC, Newberg IT will:

- Call in off duty personnel as needed.
- Assess equipment to include power, 9-1-1 systems; telephone; network; server; and Internet capability, and triage for repair based on priority.
- Set up communications equipment as necessary, to include telephones, cell phones, computers, projectors; and establish communications with other entities as required.
- Personnel will remain in the EOC as needed to ensure on-site technical assistance and/or monitor equipment.

3.4.9 Disaster Assessment

The Public Works Director and Building Official are the coordinators of the damage assessment reporting process. This process provides for the initial collection of field reports, categorizing and totaling damage sustained during disasters.

- Establishing procedures to contact a variety of damage reporting sources and to utilize volunteer groups such as those available through ORVOAD (Oregon Volunteer Organizations Active in Disaster) who may perform basic damage surveys.
- Coordinating with state and Federal teams designated to assess damages for the purpose of providing an estimate for a disaster declaration.

3. Roles and Responsibilities

- Coordinating damage assessment information received from other agencies.

The Building Official serves as the City's Technical Resource for structural damage assessment. This person is responsible for organizing and training personnel to conduct structural damage surveys and be capable of reporting or recording damage to buildings sustained during a disaster or major emergency. The Building Official will coordinate activities with the EOC team during a disaster response. The major commitment is to inspect City facilities that are critical to emergency response operators. The Incident Commander may also request priority inspection of structures such as American Red Cross Shelters. The Yamhill County Assessor may be requested to provide personnel to assist in damage assessment.

The Public Works Director is responsible for assessing damage to the City's road and bridge systems. The Engineering and Operations Divisions will coordinate with the State Highway Division and utilize private resources, as necessary. Survey results shall be reported to the EOC.

3.4.10 Emergency Public Information

The Incident Commander (IC) is responsible for coordinating with City departments, Yamhill County Office of Emergency Management, or other appropriate agencies to provide timely public information and briefings to the media. The IC is responsible for ensuring that an EOC Public Information Officer (PIO) is designated. The PIO will establish contact with the media and coordinate with any multi-jurisdictional Joint Information System (JIS) at a Joint Information Center (JIC) that may be established during a disaster.

The PIO will support the preparation and dissemination of disaster-related public information and instructions to government agencies, critical facilities, private business/industry, and the general public through all media channels.

All news releases from City departments during an emergency operation are to be coordinated through the EOC's designated PIO and approved for release by the Incident Commander (IC).

3.4.11 Resource Management

Upon activation of the EOC, the Emergency Manager has overall authority to ensure appropriate measures are undertaken for effective management of a disaster response. Individual department directors will be responsible for managing those resources within their departments and coordinating any requests for additional resources through the Logistics Section or other designee of the Incident Management Team (IMT). The IC will be responsible for establishing priorities if major shortages occur in critical resources. The Logistics Section Chief will allocate resources for additional manpower, materials, services and supplies as they become available.

3. Roles and Responsibilities

3.4.12 Mass Care

Emergency Food and Shelter

Upon activation of the EOC, the Emergency Manager has overall responsibility for ensuring that the mass care needs of the affected population, such as sheltering, feeding, providing first aid, and reuniting families, are met. The American Red Cross is a potential resource and may be contacted in order to establish a coordinated response.

Recovery/Long-Term Temporary Shelter

The Emergency Manager is responsible for coordinating with local, state, and federal agencies in assisting the public in the recovery phase and working to provide long-term temporary housing services.

3.4.13 Evacuation Management

The Incident Commander is responsible for determining if any given population within the city shall be directed to evacuate their homes or work place in response to a major incident.

Note: Evacuation may be mandated only after a Declaration of Emergency has been issued by the responsible jurisdiction.

The implementation of an evacuation procedure is the responsibility of the Newberg-Dundee Police Department or the law enforcement agency responsible to the majority of the population affected.

Any evacuation affecting multiple jurisdictions or a large segment of the population should be coordinated through Yamhill County Emergency Management.

3.4.14 Volunteer Services

In the event of a major incident, registered, as well as emergent volunteers may be utilized, as determined by the IC, to aid in disaster response. The City of Newberg may coordinate volunteer services as needed with local or state entities, such as Yamhill County Community Emergency Response Team (YC CERT) and Yamhill County Medical Reserve Corps (YC MRC), as well as non-governmental organizations (NGOs), such as, but not limited to American Red Cross, the Salvation Army, and other partners of ORVOAD.

3.4.15 Legal Administrative Support

The City Attorney is responsible for:

- Providing legal services to the Newberg City Council and key responders for problems related to disasters and recovery operations.

3. Roles and Responsibilities

- The review of the Basic Emergency Operations plan, and related Annexes, to determine if there are any legal implications for responsible officials.
- Being familiar with Federal, State, County, and Newberg codes referring to disasters.
- Maintain a position in the Policy Group and serve as a resource to the EOC, keeping abreast of developments in order to consult and advise officials on all legal matters related to disaster and recovery operations.
- Maintain liaison with the State Attorney General to obtain opinions, when needed.
- The preparation of standby documents such as permit of entry forms, state of emergency declarations, and mutual aid formats.

3.4.16 Risk Management

The City Manager will be responsible for the coordination of risk management for City of Newberg personnel engaged in responding to an incident requiring any activation of the EOC or any implementation of the EOP.

- Participate in the review of the basic and related emergency operations plans to avoid liability incidents when an emergency situation occurs.
- Maintain a close advisory status to the Policy Group and resource management activity during a disaster response.
- Assess hazardous/unsafe situations and develop measures for ensuring disaster response personnel safety, as appropriate.
- Obtain and process insurance materials during emergency situations for recovery and continuance of City operations.

3.5 Regional Support Agencies/Entities

The following services and organizations are available to support Newberg throughout the duration of an emergency situation:

- Newberg City Council
- Contiguous counties (Clackamas, Washington, Tillamook, Marion, and Polk)
- American Red Cross
- Salvation Army

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- VOAD (Volunteer Organizations Assisting in Disasters)
- Amateur Radio Emergency Services (ARES)
- Faith-based organizations
- School districts
- Media partners and public information network
- Private sector partners, including, but not limited to: hospitals, railroads, energy/utility companies, general contractors, and commercial businesses.

3.5.1 Private Sector

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

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

3.5.2 Nongovernmental Organizations

Nongovernmental organizations play enormously important roles before, during, and after an incident. In the City, nongovernmental organizations such as the American Red Cross provide sheltering, emergency food supplies, counseling

3. Roles and Responsibilities

services, and other vital support services to support response and promote the recovery of disaster victims. Nongovernmental organizations collaborate with responders, governments at all levels, and other agencies and organizations.

The roles of nongovernmental organizations in an emergency may include:

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

3.3.3 Individuals and Households

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

- Reducing hazards in their homes.
- Preparing emergency supply kits and household emergency plans that consider all members of the household, including children and pets.
- Monitoring emergency communications carefully.
- Volunteering with established organizations.
- Enrolling in emergency response training courses.
- Encouraging children to participate in preparedness activities.

3.4 County Response Partners

The Yamhill County Emergency Manager has been appointed under the authority of the Board of Commissioners. The County Emergency Manager is responsible for developing a Countywide emergency management program that, through cooperative planning efforts with the incorporated communities of the County, will provide a coordinated response to a major emergency or disaster.

See the County Emergency Operations Plan for details on the County's emergency management organization and detailed roles and responsibilities for County departments.

3. Roles and Responsibilities

3.5 State Response Partners

Under the provisions of ORS 401.025 through 401.236, the Governor has broad responsibilities for the direction and control of all emergency activities in a State-declared emergency. The administrator of OEM is delegated authority by ORS 401.052 to 401.235 to coordinate all activities and organizations for emergency management within the State and to coordinate in emergency matters with other states and the federal government.

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

See the State of Oregon Emergency Operations Plan for details on the State's emergency management organization and detailed roles and responsibilities for State departments.

3.6 Federal Response Partners

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

See the National Response Framework for details on the federal government's emergency management organization and detailed roles and responsibilities for federal departments.

3.7 Responsibilities by Function

The following table assigns primary and support agencies for the primary emergency functions. It identifies key emergency actions that will be critical to performing each function and should be considered by identified agencies in developing their operating procedures. Departments or agencies assigned as primary, but may only have the responsibility of coordinating with other primary or supporting agencies to ensure continuity.

■ Primary Agency(s)

- Identifies lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all

3. Roles and Responsibilities

elements of a function, and will coordinate with supporting agencies.

- **Supporting Agency(s)**

- Identifies those agencies with substantial support roles during major incidents.

3. Roles and Responsibilities

Table 3-1 Primary and Support Agencies by Function																				
Related County Annexes	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15					
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care, Emergency Assistance, Housing, and Human Services	Logistics Management and Resource Support	Public Health and Medical Services	Search and Rescue	Oil and Hazardous Materials	Agriculture and Natural Resources	Energy	Public Safety and Security	Long-Term Community Recovery	External Affairs	Evacuation and Population Protection	Damage Assessment	Legal Services	Volunteer and Donations Management	Coordination with Special Facilities
City of Newberg																				
Administration		P			P	P	P	S			S			P	P			P	P	P
Fire Department	P		S	P		S		P	P	P						S	S			
Police Department	S	P			S	S			S				P			P				
Public Works	P		P			S	S		S	S		P		S			P			
Yamhill County																				
Emergency Management		S			S		S		S		S	S		S	S	S				S
Health and Human Services						P		P			S			S	S					
Public Works	S		S		S		S							S						
Sheriff's Office					S		S		P	S			S	S	S					
Fire Defense Board				S	S			S	S	S										
Special Districts																				
CPRD	S	S	S			P	S							S		S			P	S
Newberg School District	S	S			P	P	S						S	S	S	S	S		S	S

3. Roles and Responsibilities

Table 3-1 Primary and Support Agencies by Function

Related County Annexes	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	Evacuation and Population Protection	Damage Assessment	Legal Services	Volunteer and Donations Management	Coordination with Special Facilities
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care, Emergency Assistance, Housing, and Human Services	Logistics Management and Resource Support	Public Health and Medical Services	Search and Rescue	Oil and Hazardous Materials	Agriculture and Natural Resources	Energy	Public Safety and Security	Long-Term Community Recovery	External Affairs					
Private/Non-Profit Organizations																				
Citizen Emergency Response Team	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Chamber of Commerce		S					S							S	S				S	S
Garbage Service								S		S				S						
George Fox University	S	S	S		S	S	S	S		S			S	S	S	S			S	S
Portland Community College		S				S		S							S					S
Providence Newberg Hospital Medical Center						S	S	S						S	S	S			S	S
Local Businesses	S		S			S	S	S						S		S			S	S
Local Utilities		S			S		S					S								
ARES		S			S															
State of Oregon																				
Department of Administrative Services							S						S							

3. Roles and Responsibilities

Table 3-1 Primary and Support Agencies by Function

Related County Annexes	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	Evacuation and Population Protection	Damage Assessment	Legal Services	Volunteer and Donations Management	Coordination with Special Facilities
Transportation																				
Communications																				
Public Works and Engineering																				
Firefighting																				
Emergency Management																				
Mass Care, Emergency Assistance, Housing, and Human Services																				
Logistics Management and Resource Support																				
Public Health and Medical Services																				
Search and Rescue																				
Oil and Hazardous Materials																				
Agriculture and Natural Resources																				
Energy																				
Public Safety and Security																				
Long-Term Community Recovery																				
External Affairs																				
Governor's Office																				
Department of Justice																				
Department of Human Services																				
Department of Forestry																				
Department of Environmental Quality																				
Department of Energy																				
Department of Agriculture																				
Business Development Department																				
Office of the State Fire Marshal																				
Office of the State Fire Marshal																				
Governor's Recovery Planning Cell (Governors Recovery Cabinet)																				
Governor's Office																				
Department of Justice																				

Key:

P – Primary

S – Support

3. Roles and Responsibilities

Related County Annexes	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	External Affairs	Evacuation and Population Protection	Damage Assessment	Legal Services	Volunteer and Donations Management	Coordination with Special Facilities	
Key: P – Primary S – Support	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care, Emergency Assistance, Housing, and Human Services	Logistics Management and Resource Support	Public Health and Medical Services	Search and Rescue	Oil and Hazardous Materials	Agriculture and Natural Resources	Energy	Public Safety and Security	Long-Term Community Recovery	External Affairs							
	Department of Transportation	S	S						S					S	S							
	Office of Emergency Management		S		S																	
	Oregon Health Authority					S																
	Oregon Military Department						S															
	Oregon State Police												S									
	Public Utility Commission											S										
	Federal																					
	Department of Agriculture				S							S										
	Department of Defense			S						S												
Department of Energy												S										
Department of Health and Human Services								S														
Department of Homeland Security		S	S		S	S	S		S	S				S	S							

3. Roles and Responsibilities

Table 3-1 Primary and Support Agencies by Function	
Related County Annexes	ESF 1 ESF 2 ESF 3 ESF 4 ESF 5 ESF 6 ESF 7 ESF 8 ESF 9 ESF 10 ESF 11 ESF 12 ESF 13 ESF 14 ESF 15
Transportation	
Communications	
Public Works and Engineering	
Firefighting	
Emergency Management	
Mass Care, Emergency Assistance, Housing, and Human Services	
Logistics Management and Resource Support	
Public Health and Medical Services	
Search and Rescue	
Oil and Hazardous Materials	
Agriculture and Natural Resources	
Energy	
Public Safety and Security	
Long-Term Community Recovery	
External Affairs	
Evacuation and Population Protection	
Damage Assessment	
Legal Services	
Volunteer and Donations Management	
Coordination with Special Facilities	

Key:

P – Primary

S – Support

Department of Housing and Urban Development

Department of Interior

Department of Justice

Department of the Interior

Department of Transportation

Environmental Protection Agency

General Services Administration

Small Business Administration

3. Roles and Responsibilities

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4

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4.1 General

Primary roles involved during the initial emergency response will focus on first responders, such as fire services, police services, and public works; initial response also may include hospitals, local public health departments, and hazardous material teams. In all emergencies, saving and protecting human lives is the top priority.

Local government has the primary responsibility for emergency management-functions and for protecting life and property from the effects of emergency and disaster events. This EOP will be used when the City of Newberg or local emergency response agencies are reaching or have exceeded their abilities to respond to an emergency. It may also be used during non-routine incidents or pre-planned events where City resources are limited and/or expended.

4.2 Emergency Management Mission Areas

This plan adheres to the emergency management principle of all-hazards planning, which is predicated on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. It should be noted that the focus of this EOP is response and short-term recovery actions. Nevertheless, this plan impacts and is informed by activities conducted before and after any emergency operations take place and is designed to assist the City in the following five mission areas, as identified in the National Preparedness Goal.

4.2.1 Prevention

Prevention-related actions serve to avoid, intervene, or stop an incident from occurring and are taken to protect lives and property in the City. This involves applying intelligence and other information to a range of efforts, such 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.

4.2.2 Protection

Protection-related actions reduce the vulnerability of CIKR in the City. These efforts deter, mitigate, or neutralize terrorist attacks, major disasters, and other emergencies.

4. Concept of Operations

Protection-related actions require coordination on the part of federal, State, and local governments; the private sector; and concerned citizens across the country. Protection in the City includes continuity of government and operations planning; awareness elevation and understanding of threats and vulnerabilities to critical facilities, systems, and functions; and expansion of voluntary security-related information sharing among private entities, as well as between government and private entities.

4.2.3 Mitigation

Mitigation-related activities are the ongoing efforts to maximize safety and security from natural, technological, and human-induced hazards. The goal of mitigation efforts is to ensure the safety and security of the City's population, infrastructure protection, and economic stability.

The City's mitigation efforts are aligned with federal program guidelines and include enhancing and maintaining the ability implement a comprehensive hazard loss reduction strategy in the form of a Countywide Natural Hazard Mitigation Plan; increasing public and private sectors' awareness and support of disaster loss education; reducing the City's hazard vulnerability through the application of scientific research and development; and reducing the vulnerabilities of City-owned facilities and infrastructure resulting from assessed hazards.

4.2.4 Response

Response-related actions in the City will address the short-term and direct effects of an incident and include immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and mitigation activities designed to limit loss of life, personal injury, property damage, and other unfavorable outcomes.

If required by the situation, response activities within the City include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations.

4.2.5 Recovery

Short-term recovery operations in the City restore vital services. Examples include electrical power, water, and waste systems; debris removal; and assistance to disaster victims. Disaster relief programs administered by governmental, nonprofit, and charitable organizations will aid in restoring the personal, social, and economic wellbeing of private citizens.

Long-term recovery focuses on restoring communities within the City to prevent or updated conditions. This is accomplished by assisting property owners in repairing or rebuilding homes and businesses and assisting local governments,

4. Concept of Operations

school districts, and other public nonprofit agencies in restoring or reconstructing damaged infrastructure. State, local, and nongovernmental organizations administer the provisions of federal and State disaster relief funds to provide for restoration and recovery of vital facilities. Post-disaster mitigation programs are anticipated during recovery periods.

Long-term recovery activities in the City are situation-dependent and may include a range of services. Examples include 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.

4.3 Response and Recovery Priorities

4.3.1 Response

Response activities are undertaken immediately after an incident and a transition into recovery activities will take place as soon as conditions permit. Both response and recovery activities can take place concurrently until the life safety and protective actions are completed. The acronym 'LIP' identifies constant nation-wide priorities.

1. **Life safety:** Efforts to save lives and implement operations to minimize risks to public health and safety. In order to provide timely and lifesaving services with as little interruption as possible, protecting City employees (including dependents) from the effects of a disaster would be the first priority. The expectation would be that the employee's family would be sufficiently prepared to be self-reliant after the initial incident. Self-preservation includes actions taken immediately before, during, and after an incident.
2. **Incident Stabilization:** Ensuring that the scene is as safe as it can be made and that no responders are being put needlessly in harm's way.
3. **Property/Environment:** Efforts to reduce impacts to critical infrastructure and key resources, minimize property damage, and efforts to mitigate long-term impacts to the environment.

4.3.2 Recovery

It is the responsibility of government to assist the public and private sectors with recovery from disaster. A widespread disaster will likely impact the ability of businesses to function, disrupt employment, interrupt government services, and impact tax revenues. Recovery is one of the four phases of emergency management. This EOP is not a recovery plan; that document is a developed

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separately. However, response and recovery activities often take place concurrently until life safety and protective actions are completed. Recovery operations are the actions taken to protect lives and property while helping impacted areas of the City meet basic needs and resume self-sufficiency; returning to a “new normal” for the community.

1. **Damage Assessment:** Determine structure impacts to the City
2. **Debris Removal:** Coordination of debris collection and removal
3. **Infrastructure Restoration:** Facilitate restoration of critical infrastructure.

Short-term recovery involves the restoration of critical services such as communications, water supply, sewage service, emergency medical capabilities and power, as well as garbage and debris removal. These functions must recover early in the incident to support life, health and safety of the population, and to support response missions.

4.4 Incident Levels

Incident levels assist response agencies in recognizing the degree of intensity and potential impact of a particular situation. Emergency situations will not always fit neatly into these levels, and any incident has the potential to intensify and expand to a higher level. Special circumstances or external pressures may warrant outside assistance for relatively minor incidents.

4.4.1 Level 1

Level 1 incidents are often referred to as “routine” crisis management or emergency situations that can be handled using resources available at the incident location. For these situations, it may not be necessary to implement the City’s EMO or activate the City EOC. Outside assistance is usually not required.

4.4.2 Level 2

Level 2 incidents are characterized by a need for response assistance from outside agencies (specialized equipment or personnel, insufficient or inadequate on-site resources, etc.). Requests for assistance related to Level 2 incidents often take the form of a 9-1-1 call for police, fire, or medical assistance. Examples include hazardous materials spills and traffic incidents with multiple injuries. The on-scene Incident Commander may request implementation of elements of the City EMO including activation of the City EOC.

4.4.3 Level 3

Level 3 incidents are major incidents that require application of a broad range of community resources to save lives and protect property. Examples of such situations include an airliner crash in a populated area, a major earthquake, etc.

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the City EMO should be implemented, and the EOC will be activated to coordinate response and recovery activities.

4.4.4 NIMS Incident Levels

While the City uses incident levels that are consistent with the County and State EOPs, incident types at the federal level are based on the following five levels of complexity. (Source: U.S. Fire Administration)

Type 5	<ul style="list-style-type: none"> ■ The incident can be handled with one or two single resources with up to six personnel. ■ Command and General Staff positions (other than the Incident Commander) are not activated. ■ No written Incident Action Plan (IAP) is required. ■ The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene. ■ Examples include a vehicle fire, an injured person, or a police traffic stop.
Type 4	<ul style="list-style-type: none"> ■ Command and General Staff functions are activated only if needed. ■ Several resources are required to mitigate the incident. ■ The incident is usually limited to one operational period in the control phase. ■ The agency administrator may have briefings and ensure that the complexity analysis and delegation of authority are updated. ■ No written IAP is required, but a documented operational briefing will be completed for all incoming resources. ■ The agency administrator develops operational plans, including objectives and priorities.

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Table 4-1 NIMS Incident Levels	
Type 3	<ul style="list-style-type: none"> ■ When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident. ■ Some or all Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions. ■ A Type 3 Incident Management Team or Incident Command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team. ■ The incident may extend into multiple operational periods. ■ A written IAP may be required for each operational period.
Type 2	<ul style="list-style-type: none"> ■ The incident extends beyond the capabilities for local control and is expected to extend into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the Operations, Command, and General Staffing. ■ Most or all of the Command and General Staff positions are filled. ■ A written IAP is required for each operational period. ■ Many of the functional units are needed and staffed. ■ Operations personnel normally do not exceed 200 per operational period, and total incident personnel do not exceed 500 (guidelines only). ■ The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.
Type 1	<ul style="list-style-type: none"> ■ A Type 1 incident is the most complex, requiring national resources to safely and effectively manage and operate. ■ All Command and General Staff positions are activated. ■ Operations personnel often exceed 500 per operational period, and total personnel will usually exceed 1,000. ■ Branches need to be established. ■ The agency administrator will hold briefings and ensure that the complexity analysis and delegation of authority are updated. ■ Use of resource advisors at the incident base is recommended. ■ There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

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4.5 Incident Management

4.5.1 Activation

When an emergency situation arises and it is determined that the normal organization and functions of City government are insufficient to effectively meet response requirements, the Emergency Manager or designee will implement all or part of this EOP. In addition, the Emergency Manager or designee may partially or fully activate and staff the City EOC based on an emergency's type, size, severity, and anticipated duration. An emergency declaration is not required to implement the EOP or activate the EOC. The Emergency Manager or designee may implement the EOP as deemed appropriate for the situation or at the request of an Incident Commander. Concurrently, all involved City emergency services will implement their respective plans, procedures, and processes and will provide the Emergency Manager or designee with the following information:

- Operational status.
- Readiness and availability of essential 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.

4.5.2 Initial Actions

Upon implementation of all or part of this EOP, the Incident Commander (or designee) will immediately take the following actions:

- Alert threatened populations and initiate evacuation as necessary.
See FA 1 – Emergency Services Annex for more details.
- Initiate emergency sheltering procedures with the American Red Cross and other community partners if evacuation procedures are activated. American Red Cross notification number for disaster services: 1-888-680-1455 (24/7, 365 days a year). *See FA 2 – Human Services Annex for more details.*
- Instruct appropriate City emergency service providers to activate necessary resources.
- Assign radio frequencies and communications equipment, implement a communications plan, and confirm interoperability among EOC staff and response agencies.
- Request the City Council to prepare and submit a formal declaration of emergency through County Emergency Management when it is

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determined that local resources will not meet the needs of local emergency operations.

- Prepare to staff the City EOC as appropriate for the incident (maximum 12-hour shifts).
- City personnel will restore normal activity and provide essential community services as soon as possible following the emergency. *See FA 4 – Recovery Strategy Annex for additional information regarding community recovery procedures.*

4.5.3 Communications, Notification and Warning

Warnings, emergency information, or disaster reports may be received by any of the departments in the City. In all cases, such information will be relayed to the Newberg-Dundee Police Department and the Emergency Manager. Decisions to respond, implement the disaster plan, and activate the EOC will be made by the Emergency Manager.

Traditional communication lines, such as landline and cellular telephones, faxes, pagers, internet/e-mail, and radio, will be used by City response personnel throughout the duration of response activities.

A public warning and broadcast system has been established for the City to provide emergency information and instructions during a pending or actual emergency incident or disaster. The Emergency Manager shall provide the public with educational/instructional materials and presentations on subjects regarding safety practices 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 by each agency. External partners can be activated and coordinated through the City EOC.

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

4.5.3.1 Interoperability

To the greatest extent possible, the City will maintain the ability of emergency management/response personnel to communicate within and across agencies and jurisdictions via voice, data, or video in real time, when needed, and when authorized. It is essential that these communications systems be capable of interoperability, as successful emergency management and incident response

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operations require the continuous flow of critical information among jurisdictions, disciplines, organizations, and agencies.

Interoperability planning requires accounting for emergency management and incident response contingencies and challenges. Interoperability plans should include considerations of governance, SOPs, technology, training and exercises, and usage within the context of the stress and chaos of a major response effort.

Coordinated decision making among agencies and jurisdictions is necessary to establish proper and coherent governance and is critical to achieving interoperability. Agreements and SOPs should clearly articulate the processes, procedures, and protocols necessary to achieve interoperability.

4.5.4 Situational Awareness and Intelligence Gathering

4.5.4.1 Situational Awareness

Constant situational awareness is essential to maintaining a forward-leaning posture that facilitates rapid response. Situational awareness refers to the ongoing process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react quickly and effectively. Situational awareness comprises an interactive process of sharing and evaluating information from multiple sources, integrating communications and reporting activities, and forecasting or predicting incidents to detect and monitor threats and hazards. These activities are the basis for advice, alert and warning, intelligence- and information-sharing, technical assistance, consultations, notifications, and informed decision making at all interagency and intergovernmental levels, as well as on the part of the private sector and the public.

Considerations that may increase the complexity of an event and heighten the need for good situational awareness include:

- Impacts to life, property, and the economy.
- Community and responder safety.
- Potential hazardous materials.
- Weather and other environmental influences.
- Likelihood of cascading events or incidents.
- Potential crime scene (including terrorism).
- Political sensitivity, external influences, and media relations.
- Area involved and jurisdictional boundaries.

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4.5.4.2 Intelligence Gathering

Gathering timely and accurate outside intelligence and establishing procedures for analyzing that data and distributing it to the right people are both critical to responding to an incident effectively. While the Planning Section handles the operational and situational intelligence described above, the Intelligence/Investigations function gathers and reports information related to criminal and terrorist activities. Information handled under this function may lead to the detection, prevention, apprehension, and prosecution of criminal activities (or those involved), including terrorist incidents. It may also help determine the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins.

The City may choose to identify an intelligence position in its command structure. This position may be included as part of an expanded Command Staff or it may fall to the Planning Section Chief or designee.

4.5.4.3 Coordination with State Fusion Center

The State of Oregon maintains a fusion center to provide intelligence support as it relates to terrorism and terrorist activity. The Oregon Terrorism Information Threat Assessment Network (TITAN) Fusion Center (OTFC) and Portland Urban Area TITAN Fusion Center's mission is to protect the citizens of Oregon from terrorism and terrorist activity by providing an "all crimes, all threat, and all hazard" information clearinghouse for federal, State, local, and tribal law enforcement agencies. The center's goals are to identify, prevent, detect, disrupt, and assist in investigating terrorism-related crimes by providing an efficient, timely, and secure mechanism to exchange critical information among law enforcement agencies at all levels, State executive leadership, government agencies, and the City's public and private-sector partners. The OTFC supports these goals by:

- Providing pre- and post-terrorism event investigatory support, with analysis and dissemination of the conclusions.
- Maintaining the State of Oregon Terrorism Suspicious Activity Report intake log.
- Providing real time intelligence/information support, previously coordinated, to OEM and other appropriate emergency management agencies during an emergency event or operation.
- Providing updated intelligence related to all crimes or terrorism-related activities to local, State, and federal law enforcement agencies as requested or required.
- Providing liaison support and information sharing in support of emergency operations by disseminating emergency information through the TITAN.

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- Providing an OTFC staff member to be collocated within the State ECC in the event of an emergency.
- Providing terrorism-related alerts, bulletins, and assessments to public and private-sector companies and organizations as requested or required.

4.5.5 Resource Management

The City EOC Staff has 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 Emergency Manager, or Incident Commander when the EOC is activated, has the overall responsibility for establishing resource priorities. In a situation where resource allocations are in dispute, the City Manager has the 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:
 1. Protection of life.
 2. Protection of responding resources.
 3. Protection of public facilities.
 4. 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 Public Information Officer (PIO) at the EOC. Local media will be used to provide citizens with information about where to make these requests.
- 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 Yamhill County for County, State, and federal resources.
- Activation of County, State, and/or federal resources will be accomplished in a timely manner through an emergency declaration and request for assistance from Yamhill County.

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4.5.5.1 Volunteer and Donations Management

At this time, the City does not have a formal volunteer and donations management program in place. Should one be developed in the future, the program will work to ensure the most efficient and effective use of unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods to support events and incidents.

The Emergency Manager will coordinate and manage volunteer services and donated goods through appropriate liaisons assigned at the City EOC, with support from the American Red Cross, and other volunteer organizations. These activities are intended to maximize benefits without hindering emergency response operations. Procedures for accessing and managing these services during an emergency will follow NIMS/ICS standards. Elements of the City's volunteer and donations management program may include:

- Activation of a Volunteer and Donations Management coordinator within the City's emergency management organization to address volunteer and donations management including coordination with neighboring jurisdictions and the state's donation management system.
- Implementation of a system for tracking and utilizing volunteers and donations (including cash contributions).
- Coordination with County, State and local volunteer agencies and Volunteer Organizations Active in Disaster road groups.
- Establishment of facilities such as a warehouse and volunteer reception center.
- Methods and sites for collection, sorting, managing, and distributing in-kind contributions, including methods for disposing of or refusing goods that are not acceptable.
- Communications support such as coordination of a call center and public information.
- Procedures to verify and/or vet voluntary organizations and/or organizations operating relief funds.

The City may coordinate with the County to provide volunteer and donations management support.

4.5.5.2 Resource Typing

The City may choose to implement NIMS resource typing to better address resource and supply needs during an emergency. 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.

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Within many of the resource types are divisions for size, power, or quantity. These are commonly listed as Type I, Type II, Type III, and so on. If interpreted properly, a resource typing list can increase the usefulness of the tools requested in an emergency and may reduce costs by eliminating orders for equipment 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.

4.5.5.3 Credentialing of Personnel

The City should maintain a program for credentialing response personnel that provides documentation identifying such personnel and authenticates and verifies their qualifications by ensuring that they possess a minimum common level of training, experience, physical and medical fitness, and capability appropriate for a particular position.

The City's credentialing program may include the following elements:

- Conduct identity enrollment of personnel in accordance with approved standards.
- Identify type and quality of personnel in accordance with published NIMS job titles. For those not covered by NIMS, develop typing for positions based on essential functions of a position, levels of training, experience levels, required licensure and certifications, and physical and medical fitness required for the position.
- Certify personnel based on completion of identity vetting and meeting qualifications for the positions to be filled.
- Card personnel after completing certification of identity, qualifications, and typing.
- Provide authorization for deployment of credentialed personnel through order numbers, travel authorizations, etc.
- Ensure that personnel are credentialed only while they maintain employment and qualifications.

4.5.6 Access and Functional Needs Populations

Access to emergency services shall not be denied on the grounds of color, national origin, sex, age, sexual orientation, 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 support network.

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4.5.7 Animals in Disaster

While the protection of human life is paramount, the need to care for domestic livestock and/or companion animals plays into decisions made by the affected population. The City will coordinate with local animal owners, veterinarians, and animal advocacy groups to address animal-related issues that arise during an emergency.

4.5.8 Demobilization

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

The City Manager, with advice from Emergency Manager, will determine when a state of emergency no longer exists and will request restoration of normal City functions from the City Mayor, or designee. Operations can then be terminated.

4.5.9 Transition to Recovery

Recovery comprises steps that the City will take during and after an emergency to restore government function and community services to the levels existing prior to the emergency. Recovery is both a short- and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public, such as bringing necessary lifeline systems (e.g., power, communication, water and sewage, disposal of solid and hazardous wastes, or removal of debris) to an acceptable standard while providing for basic human 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 normal or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. This is also the phase of reassessing the applications, processes, and functions of all annexes of this disaster plan for deficiencies. Resources to restore or upgrade damaged areas may be available if it can be shown that extra repairs will mitigate or lessen the chances of, or damages caused by, another similar disaster in the future.

4.6 Inter-jurisdictional Coordination

4.6.1 Municipalities

The City is responsible for the direction and control of its local resources during emergencies, including requesting additional resources from mutual aid partners. For resources not covered under mutual aid, requests shall be directed to County Emergency Management, including any requests for a State declaration of emergency or presidential disaster declaration.

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4.6.2 Mutual Aid

State law (ORS 402.010 and 402.015) authorizes the City to enter into Cooperative Assistance Agreements with 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.

State law (ORS 402.210) authorizes the creation of an intrastate mutual assistance compact among local governments within the State. This compact, referred to as the Omnibus Mutual Aid Agreement, streamlines the process by which a local government requests assistance and temporarily acquires resources.

4.6.3 Special Service Districts

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

4.6.4 Private Sector

Disaster response by local government agencies may be augmented by business, industry, and volunteer organizations. The Emergency Manager will coordinate response efforts with business and industry. This includes providing assistance, as appropriate, in action taken by industry to meet State emergency preparedness regulations governing businesses, such as utility companies, that provide essential services. Schools, hospitals, nursing/care homes and other institutional facilities are required by federal, State, and local regulations to have disaster plans. The PIO will also work with voluntary organizations to provide certain services in emergency situations, typically through previously established agreements. In the preparedness context, essential training programs will be coordinated by the sponsoring agencies of such organizations as the American Red Cross, faith-based groups, amateur radio clubs, Community Emergency Response Teams, etc.

4.6.5 County Government

The County EMO, as defined in the County EOP, can be activated through County Emergency Management. The County provides direct agency support at the local level and serves as a channel for obtaining resources from outside the County structure, including the assistance provided by State, regional, and federal agencies. Local resources (personnel, equipment, funds, etc.) should be exhausted or projected to be exhausted before the County requests State assistance.

4.6.6 State Government

The State EMO, as defined in the State of Oregon EOP, can be activated through Oregon Emergency Management (OEM). This department provides a duty officer at all times. The State provides direct agency support to the local level and

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serves as a channel for obtaining resources from outside the State structure, including the assistance provided by the Federal government.

4.6.7 Federal Government

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

5

Command and Control

5.1 General

The ultimate responsibility for command and control of City departments and resources lies with the City Manager. The City Manager, acting as Emergency Manager will maintain direction and control of the City Emergency Management Organization (EMO), unless otherwise delegated. City emergency operations, both on-scene and in the City EOC, will be conducted in a manner that is consistent with the National Incident Management System including use of ICS.

5.2 On-Scene Incident Management

Initial response to an incident will be managed by the responding agency (i.e., Public Works Department, Police Department, and/or Fire Department) who will assign an on-scene Incident Commander. The on-scene Incident Commander is responsible for performing such duties as causing emergency measures to be enforced and designating emergency areas. During the initial response, the on-scene Incident Commander may establish an Incident Command Post and may assume the responsibilities of Command Staff until delegated. Upon establishment of ICS, the on-scene Incident Commander will notify the Emergency Manager and request activation of the City EOC, as appropriate. The on-scene Incident Commander may also establish an on-scene Unified Command structure. Table 5-1 shows the lead agencies and the types of emergency incidents and disasters to which they would be responsible.

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Fire	Police	Public Works
<ul style="list-style-type: none"> • Downed Aircraft • Earthquake • Explosions • Fires • Floods • Hazardous Materials Incidents • Medical • Motor Vehicle Accidents • Radioactive Accidents • Railroad Accidents • Structural Collapse • Tornado/Wind Storms (joint with Public Works) 	<ul style="list-style-type: none"> • Bio-Terrorism • Bomb Threats • Civil Disturbances • Crime Scenes • Hostage/Barricaded suspect situations • Motor Vehicle Crashes • Railroad Accidents • Suicide Threats • Terrorism • Work/School Violence 	<ul style="list-style-type: none"> • Railroad Accidents • Sanitation System • Utility Failures (e.g., electricity, wastewater natural gas) • Water System • Weather: Floods, Wind, Ice, Snow

5.3 Emergency Operations Center Support to On-Scene Operations

Depending on the type and size of incident, or at the request of the on-scene Incident Commander, the City may activate the EOC and assign an EOC Manager to support on-scene operations and coordinate City resources. The request will be submitted to the Emergency Manager who will determine whether to activate the City EOC and will assume, or designate, the role of EOC Manager. In most instances, the on-scene Incident Commander will retain tactical control over the incident, relying on the City EOC for resource coordination, communications and public information support. In a more complex incident, the Incident Commander may relocate to the City EOC to serve as part of Unified Command, ensuring proper coordination of resources across agencies.

Upon activation of the City EOC, the EOC Manager, as delegated, is empowered to assume executive control over all departments, divisions, and offices of the City during a state of emergency. If appropriate, the on-scene Incident Commander or EOC Manager may request that the Mayor or City Manager declare a state of emergency.

Outside assistance, whether from other political jurisdictions or from organized volunteer groups, will be requested and used only as an adjunct to existing City

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services, and then only when a situation threatens to expand beyond the City's response capabilities.

5.4 Emergency Operations Center

The EOC supports incident response activities. The EOC may be activated upon notification of a possible or actual emergency. The EOC tracks, manages, and allocates appropriate resources and personnel. During large-scale emergencies, the EOC may become the seat of government for the duration of the crisis. The EOC will serve as a Multi-Agency Coordination Center, if needed.

5.4.1 Emergency Operations Center Activation

During emergency operations and upon activation, the EOC staff will assemble and exercise direction and control, as outlined below.

- The EOC will be activated by the Emergency Manager, 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 assumes responsibility for coordinating and prioritizing City resources in support of emergency operations.
- The EOC Manager will determine the level of staffing required and will alert the appropriate personnel, agencies, and organizations.
- Emergency operations will be conducted by City departments, augmented as required by trained reserves, volunteer groups, and forces supplied through mutual aid agreements. County, State, and federal support will be requested if the situation dictates.
- Communications equipment in the EOC will be used to receive information, disseminate instructions, and coordinate emergency operations.
- The on-scene Incident Commander may establish an on-scene command post at the scene to maintain close contact and coordination with the EOC.
- Department heads and organization leaders are responsible for the emergency functions assigned to their activities, as outlined in their respective annexes.
- The EOC may, as appropriate, operate on a 24-hour basis, rotating on 12-hour shifts or as needed.
- The Emergency Manager will immediately notify the County Emergency Management office upon activation. Periodic updates will be issued as the situation requires.

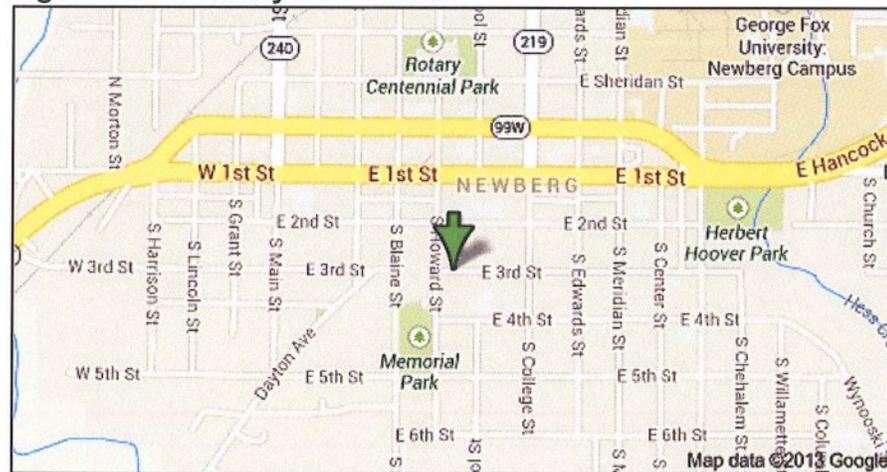
5. Command and Control

5.4.2 Emergency Operations Center Location

Response and recovery activities will be coordinated from the Emergency Operations Center which has its primary location:

Training Room, Public Safety Building
401 E. Third Street, Newberg, Oregon

Figure 5-1 Primary EOC Location



When utilizing a secondary EOC, care must be taken to not jeopardize operations by placing the EOC in a position of being adversely affected by the event. If necessary, the EOC may be located at one of these alternate locations:

- Newberg Fire Station 21, 3100 Middlebrook;
- Newberg Fire Station 20, 414 East Second Street;
- Newberg City Hall, 414 E. First Street;
- Newberg Public Library, 503 E. Hancock Street; or
- Newberg Wastewater Treatment Plant, 2301 Wynooski Road.

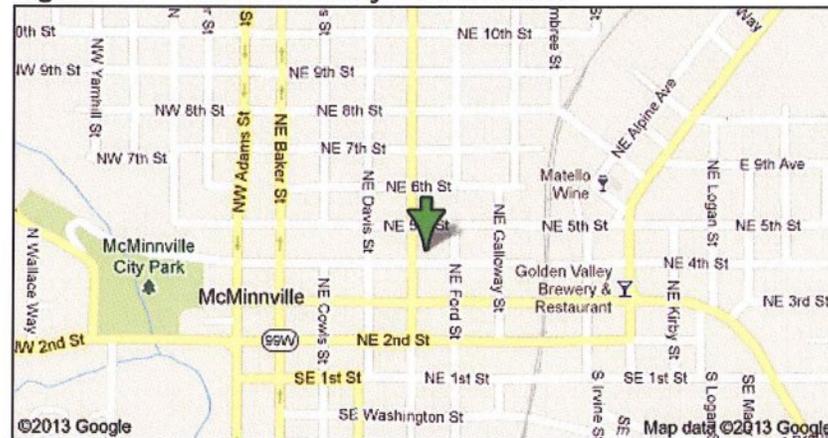
Plans will be in place prior to any activation of the EOC for sufficient food, water, sanitary facilities, and sleeping arrangements for the EOC staff for both primary and secondary EOC locations. Dispatch locations shall also be provided with back up electrical generating capacity to mitigate against power outages in the overall power grid.

The County EOC is located at:

Yamhill County Department of Emergency Management
414 NE Evans Street, McMinnville, Oregon 97128

5. Command and Control

Figure 5-2 Yamhill County EOC Location



The location of the EOC can change, as dictated by the nature of the disaster and the resource requirements needed to adequately respond. Coordination and control for City emergency operations will take place from the EOC as long as environmental and incident conditions allow; however, the Incident Commander, or designee, will designate a facility should it be necessary to relocate. The Incident Commander, or designee, may request that County Emergency Management allow the City to utilize County facilities.

5.4.3 EOC Set-up

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

- Cause the EOC to be set up by a trained person in accordance with the procedures outlined in the EOC Annex, of this plan;
- Determine the number of personnel that will be at the EOC for the specific incident;
- Cause the Training Room in the Public Safety Building to be cleared of normal activities;
- Establish an appropriate media gathering place, if available;
- Assign police officers to ensure the security of the EOC; and
- Ensure there are sufficient communications personnel to maintain the function of communications and have two personnel respond to the EOC.

5.4.4 EOC Staff Activation

The primary staff of the EOC is the Incident Management Team (IMT). The IMT consists of the senior EOC staff (or their designees) that would take charge of activating the EOC and assume responsibility for its initial operation. The core of the IMT is the Fire Chief, Police Chief, and City Manager or designee.

5. Command and Control**5.4.5 Essential Staffing Guidance**

All City Employees may be considered essential emergency departmental staff. The City will adhere to following additional guidance for emergency response and recovery purposes:

- Each Department head shall develop and discuss with staff a Departmental policy outlining the degree of importance assigned to each employee's normal work tasks under emergency conditions.
- Each employee shall be made aware of the Department's needs and expectations during emergency conditions.
- Emergency and/or disaster situations may alter the normal job related activities of Departments. Some job related activities may temporarily become non-essential, and other job related activities may become critical as City Departments respond to the incident.
- Accordingly, during emergencies and disaster situations, employees responsible for normal activities deemed non-essential in the short term may temporarily be reassigned to support critical activities and, therefore, be designated an essential worker for some period of time during the emergency event.
- During an emergency, City personnel may be assigned work schedules, as necessary that may differ from their normal hours and/or their normal shift

5.4.5.1 Emergencies During Work Hours Guidance

An employee's first concern if a serious emergency occurs during work hours will be the welfare of one's family. The City recognizes this concern and will adhere to the following guidance:

- Individual Department heads shall develop a system to allow for the assignment of nonessential workers to check on the families of those employees critical to emergency operations that must remain on the job.
- For emergency purposes, the City will provide a means for contacting spouses, children at school and next of kin, if employees will provide current and accurate contact information including as appropriate: addresses, regular phone, cellular, pager and fax numbers, and email addresses.
- To the extent allowable by law, such information will be held confidential by the City's Human Resources Division.

5. Command and Control

- Employees should be encouraged to discuss emergency operations and expectations with their families, and plan accordingly.

5.4.5.2 Emergencies Outside Work Hours Guidance

Mobilization of essential workers is critical to emergency response. Employees designated as essential workers in the EOC should adhere to the following guidance.

- While it may be difficult to judge the overall impact of an emergency, employees should be equipped to monitor commercial radio stations for reporting instructions.
- Employees should attempt contact with their Department.
- If unable to contact their Department because of an emergency event impacting the City, employees should take actions to ensure their family's safety and report to their normal job sites as soon as safe and practical to do so.
- Employees should pay special attention to conditions encountered while traveling to their work site to provide situation status information when they report.
- Employees unable to reach their normal work site should report to the alternate site designated in their Department's internal plan.
- If unable to report to any City work site, critical employees should assist in their community or go to the nearest fire station to provide whatever assistance they can.
- Communications between the EOC and DOCs will allow for personnel accounting and assignment.

5.4.6 Access and Security

All persons entering the Newberg EOC will be required to check in at the Security Desk located in the main entrance. They may be issued a pass to be worn while in the EOC and to be returned when leaving the premises.

5.4.7 Incident Management Software

The City utilizes Ops Center incident management software to help gather, analyze and disseminate information in the City EOC. The City Emergency Manager is responsible for ensuring that EOC staff are trained on its use and a User's Manual is maintained in the City EOC. Technical support can be accessed through the Oregon Office of Emergency Management.

5. Command and Control

5.4.6 Deactivation

Each situation will need to be evaluated to determine the need for continued operation of the EOC after the emergency response phase of the incident has been completed. This decision is made by the Incident Commander and City Manager.

During the initial phase of the recovery period for a major disaster, it may be desirable to continue to operate the City EOC during the day with limited staffing to facilitate the dissemination of information on disaster relief programs available for the public and local government. This alternative should be weighed against the option of immediately requiring the City Manager and staff to handle the recovery phase as part of their daily responsibilities, which is the ultimate goal.

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, this needs to be disseminated to the same agencies that were notified when it was activated.

If necessary, the EOC may be re-opened (see activation procedures in section 5.4.1) and emergency operations re-initiated at any time. Similar to initial activation, re-activation of the EOC would occur at the direction of the Emergency Manager.

5.4.7 Responsibilities of Key Personnel and Organizations

5.4.7.1 City Manager

The City Manager (or his/her designee) as the Emergency Manager is responsible for:

- Has the ultimate authority and responsibility for a major incident within the City of Newberg;
- Arrange for and review as required, the release of all information to the Media, through ICS/ Public Information Officer;
- Designate an alternate Emergency Operations Center, if necessary;
- Respond to the Emergency Operations Center;
- Hold regular staff briefings throughout the incident;
- Notify, or cause to be notified, Fire, Police and other city personnel as the situation warrants;
- Responsible for updating the City's Emergency Operations Plan as per City policy;

5. Command and Control

- Make preparations for, and carry out tests of the Emergency Operations Plan as per City Policy; this will include a post-exercise critique of the Plan; and
- Prepare and coordinate post-disaster critique.

5.4.7.2 Mayor

The Mayor (or the Council President in the Mayor's absence) is responsible for:

- Respond to the Emergency Operations Center;
- Request military assistance if necessary;
- Facilitate necessary meetings of the governing body; coordinate and updates with the City Council;
- Liaison to the Governor's office for the City of Newberg;
- Effect the notification to the State of Oregon Emergency Management; and
- Make an official declaration of disaster; if a state of disaster extends for a period of seven (7) days or longer, the Newberg City Council must declare a state of continuing local disaster.

5.4.7.3 Police Chief

The Chief of Police (or his/her designee) is responsible for:

- Respond to the Emergency Operations Center;
- Coordinate the use of police resources;
- Report to the Emergency Manager;
- Request outside Police agency aid, if necessary;
- Act as a liaison between the Incident Commander and outside police agencies;
- Direct the sounding of an alert signal by Police vehicles and personnel under direction of the Incident Commander, if necessary; and
- Act as the Emergency Manager when required by the plan or as appointed by the City Manager.

5.4.7.4 Fire Chief

The Chief of Fire Department (or his/her designee) is responsible for:

- Respond to the Emergency Operations Center;

5. Command and Control

- Report to the Emergency Manager;
- Request, as needed, outside fire agency assistance;
- Coordinate the use of fire resources;
- Act as a liaison between outside fire agencies and the Incident Commander;
- Direct the sounding of an alert signal by fire vehicles and personnel under direction of the Incident Commander, as necessary; and
- Act as the Emergency Manager, when required by the plan or as appointed by the City Manager.

5.4.7.5 City Attorney

The City Attorney is responsible for:

- Respond to the Emergency Operations Center;
- Report to the Emergency Manager;
- Attend all staff briefings; and
- Advise the City Manager, Mayor, City Council, or any staff personnel on legal precedents pertaining to the incident.

5.4.7.6 Assistant City Manager/Public Works Director

The Assistant City Manager/Public Works Director (or his/her designee) is responsible for:

- Respond to the Emergency Operations Center;
- Report to the Emergency Manager;
- Make available all resources under his/her control;
- Act as a liaison for outside public agencies and organizations;
- Act as the City Manager, in his/her absence; and
- Act as the Emergency Manager when required by the plan or as appointed by the City Manager.

5.4.7.7 Superintendent of Maintenance

The Superintendent of Maintenance (or his/her designee) is responsible for:

- Respond to the EOC, if requested;

5. Command and Control

- Report to the Assistant City Manager/Public Works Director;
- Make available all resources under his control;
- Act as a liaison for outside water agencies, surrounding water and sanitation districts, and the State engineer's office;
- Maintain or re-establish potable water distribution and sewer system;
- Establish and distribute temporary potable water supplies when necessary;
- Establish and distribute temporary sanitary facilities when necessary;
- Make designs for emergency road repair, when necessary; and
- Perform and coordinate clean-up efforts as needed.

5.4.7.8 Finance Director (or his/her designee)

The Finance Director (or his/her designee) is responsible for:

- Report to the Emergency Operations Center;
- Attend staff incident briefings and provide input on financial and cost analysis matters;
- Provide financial support for emergency operations as necessary;
- Identify and obtain supplies and staff needed for a Finance section;
- Ensure that all time records are maintained;
- Ensure that outside agencies are informed of time spent by their personnel and equipment;
- Setup a Time Unit to handle time records;
- At the direction of the Emergency Manager, participate in all demobilization planning;
- Ensure that all obligation documents generated by the incident are properly prepared and completed;
- At the direction of the Emergency Manager, brief all staff personnel on all incident related business management issues needing attention and follow-up prior to leaving the incident;
- Develop and maintain emergency purchasing procedures; and

5. Command and Control

- Establish familiarity with State and federal regulations on emergency funding, disaster aid, and reimbursement should a state of emergency be declared.

5.4.7.9 Emergency Communications Center Manager

The Emergency Communications Center Manager (or his/her designee) is responsible for:

- Respond to the EOC;
- Report to the Chief of Police (or his/her designee);
- Responsible for staffing the Communication Center;
- Act as the liaison between the EOC and the Communication Center;
- Staff and run the Message Center of the EOC;
- Provide Computer Aided Dispatch (CAD) data, and Incident and Field Unit Status information to the Incident Commander or his/her designee;
- Cooperate with the Yamhill County Emergency Management office in the testing of the Emergency Broadcasting System (EBS); and
- Arrange for emergency telephone communications at the EOC and at any established command post(s);

5.4.7.10 Planning and Building Director

The Planning and Building Director (or his/her designee) is responsible for:

- Respond to the Emergency Operations Center when requested;
- Report to the Emergency Manager and subsequently to the City Manager; and
- Responsible for the Planning Section.

5.4.7.11 Building Inspection Division

The Building Inspection Division is responsible for:

- Send a representative to the Emergency Operations Center when requested;
- Report to the Emergency Manager, Operations, or Logistics Section Chief as directed;
- Mobilize building inspection personnel to assist with damage assessment when requested personnel; and

5. Command and Control

- Lead the damage assessment process.

5.4.7.12 Information Technology Director

The Information Technology (IT) Director (or his/her designee) is responsible for:

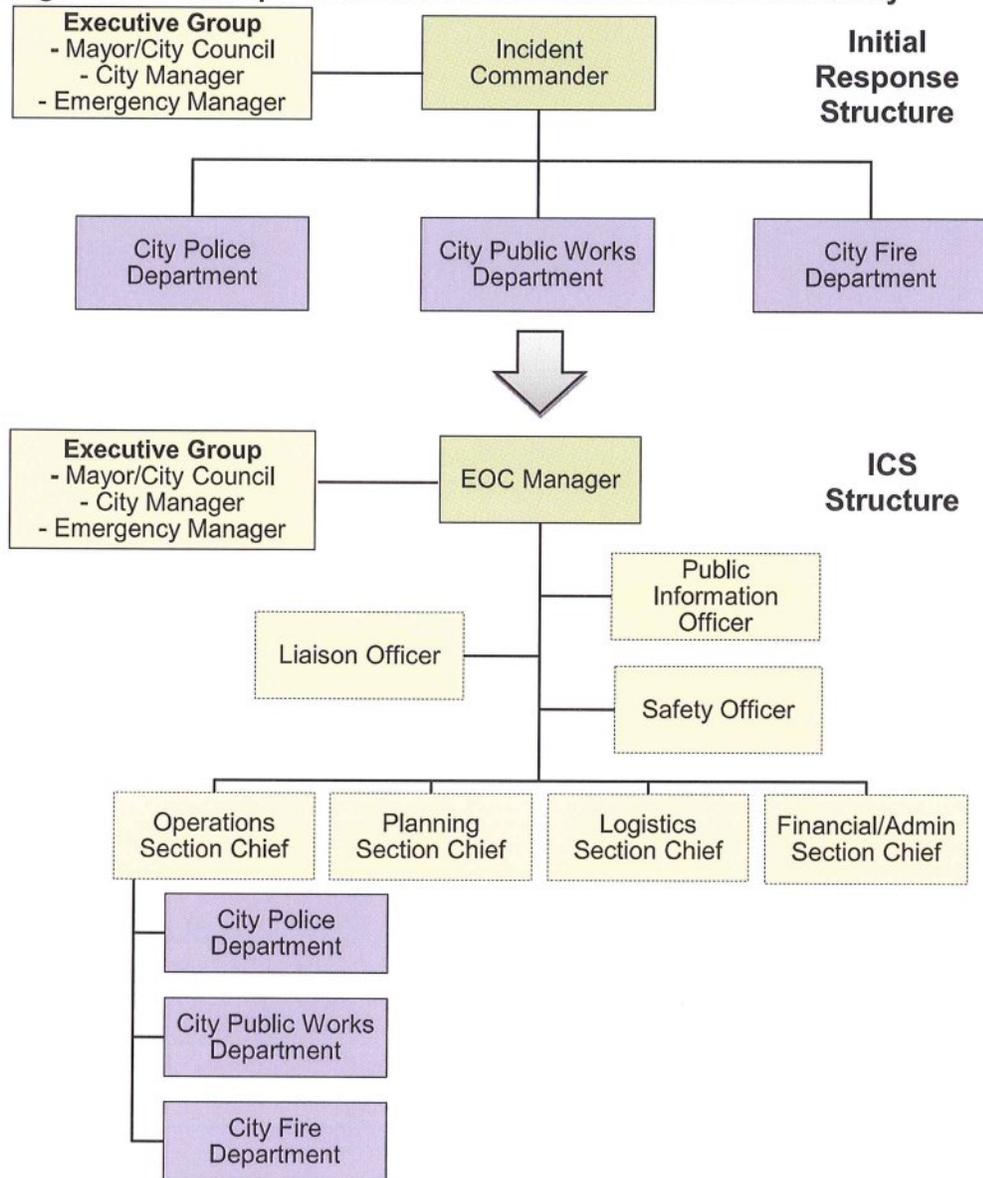
- Respond to the EOC;
- Report to the Emergency Manager;
- Coordinate and assist with EOC setup; and
- Arrange for and activate needed computer, phones and communication systems.

5.5 Incident Command System

In Oregon, implementation of NIMS and ICS is mandatory during an emergency incident. NIMS is a comprehensive, national approach to incident management, applicable to all jurisdictional levels and across functional disciplines. ICS is a standardized, flexible, scalable, all-hazard incident management system designed to be utilized from the time an incident occurs until the need for management and operations no longer exists. This system consists of practices for managing resources and activities during an emergency response and allows agencies to communicate using common terminology and operating procedures. It also allows for effective coordination and allocation of resources throughout an incident's duration. The ICS structure can be expanded or contracted, depending on the incident's changing conditions. It can be staffed and operated by qualified personnel from any emergency service agency and may involve personnel from a variety of disciplines. As such, the system can be utilized for any type or size of emergency, ranging from a minor incident involving a single unit to a major emergency involving several agencies and spanning numerous jurisdictions. The City has established an EMO, supporting EOC activation and operational procedures, and position checklists compliant with NIMS/ICS. This information is contained within this EOP; however, this document is not an EOC manual. A transitional ICS organizational chart for the City is presented in Figure 5-3.

5. Command and Control

Figure 5-3 Example of a Scalable Command Structure for the City



5.5.1 Emergency Operation Center Manager

The EOC Manager is responsible for the operations of the EOC when it is activated and has overall responsibility for accomplishing the EOC mission. In general, the EOC Manager is responsible for:

- Approving and supporting implementation of an IAP.
- Coordinating activities supporting the incident or event.

5. Command and Control

- Approving release of information through the PIO.
- Performing the duties of the following Command staff if no one is assigned to the position:
 - Safety Officer
 - PIO
 - Liaison Officer.
- At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes more or less complex, the Incident Commander may change to meet the needs of the incident.

5.5.2 Emergency Operations Center Command Staff**5.5.2.1 Safety Officer**

The Safety Officer position generally applies to incident scenes and is responsible for:

- Identifying initial hazards, determining personal protective equipment requirements, and defining decontamination areas.
- Implementing site control measures.
- Monitoring and assessing the health and safety of response personnel and support staff (may be necessary for EOC as well).
- Preparing and implementing a site Health and Safety Plan and updating the EOC Manager regarding safety issues or concerns, as necessary (may be necessary for EOC as well).
- Exercising emergency authority to prevent or stop unsafe acts (may be necessary for the EOC as well).

5.5.2.2 Public Information Officer

A lead PIO will most likely coordinate and manage a larger public information network representing local, County, regional, and State agencies; tribal entities; political officials; and other emergency management stakeholders. The PIO's duties include:

- Developing and coordinating release of information to incident personnel, media, and the general public.
- Coordinating information sharing among the public information network through the use of a Joint Information System (JIS) and, if applicable, participating in a Joint Information Center (JIC).

5. Command and Control

- Implementing information clearance processes with the EOC Manager.
- Conducting and/or managing media briefings and implementing media-monitoring activities.

5.5.2.3 Liaison Officer

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

- Serving as the contact point for local government officials, agency or tribal representatives, and stakeholders.
- Coordinating information and incident updates among interagency contacts, including the public information network.
- Providing resource status updates and limitations among personnel, capabilities, equipment, and facilities to the Incident Commander, government officials, and stakeholders.

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

5.5.3 Emergency Operations Center General Staff

5.5.3.1 Operations Section Chief

The Operations Section Chief position is typically filled by the lead agency managing response activities for a specific type of incident. The Operations Section is organized into functional units representing agencies involved in tactical operations. The following agencies are typically included in the Operations Section:

- Fire - emergencies dealing with fire, earthquake with rescue, or hazardous materials.
- Law Enforcement - incident(s) involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal investigations.
- Public Health Officials - contamination issues, disease outbreaks, and/or emergency incidents posing threats to human, animal, and environmental health.

5. Command and Control

- Public Works - incidents resulting in major utility disruptions, damage to critical infrastructure, and building collapse.

Private entities, companies, and nongovernmental organizations may also support the Operations Section. The Operations Chief is responsible for:

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

5.5.3.2 Planning Section Chief

The Planning Section is responsible for forecasting future needs and events of the response effort while ensuring implementation of appropriate procedures and processes. This section is typically supported by four primary units: Resources, Situation, Documentation, and Demobilization. The Planning Chief is responsible for:

- Collecting, evaluating, and distributing information regarding the incident and providing a status summary.
 - For terrorist incidents, liaise with the OTFC.
- Preparing and disseminating the IAP.
- Conducting planning meetings and developing alternatives for tactical operations.
- Maintaining resource status.

5.5.3.3 Logistics Section Chief

The Logistics Section is typically supported by the units responsible for supplies, food, communications, medical services, facilities, and ground support. Depending on the incident's type and size, these units can be divided into two branches: Service and Support. The Logistics Chief is responsible for:

- Providing and managing resources to meet the needs of incident personnel.
- Managing various coordinators of particular resources, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel.

5. Command and Control

- Estimating future support and resource requirements.
- Assisting with development and preparation of the IAP.

5.5.3.4 Finance/Administration

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

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

5.5.4 Unified Command

In some incidents, several organizations may share response authority. ICS has the advantage of combining different local, County, regional, State, and federal agencies into the same organizational system, maximizing coordination of response activities, and avoiding duplication of efforts. A structure called Unified Command allows the Incident Commander position to be shared among several agencies and organizations that maintain jurisdiction. Unified Command members retain their original authority but work to resolve issues in a cooperative fashion to enable a more efficient response and recovery.

In a large incident involving multiple jurisdictions and/or regional, State, and federal response partners, a Unified Command may replace a single organization Incident Commander. Each of the four primary ICS sections may be further subdivided, as needed. In smaller situations, where additional persons are not required, the Incident Commander will directly manage all aspects of the incident organization. Figure 5-4 is an example of a Unified Command organizational chart for the City. It provides operational flexibility to expand or contract staffing, depending on the incident's nature and size.

5.5.5 Area Command

Area Command is activated only if necessary, depending on the complexity of the incident and span-of-control considerations. An Area Command is established to oversee either the management of multiple incidents that are being handled by separate ICS organizations or the management of a very large incident that involves multiple ICS organizations. It is important to note that an Area Command does not have operational responsibilities. For incidents under its authority, the Area Command:

- Sets overall agency incident-related priorities.

5. Command and Control

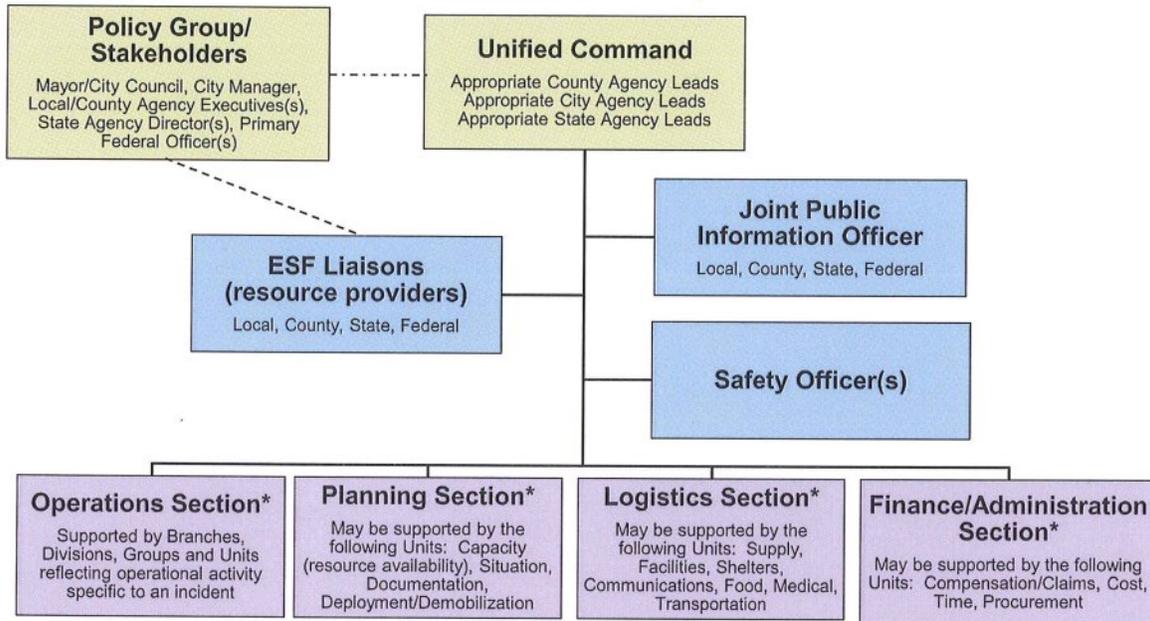
- Allocates critical resources according to established priorities.
- Ensures that incidents are managed properly.
- Ensures effective communications.
- Ensures that incident management objectives are met and do not conflict with each other or with agency policies.
- Identifies critical resource needs and reports them to the EOCs.
- Ensures that short-term emergency recovery is coordinated to assist in the transition to full recovery operations.
- Provides for personnel accountability and a safe operating environment.

5.5.6 Multi-Agency Coordination

In the event that the City is coordinating a response with other jurisdictions or agencies with authority over the incident, it may choose to implement a Multi-Agency Coordination Group (MAC Group). Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds are brought together and form MAC Groups. Other names for MAC Groups include “multiagency committees” and “emergency management committees.” A MAC Group can provide coordinated decision making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

5. Command and Control

Figure 5-4 Example of Unified Command for the City



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

6

Plan Development, Maintenance and Implementation

6.1 Plan Review and Maintenance

At a minimum, this EOP will be formally reviewed and re-promulgated every 5 years to comply with State requirements. If awarded monies through the Emergency Management Performance Grant, this EOP will be reviewed every 2 years throughout the period of performance of the award. This review will be coordinated by the City of Newberg Emergency Manager and will include participation by members from each of the departments assigned as lead agencies in this EOP and its supporting annexes. This review will:

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

In addition, lead agencies will review the annexes and appendices assigned to their respective departments. A more frequent schedule for plan review and revision may be necessary. The EOP will be re-promulgated when a new senior elected or appointed official takes office or at a minimum of every five years to comply with State requirements.

Recommended changes should be forwarded to:

City of Newberg
ATTN: Emergency Manager
PO BOX 970
414 E. First Street
Newberg, OR 97132

6.2 Training Program

The Emergency Manager coordinates training for City personnel and encourages them to participate in training sessions hosted by other jurisdictions throughout the region.

To the best of its ability, the City will develop a training program consistent with NIMS. The Emergency Manager or designee maintains records and lists of training received by City personnel. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle

6. Plan Development, Maintenance and Implementation

management, and command and general staff. NIMS identifies these positions as follows:

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

Table 6-1 provides the minimum training requirements for the City’s emergency personnel.

Table 6-1 Minimum Training Requirements	
Emergency Personnel	Training Required
Direct role in emergency management or emergency response	ICS-100 IS-700a
First-line supervisors, mid-level management and command and general staff	ICS-100, -200 IS-700a
Supervisory role in expanding incidents or a management role in an EOC	ICS-100, -200, -300 IS-700a
Management capacity in an Area Command situation or EOC	ICS-100, -200, -300, -400 IS-700a, -701a
Public Information Officers	IS-702a
Resource management	IS-703a
Communication or incident information systems	IS-701
Development of mutual aid Agreements and/or mutual aid operational plans	IS 706
Planning	IS-800b
<i>Additional information about training requirements can be found on the OEM website at http://www.oregon.gov/OMD/OEM/plans_train/docs/nims/nims_who_takes_what.pdf. Independent study courses can be found at http://training.fema.gov/IS/crslist.asp.</i>	

6.3 Exercise Program

To the best of its ability, the City will conduct exercises throughout the year to test and evaluate this EOP. Whenever feasible, the City will coordinate with neighboring jurisdictions and State and Federal government to participate in joint

6. Plan Development, Maintenance and Implementation

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 this program can be found at <http://hseep.dhs.gov>.

The Emergency Manager will work with other City/County departments and agencies to identify and implement corrective actions and mitigation measures, based on exercises conducted through Emergency Management.

6.4 Event Critique and After Action Reporting

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

Similarly, reviews and After Action Reports will be facilitated after an actual disaster that will document activities of the emergency response will participate in the AAR. The AAR following an incident should include actions taken, identification of equipment shortcomings as well as highlight of strengths, and make recommendations to improve operational readiness. Recommendations may include suggested future exercise events and programs. Valuable success stories and lessons learned maybe submitted to the Lessons Learned Information Sharing website (www.llis.gov). The Emergency Manager will ensure that equipment, training, and planning shortfalls identified following an incident are addressed by the City’s EMO.

6.5 Program Reporting

As part of maintaining a NIMS-compliant Emergency Management Organization, the City is required to annually assess itself against the NIMS Compliance Assistance Support Tool (NIMSCAST) which provides metrics to assist the jurisdiction in implementing plans and procedures consistent with NIMS. The City Emergency manager is responsible for ensuring that NIMSCAST is completed for the City. Technical support can be accessed through the Oregon Office of Emergency Management.

6.5 Community Outreach and Preparedness 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 citizen preparedness and education are vital components of the City’s overall readiness.

6. Plan Development, Maintenance and Implementation

Information about the City's public education programs, hazard and mitigation information, and other emergency management and emergency services can be found on the City's website at www.newbergoregon.gov.

6.6 Funding and Sustainment

It is a priority of the City to fund and maintain an EMO that ensures the City's ability to respond to and recover from disasters. The Emergency Manager will work with City Council and community stakeholders to:

- Identify funding sources for emergency management programs, personnel, and equipment.
- Ensure Council is informed of progress toward building emergency management programs, personnel, and equipment.
- Ensure Council is informed of progress toward building emergency response and recovery capabilities and is aware of gaps to be addressed.
- Leverage partnerships with local, regional, and State partners to maximize use of scarce resources.

A

Sample Disaster Declaration Forms

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Appendix A. Declaration of State of Emergency

DECLARATION OF STATE OF EMERGENCY

To: Insert name and title,
Yamhill County Emergency Management

From: Insert name and title,
City of Newberg, Oregon

At insert military time on insert month, day, year, a/an insert description of emergency incident or event type occurred in the City of Newberg within the geographic boundaries of insert geographic boundaries threatening life and property. The current situation and conditions are:

Deaths: insert number of deaths

Injuries: insert number of injuries

Population at risk: insert number of population at risk

The current emergency conditions or threats are: insert conditions or threats.

An initial estimate of the damage and impacts is: insert initial estimate.

The following assistance is being requested: insert specific information about the assistance being requested

Actions that have been taken and resources that have been committed by the City of Newberg: insert the current actions taken and resources that have been committed by the City.

I do hereby declare that a State of Emergency now exists in the City of Newberg and that the City of Newberg has expended or will shortly expend its necessary and available resources. I respectfully request that City of Newberg provide assistance, consider the City of Newberg an "Emergency Area" as provided for in ORS 401, and, as appropriate, request support from State agencies and/or the federal government.

Signed: _____

Title: [Insert Title] Date & Time: insert date and military time

Appendix A. Declaration of State of Emergency

This request may be passed to the County via radio, telephone, or fax. The original signed document must be sent to Yamhill County Emergency Management, with a copy placed in the final incident package.

B

Incident Command System Forms

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Appendix B. Incident Command System Forms

Index of Incident Command System (ICS) Forms

The following ICS forms are included in this appendix.

ICS Form No.	Form Title
ICS Form 201	Incident Briefing
ICS Form 202	Incident Objectives
ICS Form 203	Organization Assignment List
ICS Form 204	Assignment List
ICS Form 205	Incident Radio Communications Plan
ICS Form 205a	Communications List
ICS Form 206	Medical Plan
ICS Form 207	Incident Organizational Chart
ICS Form 208	Safety Message/Plan
ICS Form 209	Incident Status Summary
ICS Form 210	Resource Status Change
ICS Form 211	Incident Check-in List
ICS Form 213	General Message
ICS Form 214	Activity Log
ICS Form 215	Operational Planning Worksheet
ICS Form 215a	Incident Action Plan Safety Analysis
ICS Form 218	Support Vehicle/Equipment Inventory
ICS Form 219	Resource Status Card (T-Card)
ICS Form 220	Air Operations Summary
ICS Form 221	Demobilization Plan
ICS Form 225	Incident Personnel Performance Rating

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Emergency Operations Center Position Checklists

Appendix C. Emergency Operations Center Position Checklists

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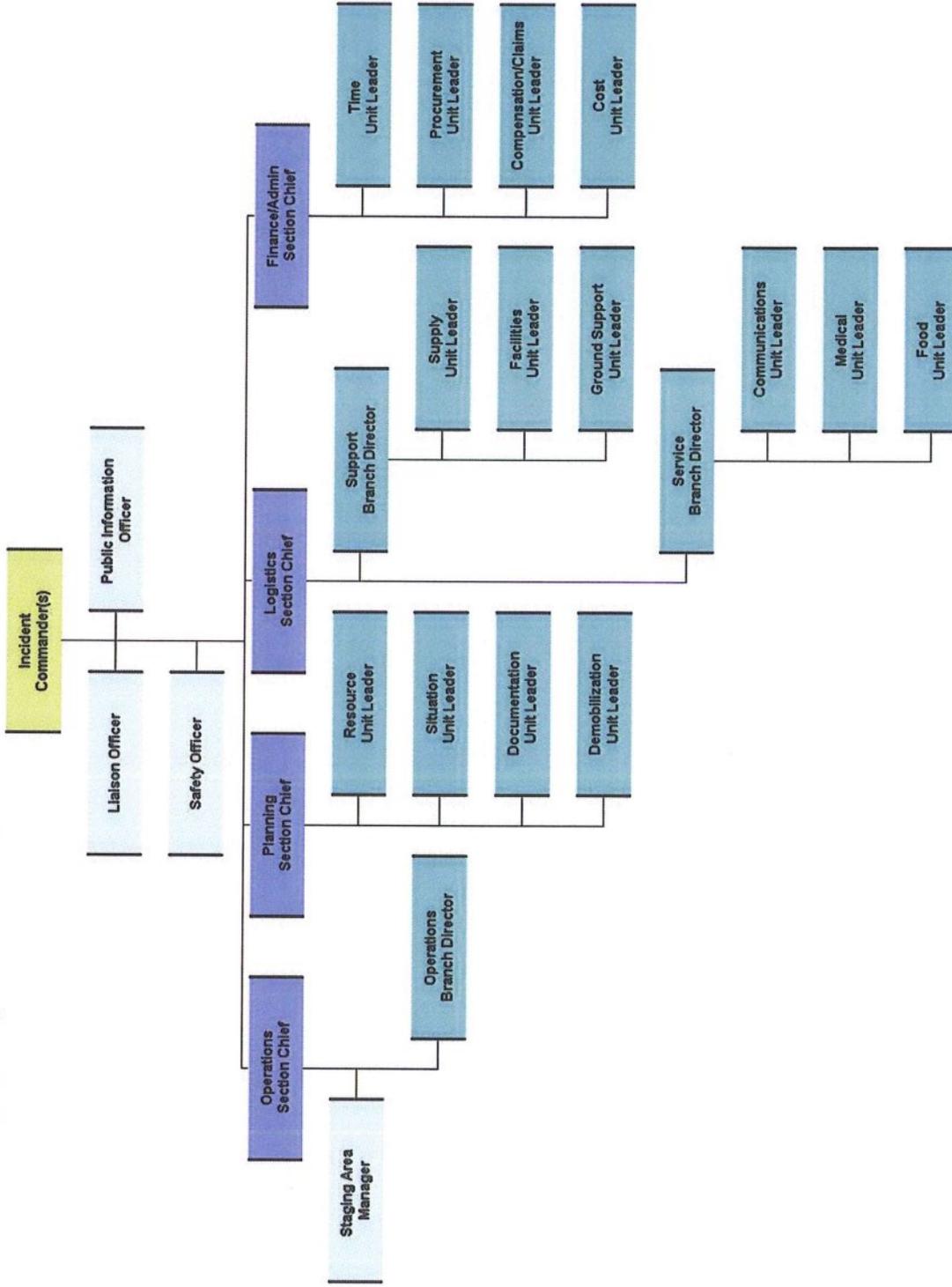
Appendix C. Emergency Operations Center Position Checklists**Index of EOC Position Checklists**

The following checklists are included in this appendix.

1. Air Operations Branch Director
2. Communication Unit Leader
3. Compensation/Claims Unit Leader
4. Cost Unit Leader
5. Demobilization Unit Leader
6. Division-Group Supervisor
7. Documentation Unit Leader
8. Facilities Unit Leader
9. Finance – Administration Section Chief
10. Food Unit Leader
11. Ground Support Unit Leader
12. Incident Commander
13. Liaison Officer
14. Logistics Section Chief
15. Medical Unit Leader
16. Operations Branch Director
17. Operations Section Chief
18. Planning Section Chief
19. Procurement Unit Leader
20. Public Information Officer
21. Resources Unit Leader
22. Safety Officer
23. Service Branch Director
24. Situation Unit Leader
25. Staging Area Manager
26. Strike Team-Task Force Leader
27. Supply Unit Leader
28. Support Branch Director
29. Technical Specialist
30. Time Unit Leader

Appendix C. Emergency Operations Center Position Checklists

Figure C-1 EOC Position Organizational Chart



D

References

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Federal

- Federal Emergency Management Agency, Comprehensive Planning Guide 101, 2010.
(http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf)
- Federal Emergency Management Agency, FEMA 64, Emergency Action Planning Guidelines for Dams, 1998.
(<http://www.fema.gov/plan/prevent/damfailure/fema64.shtm>)
- Homeland Security Presidential Directive 5: Management of Domestic Incidents, 2003.
(http://www.dhs.gov/xabout/laws/gc_1214592333605.shtm)
- National Incident Management System, 2008.
(http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf)
- National Response Framework, 2008.
(<http://www.fema.gov/emergency/nrf/>)
- Public Law 93 234, as amended, Flood Disaster Protection Act of 1973. (<http://www.fdic.gov/regulations/laws/rules/6500-3600.html>)
- Public law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.
(<http://www.fema.gov/about/stafact.shtm>)
- The Code of Federal Regulations, Title 44, Part 206.
(<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=58d3c66822cc6df274ab5bb11faa77ff&rgn=div5&view=text&node=44:1.0.1.4.57&idno=44>)

State

- Office of the State Fire Marshal. Oregon Fire Services Mobilization Plan. 2011.
(http://www.oregon.gov/OSP/SFM/Oregon_Mob_Plan.shtml)
- Office of Emergency Management. State of Oregon Emergency Declaration Guidelines for Local Elected and Appointed Officials. March 2010.
(http://www.oregon.gov/OMD/OEM/docs/library/decl_guide_Nov_2010.pdf?ga=t)
- Oregon Revised Statutes (ORS) 401.305 through 401.335, 294.455 and 279B.080. (<http://www.leg.state.or.us/ors/>)

County

- Yamhill County Emergency Operations Plan, 2008 (a copy can be access through Yamhill County Emergency Management)
- Yamhill County Ordinance 759, as amended
- Yamhill County Natural Hazard Mitigation Plan (<http://www.co.yamhill.or.us/content/hazard-mitigation-plan-documents>)
- Memoranda of Agreement / Understanding (a copies can be found in the County Emergency Manager's Office)

Other

- All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.

E

Acronyms and Glossary

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Appendix E. Acronyms and Glossary

Acronyms

ADA	Americans with Disabilities Act
BOC	Yamhill County Board of Commissioners
CBRNE	Chemical, biological, radiological, nuclear, explosive
CIKR	Critical Infrastructure and Key Resources
City	City of Newberg (unless otherwise specified)
COOP	Continuity of Operations
County	Yamhill County (unless otherwise specified)
DSHS	Department of Social and Health Services
EAS	National Emergency Alert System
ECC	Emergency Coordination Center
EMO	Emergency Management Organization
EMP	State of Oregon Emergency Management Plan
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FA	Functional Annex
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
HazMat	Hazardous Materials
HSEEP	Homeland Security Exercise and Evaluation Program
IA	Incident Annex
IAP	Incident Action Plan
ICS	Incident Command System
IDA	initial damage assessment
JIC	Joint Information Center
JIS	Joint Information System
MAC	Multi-Agency Coordination
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration

Appendix E. Acronyms and Glossary

NRF	National Response Framework
NSS	National Shelter System
NTSB	National Transportation safety Board
ODOT	Oregon Department of Transportation
OEM	Oregon Emergency Management
OERS	Oregon Emergency Response Services
ORS	Oregon Revised Statutes
ORWARN	Oregon Water/Wastewater Agency Response Network
OSFM	Oregon State Fire Marshal
OSP	Oregon State Police
OTFC	Oregon TITAN Fusion Center
PDA	Preliminary Damage Assistance
PGE	Portland General Electric
PIO	Public Information Officer
PPD-8	Presidential Policy Directive 8
Red Cross	American Red Cross
SBA	Small Business Administration
SOP	Standard Operating Procedure
State	State of Oregon
TDD	Telecommunications Device for the Deaf
TITAN	Oregon Terrorism Information Threat Assessment Network
USDA	United States Department of Agriculture
VA	Veterans Administration
VOIP	voice-over internet protocol
WCCCA	Washington County Consolidated Communications Agency
WMD	weapons of mass destruction
YCOM	Yamhill Communications Agency

Appendix E. Acronyms and Glossary

Glossary of Key Terms

Accessible: Having the legally required features and/or qualities that ensure easy entrance, participation, and usability of places, programs, services, and activities by individuals with a wide variety of disabilities.

Acquisition Procedures: A process used to obtain resources to support operational requirements.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

Agency Administrator/Executive: The official responsible for administering policy for an agency or jurisdiction. An Agency Administrator/Executive (or other public official with jurisdictional responsibility for the incident) usually makes the decision to establish an Area Command.

Agency Dispatch: The agency or jurisdictional facility from which resources are sent to incidents.

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

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Allocated Resource: Resource dispatched to an incident.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple Incident Management Teams engaged. An Agency Administrator/Executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.

Assessment: The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision-making.

Appendix E. Acronyms and Glossary

Assigned Resource: Resource checked in and assigned work tasks on an incident.

Assignment: Task given to a personnel resource to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan.

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

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See Supporting Agency.

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

Badging: The assignment of physical incident-specific credentials to establish legitimacy and limit access to various incident sites.

Branch: The organizational level having functional 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.

Cache: A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Categorizing Resources: The process of organizing resources by category, kind, and type, including size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within and across organizations and agencies, and between governmental and nongovernmental entities, more efficient, and ensures that the resources received are appropriate to their needs.

Certifying Personnel: The process of authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Check-In: The process through which resources first report to an incident. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

Appendix E. Acronyms and Glossary

Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

Common Operating Picture: An overview of an incident by all relevant parties that provides incident information enabling the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.

Common Terminology: Normally used words and phrases-avoiding the use of different words/phrases for same concepts-to ensure consistency and to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Communications: The process of transmission of information through verbal, written, or symbolic means.

Communications/Dispatch Center: Agency or interagency dispatch centers, 911 call centers, emergency control or command dispatch centers, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel. The center can serve as a primary coordination and support element of the Multiagency Coordination System(s) (MACS) for an incident until other elements of the MACS are formally established.

Complex: Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.

Comprehensive Preparedness Guide 101: A guide designed to assist jurisdictions with developing operations plans. It promotes a common understanding of the fundamentals of planning and decision-making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans.

Continuity of Government: A coordinated effort within the Federal Government's executive branch to ensure that National Essential Functions continue to be performed during a catastrophic emergency (as defined in National Security Presidential Directive 51/Homeland Security Presidential Directive 20).

Continuity of Operations: An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.

Appendix E. Acronyms and Glossary

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

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

Corrective Actions: The implementation of procedures that are based on lessons learned from actual incidents or from training and exercises.

Credentialing: The authentication and verification of the certification and identity of designated incident managers and emergency responders.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The delegation of authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines, as needed. Many agencies require written delegation of authority to be given to the Incident Commander prior to assuming command on larger incidents. (Also known as Letter of Expectation.)

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Department Operations Center (DOC): An Emergency Operations Center (EOC) specific to a single department or agency. The focus of a DOC is on internal agency incident management and response. DOCs are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

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

Director: The Incident Command System title for individuals responsible for supervision of a Branch.

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

Division: The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See Group.

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and

Appendix E. Acronyms and Glossary

Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected State can request and receive assistance from other member States quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency Management/Response Personnel: Includes Federal, State, territorial, tribal, substate regional, and local governments, nongovernmental organizations, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)

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

Emergency Operations Plan: An ongoing plan for responding to a wide variety of potential hazards.

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

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

Event: See Planned Event.

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

Field Operations Guide: Durable pocket or desk guides that contain essential information required to perform specific assignments or functions.

Finance/Administration Section: The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.

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

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Group: An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. See Division.

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

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

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

Incident Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Incident Base.

Incident Command: The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

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

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Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide 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 small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Management Team (IMT): An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining "type," or level, of IMT.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Information Management: The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to one or more audiences who have a stake in that information.

Integrated Planning System: A system designed to provide common processes for developing and integrating plans for the Federal Government to establish a comprehensive approach to national planning in accordance with the Homeland Security Management System as outlined in the National Strategy for Homeland Security.

Intelligence/Investigations: An organizational subset within ICS. Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities-or the individual(s) involved-including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is

Appendix E. Acronyms and Glossary

different from the normal operational and situational intelligence gathered and reported by the Planning Section.

Interoperability: Ability of systems, personnel, and equipment to provide and receive functionality, data, information and/or services to and from other systems, personnel, and equipment, between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real time, when needed, and when authorized.

Job Aid: Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

Joint Field Office (JFO): The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with National Incident Management System principles. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

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

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

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Key Resource: Any publicly or privately controlled resource essential to the minimal operations of the economy and government.

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Letter of Expectation: See Delegation of Authority.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

Local Government: Public entities responsible for the security and welfare of a designated area as established by law. 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 entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: The process and procedure for providing resources and other services to support incident management.

Logistics Section: The Incident Command System Section responsible for providing facilities, services, and material support for the incident.

Management by Objectives: A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

Manager: Individual within an Incident Command System organizational unit who is assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

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

Mobilization Guide: Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources.

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Multiagency Coordination (MAC) Group: A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the Multiagency Coordination System.

Multiagency Coordination System (MACS): A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. MACS assist agencies and organizations responding to an incident. The elements of a MACS include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are Emergency Operations Centers and MAC Groups.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under Unified Command.

Mutual Aid Agreement or Assistance Agreement: Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

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

National Essential Functions: A subset of government functions that are necessary to lead and sustain the Nation during a catastrophic emergency and that, therefore, must be supported through continuity of operations and continuity of government capabilities.

National Incident Management System: A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework: A guide to how the Nation conducts all-hazards response.

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-

Appendix E. Acronyms and Glossary

based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Officer: The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12 to 24 hours.

Operations Section: The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operations Section normally includes subordinate Branches, Divisions, and/or Groups.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, nongovernmental organizations, and the private sector.

Personal Responsibility: The obligation to be accountable for one's actions.

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

Plain Language: Communication that can be understood by the intended audience and meets the purpose of the communicator. For the purpose of the National Incident Management System, plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.

Planned Event: A scheduled nonemergency activity (e.g., sporting event, concert, parade, etc.).

Planning Meeting: A meeting held as needed before and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

Planning Section: The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Portability: An approach that facilitates the interaction of systems that are normally distinct. Portability of radio technologies, protocols, and frequencies

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among emergency management/response personnel will allow for the successful and efficient integration, transport, and deployment of communications systems when necessary. Portability includes the standardized assignment of radio channels across jurisdictions, which allows responders to participate in an incident outside their jurisdiction and still use familiar equipment.

Pre-Positioned Resource: A resource moved to an area near the expected incident site in response to anticipated resource needs.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Incident Management System, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.

Preparedness Organization: An organization that provides coordination for emergency management and incident response activities before a potential incident. These organizations range from groups of individuals to small committees to large standing organizations that represent a wide variety of committees, planning groups, and other organizations (e.g., Citizen Corps, Local Emergency Planning Committees, Critical Infrastructure Sector Coordinating Councils).

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.

Primary Mission Essential Functions: Government functions that must be performed in order to support or implement the performance of National Essential Functions before, during, and in the aftermath of an emergency.

Private Sector: Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocol: A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Appendix E. Acronyms and Glossary

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

Publications Management: Subsystem that manages the development, publication control, publication supply, and distribution of National Incident Management System materials.

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.

Recovery Plan: A plan developed to restore an affected area or community.

Reimbursement: A mechanism to recoup funds expended for incident-specific activities.

Resource Management: A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid agreements and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.

Resource Tracking: A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.

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 Emergency Operations Center.

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

Appendix E. Acronyms and Glossary

Retrograde: To return resources back to their original location.

Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Section: The Incident Command System 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.

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.

Situation Report: Confirmed or verified information regarding the specific details relating to an incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.)

Special Needs Population: A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures, who have limited English proficiency, or who are non-English-speaking; or who are transportation disadvantaged.

Staging Area: Temporary location for available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

Standard Operating Guidelines: A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

Standard Operating Procedure: A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any

Appendix E. Acronyms and Glossary

possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Status Report: Information specifically related to the status of resources (e.g., the availability or assignment of resources).

Strategy: The general plan or direction selected to accomplish incident objectives.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.

Substate Region: A grouping of jurisdictions, counties, and/or localities within a State brought together for specified purposes (e.g., homeland security, education, public health), usually containing a governance structure.

Supervisor: The Incident Command System title for an individual responsible for a Division or Group.

Supporting Agency: An agency that provides support and/or resource assistance to another agency. See Assisting Agency.

Supporting Technology: Any technology that may be used to support the National Incident Management System, such as orthophoto mapping, remote automatic weather stations, infrared technology, or communications.

System: Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.

Tactics: The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Specialist: Person with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

Technology Standards: Conditions, guidelines, or characteristics that may be required to facilitate the interoperability and compatibility of major systems across jurisdictional, geographic, and functional lines.

Technology Support: Assistance that facilitates incident operations and sustains the research and development programs that underpin the long-term investment in the Nation's future incident management capabilities.

Terrorism: As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United

Appendix E. Acronyms and Glossary

States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

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

Tribal: Referring to any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of Incident Management Teams) experience and qualifications.

Unified Approach: The integration of resource management, communications and information management, and command and management in order to form an effective system.

Unified Area Command: Version of command established when incidents under an Area Command are multijurisdictional. See Area Command.

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

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

Unit Leader: The individual in charge of managing Units within an Incident Command System (ICS) functional Section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.

Unity of Command: An Incident Command System principle stating that each individual involved in incident operations will be assigned to only one supervisor.

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Vital Records: The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).

Volunteer: For purposes of the National Incident Management System, any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.10

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Functional Annexes

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FA 1 – Emergency Services

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FA 1 Tasked Agencies	
Primary Agencies	Newberg-Dundee Police Department Newberg Fire Department Newberg-Dundee 9-1-1 Communications Center
Supporting Agencies	Public Works and Engineering Services Yamhill County Emergency Management County Sheriff's Office Yamhill County Health Department Local hospitals

1 Purpose and Scope

This annex outlines the basic City emergency services necessary to respond to a disaster. It outlines the main roles and responsibilities for primary agencies, provides a concept of operations to assist the City in coordinating emergency services, and references related authorities, agreements, and supporting plans. The City Emergency Management Organization, as outlined in the Basic Plan of this EOP, is designed to provide support to local emergency services agencies through assistance in accessing needed resources and coordination in more complex incidents and events. Nothing in this annex is meant to replace or supersede the standard operating procedures of local response agencies.

This annex covers the following functions:

- Emergency Communications
- Firefighting
- Search and Rescue
- Hazardous Materials Response
- Public Safety and Security (Law Enforcement)
- Emergency Public Information
- Evacuation and Population Protection

Emergency services information that is specific to a unique hazard (e.g., hazardous materials releases, terrorism, flood response, etc.) can be found in the appropriate Incident Annex.

2 Policies and Agreements

The following policies and agreements are currently in place to support emergency services for the City:

- Law enforcement cooperative policing agreements

- Fire services mutual aid agreements

3 Situation and Assumptions

3.1 Situation

The City may encounter situations in which many, or all, of its emergency response agencies need to be activated. The primary emergency service agencies are the City Public Service Answering Point, Newberg-Dundee Police Department, and Newberg Fire Department. If additional response resources are needed, mutual aid is available from neighboring local governments and the County.

3.2 Assumptions

- City emergency services agencies are able to handle routine and small-scale emergencies within their existing capabilities and response plans and procedures.
- A natural or human-caused emergency or disaster may occur at any time requiring response capabilities beyond those normally available to the City.
- Emergency personnel are trained in the Incident Command System (ICS)/National Incident Management System (NIMS).
- Utilization of the City Emergency Operations Plan (EOP) does not require activation of the Emergency Operations Center (EOC). The need to activate the EOC will be determined at the time by the City Emergency Manager or on-scene Incident Commander.
- In an emergency, the City may assume a Unified Command approach.
- Due to limited City resources, and depending on the extent of an emergency, the City may not be able to meet the requests for emergency response/recovery assistance from other units of local government in the County during a major emergency.
- Both the media and the public will expect and demand that information regarding an emergency be provided in a timely manner.
- The local media, particularly radio and television, can perform an essential role in providing emergency instructions and status information to the public, both through news bulletins and National Emergency Alert System (EAS) broadcasts, webpages, and social media sites.
- Most of the public will receive and understand official information related to evacuation.

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- Most of the public will act in its own interest and evacuate dangerous areas when advised to do so by local government authorities. However, some individuals may refuse to evacuate. It is also assumed that most evacuees will use private transportation means; however, transportation may have to be provided for some.
- City staff/emergency responders will work to address the concerns of access and functional needs populations who may have trouble understanding or accessing official emergency information.
- Time constraints, route limitations, and hosting facilities' capacities to accommodate evacuees could significantly stress and deplete local resources.

4 Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

4.1 Emergency Management

The Emergency Manager, or designee, may be responsible for the following actions in support of an emergency:

- Activating the EOC, if necessary.
- Reporting to the EOC to assume overall responsibility for City government activities.
- Regularly briefing the City Council on developments in the situation.
- Designating an alternative EOC location, if necessary.
- Assigning a representative of the City to the County EOC, if applicable.
- Coordinating the flow of public information to ensure consistency and appropriateness.

4.2 Newberg-Dundee 9-1-1 Communications Center

The Public Safety Answering Point (PSAP) for the City is the Newberg-Dundee 9-1-1 Communications Center. Communications may be responsible for the following actions during an emergency:

- Maintaining emergency contact lists for agencies and communities served.
- Maintaining primary and backup equipment.

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- Notifying Emergency Management and other appropriate agencies of situations affecting the City.

4.3 Newberg Fire Department

The Fire Department may be responsible for the following actions in support of an emergency:

- Commanding firefighting forces and directing all responding support forces operating within the incident.
- Establishing the initial ICS structure.
- Calling on mutual aid resources as necessary.
- Providing a qualified representative to the EOC to fill the role of Fire Branch Director in the Operations Section.
- If necessary, providing for the safety of personnel and their families before they report to their duty stations. Any firefighters who are unable to get to their home departments should report to the closest fire stations and offer to be part of the staffing pool.
- Relocating equipment as necessary.
- Assisting law enforcement in traffic/crowd control as necessary.
- Coordinating activities through the City EOC.

Specific departmental duties and responsibilities are contained in the Fire Department response plans and procedures.

4.4 Newberg-Dundee Police Department

The Newberg-Dundee Police Department may be responsible for the following actions in support of an emergency:

- Providing law enforcement and public safety support during an emergency.
- Assisting in warning and evacuation of the public as conditions require.
- Providing a qualified representative to the EOC to fill role of Law Enforcement Branch Director in the Operations Section.
- Providing for the safety of personnel and their families before they report to their duty stations. Any Newberg-Dundee Police Department employees who are unable to get to their home departments should

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report to the closest Newberg-Dundee Police Department and offer to be part of the staffing pool.

- Relocating equipment as necessary.
- Assisting in traffic/crowd control as necessary.

Specific departmental duties and responsibilities are contained in Newberg-Dundee Police Department response plans and procedures.

4.5 Public Works and Engineering Services

The City Public Works and Engineering Services may be responsible for the following in the event of a major incident:

- Providing a qualified representative to report to the EOC to assume overall responsibility for Public Works activities under the direction of the Operations Chief.
- Providing for the safety of personnel and their families prior to reporting to their duty stations. Any public works employees who are unable to get to their home departments should report to the closest public works department and offer to be part of the staffing pool.
- Inspecting bridges for structural damage immediately following the occurrence of a natural hazard (earthquake, flood, etc.).
- Clearing debris and making temporary repairs of critical arterial routes and bridges.
- Supporting police and fire rescue efforts and traffic control measures.
- Coordinating transportation resources for evacuations.
- Coordinating restoration of public facilities, roads, and bridges, potable water service, sewer, and sanitation.
- Providing damage assessment information to the City EOC, as applicable.

Specific departmental duties and responsibilities are contained in the Public Works Department response plans and procedures.

4.6 Yamhill County Emergency Management

County Emergency Management may be responsible for the following actions in support of an emergency:

- Coordinating and implement the priorities of the City EMO in local emergency response operations.

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- Activating the County ECC, notifying lead agencies to report and coordinate County support agencies for local/County response activities.
- Supporting ICS at the City level and providing resources as appropriate.
- Supporting mutual aid activities.
- Making recommendations to the City EMO on response activities including the issuance of a “State of Emergency” proclamation.
- Preparing for recovery activities.

4.7 Other City Departments

- Providing support activities as outlined in the City EOP.

4.8 Other Organizations

Organizations such as the Oregon Department of Transportation (ODOT), the Oregon State Police (OSP), local ambulance service, and local hospitals may assign liaisons as points of contact within the City EOC for coordination and communication.

5 Concept of Operations**5.1 General**

The City has established this EOP in accordance with NIMS and designated the City Manager, or designee as the Emergency Management Organization’s Emergency Manager. The Emergency Manager is responsible for developing and training an Emergency Management Organization capable of managing the response and recovery of a major emergency in accordance with the provisions of this plan.

Oregon Revised Statutes 401.305 and 401.335 give the City responsibility and authority to direct activities that will allow the City to mitigate, prepare for, respond to, and recover from emergencies or major disasters. The EOP may be implemented at the discretion of the Emergency Manager or on-scene Incident Commander.

Day-to-day supervision of the EOP is the responsibility of the Emergency Manager. If the EOC is activated, the EOC Manager (or designee) is responsible for organizing, supervising, and operating the EOC.

Some emergencies may require a self-triggered response. In the event of an emergency in which telephone service is interrupted, members of the Operations and General Staff should ensure the safety of their families and then report to the EOC.

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The City Manager has the authority to involve any or all City personnel in the response to a disaster or other emergency incident. The declaration of an emergency nullifies leaves and vacations as deemed necessary by the Mayor or City Council.

Emergency contact information for the EOC staff is housed in the Emergency Manager's Office.

5.2 Emergency Communications

The Newberg-Dundee 9-1-1 Communication Center serves as the formal alert, warning and emergency message distribution point for the City.

Emergency messages may be received via radio, telephone, or the Law Enforcement Data System and will be distributed according to departmental procedures. Messages that affect the overall emergency preparedness of the City, such as information about the movement of hazardous materials or weather alerts, will be distributed to the Newberg-Dundee Police Department and Emergency Manager. It is the responsibility of the Emergency Manager or on-scene Incident Commander to determine what further notifications should be made and actions taken in response to the message.

After normal working hours, Communications will use the Emergency Contact List to contact responding department representatives. Once contact with the responding department's representative is made, it is the responsibility of that representative to determine and activate the appropriate departmental response and further contacts that must be made.

5.2.1 Alert and Warning

The effectiveness of an alert and warning system depends largely upon the specificity and clarity of instructions and upon whether the public perceives the warning entity as credible at the time the warning is issued. In addition, messages must be geographically precise, repeated more than once, and broadcast in more than one medium.

The City's alert and warning system utilizes the local EAS, reverse 911, police and fire vehicle public address systems, and door-to-door contact. Police and fire vehicle public address systems and door-to-door contact are used either as a last resort or for highly localized hazards. Other local media (TV, radio, newspaper, etc.) may be utilized as appropriate. These methods may be used separately or in combination to alert and warn the public of an emergency. In addition, special facilities such as schools, hospitals, utilities, and industrial facilities may need notification. Contact information for these facilities is maintained by the City emergency 9-1-1 Communications Center

5.2.1.1 General Guidelines

- Upon detection of an emergency condition arising within the City, the on-scene Incident Commander will decide whether there is a need for

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immediate alert, attempt to notify the Emergency Manager, and direct its implementation.

- The City may also receive warning information from the County by telephone, the OSP, Fire Net, and Oregon Office of Emergency Management (OEM) through the Law Enforcement Data System. 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 will educate residents about its alert and warning system.
- A log of warnings issued during the incident shall be maintained by the assigned Public Information Officer (PIO).

5.2.1.2 Emergency Alert System

The EAS consists of linked broadcast stations and governmental communication systems to provide emergency alert and warning to the public. The City's primary public broadcast stations have been identified as KWVT and KOPB. All participating television and radio stations rebroadcast the information given to the primary station.

Detailed instructions for the activation and use of the EAS are outlined in the Yamhill County EAS Plan. This plan can be activated by the Emergency Manager or the on-scene Incident Commander. Sample EAS messages can be found in Appendix A-1 of this annex.

5.2.1.3 Other Methods of Alert

Most marked police vehicles and most fire vehicles are equipped with mobile or hand-held public address systems that may be used for alert and warning.

Door-to-door alert may be necessary in the event of a rapidly emerging incident that poses a clear threat to public safety. Residents will be directed to temporary shelter depending upon the weather and the expected duration of the emergency.

Direction of these assets shall be the responsibility of the on-scene Incident Commander or EOC Manager through the Law Enforcement Branch Director, with input and support from the Planning, Logistics, and Operations Sections.

See the Yamhill County EOP, ESF 2 – Communications for more details.

5.2.2 Emergency Communications Systems

- Adequate communications are vital for effective and efficient warning, response, and recovery operations. Current communications may be degraded by a particular hazard occurrence.

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- Equipment is available to provide communications necessary for emergency operations. To the greatest extent possible, landline and cellular telephones, pagers, and e-mail will be the primary system for notification of key officials and critical workers.
- Additional communications equipment required for emergency operations will be made available from amateur radio operators, citizens, businesses, and/or other governmental agencies.

5.3 Newberg Fire Services

The Newberg Fire Department is the primary agency responsible for fire services in the City of Newberg.

Disaster operations for fire services will be an extension of normal agency and facility duties. Responsibilities include fire control, hazardous material and oil spill response, and radiological protection operations. During emergency situations, fire service teams may also be assigned to perform additional emergency tasks, including providing fire protection for temporary shelters, assisting law enforcement personnel in route alerting, or going door to door to warn citizens who cannot be reached by primary warning systems.

A designated representative shall serve as the EOC Fire Protection Branch Director, coordinating the flow of fire and rescue information and processing requests for additional fire and rescue resources, granting them as appropriate.

Fire service personnel are responsible for assessing threat hazards posed by fire, radiological materials, and other hazardous materials. They also recommend to the on-scene Incident Commander appropriate protective actions for emergency responders, including requirements for personal protective equipment. In addition, fire service personnel are responsible for recommending appropriate protective actions to ensure public safety in the immediate vicinity of a threat.

The Fire Department is responsible for the timely issuance of fire warnings and information to the public and for notifying appropriate City management. In the event of an evacuation, warning may be delegated to the Newberg-Dundee Police Department as part of the evacuation process. In the event of a natural or technological disaster that could increase the chances of fire, or during periods of extremely hot, dry, and windy weather, additional public information briefings may be conducted.

See the Yamhill County EOP, ESF 4 – Firefighting for more details.

5.4 Emergency Medical Services

Newberg Fire Department is the primary agency responsible for emergency medical services in the City of Newberg.

Emergency Medical Services (EMS) is a type of emergency service dedicated to providing out-of-hospital acute medical care and/or transport to definitive care, to

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patients with illnesses and injuries that the patient or the medical practitioner, believes constitutes a medical emergency. Disaster operations for EMS will be an extension of normal agency and facility duties. Coordination between EMS, search and rescue, and fire service providers is necessary to ensure emergency operational readiness. EMS will provide field medical care as needed during emergency situations and coordinate necessary medical transportation.

5.4.1 Mass Casualty Operations

A Mass Casualty Incident is an incident that overwhelms the City's ability to provide emergency medical services to injured victims. This may include limited ambulance resources or hospital capacity.

In the event of a Mass Casualty Incident, local EMS providers and medical facilities will conduct operations to provide immediate resources, minimize the loss of life through prompt medical treatment in the field, and coordinate field medical services and activities with existing medical facilities and other support services and resources.

5.4.2 Mass Fatality Operations

A Mass Fatality Incident (MFI) is an incident that results in multiple fatalities and overwhelms the City's ability to provide for appropriate body identification, removal, and related services.

In the event of an MFI, the County Medical Examiner, in coordination with local law enforcement, will be the primary agency and will be responsible for removal and examination of the deceased, notification of next of kin, and determination of the need for investigation and/or autopsy or the release and disposition of remains.

See the Yamhill County Ambulance Service Area Plan and the Yamhill County EOP, ESF 8 – Public Health and Medical Services for more details.

5.5 Search and Rescue

Search and rescue for the City will be conducted by the Yamhill County Sheriff's Office.

Search and rescue operations can involve several different scenarios, including:

- Rescuing survivors or recovering bodies from debris following a disaster such as a severe weather event or earthquake.
- Rescuing survivors or recovering the bodies of lost hunters or hikers in remote portions of the area.
- Rescuing survivors or recovering bodies involved in plane crashes.
- Rescuing survivors or recovering bodies involved in accidents on waterways.

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Regardless of the situation, search and rescue operations will likely be a multi-agency event involving responders from a number of local emergency response agencies, local volunteer organizations, and possibly State agencies.

See the Yamhill County Search and Rescue Plan and the Yamhill County EOP, ESF 9 – Search and Rescue for more details.

5.6 Hazardous Materials Response

Hazardous materials response includes ensuring that actions are taken to mitigate, clean up, and dispose of hazardous materials and minimize the impacts of incidents. In the first instance, the Newberg Fire Department is the primary agency responsible for hazardous materials operations in the City. However, the Fire Department is only trained and equipped to the awareness/operations/technician level, and response will be limited to site assessment and basic containment. Additional support through the Oregon State Fire Marshal (OSFM) Regional Hazardous Materials Team (Tualatin Valley Fire & Rescue) will be requested through the following process.

- The local first responder (fire or police) will arrive on scene and size up the incident. If it is determined that the incident is beyond their level of training and equipment, the on-scene Incident Commander will request a team through the Oregon Emergency Response System (OERS) at 1-800-452-0311.
- OERS will notify the Oregon State Fire Marshal (OSFM) duty officer and other appropriate agencies. NOTE: The Fire Department may contact OSFM directly to request a response. However, even if they contact the team directly, the local responder will still need to contact OERS so that other appropriate notifications are made. All teams are authorized to respond to incidents meeting State response criteria without authorization from the OSFM duty officer.

When a Regional Hazardous Materials Team arrives on scene, its role is to provide technical resources to the on-scene Incident Commander. The local first responder retains Incident Command. If the incident is large enough to require a Unified Command, the team leader becomes a part of that structure. The regional teams are responsible for mitigating and containing the incident. They do not become involved in clean-up operations. Once the situation is stable, the Department of Environmental Quality is responsible for working with the responsible party to ensure that cleanup of the incident is completed appropriately. A full team may not respond in every instance. The system provides for a tiered response, ranging from technical advice over the phone to on-site reconnaissance, to a full team response.

See the County Hazardous Materials Response Plan and the Yamhill County EOP, ESF 10 – Oil and Hazardous Materials for more details.

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5.7 Law Enforcement Services

The City's primary law enforcement agency is the Newberg-Dundee Police Department.

Disaster operations for law enforcement will be an extension of normal agency and facility duties. Responsibilities include maintenance of law and order, traffic control, and crowd control.

The Sheriff's Office is responsible for directing the City's law enforcement response to a major emergency and coordinating response activities with the EOC. The Sheriff, or a designated representative, shall serve as the EOC Law Enforcement Branch Chief, coordinating the flow of law enforcement information, processing requests for additional law enforcement resources, and allocating them, as appropriate.

Law enforcement agencies will establish inner and outer perimeters to secure a disaster scene. A strict policy of limited access to the disaster area will be rigidly enforced to ensure the safety and well-being of the community. All movement into and out of the area will be requested through the established command post.

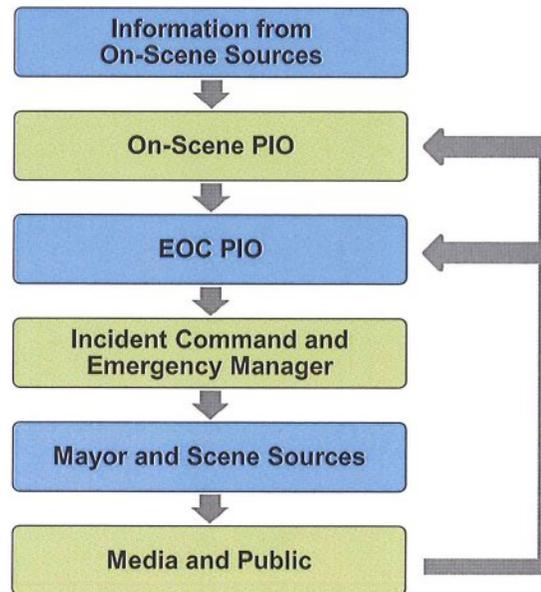
See the Yamhill County EOP, ESF 13 – Public Safety and Security for more details.

5.8 Emergency Public Information

The City PIOs are located in City Hall Administration, Fire Department and Police Department. Until the EOC is opened, the PIO on scene provides information to the media, with the approval of the Incident Commander. Once the EOC is activated, PIO functions are directed from the EOC, with news releases approved by the Emergency Manager and/or EOC Manager. In addition to formal news releases from the EOC PIO, the on-scene PIO can continue to provide information regarding response activities.

5.8.1 Information Flow

Incident information flow shall be routed as follows.



Appendix A-2 of this annex contains guidelines for the release of information to the media.

5.8.2 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 will be implemented in conjunction with ICS, and a local and/or regional Joint Information Center (JIC) will be established under Unified Command. During a regional or statewide event, the City will ensure that procedures are coordinated with those implemented by State and regional PIOs.

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

- Coordinate information-sharing among the larger PIO network.
- Develop and distribute materials to the general public and media partners.
- Implement information clearance processes set by the EOC Manager.
- Schedule media briefings in a designated location away from the EOC and other emergency operations.

FA 1. Emergency Services**5.8.3 Media Briefing Facilities**

During an emergency, media briefing areas may be established in the closest available facility that is capable of handling them.

5.8.4 Media Access to the Scene

- In cooperation with the EOC and the Safety Officer, the on-scene 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 consideration for 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, in which 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 be provided access to public officials without having to face media, as appropriate.
- The media may be allowed access to response personnel, at the discretion of the on-scene 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.

5.9 Evacuation and Population Protection

The City Council, Emergency Manager, or the on-scene Incident Commander may order an evacuation. The City Council must approve and sign the evacuation order after considering both the legal and social implications of this action. If, however, for the health and safety of citizens, time does not permit access to the City Council, the Emergency Manager or on-scene Incident Commander may order an evacuation and notify the City Council as soon as practical. See Appendix B-1 of this annex for a sample evacuation order.

Overall, evacuation operations fall under the direction of the City Newberg-Dundee Police Department. However, if the evacuation area is contaminated by

FA 1. Emergency Services

hazardous materials, the evacuation will be conducted by the Newberg Fire Department. See Appendix B of this annex for further details regarding evacuation protocol. Alert and warning functions notify affected persons of impending evacuations.

5.9.1 Identification of Need

Not all emergencies requiring protective action on the part of the public necessitate evacuation. The Emergency Manager and on-scene Incident Commander must weigh the risks of leaving the population unprotected against the risks of sheltering in place or evacuating. Before an evacuation can be implemented, the following activities must be performed:

- Identify high-hazard areas, including those that may be impacted if the incident escalates or conditions change.
- Identify potential evacuation routes, their capacities, and their vulnerability to the hazard (see Appendix B-3 of this annex for the City's evacuation traffic policy).
- Alert and warn the public at risk. Include specific information about the risk, the protective actions that need to be taken, and the possible risks of non-compliance.

5.9.2 Determination of Time Needed for Evacuation

To determine evacuation time requirements, the following factors should be considered:

- Time from response to decision to evacuate.
- Time needed to alert and instruct the public, depending upon the time of day and other factors.
- Time needed to mobilize the population, once warned.
- Time required to evacuate the hazard area.

5.9.3 Sheltering in Place

If sufficient time is not available to evacuate and/or the nature of the incident makes evacuation unsafe, Incident Command may choose to direct those in the affected area to shelter in place. Sheltering in place restricts affected people to their current locations. Other restrictions may also be necessary (see Appendix A-1 of this annex for EAS message format).

6 Annex Development and Maintenance

The Emergency Manager, in coordination with identified primary and supporting agencies, is responsible for regular review and maintenance of this annex. To ensure that City staff are familiar with their roles in providing emergency

FA 1. Emergency Services

services, the City will incorporate elements of emergency services into its training and exercise program.

7 Supporting Plans and Procedures

The following documents support emergency services for the City:

City of Newberg

- Functional Annexes
 - FA 1 – Emergency Services

Yamhill County

- County Emergency Operations Plan
 - ESF 2 – Communications
 - ESF 4 – Firefighting
 - ESF 9 – Search and Rescue
 - ESF 10 – Oil and Hazardous Materials
 - ESF 13 – Public Safety and Security
 - ESF 15 – External Affairs
- County Search and Rescue Plan
- County Ambulance Service Area Plan
- County Hazardous Materials Response Plan

State of Oregon

- State of Oregon Emergency Operations Plan and ESFs
- State of Oregon Fire Services Mobilization Plan, 2010.

Federal

- National Response Framework and ESFs
- Northwest Area Contingency Plan, 2010.

8 Appendices

- Appendix A Emergency Public Information Templates
 - A-1 Emergency Alert System Templates

FA 1. Emergency Services

- A-2 Guidelines for Release of Information to the Media
- A-3 Sample Media Statement Format
- Appendix B Evacuation
 - B-1 Evacuation Order
 - B-2 Evacuation Checklist
 - B-3 Evacuation Traffic Policy

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Appendix A Emergency Public Information Materials

- A-1 Emergency Alert System Templates
- A-2 Guidelines for Release of Information to the Media
- A-3 Sample Media Statement Format

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Appendix A-1 Emergency Alert System Templates

EVACUATION:

The City of Newberg is managing a(n) _____ emergency. A State of Emergency has been declared. The Incident Command and Newberg City Council are requesting the immediate evacuation of the area between _____ on the east, _____ on the west, _____ on the north, and _____ on the south due to _____. Please take medications and personal hygiene supplies with you and evacuate to (a point) _____ by traveling _____. Failure to evacuate may result in life endangerment. The American Red Cross is opening shelters for those affected by the evacuation at _____. If you need help evacuating your home, please signal emergency workers by placing a white cloth on your front door or calling the City at _____.

SHELTER IN PLACE:

The Incident Command and Newberg City Council are urging citizens for the area between _____ on the east, _____ on the west, _____ on the north, and _____ on the south to take the following protective actions due to _____. Stay indoors with all windows closed. If you must go outdoors for any reason, _____. Failure to follow these instructions may result in damage to _____. Please stay tuned to this station for further details.

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Appendix A-2 Guidelines for Release of Information to the Media

The following guidelines shall be used in evaluating and releasing information concerning the incident:

1. Accurate information will be provided to the media. Facts that can be confirmed should be released as soon as possible. If little information is available, the following statement should be issued:

“We are aware that an (incident/accident) involving (type of incident) occurred at approximately (time), in the vicinity of (general location). Emergency crews are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at (location), and will alert the media at least 1/2 hour prior to the briefing. At this time, the briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance.”

2. Emergency information dissemination should be restricted to approved, specific, and verified information concerning the incident and should include:
 - a. Nature and extent of emergency occurrence.
 - b. Impacted or potentially affected areas of the City.
 - c. Advice on emergency safety procedures, if any.
 - d. Activities being conducted by the City to combat the hazardous conditions or mitigate the effects.
 - e. Procedures for reporting emergency conditions to the EOC.
3. Information concerning the incident should be consistent for all members of the media.
4. Information should be presented in an objective manner.
5. Rumor control is vital during emergency operations. Sensitive or critical information must be authorized and verified before release. Unconfirmed rumors or information from unauthorized sources may be responded to in the following manner:

“We will not confirm _____ until we have been able to check out the information through authorized sources. Once we have confirmed information, we will release it to all members of the press at the same time.”

FA 1. Emergency Services

6. Information that media representatives often request includes:
 - a. Emergency: What is it?
 - b. Location: Where is it?
 - c. Time: When did it occur? How long will it last?
 - d. Fatalities: Are there any? How many?
 - e. Injuries: Are there any? How many? What is the nature of the injuries?
 - f. Injured: Where are they being treated? Where can family members call to get information?
 - g. Involved agencies: What agencies responded? How many? What level of involvement do they have?
7. Do not release information that might hinder emergency response, prejudice the outcome of an investigation, or pose a further threat to public safety. Examples include:
 - a. Personal conjecture about the course of the emergency or the conduct of response.
 - b. Opinions about evidence, or a suspect or defendant's character, guilt, or innocence.
 - c. Contents of statements used in alibis, admissions, or confessions.
 - d. References to the results of various tests and examinations.
 - e. Statements that might jeopardize the testimony of witnesses.
 - f. Demeaning information/statements.
 - g. Information that might compromise the effectiveness of response and recovery.
8. In an incident involving fatalities, the names of the victims or the cause of death shall not be released without authorization from the District Attorney's and Medical Examiner's office.
9. Confidential information is not to be released. This includes home phone numbers of City personnel, volunteer emergency workers, and any unpublished fire stations and City telephone numbers.
10. Public information briefings, releases, interviews, and warnings shall be logged and tape-recorded. Copies shall become part of the final incident package.
11. Do not commit to firm briefing times unless it is certain that these times can be kept.

Appendix A-3 Sample Media Statement Format

MEDIA RELEASE

Date: _____

Time: _____

Press Release #: _____

TYPE OF INCIDENT: _____

Location: _____

Date: _____ Time: _____

Narrative details about incident: _____

For further information, please contact _____

at _____.

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Appendix B Evacuation

- B-1 Evacuation Order
- B-2 Evacuation Checklist
- B-3 Evacuation Traffic Policy

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Appendix B-1 Sample Evacuation Order

1. An emergency condition, as a result of _____, exists in the City of Newberg, and the City has declared a State of Emergency.
2. The City has determined that there is a need to evacuate portions of the City.
3. Such evacuation is needed to ensure the safety of the public. Therefore:

4. The City of Newberg is requesting the immediate evacuation of:

5. The City of Newberg requests that those needing special assistance call _____ or place a white flag, (towel, rag, paper, etc.) on the front door knob or in the front window. The above number has been established to respond to evacuation assistance requests.
6. The City of Newberg is restricting all entry into the hazard area. No one will be allowed to re-enter the area after _____ am/pm.
7. Information and instructions from the City of Newberg will be transmitted by broadcast radio. Public information will also be available from American Red Cross representatives at shelters now being opened to the public for emergency housing.
8. As resources allow, a reception area or American Red Cross shelter is located at:

9. The City of Newberg will advise the public of the lifting of this order when public safety is assured.

Date _____

Signed _____

Mayor

Date _____

Signed _____

Incident Commander

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Appendix B-2 Evacuation Checklist

✓	Action Item	Assigned
PLANNING:		
	1. Determine area(s) at risk: <ul style="list-style-type: none"> ▪ Determine population of risk area(s) ▪ Identify any special facilities and functional needs populations in risk area(s). 	
	2. Determine evacuation routes for risk area(s) and check the status of these routes.	
	3. Determine traffic control requirements for evacuation routes.	
	4. Estimate public transportation requirements and determine pickup points.	
	5. Determine temporary shelter requirements and select preferred shelter locations.	
ADVANCE WARNING:		
	6. Provide advance warning to special facilities and advise them to activate evacuation, transportation, and reception arrangements. Determine if requirements exist for additional support from local government.	
	7. Provide advance warning of possible need for evacuation to the public, clearly identifying areas at risk.	
	8. Develop traffic control plans and stage traffic control devices at required locations	
	9. Coordinate with special facilities regarding precautionary evacuation. Identify and alert functional needs populations.	
	10. Ready temporary shelters selected for use.	
	11. Coordinate with transportation providers to ensure that vehicles and drivers will be available when and where needed.	
	12. Coordinate with school districts regarding closure of schools.	
	13. Advise neighboring jurisdictions that may be affected of evacuation plans.	
EVACUATION:		
	14. Advise neighboring jurisdictions that an evacuation recommendation or order will be issued.	
	15. Disseminate the evacuation recommendation or order to special facilities and functional needs populations. Provide assistance in evacuating, if needed.	
	16. Disseminate evacuation recommendation or order to the public through available warning systems, clearly identifying areas to be evacuated.	

FA 1. Emergency Services

✓	Action Item	Assigned
	17. Provide amplifying information to the public through the media. Emergency public information should address: <ul style="list-style-type: none"> ▪ What should be done to secure buildings being evacuated ▪ What evacuees should take with them ▪ Where evacuees should go and how they should get there ▪ Provisions for functional needs population and those without transportation 	
	18. Staff and open temporary shelters	
	19. Provide traffic control along evacuation routes and establish procedures for dealing with vehicle breakdowns on such routes.	
	20. Provide transportation assistance to those who require it.	
	21. Provide security in or control access to evacuated areas.	
	22. Provide situation reports on evacuation to the County.	
RETURN OF EVACUEES		
	23. If evacuated areas have been damaged, reopen roads, eliminate significant health and safety hazards, and conduct damage assessments.	
	24. Determine requirements for traffic control for return of evacuees.	
	25. Determine requirements for and coordinate provision of transportation for return of evacuees.	
	26. Advise neighboring jurisdictions that return of evacuees will begin.	
	27. Advise evacuees through the media that they can return to their homes and businesses; indicate preferred travel routes.	
	28. Provide traffic control for return of evacuees.	
	29. Coordinate temporary housing for evacuees that are unable to return to their residences.	
	30. Coordinate with special facilities regarding return of evacuees to those facilities.	
	31. If evacuated areas have sustained damage, provide the public information that addresses: <ul style="list-style-type: none"> ▪ Documenting damage and making expedient repairs ▪ Caution in reactivating utilities and damaged appliances ▪ Cleanup and removal/disposal of debris ▪ Recovery programs 	
	32. Terminate temporary shelter and mass care operations.	
	33. Maintain access controls for areas that cannot be safely reoccupied.	

Appendix B-3 Evacuation Traffic Policy

In the event of an evacuation in the City:

1. All City employees not directly involved in the incident shall be available for traffic control and direction.
2. The City has the authority to close local roads and to restrict access to and from all areas of the City.
3. Roads under the jurisdiction of the Oregon Department of Transportation (ODOT) would be authorized for closure by the ODOT District Manager; in the case of a crime or fire, the authority includes the Oregon State Police.
4. The Newberg-Dundee Police Department has the authority to remove stalled and parked vehicles that impede the flow of traffic.
5. Traffic flow direction may be altered, reversed, etc. at the direction of the on-scene Incident Commander when the situation warrants.
6. Changes in traffic flow will be coordinated with the County Sheriff, Oregon State Police, ODOT, and Newberg Public Works.

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FA 2 – Human Services

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FA 2 Tasked Agencies	
Primary Agencies	City Emergency Management American Red Cross
Supporting Agencies	Newberg Fire Department Newberg-Dundee Police Department Newberg School District Yamhill County Emergency Management Yamhill County Health & Human Services Yamhill County Environmental Health Agency Yamhill County Animal Control/Services Local Community- and Faith-Based Organizations

1 Purpose and Scope

This annex provides information regarding the City’s response to the needs for mass care/sheltering, human services, and public health support for victims of natural and technological emergencies and disasters. It outlines basic roles and responsibilities for primary agencies, provides a concept of operations to assist the City in coordinating emergency services, and references related authorities, agreements, and supporting plans. The City Emergency Management Organization, as outlined in the Basic Plan of this Emergency Operations Plan (EOP), is designed to provide support to local human services agencies through assistance in accessing needed resources and coordination in more complex incidents and events. Nothing in this annex is meant to replace or supersede the standard operating procedures (SOPs) of local response agencies.

This annex covers the following functions:

- Mass Care.
- Emergency Assistance.
- Housing.
- Human Services.
- Public Health Services.
- Care of Emergency Response Personnel and Emergency Operations Center (EOC) Staff.

For larger events that may require short- or long-term housing for disaster victims, Yamhill County Emergency Management coordinates this need with the City Emergency Manager. Emergency shelter includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities or shelters, and use of other facilities outside the incident area, should evacuation be necessary.

FA 2. Human Services

Food is provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution. Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care/sheltering facilities. Bulk distribution of emergency relief items such as food, water, and ice is managed and coordinated via established sites within the City. Some situations may require coordination and management of volunteer services and donated goods to maximize benefits without hindering response activities.

Emergency response agencies for the City will also identify and coordinate assistance for Access and Functional Needs Populations (also called Special Needs and Vulnerable Populations) within the impacted area. Access and Functional Needs Populations describes members of the community who experience physical, mental, or medical care needs who may require assistance before, during, and after an emergency incident after exhausting their usual resources and support network.

2 Policies and Agreements

The following policies and agreements are currently in place to support emergency services for the City:

- Although a formal agreement has not been developed between the American Red Cross (Red Cross) and the City, human services will be primarily implemented by the Red Cross when activated by Yamhill County request.

3 Situation and Assumptions

3.1 Situation

Emergencies or disasters can necessitate evacuation of people from residences that are temporarily uninhabitable, damaged, or destroyed. Providing for these victims will consist of making facilities and services available and coordinating activities with government agencies and volunteer disaster assistance organizations. Emergency shelter or housing needs may be short or long term. When such needs arise, it is the responsibility of the City to work with the various human service agencies to meet them.

3.2 Assumptions

- Although City government has primary responsibility for implementing and coordinating the resources and services included in this annex, the Red Cross will manage and coordinate sheltering and mass care operations to the extent of its capability. The Salvation Army will support these operations, and other professional and/or volunteer organizations (e.g., faith-based organizations) that normally respond to emergency/disaster situations will continue to do so.

FA 2. Human Services

- The Red Cross will have agreements in place for use of specific shelters that could be activated by calling the local Red Cross representative. These shelters may be used for specific events associated with the City and County, as well as housing evacuees from neighboring counties if the need arises.
- Permission to use Red Cross–approved facilities for disaster operations and sheltering will be obtained and agreed upon in writing. Pre-identified facilities intended for shelter and mass care will be available and operational at the time of need.
- City government and other available response agencies will manage and coordinate all shelter and mass care activities until the Red Cross has arrived on scene, assessed the situation, and activated procedures for preparing and operating shelters.
- Assistance will be available through mutual aid agreements with the County, other counties, other regions, and State and federal emergency agencies and organizations.
- Unique demands will be placed on the delivery of human services, including crisis counseling, emergency assistance, and the care of access and functional needs groups. As a consequence, the clientele groups of both local and State human service organizations will increase.
- Under localized emergency conditions, a high percentage of evacuees will seek lodging with friends or relatives rather than go to established facilities.
- If the threat of an evacuation is due to a visible hazard or has been discussed in the media, some spontaneous evacuation will occur prior to an implementing order. Therefore, mass care operations may have to commence early in any disaster period.

4 Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

4.1 Emergency Management

The Emergency Manager may be responsible for the following actions in support of an emergency:

- Coordinating emergency preparedness planning and exercise activities with the Red Cross.

FA 2. Human Services

- Identifying local government's authority, responsibility, and role in providing long-term temporary emergency housing for disaster victims.
- Assessing the situation and issue appropriate notifications to activate and staff the EOC, including notification of the Red Cross, if it is determined that a representative is needed to coordinate emergency food and shelter.
- Establishing a communications link with affected jurisdictions, volunteer agencies, and the public and ensure that they are kept informed of available shelters.
- Assisting in coordinating logistics to support operations and ensure that the provisions of any memorandum of understanding (MOU) are implemented, as necessary.
- Coordinating with local, State, and federal agencies in damage assessment and cost recovery activities, as well as identifying long-term temporary emergency housing options.
- Ensuring that necessary communication activities are conducted to inform the public of disaster recovery activities, including information regarding long-term temporary emergency housing assistance.
- Continuing to assist in restoration of normal services and operations, as appropriate.
- Conducting an after action debriefing/evaluation regarding the overall effectiveness of the City's efforts in providing emergency food and shelter.

4.2 American Red Cross

The Red Cross provides disaster relief services across Oregon and SW Washington 24 hours a day, 7 days a week, 365 days a year. It is not the intent of the City to supplant the Red Cross as the primary provider and coordinator of emergency housing, sheltering, and feeding services; however, the City is not relieved of its obligation for the welfare of its citizens in times of emergencies, as outlined in Chapter 401 of the Oregon Revised Statutes.

The Red Cross may be responsible for the following actions in support of an emergency:

- Developing and maintaining plans, procedures, and policies for establishing, managing, and operating a feeding and sheltering system to meet the needs created by a major disaster.

FA 2. Human Services

- Developing and maintaining MOUs with local governments to define and clarify roles and responsibilities in preparing for and responding to disasters.
- Participating in regularly scheduled exercises conducted by the City Emergency Management Organization to test the EOP.
- Implementing the response actions outlined in the MOU with the City, as necessary.
- Evaluating the direct or indirect effects of the hazard on available shelter resources.
- Providing specific resource requirements, including feeding support, clothing and bedding supplies, emergency registration of people, and trained shelter management volunteers.
- Coordinating activities with voluntary organizations active in disaster; faith-based organizations; other social service agencies; and local, State, and federal government to provide emergency food and shelter.
- Assisting the City in determining post-emergency needs for long-term emergency temporary housing, as requested.
- Preparing a report on the condition of shelter facilities and make arrangements for returning them to normal use.
- Compiling a record of emergency expenditures.
- Critiquing the provision of shelters for people displaced from their residences and institute reforms, as required.

4.2.1 Contacting the American Red Cross

The American Red Cross' toll free number (1-888-680-1455) is answered at their regional headquarters during normal business hours. After business hours, the number is routed to their answering service that will take initial information and contact their Regional Duty Officer. The Regional Duty Officer will then contact the agency requesting services in order to obtain additional information before dispatching the appropriate first response agency for incident verification before proceeding.

4.2.2 Activation Triggers

The Red Cross works with those impacted to assess their unmet disaster caused needs. Services we they may provide include:

- Temporary Shelter (congregate shelter or hotel lodging)
- Feeding (distribute meals or financial assistance to purchase food)

FA 2. Human Services

- Clothing (ensure there is a change of clothing available)
- Mental Health support
- Essential medications and medical supplies
- Referrals to other agencies for additional services

The City will contact the Red Cross if evacuations are occurring; there are people that need food, clothing, or shelter as a result of a disaster; there are people that need mental health support as a result of a disaster; and/or there are people who have lost their essential medications or medical equipment (e.g., eyeglasses, cane) in a disaster.

4.3 Newberg Fire Department

The Newberg Fire Department may be responsible for the following actions in support of an emergency:

- Providing personnel, supplies, materials, and facilities as available in support of this function.
- Establishing a shelter Emergency Medical Services (EMS) response plan.
- Providing fire and line safety inspections, as appropriate.

4.4 Newberg-Dundee Police Department

The Newberg-Dundee Police Department may be responsible for the following actions in support of an emergency:

- Assisting with shelter security and communications.

4.5 Yamhill County Emergency Management

Yamhill County Emergency Management may be responsible for the following actions in support of an emergency:

- Providing liaison with the Red Cross.
- Assisting in dissemination of public information in coordination with the City PIO.
- Maintaining a list of available shelters in the County.

4.6 Yamhill County Health Department

The Yamhill County Health Department may be responsible for the following actions in support of an emergency:

FA 2. Human Services

- Upon request, screening shelter residents and visitors for communicable diseases.
- Establishing and monitoring isolation space.
- Providing staff and supplies for immunizations as directed by the medical officer.
- Providing advice on sanitation measures for emergency food and water.
- Monitoring garbage and waste disposal.

4.7 Newberg School District

The Newberg School District may be responsible for the following actions in support of an emergency:

- Providing shelter locations as available.

5 Concept of Operations**5.1 General**

The City Council has overall responsibility for ensuring the welfare of citizens and visitors within the City during an emergency or disaster. In cooperation with available volunteer disaster assistance organizations, the City Emergency Manager will ensure the provision of basic human services. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the greatest extent possible, the City will assist and coordinate the post-disaster housing needs of the homeless. While coordinated City/Red Cross decision-making is desirable, the Red Cross may independently initiate operations. The Salvation Army and other charitable groups (e.g., faith-based organizations) will provide additional support for disaster victims.

In the case of unmet needs, the Emergency Manager will issue requests for County assistance via the EOC to County Emergency Management. Some emergencies will not entail mass care assistance but will still require a limited amount of emergency food and clothing.

Initial preparedness efforts will begin with identification of population groups requiring special assistance during an emergency (e.g., senior citizens and the handicapped). Needs should be matched to capabilities and resources, and any gaps should be addressed through planning, training, and exercises. When an incident occurs that requires evacuation, preparations will begin for receiving evacuees at selected facilities. Essential personnel, including volunteers, will be alerted; pre-positioned material resources (cots, blankets, food, etc.) will be made ready; and medical facilities will be alerted to the possibility of receiving evacuee patients. Participating agencies will provide food and clothing as needed, assist

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with registration of evacuees/victims, and provide information to assist victims needing additional services. Once the incident transitions to the recovery phase, the human needs of victims should be continually assessed and met as necessary via one or more Disaster Recovery Centers.

5.2 Mass Care

Mass care includes the registration of evacuees, the opening and management of temporary lodging facilities, and the feeding of evacuees and workers through both mobile and fixed feeding sites. The Red Cross will assist in registering evacuees and, as applicable, will coordinate information with appropriate government agencies regarding evacuees housed in Red Cross shelters.

5.2.1 Shelter

Protective shelters are life-preserving; they are designed to afford protection from the direct effects of hazard events and may or may not include the life-supporting features associated with mass care facilities. In contrast, mass care facilities are life-supporting; they provide protection from the elements and basic life-sustaining services when hazard events result in evacuations. The latter category of facilities is the focus of this annex and is designated as Reception and Care facilities in local Red Cross sheltering plans.

The designation of specific lodging and feeding facilities will depend on the actual situation and the location of the hazard area. Public school facilities will receive prime consideration for use as emergency mass care facilities; such use will be coordinated with school officials. Selected facilities will be located far enough from the hazard area to preclude the possibility of the threat extending to the mass care facility. Agreements for use of some facilities have been obtained by the Red Cross. The Emergency Manager will obtain permission from owners to use other facilities as required. When Red Cross facilities are opened, the Red Cross will be responsible for maintaining all functions and staffing according to Red Cross policy. The Red Cross will maintain listings of qualified and trained shelter and lodging facility managers.

Options for temporary shelter available to the City during the first 72 hours of an incident include:

- Predetermined sheltering sites and supplies available through the Red Cross.
- General purpose tents available through the Oregon National Guard and requested by the County EOC from the Oregon Office of Emergency Management (OEM).
- If a Presidential Declaration has been issued, temporary buildings or offices requested through the Federal Coordinating Officer.

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A designated member of the City EOC staff may serve as the City Shelter Coordinator. Services will be provided through the coordinated efforts of staff members, the Red Cross, the Salvation Army, other State-supported agencies, volunteer agencies, and mutual-aid agreements with various support groups. Law enforcement agencies will provide security at shelter facilities, where possible, and will also support back-up communications, if needed.

Food will be provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution. Feeding operations are based on nutritional standards and, if possible, should include meeting dietary requirements of victims with special dietary needs. The Red Cross will be responsible for meal planning, coordination of mobile feeding, and identifying feeding sites and resources for the procurement of food and related supplies. The Red Cross will coordinate all mass feeding and other services needed at open shelters within the City's jurisdiction with City Emergency Management via the City EOC.

Shelter/lodging facility managers will be responsible for the operation of their individual facilities. The primary communications link between shelter facilities and the EOC will be landline and cellular phones. If telephones cannot be used or are overloaded, law enforcement personnel may provide radio assistance. Shelter facility managers should arrange for persons in their facilities to monitor prescribed communication sources for guidance and announcements.

5.2.2 Sheltering Service and Companion Animals

The City, the Red Cross, and other organizations or groups providing sheltering and mass care will comply with Americans with Disabilities Act (ADA) requirements for service animals, with the facility owners' limitations, and with County and State of Oregon Health Code requirements.

However, pets are not allowed in Red Cross shelters. Depending on the emergency, evacuees may be requested to provide food and water for pets prior to leaving their homes, or they may take small animals to a pet care facility at their own direction and expense.

5.2.3 Bulk Distribution

Emergency relief items to meet urgent needs are distributed via established sites within the affected area. Distribution of food, water, and ice through federal, State, and local governmental entities and non-governmental organizations is coordinated at these sites. The Red Cross will coordinate all bulk distribution activities needed within the City's jurisdiction with the City Emergency Manager via the City EOC.

5.3 Emergency Assistance**5.3.1 Disaster Welfare Information**

Disaster Welfare Information collects and provides information regarding individuals residing within the affected area to immediate family members outside

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the affected area. The system also aids in reunifying family members within the affected area. The 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, along with registration listings, will be coordinated with the EOC and law enforcement agencies for comparison with missing persons lists. County Amateur Radio Emergency Services provides support to the Red Cross and City Emergency Management in gathering, disseminating, and managing disaster welfare information.

5.3.2 Disaster Recovery Center(s)

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

Logistics Section personnel may be called upon to arrange a large facility (often a school, church, or community center) to serve as a Disaster Recovery Center. The Federal Emergency Management Agency (FEMA) is responsible for operating Disaster Recovery Centers, which are often located in facilities such as schools, churches, and community centers. A Disaster Recovery Center provides a location where citizens can meet with local, state, federal, and volunteer agency representatives to apply for disaster assistance. Advertising of these facilities will be coordinated by the Public Information Officer (PIO) through the Joint Information Center (JIC), located in the federal/state disaster field office. Federal, state, local, and volunteer agencies may provide or accept applications for the following services through the Disaster Recovery Center:

- 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.
- Agricultural assistance payments, technical assistance, and federal grants for the purchase or transportation of livestock.
- Information regarding the availability of and eligibility requirements for food stamps.

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- 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.
- Tax counseling concerning various disaster-related benefits.
- Consumer counseling and assistance in obtaining insurance benefits.
- Crisis counseling and referrals to mental health agencies to relieve disaster-caused mental health problems.
- Social Security assistance for those who are eligible, such as death or disability benefits or monthly payments.
- Veterans' assistance such as death benefits, pensions, insurance settlements, and adjustments to home mortgages held by the Veterans Administration (VA) if a VA-insured home has been damaged.
- Other specific programs and services appropriate to the disaster.

Logistics may also arrange office space, document reproduction services, etc. for state and federal damage assessment teams.

If federal mobile homes are to be supplied for use as emergency shelters, the Logistics Section may assist in site choice and preparation consistent with the City's local comprehensive land use plan.

5.4 Long-Term Housing

All housing needs identified during and following emergency incidents or disasters impacting the City will be coordinated through the Yamhill County Emergency Manager via the County EOC. In some disaster situations, the federal government may be requested to provide emergency housing. Disaster victims will be encouraged to obtain housing with family or friends, or in commercial facilities. To the greatest extent possible, local and County government will coordinate post-disaster housing needs for the homeless population.

5.5 Human Services

5.5.1 Behavioral Health

The City relies on the Yamhill County Health/Behavioral Health Department for behavioral health services during a disaster. Details regarding the provision of these services are provided in the County EOP.

Additional agencies and organizations involved with providing crisis counseling and mental health support to victims and families, the first responder community, and Access and Functional Needs Populations include:

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- Area hospitals.
- County and regional volunteer organizations.
- Local nursing homes and care facilities.

See the Yamhill County EOP, ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services for more details.

5.5.2 Access and Functional Needs Populations

The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to State and federal regulations and guidance. The City will seek the assistance of the Yamhill County Health Department and other human service agencies or organizations to assist in coordinating the emergency housing, sheltering, and feeding of Access and Functional Needs Populations. The following is a detailed description of the types of support individuals within each functional need category may require:

- **Maintaining Independence.** Individuals requiring support to be independent in daily activities may lose this support during an emergency or a disaster. Such support may include consumable medical supplies (diapers, formula, bandages, ostomy supplies, etc.); durable medical equipment (wheelchairs, walkers, scooters, etc.); service animals; and/or attendants or caregivers. Supplying needed support to these individuals will enable them to maintain their pre-disaster level of independence.
- **Communication.** Individuals who have limitations that interfere with the receipt of and response to information will need that information provided in methods they can understand and use. They may not be able to hear verbal announcements, see directional signs, or understand how to get assistance due to hearing, vision, speech, cognitive, or intellectual limitations, and/or limited English proficiency.
- **Transportation.** Individuals who cannot drive or who do not have vehicles may require transportation support for successful evacuation. This support may include accessible vehicles (e.g., vehicles with lift equipment or oxygen facilities) or information about how and where to access mass transportation during an evacuation.
- **Supervision.** Before, during, and after an emergency, individuals may lose the support of caregivers, family, or friends or may be unable to cope in a new environment (particularly if they have dementia, Alzheimer's disease, or psychiatric conditions such as schizophrenia or intense anxiety). Young children may be unable to identify themselves if separated from their caregivers, and when in danger,

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they may lack the cognitive ability to assess the situation and react appropriately.

- **Medical Care.** Individuals who are not self-sufficient or who do not have adequate support from caregivers, family, or friends may need assistance with managing unstable, terminal, or contagious conditions that require observation and ongoing treatment; managing intravenous therapy, tube feeding, and vital signs; receiving dialysis, oxygen, and suction administration; managing wounds; and operating power-dependent equipment to sustain life. These individuals require the support of trained medical professionals.

5.5.2.1 Children and Disasters

Planning and preparing for the unique needs of children is of utmost concern to the City. In particular, the City will focus on the following issues when planning for children:

- **Preparedness.** Program and planning activities that relate to the needs of children. This includes involving members of the community familiar with children's issues.
- **Evacuation.** Identifying where children are located (schools, daycares) and how they will be evacuated.
- **Shelter.** Identifying resources for diapers, formula, and food appropriate for all ages; portable cribs and playpens; and staffing resources needed to supervise unaccompanied children.
- **Public Outreach and Education.** Promoting personal preparedness among families with children as well as at local schools and daycares.

5.5.2.2 Animals in Disaster

As resources allow, the City will consider issues particular to household pets and service animals. Preparing for the care of animals during a disaster is the responsibility of owners; however, the City recognizes that the following services may be needed in a disaster:

- Animal pickup – large and/or small animals
- Animal housing – in house and/or temporary shelters
- Provide food for evacuated animals
- Medical care
- Information and referral
- Financial assistance

- Animal rescue

Equipment and supplies that may be necessary:

- Portable cages, crates, and cardboard cat carriers
- Box traps
- Nets
- Temporary livestock stalls
- Food

The City may coordinate with local animal owners, veterinarians, and animal advocacy groups to address animal-related issues that arise during an emergency. If local resources are insufficient to meet existing needs, the City may request assistance through Yamhill County Emergency Management.

5.5.2.3 Managing, Transportation and Communicating

Agencies and organizations involved in managing, transporting, and communicating with Access and Functional Needs Populations during an emergency and pertaining to mass care include:

- Area hospitals
- Private clinics and care facilities
- Red Cross and other volunteer agencies
- School districts
- Local radio stations serving the City

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.

5.5.2.4 Programs in Place

The City has the following programs in place for access and functional needs populations:

- TDD/TTY contact and captioned cable alert for hearing-impaired persons.
- Outreach programs for citizens with limited English proficiency, identified language skills of City employees.
- Disabled access to City facilities and Red Cross shelter facilities.

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- Routine fire inspections of adult assisted living facilities, rest homes, nursing homes and hospitals.
- Identified transportation assistance for people who experience physical disabilities.
- To learn more about FEMA's Office of Disability Integration and Coordination and the Functional Needs Support Services Guidance, visit <http://www.fema.gov/about/odic/>.

5.6 Public Health Services

The Yamhill County Health and Human Services provides public health and welfare services to all citizens within the County. Contact with the Department during a major emergency will be through Yamhill County Emergency Management.

Health and Human Services is responsible for developing plans to address how public health personnel plan for, respond to, and recover from all hazards that may impact public health, including communicable disease, pandemic scenarios, chemical incidents, radiological incidents, and bioterrorism. The department maintains a comprehensive EOP and guidelines for public health personnel responding to a public health incident in the County.

County public health administrators are charged with the strict and thorough enforcement of the public health laws of Oregon. As part of their duties, they may enact protective public health measures on matters relating to the preservation of life and health of the people of the State. In addition to naturally occurring pandemics, a bioterrorism event may be the most challenging experience the public health arena will ever face. The control of such an epidemic requires a coordinated effort of public health services, public safety agencies, and emergency management organizations traditionally lacking in integrated operations.

Health and Human Services will request emergency medical, health and welfare services not available in the County from the Oregon Health Authority.

See the Yamhill County EOP, ESF 8 – Public Health and Medical Services for more details.

5.7 Care of Response Personnel and Emergency Operations Center Staff

Arrangements for the feeding and sheltering of EOC staff are the responsibility of the Logistics Section. As space allows, EOC staff will sleep and eat at the EOC. Sleeping areas may also be set up in other facilities.

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Response personnel will be released to their homes or stations to sleep. If necessary, space may be arranged in a shelter. This shelter should be different than the one used for disaster victims or evacuees.

Families of response personnel may be sheltered together in the event of an extended incident involving a major shelter operation. This will facilitate keeping families informed and help maintain the morale of response personnel.

6 Annex Development and Maintenance

The Emergency Manager, in coordination with identified primary and supporting agencies, is responsible for regular review and maintenance of this annex. To ensure that City staff are familiar with their roles in providing human services, the City will incorporate elements of human services into its training and exercise program.

7 Supporting Plans and Procedures

The following documents support human services for the City:

City of Newberg

- Functional Annexes
 - FA 2 – Human Services
 - FA 4 – Recovery Strategy

Yamhill County

- County Emergency Operations Plan
 - ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services
 - ESF 8 – Public Health and Medical Services
 - ESF 11 – Agriculture and Natural Resources
 - ESF 14 – Long-Term Community Recovery
- Yamhill County Public Health Emergency Response Plan
- Yamhill County Animals in Disaster Plan
- Newberg Potential Shelter Locations List

State of Oregon

- State of Oregon Emergency Operations Plan and ESFs

Federal

- National Response Framework and ESFs

8 Appendices

Appendix A Shelter Materials

A-1 Shelter Survey Form

A-2 Sample Shelter Agreement

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Appendix A Shelter Materials

A-1 Shelter Survey Form

A-2 Sample Shelter Agreement

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Appendix A-1 Shelter Survey Form

This form is intended to record information needed to make decisions when it becomes necessary to open a shelter.

<p>Directions: Please print all information. Complete one survey for each area within a facility that is to be used as a shelter or, if the entire facility is to be used as a shelter, for each facility. Complete all sections as thoroughly as possible, indicating numbers, space dimensions, etc. This form is generic to many types of facilities; some of the questions on this form may not apply to every site. In such cases, answer not applicable (N/A).</p>	
<p>General Facility Information</p>	
<p>Facility Information</p>	
<p>Facility Name:</p>	
<p>Name/Description of area in this facility being surveyed for use as a shelter (e.g. Gymnasium):</p>	
<p>Are there other areas in this facility being surveyed? If yes, name them.</p>	
<p>Governing Agency/Owner:</p>	
<p>Street Address:</p>	
<p>Town/City:</p>	<p>Zip Code:</p>
<p>Latitude:</p>	<p>Longitude:</p>
<p>Map Locator Information (map name, page, grid):</p>	
<p>Mailing Address (if different):</p>	
<p>Business Phone Number: () -</p>	<p>Fax Number: () -</p>
<p>E-mail Address (if applicable):</p>	
<p>Primary Contact to Authorize Facility Use: Name: _____ Day Phone: (____) ____-_____ After Hours/Emergency Phone: (____) ____-_____ Mobile Phone: (____) ____-_____ E-mail: _____</p>	<p>Alternate Contact to Authorize Facility Use: Name: _____ Day Phone: (____) ____-_____ After Hours/Emergency Phone: (____) ____-_____ Mobile Phone: (____) ____-_____ E-mail: _____</p>

FA 2. Human Services

<p>Primary Contact to Open Facility:</p> <p>Name: _____</p> <p>Day Phone: (____) _____-_____</p> <p>After Hours/Emergency Phone: (____) _____-_____</p> <p>Mobile Phone: (____) _____-_____</p> <p>E-mail: _____</p>	<p>Alternate Contact to Open Facility:</p> <p>Name: _____</p> <p>Day Phone: (____) _____-_____</p> <p>After Hours/Emergency Phone: (____) _____-_____</p> <p>Mobile Phone: (____) _____-_____</p> <p>E-mail: _____</p>
---	---

Facility Physical Information
*****Attach a sketch or copy of the facility floor plan.*****

Availability for Use/Use Restrictions

Some facilities are only available during certain times due to other activities. Please indicate the periods that the facility is available.

Facility available for use at any time of the year

Facility **only** available for use during the following time periods:
 From: _____ to _____
 From: _____ to _____

Facility **is not** available for use during the following time periods:
 From: _____ to _____
 From: _____ to _____

Is the facility within 5 miles of an evacuation route? Yes No

Is the facility within 10 miles of a nuclear or hazardous materials storage or disposal site? Yes No

Are there trees, towers, or other potential hazards that could impact the safety of the facility or block access to it after a disaster? Yes No

If yes, please describe: _____

Is smoking allowed in the facility buildings? Yes No

Is smoking allowed on the facility grounds? Yes No

Capacity

Shelter Capacity - How many persons can be accommodated for sleeping?

Area available for shelter use:
 Length: _____ x Width: _____ = Total Area: _____

Record only useable space. For example, if a room is 600 square feet but has furniture or fixtures that occupy half of that space and can't or won't be removed, the useable space is 300 square feet.

The area listed above is is not is partially disabled accessible.

Calculation of Shelter Capacity (Total area ÷ Square feet per person = Capacity)

Recommended range of square feet per person by shelter type:
 Evacuation shelter: 15 to 30 square feet per person
 General shelter: 40 to 60 square feet per person
 Access and Functional Needs Shelter: 80 square feet per person

Type of Shelter	Total Area	Square Feet/ per person	Capacity *
<input type="checkbox"/> Evacuation			
<input type="checkbox"/> General			
<input type="checkbox"/> Access and Functional Needs			
* Does the actual layout of the area being surveyed decrease the usable space and significantly impact the capacity of the area? If so, explain.			
Seating Capacity - How many persons can be accommodated in fixed (not pull-out) seating areas (bench and flip-up type seating)?			
<input type="checkbox"/> Bench	Measured Linear Feet of Bench _____ ÷ 16 ft ² /person = Bench Seating Capacity _____		
<input type="checkbox"/> Chairs	Number of Chairs Counted = _____ = Seating Capacity _____		
<input type="checkbox"/> Not Applicable			
Parking			
Number of on-site parking spaces (do not include on-street parking in this figure):			
Number of handicapped parking spaces:			
Do curb cuts exist in and exiting the parking area that are at minimum 35 inches wide? <input type="checkbox"/> Yes <input type="checkbox"/> No			
When the facility is in normal use (e.g., school in session):		When the facility is not in normal use (e.g., school not in session):	
<input type="checkbox"/> On-site parking is adequate for shelter residents <input type="checkbox"/> Off-site parking is available as noted below (e.g., on streets around the school): _____ _____ <input type="checkbox"/> There is not adequate on-site or off-site parking available		<input type="checkbox"/> On-site parking is adequate for shelter residents <input type="checkbox"/> Off-site parking is available as noted below (e.g., on streets around the school): _____ _____ <input type="checkbox"/> There is not adequate on-site or off-site parking available	
General Facility Construction			
Facility Construction <input type="checkbox"/> Wood Frame <input type="checkbox"/> Prefabricated <input type="checkbox"/> Concrete <input type="checkbox"/> Trailer <input type="checkbox"/> Masonry <input type="checkbox"/> Bungalow <input type="checkbox"/> Metal <input type="checkbox"/> Pod <input type="checkbox"/> Portable Classroom <input type="checkbox"/> Other If "Other," describe:		Number of stories: Elevator: <input type="checkbox"/> Yes <input type="checkbox"/> No Where, in relation to shelter area?	Approximate year of construction: Chair Lift: <input type="checkbox"/> Yes <input type="checkbox"/> No Quantity:

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<input type="checkbox"/> Accessible doorways (minimum 35 inches wide)	<input type="checkbox"/> Ramps (minimum 35 inches wide): <input type="checkbox"/> Fixed <input type="checkbox"/> Portable			
<input type="checkbox"/> Automatic doors or appropriate door handles	<input type="checkbox"/> Level Landings			
Open Space: Indicate quantity and size (square feet)				
<input type="checkbox"/> Athletic Field(s):				
<input type="checkbox"/> Fenced Court(s):				
<input type="checkbox"/> Secured Playground Area				
<input type="checkbox"/> Other:				
Fire Safety				
<i>Some facilities that appear to be suitable for sheltering might not meet local fire codes based on building capacity. It is recommended that local codes be examined to determine if the facility meets them.</i>				
Does the facility have inspected fire extinguishers?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Does the facility have functional fire sprinklers?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Does the facility have a fire alarm? If yes, choose one:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Manual (pull down) <input type="checkbox"/> Automatic			
Does the fire alarm directly alert the fire department?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Does the facility have an internal fire hose system?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Does the facility have smoke detectors in/near the shelter area?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Sanitation Facilities				
Indicate the quantity of only those sanitation facilities that will be accessible to shelter staff and residents near the area being surveyed for use as a shelter. If more than one area within the facility is being surveyed, only describe the sanitation facilities that will be for the exclusive use of the shelter area described in this survey.				
Standards for ADA-compliant, accessible features for people with disabilities:				
<u>Toilets:</u> Bathroom stall (38 inches wide); Grab bars (33–36 inches wide)				
<u>Showers:</u> Shower stall (36 x 36 inches); Grab bars (33–36 inches in height); Shower seat (17–19 inches in height); Fixed shower head (48 inches in height) or Hand-held spray unit with hose accessible for people with disabilities:				
<u>Sinks:</u> Sink (34 inches in height); Towel dispenser (39 inches in height)				
	Urinals	Toilets	Showers	Sinks
	ADA compliant Not compliant	ADA compliant Not compliant	ADA compliant Not compliant	ADA compliant Not compliant
Men's				
Women's				
Unisex				
Total				
Are there any limitations on the availability of these facilities? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, describe limitations (e.g., only during specific time blocks, etc.):				
Are there baby diaper changing tables in any of the restroom facilities? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Food Preparation Facilities		
<input type="checkbox"/> There are no food preparation or food service capabilities at this facility		
<input type="checkbox"/> Full-Service Kitchen: food is stored, prepared, and served on site. If full-service, number of meals that can be produced: _____		
<input type="checkbox"/> Food is prepared off site by a central kitchen and served on site Central Kitchen Contact: _____ Phone Number: ()		
<input type="checkbox"/> Warming Oven Kitchen		
Appliances/Equipment: Indicate quantity and size (square feet) as appropriate.		
Refrigerators:	Walk-in Refrigerators:	Industrial Refrigerators:
Freezers:	Walk-in Freezers:	Roasters:
Burners:	Griddles:	Warmers:
Ovens:	Convection Ovens:	Microwaves:
Steamers:	Steam Kettles:	Food Processors:
Ice Machines:	Sinks:	Number of Sink Compartments:
Commercial Dishwasher (<i>approved sanitation levels</i>):		Non-commercial Dishwasher:
Location of equipment if in area other than kitchen:		
Dining Facilities		
Dining area on site: <input type="checkbox"/> Yes <input type="checkbox"/> No	Location:	
Snack Bar: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, seating capacity:	
Cafeteria: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, seating capacity:	
Other indoor seating: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe; include size and seating capacity:	
Total estimated seating capacity for eating:		
Standards for accessible for people with disabilities		
Tables (28–34 inches in height); Serving Line/Counter (28–34 inches in height); Aisles (minimum 38 inches wide)		
Are there accessible tables? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number:	Are serving line/counters accessible? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are aisles accessible? <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional comments related to food preparation or dining areas:		
Health Service Facilities		
Number of private rooms available:	Access to locked refrigeration? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Total square footage of available space for health care needs:		
Location of health service area:		
Laundry Facilities		
Number of clothes washers:	Number of clothes dryers:	
Availability to shelter operator	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are laundry facilities coin operated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Special conditions or restrictions:		
<u>Facility Services Information</u>		
Electricity		
Emergency (generator power) on site: <input type="checkbox"/> Yes <input type="checkbox"/> No	Capacity in kilowatts:	
Is facility staff required to operate emergency generator? <input type="checkbox"/> Yes <input type="checkbox"/> No		
This generator powers:		
<input type="checkbox"/> Facilities throughout the shelter area		
<input type="checkbox"/> Only emergency lights and other critical circuits in the shelter area		
<input type="checkbox"/> No generator serves the shelter area		
Estimated run-time without refueling (in hours):	<input type="checkbox"/> Auto start <input type="checkbox"/> Manual start	Fuel type:
Emergency fuel serve (fuel reserve) availability: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, quantity (in gallons):	
Utility Company/Vendor:	Emergency Phone Number: () -	
Generator Fuel Vendor:	Emergency Phone Number: () -	
Generator Repair Contact:	Emergency Phone Number: () -	
Heating		
Source of heat: <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane <input type="checkbox"/> Oil <input type="checkbox"/> Gasoline <input type="checkbox"/> Diesel		
Shelter area is heated: <input type="checkbox"/> Yes <input type="checkbox"/> No		

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Utility/Vendor:	Emergency Phone Number: () -
Repair Company:	Emergency Phone Number: () -
Cooling	
Source of cooling: <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane	
Shelter area is air conditioned: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Utility/Vendor:	Emergency Phone Number: () -
Repair Company:	Emergency Phone Number: () -
Water	
Source of Water: <input type="checkbox"/> Municipal <input type="checkbox"/> Well(s) <input type="checkbox"/> Trapped Water	
If trapped, potable (<i>drinkable</i>) storage capacity in gallons:	Non-potable (<i>undrinkable</i>) storage capacity in gallons:
Utility/Vendor:	Emergency Phone Number: () -
Repair Company:	Emergency Phone Number: () -
Cooking: *refer to Food Preparation Facilities for additional information on facility cooking capacities.	
Source of Cooking Energy: <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane	
Utility/Vendor:	Emergency Phone Number: () -
Repair Company:	Emergency Phone Number: () -
<u>Communications Information</u>	
Radio:	
Is there an NOAA Weather Radio at this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where is it located?	
Is there an emergency communications (ham) radio at this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where is it located? Who is trained/authorized to operate it? Name: _____ Contact #: ()	
Telephone/fax machines:	
Telephone Service: <input type="checkbox"/> Traditional Landline <input type="checkbox"/> VOIP (internet line)	

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Are there business telephones available to shelter staff: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list any restrictions:
Are there business telephones available to shelter occupants: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list any restrictions:
Are there accessible telephones (49 inches from floor)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of accessible phones:	Is there Telecommunications Device for the Deaf (TDD) availability? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are there Earpiece telephones (volume adjustable)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are there Fax machines available to shelter staff? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is there speaker telephone/conference availability? <input type="checkbox"/> Yes <input type="checkbox"/> No	Total number of fax machine telephone lines:
Utility/vendor:	Emergency phone number: () -
Repair company:	Emergency phone number: () -
Computers:	
Type of internet service connection: <input type="checkbox"/> Dial-up <input type="checkbox"/> High-Speed <input type="checkbox"/> Cable <input type="checkbox"/> Wireless	
Computers available to shelter staff: <input type="checkbox"/> Yes <input type="checkbox"/> No	Is there public access to computers? <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of computers:	
Location of computers for evacuee use:	
Utility/vendor:	Emergency phone number: () -
Repair company:	Emergency phone number: () -
Television:	
Is there a TV available for shelter use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location of cable TV drop for shelter area:	
Shelter Management Information	
This section is designed to identify shelter use capabilities of the facility for registration, management, and pet-care.	
Shelter Management	
Location of shelter registration:	Is there a computer network drop in this area? <input type="checkbox"/> Yes <input type="checkbox"/> No

Location of office for shelter management team:		Is there a computer network drop in this area? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Phone number in this office:	
Shelter supply kit is located:			
Key for kit is located:			
Pet Care Capacity: if applicable			
Pets could be housed:			
<input type="checkbox"/> On-site in existing facility			Capacity: _____
<input type="checkbox"/> On-site using additional resources (Tents/Trailers)			Capacity: _____
<input type="checkbox"/> Combination of existing facility and additional resources			
<input type="checkbox"/> Off-site			
Location of pet intake area:		Location of pet shelter area:	
Is the space used for the pet shelter area near chemicals: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Location of outdoor pet walking area:			
Facility Staff			
Facility personnel required when using facility:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Facility kitchen staff required when using facility kitchen:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Voluntary organizations (such as church or fire auxiliaries) required when using the facility:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Sanitation/Maintenance staff required:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will any of the above groups be experienced or trained in shelter management?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Shelter Agreement Information			
Does the facility/owner have a current agreement for use as emergency shelter?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Date:		Updated:	
Additional information about agreement, if applicable:			
Additional Notes (use additional page as needed):			

Survey completed/updated by:		Date:	
<i>Printed name and title of authorized facility personnel:</i>		<i>Signature of authorized personnel:</i>	
<i>Agency/Organization of authorized facility personnel:</i>			
<i>Printed name and title of shelter surveyor:</i>		<i>Signature of shelter surveyor</i>	
<i>Agency/Organization of surveyor:</i>			
<p>Shelter Determination:</p> <p><input type="checkbox"/> Facility can be used as general emergency shelter.</p> <p><input type="checkbox"/> Facility can be used as an evacuation shelter.</p> <p><input type="checkbox"/> Facility can be used as a access and functional needs shelter.</p> <p><input type="checkbox"/> Facility can be used as a pet-friendly shelter</p> <p><input type="checkbox"/> Facility will not be used as a shelter.</p> <p>Facility is ADA-compliant: <input type="checkbox"/> Partially <input type="checkbox"/> Fully <input type="checkbox"/> Not ADA Accessible</p> <p>Is this shelter entered in the National Shelter System (NSS)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NSS ID: _____</p>			

Appendix A-2 Sample Shelter Agreement

City of Newberg coordinates the provision of mass care services to individuals, families, and communities impacted by a disaster. Certain disaster relief activities are supported by private facility owners who permit their buildings to be used as a temporary shelter for disaster victims and designated community organizations, like the American Red Cross or Salvation Army, who support relief activities. This agreement is between the City of Newberg Emergency Management and a facility owner (“Owner”) so that the City can use the facility as an emergency shelter during a disaster that directly or indirectly impacts the City.

Parties and Facility

Owner:

Legal name: _____

Chapter: _____

24-Hour Point of Contact:

Name and title: _____

Work phone: _____ Cell phone/pager: _____

Address for Legal Notices:

City of Newberg

City Department/Agency: _____

24-Hour Point of Contact:

Name and title: _____

Work phone: _____ Cell phone/pager: _____

Address for Legal Notices:

Copies of legal notices must also be sent to:

[insert contracts/procurement department information]

Shelter Facility:

(Insert name and complete street address of building or, if multiple buildings, write “See attached facility list” and attach a facility list, including the complete street address of each building that is part of this agreement).

Terms and Conditions

- Use of Facility: Upon request, and if feasible, the Owner will permit City of Newberg to use the facility on a temporary basis as an emergency public shelter.
- Shelter Management: City of Newberg will have primary responsibility for the operation of the shelter and will designate a member of the relief organization personnel as Shelter Manager, to manage the sheltering activities. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the facility by the City of Newberg.
- Condition of Facility: The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the facility before it is turned over to the City of Newberg to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the City of Newberg should not use while sheltering in the facility. The City of Newberg will exercise reasonable care while using the facility as a shelter and will make no modifications to the facility without the express written approval of the Owner.
- Food Services: Upon request by the City of Newberg, or Shelter Manager, and if such resources exist and are available, the Owner will make the food service resources of the facility, including food, supplies, equipment, and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the facility before it is turned over to the City of Newberg.

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- Custodial Services: Upon request by the City of Newberg, and if such resources exist and are available, the Owner will make the facility's custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
- Security: In coordination with the Facility Coordinator, the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the shelter.
- Signage and Publicity: The City of Newberg may post signs identifying the shelter as a City of Newberg emergency shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. The Owner will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the shelter to the Shelter Manager.
- Closing the Shelter: The City of Newberg will notify the Owner or Facility Coordinator of the closing date for the shelter. Before the County vacates the facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey, to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.
- Reimbursement: The City of Newberg will reimburse the Owner for the following:
 - *Damage to the facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the City of Newberg. Reimbursement for facility damage will be based on replacement at actual cash value. The City of Newberg will select from among bids from at least three reputable contractors. The City of Newberg is not responsible for storm damage or other damage caused by the disaster.
 - *Reasonable costs associated with custodial and food service personnel* that would not have been incurred but for the City of Newberg's use of the facility for sheltering. The City of Newberg will reimburse at a per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
 - *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such

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costs would not have been incurred but for the City of Newberg’s use of the premises (both parties must initial all utilities to be reimbursed by the City of Newberg).

	Owner initials	City initials
Water	_____	_____
Gas	_____	_____
Electricity	_____	_____
Waste Disposal	_____	_____

The Owner will submit any request for reimbursement to the City within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel and the dates and hours worked at the shelter.

- **Insurance:** The City of Newberg and designated relief organizations that support mass care activities shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The City of Newberg shall also carry Workers’ Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers’ Liability.
- **Indemnification:** The City of Newberg shall defend, hold harmless, and indemnify the Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the City of Newberg during the use of the premises.
- **Term:** The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

_____	_____
Owner (legal name)	
_____	_____
By (signature)	By (signature)
_____	_____
Name (printed)	Name:
_____	_____
Title	Title :
_____	_____
Date	Date

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FA 3 – Infrastructure Services

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FA 3 Tasked Agencies	
Primary Agencies	Public Works and Engineering Services Emergency Manager City Engineer
Supporting Agencies	Newberg Fire Department Newberg-Dundee Police Department Yamhill County Department of Public Works/Road Department Oregon Department of Transportation Local Utilities: <i>Water: City of Newberg</i> <i>Sewer: City of Newberg</i> <i>Electricity: Portland General Electric (PGE)</i> <i>Gas: Northwest Natural</i> <i>Telephone(s): Verizon</i> <i>Cable: Frontier & Comcast</i> <i>Garbage: Waste Management</i>

1 Purpose and Scope

This annex provides information regarding the coordination of infrastructure, public works, damage assessment, and engineering services during all phases of emergency management. It outlines basic roles and responsibilities for primary agencies, provides a concept of operations to assist the City in coordinating emergency services, and references related authorities, agreements, and supporting plans. The City Emergency Management Organization, as outlined in the Basic Plan of this Emergency Operations Plan (EOP), is designed to provide support to local infrastructure services agencies through assistance in accessing needed resources and coordination in more complex incidents and events. Nothing in this annex is meant to replace or supersede the standard operating procedures (SOPs) of local response agencies.

The annex covers the following functions:

- Transportation
- Infrastructure Repair and Restoration
- Energy and Utilities
- Debris Management

See FA 4 for information on Damage Assessment.

2 Policies and Agreements

The following policies and agreements are currently in place to support infrastructure services for the City:

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- Oregon Water/Wastewater Agency Response Network (ORWARN); ORWARN is composed of member utilities providing voluntary emergency assistance to each other. ORWARN facilitates rapid and short-term deployment of emergency services, in the form of personnel, equipment, and materials.
- Intergovernmental Agreement for Maintenance and Engineering Services; this agreement is to allow the Agency to request the County to provide various types of road maintenance and engineering services to the Agency. This agreement is made pursuant to ORS 190.003 to ORS 190.110 between the City of Newberg (“Agency”), a municipal corporation of the State of Oregon, and Yamhill County (“County”), a political subdivision of the State of Oregon.
- Oregon Public Works Response Cooperative Assistance Program; this membership enables public works agencies to support each other during an emergency; provide a mechanism for immediate response, in the event of a disaster, to the requesting agency when the responding agency determines it can provide the needed resources and expertise; and the agreement sets up the documentation needed to seek maximum reimbursement possible from appropriate federal agencies.

3 Situation and Assumptions

3.1 Situation

In a major disaster or emergency, response and recovery operations may be beyond local response capabilities. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged and be partially or fully inoperable. A major disaster may affect the lives of local response personnel and their families and prevent them from performing their prescribed emergency duties. Similarly, equipment in the immediate disaster area may be damaged or inaccessible. Sufficient resources may not be available to the City to meet emergency requirements. County and State assistance may be required to identify and deploy resources from outside the affected area to ensure a timely, coordinated effective response.

3.2 Assumptions

- Response operations for the City Public Works Department will include assisting law enforcement and fire services in traffic control and rescue operations and clearing and maintaining critical lifeline routes.

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- In a natural hazards event such as flood, windstorm, or earthquake response, the Public Works Department will generally be assigned or assume the lead agency role.

4 Roles and Responsibilities

4.1 General Responsibilities

The activities and responsibilities for each department in support of infrastructure services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

4.1.1 Emergency Management

The Emergency Manager may be responsible for the following actions in support of an emergency:

- Regularly briefing the Mayor and City Council on situational developments.
- Collecting resource requirement information from all City Departments and the Fire Department.
- Evaluating the situation and determining whether the EOP needs to be implemented.
- Assessing developing conditions and evaluating their potential impact.
- Researching sources of needed resources.
- Establishing and maintaining contact with the County; providing updates on developing conditions.
- Considering activation of the Emergency Operations Center (EOC).
- Documenting actions taken and costs incurred.
- Facilitating post-incident analysis.

4.1.2 Public Works and Engineering Services

The City Public Works and Engineering Services may be responsible for the following actions in support of an emergency:

- Developing and maintaining an emergency notification list of department personnel.
- Opening emergency response routes for rescue and life-saving operations.

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- Restoring streets and managing street traffic, including traffic control devices.
- Restoring wastewater (sanitary sewer), potable water, and storm water system capacities.
- Restoring and operating sanitary wastewater treatment plant, sewer pump stations, and pressure mains.
- Restoring and operating the well field pumping systems, water treatment plant, and storage reservoirs.
- Interfacing with utility providers to ensure timely restoration of services.
- Removing and disposing of debris from public rights-of-way and City property that was a direct result of a disaster event.
- Maintaining storm water flow.
- Administering existing contracts and developing new ones to restore infrastructure and services.
- Maintaining the City's fleet and providing emergency fuel supplies and equipment necessary to provide for the public's safety, health, and well-being; this will be given top priority during an emergency.
- Maintaining and regularly testing the City's emergency generators.
- Coordinating with the police to assist in traffic control.
- Developing and maintaining operating procedures for disaster response.
- Establishing contracts and relationships with contractors and vendors who may play key roles in repair and restoration of County infrastructure.
- Requesting assistance through the County, if necessary.
- Documenting incident actions and costs incurred.
- Notifying regulating agency(s), as appropriate.

4.1.3 Newberg Fire Department

The Fire Department may be responsible for the following actions in support of an emergency:

- Notifying appropriate personnel of the developing situation.

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- Assessing the department's minimum resource needs to maintain operations.
- Evaluating potential safety issues and making recommendations to the Safety Officer.
- Providing communication resources and support as needed.
- Providing fire suppression personnel and equipment to support public works response and recovery activities.

4.1.4 Newberg-Dundee Police Department

The Police Department may be responsible for the following actions in support an emergency:

- Assuming primary responsibility for closing and/or rerouting traffic on city streets to assist movement of people, keep people out of danger, and/or keep them from impeding emergency response activities.
- Coordinating and assisting the Yamhill County Road Department in closing County roads and/or rerouting traffic through the City, if applicable.
- Coordinating and assisting the Oregon Department of Transportation (ODOT) and Oregon State Police (OSP) in closing State highways and/or rerouting traffic through the City, if applicable.
- Alerting personnel of developing conditions.
- Assessing the department's minimum resource needs to maintain operations.
- Evaluating potential security and safety issues and making recommendations to the Safety Officer.
- Providing police personnel and equipment to support public works response and recovery activities.
- Providing communication resources and support as needed.

4.1.5 Local Utilities

Local utilities may be responsible for the following actions in support of an emergency:

- Coordinating response activities with City Public Works Department regarding restoration of services.
- Making repairs and restoring services as soon as possible.

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- Supporting the City with equipment, personnel, etc., as appropriate.

5 Concept of Operations

5.1 General

When the EOP is implemented, all activities and resources in support of infrastructure services will be coordinated by the City EOC staff as identified and managed using the Incident Command System (ICS). The City Public Works Department is the lead agency for infrastructure operations and solid waste (debris) management.

Public Works 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 services with evacuation and traffic control capabilities. Other operational priorities include:

- Damage assessment (see FA 4 – Recovery Strategy).
- Stabilization of damaged public and private structures to facilitate search and rescue and/or protect the public's health and safety.
- Identification and labeling of uninhabitable/unsafe structures.
- Coordination of the closure and repair of transportation infrastructure.
- Repair and restoration of damaged public systems (e.g., water, wastewater, and stormwater systems).
- Coordination with utility restoration operations (power, gas, cable, and telecommunications).
- Prioritization of efforts to restore, repair, and mitigate infrastructure owned by the City and County.

Public Works may use local contractors to supplement its emergency response capabilities, escalating unmet needs through the County EOC and/or mutual aid partners.

5.2 Transportation

An emergency may also severely damage the transportation system throughout the City. Most local transportation activities will be hampered by damaged facilities, equipment, and infrastructure, as well as disrupted communications. At the same time, the disaster may create significant demands for local, state and regional transportation resources to provide for relief and recovery.

The City may be required to provide coordination of transportation resources and identify emergency transportation routes for the movement of people and materials.

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Additional transportation-related actions that may be required include:

- Monitoring and reporting on the status of and damage to the transportation system and infrastructure as a result of an emergency incident.
- Identifying temporary alternative transportation solutions.
- Coordinating with County and State transportation agencies to implement the restoration and recovery of transportation systems and infrastructure.

See the Yamhill County EOP, ESF 1 – Transportation for more detail.

5.3 Infrastructure Repair and Restoration

The City has identified critical infrastructure and resources to be protected and prioritized during an emergency event or disaster, to the greatest extent possible. During an emergency situation, the protection of human lives will take precedence during all facets of response, and essential services within the City will be maintained as long as conditions permit.

Infrastructure repair and restoration actions may include:

- Conducting pre- and post-incident assessments of public works and infrastructure.
- Executing emergency contract support for life-saving and life-sustaining services.
- Coordinating technical assistance, including engineering expertise, construction management, and contracting and real estate services.
- Providing emergency repair of damaged public infrastructure and critical facilities.

See the Yamhill County EOP, ESF 3 – Public Works and Engineering for more details.

5.4 Energy and Utilities

In addition, a utility failure would impact the availability of essential services such as the water supply, electrical power, natural gas, cable television, telephone, and sanitary sewer services. While a failure may result from natural or human-created causes, the severity of the incident must be measured by the duration of the disruption of the service and its impact on life and property.

It is expected that public and private utility providers, such as those providing power, water, natural gas, petroleum, sanitation, or communications services, will develop internal organizational procedures that will guide operations after a major

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event. These procedures should facilitate the basic assessment of what happened, what can be done about it, and what is needed. If appropriate, this information should be provided to the City EOC as soon as possible.

Contact with utility providers may be established by the Emergency Program Manager or through the City EOC to coordinate resources, establish priorities, assess and document damages, and provide information to the public. The EOC may initiate information programs to keep the public informed of utility status and any restrictions. Utility providers will be invited to send a liaison to the City EOC to facilitate coordination between agencies.

Energy- and utility-related actions may include:

- Collecting, evaluating, and sharing information regarding energy/utility system damage and estimations of the impact of outages/failures within affected areas.
- Coordinating restoration of service in impacted areas.
- Ensuring backup power and utility sources for critical facilities.

See the Yamhill County EOP, ESF12 – Energy for more details.

5.5 Debris Management

A debris management plan defines the roles, responsibilities, and procedures and provides guidance for development and implementation of all elements involved in managing debris removal operations in the response and recovery phases of a disaster. The City has developed a debris management plan, which is housed in the City Engineer's Office as well as in the Public Works Maintenance Department.

The Yamhill County Department of Public Works Environmental Services division will address larger debris management issues for the County. If needed, the City will request the following infrastructure services from County Emergency Management:

- Identification and labeling of uninhabitable/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 sites for debris clearance from public and private property.

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6 Annex Development and Maintenance

The City Public Works Department, in coordination with identified primary and supporting agencies, is responsible for regular review and maintenance of this annex. To ensure that City staff is familiar with their roles in providing infrastructure services, the City will incorporate elements of infrastructure services into its training and exercise program.

7 Supporting Plans and Procedures

The following documents support infrastructure services for the City:

City of Newberg

- Function Annexes
 - FA 3 – Infrastructure Services
- Resource Inventory List
- Facilities List
- 2004 Water System Response Plan, prepared by CH2M Hill.

Yamhill County

- County Emergency Operations Plan
 - ESF 1 – Transportation
 - ESF 3 – Public Works and Engineering
 - ESF 12 – Energy
- City of Newberg Resource Inventory
- City of Newberg Key Facilities List

State of Oregon

- State of Oregon Emergency Operations Plan and ESFs
- Oregon Department of Transportation Emergency Operations Plan

Federal

- National Response Framework and ESFs
- National Infrastructure Protection Plan

8 Appendices

- None at this time, although additional appendices may be added to this document in the future.

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FA 4. Recovery Strategy

FA 4 Tasked Agencies	
Primary Agencies	Emergency Management
Supporting Agencies	City Administration Public Works and Engineering Services Building Official Yamhill County Emergency Management Oregon Emergency Management

1 Purpose and Scope

This annex outlines the basic City services and resources necessary to recover from a disaster. It covers the following functions:

- Damage Assessment
- Public Assistance
- Individual Assistance

In addition, this annex outlines the scope of long-term recovery activities as defined in the National Disaster Recovery Framework. The City has not developed a formal Recovery Plan to date, but will take the functional elements of long-term recovery into consideration in its recovery planning as described in Section 5.3.1 of this annex.

2 Policies and Agreements

The following policies and agreements are currently in place to support recovery for the City:

- None at this time, although policies and agreements may be added to this document in the future.

3 Situation and Assumptions

3.1 Situation

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.

Local, County, and Federal government are responsible for assisting the public and private sectors in disaster recovery. A widespread disaster may affect the

FA 4. Recovery Strategy

functionality of business, disrupt employment, interrupt government services, and impact tax revenue. Recovery is a function undertaken during and after an event, along with the response. Expeditious recovery will limit costs, damages, and long-term impacts on the community. The purpose of this Recovery Strategy annex is to provide a strategy for the City to coordinate its recovery efforts with its partners at the State and Federal levels.

In most cases, recovery begins during an event's response phase, when damage is identified and assessed. Damages are classified as being in the private or public sector. The extent of damages in dollars will determine what, if any, State or Federal assistance may be available during the recovery phase. To request this assistance, a local proclamation of emergency must be made and communicated to the Governor. Good record keeping and mitigation planning will support recovery efforts and ensure post-emergency compensation.

In addition to assistance available from governments, private non-profit organizations support recoveries as well. The American Red Cross (Red Cross) and Salvation Army are examples of those involved in such efforts. The Governor can also request direct assistance from selected Federal agencies without a formal presidential declaration.

A comprehensive guide to Community Recovery in the State of Oregon can be found at the following internet site:

http://www.oregon.gov/OMD/OEM/fin_rec/disaster_recover_guide.shtml.

3.2 Assumptions

- Disaster recovery typically lasts much longer and costs significantly more than preparedness and response activities.
- Recovery activities may continue long after the Emergency Operations Center (EOC) has been closed, requiring the activities to be coordinated and managed from a different location.
- Depending on the type and scope of the incident, Federal resources and/or funds may be available for public and/or private (individual and businesses) assistance.
- Long-term recovery planning and activities could include mitigation efforts to reduce the potential hazard of similar disasters in the future.
- Depending on the incident it may be more appropriate for some recovery functions to be tasked to a specific City department rather than an EOC Section.

4 Roles and Responsibilities

4.1 Emergency Manager

The City Emergency Manager will coordinate the City's recovery activities, including the following actions:

- Activating the disaster assessment team or process.
- Ensuring that damage information is received from private nonprofit organizations.
- Receiving and compiling disaster information to:
 - Share the information with the appropriate County and municipal agencies.
 - Prioritize response and recovery activities.
 - Determine whether additional resources are needed.
 - Submit forms to County Emergency Services as needed.
- Coordinating with appropriate agencies to address unmet needs.
- Receiving and disseminating information to decision makers to prioritize recovery efforts and determine the need for State or Federal assistance.
- Coordinating the involvement of community response partners regarding the Preliminary Damage Assessment (PDA) and disaster declaration process.
- Assisting County, State, and Federal agencies with conducting PDAs.
- Ensuring that documentation of disaster-related response and recovery costs is complete.
- Coordinating with local officials to identify and recommend mitigation projects.

4.2 Emergency Operations Center Staff

The EOC Manager will direct EOC staff in recovery actions.

4.2.1 Operations Section

- Coordinating work on long-term reconstruction, as well as restoration of roads, bridges, essential services, and essential service facilities.

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- Coordinating temporary housing and long-term shelter operations for displaced individuals.
- Coordinating initial damage assessments.

4.2.2 Planning Section

- Demobilizing resources.
- Documenting emergency activities.
- Creating situation status reports.
- Coordinating resource management with the Logistics Section and EOC Manager.
- Creating incident-specific maps to assist in damage assessment and recovery efforts.

4.2.3 Logistics Section

- Making arrangements for Disaster Recovery Center for the Federal Emergency Management Agency (FEMA).
- Documenting emergency activities.
- Coordinating resource management with the Planning and Finance Sections.

4.2.4 Finance Section

- Keeping records of all costs incurred.
- Documenting emergency activities.
- Preparing documents for submission to State and Federal government.
- Coordinating and documenting damage assessment.

4.2.5 Public Information Officer

- Disseminating public information.
- Documenting all emergency activities.

4.3 Public Works and Engineering Services

The Public Works and Engineering Services may be responsible for the following actions in support of an emergency:

- Supporting damage assessment activities.

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- Ensuring restoration of the water, wastewater, and stormwater systems.
- Coordinating with law enforcement to restrict access to buildings, roads, and areas that are unsafe.

4.4 Building Official

The City Building Official may be responsible for the following actions in support of an emergency:

- Conducting damage assessment of prioritized facilities.

4.5 City Administration

The City Administration may be responsible for the following actions in support of an emergency:

- Providing a qualified representative to report to the EOC and assume responsibility for all necessary fiscal activities.
- Financial Department duties and responsibilities include tracking, analyzing, approving, and reporting fiscal activities in support of recovery operations.

4.6 Yamhill County Emergency Management

Yamhill County Emergency Management may be responsible for the following actions in support of an emergency:

- Assisting the City in coordination of damage assessment activities.
- Assisting the City in assembling the information for a local declaration of emergency.
- Providing technical support to ensure that documentation of the City's disaster response costs begin as soon as possible to support fiscal management in the event that State/Federal disaster funds become available.
- Coordinating requests for and provision of State/Federal recovery support.
- Conducting exercises and training for personnel in disaster recovery activities.

4.7 Other City Agencies

- Assisting with the damage assessment and disaster declaration processes as requested.

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- Documenting disaster-related response and recovery costs.
- Coordinating with local officials to identify and recommend mitigation projects.

5 Concept of Operations

5.1 General

5.1.1 Local Emergency Declaration

When the City is faced with an emergency or disaster condition that requires a coordinated response beyond that which occurs routinely and the required response is not achievable solely with the added resources acquired through mutual aid or cooperative assistance agreements, the Mayor (or designee) may decide to declare a local emergency.

A local emergency declaration provides City officials with the additional authority that may be needed to address emergency conditions; can facilitate large-scale evacuations; and, once the appropriate response is beyond the capability of the County, can set the stage for requesting State assistance.

See the Basic Plan, Chapter 1 for procedures for declaring a state of emergency.

5.1.2 Local Request for State Assistance

If an emergency has occurred wholly within the boundaries of the City, a request for assistance from the State must be submitted to the County for transmittal to Oregon Office of Emergency Management (OEM) for consideration by the Governor. The State has a reasonable expectation that counties will endeavor to assist cities within their jurisdictions before turning to the State and/or Federal government for assistance.

Requests for assistance submitted to the County for transmittal to the State must include:

- The type of emergency or disaster.
- The location(s) affected.
- Deaths, injuries, and population still at risk.
- The current emergency conditions or threat.
- An initial estimate of the damage and impacts.
- Actions taken and resources committed by local governments.
- Specific information about the assistance being requested.

FA 4. Recovery Strategy**5.1.3 Yamhill County and Federal Recovery Efforts**

Community recovery assistance from the County and Federal levels comes in the form of activating County/Federal Emergency Support Function (ESF) 14 – Long-Term Community Recovery. This support function provides a mechanism for coordinating Federal support to state, tribal, regional, and local governments; nongovernmental organizations; and the private sector to enable community recovery from the long-term consequences of extraordinary disasters. ESF 14 accomplishes this by identifying and facilitating availability and use of sources of recovery funding and by providing technical assistance for community recovery and recovery planning support. For information regarding County recovery procedures, refer to ESF 14 in the County EOP. For information at the Federal level, ESF 14 can be found at <http://www.fema.gov/pdf/emergency/nrf/nrf-esf-14.pdf>.

NOTE: Detailed information regarding local and State recovery processes is provided in the State Disaster Recovery Guidebook, Part I – Overview.

5.2 Short-Term Recovery Activities

During the recovery phase of an emergency, the Emergency Manager or EOC Manager 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:

- Damage assessment and posting of unsafe and unusable buildings, roads, or bridges.
- Assessment of victims' needs.
- Removal of disaster debris.
- Removal of human and animal remains.
- Testing of drinking water and, if necessary, establishing new or additional drinking water supplies.
- Emergency repairs of sanitary, sewer, and storm drainage systems.
- Repair of utility lines, e.g., electricity and natural gas.
- Establishment of security in affected areas.

5.2.1 Damage Assessment

Damage assessment is conducted in two phases: initial damage assessment (IDA) and secondary damage assessment. The IDA, a Planning Section responsibility, provides supporting information for the disaster declaration and is the responsibility of the City. The secondary damage assessment is an in-depth

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analysis of long-term effects and costs of the emergency and is performed with the combined efforts of local, State, and Federal agencies and the Red Cross.

- The timely and accurate assessment of damage to public or private property will be of vital concern to local officials following a disaster and will have great bearing upon the manner in which recovery is conducted in the City.
- Damage assessments may need to be undertaken at different periods during a disaster event: a “windshield” survey may be conducted initially to obtain an overall general impression of the event’s impact as part of preparing to issue the disaster declaration. A more detailed damage assessment will need to be performed to document the need for State and Federal aid.
- County, State, and Federal assistance will depend upon the adequate and timely documentation of the results of the disaster on the local community.

5.2.1.1 Windshield Surveys

During the initial phase of an event with widespread property damage (such as windstorm, earthquake, etc.), normal communication links may not exist. It will be important to get an account of the damage as soon as possible in order to prioritize resource assignments.

As needed after an event, units from appropriate agencies may begin a process called “windshield surveys.” Windshield surveys consist of response agency units driving throughout the City in a systematic manner to survey predetermined high-priority facilities. When damage is discovered, a description of the situation is to be reported. The goal is to get a quick overview of the entire situation and then assign resources to the priority situations.

5.2.1.2 Initial Damage Assessment

During an emergency or disaster, local governments conduct a quick initial assessment of damages and impacts, sometimes as part of a request for state or Federal resources to augment local ones. The Emergency Manager coordinates this assessment and usually assigns some IDA responsibilities to other local government departments.

The IDA evaluates the damages and costs related to a disaster, the impact of the disaster on the community, and which state, Federal, or volunteer agency programs might be able to provide needed assistance. With respect to Federal assistance, a determination during the IDA of the extent of affected homes, businesses, and public facilities assists state officials in determining whether they need to follow up with other damage or impact assessments, possibly including a PDA for Individual Assistance, Public Assistance, or both.

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As soon as it can safely be done during or following the event, local officials should complete the Initial Damage Assessment Summary Report Form and forward it to the County. Counties should forward the completed form to OEM.

Table 1 outlines the City’s priorities for damage assessment.

Table 1 Damage Assessment Priorities

Priority #1	Public Safety and Restoration of Vital Services
Emergency Operations	Emergency Operations Center Newberg Fire Department Newberg-Dundee Police Department
Hazardous Industries	Hazardous occupancy industry Natural gas pipelines Electrical power stations and other like facilities
Utilities & Transportation Infrastructure	Sanitary sewer system Storm and water systems Roadways, bridges, and overpasses
Medical Facilities	Mass care and shelter facilities Hospital and medical clinics
Other Vital Public Services	Schools and other public facilities Food suppliers Other major businesses
<i>Note: Each facility should be analyzed on structural integrity, safety, functional capability, and estimated costs to repair or replace.</i>	
Priority #2	Assessment of Damage to Support Emergency or Major State or Emergency Declaration
	Multi-family complexes Single-family residences Other businesses

5.2.1.3 Secondary Damage Assessment

The IDA should provide the basis for secondary assessment activities. Secondary damage assessments most often occur during the recovery phase after initial response activities have taken place. Finance Section personnel should be able to perform the tasks outlined below.

- Identify damaged facilities and lead State and Federal damage assessment teams to them.
- Document expenditures in response to events for which a declaration has been requested. The State of Oregon standard for cost estimating is contained in the State Forestry Fire Plan. If the City can document actual costs, these should be used to develop accurate cost estimates.
- In the event that the Finance Section is not staffed, the City Manager (or designee) will coordinate this activity.

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The City Department of Public Works will provide personnel to lead damage assessment teams. Volunteers may be trained and can be expected to lead damage assessment teams for Priority #2 IDAs. Additional support may be available from the County.

See the State Disaster Recovery Guidebook, Part I – Overview for more detailed information on damage assessment.

5.2.2 Public Assistance

Requests for Public Assistance for the City will be coordinated with County Emergency Management.

5.2.2.1 Eligible Entities and Projects

Eligible applicants under the Public Assistance Program are units of local government, state agencies, organizations and agencies of native peoples, and private nonprofit organizations that meet certain criteria.

To be eligible for assistance, a project must result from a presidentially declared emergency or major disaster, must lie within the designated disaster area, must be the responsibility of an eligible applicant, and must not fall within the authority of another Federal agency.

5.2.2.2 Request for Public Assistance

Applicants notify FEMA of their intent to apply for public assistance by filing a Request for Public Assistance form. The request form is an applicant's official notification to FEMA of the intent to apply for Public Assistance. The form outlines general information identifying the applicant, including the applicant's name, address, and primary and secondary contacts. If the applicant is unable to submit the request form to OEM at the Applicants' Briefing, the applicant must submit the form within 30 days of the date of designation of the County for Public Assistance. An applicant need not wait until all damage is identified before requesting assistance.

Federal and State personnel will review each request form to ensure applicant eligibility. Once a request form has been submitted, project formulation can begin. Project formulation is the process of documenting the eligible facility, the eligible work, and the eligible cost for damaged projects.

5.2.2.3 Steps to Obtain Disaster Assistance

There are five primary steps to obtaining public disaster assistance:

- A request form is submitted by the applicant.
- A Public Assistance Coordinator is assigned to each applicant.
- The applicant presents a list of damages to the Public Assistance Coordinator at the kickoff meeting. This list serves as the basis for completing Project Worksheets. The applicant then has 60 days from the date of the kickoff meeting to report or identify damages to FEMA.

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- The Public Assistance Coordinator and State staff work with the applicant/sub-grantee to identify any special considerations, ensure that all damage and emergency work costs are identified, and ensure that the scope-of-work on Project Worksheets is eligible and complete.
- Upon approval of Project Worksheets, the funds are obligated to OEM, who is the grantee and will disburse Public Assistance funds to the sub-grantee. Federal funds for small projects will be disbursed after approval, and Federal funds for large projects will be disbursed as work is accomplished.

See the State Disaster Recovery Guidebook, Part IV – Programs Which Assist Public Agencies for more detailed information on public assistance.

5.2.3 Individual Assistance

Individual Assistance programs strive to meet the disaster-related needs of individuals and families while utilizing disaster assistance resources as efficiently as possible. Disaster recovery officials especially strive to avoid duplication of benefits. Efficient use of recovery resources is also aided by providing assistance through a sequence of programs. Those with serious unmet disaster-related needs proceed through each step until all avenues, public and private, have been explored to meet those needs.

5.2.3.1 Insurance

Claims should be made in accordance with appropriate insurance policies in effect for the hazard that caused the disaster. Disaster assistance programs are not a replacement for proper insurance, nor can any disaster assistance program provide cost recovery for those affected by disaster as comprehensive as that provided by insurance policies. Moreover, most natural disasters that affect an individual or family are not widespread enough to result in the implementation of Federal disaster assistance programs. Hence, in the vast majority of cases, insurance and voluntary agency assistance are the only avenues for helping families and individuals recover.

5.2.3.2 Voluntary Agency Assistance

Many voluntary agencies provide disaster recovery assistance to individuals and families. Like insurance, voluntary agencies should be viewed as having resources that are utilized prior to governmental disaster assistance programs. In cases for which there is a Presidential declaration of emergency, access to some voluntary agency assistance may be gained at or through Disaster Recovery Centers. Most voluntary agency assistance is intended to meet immediate disaster-related needs such as shelter, food, clothing, health and medical care (including counseling and mental health assistance), essential household furnishings, bedding, transportation, and, sometimes, temporary assistance to rent housing.

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See Appendix D, Typical Individual Assistance for additional individual assistance programs.

5.2.3.3 Disaster Recovery Centers

Local, State, and Federal entities will:

- If individual assistance is authorized, establish a local disaster recovery assistance center to assist qualified citizens with filing claims for financial or housing assistance.
- If public assistance is authorized, dispatch assessors to develop, in coordination with local representatives, disaster survey reports for public damage and response costs.
- Provide technical assistance and advice regarding recovery and mitigation activities to both citizens and public agencies, as appropriate.
- Coordinate public information and assistance activities with the EOC Public Information Officer (PIO) and keep local authorities informed of assistance provided to local residents, businesses, and local entities.

Identify and coordinate with State and Federal agencies regarding a location for the Disaster Recovery Center.

See the State Disaster Recovery Guidebook, Part II – Programs Which Assist Families and Individuals for more detailed information on individual assessment.

5.3 Long-Term Recovery Activities**5.3.1 National Disaster Recovery Framework**

The National Disaster Recovery Framework is a guide that enables effective recovery support to disaster-impacted States, tribes, territorial 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 is consistent with the principles set forth in the Presidential Policy Directive 8, National Preparedness (PPD-8), which directs FEMA to work with interagency partners to publish a recovery framework. It is the first framework published under the Presidential Policy Directive reflecting the core recovery capabilities by supporting operational plans as an integral element of a National Preparedness System. It is a first step toward the PPD-8 objective to achieve a shared understanding and a common, integrated perspective across all mission areas—Prevention, Protection, Mitigation, Response, and Recovery—in order to achieve unity of effort and make the most effective use of the nation’s limited resources.

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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, as well as guidance for pre- and post-disaster recovery planning.
- The overall process by which communities can capitalize on opportunities to rebuild stronger, smarter, and safer.

The National Disaster Recovery Framework introduces six new Recovery Support Functions that provide a structure to facilitate problem solving, improve access to resources, and foster coordination among State and Federal agencies, nongovernmental partners and stakeholders. Each Recovery Support Function has coordinating and primary Federal agencies and supporting organizations that operate together with local, State, and Tribal government officials, nongovernmental organizations, and private-sector partners.

The National Disaster Recovery Framework presents three positions that provide focal points for incorporating recovery considerations into the decision-making process and monitoring the need for adjustments in assistance where necessary and feasible throughout the recovery process. These positions are Federal Disaster Recovery Coordinator, State or Tribal Disaster Recovery Coordinator, and Local Disaster Recovery Manager.

5.3.2 Community Planning and Capacity Building

The core recovery capability for community planning is the ability to effectively plan and implement disaster recovery activities, engaging the whole community to achieve their objectives and increase resilience. The goal of recovery planning for the City is to unify and coordinate expertise and assistance programs from across the City and in coordination with the County to aid in restoring and improving the ability of the City to organize, plan, manage, and implement recovery. Recovery planning assists the City in developing a pre- and post-disaster system of support for their communities emphasizing the integration of hazard mitigation throughout planning process. Recovery planning will serve as a forum for helping to integrate the nongovernmental and private-sector resources into City recovery planning processes.

5.3.3 Economic Recovery

The core recovery capability for economic recovery is the ability to return economic and business activities (including agricultural) to a state of health and develop new economic opportunities that result in a sustainable and economically viable community. Economic recovery is a critical and integral part of recovery.

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Disasters damage not only property but also entire markets for goods and services. The speed and effectiveness of returning a community to self-sufficiency and vitality depend upon quickly adapting to changed market conditions, reopening businesses, and/or establishing new businesses. Businesses employ workers, provide for community needs and services, and generate revenue once again, allowing the community, both its members and government, to provide for itself.

5.3.4 Health and Social Services Recovery

The core recovery capability for health and social services is the ability to restore and improve health and social services networks to promote the resilience, health, independence, and well-being of the whole community. The City will participate in locally led recovery efforts to address public health, health care facilities and coalitions, and essential social service needs.

5.3.5 Housing Recovery

The core recovery capability for housing is the ability to implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience. Like infrastructure and safety services, housing is a critical and often challenging component of disaster recovery. It is critical because local economies cannot recover from devastating disasters without adequate housing, especially affordable housing. It is challenging because many years' worth of housing repair, rehabilitation, reconstruction, and new construction often need to occur at an accelerated pace as a result of a disaster. These conditions create design, construction, labor, materials, logistics, inspection, and financing issues.

5.3.6 Infrastructure Systems Recovery

The core recovery capability for infrastructure systems is the ability to efficiently restore the infrastructure systems and services to support a viable, sustainable community and improve resilience to and protection from future hazards. This function promotes a holistic approach to disaster recovery coordination, support, planning, and implementation for infrastructure systems that serve the community.

5.3.7 Natural and Cultural Resources Recovery

The core recovery capability for natural and cultural resources is the ability to protect these resources, including historic properties, through appropriate response and recovery actions to preserve, conserve, rehabilitate, and restore them in a manner consistent with post-disaster community priorities and in compliance with appropriate environmental and cultural resources laws. This function coordinates departments and agencies working together to provide information and assistance to communities seeking to protect and restore natural and cultural resources during recovery.

6 Annex Development and Maintenance

The Emergency Manager, in coordination with identified primary and supporting agencies, is responsible for regular review and maintenance of this annex. To ensure that City staff are familiar with their roles in providing disaster recovery services, the City will incorporate elements of recovery into its training and exercise program.

7 Supporting Plans and Procedures

The following documents support recovery for the City:

City of Newberg

- Functional Annexes
 - FA 4 – Recovery Strategy

Yamhill County

- County Emergency Operations Plan
 - County ESF 14 – Long-Term Recovery

State of Oregon

- State of Oregon Emergency Operations Plan
- State of Oregon Disaster Recovery Guidebook

Federal

- National Response Framework
- National Disaster Recovery Framework

8 Appendices

- Appendix A Damage Assessment Materials
 - A-1 Initial Damage Assessment Checklist
 - A-2 Preliminary Damage Assessment Checklist
 - A-3 Initial Damage Assessment Summary Report Form
- Appendix B Public Assistance Materials
- Appendix C Individual Assistance Materials
 - C-1 Disaster Recovery Center Requirements Checklist

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- C-2 FEMA Disaster Recovery Center Requirements Worksheet
- Appendix D Typical Individual Assistance Programs

Appendix A Damage Assessment Materials

- A-1 Initial Damage Assessment Checklist**
- A-2 Preliminary Damage Assessment Checklist**
- A-3 Initial Damage Assessment Summary Report Form**

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Appendix A-1 Initial Damage Assessment Checklist

As its name suggests, an Initial Damage Assessment (IDA) is meant to be an *initial* assessment of the damage and impacts caused by the disaster. Do not spend a great deal of time on details at this stage. The IDA only needs to outline enough damage and impacts to the community to bring in the right programs for a closer assessment.

All those using information obtained from an IDA should be cautioned concerning the limitations of the data and should expect variations between this initial assessment and the actual number of applications received should disaster assistance programs be offered.

General

The following guidelines should be followed when conducting an IDA:

- Examine and note areas of major damage and damage that is likely to be expensive to repair and mitigate.
- Although insured losses should be noted, do not spend a great deal of time trying to collect detailed insurance information during the IDA. Determining the details of insurance in place is time consuming and unnecessary at this stage. If detailed insurance information is needed, it can be collected during a second assessment, such as the joint Preliminary Damage Assessment (PDA).

Note: An exception to this rule is “small disasters,” which require collecting insurance information during the IDA in order that the Small Business Administration can make a decision on whether or not to dispatch personnel to Oregon to lead a Small Business Administration (SBA) “damage survey.”

- The Individual Assistance IDA Field Data Collection Form is designed to assist you in conducting the IDA for homes and businesses.
- The Infrastructure (Public Assistance) IDA Data Collection Form may assist you in conducting the IDA for public sector damages.
- Analyze IDA data based on the following questions:
 - Is the damage such that only immediate personal needs exist? If so, these needs can probably be met by volunteer organizations such as the American Red Cross (Red Cross), Salvation Army, Mennonite Disaster Service, and others.
 - Is the damage primarily to the agricultural sector? If so, you may want to ask the State to look into U.S. Department of Agriculture assistance.

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- Are the impacts primarily to businesses that have suffered significant damage or other problems that would cause loss of revenue? If so, you may want to ask the state to look into SBA programs.
- Is the damage primarily to homes? If so, perhaps the State should request SBA assistance or an Individual Assistance joint PDA.
- Is the damage primarily to publicly owned facilities? If so, perhaps the State should request a Public Assistance joint PDA.

Whom to Involve

Since speed and accuracy are essential in obtaining the maximum amount of information in the shortest amount of time, more than one person should be involved in the IDA process. The Local Emergency Manager should assemble a team to assist, including members such as:

- Red Cross officials: depending on the capabilities of the Red Cross branch that serves your area, you may want to ask the Red Cross to coordinate the IDA effort with respect to homes and to assess the number of persons significantly impacted by the disaster. In some cases, the Red Cross will have already done so; you may be able to utilize information they have already gathered.
- Building inspectors and tax assessors from local governments, and appraisers from lending institutions or insurance companies, to evaluate buildings, manufactured homes, and businesses.
- City/County engineers, public works officials, utility officials, etc. to assess damages to roads, bridges, other public facilities, and utility systems.
- Hospital and urgent care facility officials for information on injuries and fatalities.
- School district officials to provide school damage figures.
- County health officials to assess the disaster's effects on community health.
- Officials in charge of levees, drainage systems, private nonprofit, recreational facilities, etc.
- County agent for farm and ranch damage assessment.

FA 4. Recovery Strategy**Collecting Initial Damage Assessment Data by Telephone Bank**

Local jurisdictions may want to establish a telephone bank to collect IDA information on damage and impacts to homes and businesses. If you decide to utilize the telephone bank approach, work with local media to reach affected individuals, families, and businesses. For each, try to collect at least the following:

- Name of individual, family, or business.
- Address of the damaged or impacted structure.
- Mailing address, if different.
- Telephone numbers where the person reporting the damage or impacts can be reached.
- If the damaged structure is a home, is it a primary home or a second home? Is it a rental? If so, count the home twice: once as a home, a second time as a business. Try to obtain the appropriate points of contact for both the tenant and owner.
- Is the loss/damage insured?
- Obtain a brief description of, and, if possible, estimated cost associated with, the damage or impact; collect only enough information to allow you to categorize the damage as minor, major, or destroyed. Also note homes and businesses that are not damaged but that are directly impacted, such as loss of potable water, loss of septic system, loss of driveway access, etc. Homes meeting these criteria should be noted as “affected habitable” businesses as “interrupted.”

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Appendix A-2 Preliminary Damage Assessment Checklist

To prepare for the arrival of State and Federal joint Preliminary Damage Assessment (PDA) officials, local jurisdictions should do as much of the following as time permits.

General

- The Local Emergency Manager should coordinate the PDA or designate a PDA Coordinator. The person in this position should have a working knowledge of the PDA process and forms and thorough familiarity with local geography, government officials, and public facilities.
- Line up appropriate officials who will become the local government representatives on the joint PDA Teams. For Individual Assistance, consider assessors, building department inspectors, etc. For Public Assistance, consider building department inspectors, road department engineers and technicians, bridge engineers, etc.
- Prepare maps that note the locations and nature of the damage.
 - Delineate any areas where the damage is primarily to homes, businesses, and agricultural land.
 - Indicate the location of each damaged public facility and the government agency responsible for its care.
 - Mark the location of sites where disaster-related costs were incurred.
 - If possible, all damage sites should be identified by local officials before State/Federal inspectors arrive.
- On the same maps, indicate the best routes of travel, accounting for roads and bridges that are out of service due to the disaster, as well as methods for efficient routing such as travel "loops" likely to be taken by the joint PDA Teams.
- Also on the maps, indicate areas where major utilities are still out of service, areas with septic tanks or wells, areas that are still experiencing the effects of the disaster, and health and safety hazards such as hazardous materials spills, biological hazards, downed power lines, etc.
- If possible, have photographs of damage sites available for State and Federal inspectors.
- Assemble and briefly summarize information on the resources committed by the jurisdiction in responding to the disaster. Be sure to

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include the time commitment, overtime, etc. of the City staff who have been involved.

- Ask everyone involved in the joint PDA to look for ways of rebuilding so there is less damage and hardship next time; provide these ideas to the hazard mitigation PDA teams.
- Set up a joint PDA Team support facility that includes:
 - Tables and chairs
 - Displays, such as maps, chalk boards, dry erase boards, flip charts, bulletin boards, etc.
 - Telephones and telephone directories
 - Copies of the Oregon Blue Book
 - One or more photocopiers
 - Availability of drinking water, coffee, etc.
 - Restrooms
 - If available and appropriate, your Emergency Operations Center can serve as the joint PDA Team support facility.
- Make arrangements for a facility to conduct the joint PDA public official and team briefings such as a courtroom, public auditorium, lecture hall, etc.
- Be prepared to provide high clearance vehicles for the use of the teams; these vehicles should be driven by the local representative and should comfortably seat up to five people.
- If necessary, assist State and Federal joint PDA team members to find lodging and meals during their stay in the disaster area.

Individual Assistance

- Develop a written summary of the impacts of the disaster, including the following information:
 - Have there been injuries or deaths? Are persons missing?
 - Are families isolated due to the disaster?
 - Is public health and safety significantly compromised?
 - Is debris on private property a health and safety hazard? Does it prevent access to homes?

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- Are services such as medical care, schools, mail delivery, public transportation, communication, etc. significantly affected?
 - Are utilities (electric, gas, water, sewer, drainage systems, dikes, etc.) out of service? When will service be restored? Are outages widespread or concentrated in one area?
 - Have many private vehicles been destroyed?
 - Is there increased unemployment due to the disaster?
- Gather and assemble the following information about the area(s) affected by the disaster:
 - Which affected areas are urban, suburban, and rural? Commercial? Industrial? Delineate these areas on the teams' maps.
 - What was the economic base and condition prior to the disaster?
 - What was the pre-disaster market value of homes in the disaster area(s)? Be prepared to provide dollar ranges to fit "high," "medium," and "low" categories.
 - Ask the American Red Cross to make available any information they have collected during their "windshield" and "on-site detailed" damage assessments.
 - Work with OEM and FEMA to find out what you can about insurance coverage in force in the disaster areas. FEMA will conduct some of this research from its regional office.
 - What resources are available in the area to provide temporary housing for displaced persons? Are there vacant rental homes, mobile homes, or apartments?
 - If flooding has occurred, make estimates for the team regarding the duration of flooding, as well as water depths and velocities. Was the water contaminated with chemicals? Sewage? Other?
 - Assign local, State, Federal, and volunteer agency officials to each team; have each team cover both dwellings and businesses in a geographic area.
 - Dispatch teams to their areas; have each team report back to the central PDA support facility periodically by radio or telephone. Some teams may cover ground more quickly than others. If so, one or more

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geographic areas may be assigned to a team or teams likely to finish before others.

Public Assistance

- Develop a written description of the disaster's impacts on local government, including:
 - Population served by the local government.
 - Budget balance before and after the disaster.
 - Capability of local government to deal with the interruption or loss of essential public services, continuing public health and safety problems, and loss of public facilities, equipment, materials, etc.
 - Public service impacts that will continue without Federal assistance, including deferral of permanent repairs, reductions in ongoing services, delays in planned capital improvements, continued isolation of families or communities, etc.
- If the time the joint PDA will begin has been well established, make appointments for the team at sites where the damage or the impact of the damage is greatest.
- In lieu of making appointments, develop a list of contacts for each damage site, including telephone numbers, and times when they are easiest to reach.
- Ensure that local government representatives designated to serve on joint PDA Teams have a knowledge of repairs already completed and repairs needing to be made, as well as a knowledge of the location of damage sites.
- Be prepared to provide State and Federal officials a detailed cost breakdown of labor, equipment, materials, and supplies for all completed work, including work completed through contracts with private-sector companies. While a variety of forms can be used to summarize these items, the format chosen must document who, what, when, where, and how.
- Be prepared to describe which sites will be repaired or reconstructed by contract, and which will be repaired by local forces. If a contractor's estimate has been received, have it available for the State and Federal inspectors.
- If damaged facilities are to be rebuilt to conform with new codes, specifications, or standards, be prepared to provide inspectors with

FA 4. Recovery Strategy

copies of the specifications, local resolutions, ordinances, etc. that require upgrading of the facilities.

- Time permitting: Using as many “Infrastructure (Public Assistance) Initial Damage Assessment Field Data Collection Forms” as necessary, develop a list of work performed and facilities damaged as a direct result of the disaster. Estimate the cost of repair or restoration of damaged public facilities. Be sure to include work that has and has not been completed. Organize the information by work category.
- Assign local, State, and Federal officials to each team; have each team cover a geographic area.
- Dispatch the teams to their areas; have each team report back into the central PDA support facility periodically by radio or telephone. Some teams may cover ground more quickly than others. If so one or more geographic areas may be assigned to a team or teams likely to finish before the others.

Hazard Mitigation

- Think of the joint PDA as an opportunity to quickly identify hazard mitigation opportunities before much of the permanent repair work has been accomplished.
- Talk with the people who helped you to accomplish the IDA about hazard mitigation opportunities they discovered during this process; provide this information to the State and Federal inspectors (Federal Emergency Management Agency and Small Business Administration).
- Resources permitting, assign a local representative to join FEMA and OEM hazard mitigation staff assigned to accomplish the hazard mitigation portion of the joint PDA. Assemble as many teams as appropriate and as resources permit; often, there will be only one hazard mitigation PDA team per local jurisdiction.

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Appendix A-3 Initial Damage Assessment Summary Report Form

Electronic copies of the following damage assessment forms can be found at http://www.oregon.gov/OMD/OEM/fin_rec/section_b_form.shtml.

- Individual Assistance Initial Damage Assessment Field Data Collection Form
- Estimated Disaster Economic Injury Worksheet For Businesses
- Infrastructure (Public Assistance) Initial Damage Assessment Field Data Collection Form - Instructions for form are attached (Excel Spreadsheet)
- Individual Assistance Initial Damage Assessment and Preliminary Damage Assessment Calculation and Summary Form
- Initial Damage Assessment Summary Report Form (Excel Spreadsheet)
- Individual Assistance Joint Preliminary Damage Assessment Team Assignments
- Joint Preliminary Damage Assessment Individual Assistance Field Form (Adapted from FEMA Form 76-39)
- Public Assistance Preliminary Damage Assessment Site Estimate (Joint FEMA-OEM Form adapted from a FEMA Form)
- Public Assistance Preliminary Damage Assessment Summary (FEMA Form 90-80)

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Appendix B Public Assistance Materials

Electronic copies of the following public assistance materials can be found at <http://www.fema.gov/government/grant/pa/forms.shtm>.

- Request for Public Assistance (FF90-49)
- Hazard Mitigation Proposal (FF90-61)
- Project Worksheet (FF90-91)
- PW-Damage Description and Scope of Work Continuation Sheet (FF90-91A)
- PW-Cost Estimate Continuation sheet (FF90-91B)
- PW-Maps and Sketches Sheet (FF90-91C)
- PW-Photo Sheet (FF90-91D)
- Validation Worksheet (FF90-118)
- Project Validation Form (FF90-119)
- Special Considerations Questionnaire (FF90-120)
- PNP Facility Questionnaire (FF90-121)
- Historic Review For Determination of Adverse Effect (FF90-122)
- Force Account Labor Summary Record (FF90-123)
- Materials Summary Record (FF90-124)
- Rented Equipment Summary Record (FF90-125)
- Contract Work Summary Record (FF90-126)
- Force Account Equipment Summary Record (FF90-127)
- Applicant's Benefit Calculation (FF90-128)

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Appendix C Individual Assistance Materials

C-1 Disaster Recovery Center Requirements Checklist

C-2 FEMA DRC Requirements Worksheet

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FA 4. Recovery Strategy

**Appendix C-1 Disaster Recovery Center Requirements Checklist
General Information**

Disaster Recovery Centers are sited only in jurisdictions where the need exists and local officials request them. There is no State or Federal reimbursement for costs associated with use of the building selected (e.g., rent and utility costs).

Local officials must be willing to provide security at the facility during daily operations. Disaster Recovery Centers may be open for as short as a few days, to as long as a few weeks. Site selection for Disaster Recovery Centers is a joint local, State, and Federal responsibility. This process is facilitated when local officials have identified and prepared ahead of time buildings that could serve as Disaster Recovery Centers.

Required

The following should be considered in identifying possible facilities to serve as Disaster Recovery Centers:

- The building must be large enough for the needs of the situation (number of agencies and clients anticipated in the Disaster Recovery Center). This may vary from as few as 1200 to more than 4500 square feet. Consequently, it is advisable to identify a variety of buildings of different sizes in different locations within your jurisdiction.
- Sufficient tables and chairs to meet the needs of the situation should be readily available (either in the facility or easily moved to the facility). Each agency working at the facility will need at least one table and five chairs.
- The building must have heat, electricity, good lighting, potable water, rest rooms, and adequate parking.
- Appropriate emergency medical support should be quickly available to the building.
- Appropriate fire protection should be readily available.
- Access to and through the building must be barrier-free for disabled persons. (Disaster Recovery Centers must meet Americans with Disabilities Act requirements and have a certification to that effect from the local building official on file prior to the disaster.)
- The building owner must be willing to allow the Federal Emergency Management Agency and the Small Business Administration to install telephone lines.

Preferred

- The public should generally be familiar with the building.
- The building should be proximate to most of the affected population. Travel time should be reasonable for most of the people affected by the disaster. Public transportation should be available, if possible.
- Custodial support should be available at the facility.
- An indoor waiting area near the entrance to the building is helpful.
- Bilingual support should be available, if appropriate.
- Child care is a useful addition if it can be provided at the facility.
- Local officials should be prepared to help provide supplies, such as trash cans, writing pads, pencils, local telephone directories, maps of the disaster area(s), string, masking tape, etc.

Appendix C-2 FEMA Disaster Recovery Center Site Requirements List

FEMA DRC SITE REQUIREMENTS WORKSHEET

The following is the worksheet that FEMA uses to evaluate potential DRC facilities:

Date site evaluated:	Primary or secondary site (circle one)	
Site address:	County name:	
Site contact/telephone number:	City name:	
After hours contact/telephone:	County E.M. Director/telephone:	
Site accessible hrs: days:	Site keys: location and who has them?	
DRC SITE REQUIREMENTS		
	YES/NO	COMMENTS
Proximate to affected area(s)?		
Parking adequate? (preferably 40 spaces or more, but no fewer than 20 spaces)		
Electricity, water, lighting adequate? <ul style="list-style-type: none"> - adequate power available for fax machines and computers? - water system functioning? - emergency lighting system available? - exterior lighting available? 		
Secure, safe, and sanitary facility? <ul style="list-style-type: none"> - building sound, of good construction, and non-leaking condition? - electric wiring in sound condition or sealed off from contact with staff and clients? (no exposed wiring - no missing receptacle cover plates or damaged receptacles) - sprinkler system operating or fire extinguishers available? - dry floors with no holes or other obstructions? - heating and/or cooling system(s) verified as inspected and functioning properly? - restrooms functional or portable units available? - adequate ventilation of working area? - can doors be locked? - are windows secure? - parking lot lighted/safe for staff and clients to walk to their cars? 		
Lease or use agreement?		
Agreement between county/city officials?		
Building is handicap accessible? <ul style="list-style-type: none"> - adequate handicap parking? - ramp for wheelchair (if necessary)? - doorways wide enough to accommodate wheelchair? - restrooms handicapped accessible, including wheelchair? 		
Space required: (1,200 sq. ft. minimum)		
Existing telephones available to FEMA? Number?		
Incoming telephone cable capacity? <ul style="list-style-type: none"> - number of pairs feeding the facility and cable type? - pre-existing service and telephone or circuit numbers? - contact local telephone company to verify availability of circuits to support minimum of 16 phone lines - Verify that inside wiring can be easily accomplished. Existing cabling may not be reliable. Insure that access to areas including ceilings, telephone rooms, and crawl spaces is available. 		
Tables and chairs available to FEMA? Number? (minimum 15 tables, 60-75 chairs)		
Fax available to FEMA? <ul style="list-style-type: none"> - number of faxes: _____ - make/model #: _____ (identify for each in comments)		
Janitorial and trash pickup services? Frequency?		
Crowd control devices such as ropes, cones, etc.?		

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Appendix D Typical Individual Assistance Programs

Typical Individual Assistance Programs
<p>HUMANITARIAN SERVICE GROUPS</p> <p>(e.g., American Red Cross, Church Groups, Voluntary Organizations, Community Service Groups)</p> <p>Funded by: Agency or group</p> <p>Administered by: Agency or group at temporary or permanent locations</p> <p>Details: These services can be requested by individuals or by local or state officials. Services provided include immediate emergency aid such as clothing, food, medical assistance, shelter, cleanup help, transportation, furniture, and medical supplies</p>
<p>EMERGENCY FOOD STAMP PROGRAM</p> <p>Funded by: Food and Nutrition Services (U.S. Department of Agriculture [USDA])</p> <p>Administered by: State Department of Social and Health Services (DSHS)</p> <p>Details: This program provides food coupons to qualified disaster victims. Requires a request to the USDA by the DSHS, based on request to DSHS by State Emergency Management in coordination with local Emergency Management.</p>
<p>INSURANCE ASSISTANCE</p> <p>Administered by: American Insurance Association, Federal Emergency Management Agency, and National Flood Insurance Program</p> <p>Details: The Insurance Assistance program provides counseling regarding insurance problems or questions.</p>
<p>CONSUMER PROTECTION</p> <p>Administered by: State Attorney General’s Office</p> <p>Details: The Consumer Protection program provides counseling regarding consumer problems, such as non-availability of products and services needed for reconstruction, price gouging, and disreputable business concerns and practices. It may involve coordination with the Insurance Commissioner and/or legal counsel.</p>

Typical Individual Assistance Programs
<p>CRISIS COUNSELING</p> <p>Administered by: Yamhill County Health Department</p> <p>Details: Crisis counseling is available only after a special request by the Governor and approved by the Federal Emergency Management Agency. Provides referral services and short-term counseling for mental health problems caused or aggravated by a disaster.</p>
<p>INDIVIDUAL AND FAMILY GRANT PROGRAM</p> <p>Funded by: 75% Federal, 25% State</p> <p>Administered by: State Emergency Management</p> <p>This program provides assistance to individuals and families to permit them to meet disaster-related necessary expenses and serious needs for which other assistance is either unavailable or inadequate. It is not intended as a replacement for an insurance program.</p>
<p>TEMPORARY HOUSING PROGRAM</p> <p>Funded by: 100% Federal</p> <p>Administered by: Federal Emergency Management Agency</p> <p>Details: This program provides financial assistance or government-owned dwellings, if available, for those whose primary residences are uninhabitable due to a disaster.</p>
<p>DISASTER LOANS</p> <p>Funded by: U.S. Small Business Administration</p> <p>Administered by: U.S. Small Business Administration</p> <p>Physical Disaster Loans - Low-interest loans to individuals for repair, replacement, or rehabilitation of owner-occupied primary residences or personal property loss for renters.</p> <p>Business Loans (Physical Disaster Loans) - Low-interest loans to businesses for repair, replacement, or rehabilitation of disaster-damaged property.</p> <p>Economic Injury Disaster Loans - For businesses suffering economic loss as a result of a single sudden physical event of catastrophic nature. The Small Business Administration's maximum loan is \$500,000. Funds can be used for indebtedness and operating expenses.</p>

<p>Typical Individual Assistance Programs</p>
<p>EMERGENCY LOANS, FARMERS HOME ADMINISTRATION</p> <p>Administered by: U.S. Department of Agriculture (USDA)</p> <p>Details: This program provides low-interest loans to farmers, ranchers, and agricultural operators (either tenant-operator or owner-operator) for physical and production losses. Loans may also be used to repair or replace farm property and supplies or for repayment of farm operating debts incurred during the disaster year. Loans may also be available if approved by the USDA, following a governor’s request</p>
<p>DISASTER UNEMPLOYMENT ASSISTANCE</p> <p>Funded by: Federal Emergency Management Agency</p> <p>Administered by: U.S. Department of Labor through the State Employment Security Department</p> <p>Details: Provides weekly benefit payments to those out of work due to a disaster, including self-employed persons, farm workers, farm and ranch owners, and others not normally covered under regular unemployment insurance programs.</p>
<p>TAX ASSISTANCE</p> <p>Administered by: Internal Revenue Service and Tax Information for Indian Tribal Governments</p> <p>Details: Tax assistance is available in the form of counseling and income tax rebates to disaster victims who file income tax returns during the year of the disaster or during any of the three previous years. These earlier returns may be amended to receive an immediate tax rebate for non-insured casualty losses to homes, personal property, businesses, or farming/ranching operations. Benefits may also result from filing amended state income tax returns.</p>
<p>SOCIAL SECURITY BENEFITS</p> <p>Funded by: Social Security Administration</p> <p>Administered by: Social Security Administration</p> <p>Details: This program provides assistance to annuitants with address changes and expedited check delivery, as well assistance in applying for disability, death, survivor benefits, and Social Security Insurance payments.</p>

Typical Individual Assistance Programs
<p>VETERAN’S BENEFITS</p> <p>Funded by: Veterans Administration (VA)</p> <p>Administered by: Veterans Administration</p> <p>Details: This program provides assistance in applying for VA death benefits, pensions, insurance settlements, and adjustments to VA-insured home mortgages. VA representatives will also record address changes, if necessary.</p>
<p>LEGAL SERVICES</p> <p>Administered by: Federal Emergency Management Agency</p> <p>Details: This program provides free legal counseling to low-income persons for disaster-related problems. This may include replacing legal documents, transferring titles, contracting problems, will probates, and insurance problems.</p>

Incident Annexes

1

IA 1 – Severe Weather/Landslides

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IA 1. Severe Weather/Landslides

Severe Weather/Landslide Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to severe weather and landslides, including the City EOP and supporting procedures/plans.	
	<input type="checkbox"/> Monitor weather and flood reports.	
	<input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to landslides or other hazards relating to severe weather.	
	<input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to severe weather and landslides. This information supplements FA 2 and FA 3.	<i>FA 2 – Human Services FA 3 – Infrastructure Services</i>
	- Prepare map(s) and scripts for use by local television station(s) during emergency broadcasts. Include release instructions.	
	- Prepare radio messages for use by local radio stations during emergency broadcasts. Include release instructions.	
	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by City of Newberg Emergency Management in coordination with FA 2 and FA 3 Leads/Coordinators.	<i>City NIMS Implementation and Training Plan</i>
	<input type="checkbox"/> Participate in City of Newberg severe weather and landslide preparedness activities, seeking understanding of interactions with participating agencies in a severe weather scenario.	
	<input type="checkbox"/> Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the City of Newberg EOC.	
	<input type="checkbox"/> Ensure landslide and flood response equipment and personnel inventories are current for City of Newberg. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
	<input type="checkbox"/> Inform City of Newberg Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).	
	<input type="checkbox"/> Work with the City planning department for establishment of appropriate infrastructure protection measures in landslide/flood-prone areas.	
<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.		

IA 1. Severe Weather/Landslides

Severe Weather/Landslide Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RESPONSE PHASE	<input type="checkbox"/> Activate the Marion EOP when severe weather, and/or landslides incidents pose threats to the City.	
	<input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a UC. City and/or city EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	<i>FA 1 and the City of Newberg EOP</i>
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by severe weather, landslides, or floodwaters.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Notify supporting agencies through FA 1, FA 2, FA 3 and the EOP Leads/Coordinators as well as the City Judge and City Court.	
	- Identify local, regional, tribal, state, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.	
	<input type="checkbox"/> Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the City.	<i>ICS Form 209: Incident Status Summary</i>
	- Notify command staff, support agencies, adjacent jurisdictions, FA leads/coordinators, and liaisons of any situational changes.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to preparing for shift change briefings.	<i>ICS Form 201: Incident Briefing</i>
	<input type="checkbox"/> Confirm or establish communications links among local and City EOCs, other AOCs, and the state ECC. Confirm operable phone numbers and verify functionality of alternate communications resources.	<i>FA 1 of the City of Newberg EOP</i>
	<input type="checkbox"/> Ensure all required notifications have been completed. Consider other local, regional, tribal, state, and Federal agencies/entities that may be affected by the incident. Notify them of the status.	<i>Established emergency contact lists maintained at the EOC</i>

IA 1. Severe Weather/Landslides

Severe Weather/Landslide Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC structure if the scope of the incident so dictates.	
	<input type="checkbox"/> Implement local plans and procedures for severe weather, landslide, and/or flood operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	<i>Local, agency, and facility-specific SOPs</i>
	<input type="checkbox"/> Obtain current and forecasted weather to project potential damage and determine the affected area (<i>recurring</i>).	
	<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>). Evacuation activities will be coordinated among FA 1 – Emergency Services, FA 2 – Human Services, and the City’s EOP.	<i>FA 1, FA 2 and the City of Newberg’s EOP</i>
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	<i>ESF 7 Annex to the Marion Count EOP</i>
	<input type="checkbox"/> Submit a request for an emergency/disaster declaration, as applicable.	<i>Section 1 of the City of Newberg EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers with potential needs as well as current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i> <i>The City of Newberg EOP</i>
	<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Establish a JIC and designate a lead PIO for the City.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
	- Public information will be reviewed by the IC designee. Information will be approved for release by the IC and Lead PIO before dissemination to the public.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>EOC Planning Section job action guide</i>

IA 1. Severe Weather/Landslides

Severe Weather/Landslide Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages and the person sending or receiving them should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop situation reports (<i>recurring</i>). At regular intervals, the EOC Manager and staff will assemble a situation report.	
	<input type="checkbox"/> Develop and update the IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	<input type="checkbox"/> Coordinate with private sector partners as needed.	
	<input type="checkbox"/> Ensure all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer.	
RECOVERY/DEMobilIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	<input type="checkbox"/> Once the threat to public safety is eliminated, conduct cleanup and recovery operations.	
	<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	<i>FA 4 to the City of Newberg EOP</i>
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the EOCs and command posts.	
	<input type="checkbox"/> Correct response deficiencies reflected in the IP.	
	<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)		

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IA 2 – Flood

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Flood Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Arrange for personnel to participate in necessary training and develop exercises relative to flood events.	<i>City NIMS Implementation and Training Plan</i>
	<input type="checkbox"/> Coordinate City of Newberg preparedness activities, seeking understanding of interactions with participating agencies in flooding scenarios.	
	<input type="checkbox"/> Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support to the City EOC.	
	<input type="checkbox"/> Contact supporting emergency response agencies to review and determine if major developments have arisen that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).	<i>Local, regional, and State-specific plans</i>
	<input type="checkbox"/> Annually review and update EOP and SOPs, as needed.	<i>City EOP, Functional Annexes (FAs), and agency-specific SOPs</i>
	<input type="checkbox"/> Review and revise extent of flood prone areas.	<i>City Hazard Mitigation Plan</i>
	<input type="checkbox"/> Familiarize staff with requirements for requesting State and Federal Disaster Assistance.	<i>Stafford Act, FEMA guidance, and EMP</i>
	<input type="checkbox"/> Ensure supplies, such as communications devices and sandbags, are prepared and ready for use. This includes primary and alternate communications and warning systems.	<i>FA 1, FA 3 and FA 4 to the City EOP</i>
	<input type="checkbox"/> Identify and review local contractor lists to see who may provide support specific to flood response.	
	<input type="checkbox"/> Review, revise, and where necessary, establish mutual aid agreements with other City agencies and private contractors relative to multiple agency response to floods.	
RESPONSE PHASE	<input type="checkbox"/> EOC Manager will provide overall guidance for the deployment of resources.	
	<input type="checkbox"/> Activate mutual aid agreements.	
	<input type="checkbox"/> Activate the City of Newberg EOC and implement appropriate staffing plans. Contact appropriate private partners or dam owners/operators to assign liaisons to the EOC for coordination of specific response activities.	<i>Section 5 of the City EOP, agency and company-specific plans</i>
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	<i>SOPs and command structure for City EOC</i>
	<input type="checkbox"/> Submit request for disaster/emergency declaration, as	<i>Section 1.4 of City</i>

Flood Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	applicable.	<i>EOP</i>
	<input type="checkbox"/> Coordinate the evacuation of the affected area, if necessary. Assign appropriate FA liaisons to the City EOC, as situation requires. The following FAs may provide lead roles during various phases of evacuation: <ul style="list-style-type: none"> - FA 1 – Emergency Services - FA 3 - Infrastructure 	<i>FA1 and FA2 to the City of Newberg EOP</i>
	<input type="checkbox"/> Support Search and Rescue operations by coordinating resource requests outside of the jurisdiction.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Request American Red Cross to activate sheltering plans and open/staff shelters, if needed.	<i>American Red Cross Shelter Plans</i>
	<input type="checkbox"/> Establish a JIC. <ul style="list-style-type: none"> - Formulate emergency public information messages and media responses using “one voice, one message” concepts. 	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Record all EOC activities, completion of personnel tasks, incoming and outgoing messages. <ul style="list-style-type: none"> - These should be documented in EOC logbooks. 	<i>Existing ICS and EOC forms</i>
	<input type="checkbox"/> Begin damage assessments in coordination with the Public Works departments and City /local government.	<i>FA 3 and FA 4 to the City of Newberg EOP</i>
	<input type="checkbox"/> Assist with the coordination of Public Works activities, such as debris removal from: <ul style="list-style-type: none"> - Storm Drains - Bridge via ducts - Main arterial routes - Public right-of-ways - Other structures, as needed 	<i>FA 3 to the City of Newberg EOP</i>
	<input type="checkbox"/> Contact local contractors for support, if necessary. Establish contact with private sector partners and/or dam operators (if the flood is associated with dam failure or malfunction).	<i>Existing contact lists at EOC</i>
	<input type="checkbox"/> Coordinate with Yamhill County Sheriff’s Office and local police departments to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.).	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Collect and chronologically file records and bills generated during the incident to ensure timely submittal of documents for reimbursement.	
RECOVERY PHASE	<input type="checkbox"/> Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards.	
	<input type="checkbox"/> Deactivate/demobilize the City of Newberg EOC. Deactivate mutual aid resources as soon as possible.	<i>FA 1 to the City of Newberg EOP & the City EOP</i>
	<input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of	<i>FA 4 to the City of Newberg EOP and</i>

Flood Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	operations/government plans until normal daily operations can be completely restored.	<i>agency-specific recovery plans</i>
	<input type="checkbox"/> Implement revisions to the City of Newberg EOP and supporting documents based on lessons learned and best practices adopted during response.	
	<input type="checkbox"/> Offer recommendations to City government and Public Works departments for changes in planning, zoning, and building code ordinances.	
	<input type="checkbox"/> Participate in After Action Reports and critiques. Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov).	

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IA 3 – Drought

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IA 3. Drought

Note: Ultimate responsibility for providing water service to the citizens lies with the local water districts. Each jurisdiction is responsible for its own water supplies and maintenance of facilities. Assistance from the City and State will be in the form of personnel and equipment as requested by the affected area.

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to drought including the City of Newberg EOP and supporting procedures and plans.	
	<input type="checkbox"/> Pre-designate alternative sources of drinking water in case of drought or other water shortage event.	
	<input type="checkbox"/> Conduct pre-incident planning related to drought and determine vulnerabilities in various drinking water systems.	
	- Prepare scripts to be used on local television station(s) for emergency broadcast. Include release instructions.	
	- Prepare radio messaging to be used by local radio stations for emergency broadcast.	
	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by City of Newberg Emergency Management in coordination with FA 2 Lead.	
	<input type="checkbox"/> Participate in City of Newberg drought preparedness activities, seeking understanding of interactions with participating agencies in a drought scenario.	
	<input type="checkbox"/> Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the City EOC.	
	<input type="checkbox"/> Identify local contractors and vendors that could assist during a drought and develop Memorandum of Understanding (MOUs) with those private businesses.	
	<input type="checkbox"/> Inform City of Newberg Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).	
	<input type="checkbox"/> Work with the local planning commission to ensure new construction does not increase hazards or vulnerability threat.	
	<input type="checkbox"/> Ensure city maps of water mains, valves, and public sewer systems are up-to-date and accessible.	
	<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.	

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RESPONSE PHASE	<input type="checkbox"/> When deemed necessary, activate the City of Newberg EOP when drought and other water shortage incidents pose a threat.	
	<input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. Tribal and/or the City EOC may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	<i>FA 1 to the City of Newberg EOP and the City of Newberg EOP</i>
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by drought.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Notify supporting agencies through FA 1 & FA 2 Leads/Coordinators as well as the City Court.	<i>FA 1, FA 2 to the City of Newberg EOP and the City of Newberg EOP</i>
	- Identify local, regional, state, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.	
	<input type="checkbox"/> Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the City.	<i>ICS Form 209: Incident Status Summary.</i>
	- Notify command staff, support agencies, adjacent jurisdictions, FA leads/coordinators, and liaisons of any situational changes.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to preparing for shift change briefings.	<i>ICS Form 201: Incident Briefing</i>
	<input type="checkbox"/> Confirm or establish communications links among local and City EOCs, and the State Emergency Communication Center. Confirm operable phone numbers and verify functionality of alternate communications resources.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Ensure all required notifications have been completed. Consider other local, regional, State, and Federal agencies/entities that may be affected by the incident. Notify them of the status.	<i>Established emergency contact lists maintained at the EOC</i>

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	
	<input type="checkbox"/> Implement local plans and procedures for drought and/or water shortage operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	<i>Local, agency, and facility-specific SOPs</i>
	<input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area (<i>recurring</i>).	
	<input type="checkbox"/> Repair and restore essential services and vital systems as required.	
	<input type="checkbox"/> Secure assistance from private contractors/vendors as needed.	
	<input type="checkbox"/> Provide emergency power as needed to maintain service to the community.	
	<input type="checkbox"/> Initiate curtailment procedures if shortages or overload conditions appear imminent.	
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	<i>The City of Newberg EOP</i>
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	<i>Section 1 of the City of Newberg EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i> <i>The City of Newberg EOP</i>
	<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Establish a JIC and designate a lead PIO for the City.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
	- Public information will be reviewed by the IC or designee. Information will be approved for release by the IC and lead PIO with support from tribal liaison(s) prior to dissemination to the public.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>EOC Planning Section job action guide</i>

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the person sending/receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals the IC/EOC Manager and staff will assemble a situation report.	
	<input type="checkbox"/> Develop and update the IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives.</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	<input type="checkbox"/> Ensure all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer.	
RECOVERY/DEMOBILIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	<input type="checkbox"/> Once the threat the public safety is eliminated, conduct and/or coordinate recovery operations.	
	<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	<i>FA 4 to the City of Newberg EOP</i>
	<input type="checkbox"/> Make recommendations to city and City governments regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future drought or water shortage emergencies.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize EOCs, and command posts.	
	<input type="checkbox"/> Correct response deficiencies reflected in the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)		

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Hazard-Specific Annex – Major Fire Standard Operating Guidance

I. PURPOSE

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

II. SCOPE

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

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

III. ACTIVATION

Emergency actions as outlined may be initiated by the senior on-scene fire officer upon notification that a forest or wildland fire is threatening or imminent, or if an out-of-

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control major structure fire is threatening to consume additional buildings or neighborhoods.

IV. SITUATION

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

Fire protection in the City of Newberg and the Newberg Rural Fire Protection District is the primary responsibility of the Newberg Fire Department. Mutual aid agreements exist with all agencies in Yamhill County and with neighboring fire departments in Washington, Clackamas, and Marion Counties.

V. CONCEPT OF OPERATIONS

A. Primary Warning System

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

1. Upon notification, the key City department heads will begin their call list notifications, and the Emergency Operations Center (EOC) will be activated.
2. When possible, instructions to the public on wildland fires and evacuations shall be issued. A sample warning message is shown in **Appendix 1** of this annex.

B. Alternate Warning System

If telephone contact fails within the City of Newberg, the Incident Commander will request the Emergency Communications Center to notify YCOM (the county communications center) for assistance in re-establishing contact with the affected area.

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C. Back-up System

Should City officials determine that evacuation is required; any emergency services vehicles may tour the affected area intermittently, sounding their sirens and using their public address systems. These efforts will be coordinated through the command post with the EOC.

VI. GOVERNMENT RESPONSIBILITIES

A. The Newberg Fire Department

1. Notify the City Manager, who, if the situation warrants, may activate the EOC.
2. Take charge at the scene of the fire or other emergency involving protection of life and/or property.
3. Assess the fire situation, including a determination of the fire spread potential risk area, and make an estimate of the speed and direction of wind at the scene. Initiate a system of reporting from private agencies and utilities that have facilities in the risk area.
4. Receive notification from private individuals, County emergency services, State or federal surveillance agencies.
5. Establish contact with the nearest office of the National Weather Service to ensure adequate forecasting support. Make certain the senior fire officer (at the command post) receives all weather information on a timely basis.
6. Keep in communication with the senior fire officer at the scene to obtain his strategy and the tactics he intends to use, plus his requirements for additional manpower, equipment, and supplies.
7. Evaluate the overall situation. Compare reports from the scene by the senior fire officer to other reports to obtain an accurate assessment of the situation. This evaluation provides a basis for effective decisions on how best to meet requirements.
8. Provide the Public Information Officer with appropriate information for releases. The PIO should be the **ONLY** source to release information to the media. See a sample **Warning Media Release** in **Appendix 2** of this annex.

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9. Coordinate with responsible fire and other emergency services on plans for evacuation of the affected area, if required, designate exit routes for threatened citizens, and entrance routes for emergency services. Enlarge the area of evacuation as required.
 10. If required, secure additional aid from other communities in accordance with mutual aid agreements.
 11. If the fire situation exceeds the capabilities of mutual aid resources, the City may request implementation of the Oregon Conflagration Act, by immediately contacting the designated "County Fire Chief", who shall then contact the State Fire Marshal's Office and the State Emergency Management Office. These agencies will assist in the coordination of outside assets to the fire location.
 12. Provide for securing the area of operations and prohibit unauthorized persons into the fire area except firefighters and emergency services personnel.
 13. Reroute traffic as required.
 14. When fire has been suppressed, restore the incident area to a safe condition to lessen the probability of further fires or accidents.
 15. Make certain that when firefighting operations are completed, the senior fire officer provides appropriate notification to the EOC.
 16. If evacuation has been ordered, and after determining that conditions are favorable for evacuees to reenter the evacuated areas, the EOC will notify all agencies and evacuees and assist the people's return to their homes.
 17. The Planning Section Chief, as appointed by the Incident Commander, will collect accurate damage information. He will also consolidate, evaluate, and analyze data concerning the scope and magnitude of the disaster.
 18. An assistance center will be established as needed. County, State, and federal disaster assistance may be requested in accordance with the State of Oregon Emergency Response Plan.
- B. The Senior Fire Officer On-Scene
1. Take charge at the scene of the fire or other emergency involving protection of life and/or property.

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2. Assume power and authority to direct such operation as necessary to extinguish or control any fire, perform any rescue operation, investigate the existence of suspected or reported fires, gas leaks, or other hazardous conditions or situations.
 3. Prohibit any person, vehicle, vessel, or thing from approaching the scene. Remove, or cause to be removed or kept away from the scene, any vehicle, vessel or thing which may impede or interfere with the operations of the fire department.
 4. The senior fire officer, in his judgment, may cause to be removed from the areas any person not actually and usefully engaged in the extinguishing of the fire, or in the preservation of property in the vicinity thereof.
 5. Continually assess the fire situation and keep the EOC informed.
 6. Assist in warning and evacuating people from the affected area.
 7. Conduct rescue operations as needed to remove people from the affected area.
 8. Coordinate outside assistance with regard to medical emergencies.
 9. Establish first-aid stations and arrange transport of sick and injured to appropriate facilities.
 10. Provides reports of activities to the EOC upon completion of firefighting operations.
 11. Provides training and planning guideline for the department which will assist in increased readiness.
- C. The Newberg-Dundee Police Department
1. Receives notification from the Emergency Communications Center (ECC).
 2. Maintains contact with the EOC.
 3. Directs traffic control. Establishes road blocks to prevent entry into affected areas, except for firefighting and emergency services vehicles and personnel.
 4. Assumes responsibility for security of homes and property which may have been evacuated.

- D. Public Works Division
 - 1. Receives notification from the ECC.
 - 2. Keeps roads open for traffic.
 - 3. Assists the police department and fire department in establishing road blocks and rerouting traffic.

VII. APPENDICES TO THE MAJOR FIRE ANNEX

- Appendix 1 Instructions to the Public
- Appendix 2 Sample Media Release
- Appendix 3 Wildfire Incident Checklist

APPENDIX 1
Instructions to the Public

Wildland Fires and Evacuation Plans

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

IN CASE A FOREST FIRE THREATENS

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

EVACUATION

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

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

RE-ENTRY

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

**APPENDIX 2
Sample Warning Media Release**

This is _____, speaking for the City of Newberg Emergency Services. Fire officials report that a fire is presently burning out of control in the area of _____.

All citizens living in the affected area, especially _____ should begin immediate evacuation to the Red Cross shelter at _____ or _____.

The evacuation routes you are asked to use are from _____ to _____ to _____.

It is anticipated that the fire(s) may interrupt travel along Highway _____ by _____. The populated areas of _____ may be impacted by _____.

PLEASE DO NOT IMPEDE EMERGENCY ACCESS TO YOUR NEIGHBORHOOD.

MOVE CALMLY, BUT QUICKLY. Listen to instructions of your City officials.

(Repeat the message)

NOTE: Have media repeat periodically; update times and events while interspersing necessary information to evacuees.

Wildfire Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by City of Newberg Emergency Management and FA 1 Lead.	<i>City NIMS Implementation and Training Plan</i>
	<input type="checkbox"/> Participate in City of Newberg preparedness activities, seeking understanding of interactions with participating agencies in a wildfire scenario.	
	<input type="checkbox"/> Ensure emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to City of Newberg EOC.	
	<input type="checkbox"/> Inform City of Newberg Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).	
RESPONSE PHASE	<input type="checkbox"/> Activate the City EOC and establish Incident Command as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, IC, all Section Chiefs, Resource Coordinator and management support positions.	<i>Section 5 of the City EOP, agency and company-specific plans</i>
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203-Organization Assignment List</i>
	<input type="checkbox"/> Notify FA 1 supporting agencies.	<i>FA 1 to the City of Newberg EOP</i>
	- Identify local, regional, and/or state agencies that may be able to mobilize resources and staff to the City EOC for support.	
	<input type="checkbox"/> Determine scope and extent of wildfire (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209-Incident Status Summary</i>
	- Notify command staff, support agencies, adjacent jurisdictions, FA coordinators, and/or liaisons of any situational changes.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to prepare for shift change briefings.	<i>ICS Form 201-Incident Briefing.</i>
	<input type="checkbox"/> Confirm or establish communications links among City EOC, State Emergency Communication Center as applicable. Confirm operable phone numbers and verify functionality of alternative communication equipment/channels.	<i>FA 1 to the City of Newberg EOP</i>

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Wildfire Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Ensure all required notifications have been completed. Consider other local, regional, state, and Federal agencies that may be affected by the incident. Notify them of the status.	<i>Section 4.2 of the City EOP; Established emergency contact lists at the City EOC</i>
	<input type="checkbox"/> Marion Fire Defense Board Chief assumes duties as Fire Services Coordinator. In the event of multiple fire agencies responding to the incident, the Fire Services Coordinator will be integrated into the Operations Section of the City EOC.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC if scope of response increases.	
	- If forest or wild land is impacted, ODF will respond and a unified command system will be established.	
	- If Federal lands are impacted, a Unified Command will be established integrating the USFS and/or BLM.	
	- If Tribal lands are impacted, a unified command incorporating the Warm Springs Indian Reservation will be established.	
	<input type="checkbox"/> Implement local plans and procedures for wildfire operations. Ensure copies of the following documents are available to response personnel. Implement agency-specific protocols and SOPs. - <i>Oregon State Fire Service Mobilization Plan (03/2004)</i>	<i>Agency-specific SOPs</i>
	<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the wildfire (<i>recurring</i>).	
	<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>). Evacuation activities should be coordinated among FA 1- Emergency Services, FA 2 – Human Services, FA 3 – Infrastructure Services and the City of Newberg EOP.	<i>FA 1, FA 2, FA 3 to the City of Newberg EOP and the City EOP</i>
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	<i>The City EOP</i>
	<input type="checkbox"/> Submit request for a local or City -wide disaster/emergency declaration, as applicable.	<i>Section 1.4 of City EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby, and alerting resource suppliers with potential needs as well as current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include: equipment, personnel, facilities, supplies, procedures and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms; City EOP</i>
	<input type="checkbox"/> Develop plans and procedures for registration of task fire forces/strike teams as they arrive on scene and receive deployment orders.	

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Wildfire Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Establish a JIC.	<i>Refer to FA 1 to the City of Newberg EOP and the City EOP</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
	– Public information focusing on fire prevention, control, and suppression will be reviewed by the City of Newberg Fire Defense Board Chief or designee. Information will be approved for release by the IC and Lead PIO prior to dissemination to the public.	<i>Refer to FA 1 to the City of Newberg EOP and the City EOP</i>
	<input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>EOC Planning Section job action guide</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the person making/receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular periodic intervals, the EOC Manager and staff will assemble a Situation Report.	
	<input type="checkbox"/> Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular periodic intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	<input type="checkbox"/> Coordinate with the private sector partners as needed.	
	RECOVERY/ DEMobilIZATION	<input type="checkbox"/> Ensure all reports of injuries, deaths, and major equipment damage due to wildfire response are communicated to the IC and/or Safety Officer.
<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.		
<input type="checkbox"/> Release mutual aid resources as soon as possible.		
<input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored.		<i>FA 4 –Recovery Strategy to the City of Newberg EOP</i>
<input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.		
<input type="checkbox"/> Deactivate/demobilize the City EOC.		<i>FA 1 to the City of Newberg EOP and the City EOP</i>
<input type="checkbox"/> Implement revisions to the City of Newberg Emergency		

Wildfire Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	Operations Plan and supporting documents based on lessons learned and best practices adopted during response.	
	<input type="checkbox"/> Correct response deficiencies reflected in the IP.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 5 – Hazardous Materials (Accidental Release)

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IA 5. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by City of Newberg Emergency Management and the FA 1 Lead.	
	<input type="checkbox"/> Participate in City of Newberg preparedness activities, seeking understanding of interactions with participating agencies in HazMat scenario.	
	<input type="checkbox"/> Ensure emergency contacts lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the City of Newberg EOC.	
	<input type="checkbox"/> Inform City of Newberg Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).	
RESPONSE PHASE	<input type="checkbox"/> In most incidents, the local fire district will initially respond, assume initial IC responsibilities, and request activation/deployment of the Salem Fire Department HazMat Team.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Determine the type, scope, and extent of the HazMat incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209: Incident Status Summary</i>
	- Notify 9-1-1-dispatch, support agencies, adjacent jurisdictions, FA coordinators, and liaisons of the situation.	
	- Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements.	
	- Ensure that a health and safety plan is developed by the designated Safety Officer, including monitoring first responders in accordance with all applicable guidance.	
	<input type="checkbox"/> Provide support for implementation of applicable GRPs established by the DEQ to guide activities throughout the duration of the incident.	<i>Northwest Area Contingency Plan</i>
	<input type="checkbox"/> Ensure that proper containment methods have been implemented by the first responders until HazMat response teams arrive.	
	<input type="checkbox"/> Establish access control to the incident site through local law enforcement agencies.	
	<input type="checkbox"/> If the situation warrants it, request activation of the City of Newberg EOC via the IC through the City EMD.	<i>Section 5 of the Marion EOP</i>
<input type="checkbox"/> Activate the City of Newberg EOC, and establish Incident Command or UC as appropriate. Staffing levels vary with the	<i>Section 5 of the City EOP</i>	

IA 5. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions may be necessary.	<i>FA1 to the City of Newberg EOP and the City EOP.</i>
	<input type="checkbox"/> If applicable, establish immediate gross decontamination capability for victims.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	
	<input type="checkbox"/> Notify FA 1 supporting agencies.	<i>FA 1 to the City of Newberg EOP</i>
	- Identify local, regional, and/or state agencies that may be able to mobilize resources to the City EOC for support.	
	<input type="checkbox"/> Contact the OERS at 1-800-452-0311 for technical assistance and support in requesting the regional HazMat Team.	<i>OERS is available 24 hours a day.</i>
	<input type="checkbox"/> Assign liaisons to the City EOC representing government agencies, private entities (i.e., railroad companies, chemical manufacturers, etc.), and other stakeholders to the City of Newberg EOC.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to prepare for shift change briefings.	<i>ICS Form 201: Incident Briefing.</i>
	<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the City of Newberg EOC, and the state ECC. Confirm operable phone numbers and backup communication links.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, State, and Federal agencies that may be affected by the incident. Notify them of the status.	<i>Section 4.2 of the City of Newberg EOP Established emergency contact lists maintained at the City of Newberg EOC</i>
	- For incidents affecting navigable waterways, ensure that the U.S. Coast Guard has been notified.	
	- For incidents occurring on State highways, ensure that the ODOT has been notified.	
	- Contact appropriate key stakeholders and partners if the	

IA 5. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	incident poses an actual or potential threat to state parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas.	
	- If agricultural areas and livestock are potentially exposed or impacted, notify local extension services (OSU), Oregon Department of Agriculture, and the State Veterinarian.	<i>FA 2 to the City of Newberg EOP</i>
	<input type="checkbox"/> A lead PIO will be designated by the City Court. The PIO will issue information individually or through the JIC, if established, in coordination with appropriate local, regional, and state agencies.	<i>FA1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC as dictated by incident.	
	<input type="checkbox"/> Implement local plans and procedures for HazMat operations. Implement agency-specific protocols and SOPs. Ensure copies of all documents are available to response personnel.	<i>FA 1 to the City of Newberg EOP</i>
	- For responses requiring assistance from the DEQ Regional Response Team, refer to the GRP applicable to the incident site and support procedures according to the Northwest Area Contingency Plan.	<i>City of Newberg Hazardous Materials Incident Management Plan</i> <i>Northwest Area Contingency Plan (02/05)</i>
	<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the plume (<i>recurring</i>).	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Based upon the incident size, type of chemical/substance, and weather projections, establish a safe zone and determine a location for an on-site staging and decontamination. Re-evaluate as the situation changes.	
	<input type="checkbox"/> Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>). Evacuation assistance should be coordinated among FA 1 – Emergency Services, FA 2 – Human Services, FA 3 – Infrastructure Services.	<i>FA 1, FA 2 and FA 3 to the City of Newberg EOP</i>
	<input type="checkbox"/> Establish a victim decontamination and treatment area(s).	
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	<i>The City of Newberg EOP</i>
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	<i>Section 1.4 of the City EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about	

IA 5. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	potential needs as well as current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i> <i>The City EOP</i>
	<input type="checkbox"/> Develop plans and procedures for registering regional HazMat teams as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Establish the JIC, as needed.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses using “one message, many voices” concepts (<i>recurring</i>).	<i>FA 1 to the City of Newberg EOP</i>
	- Public information will be reviewed and approved for release by the IC and the lead PIO before dissemination to the public and/or media partners.	
	<input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible and significant actions taken should be documented in logbooks.	<i>EOC Planning Section job action guide</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the person sending or receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals the IC/EOC Manager and staff will assemble a Situation Report.	
	<input type="checkbox"/> Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	<input type="checkbox"/> Coordinate with private sector partners as needed.	
	<input type="checkbox"/> Ensure all reports of injuries, deaths, and major equipment damage due to HazMat incidents are communicated to the IC and/or Safety Officer.	
	<input type="checkbox"/> As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the City of Newberg EOC, the responsible party (if known), and the DEQ.	

IA 5. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RECOVERY/ DEMOBILIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	<i>FA 4 to the City of Newberg EOP</i>
	<input type="checkbox"/> Consider long-term environmental decontamination and remediation needs and coordinate tasks with the appropriate state agencies and/or private sector partners.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the City of Newberg EOC.	
	<input type="checkbox"/> Correct response deficiencies reflected in the IP.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

IA 5. Hazardous Materials (Accidental Release)

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IA 6 – Earthquake/Seismic Activity

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IA 6. Earthquake/Seismic Activity

NOTE: This annex also includes landslides as a secondary hazard.

Earthquake/Seismic Activity Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to earthquakes and other seismic activity including the City of Newberg EOP and supporting procedures and plans.	
	<input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to earthquakes.	
	<input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to earthquakes. This information will supplement FA 2 and FA 3.	
	- Prepare map(s) and script to be used on local television station(s) for emergency broadcast. Include release instructions.	
	- Prepare radio messaging to be used by local radio stations for emergency broadcast.	
	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by City of Newberg Emergency Management in coordination with FA 2 and FA 3 Leads.	
	<input type="checkbox"/> Participate in City of Newberg earthquake preparedness activities, seeking understanding of interactions with participating agencies in an earthquake scenario.	
	<input type="checkbox"/> Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the City and City EOCs.	
	<input type="checkbox"/> Ensure earthquake response equipment and personnel inventories for City of Newberg are updated. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
	<input type="checkbox"/> Inform City of Newberg Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).	
	<input type="checkbox"/> Work with City planning department and local planning commissions for establishment of appropriate infrastructure protection measures in landslide-prone areas.	
	- Implement seismic inspection procedures on a regular basis and incorporate improvements to structures while also updating appropriate mitigation plans.	
	<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.	

IA 6. Earthquake/Seismic Activity

Earthquake/Seismic Activity Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RESPONSE PHASE	<input type="checkbox"/> Activate the City of Newberg EOP when earthquake and/or seismic incidents pose threats.	
	<input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a UC. City and/or the City EOC may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by earthquake, also being cognizant of aftershocks.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Notify supporting agencies through FA 1, FA 2 and FA 3 Leads/Coordinators as well as the City Court.	<i>FA 1, FA 2 and FA 3 to the City of Newberg EOP</i>
	- Identify local, regional, State, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.	
	<input type="checkbox"/> Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the City.	<i>ICS Form 209: Incident Status Summary.</i>
	- Notify command staff, support agencies, adjacent jurisdictions, FA leads/coordinators, and liaisons of any situational changes.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to preparing for shift change briefings.	<i>ICS Form 201: Incident Briefing</i>
	<input type="checkbox"/> Confirm or establish communications links among local and City EOCs, and the state ECC. Confirm operable phone numbers and verify functionality of alternate communications resources.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Ensure all required notifications have been completed. Consider other local, regional, tribal, State, and Federal agencies/entities that may be affected by the incident. Notify them of the status.	<i>Established emergency contact lists maintained at the EOC</i>

IA 6. Earthquake/Seismic Activity

Earthquake/Seismic Activity Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC structure if the scope of the incident so dictates.	
	<input type="checkbox"/> Implement local plans and procedures for earthquake operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	<i>Local, agency, and facility-specific SOPs</i>
	<input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area (<i>recurring</i>).	
	<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>). Evacuation activities will be coordinated among FA 1 – Emergency Services, FA 2 – Human Services and FA 3 – Infrastructure Services	<i>FA 1, FA 2 and FA 3 to the City of Newberg EOP</i>
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	<i>The City of Newberg EOP</i>
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	<i>Section 1 of the City of Newberg EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms The City of Newberg EOP</i>
	<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Establish a JIC and designate a lead PIO for the City.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
	- Public information will be reviewed by the IC or designee. Information will be approved for release by the IC and lead PIO prior to dissemination to the public.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>EOC Planning Section job action guide</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the person sending/receiving them, should be documented as part of the EOC log.	

IA 6. Earthquake/Seismic Activity

Earthquake/Seismic Activity Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals the IC/EOC Manager and staff will assemble a situation report.	
	<input type="checkbox"/> Develop and update the IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives.</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	<input type="checkbox"/> Coordinate with private sector partners as needed.	
	<input type="checkbox"/> Ensure all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer.	
RECOVERY/DEMOBILIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	<input type="checkbox"/> Once the threat the public safety is eliminated, conduct and/or coordinate cleanup and recovery operations.	
	<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	<i>FA 4 to the City of Newberg EOP</i>
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize EOCs, and command posts.	
	<input type="checkbox"/> Correct response deficiencies reflected in the IP.	
	<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 7 – Volcano/Volcanic Activity

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IA 7. Volcano/Volcanic Activity

Volcano/Volcanic Activity Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Arrange for personnel to participate in necessary training and develop exercises relative to volcanic events.	<i>City NIMS Implementation and Training Plan</i>
	<input type="checkbox"/> Provide information and training on volcano-hazard response to emergency workers and the public. <ul style="list-style-type: none"> - Implement a public outreach program on volcano hazards. - Review public education and awareness requirements. 	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Participate in City of Newberg preparedness activities, seeking understanding of interactions with participating agencies in a volcano scenario.	
	<input type="checkbox"/> Ensure contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to City of Newberg EOC.	
	<input type="checkbox"/> Familiarize staff with requirements for requesting State and Federal Disaster Assistance.	<i>Stafford Act, FEMA guidance, and EMP</i>
	<input type="checkbox"/> Inform City of Newberg Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).	
RESPONSE PHASE	<input type="checkbox"/> Activate the City EOC and establish Incident Command or UC, as appropriate. Contact appropriate private partners to assign liaisons to the EOC for coordination of specific response activities. Staffing levels vary with the complexity and needs of the response. At a minimum, IC, all Section Chiefs, Resource Coordinator and management support positions.	<i>Section 5 of the City EOP, agency and company-specific plans</i>
	<input type="checkbox"/> Activate and implement the City EOP.	
	<input type="checkbox"/> Notify supporting agencies. <ul style="list-style-type: none"> - Identify local, regional, or state agencies that may be able to mobilize resources and staff to the City EOC for support 	
	<input type="checkbox"/> Provide local warnings and information and activate appropriate warning/alert systems.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Support a Regional Coordination Center, if necessary.	
	<input type="checkbox"/> Establish a JIC. <ul style="list-style-type: none"> - Provide a PIO for the JIC. - Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>). 	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Assist the USGS in establishing a temporary Volcano Observatory.	
	<input type="checkbox"/> Install additional monitoring instruments to collect and analyze visual, seismic, lahar-detection, deformation, and gas-emission data.	
<input type="checkbox"/> Initiate and coordinate local emergency declarations or requests for assistance from mutual aid partners, State, or Federal resources. If applicable, submit request for local	<i>Section 1.4 of City EOP</i>	

IA 7. Volcano/Volcanic Activity

Volcano/Volcanic Activity Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	disaster/emergency declaration following established City procedures.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203-Organization Assignment List</i>
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	<i>ICS Form 209-Incident Status Summary</i>
	- Dedicate time during each shift to prepare for shift change briefings.	
	<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the City EOC, and State ECC confirm operable phone numbers and backup communication links.	
	<input type="checkbox"/> Ensure all required notifications have been completed. Consider other local, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.	<i>ICS Form 201-Incident Briefing</i>
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC if scope of response increases.	<i>Established emergency contact lists maintained at the City EOC</i>
	<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of ash, fires, and/or gases (<i>recurring</i>).	
	<input type="checkbox"/> Determine need to conduct evacuations and sheltering activities (<i>recurring</i>). Request that American Red Cross activate and implement local sheltering plans.	<i>FA 2 to the City of Newberg EOP and American Red Cross Shelter Plans</i>
	<input type="checkbox"/> Coordinate evacuation of affected areas, if necessary. Assign appropriate FA liaisons to the City EOC, as situation requires. The following FAs may provide lead roles during various phases of evacuation: - FA 1 – Emergency Services - FA 3 – Infrastructure Services	<i>FA 1 & FA 2 to the City of Newberg EOP</i>
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through the City EOC (<i>recurring</i>).	<i>City of Newberg EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers with potential needs as well as current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include: equipment, personnel, facilities, supplies, procedures and communications. Track resources as they are dispatched and/or used.	<i>City of Newberg EOP</i>
	<input type="checkbox"/> Develop plans and procedures for registration of task forces/strike teams as they arrive on scene and receive	

IA 7. Volcano/Volcanic Activity

Volcano/Volcanic Activity Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	deployment orders.	
	<input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible and significant actions taken should be documented in logbooks.	<i>ICS Resource Tracking forms and EOC forms</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages and the person making/receiving them should be documented as part of the EOC log.	<i>Existing EOC forms/templates</i>
	<input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular periodic intervals, the EOC Manager and staff will assemble a situation report.	<i>EOC Planning Section job action guide</i>
	<input type="checkbox"/> Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular periodic intervals and modified as the situation changes.	
	<input type="checkbox"/> Implement elements of the IAP (<i>recurring</i>).	
	<input type="checkbox"/> Coordinate with private sector partners as needed.	<i>ICS Form 202 – Incident Objectives</i>
	<input type="checkbox"/> Ensure all reports of injuries, deaths, and major equipment damage due to volcano/earthquake response are communicated to the Incident Commander and/or Safety Officer.	
RECOVERY/DEMOBILIZATION PHASE	<input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and COOP/COG plans until normal daily operations can be completely restored. Deactivate/demobilize the City EOC.	<i>FA 4 to the City of Newberg EOP</i>
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Monitor secondary hazards associated with volcano eruption and/or significant activity (landslides, fires, contamination, damage to infrastructure, impacts to utility lines/facilities, air quality issues) and maintain on-call personnel to support potential response to these types of hazards.	
	<input type="checkbox"/> Assess volcanic risks and include information/findings as part of a comprehensive Hazard Identification and Vulnerability Analysis for the City.	<i>Existing Hazard Identification and Vulnerability Analysis</i>
	<input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Correct response deficiencies reflected in the IP.	

IA 7. Volcano/Volcanic Activity

Volcano/Volcanic Activity Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 8 – Terrorism

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Background Information

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

Law enforcement agencies will normally take the lead role in crisis management. The Newberg-Dundee Police department has the lead role in terrorism crisis management within the city limits and Yamhill County Sheriff’s Office has lead role in the county limits. The lead agencies for the State and Federal government are Oregon State Police and the Federal Bureau of Investigations.

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

Definitions for crisis management and consequence management can be found in Appendix C of this EOP.

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Continue to maintain and revise, as needed, the appropriate emergency response plans relating to Terrorism response, including the City of Newberg EOP and annexes.	
	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by City of Newberg Emergency Management and the FA 1 and FA 2 Leads.	
	<input type="checkbox"/> Participate in City of Newberg, regional, State and Federal terrorism preparedness activities, seeking understanding of interactions with participating agencies in a terrorism scenario.	
	<input type="checkbox"/> Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the City of Newberg EOC. Include appropriate regional, State, and Federal emergency contacts for terrorism response.	<i>Existing emergency contact lists for City of Newberg and response partners</i>
	<input type="checkbox"/> Ensure terrorism response equipment and personnel inventories for City of Newberg, and the regional teams are updated. This includes response to CBRNE agents. Test and maintain response and communications equipment. Keep a stock of necessary supplies.	

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<ul style="list-style-type: none"> <input type="checkbox"/> Inform City of Newberg Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.). <input type="checkbox"/> Provide public safety information and educational programs for terrorism emergency preparedness and response. 	
SURVEILLANCE PHASE (BIO ONLY)	<ul style="list-style-type: none"> <input type="checkbox"/> Activate Incident/Unified Command (UC) upon recommendation from City of Newberg Health Department. UC may consist of City, regional, State and Federal crisis management and consequence management agencies. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Mobilize appropriate emergency personnel and first responders. When deemed necessary, send fire, HazMat, law enforcement, public health and others to the site. Determine responder activities and establish non-contaminated areas prior to mobilizing resources. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Evaluate the safety of emergency personnel. Initiate development of site and agent-specific health and safety plan. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Assess the situation/confirm the WMD/CBRNE incident. Gather all available data regarding the status of the incident. Record the information using established forms, log sheets, and templates. Use of standard ICS forms may be necessary. 	<i>ICS Form 209: Incident Status Summary</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Activate public notification procedures. Contact agency and partner emergency personnel to ensure they are aware of the incident status and are available and staffed to respond. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Control the scene. Alert the public and consider shelter-in-place needs, relocation of people/animals, and special needs. This task should be coordinated with law enforcement. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct hazard assessment. In the case of a possible intentional release, begin addressing information needs for criminal investigation. For example, what is the ultimate purpose of the biological release? What is the target? Do further hazards and secondary threats exist? What is the source of release? 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Draft an Incident Action Plan. Outline response goals and timelines and prepare for longer term (1-7 day) logistics, staffing, and operations. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain communication between field response crews, local/City EOCs, Regional Emergency Operation Center (REOC), and state ECC, as applicable. Communication should be ongoing throughout the duration of the response and include incident status reports, resource requests, and projected staffing and equipment needs. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Gather additional information. Include photographs and video recording. 	

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RESPONSE PHASE	<input type="checkbox"/> Determine if the threat level for that area should be elevated and inform appropriate agencies.	
	<input type="checkbox"/> Determine if any advisories should be issued to the public.	
	<input type="checkbox"/> If an explosive device is found, clear the immediate area and notify appropriate first responders. Be cognizant of any secondary devices that may be on site.	
	- Be cognizant of any secondary devices that may be on site.	
	- Be cognizant that CBRNE agents may be present.	
	<input type="checkbox"/> Investigate the crime scene and collect vital evidence.	
	<input type="checkbox"/> Activate the City of Newberg EOP.	<i>City of Newberg EOP</i>
	<input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. During Terrorism incidents, local and/or City EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	- Establish an ICP near the incident location. The ICP should be uphill and upwind of the incident location.	
	<input type="checkbox"/> Notify FA 1 and/or FA 2 supporting agencies (dependent on the type of incident) and the City Court.	<i>FA 1 & FA 2 to the City of Newberg EOP</i>
	- Identify local, regional, and/or state agencies that may be able to mobilize resources to the EOC for support.	
	<input type="checkbox"/> Determine the type, scope, and extent of the Terrorism incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Also verify the status of critical infrastructure.	<i>ICS Form 209: Incident Status Summary</i>
	- Notify the regional HazMat team, public health agencies, support agencies, dispatch centers, adjacent jurisdictions, Federal agencies (including FBI), and FA leads/coordinators of any situational changes.	
	- Verify that the hazard perimeter and hazard zone security have been established.	

IA 8. Terrorism

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	- Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance.	
	- Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements.	
	<input type="checkbox"/> Determine if the threat level for that area should be elevated and inform appropriate agencies.	
	<input type="checkbox"/> Disseminate appropriate warnings to the public.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to preparing for shift change briefings.	<i>ICS Form 201: Incident Briefing</i>
	<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the City EOC, and state ECC. Confirm operable phone numbers and backup communication links.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.	<i>"Notification and Activation" section of the City of Newberg EOP</i> <i>Established emergency contact lists maintained at the EOC</i>
	- Notification to the Oregon State Police and the FBI is required for all terrorism incidents.	
	- If an incident occurs on state highways, ensure that the ODOT has been notified.	
	- Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to state parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas.	
	- If agricultural areas and livestock are potentially exposed, contact local Extension Services (OSU), City of Newberg Health Department, Oregon Department of Agriculture, and the State Veterinarian, as applicable to situation.	<i>FA 2 to the City of Newberg EOP</i>

IA 8. Terrorism

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident.	
	<input type="checkbox"/> Implement local plans and procedures for Terrorism operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	<i>City of Newberg Terrorism Response Plan</i>
	<input type="checkbox"/> Obtain current and forecasted weather to project potential HazMat vapor plumes (<i>recurring</i>). - <i>Note: Vapor plume modeling support may be obtained through regional HazMat teams, State, and/or Federal environmental protection agencies.</i>	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Determine the need to implement evacuations and sheltering activities (<i>recurring</i>). Evacuation assistance should be provided through interactions with FA 1 – Emergency Services, FA 2 – Human Services and FA 3 – Infrastructure Services. A determination of the use of shelter-in-place for surrounding residences and public facilities should be made. - <i>Note: Refer to the USDOT Emergency Response Guidebook for determining the appropriate evacuation distance from the source.</i>	<i>FA 1, FA 2 & FA 3 to the City of Newberg EOP</i>
	<input type="checkbox"/> Determine the need for and activate emergency medical services (<i>recurring</i>). Medical services should be coordinated through FA 2 – Human Services.	<i>FA 2 to the City of Newberg EOP</i>
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	<i>The City of Newberg EOP</i>
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	<i>Section 1 of the City of Newberg EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
	<input type="checkbox"/> Develop plans and procedures for registering regional HazMat or health and medical teams as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Establish a JIC.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	- Public information will be reviewed and approved for release by the IC and lead PIO before dissemination to the public and/or media partners.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible and significant actions taken should be documented in logbooks.	<i>EOC Planning Section job action guide</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the person sending or receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the EOC Manager and staff will assemble a situation report.	
	<input type="checkbox"/> Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	<input type="checkbox"/> Coordinate with private sector partners as needed.	
	<input type="checkbox"/> Ensure all reports of injuries, deaths, and major equipment damage due to the terrorist incident are communicated to the Incident Commander and/or Safety Officer.	
RECOVERY/DEMobilIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.	<i>FA 4 to the City of Newberg EOP</i>
	<input type="checkbox"/> As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among City of Newberg, the responsible party (if known), and the DEQ. Support from the EPA may be necessary.	
	<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the EOC.	
	<input type="checkbox"/> Correct response deficiencies reflected in the IP.	
	<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 9 – Public Health-Related

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IA 9. Public Health Related

Public Health-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Have personnel participate in training and exercises, as determined by City of Newberg Emergency Management and/or Yamhill County Health Department.	
	<input type="checkbox"/> Participate in City of Newberg preparedness activities, seeking understanding of interactions with participating agencies in a public health emergency scenario.	
	<input type="checkbox"/> Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support.	
	<input type="checkbox"/> Engage the other Yamhill County public health departments, Oregon Department of Human Services, Centers for Disease Control and Prevention and FEMA in public health planning and preparedness activities to ensure lines of communication and roles/responsibilities are clear across the participating entities.	
	<input type="checkbox"/> Inform City of Newberg Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).	
	<input type="checkbox"/> Monitor and report the presence of contagious infections within the City.	
	<input type="checkbox"/> Evaluate the ability of existing health care facilities to handle public health emergencies.	
	<input type="checkbox"/> Maintain medical supplies and equipment.	<i>Hospital SOPs</i>
	<input type="checkbox"/> Coordinate with the City of Newberg Public Works to ensure drinking water quality.	<i>Water District SOPs</i>
	<input type="checkbox"/> Coordinate with the City of Newberg Public Works to provide safe wastewater and sewage disposal.	<i>Water District SOPs</i>
RESPONSE PHASE	<input type="checkbox"/> Yamhill County Health Department will initially respond, assume initial IC responsibilities, and determine the level of EOC activation necessary to manage the public health threat.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Determine the type, scope, and extent of the public health incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209: Incident Status Summary</i>
	- Notify 9-1-1 dispatch, support agencies, adjacent jurisdictions, FA coordinators, and liaisons of the situation.	
	- Assess the type, severity, and size of incident. If possible, characterize the public health threat and determine appropriate personal protection equipment requirements.	
	- Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance.	
	<input type="checkbox"/> Ensure that area hospitals have been notified.	<i>FA 2 to the City of</i>

IA 9. Public Health Related

Public Health-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
		<i>Newberg EOP</i>
	<input type="checkbox"/> Once the public health threat has been characterized, determine the appropriate methods needed to minimize the spread of disease through collaboration with other county public health departments and Oregon State Public Health Department.	<i>FA 2 to the City of Newberg EOP</i>
	- If the pathogen or agent requires laboratory analysis, Yamhill County Health Department. May request analytical assistance from the Oregon State Public Health Laboratory.	
	- If animal health and vector control is required, these services are to be requested through City of Newberg Emergency Management or from County Extension (OSU).	
	- Coordinate sanitation activities and potable water supply provisions.	
	- Determine the need for emergency disease control stations and, if deemed necessary, implement such stations.	
	<input type="checkbox"/> If quarantine is in place, establish access control to the area through local law enforcement agencies.	
	<input type="checkbox"/> Collect and report vital statistics.	
	<input type="checkbox"/> Plan for transportation of mass casualties to suitable care facilities and mass fatalities to suitable emergency morgue facilities.	<i>City of Newberg Mass Fatalities Incident Plan</i>
	- Implement the collection, identification, storage, and disposition of deceased victims in a mass fatality situation.	
	<input type="checkbox"/> If necessary, conduct a damage assessment for public health facilities and systems.	
	<input type="checkbox"/> Area hospitals conduct an inventory of its HPP cache. If more health resources are needed, requests for these supplies should be made through the City of Newberg EOC.	<i>FA 2 to the City of Newberg EOP</i>
	<input type="checkbox"/> Activate the City of Newberg EOC, coordinate response activities among ICP, and establish Incident Command or UC as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions may be necessary.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	
	<input type="checkbox"/> Notify all other FA 2 supporting agencies of the City of Newberg response, requesting additional support as	<i>FA2 to the City of Newberg EOP</i>

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Public Health-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	necessary.	
	- Identify local, regional, State and Federal agencies that may be able to mobilize resources to the City EOC for support.	
	<input type="checkbox"/> Assign a liaison to other City EOCs to facilitate resource requests.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to prepare for shift change briefings.	<i>ICS Form 201: Incident Briefing</i>
	<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, other City EOCs and state ECC. Confirm operable phone numbers and backup communication links.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> The City of Newberg EM, in collaboration with the County Health Department, designates a City PIO representative. The PIO will issue public health information individually or through the JIC, if established, in coordination with appropriate local, regional, and state agencies.	<i>FA 1 & FA 2 to the City of Newberg EOP</i>
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC as dictated by the incident.	
	<input type="checkbox"/> Implement local plans and procedures for public health emergencies. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols SOPs.	<i>FA 2 to the City of Newberg EOP</i>
	<input type="checkbox"/> Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>). Evacuation assistance should be coordinated among FA 1 – Emergency Services, FA 2 – Human Services and FA 3 – Infrastructure Services.	<i>FA 1, FA 2 & FA 3 to the City of Newberg EOP</i>
	<input type="checkbox"/> Establish treatment area(s).	
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	<i>The City of Newberg EOP</i>
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i> <i>The City of Newberg EOP</i>
	<input type="checkbox"/> Establish a JIC, as needed.	

IA 9. Public Health Related

Public Health-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	<i>FA 1 to the City of Newberg EOP</i>
	- Public information will be reviewed and approved for release by the IC and the PIO prior to dissemination to the public and/or media partners.	
	- Develop and disseminate public information programs regarding personal health and hygiene.	
	<input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible and significant actions taken should be documented in logbooks.	
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the person sending or receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals the EOC Manager and staff will assemble a situation report.	
	<input type="checkbox"/> Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	<input type="checkbox"/> Coordinate with private sector partners as needed.	
	<input type="checkbox"/> Ensure all reports of injuries and deaths due to a public health emergency are communicated to the City of Newberg EOC for transmittal to Yamhill County Health Department as soon as it is available.	<i>FA 2 to the City of Newberg EOP</i>
	<input type="checkbox"/> For handling of fatalities, coordination between Yamhill County Health Department and City of Newberg EOC is needed for medical examiner services.	<i>FA 2 to the City of Newberg EOP City of Newberg Mass Fatalities Incident Plan</i>
RECOVERY/ DEMobilIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the City EOC.	
	<input type="checkbox"/> Correct response deficiencies reflected in the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the	

IA 9. Public Health Related

Public Health-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	Lessons Learned Information Sharing website (www.llis.gov)	

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IA 10 – Animal and Agricultural-Related

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IA 10. Animal and Agricultural-Related

Animal and Agriculture-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by City of Newberg Emergency Management and FA 2 Leads.	<i>City NIMS Implementation and Training Plan</i>
	<input type="checkbox"/> Participate in City of Newberg preparedness activities, seeking understanding of interactions with participating agencies in an animal disease or agriculture-related emergency.	
	<input type="checkbox"/> Ensure contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to City of Newberg EOC. Contact lists should include the following agencies (notification procedures will depend on the nature of the incident): <ul style="list-style-type: none"> - Oregon Dept of Fish and Wildlife - Oregon Department of Agriculture - Yamhill County Extension Service (OSU) - Farm Service Agency - Yamhill County Health Department - Oregon State Public Health Division - Local and State Veterinarians 	<i>FA 2 to the City of Newberg EOP</i>
	<input type="checkbox"/> Inform City of Newberg Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).	
RESPONSE PHASE	<input type="checkbox"/> Following positive laboratory results for an animal disease stemming from a significant animal/agriculture-related outbreak or contamination concern activate the City EOC and establish Incident Command or UC, as appropriate. Identify the lead animal/agriculture agency. Staffing levels will vary with the complexity and needs of the response. At a minimum, IC, all Section Chiefs, Resource Coordinator and management support positions.	<i>FA 1 & FA 2 to the City of Newberg EOP</i>
	<input type="checkbox"/> Establish a site Health and Safety Plan and identify appropriate personal protective equipment to be implemented among response and support staff throughout the duration of the emergency. The Safety Officer will develop this plan, make changes to procedures/practices as deemed necessary by the situation, and provide regular scheduled safety briefings to the command staff.	
	<input type="checkbox"/> If incident response exceeds local capabilities and/or resources, submit a request for emergency/disaster declaration according to established City procedures.	<i>Section 1.4 of the City EOP</i>

IA 10. Animal and Agricultural-Related

Animal and Agriculture-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Contact the City Sheriff if the Oregon Department of Agriculture requires enforcement of a quarantine area. The Emergency Management Director or designee will contact the City Court with information on required measures and resources. Local police departments and Oregon State Police may be called upon to provide additional resources.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Impose animal movement restrictions by emergency order, if necessary (enforcement activities supported by law enforcement agencies).	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203-Organization Assignment List</i>
	<input type="checkbox"/> Notify appropriate FA 2 supporting agencies. Support agencies may include, but are not limited to: <ul style="list-style-type: none"> - U.S. Department of Agriculture <ul style="list-style-type: none"> • Animal Plant Health Inspection Service • Foreign Animal Disease Diagnostic Lab • Food Safety Inspection Service - Oregon Department of Agriculture <ul style="list-style-type: none"> • State Veterinarian’s Office • Regional Veterinary Emergency Response Teams - Private Veterinarians - Oregon Department of Fish & Wildlife - Oregon Department of Environmental Quality - Yamhill County Health Department - Yamhill County Extension Service (OSU) - Farm Service Agency - Oregon State University , College of Veterinary Medicine - Yamhill County Farm Bureau - Local volunteer organizations (Humane Society) - Identify local, regional, or State agencies that may be able to mobilize resources and staff to the City EOC for supporting response operations. 	<i>FA 2 to the City of Newberg EOP</i>
	<input type="checkbox"/> With support from the local health department, State Veterinarian and Area Veterinarian In-Charge, determine the scope and extent of outbreak/disease (<i>recurring</i>). Verify reports and obtain estimates of the areas/livestock operations in the City that may be affected.	<i>ICS Form 209-Incident Status Summary</i>
	<ul style="list-style-type: none"> - Notify command staff, support agencies, adjacent jurisdictions, FA coordinators, and/or liaisons of any situational changes. 	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	

IA 10. Animal and Agricultural-Related

Animal and Agriculture-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<ul style="list-style-type: none"> - Dedicate time during each shift to prepare for shift change briefings. 	<i>ICS Form 201- Incident Briefing.</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the City EOC, and State ECC - confirm operable phone numbers and backup communication links. <ul style="list-style-type: none"> - <i>Note: Depending on the type and size of the incident, an Area Command Center may be instituted at the Oregon Department of Agriculture.</i> 	<i>FA 1 to the City of Newberg EOP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all required notifications have been completed. Consider other local, regional, State, and Federal agencies that may be affected by the incident. Notify appropriate industry groups and animal/plant agriculture businesses. Provide status of incident and conditions of actual or perceived disease threat. 	<i>Section 4.2 of the City EOP; Established emergency contact lists at the City EOC</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC if scope of response increases. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Implement local plans and procedures for responding to animal/agriculture-related emergencies. Ensure copies of the following documents are available to response personnel. Implement agency-specific protocols and SOPs. <ul style="list-style-type: none"> - <i>Oregon Animal Disease Emergency Management Plan (2004)</i> - <i>Applicable animal disease-specific protocols, including Public Health plans focusing on potentially contagious diseases</i> 	<i>Agency-specific SOPs and FA 2 to the City of Newberg EOP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Determine need to conduct human and/or animal evacuations and sheltering activities (<i>recurring</i>). Evacuation assistance should be coordinated among FA 1 – Emergency Services, FA 2 – Human Services and FA 3 – Infrastructure Services. 	<i>FA 1, FA 2 & FA 3 to the City of Newberg EOP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>), including activation of intergovernmental agreements and memos of understanding. <ul style="list-style-type: none"> - <i>Note: All resources activated through mutual aid agreements needs to be tracked by the City EOC for cost and liability purposes.</i> 	<i>The City of Newberg EOP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers with potential needs as well as current needs. <ul style="list-style-type: none"> - <i>Note: The City EOC will coordinate requests by the lead animal disease/public health agency for local resources and mutual aid resources.</i> 	

IA 10. Animal and Agricultural-Related

Animal and Agriculture-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include: equipment, personnel, facilities, supplies, procedures and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms and the City of Newberg EOP</i>
	<input type="checkbox"/> Manage and coordinate volunteers through the City EOC via the Volunteer Coordinator. Individuals, organizations, or groups wishing to volunteer their assistance during any phase of a disaster need to be registered by the City. Volunteers may be used in credentialed capacity only. Written proof is expected at the time of sign up.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Establish a JIC. In the case of animal disease that could spread or pose risk to humans, the City Health Officer or designee will address medical and public health issues/concerns within the Joint Information System via the JIC, if it is activated.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	<i>FA 1 to the City of Newberg EOP</i>
	- Public information focusing on animal/agriculture-related incidents will be developed in conjunction with ODA (State Veterinarian’s Office), local/State public health agencies, Yamhill County Extension Services, and other support agencies. Public information dissemination will be coordinated through the City EOC and JIC and supported by City of Newberg Court. Information will be approved for release by the IC and Lead PIO prior to dissemination to the public.	
	<input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible and significant actions taken should be documented in logbooks.	<i>EOC position checklists/forms and applicable ICS forms</i>
	<input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular periodic intervals, the EOC Manager and staff will assemble a situation report.	
	<input type="checkbox"/> Develop, update, and implement an IAP (<i>recurring</i>) for each operational period. This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular periodic intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives</i>
	<input type="checkbox"/> Ensure all reports of injuries, illness, and deaths occurring during animal/agriculture emergency response are communicated to the IC and/or Safety Officer.	

IA 10. Animal and Agricultural-Related

Animal and Agriculture-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RECOVERY/DEMOBILIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current City procedures and implement community recovery plans (including COOP/COG).	<i>FA 4 to the City of Newberg EOP</i>
	<input type="checkbox"/> Coordinate with appropriate organizations for the deployment of inspectors and veterinarians to verify/certify viability of animals/plants following a disease outbreak or contamination incident.	<i>Specific Agency SOPs</i>
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Coordinate disposal of infected livestock, contaminated animal carcasses/feed, and other potentially contaminated items following response procedures. Consult with EQ for identification of disposal sites and appropriate procedures.	
	<input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the City EOC.	<i>FA 1 to the City of Newberg EOP</i>
	<input type="checkbox"/> Correct response deficiencies reflected in the IP.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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