

Yamhill County, Oregon

EMERGENCY OPERATIONS PLAN



Revised March 2011
Yamhill County Emergency Management

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Letter of Promulgation



LETTER of PROMULGATION

April 1, 2011

To: Officials, Employees, and Residents of Yamhill County

The preservation of life and property is an inherent responsibility for all levels of government. Acknowledging this and the fact that disasters may occur without warning and often with devastating consequences, Yamhill County has developed this Emergency Operations Plan (EOP) to ensure that in times of emergency or disaster, the jurisdictions and agencies served by this plan will be able to effect the best response possible, while at the same time affording maximum protection and safety of the public.

While no plan can guarantee the prevention of death and destruction, comprehensive plans executed by knowledgeable and highly trained personnel will minimize losses. The EOP establishes the county's emergency management strategies, assigns responsibilities, defines policies and procedures, defines continuity of government, and provides for the coordination of efforts among the various emergency departments, agencies, special districts, voluntary organizations, and jurisdictions in Yamhill County. The plan content is based upon guidance provided by Oregon Emergency Management (OEM) and the Federal Emergency Management Agency (FEMA).

The purpose of the EOP is to integrate and coordinate facilities and personnel within county government, along with state, federal, and jurisdictional resources of the cities and special districts within the county, into an effective team capable of responding to any emergency.

Once adopted, this plan will be reviewed and exercised periodically and revised as necessary to meet new procedural policies and technological innovations.

The Yamhill County Board of Commissioners gives its full support to this EOP and urges all officials, employees, and residents, individually and collectively, to share in our commitment to safeguard life and property, regardless of the magnitude of the emergency or disaster.

Handwritten signature of Rick Sanai.

Rick Sanai, County Counsel

Handwritten signature of Laura A. Tschabold.

Laura Tschabold, County Administrator

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Mary P. Stern, Commissioner

Handwritten signature of Leslie Lewis.

Leslie Lewis, Commissioner

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Kathy George, Commissioner

B.O. 11-188

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Supporting Stand-Alone Documents (These are NOT included in the EOP, but are available as separate documents.)

Emergency Support Functions

(These are major response areas or groups as defined by DHS and will be deployed as one in a major emergency)

ESF1 -	Transportation
ESF 2 -	Communication
ESF 3 -	Public Works
ESF 4 -	Firefighting
ESF 5 -	Emergency Management
ESF 6 -	Mass Care, Emergency Assistance, Housing and Human Services
ESF 7 -	Logistics Management and Resource Support
ESF 8 -	Public Health & Medical Services
ESF 9 -	Search & Rescue
ESF 10 -	Hazardous Materials
ESF 11 -	Agriculture and Natural Resources
ESF 12 -	Energy
ESF 13 -	Public Safety and Security
ESF 14 -	Long Term Community Recovery
ESF 15 -	External Affairs

Incident Specific Annexes

- IA1 – Severe Weather/Landslides
- IA2 – Flood (Including Dam Failure)
- IA3 – Drought
- IA4 – Wildfire
- IA5 – Hazardous Materials (Accidental Release)
- IA6 – Earthquake/Seismic Activity
- IA7 – Volcanic Activity
- IA8 – Terrorism
- IA9 – Public Health-Related
- IA10 – Animal and Agriculture-Related

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Preface

The Yamhill County Emergency Management Program is governed by Federal, state, and local laws, regulations, and policies. The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974, the Homeland Security Act of 2002, and the Post-Katrina Emergency Management Reform Act of 2006 establish Federal assistance and guidance to state and local government disaster preparedness, response, recovery and mitigation actions.

The National Response Framework, the National Contingency Plan, and the State of Oregon Emergency Management Plan provide planning and policy guidance to counties and local entities. Oregon Revised Statutes and associated Oregon Administrative Rules provide state direction and guidance for local emergency management programs. The program is administered by the Yamhill County Board of Commissioners and implementation of the emergency management program is delegated to the Yamhill County Department of Emergency Management.

The Emergency Operations Plan (EOP) uses an all-hazards approach to describe the organization and response to emergency incidents that impact Yamhill County. This Emergency Operations Plan is compliant with all applicable laws, regulations, plans, and policies listed above. The EOP describes the roles and responsibilities of local, state, tribal, and Federal governmental entities, nongovernmental organizations, and private sector stakeholders involved in the coordination of emergency activities and resources. It is also the focal point of a comprehensive emergency management program detailing the scope and management of emergency response activities necessary for efficient county response. This EOP is comprised collectively of three documents: volume one is the Basic Plan as described above, volume two describes and defines the Emergency Support Functions and volume three contains checklists for specific Incident Actions (ISA's). Each volume adheres to the following emergency management tenets:

- Establishment of clear lines of authority and organizational relationships with designation of coordinated emergency roles;
- Assignment of responsibilities to individuals, governmental agencies, and organizational entities that provide direct or supplemental support to emergency actions; and,
- Identification of preparedness and mitigation activities to protect people and property outside of emergency conditions.

In compliance with the National Incident Management System (NIMS), the Yamhill County Emergency Operations Plan uses a structured framework for governmental and non-governmental agencies to respond to natural or man-made disasters. This structured framework is the Incident Command System (ICS) and is the flexible, standardized all-hazard incident management mechanism of choice for the coordination of emergency activities in and by Yamhill County. All departments within Yamhill County will employ the ICS to manage major emergencies and/or disasters.

Plan Administration

The Yamhill County Emergency Operations Plan, including appendices, and annexes, will be exercised on an annual basis to provide training opportunities and practical experience for those with Emergency Operations Center responsibilities. The plan will be updated as needed and revised as to content at least every five years. Intermediate revisions will be based on deficiencies identified by exercises or changes in local government policies and/or structure.

The Yamhill County Emergency Manager will be responsible for incorporating approved changes to the basic electronic plan. Updates and revisions to the plan will be recorded in the following table. Changes will be made on the web based Plan and paper copies of changes will be forwarded to those who possess a hard copy of the Plan. This will ensure that all response personnel and agencies have or have access to the most current version of the Plan at all times. County departments and offices with emergency management roles or responsibilities will maintain their respective annexes, guides, procedures, or job aids.

Hard copies will be kept to a minimum to ensure that all copies are properly updated and maintained. An electronic copy will be posted on the County Internet and Intranet sites.

Table 1: Record of Plan Changes

Date	Change Number	Summary of Changes
October 2010	Original Release	

Plan Distribution List

Hard (paper) copies of this plan have been provided to the following jurisdictions, agencies, and/or persons. Updates will be provided by emergency management but the recipient will bear the responsibility for posting the updates into the Emergency Operations Plan when received. The Yamhill County Emergency Manager may conduct periodic and unannounced inspections of the Plan copies at their individual locations to ensure accuracy and currency.

Table 2: Record of Plan Distribution[illegible]

Assignments for Reviews, Corrections and Changes

The following is a listing of assignments for identifying and making corrections and/or changes in: Emergency Operations Plan (EOP) sections, Emergency Support Functions (ESF), and Incident Specific Action Annexes. Changes are to be forwarded to the Emergency Management Director for review, inclusion and ultimately, dissemination of the plan. Primary responsibility for the maintenance of specific Emergency Operations Plan sections rests with indicated agencies or departments; however, this does not preclude other departments and agencies with associated interest from providing input, comments and/or review.

Table 3: Assignments for Reviews, Corrections and Changes

	ESF	Assignment
1	Transportation	Public Works
2	Communications	Telecom
3	Public Works	Public Works
4	Firefighting	Chief of the County Fire Defense Board
5	Emergency Management	Emergency Management
6	Mass Care	Health and Human Services
7	Logistics Resource Support	Emergency Management
8	Public Health and Medical	Health & Human Services Public Health
9	Search and Rescue	Sheriff's Office
10	Hazardous Materials	Local Fire Departments, State HM Teams
11	Agriculture & Natural Resources	Emergency Management VOAD/ARC/Sal Army
12	Energy	Emergency Management Utilities
13	Public Safety & Security	Sheriff /Law Enforcement
14	Long Term Community Recovery	Administration, Emergency Management
15	External Affairs	PIO, Emergency Management

Table 4: Incident Specific Action Annexes

Annex Number	Organizations Involved/Lead Role
Incident Specific Action Annex 1 Severe Weather/Landslides	Emergency Management
Incident Specific Action Annex 2 Flood (Including Dam Failure)	Emergency Management
Incident Specific Action Annex 3 Wildfire	Fire Chiefs of Participating Jurisdictions Chief, County Fire Defense Board Oregon Department of Forestry U. S. Forest Service Bureau of Land Management
Incident Specific Action Annex 4 Hazardous Materials (Accidental Release)	Fire Chiefs of each Participating Jurisdiction Oregon State Fire Marshal
Incident Specific Action Annex 5 Terrorism (Including Weapons of Mass Destruction and Chemical, Biological, Radiological, Nuclear and Explosive)	Emergency Management Local Law Enforcement Agencies, County Sheriff
Incident Specific Action Annex 6 Public Health-Related	Public Health Willamette Valley Medical Center Providence Newberg Hospital
Incident Specific Action Annex 7 Animal and Agriculture-Related	Emergency Management County Extension Service (Oregon State University) Yamhill County, United States Department of Agriculture Emergency Board
Incident Specific Action Annex 8 Drought	Emergency Management Local Water Districts and the United States Department of Agriculture
Incident Specific Action Annex 9 Earthquake/Seismic Activity	Emergency Management
Incident Specific Action Annex 10 Volcano/Volcanic Activity	Emergency Management

List of Abbreviations and Acronyms

AC	Area Command
AOC	Agency Operations Center
ARC	American Red Cross
BOC	Board of Commissioners
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CA	Corrective Action
CAP	Corrective Action Plan
CFR	Code of Federal Regulations
COG	Continuity of Government
COOP	Continuity of Operations Plan
C-POD	Community Point(s) of Distribution
Co/YC	Yamhill County
DAC	Disaster Assistance Center
DOC	Department Operations Center
DHSS	Department of Health and Social Services
EAS	Emergency Alert System
ECC	Emergency Coordination Center
EMD	Emergency Management Division
EMP	Emergency Management Plan
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FSA	Farm Services Agency

List of Abbreviations and Acronyms, Cont'd

GIS	Geographical Information Systems
Gov	Governor of Oregon
GRP	Geographic Response Plan
Haz-Mat	Hazardous Materials
HRSA	Health Resources and Services Administration
HSPD	Homeland Security Presidential Directive
ISA	Incident Specific Annex
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDA	Initial Damage Assessment
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
MCI	Mass Casualty Incident
MOC	Medical Operations Center
MOU	Memorandum of Understanding
MRC	Medical Reserve Corps
NAWAS	National Alert and Warning System
NIMS	National Incident Management System
NRF	National Response Framework
NRP	National Response Plan
NWS	National Weather System
ODA	Oregon Department of Agriculture

List of Abbreviations and Acronyms, Cont'd

ODF	Oregon Department of Forestry
OEM	Oregon Emergency Management
OERS	Oregon Emergency Response System
ORS	Oregon Revised Statute
PIO	Public Information Officer
POD	Point of Dispensing
PSAP	Public Safety Answering Point
SAR	Search and Rescue
SSF	State Support Functions
UAC	Unified Area Command
UC	Unified Command
USCG	United States Coast Guard
YCARES	Yamhill County Amateur Radio Emergency Services
YCOM	Yamhill Communications Agency
WMD	Weapons of Mass Destruction

The Basic Plan

1

Introduction

1.1 Purpose

The Yamhill County Emergency Operations Plan (EOP) is a framework for the coordination of response and recovery activities during an emergency incident that impacts the jurisdiction as a whole. The purpose of the EOP (plan) is to establish a comprehensive, all-hazards approach to incident management across a broad spectrum of activities including prevention, preparedness, response, recovery and mitigation. The EOP also provides a framework for county interaction with public and private jurisdictions and organizations to enhance the collective ability to respond to and recover from an incident or significant event. This plan complements the State of Oregon Emergency Operations Plan and the National Response Framework (NRF).

The objectives of this plan are to:

- Provide a model upon which each incorporated municipality within Yamhill County can develop jurisdictional emergency operations plans,
- Integrate multi-agency, regional, and tribal coordination into emergency operations by implementation of the National Incident Management System (NIMS) and integration of the Incident Command System (ICS),
- Establish clear lines of authority and succession that County departments and agencies may invoke during an emergency,
- Define roles and responsibilities for various departments, agencies, divisions, and management levels in support of critical functions,
- Outline clear guidelines and procedures for ensuring consistent and timely release of emergency public information, and
- Provide procedures and criteria for requesting and allocating essential resources to support overall emergency operations.

1.2 Scope and Applicability

The Yamhill County EOP covers a broad range of complex requirements in anticipation of or in response to threats or acts of terrorism, major disasters, and other emergencies. This three volume document supports a program for emergency management that is consistent with the State of Oregon Emergency Management Plan (EMP) and the National Incident Management System (NIMS). In addition, it functions as a bridge between local, state, and federal emergency management systems.

1.2.1 Basic Plan and Appendices

The Yamhill County EOP consists of three volumes. Volume One is the Basic Plan describing the situation, planning assumptions, roles, responsibilities and concepts of operations and command and control, while clearly defining escalation pathways and legal authorities involved with decision making and the allocation of resources; Volume Two is a compilation of Emergency Support Functions; and Volume Three

is a list of Incident Specific Action Annexes detailing steps undertaken in each of the three incident phases: Pre Incident Planning, Incident Response and Incident Recovery. The EOP is formatted to follow the structure shown in the NRF (National Response Framework).

1.2.2 Emergency Support Function Annexes

In a separate, stand-alone document titled “EOP Part Two: Emergency Support Function Annexes,” the current Emergency Support Functions –ESFs – that supplement the Basic Plan are described. Each ESF Annex is consistent with support functions identified in the NRF. Each ESF serves as an operational-level mechanism for identifying primary and support entities that maintain capabilities for providing resources and services most likely needed throughout all phases of an emergency.

1.2.3 Incident Specific Annexes

Incident Specific Annexes (ISA’s) will provide tactical information and critical tasks unique to specific natural and human-caused/technological hazards that have been identified in the hazard analysis for Yamhill County. A stand-alone document titled “EOP Part Three: Incident Specific Annexes” will be developed for each specific type of incident. Specific incident examples are based on the hazards identified in the most recent Hazard Identification and Vulnerability Assessment conducted for the County. Incident-specific annexes in support of the Yamhill County EOP may include but are not necessarily limited to the following:

- Severe weather/landslides,
- Flood (including dam failure),
- Drought,
- Wildfire,
- Hazardous Materials (Haz-Mat) (accidental release),
- Earthquake/seismic activity,
- Volcano/volcanic activity,
- Terrorism [including weapons of mass destruction (WMD) and Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE)],
- Public Health-related, and
- Animal/Agriculture-related.

The intent of the basic Yamhill County EOP is to provide all-hazard guidance and procedural information necessary in responding to and recovering from emergency incidents that may impact the county. Individual communities and incorporated cities may maintain similar plans or procedures for implementation in response to localized incidents or initial activities prior to escalation to the county level.

1.2.4 National Incident Management System Adoption

The Yamhill County Board of Commissioners (BOC) has adopted the National Incident Management System (NIMS) and the Incident Command System (ICS). Yamhill County Emergency Management has developed procedures for implementation and for training personnel to ensure compliance with state and federal guidelines. Continuity of Operations (COOP) and Continuity of

Government (COG) Plans have been developed for Yamhill County and have been adopted by the Board of Commissioners. COOP and COG plans are linked with the EOP to form a comprehensive emergency management program strategy for the County. Thus, each document lends a unique set of procedures and guidelines for supporting the County in the areas of preparedness, planning, response, recovery and mitigation.

1.3 Relationship to Other Plans

The Yamhill County EOP is compliant with the requirements outlined in Homeland Security Presidential Directives HSPD-5, HSPD-8, the National Response Framework (NRF) and the Oregon Emergency Management Plan (OEMP).

1.3.1 State of Oregon Emergency Management Plan

The Oregon Emergency Management Plan is administered by the Director of Oregon Emergency Management (OEM) under the provisions of Oregon Revised Statutes (ORS) 401.270 and is designed to coordinate the activities of all public and private organizations that provide emergency services within this state and to provide for and staff a State Emergency Coordination Center (ECC) to aid the Governor. ORS 401.035 outlines the responsibilities of the Governor for the emergency services system within the State of Oregon (State).

Activation and implementation of the Oregon Emergency Management Plan or specific elements of the plan may occur under various situations. The following criteria would result in activation of the EMP:

- The Governor issues a “State of Emergency”,
- The Oregon Emergency Response System (OERS) receives an alert from an official warning point or agency, indicating an impending or probable incident or emergency,
- A statewide disaster is imminent or occurring,
- Terrorist activities or WMD 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 and/or Reed College,
- A community emergency, or other appropriate Chemical Stockpile Emergency Preparedness Program Emergency Classification Level, involving the Umatilla Chemical Depot occurs,
- A localized emergency escalates, adversely affecting a larger area or jurisdiction and exceeding local response capabilities,
- A geographically-limited disaster requires closely coordinated response by more than one state agency, and/or
- An affected city or county fails to act.

Below: Table 5; summarizes SSFs and notes responsible lead state agencies.
 Table 6; indicates which county organization has the lead for each ESF.
 Table 7; is a visual matrix for primary and secondary ESF responsibility.

Table 5: State Support Functions

SSF	Function	Primary Responsible State Agency
1	Transportation	Oregon Department of Transportation
2	Communications	Oregon Emergency Management
3	Public Works and Engineering	Oregon Department of Transportation
4	Firefighting	Office of the State Fire Marshal
5	Information and Planning	Oregon Emergency Management
6	Mass Care	American Red Cross
7	Resource Support	Department of Administrative Services
8	Health and Medical Services	Oregon State Public Health
9	Search and Rescue	Oregon Emergency Management
10	Hazardous Materials	Office of the State Fire Marshal Oregon Department of Environmental Quality
11	Food	Oregon Department of Agriculture
12	Energy	Oregon Office of Energy Department of Administrative Services
13	Public Safety	Oregon State Police
14	Long Term Community Recovery	Oregon Emergency Management,
15	External Affairs	Oregon Emergency Management,

Table 6: County Emergency Support Functions

	Function	Primary Responsible Agency or Entity
1	Transportation	Public Works
2	Communications	Telecomm
3	Public Works and Engineering	Public Works
4	Firefighting	Chief of the County Fire Defense Board
5	Emergency Management	Emergency Management
6	Mass Care	Health and Human Services
7	Logistics Resource Support	Emergency Management Division
8	Health and Medical	Health & Human Services Public Health
9	Search and Rescue	Sheriff's Office
10	Hazardous Materials Response	Local Fire Departments, State HM Teams
11	Agriculture and Natural Resources	Emergency Management VOAD/ARC/Sal Army
12	Energy	Emergency Management Utilities
13	Public Safety and Security	Sheriff
14	Long Term Recovery	Planning, Administration, Emergency Management
15	Volunteers & Donations	VOAD/ARC/SA

Table 7: County ESF Matrix

P=Primary Agency:

Responsible for management of the ESF's; devise, coordinate and implement ESF-specific disaster recovery plans

S=Support Agency:

Responsible to provide expertise, experience and assets to the ESF as needed or requested by the Primary Agency

A=Adjunct Agency:

Organizations not part of County Government but with direct interest in effective emergency incident management

****Yamhill County ESFs**

1 - Transportation

2 - Communication

3 - Public Works

4 - Firefighting

5 - Emergency Management

6 - Mass Care

7 - Logistics and Resource

8 - Public Health & Medical

9 - Search & Rescue

10 - Hazardous Materials

11 - Agriculture /Natural Resources

12 - Energy

13 - Public Safety and Security

14 - Long term Recovery

15 - External Affairs

County ESF**	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Accounting																
County Administration					S											
Assessment and Taxation					s											
Board of Commissioners																
Commission / Children & Families						s										
Community Corrections																
County Counsel					s											
District Attorney																s
Dog Control																
Emergency Management		s			P		P		s		s	P	P	P	s	s
Extension Service																
Facilities	s				s	s									s	
Fairgrounds						s									s	
Geographical Information Services					s				s							
Health & Human Services						P		P			s			s	s	
Human Resources																
Information Systems		s			s				s							
Juvenile Department																
Law Library																
Parks																
Planning					s											
Public Works	s		P		s		s							s		
Roads	P				s		s				s					
Sheriff's Office					s		s		P	s				s	s	P
Support Enforcement Division																
Surveyor									s							
Tele-communications		P			s											
Treasurer																
Veterans																
Fire Defense Board /City Fire Depts				P	a				s	P						
VOAD/ARC/SA					A	s					P				P	
Utilities					A							P				

1.3.2 Continuity of Operations and Continuity of Government Plans

The Yamhill County COOP and COG detail the line of succession for participating county departments and city governments as well as define the processes for accomplishing contingent administrative and operational functions during emergencies if normal business activities are disrupted.

COOP/COG plans identify essential functions of County and local government, private sector businesses, and community services and delineates procedures developed to support their continuation. COOP/COG elements may include but are not necessarily limited to:

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

1.3.3 City Emergency Operations Plans

Upon acceptance and acknowledgement of the responsibilities inherent in emergency management planning and response within respective jurisdictions, each incorporated city within Yamhill County may, by subscribing to this plan, adopt it as a city plan or each city may develop and maintain its own EOP. Specific community procedures and guidelines supporting localized response activities will be incorporated into overall County emergency operations as applicable and necessary. In each instance where individual cities subscribe to the county plan, every effort will be made to develop an Annex to the Plan that is specific to each of those cities. Those cities that opt to implement their own specific EOPs are solely responsible for their upkeep, correctness and maintenance.

1.3.4 Agency and Organization-Specific Plans

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

1.4 Authorities

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

1.4.1 The Emergency Operations Plan

The EOP is approved by the Yamhill County Board of Commissioners (BOC), which shows its formal approval and acceptance of this plan in the form of a Letter of Promulgation. The EOP is adopted pursuant to the authority granted the BOC by Oregon Revised Statutes (ORS) 203.035, and 401.305 to 401.335.

1.4.2 Yamhill County Emergency Management

Yamhill Emergency Management will carry out designated duties as described in the EOP and established in Yamhill County Ordinance 759 as amended, and ORS 401. Emergency Support Function 5 describes the Emergency Management organization, chain of command and line of succession during emergency and non-emergency operations.

Organizational and operational concepts set forth in this plan are promulgated under the following authorities:

- The Disaster Relief Act of 1974, PL 93-288, as amended.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 USC 5121, et seq., as amended by the Disaster Mitigation Act of 2000, Pub. L. No. 106-390, 114 Stat. 1552 (2000).
- Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA), PL 99-499, as amended.
- Code of Federal Regulations (CFR),
 - Title 44 Emergency Management Assistance.
 - 1910.120 Hazmat Standards
- The Homeland Security Act of 2002.
- HSPD-5, Management of Domestic Incidents.
- HSPD-8, National Preparedness.
- Oregon Revised Statutes
 - ORS 401.305 through 401.335
 - ORS 192
 - ORS 476.510-476.610
 - ORS 477
 - ORS 478
 - ORS 401.480
 - 401.490
- Oregon Administrative Rules OAR 104-10-000, and
- Yamhill County Ordinance 759 as amended.

1.4.3 Declaration of Emergency

The County Board of Commissioners, 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 Initial Damage Assessment 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.

OEM has set forth the following criteria for declaring a local emergency:

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

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 Emergency Operations Center (EOC):

- Yamhill County Emergency Management Director, or designee
- Yamhill County Board of Commissioners, or designee
- Yamhill County Sheriff, or designee

Yamhill County's local declaration process begins with notification to OERS and Y-COM and with an evaluation of the incident scenario to determine what capabilities the collective community possesses at that point in time and whether or not there are enough resources to support an effective response. If it is determined that the collective community is not capable of 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 declaration will be forwarded to Oregon Emergency Management for review and forwarding to the Governor. If the Governor issues an emergency or disaster declaration, OEM, OERS and Yamhill County will engage in a discussion on 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.

During a pending, suspected, or confirmed Public Health Emergency, Yamhill County Local Public Health Officials will advise the BOC and Emergency Management on 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 declaration process is illustrated in Figure 4, page A-2

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.

1.4.4 Resource Request and Allocation

In the event of a major emergency or disaster, when county resources have been or are about to be completely expended, or whenever a declaration of emergency or disaster has been issued by the BOC, all additional resource requests must be submitted by the county emergency manager, or designee, to the director of OEM according to provisions of ORS 401. In all likelihood, these **requests would be routed through the Logistics Section of the EOC.**

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

The executives of Yamhill County's incorporated cities are responsible for the direction and control of their community's resources during emergencies. Each city's chief executive or designee is responsible for requesting additional resources required for emergency operations. It is understood that all agencies and jurisdictions within Yamhill County may have unique and specific mutual aid or mutual assistance agreements with regional agencies and/or jurisdictions. It is also understood that resource requests may be made directly by the gaining entity prior to the activation of the county EOC. **Once the EOC is activated, all resource requests need to be routed through the EOC Logistics Section. All requests for state and/or federal resource assistance are to be made through Yamhill County Emergency Management via the County EOC.** County Emergency Management will process all such assistance requests and forward with all haste to the appropriate partners and the state ECC.

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. The local Fire Chief and Chief of the County Fire Defense Board, will assess the status of the incident(s), and, after determining that all criteria have been met for invoking the Conflagration Act, notify the State Fire Marshal via OERS. The State Fire Marshal will review the information and notify the Governor, who will at his/her discretion, authorize the act.

1.4.5 Resource Typing

Resource typing is the NIMS method for standardizing nomenclature used to identify resources and when requesting and managing resources. This allows for efficient and uniform identification of those resources, facilitation of resource and supply orders and mutual aid provisions to partners during an emergency.

Response personnel and support staff should practice using resource typing lists and become familiar with the standard terminology for commonly requested resources. Resource typing lists are to be maintained by each department, and the master list is updated annually by Yamhill County Emergency Management.

1.4.6 Line of Succession

*In event that the **Chairperson of the BOC is unavailable or unable** to perform his or her duties under this plan, the duties shall be performed by, in order, the:*

- Vice-Chair of the Board
- Third member of the Board
- Sheriff
- County Administrator
- Deputy County Administrator
- County Counsel
- District Attorney
- Director of Health and Human Services
- Director of County Road Department
- Manager of Information Systems
- County Surveyor
- Director of Planning and Development

Each County department is responsible for pre-identifying staffing patterns showing a line of succession in management's absence. All employees must be trained in the protocols and contingency plans required to maintain leadership within the department. Individual department heads within Yamhill County are responsible for the development and implementation of their individual department COOP and COG plans to ensure continued delivery of vital services during an emergency. They will be assisted and guided by Yamhill County Emergency Management in this endeavor. County emergency management is responsible for integration of the individual plans into a cohesive county COOP Plan and for the activation of COOP and COG plans during an emergency.

1.5 Liability

Local and State ordinances, mutual aid agreements, and other formal memoranda discuss appropriate liability issues and potential concerns regarding government agencies, private entities, other response partners, and trans-jurisdictional issues for Yamhill County and its surrounding areas. During an emergency situation, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

1.6 Safety of Employees and Family

All department heads or designees are responsible for the safety of employees. Employees should attempt to make contact with their supervisors and managers within the first 24 hours following a widespread major emergency or disaster. The emergency number 9-1-1 should not be utilized as a common communication mechanism unless it is reflective of a need for emergency assistance or resources.

Agencies and departments with developed COOP Plans will establish alternate facilities and staff locations, as applicable. Notification procedures for employee duty assignments will follow required procedures established by each agency and department.

During biological incidents or public health emergencies such as influenza pandemics, maintaining a resilient workforce is essential to maintaining overall response activities required to protect our collective community from significant impacts to human lives and the economy. Thus, personnel should be provided with the tools necessary to protect themselves and their families while they are providing health and medical services during a pandemic or other type of public health emergency. Provisions for the care and feeding of responders will be the responsibility of the Logistics Sections and may involve assistance from the Salvation Army and/or the American Red Cross (ARC).

During extended operations - those in excess of 24 hours - experience has shown that emergency workers have reasonable concerns about the well-being and safety of their families. To address such concerns, and to the extent possible, a pool of workers shall be assembled and 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 status of their emergency worker family member, and
- Establish a designated emergency telephone number for families to call to gain information.

It is the goal of Public Health to address all cases and situations in a manner that will ensure timely resolution in a manner that is consistent with current laws, regulations, policies, protocols and/or procedures.

Human isolation and quarantine issues will be addressed by local public health officials, the Yamhill County Administrator, and the Yamhill County Legal Department. Animal quarantine measures will be implemented through the county sheriff and follow existing procedures established in the Oregon Animal Disease Emergency Management Plan as set forth by Oregon Department of Agriculture (ODA). Response activities may also be supported by ODA's Veterinary Emergency Response Teams.

If necessary, the Oregon Occupational Safety and Health Administration may provide assistance and guidance regarding worker safety and health issues. Information regarding emergency procedures and critical tasks is presented in ESF 8 and in this EOP's Incident Annexes.

1.7 Financial Management and Expense Tracking

When the EOC is activated, the Finance Section will maintain cost tracking and administrative services relating to all incident response expenses in accordance with established County policies, protocols and procedures.

The Finance Section Chief is responsible for ensuring that purchasing restrictions and/or limitations are amended or suspended temporarily if deemed necessary to facilitate emergency incident requirements.

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2

Situation and Planning Assumptions

A major emergency or disaster is expected to cause extensive 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 be dependent upon such things as the timing and severity of the event, weather conditions, population density, and the possible triggering of secondary risks, such as fires and floods. Initial emergency response activities focus on minimizing loss of life, property damage, and damage to critical infrastructure, including cultural and economic assets. Traditionally, these activities have been carried out by fire service and law enforcement agencies, with the support and assistance of other assorted jurisdictional agencies or departments, numerous volunteer agencies, mutual assistance resources and citizen responders. Yamhill County has developed, maintains, and is prepared to implement a comprehensive emergency management strategy and associated training programs that address all hazards. Agency-specific procedures and protocols established for support functions and critical tasks will be implemented in conjunction with the county EOP as needed or required.

A number of emergency situations can overwhelm the capabilities and resources of local governments and jurisdictions during response operations. Thus, Yamhill County has established clear lines of authority, formal resource requests and allocation procedures, and activation of contingency plans, including mutual aid agreements, to acquire additional regional, state, and federal resources as needed.

Assumptions that guide the EOP include the following:

- Some incidents will occur with enough warning that appropriate notification can be issued to ensure the appropriate level of preparation, while other incidents will occur with no advance warning.
- Essential county services will be maintained as long as conditions permit.
- The county may be unable to satisfy all emergency resource requests.
- Emergencies will require prompt and effective response and recovery operations by both public and private sector organizations.
- All emergency response staffs are trained to function within the established parameters of the NIMS/ICS as outlined by the US Department of Homeland Security in 2004, and required by Presidential Directives HSPD 5 and 8.
- Environmental, technological, and civil emergencies may be of such magnitude and severity that State and Federal assistance is required.
- State support of County emergency operations will be based on the principal of self-help. The County will be responsible for utilizing all

available local resources along with initiating mutual aid and cooperative assistance agreements before requesting assistance from the State.

- An epidemic or pandemic caused by natural means or by human design could have catastrophic effects on the human and animal population.
- Assistance from outside the county will eventually be available, but Yamhill County should be able to respond to a disaster on an independent, short-term basis.
- Individuals should train and be prepared to respond to local incidents when County resources are fully committed in a disaster.
- With the potential for shortages of time, space, equipment, supplies, and personnel during and immediately following a catastrophic disaster, self-sufficiency will be necessary for the first several hours or even days.
- County population can increase dramatically throughout the year, reflecting an influx of tourists, seasonal residents, daily visitors, and recreation enthusiasts. Local emergency planning efforts focus on accommodating residents. Significant increases to the local population may introduce challenges in meeting the needs of non-residents and other travelers during an emergency or disaster.
- Parts or all of Yamhill County may be affected by environmental and technological emergencies within or near county lines.
- The United States Department of Homeland Security assesses threat conditions across the United States and identifies possible targets. A major power or country posturing for a nuclear attack would generally be recognized by a buildup of international tension prior to a crisis situation, allowing time for preparation.
- A terrorist-related incident or attack may occur without warning. In such a case, Yamhill County could be subjected to radioactive contamination or other WMD impacts. In accordance with national nuclear civil protection policy, two options have been developed to counteract this type of threat: Population Protection (PP) and Shelter In-Place (SIP) programs.

County communication and work centers may be destroyed or rendered inoperable during a disaster. This plan identifies the need to develop alternate communication resources and EOCs. Some other alternate work sites are identified in the County COOP plan and still others will be identified following the 'just in time' philosophy by department heads. Various emergencies can and will impact many alternate sites so there is no attempt in this plan or in the COOP plan to develop and maintain an all inclusive list of possible department specific alternate work sites.

Normal operations may be disrupted during an emergency; however, the county can still operate effectively if public officials, first responders, employees, volunteers, and residents are:

- Familiar with established plans, policies, and procedures,

- Provided with mobilization and assembly instructions, and
- Formally trained in their duties, roles, and responsibilities required during emergency operations.

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3

Roles and Responsibilities

Local and county agencies and response partners will have various roles and responsibilities throughout an emergency's duration. Therefore, it is important that the local command structure maintain flexibility to expand and contract as the situation changes. Duties and roles may also vary depending on the severity, size and complexity of the incident and availability of local resources. Development and maintenance of depth within the command structure and response community will be consistent with guidelines established and published by the National Integration Center (NIC) and will adhere to the span of control recommendations outlined in the National Incident Management System (NIMS) and the Incident Command System (ICS).

Yamhill County has developed a plan for implementing NIMS and to assist with training and preparing essential response staff and supporting personnel to incorporate ICS concepts in all facets of an emergency. Each agency and department is responsible for ensuring that critical staff are identified and trained at a level enabling effective execution of existing response plans, procedures, and policies. A training roster that highlights levels and types of training completed by response personnel and essential support staff for the County will be maintained by individual agencies, volunteer organizations, and private companies and shall be shared with Emergency Management. All training required by FEMA and/or DHS will be completed in a timely manner and as prescribed in current guidance. County Emergency Management is responsible for developing the list of county employees that need to take FEMA/DHS training and for the conduct or provision of such training.

3.1 County Government

Yamhill County Emergency Management functions during normal, non-emergency times as a direct report to the Yamhill County Administrator and in an emergency situation as a Direct Report Department to the Board of Commissioners. The Board is responsible for emergency services within Yamhill County as specified in ORS 401 and Yamhill County Ordinance 759. County Emergency Management provides the nucleus for emergency operations by managing the EOC, liaising with State and Federal agencies and coordinating information and resources to support roles and responsibilities assigned by this plan. During an emergency, the following functions and tasks typically require coordination by the County government:

- Activation of the County Emergency Operations Center,
- Declaration of Emergency and/or Disaster,
- Search and Rescue (SAR),
- Emergency medical triage, treatment and transportation,
- Disaster reporting,
- Transportation of victims and displaced persons,
- Shelter of displaced persons and/or evacuees,

- Accountability for dead, injured and missing,
- Repair and recovery of essential community services,
- Collaboration with Critical Infrastructure entities,
- Dissemination and management of public information and emergency instructions,
- Integration of State and Federal assets and personnel,
- Care and feeding of responders,
- Community citizens, and
- Welfare checks on responder families.

Emergency services providers and/or coordinators outside the Emergency Management Division who have assigned emergency responsibilities share the following common tasks:

- Assign personnel to local and/or County EOCs,
- Notify department personnel and implement established call-down procedures to contact key stakeholders and essential staff,
- Establish ICS,
- Provide training to key personnel and emergency response staff,
- Activate department/county COOP as necessary,
- Protect vital records, materials, facilities and services, and
- Provide information and instructions to personnel regarding self-protection by minimizing exposure resulting from particular hazards associated with the emergency.

3.2 Incident Emergency Management Organization

The emergency management organization for Yamhill County is outlined in ESF 5. Incident management will follow ICS and, when necessary, expand to Unified Command or Multi-Agency Coordination Systems.

The Yamhill County Emergency Manager will coordinate interdepartmental emergency operations and has ultimate responsibility for resolving conflicts regarding the potential application of limited resources to a variety of concurrent emergency situations. The preservation of human lives will take precedence over property protection for critical decision-making with regard to resource allocation and prioritization. Responsibility for coordination of emergency activities with State, regional, tribal, and private partners resides with county emergency management and will be accomplished through established liaison roles, whether within the incident or unified command structure or through outside groups or associations.

When possible, any emergency situation that involves the activation of the county EOC will be managed by an Incident Management Team (IMT) comprised principally of pre-designated individuals. The IMT may be supported by individuals that the IMT deems necessary.

For emergency situations requiring the activation of the county EOC, there will be employed a Yamhill County Policy Group. This group is to be comprised of one individual from each of the following:

- Board of Commissioners,
- Sheriff's Office,
- County Administrator,
- Public Works,
- Public Health,
- Fire Defense Board,
- Information Services,
- Other county department heads as required, and/or
- Elected leaders of impacted jurisdictions within Yamhill County.

During a countywide or multi-jurisdictional emergency, the overall response by local government in Yamhill County would be *coordinated* by the county incident management team from the EOC. The Policy Group, as described above, will oversee the **general** emergency response to the situation, providing policy guidance and direction as needed. This group is designed to ensure that the county has policies in place that will provide guidance to the operational elements. It is NOT intended that this group make operational decisions. In the event that personal attendance at the policy meetings is not possible, members may be invited to participate virtually (video conference, conference call, webinar, etc).

Each County department, and any other agency referenced in this plan, is responsible for the development and maintenance of their individual or specific emergency operating plans, procedures, guidelines and COOP plans. This will ensure that those documents are consistent with this plan (EOP), and are *in addition* to carrying out specific duties that the plan may assign. Such plans and procedures may be referenced, as appropriate, in annexes to the EOP. Department directors are responsible for managing their department resources that have been assigned to the incident and for the continuation and/or restoration of services their department normally provides to the community.

If a major emergency or disaster occurs during non-working hours, county employees who have direct public safety responsibilities or have been designated as key personnel by their departments have a responsibility to report to work as soon as self-preservation concerns for themselves and their families have been addressed. Advance family preparedness planning and preparations shall be made to the extent possible, to allow an expeditious return to work. All other County employees should follow departmental procedure for emergency situations, if possible, check for information on the Yamhill County web-site (<http://www.co.yamhill.or.us/>), Yamhill County Emergency Management web-site (http://www.co.yamhill.or.us/emerg_mgmt/index.asp) or tune to local radio/television for Emergency Alert System (EAS) broadcasts and listen for direction.

Task assignments for major emergency response operations are primarily an extension of services that are provided on a daily basis by the departments and agencies listed above. The task assignment list found on the following pages should not be considered all-inclusive but does cover most foreseeable major emergency operations and is generally consistent with the State and Federal/national response plans. Additional detailed information is available in the Functional and Incident Annexes.

3.3 Function-Specific Roles and Responsibilities

The following County agencies and entities maintain primary roles and responsibilities during an emergency situation impacting Yamhill County:

Table 8: Primary Roles & Responsibilities

Emergency Management Services

Yamhill County Emergency Management

Law Enforcement Services

Yamhill County Sheriff's Office	Newberg/Dundee Police Department
Amity Police Department	Yamhill Police Department
Carlton Police Department	Oregon State Police
McMinnville Police Department	

Fire Services

Amity Fire District	McMinnville Fire Department
Carlton Fire District	Newberg Fire Department
Dayton Fire District	Sheridan Fire District
Dundee Fire and Rescue	West Valley Fire District
Lafayette Fire Department	Yamhill Fire Protection District

Ambulance Services

McMinnville Fire Department	Sheridan Fire District
Newberg Fire Department	West Valley Fire District

Public Health and Hospital Services

Willamette Valley Medical Center	Providence Newberg Medical Center
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Emergency Communications Services

Yamhill Communications Agency (YCOM)	Newberg-Dundee 9-1-1 Center
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Public Works Services

Amity Public Works	Newberg Public Works
Carlton Public Works	Sheridan Public Works
Dayton Public Works	Willamina Public Works
Dundee Public Works	Yamhill Public Works
Lafayette Public Works	Yamhill County Public Works
McMinnville Public Works	Oregon Department of Transportation

3.3.1 Communications Services

Yamhill County Emergency Management is responsible for:

- Identifying a communications system that is capable of reaching all areas of the County so that emergency communications may be maintained among all levels of government during a disaster response,
- Managing and coordinating all emergency communication operations within the EOC, once activated,
- Managing the EOC and its staff,
- Ensuring an ARES (Amateur Radio Emergency Services) presence in the EOC,
- Developing a county communications plan,
- Providing the EOC with the necessary communications capabilities and staffing to insure communications operations for direction and control, and
- The development and maintenance of an EAS plan and providing a communications capability to the primary EAS Station.

Relevant operations are detailed in Annex ESF-2, Emergency Communications and Warning, and ESF-14, Emergency Public Information and External Affairs

3.3.2 Damage Assessment

The Yamhill County Planning Department is responsible for ensuring that buildings in the county are compliant with current codes and safe to occupy. In addition, this department has other important tasks to accomplish in both the response and recovery phases of an incident.

The Yamhill County Building Official and the Yamhill County Assessor are responsible for coordinating the damage assessment reporting process. This process provides for the initial collection of field reports, categorizing and totaling damage sustained during disasters. Additionally, the building official and assessor are to:

- Establish a damage assessment team from among county departments with assessment capabilities and responsibilities,
- Train and deliver a damage-plotting team to the EOC,
- Develop systems for reporting and compiling information regarding deaths, injuries, and estimated dollar value of damage to tax-supported facilities first, and then to private property,
- Assist the EOC in determining the geographic extent of a damaged area,
- Compile estimates of damage for use by County or city officials in requesting disaster assistance,
- Evaluate the effects of damage on the county or city economic index, tax base, bond ratings, insurance ratings, etc., for use in long range recovery planning,
- Supervise activities in conjunction with Yamhill County Public Health of all emergency environmental health services related to damage assessment, and
- Coordinate emergency building inspections of county owned and/or leased facilities.

3.3.3 District Attorney

The Yamhill County District Attorney acts as the Chief Prosecutor in the County. The District Attorney or his designee will serve on the Emergency Management Organization, incident management teams, and Policy Group.

General responsibilities include:

- Exercise statutory authority and provide support to the Sheriff's Office, or other law enforcement agencies as the needs of the incident dictate.
- Collaborate with the courts and law enforcement agencies to determine emergency arrest, arraignment and release policies.
- Assure legal requirements for due processes are met for the duration of the incident
- Collaborate with Medical Examiner and Law Enforcement to manage death investigations and authorize release of remains.

3.3.4 Emergency Management Services

When the County Emergency Management Organization is activated to manage an emergency situation, a Commissioner will work with the emergency management and the EOC team to coordinate the community's response.

3.3.5 Emergency Operations Center

Response activities will be coordinated from the EOC, which is located in McMinnville, OR. The EOC may be activated upon notification of a possible or actual emergency. Specific individuals will be assigned to perform the activities necessary to open the EOC and prepare it for use. EOC position responsibilities and activation procedures are addressed in section 5.2 of this EOP. During large-scale emergencies the EOC may become the seat of government for the duration of the crisis.

The Yamhill County EOC operates at one of three types, or levels:

- a. **Type III: Standby Activation.** This is the lowest level of activation. This level of activation may include staffing the EOC Communications Function on an as needed basis, with other limited staff.
- b. **Type II: Limited Activation.** A limited activation of the EOC occurs when a situation requires less than a full staffing of the positions and may not necessarily be activated on a 24-hour basis.
- c. **Type I: Full Activation.** During a full activation, all appropriate EOC positions are filled and this level usually includes 24 hour staffing with staff working 12 hours on and 12 hours off (12/12)

Upon activation of the EOC, the emergency manager will:

- Assume responsibility for all operations, direction and control of the EOC,
- Notify the State Emergency Management office (OERS) (1-800-452-0311),
- Notify Y-COM (503-434-6500)

- Notify Newberg dispatch (503) 538-8321 or NBG_911@newbergoregon.gov
- Work with the Operations Section Chief and the Incident Commander in ensuring that all incident response operations are carried out as effectively and efficiently as possible,
- Determine the level of activation necessary at that point in time and mobilize appropriate IMT members,
- Provide periodic updates as the situation requires, and
- Alert the appropriate personnel, agencies and organizations, to include contiguous jurisdictions.

During an emergency, the EOC staff will be responsible for exercising direction and control as follows and ensuring that:

- Trained reserves and volunteer groups will conduct emergency operations, to include utilization of resources supplied through mutual aid agreements.
- State and Federal support will be requested if the situation dictates.
- The emergency manager, in conjunction with the Incident Commander and/or Operations Section Chief, may establish an on-scene command post to maintain close contact and coordination with the EOC.
- Heads of departments and organizations are responsible for emergency functions as assigned by their SOPs/SOGs and appropriate EOP annexes.
- Security services at the EOC will be provided by the county sheriff.
- Each EOC member will have a designated alternate (previously assigned) in case absence or operational activities preclude his or her presence. This ensures “Continuity of Government,” and allows a smooth transition during shift changes, preventing any unforeseen breakdowns in the transition process.

The EOC will be responsible for:

- Coordination of Council of Churches and other volunteer agencies.
- Identification of emergency feeding sites (in coordination with ARC and Salvation Army).
- Identification of sources of clothing for disaster victims (may coordinate with Salvation Army or other disaster relief organization),
- Securing of emergency food supplies source (with the ARC and Salvation Army),
- Coordination of operations of shelter facilities, whether the city and county, local volunteers or organized disaster relief agencies such as The ARC operate them,
- Ensuring that shelters are accessible by those who have special needs,
- Coordination of special care requirements for sheltered groups such as unaccompanied children, the aged, and others;

3.3.6 Emergency Public Information and External Affairs

In accordance with ESF-14, Emergency Public Information and External Affairs, the Yamhill County Emergency Manager is responsible for:

- Coordination with regional PIOs in Joint Information System (JIS) and Joint Information Center (JIC) operations and functions,
- Liaising with state and federal information officers,
- Conduct of ongoing hazard awareness and public education programs,
- Compilation and preparation of emergency information for the public in case of emergency,
- Scheduling regular briefings for members of the media and press regarding the situation and County status during extended emergency situations,
- Obtaining printed and photographic documentation of the disaster situation, and
- Response to unscheduled inquiries from the media and the public.

Relevant operations are detailed in ESF-14, Public Information/External Affairs

3.3.7 Environmental Health Division

The Director of Health and Human Services is responsible for coordinating environmental health issues and services required to cope with disasters in urban or rural areas in Yamhill County and serving as a representative to the county emergency management organization and policy group. General responsibilities include:

- Identification of health hazards, including those resulting from damage to water and sewer systems, and dissemination of emergency information on sanitary measures to be taken,
- Ensure the safety of food and potable water supplied to victims whose normal supply channels are closed, and
- Designation of a coordinator/liaison to participate in all phases of the county emergency management program, when necessary or as requested.

3.3.8 Evacuation – (Law Enforcement)

The implementation of an evacuation procedure for the general public is the responsibility of the sheriff or chief of the law enforcement agency responsible for the majority of the population affected. In accordance with ESF-1, Transportation, the sheriff or chief will:

- Define responsibilities of county (or city) departments and private sector groups,
- Identify of areas of greatest hazard risk and corresponding number of potential evacuees;,,
- Determine whether or not to invoke the involuntary evacuation provisions,
- Control, limit or prohibit the re-entry of evacuees, and
- Coordinate evacuation planning to include:
 - Movement control,
 - Health and medical requirements,
 - Transportation needs,
 - Emergency Public Information materials, and
 - Shelter and Reception locations.

3.3.9 Fire Services

The Yamhill County Fire Defense Board Chief is responsible for organizing, integrating, and coordinating the operations of all fire fighting forces through mutual aid for response to major emergencies/disasters. This individual will serve as the fire services representative to the emergency management organization and policy group. General responsibilities include:

- Coordination of all emergency fire services and activities for fire prevention and suppression,
- Oversight of the delivery of emergency medical services (EMS) by ambulance service providers,
- Inspection of damaged area for fire hazards,
- Containment of hazardous materials spills and clean-up,
- Inspection of shelters for fire hazards,
- Dissemination of timely and appropriate warnings as necessary in all major emergency and disaster situations and assistance in evacuation,
- Assistance in rescue operations, traffic control, and evacuation procedures, if not otherwise engaged in fire related activities, and
- Designation of a coordinator/liaison to participate in all phases of the county emergency management program, when necessary, or as requested.

Additional procedural information can be found in ESF 4, Firefighting.

3.3.10 Geographical Information Services (GIS)

The GIS program is a function of the planning department and supports county departments with the input/update, display, analysis, and management of geographically referenced data regarding roads, zoning, tax lots, parcels, surveys, corners, plans, and demographics. This program provides County decision-makers and the public with user-friendly access to the GIS. Services during an emergency include:

- Map creation - hard copy and digital maps for damage assessment use and planning needs,
- Data analysis – e.g., high waters trends, patterns, buffers, predictions, and models,
- Routing - Determination of fastest routes and alternative routes for evacuation,
- Geocoding of disaster events, reported damage, potential threatened geographical areas, mass casualties, etc.,
- Geocoding all volunteer resources, and
- Maintenance of hard copy maps in the EOC, the Assessor's office, and the GIS Offices, in the event the network is unavailable.

Relevant operations are detailed in ESF-20, Long Term Community Recovery

3.3.11 Information Services

Information Services provides mainframe, personal computer and network support for all County departments. Services during an emergency include:

- Installation and maintenance of EOC computers and network support,
- Maintenance of all hardware, vendor software, and
- Application software required by departments to effectively use and maintain their data.

3.3.12 Law Enforcement Services

The Yamhill County Sheriff is the senior law enforcement official in the county and is responsible for rural and contract law enforcement activities. The sheriff (or designee) also serves as the law enforcement representative to the emergency management organization, incident management teams and policy group.

General responsibilities include:

- Oversight and direction of all public safety personnel and maintenance of law and order,
- Implementation of security measures, including crowd, traffic, and restricted area control,
- Evacuation of affected populations, including prisoners, when required,
- Conduct of SAR operations for missing people, including support in all body recovery operations,
- Recruitment, dispatch, and training of sufficient numbers of volunteers to ensure adequate labor forces within the law enforcement agency during emergency conditions, and
- Designation of an office coordinator/liaison to participate in all phases of the county's emergency management program, when necessary, or as requested.

Additional information regarding law enforcement operations is given in the ESF-9, Search and Rescue, and ESF-13, Public Safety and Security, Annexes of this plan.

3.3.13 Legal Services

In accordance with Oregon laws and Yamhill County ordinances, the Office of County Counsel is responsible for:

- Offering legal services to the Board of Commissioners and key responders for matters related to disasters and recovery operational liability,
- Reviewing related emergency operations plans to determine legal implications for responsible officials,
- Familiarity with federal and state laws and county ordinances pertaining to disasters including but not limited to natural disasters, accidents, civil or political incidents, terrorist or criminal incidents, significant events, and designated special events,
- Maintaining a position in the policy group and serving 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,
- Maintaining liaison with the Attorney General of Oregon to obtain additional opinions, when needed,
- Notification to insurance carriers, obtaining and processing insurance materials during emergency situation for recovery and continuance of county operations, and
- Preparation of standby documents such as permits of entry forms, state of emergency declarations, and mutual aid formats.

3.3.14 Public Health and Human Services

The Yamhill County Public Health manager is responsible for coordinating public health and welfare services required to cope with the control of communicable and non-communicable illnesses associated with major emergencies, disasters and/or widespread outbreak. The health and human services director, acting in his/her assigned role as the appointed public health administrator, serves as department representative to the county emergency management organization and policy group. General responsibilities of Yamhill County Public Health include:

- Inspection of emergency shelters and feeding areas prior to opening,
- Coordination of access to care with hospitals, clinics, nursing homes/care centers, and mental health organizations, including making provisions for the “special needs” population,
- Coordination with the medical examiner and funeral directors to provide identification and disposition of human remains,
- Coordination of mass vaccination prophylaxis for biological, chemical or other incidents, as appropriate,
- Coordination of isolation and/or quarantine of infected persons,
- Coordination of delivery and set-up of the Strategic National Stockpile Plan,
- Through HHS, assist and support emergency counseling for disaster victims and emergency response personnel suffering from mental and emotional disturbances,
- Designation of a coordinator/liaison to participate in all phases of the County emergency management program, when necessary or as requested,
- Recommendation for disease control activities,
- Coordination of disease investigations as appropriate, and
- Providing of public education regarding hygiene, disease control, and other public-health related matters.

Additional information about relevant public health and medical service operations is presented in ESF-8, Public Health and Medical Services.

3.3.15 Public Works

The Yamhill County Road Director is responsible for providing the following:

- Inspection of bridges for structural damage immediately following the occurrence of a natural disaster (earthquake, flood, etc),
- Barricade of hazardous areas,
- Clearing of debris and coordination of temporary repairs of critical arterial routes and bridges,
- Identification and maintenance of Emergency Transportation Routes,
- Clearly defined detour routes for known problem areas and critical structures in the county,
- Support of police and fire rescue efforts with traffic control measures,
- Assistance with transportation resources for evacuations if necessary,
- Coordination of restoration of public facilities, roads, and bridges,
- Assistance to General Services in the acquisition and deployment of private resources,

- Assistance to General Services in the transport of supplies and equipment,
- Assistance to Community Development/Environmental Health Division with emergency waste disposal and sanitation, as necessary, and
- Designation of a department coordinator/liaison to participate in all phases of the County's Emergency Management Organization, incident management team and policy group when necessary or as requested.

Relevant operations are detailed in ESF-3, Public Works and Engineering.

3.3.16 Resource Management

The Board of Commissioners has overall authority to ensure appropriate measures are undertaken for effective management of a disaster response. Incident resources will be ordered through and by the Supply Unit in Logistics and upon their arrival at the desired destination, will be tracked and coordinated by the Resources Unit Leader in the Planning Section. Individual department directors will be responsible for managing those resources within their departments and coordinating requests for additional resources, unless a Unified Command Structure is initiated. In this case, all resources will be assigned and allocated by the Unified Command. In accordance with ESF-7, Resource Support, and using the Yamhill County Resource Guide, individual department directors will:

- Establish procedures for accessing emergency resources and supplies for disaster operations,
- Establish and maintain a personnel reserve and coordinate deployment of reserve personnel to county or city departments requiring augmentation,
- In collaboration with the finance section, establish emergency purchasing procedures and/or a disaster contingency fund, and
- Maintain records of emergency-related expenditures for purchases and personnel and maintain disaster cost assessment with the aid of the County Assessor and other department heads.

3.3.17 Risk Management

The County Administrator or designee will be responsible for the coordination of risk management for the County Emergency Management Organization. The incumbent will:

- Participate in the review of the basic and related EOPs to avoid liability incidents when an emergency situation occurs,
- Maintain a close advisory status with the Policy Group and resource management activity during a disaster response, and
- Participate in the assessment of hazardous or unsafe situations and assist in developing measures for ensuring the safety of disaster response personnel.

3.3.18 Shelter & Mass Care:

The Oregon Trail Chapter of the American Red Cross is a non-profit organization that provides services to meet the unmet emergency or disaster caused needs of those affected by such incidents. The Red Cross works with the county and other organizations to coordinate services that may include serving as a member of the county emergency operations organization and assisting however possible to ensure that the mass care needs of the affected population, such as sheltering,

providing first aid, reuniting families, feeding, welfare information, bulk distributions, counseling and emergency first aid are met.

General responsibilities include:

- Conducting shelter and feeding operations in cooperation with other agencies and in coordination with Yamhill County,
- Provide support to community based organization shelter operations, as resources permit,
- Providing counseling and first aid services at Red Cross sites,
- Facilitation of family reunification through the 'Safe and Well' website,
- Coordination of support with other city and county departments, relief agencies, and volunteer groups, and
- Provide a liaison to participate in all phases of the County emergency management program, when necessary or as requested.

Additional information about relevant shelter and mass care activities is detailed in the ESF 6, Mass Care, Emergency Assistance, Housing, and Human Services.

3.3.19 Volunteer Services

The Yamhill County Emergency Manager is responsible for coordinating the services of both emergent and registered volunteers to assist in the county's disaster response. The Yamhill County Sheriff's Office Volunteer Resources Unit (VRU) and the Yamhill County Citizen Corps Council (CERT, Medical Reserve Corps, and Volunteers in Police Service) will work with emergency management to address volunteer service needs for disaster victims. Relevant operations are detailed in ESF-5, Emergency Management, and ESF-6, Housing and Human Services.

3.3.20 Warning (Alert, Warning, Notification)

Yamhill Communications Agency (Y-COM) is the county's public safety answering point (PSAP) and is responsible for establishing and maintaining an alert and warning system. Warning operations are detailed in Annex ESF-2, Emergency Communications and Warning; general responsibilities include:

- Serving as the warning point for the Yamhill County Emergency Management Organization and all agencies receiving dispatch services,
- Implementing the National Warning and Alert System (NAWAS),
- Assisting in accessing the EAS or other warning or notification system as necessary or as requested by an IC, and
- Continuous receipt and dissemination of emergency and warning information to the public and user agency personnel. The Yamhill County Emergency Management Organization is responsible for further distribution to county agencies once notified by the 9-1-1 center and ensuring that the necessary flow of information is occurring throughout the County.

3.3.21 Other Roles and Responsibilities

Other County department and agency heads not assigned a specific function in this plan will be prepared to make their resources (to include personnel) available for emergency duty at the direction of the County Administrator or City Manager. As

there may be disaster situations that will require the services of all county employees, many would assist in the public safety response effort and may be required to work outside the scope of their day-to-day duties or responsibilities.

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

- Yamhill County Circuit Court,
- Volunteer services and faith-based organizations,
- School districts,
- Damage and assessment services,
- Financial and administrative services,
- Media partners and public information network,
- Community Emergency Response Teams (CERT), and
- Private sector partners, including railroads, energy/utility companies, and environmental clean-up contractors

3.4 Incorporated Cities

Incorporated cities within Yamhill County include: Amity, Carlton, Dayton, Dundee, Lafayette, McMinnville, Newberg, Sheridan, Willamina (with a small portion in Polk County), and Yamhill. Jurisdictional administrators, such as the mayor of incorporated cities within Yamhill County are responsible for the direction and control of their community resources during emergencies.

3.5 Regional Response Partners

All regional partners supporting emergency response in Yamhill County are included in existing Memorandums of Understanding (MOU) and Inter-Governmental Agreements (IGA) for Emergency Management Region I.

Regional response partners for Yamhill County may include:

- Salem and Tualatin Valley Regional Hazardous Materials Emergency Response Teams,
- Oregon Department of Energy (including Bonneville Power Administration),
- Oregon State Police,
- Oregon Funeral Directors Association,
- Oregon Department of Forestry, Forest Grove District,
- Oregon Emergency Management,
- U.S. Army Corps of Engineers,
- U.S. Department of Agriculture Forest Service, Central Oregon Fire Management Services,
- FEMA Region X,
- Health Resources and Services Administration, Region 2,
- Small Business Administration,
- Emergency Management offices from around the state, and
- Private Sector Organizations, and
- Contiguous county jurisdictions.

Private-sector organizations are encouraged to develop and maintain independent plans and capabilities to respond to and manage a complete spectrum of incidents and emergencies. The private sector is also encouraged to participate in training

and exercises with public sector partners to ensure the integration of plans and resources.

3.6 State Response Partners

Under the provisions of ORS 401.055 through 401.155, the Governor has responsibilities for the direction and control of all emergency activities in a State “declared emergency.” The administrator of OEM is delegated the authority by ORS 401.260 to 401.280 to coordinate all activities and organizations for emergency management within the State and for coordination in emergency matters with other states and the Federal government.

Under the direction and control of department heads, agencies of state government represent the state emergency operations organization. Responsibility for conducting emergency support functions are 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.

State response partners available to support Yamhill County should resource needs exceed that available to the County during an emergency incident include:

- Oregon Emergency Management,
- Office of the State Fire Marshal,
- Oregon Department of Transportation,
- Oregon Department of Forestry,
- Oregon Department of Parks and Recreation,
- Oregon Department of Agriculture,
- Oregon Department of Fish and Wildlife,
- Oregon Department of Environmental Quality,
- Oregon Department of Homeland Security,
- State Veterinarian’s Office, Division of Animal Health and Identification,
- Oregon Department of Energy,
- Oregon Department of Agriculture’s Oregon Veterinary Emergency Response Team,
- Oregon Department of Human Services,
- Oregon Department of Geology and Mineral Industries, and
- Oregon State Police.

3.7 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 Emergency Management Plan and, if necessary, the National Response Framework.

The following list is representative of the various departments and resources that the Federal Government may bring to bear on any given incident and by no means

is intended to convey the message that this list is the full extent of Federal support.

Federal government response agencies that may be called upon to support Yamhill County during an emergency incident may include, but are not necessarily limited to the:

- U.S. Coast Guard,
- U.S. Civil Support Team,
- U.S. Department of Defense,
- U.S. Department of Homeland Society,
- U.S. Forest Service,
- U.S. Natural Resource Conservation Service,
- U.S. Environmental Protection Agency,
- U.S. Department of Agriculture,
- U.S. Department of Health and Human Services,
- Centers for Disease Control and Prevention,
- U.S. Bureau of Land Management,
- National Ocean and Atmospheric Association Fisheries,
- Federal Bureau of Investigation, and
- U.S. Army National Guard.

4

Concept of Operations

A basic premise of emergency management is that incidents are generally handled at the lowest jurisdictional level possible. Primary roles involved during the initial emergency response will be that of traditional first responders, such as fire and police departments, sometimes also involving hospitals, local health departments, public works and regional response teams. Typically, as the emergency situation evolves and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for active coordination of the response to agencies or organizations involved with recovery operations. During an emergency, the priority of government is the safety and protection of human life.

4.1 General

The concept of emergency operations focuses on effective management and efficient use of all available resources in the county for a coordinated response to all types of emergencies. When emergency situations arise, and it is determined that normal organization and functions of county government are insufficient to effectively meet response activities needs, or upon the request of any Yamhill County City or Department, the county emergency manager will activate and implement all or part of this plan. In addition, the emergency manager may partially or fully activate and staff the county EOC based on an emergency's type, size, severity, and duration.

All involved county emergency services will implement individual EOPs, standard operating procedures (SOPs), Standard Operating Guidelines (SOGs) and supporting processes in support of the county emergency operations. These include providing Yamhill County Emergency Management with the following information throughout an incident's duration:

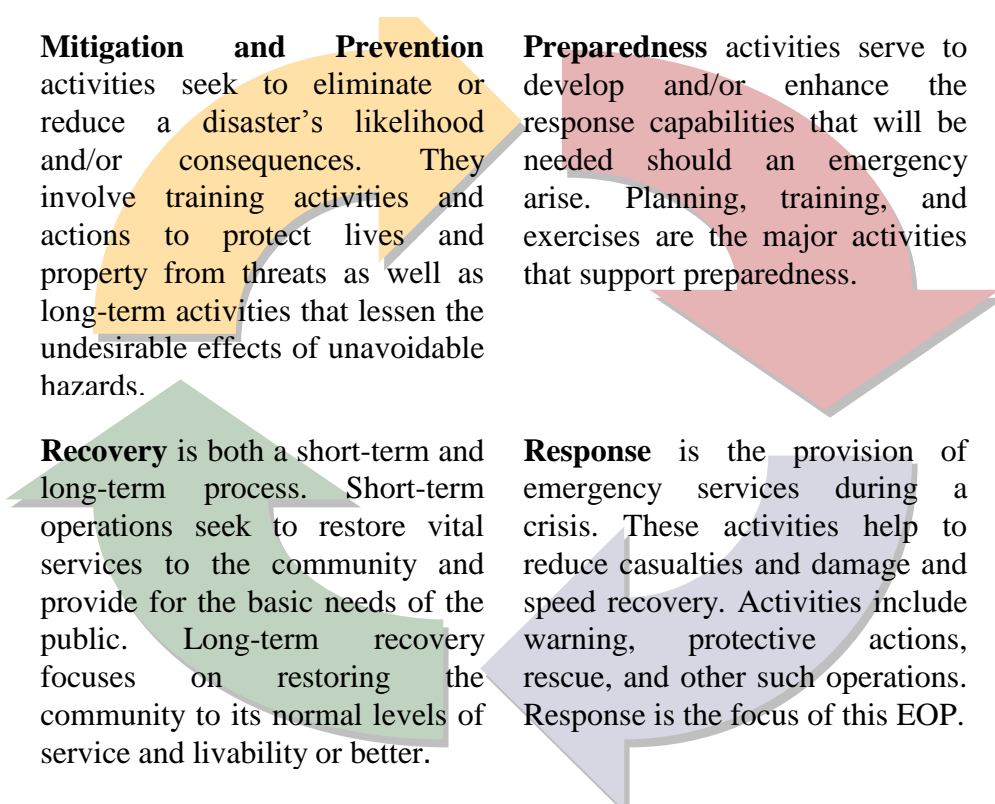
- Operational status,
- Readiness and availability of essential resources,
- Changing conditions and status of resources (personnel, equipment, facilities, supplies, etc.), and
- Significant concerns and issues dealing with potential or actual loss of life or property.

4.2 Emergency Response Context

This plan embraces the emergency management principle of all-hazards planning, which is predicated on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. It should be noted that this is an *emergency operations* plan rather than a *comprehensive emergency management* plan, as its emphasis is on *incident* management rather than on *program* management. That said, this plan impacts activity conducted before and after any

emergency operations take place; consequently, a brief description of the four phases of emergency management is provided below.

Figure 1: 4 Phases of Emergency Management



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

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

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

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

Additionally, this plan is implemented within the context of a continuous stream of incidents, events, and occurrences, any of which may develop into an emergency. Maintaining situational awareness is essential to 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 react effectively. Situational Awareness is an interactive process of sharing and evaluating information from multiple sources, integrating communications, reporting and conducting activities to forecast or predict incidents in order to detect and/or 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 parts of the private sector and the public.

4.3 Notification and Activation

The State of Oregon Emergency Alert System allows Yamhill County to provide emergency information and instructions during a pending or actual emergency incident or disaster. ESF 2, Communications, provides detailed information regarding how these systems are accessed, managed, and operated throughout an emergency's duration.

Emergency notification procedures are established among the response community, and call-down lists are updated and maintained through each individual agency.

Activation of additional response staff and services is also accomplished through YCOM and the Newberg-Dundee 9-1-1 dispatch and can be coordinated through the county EOC. Current emergency contact lists are maintained and available through the County EOC.

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

- Alert threatened populations and in collaboration with the sheriff, initiate evacuation as necessary. Refer to ESF 2 for more detailed information and specific procedures for issuing countywide warnings and alerts.
- Initiate emergency sheltering procedures with the American Red Cross and other community partners if evacuation procedures are activated. Refer to ESF 6 for more detailed information and specific procedures associated with sheltering, mass care, and related human services.
- Instruct appropriate county emergency services to activate necessary resources.
- Assign radio frequencies and communications equipment, implement a communications plan, and confirm interoperability among EOC staff and response agencies.
- Prepare a draft declaration document for the county BOC. Prepare and submit an IDA (Initial Damage Assessment) to facilitate a formal declaration of emergency or disaster from the county to OEM when it is determined that local resources will not meet the needs of local and county emergency operations. The official declaration may be preceded by a verbal statement.
- In emergencies, evacuations are most often accomplished by family groups using private vehicles. The county population residing outside a risk area will be instructed to remain at home, improve their protection, and obtain food and other necessities through retail outlets in the vicinity. Any resident who decides to remain in a risk area following an evacuation order will be informed that services within that area will be severely limited or non-existent due to emergency-imposed regulations.
- County personnel and support staff will be deployed to restore normal activity and provide essential community services as soon as possible following the emergency. Additional information regarding community recovery procedures can be found in ESF 20, Long Term Community Recovery.

4.4 Organizational Structure

4.4.1 Emergency Operations Centers

During a large-scale emergency, the Yamhill County EOC has the ability to operate as a multiagency coordination entity. The primary location for the County EOC contains a full complement of communications equipment.

If necessary, alternate EOC locations have been identified and informal agreements are currently in place for use of these facilities.

If a public health incident occurs, including pandemic influenza, Yamhill County Public Health and the two hospitals in the County may jointly staff a Medical Agency Operations Center (AOC). This center will be coordinated with the Yamhill County Public Health AOC and the Yamhill County EOC. It may well be that the decision is made to provide a public health liaison to the County EOC.

Other agencies may activate and staff individual AOC facilities for various types of emergencies; however, the County EOC will serve as the central point for coordination of response operations, resource requests, resource tracking, public information, and overall incident management.

4.4.2 Incident Command Posts and Field Operations

An Incident command post (ICP) may be established on-scene or within close proximity to an incident to support tactical operations. In addition, an incident communications center may be co-located with the ICP although this function is best located at an EOC if it is activated.

Depending on the incident type and agencies involved, numerous mobile command posts may be activated and implemented on-scene to provide additional resources and communication capabilities for the duration of response activities. If this occurs, these resources must be located together to avoid any dysfunction in the response.

The Yamhill County Sheriff's Office, in conjunction with the SAR team, has devised a concept for enhancing the ability to deploy emergency equipment. In the event of a disaster, emergency, or other situation where certain equipment is required, the Sheriff's Office maintains Emergency Response Vehicles. These Emergency Response Vehicles will be available for deployment to any emergency response agency in Yamhill County. Deployments outside of Yamhill County will be considered on a case-by-case basis and within the provisions of any existing mutual aid agreements.

All tactical and strategic operations occurring at the incident(s) will be coordinated by the incident commander and/or the operations section chief. All decisions will be communicated to the county EOC to track, manage, and allocate appropriate resources and personnel. Pre-designated facilities and staging areas may be identified and described in existing agency-specific emergency response plans and standard procedures. This information will be disseminated according to the incident type and local/county agencies involved in the response. The lead agency designated for each ESF is responsible for updating, maintaining, and disseminating appropriate plans, procedures, and guidance prior to, during, and following an emergency incident.

4.5 Incident Management

4.5.1 Interoperable Communications

Traditional communication lines—such as landline telephones, cellular phones, faxes, pagers, Internet and e-mail, radio, and satellite phones—are used and relied upon by county response personnel throughout the duration of response activities. A new county communications plan has been developed and is available on line and in the EOC.

The county EOC also has a fully functional and operational amateur radio capability through a collaborative agreement with the Amateur Radio Emergency Services (ARES) group.

The Yamhill County Public Health Communications Plan addresses the emergency communications needs for first response agencies in a public health emergency. Once implemented in its entirety, the plan provides a key role in interoperable communications throughout Yamhill County's first response agencies.

Specific information regarding Yamhill County communications is found in the ESF 2.

4.5.2 Response Priorities

The following response principles are listed in order of priority. The acronym LIP (life safety, incident stabilization and property/environmental conservation) identifies these nation wide priorities **and are constant**:

1. **Life safety:** self-protection and the protection of others from immediate harm.
2. **Incident Stabilization:** ensuring that the scene is as safe as it can be made and that no responders are being put needlessly in harms way.
3. **Property/Environment Protection:** preventing, mitigating, or otherwise minimizing property losses in a disaster, particularly to help avert danger to human life.
4. **Unit Reconstitution:** Recall of critical employees, if the incident occurs during non-working hours, and the collection, inventory, temporary repair, and allocation of County assets in order to provide maximum prompt, sustained operations in response to disaster (may include activation of the County EOC for the purpose of coordinating emergency response activities).
5. **Emergency Food and Shelter:** Provision of immediate food and shelter, primarily through the ARC and in coordination with the EOC, for disaster victims.
6. **Restoration of Infrastructure:** Restoration of critical infrastructures (utilities, telecommunications, transportation, etc.), typically requiring coordination among local, state, and Federal agencies and the private sector.

7. Statutory Response: Providing a partial or full range of County services beyond those of lifesaving, security, law enforcement, etc.; may include County support to other units of local government in their assigned missions, coordinating additional resources, declaring a state of emergency and requesting state and Federal assistance.
8. Near-Term Recovery: Restoration of lost or impaired capabilities caused by the effects of the disaster and return to normal operating conditions.

4.5.3 Initial Actions

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

- Alert threatened populations and, in collaboration with the Yamhill County Sheriff's Office, initiate dissemination of evacuation orders as necessary in accordance with Annex ESF-2, Communications.
- Initiate appropriate emergency sheltering procedures with the Red Cross and other community partners if evacuation procedures are activated. Refer to Annex ESF-6, Mass Care, Emergency Assistance, Housing, and Human Services, for more detailed information and specific procedures associated with sheltering, mass care, and related human services.
- Instruct appropriate county emergency services to activate necessary resources.
- Assign radio frequencies and communications equipment, implement a communications plan, and confirm interoperability among EOC staff and response agencies. Refer to Annex ESF-2, Communications, for more detailed information and specific procedures.
- When it is determined that local resources will not meet the need of local and county emergency operations, prepare a draft declaration document for the county BOC. Prepare and submit an IDA (Initial Damage Assessment) to facilitate a formal declaration of emergency or disaster from the county to OEM when it is determined that local resources will not meet the needs of local and county emergency operations. The official declaration may be preceded by verbal notification.
- Refer to Annex ESF-7, Logistics Management and Resource Support, for more detailed information and specific procedures.

4.5.4 Direction and Control

Direction and control of Yamhill County emergency operations will occur in a manner consistent with the NIMS as outlined in HSPD 8, March 2004, and as described in Section 5, Direction and Control.

4.5.5 Inter-jurisdictional Coordination

Municipalities

The Chief Executives of incorporated cities within the County are responsible for the direction and control of their local resources during emergencies, including requesting additional resources not covered under mutual aid for emergency operations. If the county EOC has been activated, even on a partial basis, it is recommended that all resource and supply requests be directed to the Logistics Section of the EOC, including any requests for a county or state declaration of emergency or presidential disaster declaration. In the event of formation of a Unified Command (UC) Structure, direction and control of all resources is assigned to the UC.

Under the provisions of ORS 401.305, each city may establish an emergency management agency and appoint an emergency program manager. Cities that do so shall notify the County of the individual responsible for emergency management activities in their respective jurisdictions. Any city not choosing to establish an emergency management agency may develop a cooperative intergovernmental agreement with the County, specifying the emergency management activities to be accomplished at each level. If a City takes no action to increase its emergency management capability, that fact should be considered in county planning, and county resources will be deployed under the direction of the county to respond should emergency conditions arise that threaten residents of that city.

Special Service Districts

These districts provide services such as fire protection and water delivery systems that are not available from 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.

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, to include providing assistance as appropriate in any actions taken by industry to meet State emergency preparedness regulations governing critical infrastructure. Certain entities such as schools, hospitals, nursing/care homes, and other institutional facilities are required by Federal, State or local regulations to have disaster plans. The emergency manager will also work with volunteer organizations in the provision of specific 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 Red Cross, Salvation Army, church or faith-based groups, amateur radio clubs, Community Emergency Response Teams, Medical Reserve Corps, Volunteers in Police Service, etc. The emergency manager shall provide the public access to educational/instructional

materials and presentations on subjects regarding safety practices and survival tactics for the first 72 hours of a disaster.

Mutual Aid

State law (ORS 401.480 and 401.490) authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their need (e.g., the Omnibus Mutual Aid Agreement). Counties may also request assistance through the Emergency Management Assistance Compact (EMAC). 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).

State Government

The State emergency organization as outlined in the State of Oregon Emergency Operations Plan can be activated through the Oregon Military Department, Emergency Management Division. This division provides a duty officer 24 hours a day. The State provides direct state agency support to the local level and serves as a channel for obtaining resources from outside the State structure, including the assistance provided by Federal agencies. Local resources (personnel, equipment, funds, etc.) should be exhausted or projected to be exhausted before a County requests state assistance.

Federal Government

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

4.6 Transition to Recovery

4.6.1 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 near and long-term recovery operations. It is important for emergency responders to complete all forms, reports, and other documentation and submit materials to appropriate supervisors.

4.6.2 Recovery

Recovery is made up of steps the County will take after an emergency to restore government function and community services to levels existing prior to the emergency. Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public, such as bringing necessary lifeline systems (e.g., electric

power, natural gas, 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 County can concentrate on long-term recovery efforts, which focus on restoring the community to a normal or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. This is also the phase for reassessing applications, processes, and functions of all annexes of this plan for deficiencies. Upgrade of damaged areas is possible if it can be shown that extra repairs will mitigate or lessen the chances of, or damages caused by, another such similar disaster.

Annex ESF-20, Long-Term Community Recovery, summarizes specific procedures and plans to support recovery, mitigation, and economic stabilization for the County following a disaster. In addition, a formal Recovery Strategy has been established for Yamhill County and will be implemented in conjunction with this EOP as warranted by emergency incidents. This strategy addresses the following topics:

- Responsibilities and procedures for damage assessment,
- Request procedures for recovery assistance,
- Redevelopment planning,
- Public information regarding available recovery assistance, and
- Capturing and implementing lessons learned.

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5

Command and Control

In accordance with ORS 401.025, the responsibility for emergency management and direction and control in time of disaster belongs to the elected Board of Commissioners. The Board is empowered to assume executive control over **all** departments, divisions and offices of Yamhill County during a state of emergency.

The Board, in collaboration with the emergency manager and the sheriff, will ensure that performance of such duties as imposing regulations, causing emergency measures to be implemented and enforced, and designating emergency areas are accomplished in a timely and professional manner. In the event that the chairperson is unable to perform the above duties, the persons listed in the 'Line of Succession' found in Yamhill County Ordinance 759 (as amended) and in Section 1.4.6, of this document shall perform the duties. Any member of the board, the sheriff, or the county administrator may declare a "state of emergency," place this plan into effect, and activate and staff the county EOC on a full or partial basis. Senior leadership of Yamhill County cities, chief of the county Fire Defense Board and county departments may request activation of the EOC. The emergency manager may activate the EOC at any time thought to be appropriate. When the EOC is activated at any level, it shall be in accordance with the protocols established by the Department of Emergency Management as outlined in section 3.3.2 of this document. In the event that one or more of the above actions is implemented, a report of such action will be made to the Yamhill County Board of Commissioners at the first available opportunity.

The Yamhill County Emergency Manager is responsible for assuring that coordinated and effective emergency response systems are developed and maintained. Existing agencies of government will perform emergency activities related to those they perform routinely whenever possible. When it is not possible or prudent for county employees to function in their customary roles, departments will provide personnel to other departments or agencies whenever possible for assignment wherever needed without putting the employees at risk or in danger.

Specific positions and agencies are responsible for fulfilling their obligations as presented in the EOP and individual annexes. As chair of the policy group, the board chairperson will provide overall direction of response activities of all County departments. In accordance with ORS 401, the board chairperson may take extraordinary measures in the interest of effective emergency management. Department heads will retain control over their employees and equipment unless directed otherwise by the emergency manager. Each agency will be responsible for ensuring that its own Standard Operating Procedures (SOP) and/or Standard Operating Guidelines (SOG) are followed during response operations.

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

5.1 Continuity of Operations/Continuity of Government

In event that the **Chairperson of the Yamhill County Board of Commissioners is unavailable or unable** to perform his or her duties under this plan, the duties shall be performed by:

- Vice-Chair of the Board of Commissioners,
- Third member of the Board,
- County sheriff,
- County administrator,
- Deputy county administrator,
- County counsel,
- District attorney,
- Director of Yamhill County Health and Human Services,
- Director of the Yamhill County Road Department,
- Manager of Yamhill County Information Systems,
- County Surveyor,
- Director of County Planning and Development.

The administrative head of each county department shall establish, in writing, a line of succession and a delegation of authority. Lines of succession and delegations of authority within incorporated cities in Yamhill County shall be drawn in accordance with plans or procedures developed by each city.

All elements of county and city government will provide for the preservation of important records on hand prior to the emergency. Emergency operations activity reports also constitute vital records and should be retained and preserved to ensure continued operation and reconstitution of local government during and after catastrophic disasters.

5.2 Incident Command System

Yamhill County has established a command structure that will be implemented to manage an emergency situation. This system will be utilized to support activation and operational procedures, and establish EOC position checklists compliant with NIMS/ICS. This information is available through the emergency manager and is located at the EOC in hardcopy format and on the emergency management web site.

A typical ICS organizational chart for Yamhill County is presented in Figure 2.

Plain language shall be used during all aspects of emergency response in Yamhill County and is essential to public safety and 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, no matter the size, scope, or complexity of the incident. The ability of responders from different jurisdictions and different disciplines to work together depends greatly on their ability to communicate with each other.

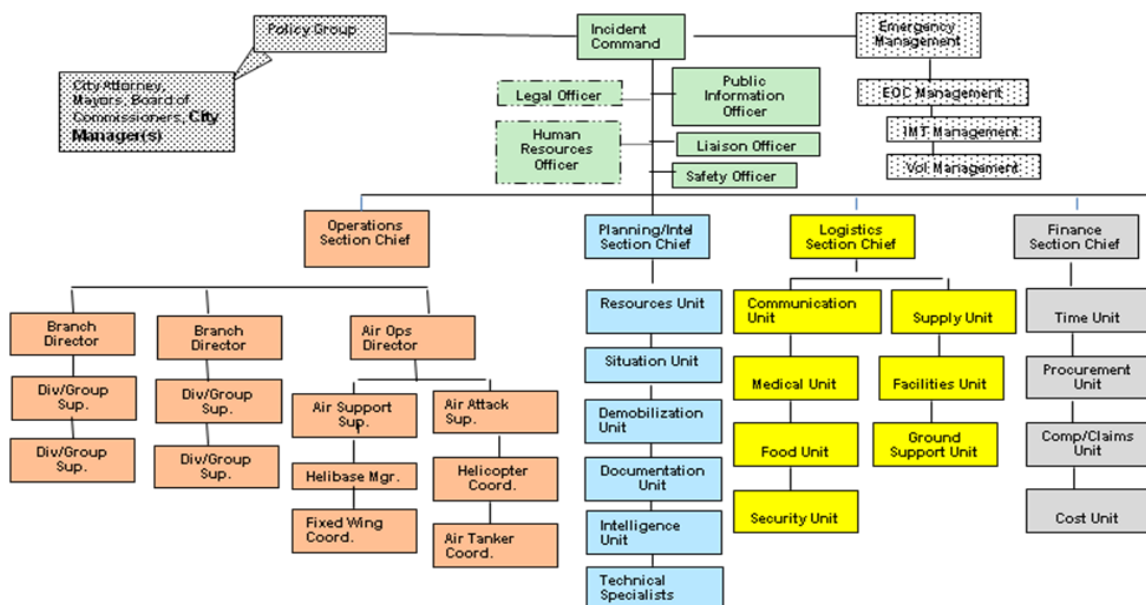
In certain instances, more than one related ICS position may be managed by a single staff person due to limited personnel and resources available in the County. Thus, it is imperative that all primary and alternate EOC staff members are trained in their specific ICS functions and cross-trained in others. Regularly exercising the ICS, including sub-functions and liaison roles with volunteers and other support staff, will improve overall EOC operation efficiency and add depth to existing County emergency management and response organizations.

Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle managers, and command and general staff.

NIMS identifies these positions as:

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

Figure 2:



5.2.1 Incident Commander (IC)

Generally, the initial IC will be the first responder managing the response. As the incident progresses in duration or scope, a different agency representative or appointed official may transition into the IC role. Additional information about typical ICS assignments during emergency response regarding lead and support roles is provided in the ESF Annexes and the IAs (Incident Specific Annex) published as adjuncts to this plan.

In general, the IC is responsible for all functions not assigned to one of the ICS sections and for the following specific tasks:

- Determine initial incident objectives and strategies,
- Approve and support implementation of an Incident Action Plan (IAP),
- Coordinate all activities supporting the incident or event,
- Liaise with local, state and federal officials, elected and appointed,
- Approve release of information through the Public Information Officer (PIO), and
- Perform the duties and functions of any and all Command and General Staff ICS positions to which no one is assigned.

5.2.2 Command Staff Positions

Safety Officer

The duties of Safety Officers include the following:

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

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 stakeholders. These duties include the following:

- Develop and coordinate release of information to incident personnel, media, and the general public,
- Coordinate information sharing among the public information network through the use of a Joint Information System (JIS) and, if applicable, establish and staff a Joint Information Center (JIC),
- Implement information clearance processes with the IC,
- Advocate FOR the media, and
- Conduct and/or manage media briefings and implement media-monitoring activities.

Liaison Officer

Specific liaison roles may be incorporated into the command structure established at the 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 (ARC). Responsibilities typically included in a liaison role include:

- Serve as the contact point for local government officials, agency or tribal representatives, and stakeholders,
- Coordination of council of churches and other volunteer agencies,
- Coordinate information and incident updates among cooperating and assisting agencies, and
- Provide resource status updates and limitations among personnel, capabilities, equipment, and facilities to the IC, government officials, and stakeholders.

5.2.3 General Staff Positions**Operations Section Chief**

The Operations Chief position is typically filled by the lead agency managing response activities for a specific type of incident. The Operations section is typically organized into functional units involved in tactical operations. Thus, typical agencies included in the Operations Section are fire (emergencies dealing with fire, earthquake with rescue, or hazmat), 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), and public works (incidents resulting in major utility disruptions, damage to critical infrastructure, and building collapse). Private entities, companies, and non-governmental organizations may also support the Operations section.

The Operations Chief is responsible for:

- Developing subsequent incident operational and tactical objectives,
- Developing and coordinating tactical operations to carry out the objectives outlined in the IAP,
- Working with Planning and the IC to develop a realistic operational and resource strategy,
- Participating in the Strategy Meeting Briefing,
- Participating in the development of the IAP (ICS 202, 203,204), and
- Requesting resources needed to support the IAP.

Planning Section Chief

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

- Collecting, evaluating, and disseminating information about the incident,

- Preparing and disseminating the IAP,
- Tracking of all incident resources, (T-Cards, etc),
- Generating resources status reports,
- Development of incident status summary reports (ICS 209),
- Documentation of the entire incident,
- Mapping of the incident,
- Demobilization of resources,
- Conducting planning meetings;
- Conducting tactical and shift change briefings, and
- Developing contingency plans for tactical operations.

Logistics Section Chief

Depending on the incident's type and size, Logistics can be divided into two branches: Service and Support. The Logistics Chief is responsible for:

- Ordering, providing and managing certain resources to meet the needs of the incident,
- Managing various coordinators of particular resources, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel,
- Manage food, communications and medical programs for responders,
- Estimating future support and resource requirements, and
- Assisting with development and preparation of the IAP (ICS 205, 206).

The Logistics section is supported by units including: Supply, Facilities, Ground Transportation, Food, Medical and Communications. A Security unit is often included in this section.

Finance/Administration Section Chief

The Finance/Administration section is specific to the incident type and severity of resulting impacts. In some instances, agencies may not require assistance, or only a specific function of the section may be needed 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,
- Developing alternative emergency purchasing procedures and protocols, and
- Conducting cost analyses.

5.2.4 Incident Command Posts and Other Facilities

ICPs may be established on-scene or within close proximity to an incident to support tactical operations. In addition, an incident communications center is sometimes co-located with the ICP. Depending on the incident type and agencies involved, mobile command posts may be used on-scene to augment resources and capabilities for the duration of response activities. However, when multiple ICP's are employed, *they must be co-located* to avoid confusion and dysfunction.

5.3 Multi-Agency Coordination

5.3.1 Unified Command (UC)

Incidents occurring in several geographic and/or functional jurisdictions may share response authority. ICS has the ability to integrate all such local, county, regional, state, and federal agencies into a single organizational system, maximizing coordination of response activities and avoiding duplication of efforts. Establishing a UC allows the IC position to be a matter of collaboration and consensus among several participating agencies and organizations. UC members retain their individual authorities and responsibilities but work to resolve shared issues in a cooperative fashion to enable a more efficient response and recovery.

In a large incident involving multiple jurisdictions and/or regional, state, and federal response partners, a UC may replace a single organization IC. Each of the four primary ICS sections may be further subdivided, as needed. Figure 3 is an example of a unified command organizational chart for Yamhill County, providing operational flexibility to expand or contract staffing depending on the incident's nature and size.

5.3.2 Emergency Operations Center

A command structure has been established for the primary County EOC that includes two or more incident management teams (IMT). Individual EOC staff and IMT members are trained in specific EOC positions. In the event that Yamhill County experiences a shortage of EOC staffing for an extended period, support staff and other personnel may be called upon to support EOC functions that are outside their specific areas of expertise but within the same section. These employees may be temporarily assigned to EOC duties even though they may have received NO appropriate training. In these cases, a brief 'just in time' training session will be conducted so these persons will be able to provide adequate support.

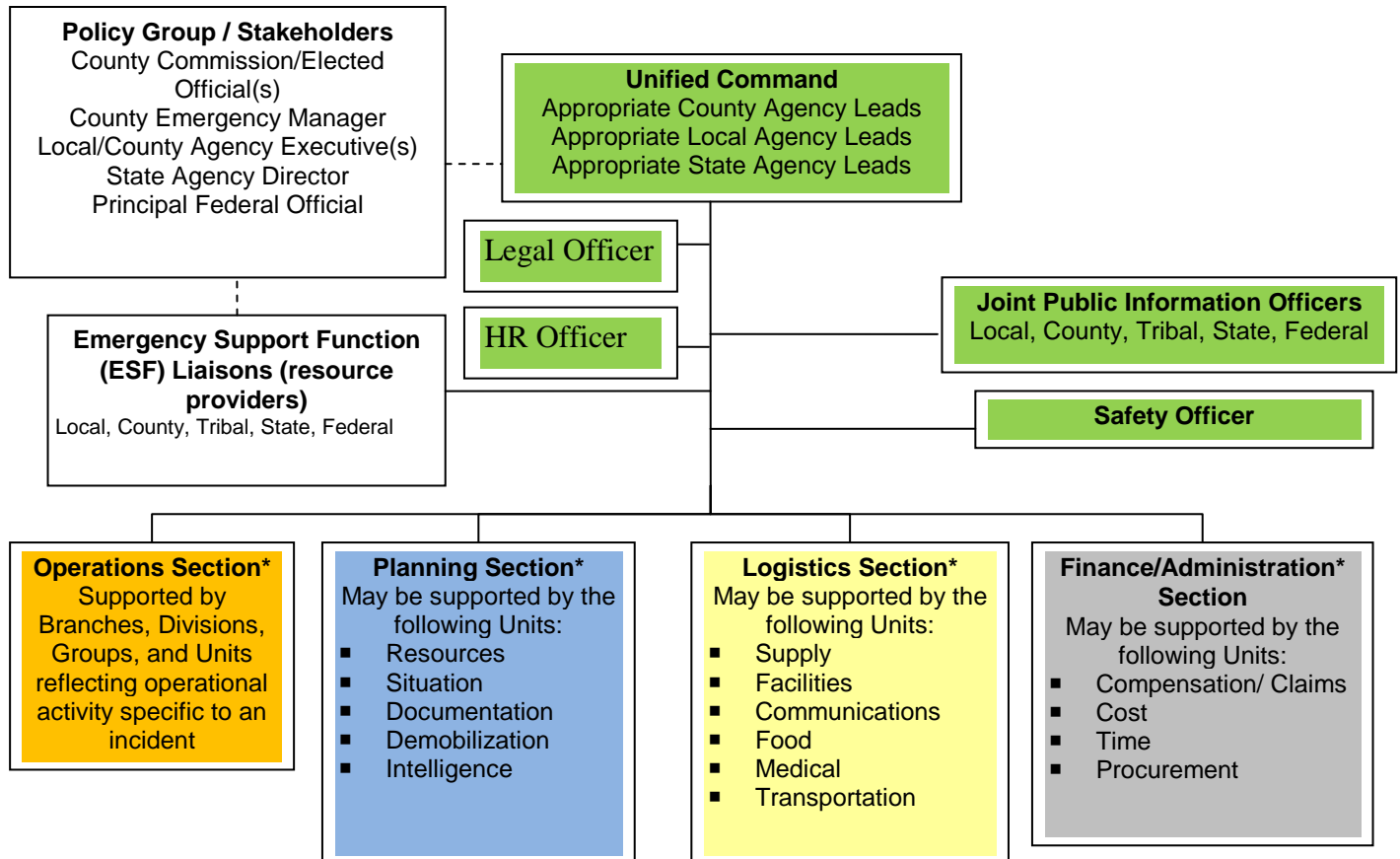
Other agencies may activate and staff individual Agency Operations Centers (AOC) or Department Operations Center (DOC) facilities for various types of emergencies. For example, if a biological incident such as pandemic influenza occurs, area hospitals and medical centers may elect to activate an AOC which will coordinate closely with the Yamhill County Public Health's AOC and the Yamhill County EOC. In most cases a more prudent and efficient approach would be for the Medical community to provide a Liaison person to the County EOC. In all cases, however, the County EOC will serve as the central point for coordinating response operations, resource requests and tracking, public information, and overall incident management.

The stand-alone ESF annexes to this plan contain general guidelines for Yamhill County governmental entities, organizations, and County officials/departments to carry out responsibilities assigned at the County EOC or other designated facility where response efforts will be coordinated. Table 9, below, summarizes typical

assignments for each ESF that may be necessary during an emergency incident. These assignments may be adopted for local and agency operations centers as well. Note that the lead agency designated for each ESF is responsible for updating, maintaining, and disseminating appropriate plans, procedures, and guidance prior to, during, and following an emergency incident.

Table 9: ESF Assignments Within ICS

ESF No.	Title	Section
ESF-1	Transportation	Logistics, Planning
ESF-2	Communications	Operations
ESF-3	Public Works	Operations
ESF-4	Firefighting	Operations
ESF-5	Emergency Management	Incident Command
ESF-6	Mass Care, Emergency Assistance, Housing and Human Services	Operations, Logistics, and Liaison
ESF-7	Logistics Management and Resource Support	All
ESF-8	Public Health and Medical Services	Operations and Liaison
ESF-9	Search and Rescue	Operations
ESF-10	Oil and Hazardous Materials Response	Operations
ESF-11	Agriculture and Natural Resources	Operations
ESF-12	Energy	Logistics
ESF-13	Public Safety and Security	Operations
ESF-14	Long-Term Community Recovery	Administration/Finance and Planning
ESF-15	External Affairs	Incident Command, PIO and Liaison

Figure 3 Example of a Unified Command Structure for Yamhill County

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

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6

Plan Development, Maintenance, and Implementation

The county emergency manager will brief the appropriate public and private officials concerning their roles in emergency management and ensure proper distribution of the plan, including any amendments made to the plan. The effectiveness of the EOP will be contingent upon all responsible parties having knowledge of their role in its implementation. Following initial plan approval, all changes will be made by emergency management and forwarded to the plan distribution list. Each person holding and maintaining a hard copy of the plan will make the necessary modifications to the plan and log the changes in the CHANGE FORM at the front of the plan.

All agencies will be responsible for the development and maintenance of their respective annexes, SOGs and SOPs as identified on the “Annex Assignment” page located in the front of this plan. Emergency management will ensure that an annual review of the plan is conducted by all officials involved and that the plan is re-certified not longer than every five (5) years by the Yamhill County Board of Commissioners.

The plan will be updated, as necessary, based upon deficiencies identified through drills, exercises, real-life responses, changes in risk environment or changes in the structure of local government. As a minimum, activation of the EOP will occur at least once a year in the form of a simulated emergency in order to provide practical experience for those with EOC responsibilities.

This plan supersedes all previous editions of the Yamhill County Emergency Operations Plan and is effective upon signing by the BOC Chairperson. If any portion of this plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of the plan.

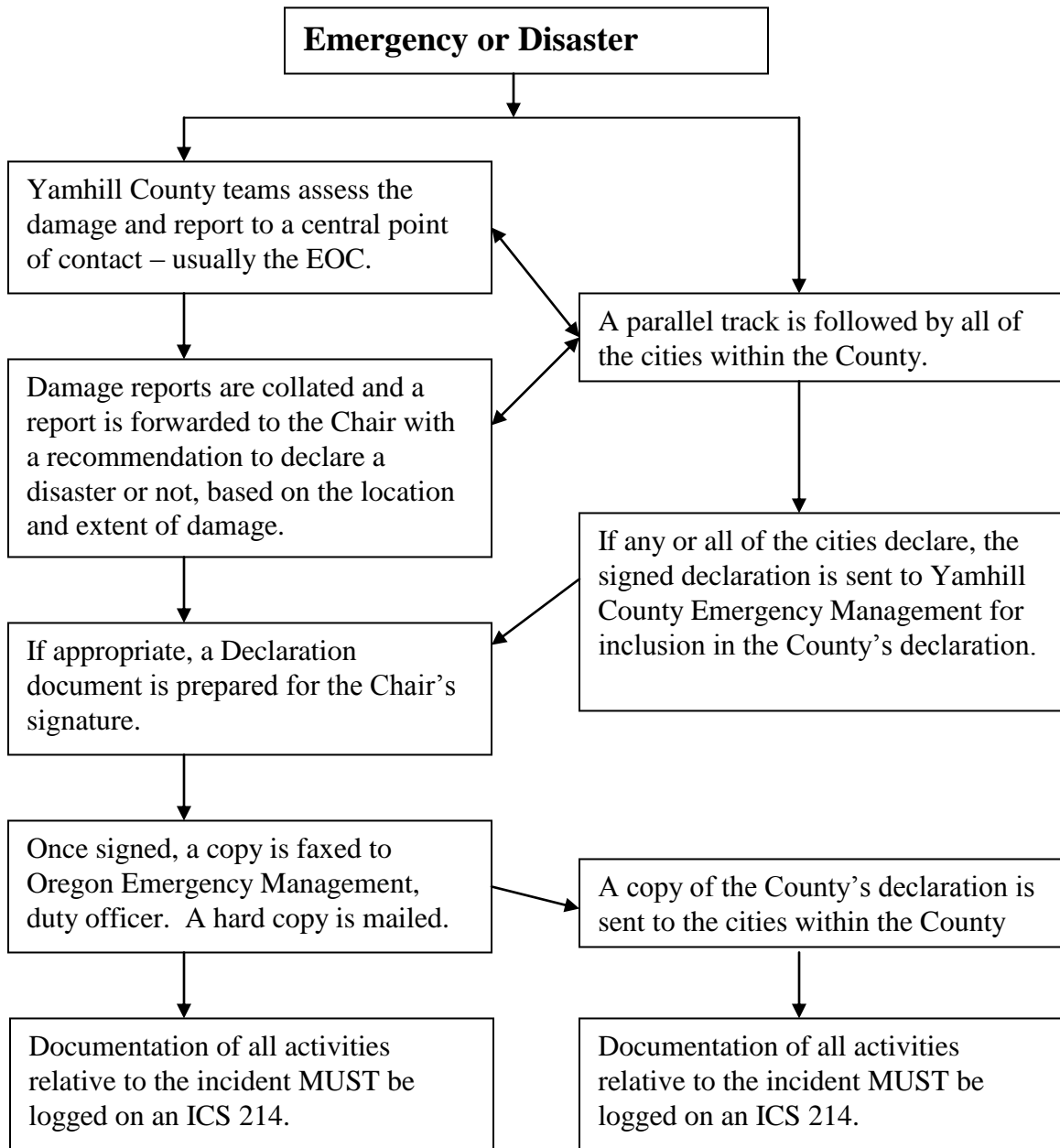
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A

Templates and Forms

EMERGENCY DECLARATION PROCESS

Figure 4



It is anticipated and expected that if the emergency or disaster is obviously wide spread or damage assessment activities indicate this to be the case, the Chair will make a Disaster Declaration without waiting for any of the cities within the County to make contact and the supporting documentation will be acquired after the fact.

I further declare that the duration of the declaration of emergency shall be from _____ o'clock a.m./p.m. on _____ day of _____, 20____, to and including _____ o'clock a.m./p.m. on _____ day of _____, 20____.

I further declare the following hours of curfew for the area described above. All persons, other than authorized official personnel, are hereby prohibited from being on the streets, in parks, and other public places during the hours of curfew from _____ o'clock p.m. to _____ o'clock a.m. of each day during the period described above.
(Optional paragraph)

DONE THIS _____ day of _____, 20____ at Yamhill County, Oregon.

By _____
Chair, Yamhill County Board of Commissioners

APPROVED AS TO FORM:

By _____
Rick Sanai, Yamhill County Counsel

**THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON
FOR THE COUNTY OF YAMHILL
SITTING FOR THE TRANSACTION OF COUNTY BUSINESS**

In the Matter of Requesting the _____)
Governor of the State of Oregon _____) Resolution _____
to declare Yamhill County; _____)
an Emergency Area / a Disaster Area _____)

THE BOARD OF COMMISSIONERS OF YAMHILL COUNTY, OREGON ("the Board")
sat for the transaction of county business in formal session on _____, 20____, at _____
a.m./p.m. in _____, Commissioners _____,
_____, and _____ being present.

WHEREAS, _____
(incident)
has affected Yamhill County, specifically:

(specify N, E, W, S boundaries of impacted area or entire City limits)

WHEREAS, this emergency/disaster was caused by _____

(describe cause of incident more specifically)

WHEREAS, the following conditions, _____

_____, now
exist in the impacted area.

WHEREAS, _____(number) residents of Yamhill County are at risk of
_____ because of this emergency. Initial estimates of costs and losses total at least
\$_____ as summarized on the attached Initial Damage Assessment
report form. (This paragraph is optional depending upon needs and type of emergency).

WHEREAS, the Yamhill County Code 7.4, serves as a basis for an emergency declaration
and shall be an exercise of police power and emergency control in the public's interest.

WHEREAS, I _____, Chair of the Yamhill County Board of Commissioners, declare the area described in the first paragraph above, to be in a “State of Emergency” on _____ day of _____, 20____, at _____ o’clock a.m./p.m., and,

WHEREAS, Yamhill County has expended all its own resources and the available resources of its mutual aid/cooperative assistance agencies in response to the emergency and further response to the emergency is beyond Yamhill County’s capability.

IT IS HEREBY RESOLVED that I, _____, Chair of the Yamhill County Board of Commissioners affirm that

1. A “State of Emergency” exists in Yamhill County, and
2. All appropriate and available resources have been expended and further response is/is not beyond the capability of Yamhill County.

I respectfully request appropriate support from State and/or Federal agencies, as provided in ORS 401.055 and 401.115, for the following forms of assistance. *(State needs/support not agencies.)*

I further affirm appropriate support from other agencies for the following forms of assistance. (Optional paragraph)

BE IT FURTHER RESOLVED that I, _____, respectfully request that the Governor of the State of Oregon declares/does not declare Yamhill County to be in a “State of Emergency” as provided in ORS 401.055.

DONE THIS _____ day of _____, 20____ at Yamhill County, Oregon.

By _____
Chair, Yamhill County Board of Commissioners

APPROVED AS TO FORM:

By _____
Rick Sanai, Yamhill County Counsel

Declaration of Local Emergency/Disaster

WHEREAS, the County of Yamhill on the ____ day of _____, 20__, has:

____Suffered widespread or severe damage, injury, or loss of life and/or property

____Determined there is imminent threat of widespread or severe damage, injury, or loss of life and/or property

Resulting from _____, and impacting the following area(s) of Yamhill County:

WHEREAS, the Board of Commissioners has determined that extraordinary measures must be taken to protect and alleviate the suffering of people and to protect or rehabilitate property; and

WHEREAS, all Yamhill County resources have been or are about to be completely exhausted;

NOW, THEREFORE, BE IT PROCLAIMED by the Board of Commissioners of Yamhill County:

1. That a state of Emergency ☐ Disaster ☐ is declared within Yamhill County.
2. That the Emergency Operations Plan has been implemented and the EOC is activated.
3. That Chapter 401, section 305 of the Oregon Revised Statutes regarding Powers of Local Governments in Emergency Service procedures, provides the basis for invoking this Emergency Declaration for a period of ____ days from the date hereof, unless the same is continued by consent of the County Court of Yamhill County, Oregon.
4. That this proclamation shall take effect immediately from and after its issuance.

DONE THIS _____ day of _____, 20__ **at Yamhill County, Oregon.**

By _____
Chair, Yamhill County Board of Commissioners

ATTEST:

Rebekah Stern Doll
County Clerk

By _____
Deputy Anne Britt

County of Yamhill: Court Order**Number:**

Declaration Extension

WHEREAS, on _____, 20____, the County Judge issued an Emergency/Disaster Declaration declaring a state of emergency/disaster for Yamhill County resulting from:

_____, and

WHEREAS, the conditions necessitating the declaration of a state of disaster continue to exist; and

WHEREAS, that Chapter 401 of the State of Oregon revised Statutes provides the authority for emergency response in disaster situations and that this proclamation shall remain in effect for a period of _____ days unless amended by consent of this County Court.

1. That the state of disaster proclaimed for Yamhill County by the County Judge on _____, 20____, shall continue until terminated by order of the County Court.

2. That this Court Order shall take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of Yamhill County and it is accordingly so ordained.

ORDERED this ____ day of _____, 20____

County Judge

ATTEST:

County Clerk

Declaration of Local (City) Emergency/Disaster

WHEREAS, the City of _____ on the ____ day of _____, 20____, has:

____Suffered widespread or severe damage, injury, or loss of life and/or property

____Determined there is imminent threat of widespread or severe damage, injury, or loss of life and/or property

Resulting from _____, and

WHEREAS, the Mayor has determined that extraordinary measures must be taken to protect and alleviate the suffering of people and to protect or rehabilitate property; and

WHEREAS, all available City resources have been or are about to be exhausted;

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor of the City of

_____:

1. That a state of Emergency ☐ Disaster ☐ is declared within City of

2. That the Emergency Management Plan has been implemented.

3. That Chapter 401, section 305 of the Oregon State revised statutes regarding Powers of Local Governments in Emergency Service procedures, provides the basis for invoking this Emergency Declaration for a period of _____ days from the date hereof, unless the same is continued by consent of the City Council of City of _____, Oregon.

4. That this proclamation shall take effect immediately from and after its issuance.

ORDERED this _____ day of _____, 20____.

Mayor, City of _____

ATTEST:

City Clerk, City of _____

City of _____

Ordinance Number:

Emergency/Disaster Declaration Extension

WHEREAS, on _____, 20____, the Mayor issued a proclamation declaring a state of emergency/disaster for the City of:

Resulting from:

_____, and

WHEREAS, the conditions necessitating the declaration of a state of emergency/disaster continue to exist; and

WHEREAS, that Chapter 401 of the State of Oregon revised codes provides the authority for emergency response in disaster situations and that this proclamation shall remain in effect for a period of _____ days unless amended by consent of this governing body.

1. That the state of emergency/disaster proclaimed for the City of _____ by the Mayor on _____, 20____, shall continue until terminated by order of the City Council.

2. That this Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of the City of _____ and it is accordingly so ordained.

ORDERED this ____ day of _____, 20____

Mayor

ATTEST:

City Clerk / Recorder

Index of Incident Command System Forms in Normal Use

ICS201 - Incident Briefing form (4 part document) ←
 ICS202 - Incident Objectives ←
 ICS203 - Organization Assignment ←
 ICS204 - Division / Group Assignment ←
 ICS205 - Incident Radio Communications Plan←
 ICS206 - Medical Plan ←
 ICS207 - Organizational Chart
 ICS209 - Incident Status Summary report←
 ICS211 - Incident Check-In Lists←
 ICS213 - General Message form←
 ICS214 - Unit Log form – 2 sided ←
 ICS215 - Operational Planning Work Sheet
 ICS215a - Incident Action Plan Safety Analysis
 ICS216 - Radio Requirements Worksheet
 ICS218 - Support Vehicle Inventory form
 ICS220 - Air Operations Summary←
 ICS221 - Demobilization Checkout←
 ICS224 - Crew Performance Rating form
 ICS225 - Incident Personnel Performance Rating form
 ICS226 – Individual Performance Rating form

ICS 201 is to be used to brief the FIRST incoming relief Incident Commander. Subsequent incoming IC's will be briefed using the current Incident Action Plan (IAP).


Items with ← are to be included in EOC training.

ICS 202 through ICS 206 are the required documents for an IAP. Other documents and forms may be added as desired or necessary.

A full set of ICS plans are also available at:

<http://www.nwcg.gov/pms/forms/icsforms.htm>

Table 10: ICS Form Links

ICS 201	Incident Briefing *	
ICS 202	Incident Objectives **	
ICS 203	Organization Assignment List **	
ICS 203UC	Organization Assignment List **	
ICS 204	Division Group Assignment List **	

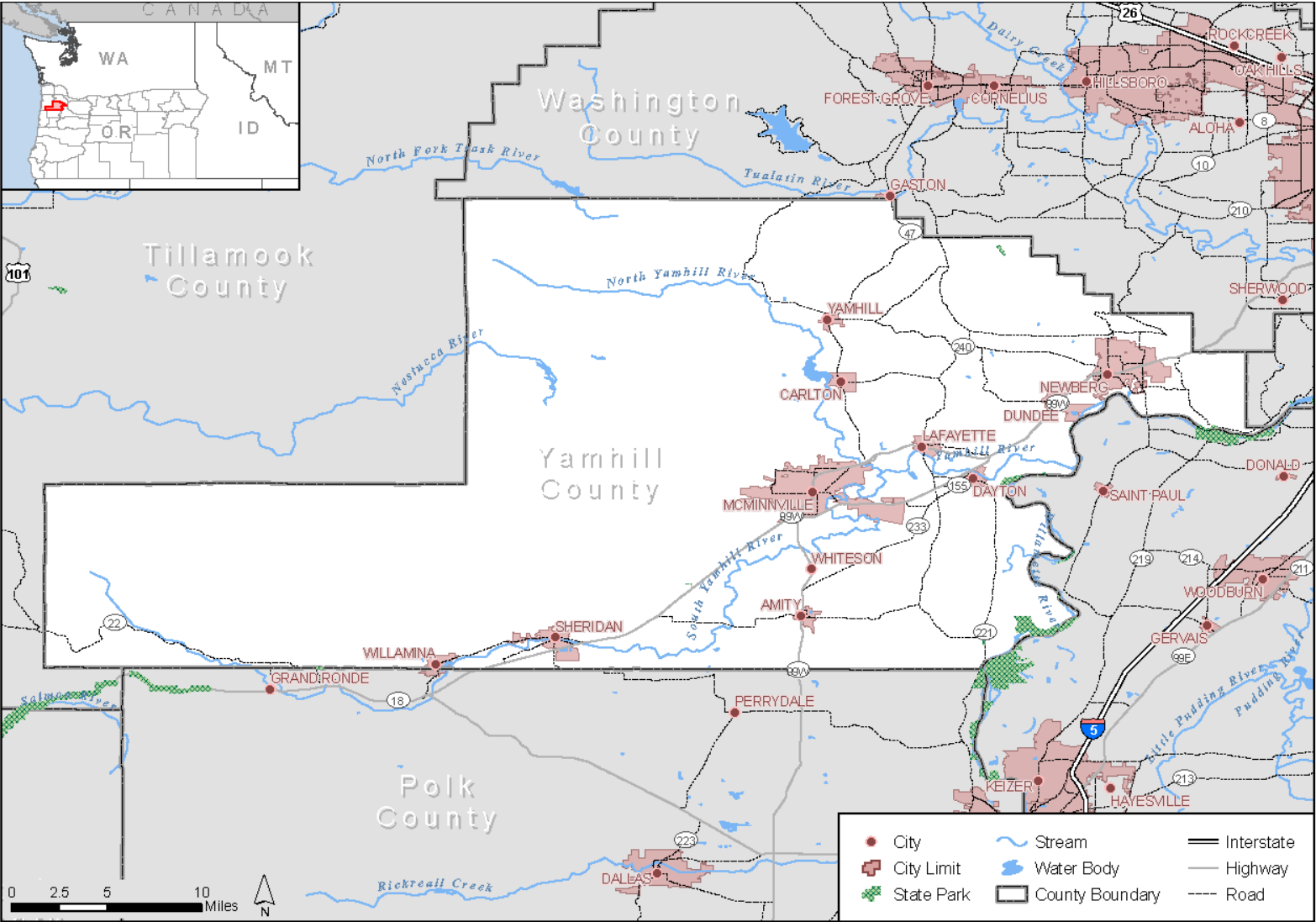
ICS 205	Incident Radio Communications Plan **	
ICS 205	** DRAFT ** Incident Communications Plan	
ICS 206	Medical Plan **	
ICS 207	Organization Chart	
ICS 208	Site Safety and Control Plan	
ICS 211	Check in List	
ICS 212	Incident Demobilization Vehicle Safety Inspection (3-Part NCR Form, 2-sided)	
ICS 214	Unit/Activity Log (2-sided) ***	
ICS 215A	Incident Action Plan Safety Analysis	
ICS 215G ICS 215	Operational Planning Worksheet	
ICS 215M	Incident Resource Projection Matrix	
ICS 215W	Operational Planning Worksheet	
ICS 216	Radio Requirements Worksheet	
ICS 217	Comm. Resource Availability Worksheet	
ICS 218	Support Vehicle Inventory	
ICS 220	Air Operations Summary (2-Page, 2-sided)	
ICS 221	Demobilization checkout (2-sided)	
ICS 223	Tentative Release list	
ICS 224	Crew Performance Rating (3-Part NCR)	
ICS 225	Incident Personnel Performance Rating (3-Part NCR)	
ICS 225G	Incident Personnel Performance Rating	
ICS 226	Compensation for Injury Log	
ICS 227	Claims Log	
ICS 308	Resource Order Form - Front	
ICS 308	Resource Order Form - Back	
ICS 308	Resource Order Form - Example	

- * This ICS Form is used to brief the FIRST incoming IC only.
 ** These are the documents that constitute an Incident Action plan.
 *** This is used for all written records in the Yamhill County EOC.

B

Maps

Figure 5: Map of Yamhill County



Yamhill County
Emergency Operations Plan

C

Reference List

- Central Oregon EAS Local Area Emergency Communications Committee. Central Oregon Operation Area Emergency Alert System Plan. Draft. Updated August 26, 2006.
- Federal Emergency Management Agency, FEMA 64, Emergency Action Planning Guidelines for Dams, 1985.
- Federal Emergency Management Agency, SLG 101 State and Local Guide.
- Federal Emergency Management Agency, SLG101A State and Local Guide.
- National Incident Management System, 2004.
- National Response Framework, 2008.
- National Response Plan, 2004.
- Office of the State Fire Marshal. Oregon Fire Services Mobilization Plan. March 2004.
- Oregon Emergency Management. State of Oregon Emergency Declaration Guidelines for Local Elected and Appointed Officials. March 2005.
- Oregon Revised Statutes (ORS) 401.305 through 401.335.
- Pandemic Influenza Response Plan. Yamhill County Public Health. April 2007.
- Public Health Communications Plan. Yamhill County Public Health. June 2006.
- Public Law 93 234, as amended The Flood Disaster Protection Act of 1973.
- Public law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.
- Title 44, The Code of Federal Regulations, Part 206.
- Yamhill County Board of Commissioners Ordinance #759, Rules for Responding to Emergencies. Yamhill County BOC. February 2005.
- Yamhill County Emergency Operations Plan. Yamhill County Office of Emergency Management. Updated July 2005.
- Yamhill County Natural Hazards Mitigation Plan. Mid-Willamette Valley Council of Governments. August 2006

- Yamhill County Resource Guide. Yamhill County Emergency Management. 2006.
- Yamhill County Strategic National Stockpile Receiving and Distribution Plan. Yamhill County Public Health. March 2007.
- YCPH Chemical Emergency Response Plan. Yamhill County Public Health. April 2007.
- All other Public Laws, Executive Orders, agreements, and MOUs enacted or to be enacted which pertain to emergencies/disasters.

Figure 6: Hazard Analysis & Risk Assessment, 2008

RANK	HAZARD	History: WF = 2					Vulnerability: WF = 5					Max Threat: WF = 10					Probability WF = 7					Total
BIOLOGICAL																						
1	Pandemic Flu	2	x	8	=	16	5	x	10	=	50	10	x	10	=	100	7	x	10	=	70	286
	SARS	2	x	2	=	4	5	x	4	=	20	10	x	4	=	40	7	x	5	=	35	99
	Category A Agents	2	x	2	=	4	5	x	3	=	15	10	x	2	=	20	7	x	6	=	42	81
	Disease Outbreaks	2	x	10	=	20	5	x	2	=	10	10	x	4	=	40	7	x	10	=	70	140
NATURAL HAZARDS																						
4	Flood	2	x	9	=	18	5	x	9	=	45	10	x	9	=	90	7	x	9	=	63	216
2	Earthquake	2	x	9	=	18	5	x	9	=	45	10	x	10	=	100	7	x	10	=	70	233
	Urban/Interface Fire	2	x	3	=	6	5	x	2	=	10	10	x	4	=	40	7	x	5	=	35	91
	Wildland Fire	2	x	4	=	8	5	x	3	=	15	10	x	7	=	70	7	x	3	=	21	114
	Landslide	2	x	8	=	16	5	x	3	=	15	10	x	3	=	30	7	x	8	=	56	117
5	Severe Storm	2	x	9	=	18	5	x	8	=	40	10	x	8	=	80	7	x	8	=	56	194
	Drought	2	x	4	=	8	5	x	5	=	25	10	x	8	=	80	7	x	5	=	35	148
HAZARDOUS MATERIALS RELEASES																						
	Nuclear Accident	2	x	1	=	2	5	x	1	=	5	10	x	2	=	20	7	x	5	=	35	62
3	Haz Chem Spill	2	x	10	=	20	5	x	9	=	45	10	x	9	=	90	7	x	9	=	63	218
	Chem WMD	2	x	1	=	2	5	x	4	=	20	10	x	10	=	100	7	x	4	=	28	150
	Trans. Hazards	2	x	4	=	8	5	x	4	=	20	10	x	5	=	50	7	x	4	=	28	106
	Terrorism	2	x	1	=	2	5	x	4	=	20	10	x	10	=	100	7	x	4	=	28	150

Figure 7: Risk Ratings

Risk ratings – are calculated by multiplying the severity rating score for each hazard, by the weight factor assigned to that hazard by the Department of Homeland Security. Each category, History, Vulnerability, Maximum Threat and Probability, is scored using this formula. The result is a realistic assessment of the risk this jurisdiction faces for each hazard.

		LOW	MEDIUM	HIGH
Severity Ratings:		1 – 3	4 - 7	8 - 10
History	Record of previous occurrences	0 -1 events per 100 yrs	2 – 3 events per 100 years	4 + events per 100 years
Vulnerability	Percentage of population and property likely to be affected	< 1% affected	1 – 10 % affected	> 10% affected
Maximum Threat	% of population and property that COULD be impacted under a worst-case scenario	<5% affected	5 – 25% affected	>25% affected
Probability	The likelihood of occurrence within a specified period of time	Once within 75 – 100 years	Once within 35 – 75 years	Once within 10 – 35 years

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Emergency Contact List

This list is kept as a separate document as much of the material contained in it is either sensitive or personal in nature and therefore it is considered and handled as a CONFIDENTIAL document.

Contact Emergency Management @ 503-434-7340 for further details.

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E

Glossary of Terms

GLOSSARY OF TERMS

For the purposes of the National Incident Management System and Yamhill County, Oregon, the following terms and definitions apply:

Actual Event:	A disaster (natural or man-made) that has warranted action to protect life, property, environment, public health or safety. Natural disasters include earthquakes, hurricanes, tornadoes, floods, etc.; man-made (either intentional or accidental) incidents can include chemical spills, terrorist attacks, explosives, biological attacks, etc.
After Action Reports (AAR):	The AAR documents the performance of exercise related tasks and makes recommendations for improvements. The Improvement Plan outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the AAR.
Agency	A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).
Agency Representative	A person assigned by a primary, assisting, or cooperating state, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.
Area Command (Unified Area Command)	An organization established (1) to oversee the management of multiple incidents that are each being handled by an Incident Command System organization or (2) to oversee the management of large or multiple incidents to which several Incident Management teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.
Assessment	The evaluation and interpretation of measurements and other information to provide a basis for decision-making.
Assignments	Tasks given to resources to perform within a given operational period

	that are based on operational objectives defined in the Incident Action Plan.
Assistant	Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.
Assisting Agency	An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.
Available Resources	Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.
Branch	The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.
Chain of Command	A series of command, control, executive, or management positions in hierarchical order of authority.
Check-In	The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.
Chief	The Incident Command System title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).
Command	The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.
Command Staff	In an incident management organization, the Command Staff consists of the Incident Commander and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.
Common Operating Picture	A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.
Communications Unit	An organizational unit in the Logistics Section responsible for

	providing communication services at an incident or an Emergency Operations Center. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.
Consequence Management	Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Emergency Management agencies normally have the lead role in consequence management.
Cooperating Agency	An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.
Coordinate	To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.
Corrective Action	Improved procedures that are based on lessons learned from actual incidents or from training and/or exercises
Corrective Action Plan (CAP)	A process implemented after incidents or exercises to assess, investigate and identify and implement appropriate solutions to prevent repeating problems encountered. For additional information on CAPs, please visit; https://hseep.dhs.gov/caps/Login.jsp
Crisis Management	Measures taken to define the threat and identify terrorists, prevent terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible. Law Enforcement agencies normally have the lead role in crisis management.
Deputy	A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.
Dispatch	The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.
Division	The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency	Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an 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 Operations Center	The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An Emergency Operations Center may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, state, regional, county, city, tribal), or some combination thereof.
Emergency Operations Plan	The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.
Emergency Public Information	Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.
Emergency Response Provider	Includes state, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.
Emergency Service Worker	Individuals, who have met a certain training standard, have the proper personal protective equipment, and who have been accepted by emergency management to perform specific tasks are classed as Emergency Service Workers.
Emergency Services	Organizations that have statutory responsibility to respond in an emergency such as fire, emergency medical, law enforcement, public health, public works and organizations whose members are trained and recognized as service providers are collectively termed Emergency Services.
Evacuation	Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their

	reception and care in safe areas.
Event	A planned, non-emergency activity. The Incident Command System can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.
Federal	Of or pertaining to the Federal Government of the United States of America.
Function	Function refers to the five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.
General Staff	A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.
Group	Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section.
Hazard	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
Incident	An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.
Incident Action Plan	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post	The field location at which the primary tactical-level, on-scene incident command functions are performed. The Incident Command Post may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.
Incident Command System	A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small, large, simple or complex incidents. The Incident Command System is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.
Incident Commander	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
Incident Management Team:	Incident Commander and appropriate Command and General Staff personnel assigned to an incident.
Incident Objectives	Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.
Initial Actions	The actions taken by those responders first to arrive at an incident site
Initial Response	Resources initially committed to an incident.
Intelligence Officer	The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that

	it gets to those who need access to it to perform their missions effectively and safely.
Joint Information Center	A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the Joint Information Center.
Joint Information System	Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the Joint Information System is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.
Jurisdiction	A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).
Liaison	A form of communication for establishing and maintaining mutual understanding and cooperation.
Liaison Officer	A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.
Local Government	A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).
Logistics	Providing resources and other services to support incident management

Logistics Section	The section responsible for providing facilities, services, and material support for the incident.
Major Disaster	As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.
Management by Objective	A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.
Mitigation	The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.
Mobilization	The process and procedures used by all organizations—state, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident
Multiagency Coordination Entity	A multi-agency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.
Multi-agency	Multi-agency coordination systems provide the architecture to support

Coordination Systems	coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, Emergency Operations Centers, specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the National Incident Management System.
Multi-jurisdictional Incident	An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under Unified Command.
Mutual-Aid Agreement	Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.
National	Of a nationwide character, including the state, local, and tribal aspects of governance and policy.
National Disaster Medical System	A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. The National Disaster Medical System provides resources for meeting the continuity of care and mental health services requirements of Emergency Support Function 8 in the Federal Response Plan
National Incident Management System	A system mandated by Homeland Security Presidential Directive-5 that provides a consistent nationwide approach for state, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among state, local, and tribal capabilities, the National Information Management System includes a core set of concepts, principles, and terminology. Homeland Security Presidential Directive-5-5 identifies these as the Incident Command System; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.
National Response Plan	A plan mandated by Homeland Security Presidential Directive-5-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Non-Governmental Organization	An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of Non-Governmental Organizations include faith-based charity organizations and the American Red Cross.
Operational Period	The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.
Operations Section	The section responsible for all tactical incident operations. In the Incident Command System, it normally includes subordinate branches, divisions, and/or groups
Personnel Accountability	The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that Incident Command System principles and processes are functional and that personnel are working within established incident management guidelines.
Personal Protective Equipment	Equipment issued to or possessed by an individual designed to keep the individual safe in an emergency or hazardous situation.
Planning Meeting	A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan.
Planning Section	Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.
Preparedness	The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the National Incident Management System, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management

Preparedness Organizations	The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.
Prevention	Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.
Private Sector	Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations.
Processes	Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.
Public Information Officer	A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements
Publications Management	The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of National Incident Management System materials is managed through this subsystem. Consistent documentation is critical to success because it ensures that all responders are familiar with the documentation used in a particular incident, regardless of the location or the responding agencies involved.

Qualification and Certification	This sub-system provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.
Reception Area	This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of Incident Action Plans, supplies and equipment, feeding, and bed down.
Recovery	The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, 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 by a state, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.
Resources	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.
Resource Management	Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual-aid agreements; the use of special state, local, and tribal teams; and resource mobilization protocols.
Resources Unit	Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.
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.
Safety Officer	A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.
Section	The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.
Span of Control	The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7.)
Staging Area	Location established where resources can be placed while awaiting a tactical assignment. The Operations Section oversees Staging Areas
State	When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).
Strategic	Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.
Strike Team	A collection of resources of the same kind and type that have an established minimum number of personnel, a leader and communications.
Strategy	The general direction selected to accomplish incident objectives set by the Incident Commander.
Supporting Technologies	Any technology that may be used to support the National Incident Management System is included in this subsystem. These

	technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others
Task Force	Any combination of dissimilar resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.
Technical Assistance	Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).
Terrorism	Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).
Threat	An indication of possible violence, harm, or danger.
Tools	Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.
Tribal	Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
Type	A classification of resources in the Incident Command System that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.
Unified Area Command	A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional.
Unified Command	An application of the Incident Command System used when there is

	more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.
Unit	The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.
Unity of Command	The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.
Volunteer	For purposes of the National Incident Management System, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

Source:

<http://www.fema.gov/nimcast/Glossary.do;jsessionid=661F57A3DAA0DE010E3F51D49AACD631>

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Emergency Support Functions

See VOL II

Incident Annexes

See VOL III

